



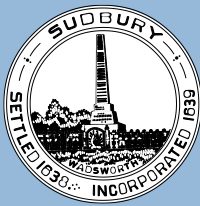
SUDBURY SELECT BOARD
TUESDAY JULY 25, 2023
7:00 PM, ZOOM

Item #	Time	Action	Item
	7:00 PM		CALL TO ORDER
			Opening remarks by Chair
			Reports from Town Manager
			Reports from Select Board
			Public comments
CONSENT CALENDAR			
1.		<i>VOTE</i>	Vote to appoint Election Officers for a one-year term, commencing August 15, 2023 and ending August 14, 2024, as recommended by the Democratic and Republican Town Committee Chairs and the Town Clerk.
2.		<i>VOTE</i>	Vote to grant a special permit to Myke Farricker, Committee Co-Chair, to hold a “Ride to Defeat ALS” bike ride on Sunday, September 17, 2023, from 7:00 a.m. through approximately 3:00 p.m., following the same route as in previous years, subject to Police Department safety requirements, proof of insurance coverage and the assurance that any litter will be removed at the race’s conclusion.
3.		<i>VOTE</i>	Vote to accept the resignation of Colin Warwick, 16 Maynard Farm Circle, from the Council on Aging (COA) and send him a letter of thanks for his service to the Town.
4.		<i>VOTE</i>	Vote to accept a FEMA COVID-19 reimbursement grant in the amount of \$347,956.88, as requested by Fire Chief John Whalen.
5.		<i>VOTE</i>	Vote on Open Meeting Law complaint response
6.		<i>VOTE</i>	Vote on Town Forum topics and formats.
7.		<i>VOTE</i>	Vote to accept a grant of \$95,000 from the Massachusetts Executive Office of Energy and Environmental Affairs to conduct a Municipal Vulnerability Preparedness (MVP) 2.0 planning process and implement a climate resilience seed project in accordance with the process and actions set forth by the grantor.
PUBLIC HEARING			

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. The Chair reserves the right to accept public comment on any item and may establish time limits.

Item #	Time	Action	Item
8.	7:30 PM	<i>VOTE</i>	Pursuant to General Bylaws, Article 1 Section 3 Town Meetings, continue a public hearing from Tuesday, July 11, 2023, 7:30 PM, for the purpose of determining whether a Fall Town Meeting should occur, and to publicize the same. Also vote to hold a Fall Town Meeting at a date and time to be determined at a later date.
9.		<i>VOTE</i>	Vote to close public hearing and resume Select Board meeting.
MISCELLANEOUS			
10.			Update by Dani Marini-King, Sustainability Coordinator, on sustainability efforts.
11.			Update to Select Board from Town Manager or his designee on ARPA expenditures to date, amount allocated but unspent, amount allocated but in flux (e.g., Park & Rec van), and amount unallocated.
12.		<i>VOTE</i>	Discussion and possible vote on response to letter from Massachusetts State Lottery Commission dated 7/21/23 relative to application of Sudbury Gulf, 470 Boston Post Road, for a KENO License. This is an unanticipated topic.
13.		<i>VOTE</i>	Vote to review and possibly approve the open session minutes of 11/29/22, 12/6/22, 3/7/23, 4/4/23, 5/16/23, 6/27/23, and Sewataro subcommittee minutes of 10/4/21, 10/14/21 and 11/23/21.
EXECUTIVE SESSION			
14.		<i>VOTE</i>	Vote to close open session, and enter executive session to review, approve and possibly release executive session meeting minutes pursuant to G.L. c. 30A, § 21(a)(7) (Purpose 7), citing to the Open Meeting Law, G.L. c. 30A, §§ 22(f), (g).
15.		<i>VOTE</i>	Vote to close executive session and not resume open session.

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. The Chair reserves the right to accept public comment on any item and may establish time limits.



SUDBURY SELECT BOARD

Tuesday, July 25, 2023

CONSENT CALENDAR ITEM

1: Election Worker Reappointments 2023

REQUESTOR SECTION

Date of request:

Requestor: Town Clerk

Formal Title: Vote to appoint Election Officers for a one-year term, commencing August 15, 2023 and ending August 14, 2024, as recommended by the Democratic and Republican Town Committee Chairs and the Town Clerk.

Recommendations/Suggested Motion/Vote: Vote to appoint Election Officers for a one-year term, commencing August 15, 2023 and ending August 14, 2024, as recommended by the Democratic and Republican Town Committee Chairs and the Town Clerk.

Background Information:

Input from Town Clerk if there's a question regarding signatures on the attached lists:

Election regulations require that the Democratic and Republican Party Chairs receive the list of proposed election workers, and they have 45 days to delete or add election workers. After 45 days the Select Board may appoint the list submitted by the Town Clerk. There is no requirement that the Party Chairs sign off.

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

07/25/2023 7:00 PM

Republican/Unenrolled Election Officers 2023-2024

Deanna Bisson- Republican Town Committee Chair

Last/ First Name	Election Position	Political Party
Burke Catherine	Election Officer	Republican
Caimano, Sonya V.	Election Officer	Republican
Connor, George	Election Officer	Republican
DeSantis, SantJean	Election Officer	Republican
Gelsonon, Madeleine R.	Election Officer	Republican
Gray-Nix, Elizabeth	Election Officer	Republican
Guthy, Patricia	Election Officer	Republican
Hullinger, Siobhan Condo	Election Officer	Republican
O'Rourke, Regina	Election Officer	Republican
Tate, Evelyn J.	Election Officer	Republican
Thomas, Susan	Election Officer	Republican
Wallingford Elizabeth J.	Election Officer	Republican
Anderson, Carolyn A.	Election Officer	Unenrolled
Barrett, Sarah	Election Officer	Unenrolled
Baumgartner, Diane	Election Officer	Unenrolled
Bennett, Joanne	Election Officer	Unenrolled
Bennett, Michael	Election Officer	Unenrolled
Biller, Bev	Election Officer	Unenrolled
Booth, Lisa	Election Officer	Unenrolled
Burkley, Elaine	Election Officer	Unenrolled
Burns, Joan H.	Election Officer	Unenrolled
Carlson, Gillian	Election Officer	Unenrolled
Carty, Maura	Election Officer	Unenrolled
Chidziva, Aurie-Sage	Election Officer	Unenrolled
Conlin, Jeffrey	Election Officer	Unenrolled
Corbin, Laura	Election Officer	Unenrolled
Cutler, Betsey	Election Officer	Unenrolled
Dawson, Maria	Election Officer	Unenrolled
Derby, Janet	Election Officer	Unenrolled
Diefenbacher, Elizabeth	Election Officer	Unenrolled
DiPace, Alice	Election Officer	Unenrolled
Drobinski, Patricia	Election Officer	Unenrolled
Fraize, Ellen	Election Officer	Unenrolled
French, Mary Ellen	Election Officer	Unenrolled
Friedlander, Thomas	Election Officer	Unenrolled
Gershengorn, Wendie	Election Officer	Unenrolled

Goldsmith, Barbara	Election Officer	Unenrolled
Graham, Jane	Election Officer	Unenrolled
Greene, Ruth	Election Officer	Unenrolled
Hawkins, Edward	Election Officer	Unenrolled
Hertzberg, Marc R.	Election Officer	Unenrolled
Hoover, Stewart V.	Election Officer	Unenrolled
Howard, Patricia B.	Election Officer	Unenrolled
Hubbell, Sarah	Election Officer	Unenrolled
Hurtig, Debbie	Election Officer	Unenrolled
James, Erika	Election Officer	Unenrolled
Johnson, Sandra	Election Officer	Unenrolled
Kaplan, Diane M.	Election Officer	Unenrolled
Kaufman, Phyllis	Election Officer	Unenrolled
Kelly, Thomas	Election Officer	Unenrolled
Kelley, Megan	Election Officer	Unenrolled
Kershaw, Janet	Election Officer	Unenrolled
Kreutz, Edward V.	Election Officer	Unenrolled
Kuras, Katherine	Election Officer	Unenrolled
Lee, Chongfang	Election Officer	Unenrolled
Lesser, Maria Y.	Election Officer	Unenrolled
Longo, Joanne	Election Officer	Unenrolled
MacLean, Marilyn	Election Officer	Unenrolled
Mattione, Richard P.	Election Officer	Unenrolled
Maxon, Patricia	Election Officer	Unenrolled
McCormack, Mary	Election Officer	Unenrolled
Merra, Judith A.	Election Officer	Unenrolled
Morrissey, Jane	Election Officer	Unenrolled
Morrissey, Robert	Election Officer	Unenrolled
Murphy, Susan K.	Election Officer	Unenrolled
Nikula, Elizabeth	Election Officer	Unenrolled
Nozik, Gail	Election Officer	Unenrolled
O'Connor, Susan	Election Officer	Unenrolled
Phillips, Joanne	Election Officer	Unenrolled
Reagan, Karen	Election Officer	Unenrolled
Reed, Judy Ann	Election Officer	Unenrolled
Roopenian, Kirsten	Election Officer	Unenrolled
Royea, Marie	Election Officer	Unenrolled
Ryan, David	Election Officer	Unenrolled
Schmidt, Susan M.	Election Officer	Unenrolled
Schow, Joan M.	Election Officer	Unenrolled
Scott, Mary	Election Officer	Unenrolled
Simon, Gail-Ann	Election Officer	Unenrolled
Sklenak, Deanna	Election Officer	Unenrolled
Sobol, Elizabeth	Election Officer	Unenrolled
Steward, Connie	Election Officer	Unenrolled

Sullivan, Lisa	Election Officer	Unenrolled
Swirsky, Gabrielle	Election Officer	Unenrolled
Synnott, Cheryl E.	Election Officer	Unenrolled
Tabone, Fances	Election Officer	Unenrolled
Taranto, Elaine	Election Officer	Unenrolled
Travers, Thomas S.	Election Officer	Unenrolled
Tyler, Patricia	Election Officer	Unenrolled
Wallace, Linda M.	Election Officer	Unenrolled

This list is to be approved by the Republican Chair, Deanna Bisson

Chair Signature: _____

Date: _____

Democrat/Unenrolled Election Officers 2023-2024

Tatiana Vitvitsky - Democratic Town Committee Chair

Last/ First Name	Election Position	Political Party
Abrams, Susan F.	Election Officer	Democrat
Bausk, Joseph D.	Election Officer	Democrat
Blatz, Beverly	Election Officer	Democrat
Bouchard, Michele	Election Officer	Democrat
Boyce, Sheila J.	Election Officer	Democrat
Cabral, Dorothy A.	Election Officer	Democrat
Church, Ellen	Election Officer	Democrat
Cline, Sherri	Election Officer	Democrat
Curtis, Heather	Election Officer	Democrat
DiPace, Frank L.	Election Officer	Democrat
Donalds, Neri E.	Election Officer	Democrat
Dziekhan, Michael W.	Election Officer	Democrat
Ehrmann, Debra D.	Election Officer	Democrat
Goldsmith, Howard	Election Officer	Democrat
Greene, Steven	Election Officer	Democrat
Gross, Judith S.	Election Officer	Democrat
Hardenbergh, Jan	Election Officer	Democrat
Hawrylak, Christine	Election Officer	Democrat
Huppert, Lawrence	Election Officer	Democrat
Jenkinson, Mary	Election Officer	Democrat
Kessler-Walsh, Gail	Election Officer	Democrat
Marotta, Paul J.	Election Officer	Democrat
Oldroyd, Dorothy	Election Officer	Democrat
Packhem, Elizabeth	Election Officer	Democrat
Pakos, Patricia	Election Officer	Democrat
Radoski, Elizabeth	Election Officer	Democrat
Rettman, Bonita	Election Officer	Democrat
Rushfirth, Susan	Election Officer	Democrat
Shulman, Carol	Election Officer	Democrat
Signorino, Carolina	Election Officer	Democrat
Silverman, Erica	Election Officer	Democrat
Silverman, Kay	Election Officer	Democrat
Sullivan, Kerry	Election Officer	Democrat
Surwilo, Jennifer	Election Officer	Democrat
Tabone, Frances	Election Officer	Democrat
Travers, Jo Susan	Election Officer	Democrat
Wilson, Barbara	Election Officer	Democrat
Woodson, Annette	Election Officer	Democrat

Attachment 1.b: Update 2. Democrat-Unenrolled Election Officers 2023-2024 (5883 : Election Worker Reappointments 2023)

Anderson, Carolyn A.	Election Officer	Unenrolled
Barrett, Sarah	Election Officer	Unenrolled
Baumgartner, Diane	Election Officer	Unenrolled
Bennett, Joanne	Election Officer	Unenrolled
Bennett, Michael	Election Officer	Unenrolled
Biller, Bev	Election Officer	Unenrolled
Booth, Lisa	Election Officer	Unenrolled
Burkley, Elaine	Election Officer	Unenrolled
Burns, Joan H.	Election Officer	Unenrolled
Carlson, Gillian	Election Officer	Unenrolled
Carty, Maura	Election Officer	Unenrolled
Chidziva, Aurie-Sage	Election Officer	Unenrolled
Conlin, Jeffrey	Election Officer	Unenrolled
Corbin, Laura	Election Officer	Unenrolled
Cutler, Betsey	Election Officer	Unenrolled
Dawson, Maria	Election Officer	Unenrolled
Derby, Janet	Election Officer	Unenrolled
Diefenbacher, Elizabeth	Election Officer	Unenrolled
DiPace, Alice	Election Officer	Unenrolled
Drobinski, Patricia	Election Officer	Unenrolled
Fraize, Ellen	Election Officer	Unenrolled
French, Mary Ellen	Election Officer	Unenrolled
Friedlander, Thomas	Election Officer	Unenrolled
Gershengorn, Wendie	Election Officer	Unenrolled
Goldsmith, Barbara	Election Officer	Unenrolled
Graham, Jane	Election Officer	Unenrolled
Greene, Ruth	Election Officer	Unenrolled
Hawkins, Edward	Election Officer	Unenrolled
Hertzberg, Marc R.	Election Officer	Unenrolled
Hoover, Stewart V.	Election Officer	Unenrolled
Howard, Patricia B.	Election Officer	Unenrolled
Hubbell, Sarah	Election Officer	Unenrolled
Hurtig, Debbie	Election Officer	Unenrolled
James, Erika	Election Officer	Unenrolled
Johnson, Sandra	Election Officer	Unenrolled
Kaplan, Diane M.	Election Officer	Unenrolled
Kaufman, Phyllis	Election Officer	Unenrolled
Kelly, Thomas	Election Officer	Unenrolled
Kelley, Megan	Election Officer	Unenrolled
Kershaw, Janet	Election Officer	Unenrolled
Kreutz, Edward V.	Election Officer	Unenrolled
Kuras, Katherine	Election Officer	Unenrolled
Lee, Chongfang	Election Officer	Unenrolled
Lesser, Maria Y.	Election Officer	Unenrolled

Longo, Joanne	Election Officer	Unenrolled
MacLean, Marilyn	Election Officer	Unenrolled
Mattione, Richard P.	Election Officer	Unenrolled
Maxon, Patricia	Election Officer	Unenrolled
McCormack, Mary	Election Officer	Unenrolled
Merra, Judith A.	Election Officer	Unenrolled
Morrissey, Jane	Election Officer	Unenrolled
Morrissey, Robert	Election Officer	Unenrolled
Murphy, Susan K.	Election Officer	Unenrolled
Nikula, Elizabeth	Election Officer	Unenrolled
Nozik, Gail	Election Officer	Unenrolled
O'Connor, Susan	Election Officer	Unenrolled
Phillips, Joanne	Election Officer	Unenrolled
Reagan, Karen	Election Officer	Unenrolled
Reed, Judy Ann	Election Officer	Unenrolled
Roopenian, Kirsten	Election Officer	Unenrolled
Royea, Marie	Election Officer	Unenrolled
Ryan, David	Election Officer	Unenrolled
Schmidt, Susan M.	Election Officer	Unenrolled
Schow, Joan M.	Election Officer	Unenrolled
Scott, Mary	Election Officer	Unenrolled
Simon, Gail-Ann	Election Officer	Unenrolled
Sklenak, Deanna	Election Officer	Unenrolled
Sobol, Elizabeth	Election Officer	Unenrolled
Steward, Connie	Election Officer	Unenrolled
Sullivan, Lisa	Election Officer	Unenrolled
Swirsky, Gabrielle	Election Officer	Unenrolled
Synnott, Cheryl E.	Election Officer	Unenrolled
Tabone, Fances	Election Officer	Unenrolled
Taranto, Elaine	Election Officer	Unenrolled
Travers, Thomas S.	Election Officer	Unenrolled
Tyler, Patricia	Election Officer	Unenrolled
Wallace, Linda M.	Election Officer	Unenrolled

This list is to be approved by the Democrat Chair, Tatiana Vitvitsky

Chair Signature: _____

Date: _____



SUDBURY SELECT BOARD
Tuesday, July 25, 2023

CONSENT CALENDAR ITEM

2: Ride to Defeat ALS 2023

REQUESTOR SECTION

Date of request:

Requestor: Myke Farricker, Co-Chair of the 2023 Ride to Defeat ALS

Formal Title: Vote to grant a special permit to Myke Farricker, Committee Co-Chair, to hold a “Ride to Defeat ALS” bike ride on Sunday, September 17, 2023, from 7:00 a.m. through approximately 3:00 p.m., following the same route as in previous years, subject to Police Department safety requirements, proof of insurance coverage and the assurance that any litter will be removed at the race’s conclusion.

Recommendations/Suggested Motion/Vote: Vote to grant a special permit to Myke Farricker, Committee Co-Chair, to hold a “Ride to Defeat ALS” bike ride on Sunday, September 17, 2023, from 7:00 a.m. through approximately 3:00 p.m., following the same route as in previous years, subject to Police Department safety requirements, proof of insurance coverage and the assurance that any litter will be removed at the race’s conclusion.

Background Information:

Please see application and staff feedback attached.

Financial impact expected:N/A

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

- Select Board Office Pending
- Town Manager's Office Pending
- Town Counsel Pending
- Leila S. Frank Pending
- Select Board Pending
- Select Board Pending

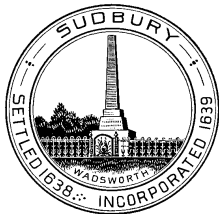
07/25/2023 7:00 PM

Ride to Defeat ALS

Sunday, September 17, 2023

Department Feedback

Department	Staff	Date	Comments
Fire Department	Asst. Chief Choate	7/3/23	No issues with FD.
Highway Department	Dan Nason	7/5/23	The Public Works Department has no issues with this event assuming there are no resources (labor, barrels, barricades, cones, vehicles, etc.) required of the Department.
Park & Recreation	Dennis Mannone	7/4/23	Recreation see no issues
Police Department	Chief Nix	7/3/23	We are good with the event with the previous recommendations being continued.



TOWN OF SUDBURY

Office of Select Board

www.sudbury.ma.us

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

Email: SBadmin@sudbury.ma.us

APPLICATION FOR A CHARITABLE WALK/RELAY PERMIT ON A PUBLIC WAY

Written permission to conduct a fundraising walk or relay race in any public street, public sidewalk or public way within the Town must be obtained from the Select Board prior to the event. The Chief of Police will determine the appropriate public safety requirements for this event and the cost of such special duty officers, if any required, will be borne by the applicant. The Town of Sudbury requires a Certificate of Insurance of no less than \$1,000,000, naming the Town as an additional insured. All cleanup from the event will be completed by the applicant within 8 hours after the stated ending time or applicant will be billed for the Town's cost to clean up. Application processing can take up to four weeks as approval from the Police, Building and Park & Recreation departments may be required prior to Select Board approval. Processing begins after all required materials are received, so please plan accordingly.

Organization Name _____

Event Name _____

Organization Address _____

Name of contact person in charge _____

Telephone Number(s) of contact _____ (cell) _____

Email address _____

Date of event _____ Rain Date _____

Starting time _____ Ending time _____

Route of the race/relay and portion of the road requested to be used (please indicate on map and attach to this application) _____

Anticipated number of participants _____

Assembly area (enclose written permission of owner if private property to be used for assembly) _____

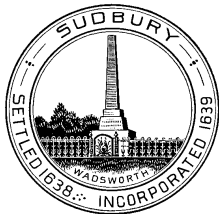
Organization that proceeds will go to _____

Any other important information _____

The undersigned applicant agrees that the applicant and event participants will conform to applicable laws, by-laws and regulations as well as any special requirement that may be made as a condition of the granting of permission pursuant to this application. I/we agree to hold the Town of Sudbury harmless from any and all liability and will defend the Town of Sudbury in connection therewith.

Signature of Applicant Myke Farricker Date _____

Attachment 2.b: 2023 Sudbury Application for Charitable Event - Ride to Defeat ALS_SB (5927 : Ride to Defeat ALS 2023)



TOWN OF SUDBURY

Office of Select Board

www.sudbury.ma.us

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

Email: SBadmin@sudbury.ma.us

CONTINUED: APPLICATION FOR A CHARITABLE WALK/RELAY PERMIT...

Application Checklist:

- Application Form
- Map of Route
- Evidence of Certificate of Insurance (please see details above)

Please submit completed application and materials to:

Office of Select Board

278 Old Sudbury Rd.

Sudbury, MA 01776

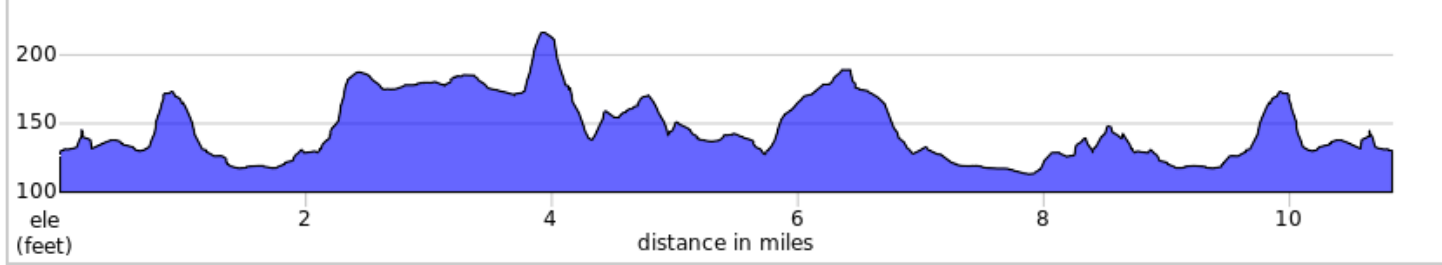
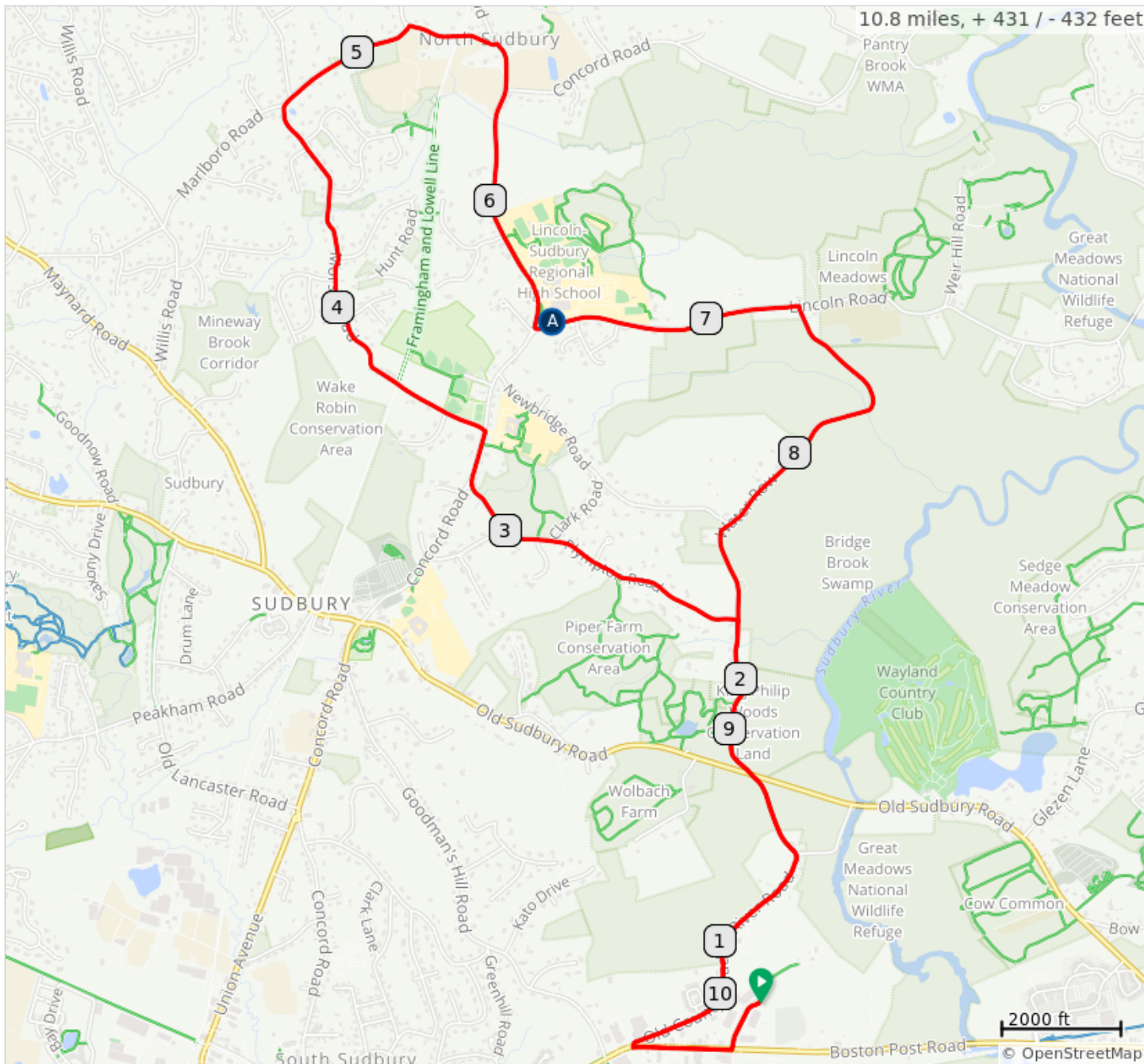
Fax: 978-443-0756

Email: SBadmin@sudbury.ma.us

2022 Ride to Defeat ALS - 10 Mile



A. Rest Stop @ Lincoln Sudbury High School



Attachment 2.c: Ride to Defeat ALS_Routes (5927 : Ride to Defeat ALS 2023)

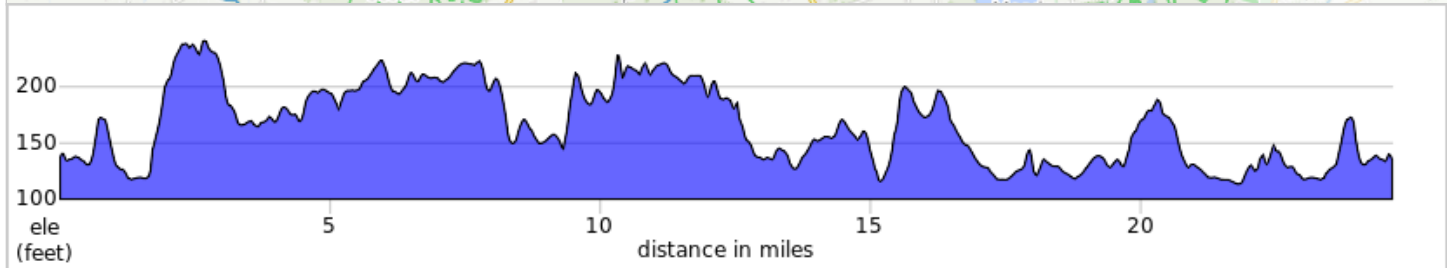
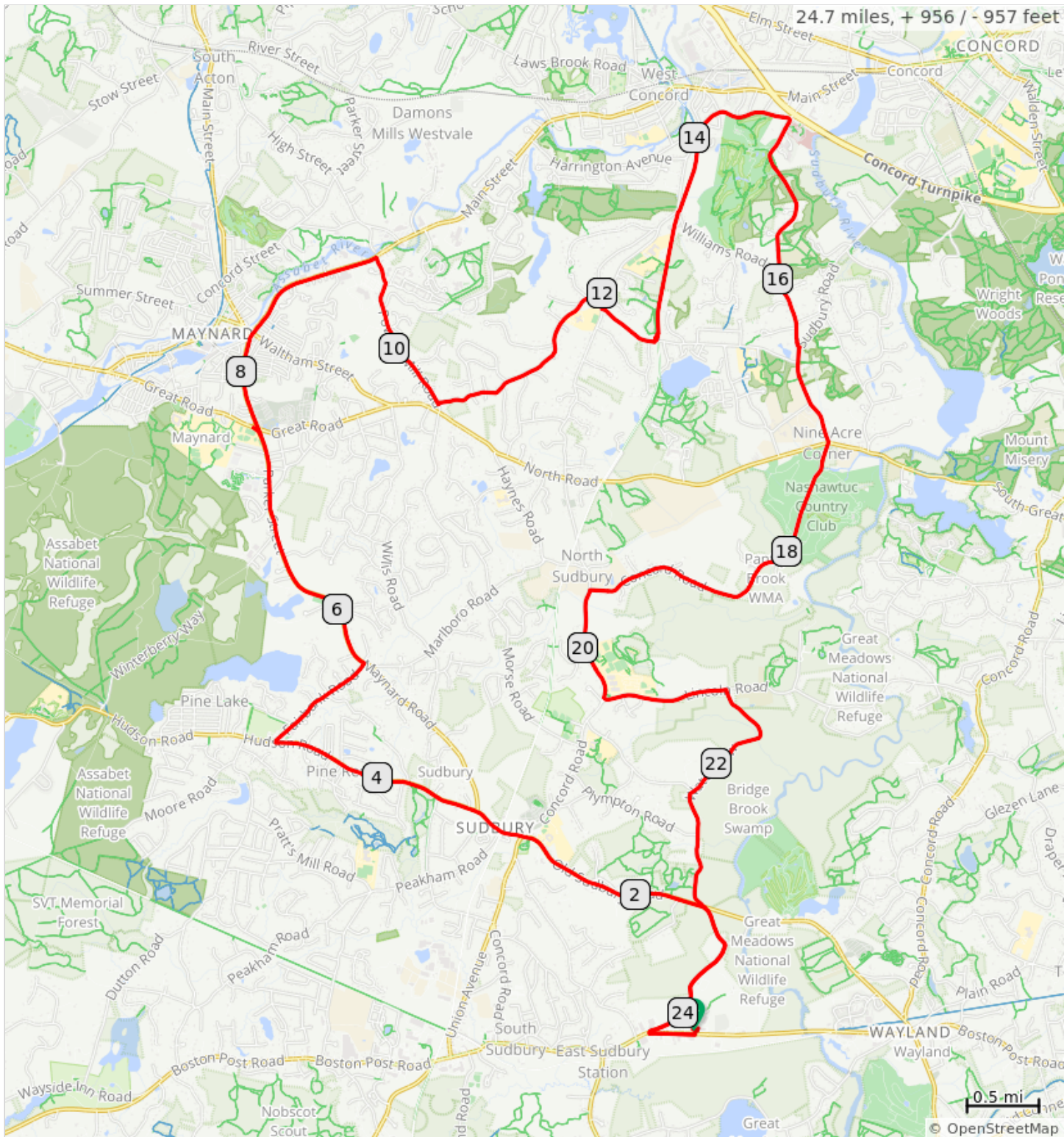
Dist	Type	Note
0.0	📍	Start of route
0.2	➔	R onto US-20 W/Boston Post Rd
0.5	➔	R onto Old County Rd
0.8	⬆	Continue onto River Rd
1.4	⬅	L onto Water Row. CAUTION: Oncoming traffic has R of Way
1.6	⬆	CAUTION: Cross Route 27 and continue onto Water Row.
2.2	⬅	L onto Plympton Rd
3.2	➔	R onto Concord Rd
3.4	⬅	L onto Morse Rd
4.7	➔	R onto Marlboro Rd
5.2	➔	R onto Haynes Rd
5.5	➔	R onto Pantry Rd
5.6	⬆	Continue onto Concord Rd

5.6 miles. +227/-220 feet

Dist	Type	Note
6.4	⬅	L at Lincoln Rd
6.5	⚡	REST STOP @ Lincoln Sudbury High School (Open: 10:30 AM - 2:00 PM)
7.3	➔	R onto Water Row
9.2	⬆	CAUTION: Crossing Route 27 and continue onto Water Row.
9.4	➔	Slight R onto River Rd
10.0	⬆	Continue onto Old County Rd
10.3	⬅	L onto US-20 E/Boston Post Rd
10.6	⬅	L onto Minuteman Dr
10.8	📍	End of route

5.2 miles. +110/-162 feet

2022 Ride to Defeat ALS - 25 Mile v2



Attachment 2.c: Ride_to_Defeat_ALS_Routes (5927 : Ride to Defeat ALS 2023)

Dist	Type	Note
0.0		Start of route
0.0		R onto Minuteman Road
0.1		R onto Boston Post Road, US 20
0.4		Sharp R onto Old County Road
1.2		Keep L onto Water Row
1.5		Slight L onto Old Sudbury Road, MA 27
3.5		Keep R onto Hudson Road
3.6		Sharp L onto Hudson Road
3.6		Make a U-turn onto Hudson Road
4.8		R onto Fairbank Road
4.8		Slight R onto Fairbank Road
5.5		Keep R onto Fairbank Road
5.6		Sharp L onto Fairbank Road

5.6 miles. +248/-187 feet

Dist	Type	Note
5.6		Make a U-turn onto Fairbank Road
5.6		L onto Maynard Road, MA 27
7.5		L onto Great Road, MA 117
7.5		Sharp L
7.6		Sharp L onto Parker Street, MA 27
9.3		R onto Sudbury Road
9.5		Keep R onto Sudbury Road
10.5		L onto Powers Road
10.5		Sharp L onto Powers Road
10.5		Sharp L onto Powder Mill Road
10.5		L onto Powers Road
10.5		Slight R onto Powers Road
12.0		R onto Old Pickard Road
12.1		L onto Powder Mill Road

6.5 miles. +250/-251 feet

Dist	Type	Note
12.5		Keep L onto Powder Mill Road
12.5		Sharp R onto Powder Mill Road
12.5		Make a U-turn onto Powder Mill Road
12.5		L
12.6		R
12.6		L onto Bruce Freeman Rail Trail
13.5		Slight R onto Bruce Freeman Rail Trail
14.0		R onto Old Marlboro Road
14.7		Keep R
14.8		Slight R onto Old Road to Nine Acre Corner
15.9		Keep R onto Old Road to Nine Acre Corner

3.8 miles. +143/-151 feet

Dist	Type	Note
16.1		Sharp R onto Old Road to Nine Acre Corner
16.1		Make a U-turn onto Old Road to Nine Acre Corner
16.5		R onto Sudbury Road
19.6		L onto Concord Road
20.4		L onto Lincoln Road
21.2		R onto Water Row
22.9		Keep R onto Water Row
23.1		Sharp L onto Water Row
23.1		Make a U-turn onto Water Row
23.1		L onto Old Sudbury Road, MA 27
23.1		Keep R onto Water Row
23.4		Keep R onto Water Row
23.4		Slight R onto River Road

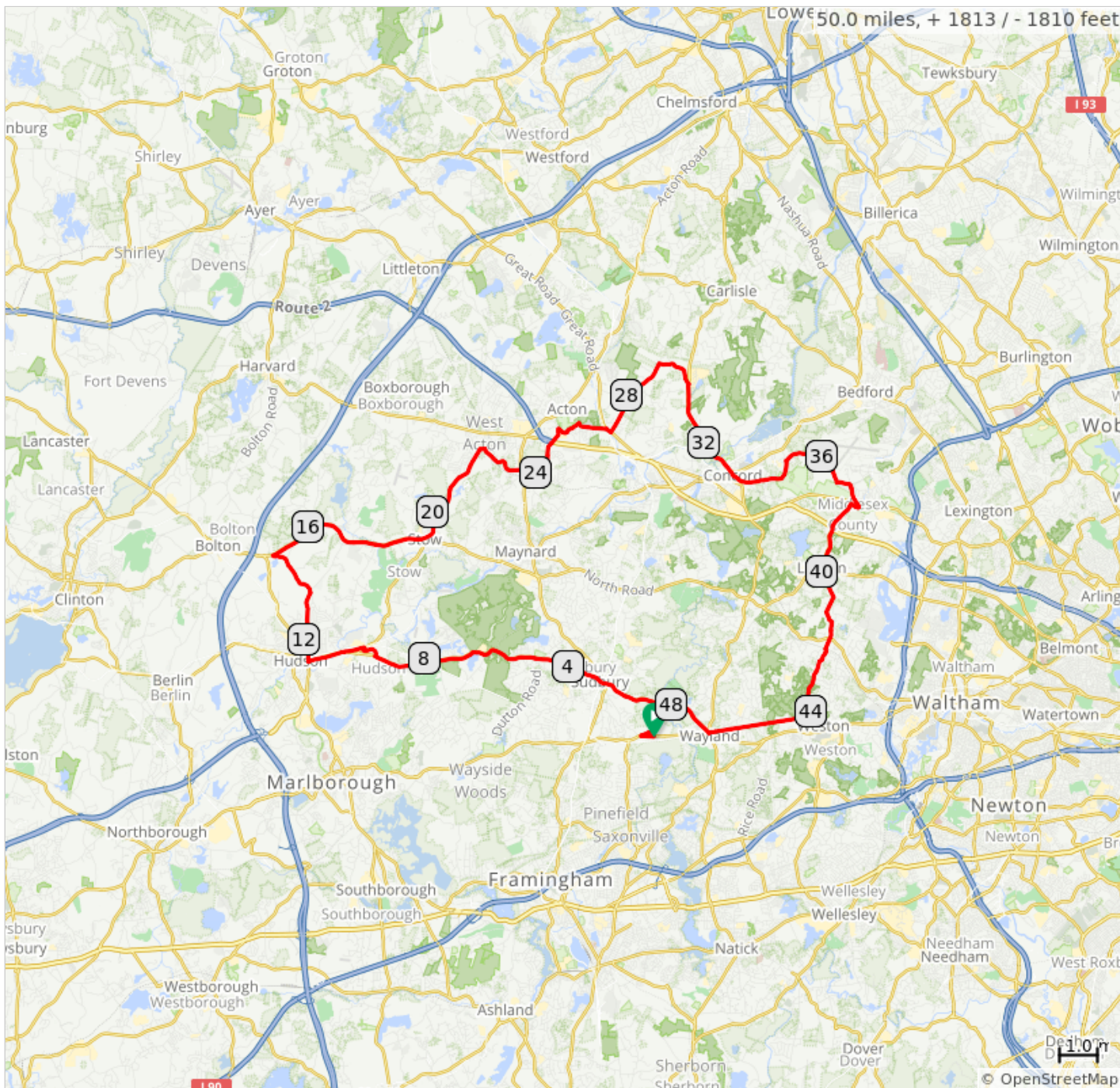
7.5 miles. +193/-248 feet

Attachment 2.c: Ride to Defeat ALS Routes (5927 : Ride to Defeat ALS 2023)

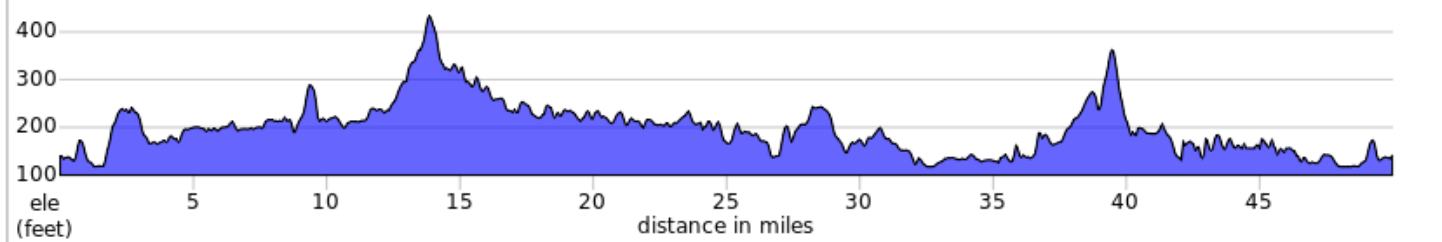
Dist	Type	Note
24.3	←	L onto Boston Post Road, US 20
24.6	←	L onto Minuteman Road
24.6	↻	Sharp R
24.6	←	L
24.7	📍	End of route

1.2 miles. +5/-7 feet

2022 Ride to Defeat ALS - 50 Mile v3



Attachment 2.c: Ride to Defeat ALS_Routes (5927 : Ride to Defeat ALS 2023)



Dist	Type	Note
0.0		Start of route
0.0		R onto Minuteman Road
0.0		R onto Boston Post Road, US 20
0.4		Sharp R onto Old County Road
1.1		Keep R onto River Road
1.2		Sharp L onto River Road
1.2		Keep L onto Water Row
1.5		Keep R onto Water Row
1.5		Sharp L onto Water Row
1.5		Make a U-turn onto Water Row
1.5		Keep L onto Old Sudbury Road, MA 27
5.0		Keep R onto Hudson Road
5.0		Sharp R onto Hudson Road

5.0 miles. +228/-170 feet

Dist	Type	Note
6.6		Keep R onto Sudbury Road
6.7		Sharp L onto Sudbury Road
6.7		Make a U-turn onto Sudbury Road
6.7		Slight L onto State Road
9.4		R onto Orchard Drive
9.9		R onto Wilkins Street, MA 62
9.9		R
11.5		R onto Broad Street
11.5		Continue onto Manning Street
13.2		Keep L onto Long Hill Road
13.3		Sharp L onto Long Hill Road
13.3		L onto Long Hill Road
14.8		R onto Main Street, MA 117
16.8		Keep R onto Great Road, MA 117

11.8 miles. +453/-411 feet

Dist	Type	Note
17.4		Sharp L onto Great Road, MA 117
17.4		Make a U-turn onto Great Road, MA 117
19.2		Keep L onto Crescent Street
19.5		Keep L onto West Acton Road
19.7		Continue onto West Acton Road
22.0		Keep L onto Willow Street
22.1		Sharp L onto Willow Street
22.1		Make a U-turn onto Willow Street
22.1		R onto Summer Street
22.3		R onto Central Street
23.6		Slight R onto Main Street, MA 27
23.7		L onto School Street

6.8 miles. +179/-209 feet

Dist	Type	Note
24.1		L onto Piper Road
25.3		Keep R onto Taylor Road
25.4		Sharp L onto Taylor Road
25.4		R onto Minot Avenue
26.1		R onto Concord Road
26.8		R onto Great Road, MA 2A, MA 119
27.0		L onto Pope Road
28.2		Keep R onto Pope Road
28.2		Sharp R onto Pope Road
28.2		Make a U-turn onto Pope Road
29.2		R onto Spencer Brook Road
29.6		Continue onto Westford Road
30.2		Keep R onto Westford Road
30.3		Sharp L onto Westford Road

6.6 miles. +251/-276 feet

Dist	Type	Note
30.3	→	R onto Lowell Road
32.2	↖	Keep L onto Lowell Road
32.3	↗	Sharp R onto Lowell Road
32.3	↻	Make a U-turn onto Lowell Road
32.7	→	R
32.7	←	L
32.8	←	L onto Keyes Road
32.8	→	R onto Lowell Road
33.2	↗	Slight R onto Lexington Road
33.3	↑	Continue onto Lexington Road
34.4	↖	Keep L onto Old Bedford Road
34.9	→	R onto Virginia Road
35.4	↖	Keep L onto Virginia Road
35.5	↗	Sharp R onto Virginia Road

5.2 miles. +85/-121 feet

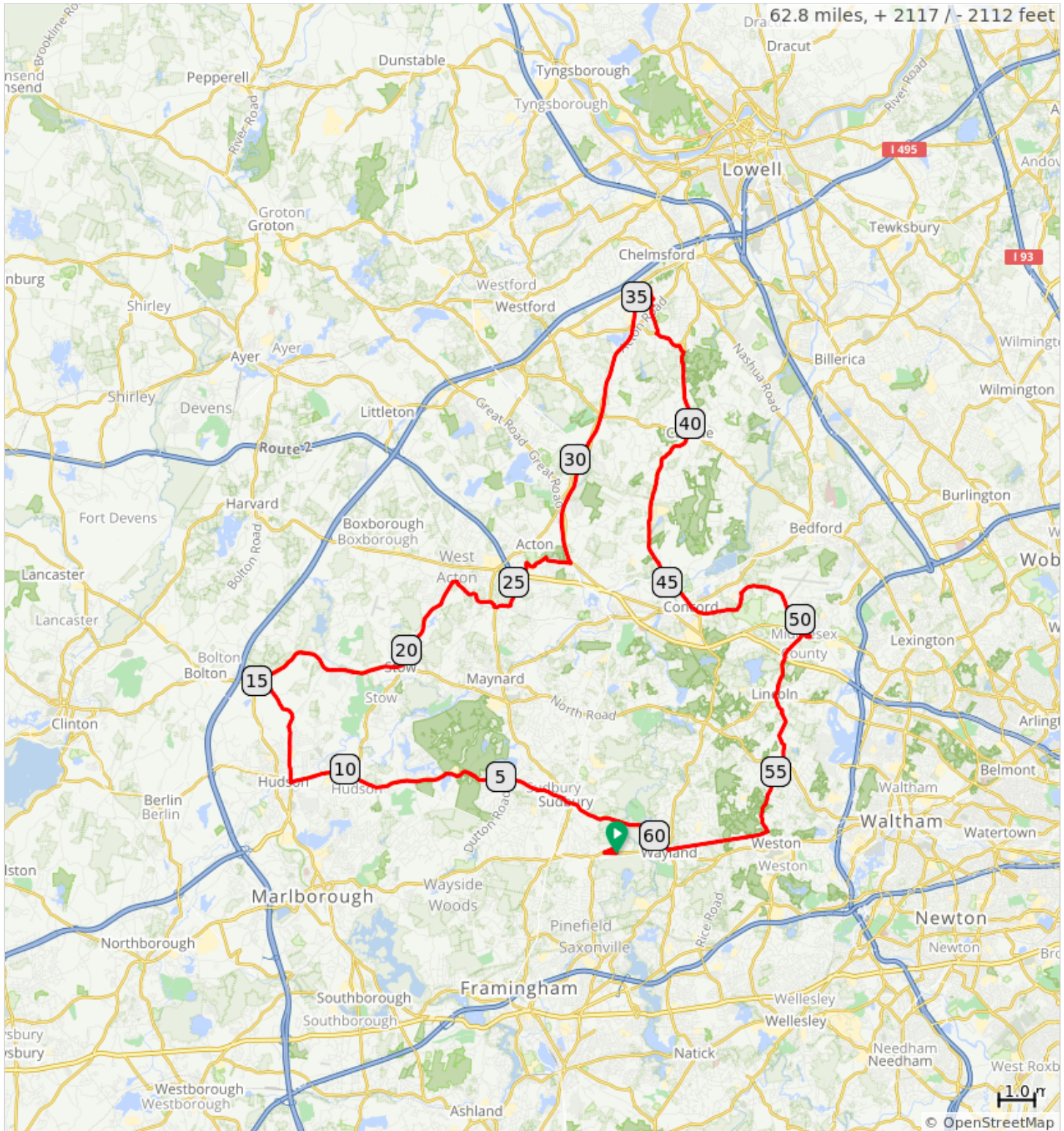
Dist	Type	Note
35.5	↻	Make a U-turn onto Virginia Road
37.0	↗	Keep R onto Old Bedford Road
37.7	↗	Keep R
37.7	↗	Slight R onto North Great Road, MA 2A
37.9	←	L onto Bedford Road
39.8	←	L onto Weston Road
40.2	↗	Keep R onto Weston Road
40.3	↖	Sharp L onto Weston Road
40.4	↗	Keep R onto Weston Road
40.7	↖	Sharp L onto Weston Road
40.7	↻	Make a U-turn onto Weston Road
40.7	↗	Slight R onto Weston Road
41.4	↗	Keep R onto Weston Road

6.0 miles. +360/-301 feet

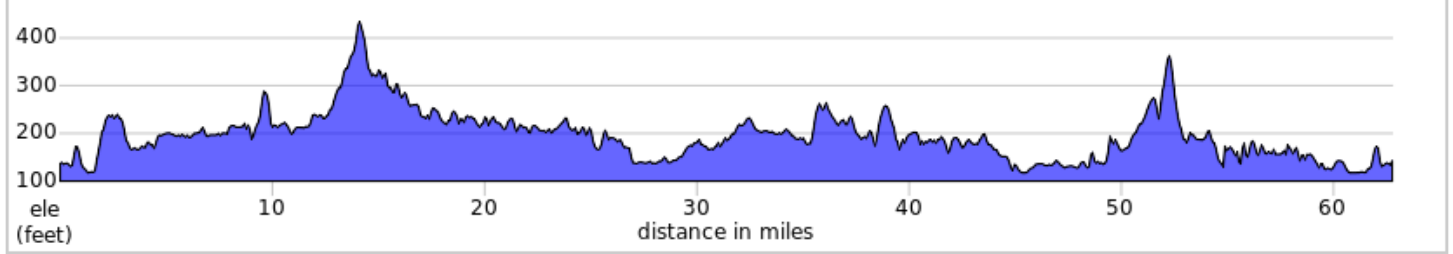
Dist	Type	Note
41.6	↖	Sharp L onto Weston Road
41.6	↻	Make a U-turn onto Weston Road
43.6	↖	Slight L onto Concord Road
43.9	↖	Keep L onto Concord Road
44.0	→	R onto Mass Central Rail Trail -- Wayside
46.8	→	R onto Cochituate Road, MA 27, MA 126
48.5	↖	Sharp L onto Water Row
48.8	↗	Keep R onto Water Row
48.8	↗	Slight R onto River Road
49.6	←	L onto Boston Post Road, US 20
50.0	←	L onto Minuteman Road
50.0	📍	End of route

8.5 miles. +258/-294 feet

2022 Ride to Defeat ALS - 100 KM v4



Attachment2.c: Ride_to_Defeat_ALS_Routes (5927 : Ride to Defeat ALS 2023)



Dist	Type	Note
0.0	📍	Start of route
0.0	➔	R onto Minuteman Road
0.1	➔	R onto Boston Post Road, US 20
0.4	↷	Sharp R onto Old County Road
1.2	↶	Keep L onto Water Row
1.5	↶	Slight L onto Old Sudbury Road, MA 27
6.0	↶	Sharp L
6.0	←	L
6.3	➔	R
6.3	←	L onto Hudson Road
6.9	↶	Keep R onto Sudbury Road
7.0	↶	Sharp L onto Sudbury Road
7.0	↻	Make a U-turn onto Sudbury Road

7.0 miles. +262/-206 feet

Dist	Type	Note
7.0	↶	Slight L onto State Road
9.7	➔	R onto Orchard Drive
10.2	➔	R onto Wilkins Street, MA 62
10.2	←	L
11.7	➔	R onto Broad Street
11.8	↑	Continue onto Manning Street
13.6	←	L onto Long Hill Road
15.0	➔	R onto Main Street, MA 117
18.1	➔	R onto Orchard Drive
18.1	←	L
18.2	←	L
18.2	➔	R onto Great Road, MA 117
19.4	↶	Keep L onto Crescent Street
19.7	↶	Keep R onto Crescent Street
19.7	↶	Sharp L onto Crescent Street

12.7 miles. +528/-510 feet

Dist	Type	Note
19.8	↶	Keep L onto West Acton Road
20.0	↑	Continue onto West Acton Road
20.2	↻	Make a U-turn onto West Acton Road
20.2	↶	Sharp L onto West Acton Road
22.2	↶	Keep L onto Willow Street
22.4	↶	Sharp L onto Willow Street
22.4	➔	R onto Summer Street
22.5	➔	R onto Central Street
23.4	↶	Keep R onto Central Street
23.5	↷	Sharp R onto Central Street
23.8	↶	Keep R onto Central Street
23.8	↶	Sharp L onto Central Street
23.8	↻	Make a U-turn onto Central Street

4.1 miles. +131/-111 feet

Dist	Type	Note
23.9	↶	Slight R onto Main Street, MA 27
23.9	←	L onto School Street
24.4	←	L onto Piper Road
25.6	↶	Keep R onto Taylor Road
25.7	↶	Sharp L onto Taylor Road
25.7	↻	Make a U-turn onto Taylor Road
25.7	➔	R onto Minot Avenue
26.4	➔	R onto Concord Road
27.0	↶	Keep L onto Concord Road
27.1	↷	Sharp R onto Concord Road
27.1	↻	Make a U-turn onto Concord Road
27.1	↶	Sharp L onto Bruce Freeman Rail Trail
29.9	➔	R onto Bruce Freeman Rail Trail

6.0 miles. +140/-196 feet

Dist	Type	Note
30.9	↑	Continue onto Bruce Freeman Rail Trail
33.3	↑	Continue onto Bruce Freeman Rail Trail
34.0	↗	Keep R onto Bruce Freeman Rail Trail
34.2	↘	Sharp R onto Bruce Freeman Rail Trail
34.2	↻	Make a U-turn onto Bruce Freeman Rail Trail
34.7	↗	Keep R onto Bruce Freeman Rail Trail
34.8	↘	Sharp R onto Bruce Freeman Rail Trail
34.8	↻	Make a U-turn onto Bruce Freeman Rail Trail
35.4	↙	Sharp L onto High Street
35.4	↘	Sharp R onto Bruce Freeman Rail Trail

5.5 miles. +91/-86 feet

Dist	Type	Note
35.4	→	R onto High Street
35.5	→	R onto Locust Road
35.9	↗	Slight R onto Locust Road
35.9	↗	Slight R onto Byam Road
35.9	←	L onto Barton Hill Road
36.9	↙	Sharp L onto Proctor Road
37.9	↘	Sharp R onto Lowell Street
38.0	↗	Keep R onto Lowell Street
38.2	↙	Sharp L onto Lowell Street
38.2	↻	Make a U-turn onto Lowell Street
40.2	↑	At roundabout, take exit 1 onto Westford Road, MA 225
40.2	↙	Keep L onto Concord Street
43.0	↗	Keep R onto Lowell Road
43.1	↙	Sharp L onto Lowell Road

7.7 miles. +330/-338 feet

Dist	Type	Note
43.1	↻	Make a U-turn onto Lowell Road
45.0	↙	Keep L onto Lowell Road
45.1	↘	Sharp R onto Lowell Road
45.9	↗	Slight R onto Lexington Road
46.1	↑	Continue onto Lexington Road
47.2	↙	Keep L onto Old Bedford Road
47.7	←	L onto Virginia Road
49.4	↗	Keep R onto Virginia Road
49.5	↘	Sharp R onto Virginia Road
49.5	↻	Make a U-turn onto Virginia Road
49.8	↗	Keep R onto Old Bedford Road
50.5	↘	Sharp R onto North Great Road, MA 2A

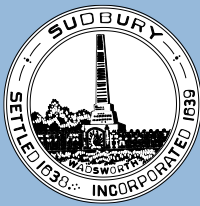
7.4 miles. +209/-199 feet

Dist	Type	Note
50.7	←	L onto Bedford Road
52.6	←	L onto Weston Road
53.4	↗	Slight R onto Weston Road
54.5	↗	Keep R onto Lincoln Street
54.6	↙	Sharp L onto Lincoln Street
54.6	↻	Make a U-turn onto Lincoln Street
56.3	↙	Slight L onto Concord Road
56.7	↙	Keep L onto Concord Road
56.7	→	R onto Mass Central Rail Trail -- Wayside
59.5	→	R onto Cochituate Road, MA 27, MA 126
60.9	↗	Keep R onto Old Sudbury Road, MA 27
61.2	↘	Sharp R onto Old Sudbury Road, MA 27
61.3	↙	Sharp L onto Water Row

10.8 miles. +424/-512 feet

Dist	Type	Note
61.6	↗	Keep R onto Water Row
61.6	↗	Slight R onto River Road
62.4	←	L onto Boston Post Road, US 20
62.7	←	L onto Minuteman Road
62.8	📍	End of route

1.5 miles. +62/-43 feet



SUDBURY SELECT BOARD

Tuesday, July 25, 2023

CONSENT CALENDAR ITEM

3: Accept resignation from COA

REQUESTOR SECTION

Date of request:

Requestor: Debra Galloway

Formal Title: Vote to accept the resignation of Colin Warwick, 16 Maynard Farm Circle, from the Council on Aging (COA) and send him a letter of thanks for his service to the Town.

Recommendations/Suggested Motion/Vote: Vote to accept the resignation of Colin Warwick, 16 Maynard Farm Circle, from the Council on Aging (COA) and send him a letter of thanks for his service to the Town.

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

07/25/2023 7:00 PM

From: Colin Warwick <colin.a.warwick@icloud.com>
Sent: Tuesday, July 11, 2023 4:10 PM
To: Galloway, Debra <GallowayD@sudbury.ma.us>
Subject: Fwd: Letter of resignation

Hi Debra,

Here it is.

Yours kindly,
-- Colin

Begin forwarded message:

From: Colin Warwick <colin.a.warwick@icloud.com>
Date: July 11, 2023 at 9:57:35 AM EDT
To: Mattie Farro <mattie_66@yahoo.com>
Subject: Letter of resignation

Dear Marilyn,

I am writing to inform you of my resignation from the Sudbury Council on Aging. My last day of service will be today, however in the next few days I will write up a draft of yesterday's meeting for you and Debra to complete.

I have enjoyed my time on the committee and have been grateful for the opportunity to serve the community. I have learned a lot.

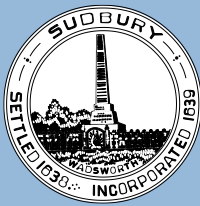
However, I have realized the membership is taking too much time away from my family and other commitments and I feel it would be better if another volunteer who has the time and energy to do it justice would take my place.

I apologize for any inconvenience this may cause. I wish you and the Council all the best in future endeavors.

Thank you for your understanding.

Sincerely,

Colin Warwick



SUDBURY SELECT BOARD
Tuesday, July 25, 2023

CONSENT CALENDAR ITEM

4: FEMA reimbursement

REQUESTOR SECTION

Date of request:

Requestor: Fire Chief John Whalen

Formal Title: Vote to accept a FEMA COVID-19 reimbursement grant in the amount of \$347,956.88, as requested by Fire Chief John Whalen.

Recommendations/Suggested Motion/Vote: Vote to accept a FEMA COVID-19 reimbursement grant in the amount of \$347,956.88, as requested by Fire Chief John Whalen.

Background Information:

This reimbursement grant is to cover COVID-19 cost from January 1, 2020 to June 30, 2020. Cost covered included materials, labor and contracted services. See attached contract.

Financial impact expected:none - grant funding

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

07/25/2023 7:00 PM

CONTRACT REVIEW/AMENDMENT REVIEW/PAYMENT REQUEST

A review of all projects will be conducted in order to determine and document the project is complete in accordance with the approved scope of work and to validate that all claimed costs expended are eligible and documented.

Applicant Name: Sudbury, Town of		PW #: 00713(0)	
Point of Contact: John Whalen, Fire Chief		whalenj@sudbury.ma.us polcarik@sudbury.ma.us	Phone #: (978) 440-5311
Disaster Declaration #: 4496DR	Category: B - Emergency Protective Measures	% Complete: 100%	FEMA Share: \$347,956.88
Damaged Facility: FEMA COVID19 EPM			
Special Considerations Sent: 406 Mitigation NA Insurance NA Environmental NA Historic NA			
PW Obligation Date: 04/26/2023 11:19:33		Contract End Date: 7/31/2023	
Contract Specialist: Shirletta Leung		Program Coordinator: Colette Porter	
Track sheet: Y		Contract mailed: [Contract Mailed]	
CONTRACT X AMENDMENT REVIEW _			Date to Fiscal: [Amnd Date to Fiscal]
Contract Sent Date	5/11/2023	Summary and Assurances	Yes JP
Contract Received Date	6/12/2023	Procurement Certification	Yes JP
CASL/Signature on Contract	Yes JP	P.4 Signed/ GAR Signature	Yes JP
Contract/ Contract Instruction/TC	Yes JP	Vendor Code/UEID	Already on File
Attachment A	Yes JP	REC Report	NA
FFATA	Yes JP	Insurance Narrative	NA
Monitoring Questionnaire	Yes JP	W-9	Already on File
Notes: DUNS/UEID: 619726698/G9JJMKL8BLC3 Reason for Contract Amendment: [Amnd Reason]			
PAYMENT REQUEST			
			Date to Fiscal:
Percent Complete		Scheduled payment release date:	
Backup Documentation Rec'd		Final Payment:	
Amount Requested to Pay		Balance on contract:	
Requested By:		Date:	
Program Approval By:		G.S.U. Approval:	
Notes:			

Attachment4.a: DR 4496 Sudbury PW 00713 Executed Contract (5941 : FEMA reimbursement)

SMALL PROJECT STATE REVIEW

A state review of all project worksheets will be performed in order to determine and document the project is complete in accordance with the approved scope of work and to validate that all claimed costs expended are eligible and documented.

Applicant: Sudbury, Town of		Disaster Declaration #: 4496DR	
PW # 00713	Project # 140285	Category: B	% Complete: 100.00 Project Total: \$350,632.66
Applicant Assigned Project #: 20200604		Location: 77 Hudson Road, 77 Hudson Road, SUDBURY, Massachusetts 01776	
Special Considerations: 406 Mitigation Insurance Environmental Historic		Federal Cost Share: 100%	

Approved Time Extension Date: _____ State Review Worksheet Completed by: Colette Porter

Existence Review

Cost Summary & Policies	Provided?
MEMA Summary Workbook	Yes
Payroll Policy	Yes
Procurement Policy	Yes
Small Project Statement of Understanding Form	Yes

Cost Type	Amount Claimed	Amount Validated	Notes
Force Account Labor	\$271,187.24	\$271,187.24	
Force Account Equipment	\$ -	\$ -	
Rented Equipment	\$ -	\$ -	
Purchased Materials	\$70,345.42	\$67,669.64	FEMA deemed costs Ineligible. Applicant agreed to withdraw
Force Account Materials (From Stock)	\$ -	\$ -	
Contract Services	\$9,100.00	\$9,100.00	
Other	\$ -	\$ -	
Total	\$ 350,632.66	\$ 347,956.88	

Validation Review

Question	Answer	Notes
Does the MEMA Summary Workbook tie to the Grants Portal Costs?	Yes	
Are all costs within the period of performance?	Yes	
Does the Grants Portal Application appear to be filled out correctly?	Yes	

Programmatic Review

Question	Answer	Notes
FOR INSTITUTIONS OF HIGHER EDUCATION ONLY: Did the applicant use their own funding or money from the general fund to pay for this project?	Request sent 4/18/2023	
Notes:		

Programmatic Approval: *Colette Porter*

Reviewer Name: Colette Porter Approval Date: 4/17/2023

Attachment4.a: DR 4496 Sudbury PW 00713 Executed Contract (5941 : FEMA reimbursement)

Issued May
2004



COMMONWEALTH OF MASSACHUSETTS CONTRACTOR AUTHORIZED SIGNATORY LISTING

CONTRACTOR LEGAL NAME: Town of Sudbury
CONTRACTOR VENDOR/CUSTOMER CODE: VC6000191996

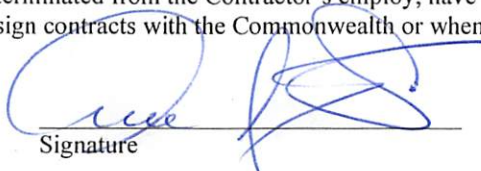
INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

NOTICE: *Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.*

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE
Andrew Sheehan	Town Manager

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.


Signature

Town Manager
Title

(978) 443-0756
Fax

6/5/2023
Date

(978) 639-3381
Telephone

Sheehan A@Sudbury.MA.us
e-mail

Attachment4.a: DR 4496 Sudbury PW 00713 Executed Contract (5941 : FEMA reimbursement)

[Listing can not be accepted without all of this information completed.]
A copy of this listing must be attached to the "record copy" of a contract filed with the department

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the Standard Contract Form Instructions and Contractor Certifications, the Commonwealth Terms and Conditions, the Commonwealth Terms and Conditions for Human and Social Services or the Commonwealth IT Terms and Conditions which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.macomptroller.org/forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

CONTRACTOR LEGAL NAME: Town of Sudbury (and d/b/a):		COMMONWEALTH DEPARTMENT NAME: Massachusetts Emergency Management Agency MMARS Department Code: CDA	
Legal Address: (W-9, W-4): 77 Hudson Road, 77 Hudson Road SUDBURY, MA 01776		Business Mailing Address: 400 Worcester Road Framingham, MA 01702	
Contract Manager: John Whalen, Fire Chief	Phone: (978) 440-5311	Billing Address (if different):	
E-Mail: whalenj@sudbury.ma.us	Fax:	Contract Manager: Katrina Robinson, Grants Unit	Phone: 508-820-1406
Contractor Vendor Code: VC6000191996		E-Mail: Katrina.Robinson@mass.gov	Fax:
Vendor Code Address ID (e.g. "AD001"): AD001 (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s): CTFEMA4496SUDBR00713	
		RFR/Procurement or Other ID Number: FEMA-4496-DR-MA	
<input checked="" type="checkbox"/> NEW CONTRACT PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget) <input type="checkbox"/> Department Procurement (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget) <input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget) <input checked="" type="checkbox"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		<input type="checkbox"/> CONTRACT AMENDMENT Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20____. Enter Amendment Amount: \$ _____, (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.) <input type="checkbox"/> Amendment to Date, Scope or Budget (Attach updated scope and budget) <input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option): <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services <input type="checkbox"/> Commonwealth IT Terms and Conditions			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or <i>new</i> total if Contract is being amended). \$ 347,956.88			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___ % PPD; Payment issued within 15 days ___ % PPD; Payment issued within 20 days ___ % PPD; Payment issued within 30 days ___ % PPD. If PPD percentages are left blank, identify reason: ___ agree to standard 45 day cycle ___ statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); <input checked="" type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) All work is subject to the Stafford act and all requirements of 'Attachment A' are incorporated under this contract. (Reference CFDA # 97.036) PW-00713(0). To reimburse for FEMA DR 4496 March 27, 2020- COVID-19 with Assistance for FEMA COVID19 EPM			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the Effective Date. <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date LATER than the Effective Date below and <u>no</u> obligations have been incurred <u>prior</u> to the Effective Date. <input checked="" type="checkbox"/> 3. were incurred as of <u>03/27/2020</u> , a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of <u>7/31/2023</u> with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: <u>[Signature]</u> Date: <u>6/5/23</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Andrew Sheehan</u> Print Title: <u>Town Manager</u>		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: <u>[Signature]</u> Date: <u>6/14/23</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>David Mahr</u> Print Title: <u>CAO</u>	

RECEIVED JUN 12 2023 Attachment 4.a: DR 4496 Sudbury PW 00713 Executed Contract (5941 : FEMA reimbursement)



STANDARD CONTRACT FORM INSTRUCTIONS CONTRACTOR CERTIFICATIONS COMMONWEALTH TERMS AND CONDITIONS

INSTRUCTIONS

The following Instructions, Contractor Certifications and the applicable Commonwealth Terms and Conditions are incorporated by reference into an executed Standard Contract Form. Instructions are provided to assist with completion of the Standard Contract Form. Additional terms are incorporated by reference. Links to legal citations are to unofficial versions and Departments and Contractors should consult with their legal counsel to ensure compliance with all legal requirements. Please note that not all applicable laws have been cited.

Contractor Legal Name (and D/B/A): Enter the **Full Legal Name** of the Contractor's business as it appears on the Contractor's W-9 or W-4 Form (Contract Employees only) and the applicable Commonwealth Terms and Conditions. If Contractor also has a "doing business as" (d/b/a) name, BOTH the legal name and the "d/b/a" name must appear in this section.

Contractor Legal Address: Enter the Legal Address of the Contractor as it appears on the Contractor's W-9 or W-4 Form (Contract Employees only) which must match the legal address on the 10991 table in MMARS (or the Legal Address in HR/CMS for a Contract Employee).

Contractor Contract Manager: Enter the authorized Contract Manager who will be responsible for managing the Contract. The Contract Manager should be an Authorized Signatory or, at a minimum, a person designated by the Contractor to represent the Contractor, receive legal notices and negotiate ongoing Contract issues. The Contract Manager is considered "Key Personnel" and may not be changed without the prior written approval of the Department. If the Contract is posted on COMMBUYS, the name of the Contract Manager must be included in the Contract on COMMBUYS.

Contractor E-Mail Address/Phone/Fax : Enter the electronic mail (e-mail) address, phone and fax number of the Contractor Contract Manager. This information must be kept current by the Contractor to ensure that the Department can contact the Contractor and provide any required legal notices. Notice received by the Contract Manager (with confirmation of actual receipt) through the listed address, fax number(s) or e-mail address will meet any written legal notice requirements.

Contractor Vendor Code: The Department must enter the MMARS Vendor Code assigned by the Commonwealth. If a Vendor Code has not yet been assigned, leave this space blank and the Department will complete this section when a Vendor Code has been assigned. The Department is responsible under the Vendor File and W-9s Policy for verifying with authorized signatories of the Contractor, as part of contract execution, that the legal name, address and Federal Tax Identification Number (TIN) in the Contract documents match the state accounting system.

Vendor Code Address ID: (e.g., "ADOOI") The Department must enter the MMARS Vendor Code Address ID identifying the payment remittance address for Contract payments, which **MUST** be set up for EFT payments **PRIOR** to the first payment under the Contract in accordance with the Bill Paying and Vendor File and W-9 policies.

Commonwealth Department Name: Enter the full Department name with the authority to obligate funds encumbered for the Contract.

Commonwealth MMARS Alpha Department Code: Enter the three (3) letter MMARS Code assigned to this Commonwealth Department in the state accounting system.

Department Business Mailing Address: Enter the address where all formal correspondence to the Department must be sent. Unless otherwise specified in the Contract, legal notice sent or received by the Department's Contract Manager

(with confirmation of actual receipt) through the listed address, fax number(s) or e-mail address for the Contract Manager will meet any requirements for legal notice.

Department Billing Address: Enter the Billing Address or e-mail address if invoices must be sent to a different location. Billing, confirmation of delivery or performance issues should be resolved through the listed Contract Managers.

Department Contract Manager: Identify the authorized Contract Manager who will be responsible for managing the Contract, who should be an authorized signatory or an employee designated by the Department to represent the Department to receive legal notices and negotiate ongoing Contract issues.

Department E-Mail Address/Phone/Fax: Enter the e-mail address, phone and fax number of the Department Contract Manager. Unless otherwise specified in the Contract, legal notice sent or received by the Contract Manager (with confirmation of actual receipt) through the listed address, fax number(s) or e-mail address will meet any requirements for written notice under the Contract.

MMARS Document ID(s): Enter the MMARS 20-character encumbrance transaction number associated with this Contract, which must remain the same for the life of the Contract. If multiple numbers exist for this Contract, identify all Document IDs.

RF/Procurement or Other ID Number or Name: Enter the Request for Response (RFR) or other Procurement Reference number, Contract ID Number or other reference or tracking number for this Contract or Amendment which will be entered into the Board Award Field in the MMARS encumbrance transaction for this Contract.

NEW CONTRACTS (Left Side of Form):

Complete this section **ONLY** if this Contract is brand new. (Complete the **CONTRACT AMENDMENT** section for any material changes to an existing or an expired Contract, and for exercising options to renew or annual contracts under a multi-year procurement or grant program.)

Procurement or Exception Type: Check the appropriate type of procurement or exception for this Contract. Only one option can be selected. See the Office of the Comptroller Guidance for Vendors Policies (State Finance Law and General Requirements, Acquisition Policy and Fixed Assets) and the Operational Services Division Conducting Best Value Procurements Handbook for details.

Statewide Contract (OSD or an OSD-designated Department): Check this option for a Statewide Contract under OSD, or by an OSD-designated Department.

Collective Purchase approved by OSD: Check this option for Contracts approved by OSD for collective purchases through federal, state, or local government or other entities.

Department Procurement: Check this option for a Department contract procurement including state grants and federal sub-grants under 815 CMR 2.00 and State Grants and Federal Subgrants Policy, Departmental Master Agreements (MA). If this is a multi-Department user Contract, state that multi-Department use is allowable in the section labeled "Brief Description."

Emergency Contract: Check this option when the Department has determined that an unforeseen crisis or incident has arisen which requires or mandates immediate purchases to avoid substantial harm to the functioning of government, the provision of necessary or mandated services, or where the health, welfare or safety of clients or other persons or serious damage to property is threatened.

Contract Employee: Check this option when the Department requires the performance of an Individual Contractor, and when the planned Contract performance with an Individual has been classified using the Employment Status



STANDARD CONTRACT FORM INSTRUCTIONS CONTRACTOR CERTIFICATIONS COMMONWEALTH TERMS AND CONDITIONS

Form (prior to the Contractor's selection) as work of a Contract Employee and not that of an Independent Contractor.

Other Procurement Exception: Check this option when another procurement exception exists, such as legislation with specific language naming the Contractor as a recipient of a grant or contract, an existing legal obligation, a prohibition or other circumstance that exempts or prohibits a Contract from being competitively procured, or identify any other procurement exception not already listed. Legislative "earmarks" exempt the Contract solely from procurement requirements; all other Contract and state finance laws and policies apply.

Supporting documentation must be attached to explain and justify the exemption.

CONTRACT AMENDMENT (Right Side of Form)

Complete this section for any Contract being renewed, amended, or to continue a lapsed Contract. All Contracts with available options to renew must be amended referencing the original procurement and Contract Document IDs, since all continuing contracts must be maintained in the same Contract file (even if the underlying appropriation changes each fiscal year). See "Amendments, Suspensions, and Termination Policy."

Enter Current Contract End Date: Enter the termination date of the Current Contract being amended, even if this date has already passed. (Note: Current Start Date is not requested since this date does not change and is already recorded in MMARS.)

Enter Amendment Amount: Enter the amount of the Amendment increase or decrease to a Maximum Obligation Contract. Enter "no change" for Rate Contracts or if there is no change.

Amendment Type: Identify the type of Amendment being made. Documentation supporting the updates to performance and budget must be attached.

Amendment to Date, Scope or Budget: Check this option when renewing a Contract or executing an Amendment ("material change" in Contract terms) even if the Contract has lapsed. The parties may negotiate a change in any element of Contract performance or cost identified in the RFR or the Contractor's response which results in lower costs, or a more cost-effective or better value performance than was presented in the original selected response, provided the negotiation results in a better value within the scope of the RFR than what was proposed by the Contractor in the original selected response. Any "material change" in the Contract terms must be memorialized in a formal Amendment even if a corresponding MMARS transaction is not needed to support the change. Additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

Interim Contracts: Check this option for an Interim Contract to prevent a lapse of Contract performance whenever an existing Contract is being re-procured but the new procurement has not been completed, to bridge the gap during implementation between an expiring and a new procurement, or to contract with an interim Contractor when a current Contractor is unable to complete full performance under a Contract.

Contract Employee: Check this option when the Department requires a renewal or other amendment to the performance of a Contract Employee.

Other Procurement Exception: Check this option when another procurement exception exists, such as legislation with specific language naming the Contractor as a recipient of a grant or contract; an existing legal obligation; a prohibition or other circumstance that exempts or prohibits a Contract from being

competitively procured, or identify any other procurement exception not already listed. Legislative "earmarks" exempt the Contract solely from procurement requirements, and all other Contract and state finance laws and policies apply. Attach Supporting documentation to explain and justify the exemption and whether Contractor selection has been publicly posted.

COMMONWEALTH TERMS AND CONDITIONS

Identify which version of the Commonwealth Terms and Conditions is incorporated by reference into this Contract: the Commonwealth Terms and Conditions (TC), the Commonwealth IT Terms and Conditions (TC-IT), or the Commonwealth Terms and Conditions for Human and Social Services (TC-HHS). The Comptroller Expenditure Classification Handbook identifies the applicable Commonwealth Terms and Conditions based upon the object code for the contract.

COMPENSATION

Identify if the Contract is a **Rate Contract** (with no stated Maximum Obligation) or a **Maximum Obligation Contract** (with a stated Maximum Obligation) and identify the Maximum Obligation. If the Contract is being amended, enter the new Maximum Obligation based upon the increase or decreasing Amendment. The Total Maximum Obligation must reflect the total funding for the dates of service under the contract, including the Amendment amount if the Contract is being amended. The Maximum Obligation must match the MMARS encumbrance. Funding and allotments must be verified as available and encumbered prior to incurring obligations. If a Contract includes both a Maximum Obligation component and Rate Contract component, check off both. Specific Maximum Obligation amounts or amended amounts and Attachments must clearly outline the Contract breakdown to match the encumbrance.

PROMPT PAY DISCOUNTS

Payments are processed within a 45 day payment cycle through EFT, in accordance with the Commonwealth Bill Paying Policy for investment and cash flow purposes. Departments may NOT negotiate accelerated payments and Payees are NOT entitled to accelerated payments UNLESS a prompt payment discount (PPD) is provided to support the Commonwealth's loss of investment earnings for this earlier payment, or unless a payment is legally mandated to be made in less than 45 days (e.g., construction contracts, Ready Payments under M.G.L. c. 29 § 23A). See Prompt Pay Discounts Policy. PPD are identified as a percentage discount which will be automatically deducted when an accelerated payment is made. Reduced contracts rates may not be negotiated to replace a PPD. If PPD fields are left blank, please identify that the Contractor agrees to the standard 45 day cycle, a statutory/legal exemption such as Ready Payments (M.G.L. c. 29 § 23A) or only an initial accelerated payment for reimbursements or startup costs for a grant, with subsequent payments scheduled to support standard EFT 45 day payment cycle. Financial hardship is not a sufficient justification to accelerate cash flow for all payments under a Contract. Initial grant or contract payments may be accelerated for the first invoice or initial grant installment, but subsequent periodic installments or invoice payments should be scheduled to support the Payee cash flow needs and the standard 45 day EFT payment cycle, in accordance with the Bill Paying Policy. Any accelerated payment that does not provide for a PPD must have a legal justification in the Contract file for audit purposes explaining why accelerated payments were allowable without a PPD.



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BRIEF DESCRIPTION OF CONTRACT PERFORMANCE

Enter a brief description of the Contract performance, project name or other identifying information for the Contract to specifically identify the Contract performance, match the Contract with attachments, determine the appropriate expenditure code (as listed in the [Expenditure Classification Handbook](#)) or to identify or clarify important information related to the Contract such as the Fiscal Year(s) of performance (ex. "FY2021" or "FY2021-23"). Identify settlements or other exceptions and attach more detailed justification and supporting documents. Enter "Multi-Department Use" if other Departments can access the procurement. For Amendments, identify the purpose and what items are being amended. Merely stating "see attached" or referencing attachments without a narrative description of performance is insufficient.

ANTICIPATED START DATE

The Department and Contractor must certify when obligations under this Contract/Amendment may be incurred. Option 1 is the default option when performance may begin as of the Effective Date (latest signature date and any required approvals). If the parties want a new Contract or renewal to begin as of the upcoming fiscal year then list the fiscal year(s) (ex. "FY2021" or "FY2021-23") in the Brief Description section. Performance starts and encumbrances reflect the default Effective Date (if no FY is listed) or the later FY start date (if a FY is listed). Use Option 2 only when the Contract will be signed well in advance of the start date and identify a specific future start date. Do not use Option 2 for a fiscal year start unless it is certain that the Contract will be signed prior to the fiscal year. Option 3 is used in lieu of the Settlement and Release Form when the Contract/Amendment is signed late, and obligations are incurred by the Contractor prior to the Effective Date, which the Department has either requested, accepted, or deemed legally eligible for reimbursement, and the Contract includes supporting documents justifying the performance or proof of eligibility and approximate costs. Any obligations incurred outside the scope of the Effective Date under any Option listed, even if the incorrect Option is selected, shall be automatically deemed a settlement included under the terms of the Contract and upon payment to the Contractor will release the Commonwealth from further obligations for the identified performance. All settlement payments require justification and must be under the same encumbrance and object codes as the Contract payments. Performance dates are subject to M.G.L. c 4, §9.

CONTRACT END DATE

The Department must enter the date that Contract performance will terminate. If the Contract is being amended and the Contract End Date is not changing, this date must be entered again here. A Contract must be signed for at least the initial duration but not longer than the period of procurement listed in the RFR, or other solicitation document (if applicable). No new performance is allowable beyond the end date without an amendment, but the Department may allow a Contractor to complete minimal close out performance obligations if substantial performance has been made prior to the termination date of the Contract and prior to the end of the fiscal year in which payments are appropriated, provided that close out performance is subject to appropriation and funding limits under state finance law, and CTR may adjust encumbrances and payments in the state accounting system to enable final close out payments. Performance dates are subject to M.G.L. c 4, §9.

CONTRACTOR AUTHORIZED SIGNATORIES FOR EXECUTION

See Comptroller policies entitled "Department Head Signature Authorization" and "Contractor Authorized Signatory Listing" for guidance.

Authorizing Signature for Contractor Date: The Authorized Contractor Signatory must (in their own handwriting and in ink) sign AND enter the date the Contract is signed. See section above under "Anticipated Contract Start Date." Acceptance of payment by the Contractor shall waive any right of the Contractor to claim the Contract/Amendment is not valid and the Contractor may not void the Contract. Rubber stamps are not acceptable. Proof of Contractor signature authorization on a Contractor Authorized Signatory Listing may be required by the Department if not already on file. See the Commonwealth's policy on electronic or digital signatures.

Contractor Name/Title: The Contractor Authorized Signatory's name and title must appear legibly as it appears on the Contractor Authorized Signatory Listing.

Authorizing Signature For Commonwealth Date: The Authorized Department Signatory must (in their own handwriting and in ink) sign AND enter the date the Contract is signed. See section above under "Anticipated Start Date." Rubber stamps are not acceptable. The Authorized Signatory must be an employee within the Department legally responsible for the Contract. See Department Head Signature Authorization. The Department must have the legislative funding appropriated for all the costs of this Contract or funding allocated under an approved Interdepartmental Service Agreement (ISA). A Department may not contract for performance to be delivered to or by another state department without specific legislative authorization (unless this Contract is a Statewide Contract). For Contracts requiring Secretariat signoff, evidence of Secretariat signoff must be included in the Contract file.

Department Name/Title: Legibly enter Authorized Signatory's name and title.

CONTRACTOR CERTIFICATIONS AND LEGAL REFERENCES

Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified, subject to any required approvals. The Contractor makes all certifications required under this Contract under the pains and penalties of perjury, and agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein.

Commonwealth and Contractor Ownership Rights: The Contractor certifies and agrees that the Commonwealth is entitled to ownership and possession of all "deliverables" purchased or developed with Contract funds. A Department may not relinquish Commonwealth rights to deliverables nor may Contractors sell products developed with Commonwealth resources without just compensation. The Contract should detail all Commonwealth deliverables and ownership rights and any Contractor proprietary rights.

Qualifications: The Contractor certifies that it is qualified and shall at all times remain qualified to perform this Contract, and that performance shall be timely and meet or exceed industry standards for the performance required, which includes obtaining requisite licenses, registrations, permits, resources for performance, and sufficient professional, liability, and other appropriate insurance to cover the performance. If the Contractor is a business, the Contractor certifies that it is listed under the Secretary of State's website as licensed to do business in Massachusetts, as required by law.

Laws and Regulations Prohibiting Discrimination and Human Trafficking: Contractors acknowledge and certify as a condition of this Contract that they are responsible for complying fully with all state and federal laws prohibiting



STANDARD CONTRACT FORM INSTRUCTIONS CONTRACTOR CERTIFICATIONS COMMONWEALTH TERMS AND CONDITIONS

discrimination, human trafficking, and forced labor, including but not limited to M.G.L. c. 265 §§ 49-57.

Business Ethics and Fraud, Waste and Abuse Prevention The Contractor certifies that performance under this Contract, in addition to meeting the terms of the Contract, will be made using ethical business standards and good stewardship of taxpayer and other public funding and resources to prevent fraud, waste and abuse.

Collusion The Contractor certifies that this Contract has been offered in good faith and without collusion, fraud, or unfair trade practices with any other person, and that any actions to avoid or frustrate fair and open competition are prohibited by law and shall be grounds for rejection or disqualification of a Response or termination of this Contract.

Public Records and Access The Contractor shall provide full access to records related to performance and compliance to the Department and officials listed under Executive Order 195 and M.G.L. c. 11 §12 for six (6) years beginning on the first day after the final payment under this Contract or such longer period as necessary for the resolution of any litigation, claim, negotiation, audit or other inquiry involving this Contract. Access to view Contractor records related to any breach or allegation of fraud, waste and/or abuse may not be denied and Contractor can not claim confidentiality or trade secret protections solely for viewing but not retaining documents. Routine Contract performance compliance reports or documents related to any alleged breach or allegation of non-compliance, fraud, waste, abuse or collusion may be provided electronically and shall be provided at Contractor's own expense. Reasonable costs for copies of non-routine Contract related records shall not exceed the rates for public records under 950 CMR 32.00.

Debarment The Contractor certifies that neither it nor any of its subcontractors are currently debarred or suspended by the federal or state government under any law or regulation including Executive Order 147; M.G.L. c. 29 § 29F; M.G.L. c. 30 § 39R; M.G.L. c. 149 §§ 27C, 44C and 148B; and M.G.L. c. 152 § 25C.

Applicable Laws The Contractor shall comply with all applicable state laws and regulations including, but not limited to, the Massachusetts General Laws; the Official Code of Massachusetts Regulations; Code of Massachusetts Regulations (unofficial); 801 CMR 21.00 (Procurement of Commodity and Service Procurements, Including Human and Social Services); 815 CMR 2.00 (Grants and Subsidies); 808 CMR 1.00 (Compliance, Reporting and Auditing for Human And Social Services); AICPA Standards; confidentiality of Department records under M.G.L. c. 66A; and the Massachusetts Constitution Article XVIII, if applicable.

Invoices The Contractor must submit invoices in accordance with the terms of the Contract and the Commonwealth Bill Paying Policy. Contractors must be able to reconcile and properly attribute concurrent payments from multiple Departments. Final invoices in any fiscal year must be submitted no later than August 15 for performance made and received (goods delivered, services completed) prior to June 30, in order to make payment for that performance prior to the close of the fiscal year to prevent reversion of appropriated funds. Failure to submit timely invoices by August 15 or other date listed in the Contract shall authorize the Department to issue an estimated payment based upon the Department's determination of performance delivered and accepted. The Contractor's acceptance of an estimated payment releases the Commonwealth from further claims for these invoices. If budgetary funds revert due to the Contractor's failure to submit timely final invoices, or for disputing an estimated payment, the Department may deduct a penalty of up to 10% from any final payment in the next fiscal year for failure to submit timely invoices.

Payments Subject To Appropriation Pursuant to M.G.L. c. 29 §§ 26, H and 29 Departments are required to expend funds only for the purposes set forth by the Legislature and within the funding limits established through appropriation, allotment and subsidiary, including mandated allotment reductions triggered by M.G.L. c. 29 § 9C. A Department cannot authorize or accept performance in excess of an existing appropriation and allotment, or sufficient non-appropriated available funds. Any oral or written representations, commitments, or assurances made by the Department or any other Commonwealth representative are not binding. The Commonwealth has no legal obligation to compensate a Contractor for performance that is not requested and is intentionally delivered by a Contractor outside the scope of a Contract. Contractors should verify funding prior to beginning performance.

Intercept Contractors may be registered as Customers in the Vendor file if the Contractor owes a Commonwealth debt. Unresolved and undisputed debts, and overpayments of Contract payments that are not reimbursed timely shall be subject to intercept pursuant to M.G.L. c. 7A, § 3 and 815 CMR 9.00. Contract overpayments will be subject to immediate intercept or payment offset. The Contractor may not penalize any state Department or assess late fees, cancel a Contractor or other services if amounts are intercepted or offset due to recoupment of an overpayment, outstanding taxes, child support, other overdue debts or Contract overpayments.

Tax Law Compliance The Contractor certifies under the pains and penalties of perjury: (1) tax compliance with federal tax laws; (2) tax compliance with state tax laws including, but not limited to, M.G.L. c. 62C, § 49A; reporting of employees and contractors, withholding and remitting of tax withholdings and child support; and (3) Contractor is in good standing with respect to all state taxes and returns due reporting of employees and contractors under M.G.L. c. 62E; withholding and remitting child support including M.G.L. c. 119A, § 12, TIR 05-11, New Independent Contractor Provisions and applicable TIRs

Bankruptcy, Judgments, Potential Structural Changes, Pending Legal Matters and Conflicts The Contractor certifies it has not been in bankruptcy or receivership within the last three calendar years which would negatively impact Contractor's ability to fulfill the terms of this Contract or Amendment. Contractor certifies that it will immediately notify the Department, in writing, of any filing for bankruptcy and/or receivership, any potential structural change in its organization, or if there is any risk to the solvency of the Contractor that may impact the Contractor's ability to timely fulfill the terms of this Contract or Amendment. The Commonwealth reserves the right to request additional information regarding the financial viability of the Contractor and its ability to perform. The Contractor certifies that at any time during the period of the Contract the Contractor is required to affirmatively disclose in writing to the Department Contract Manager the details of any judgment, criminal conviction, investigation or litigation pending against the Contractor or any of its officers, directors, employees, agents, or subcontractors, including any potential conflicts of interest of which the Contractor has knowledge, or learns of during the Contract term. Law firms or Attorneys providing legal services are required to identify any potential conflict with representation of any Department client in accordance with Massachusetts Board of Bar Overseers (BBO) rules.

Federal Anti-Lobbying and Other Federal Requirements If receiving federal funds, the Contractor certifies compliance with federal anti-lobbying requirements including 31 USC § 1352; other federal requirements; Federal Executive Order 11246; Air Pollution Act; Federal Water Pollution Control Act and Federal Employment Laws.



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Protection of Commonwealth Data, Personal Data and Information. The Contractor certifies that all steps will be taken to ensure the security and confidentiality of all Commonwealth data for which the Contractor becomes a holder, either as part of performance or inadvertently during performance, with special attention to restricting access, use and disbursement of personal data and information under M.G.L. c. 93H and c. 66A and other applicable state and federal privacy requirements. The Contractor shall comply with M.G.L. c. 93I for the proper disposal of all paper and electronic media, backups or systems containing personal data and information. The Contractor shall also ensure that any personal data or information transmitted electronically or through a portable device is properly encrypted using (at a minimum) the Commonwealth's "Cryptographic Management Standard" set forth in the Enterprise Information Security Policies and Standards published by the Executive Office for Technology, Services and Security (EOTSS), or a comparable Standard prescribed by the Department. Contractors with access to credit card or banking information of Commonwealth customers certify that the Contractor is PCI compliant in accordance with the Payment Card Industry Council Standards, and shall provide confirmation of compliance during the Contract. The Contractor shall immediately notify the Department in the event of any security breach, including the unauthorized access, disbursement, use or disposal of personal data or information and, in the event of a security breach, the Contractor shall cooperate fully with the Commonwealth and provide access to any information necessary for the Commonwealth to respond to the security breach and shall be fully responsible for any damages associated with the Contractor's breach including, but not limited to, damages under M.G.L. c. 214, § 3B.

For all Contracts involving the Contractor's access to personal information, as defined in M.G.L. c. 93H and personal data, as defined in M.G.L. c. 66A, or access to Department systems containing such information or data, Contractor certifies under the pains and penalties of perjury that the Contractor: (1) has read M.G.L. c. 93H and c. 66A and agrees to protect any and all personal information and personal data; and (2) has reviewed all of the Enterprise Information Security Policies and Standards published by the Executive Office for Technology, Services and Security (EOTSS), or stricter standards prescribed by the Department. Notwithstanding any contractual provision to the contrary, in connection with the Contractor's performance under this Contract, for all Departments, including all offices, boards, commissions, agencies, departments, divisions, councils, bureaus, and offices, now existing and hereafter established, the Contractor shall: (1) obtain a copy, review, and comply with any pertinent security guidelines, standards, and policies; (2) comply with the Enterprise Information Security Policies and Standards published by the Executive Office for Technology, Services and Security (EOTSS), or a comparable set of policies and standards ("Information Security Policy") as prescribed by the Department;

(3) communicate and enforce such security guidelines, standards, policies and the applicable Information Security Policy among all employees (whether such employees are direct or contracted) and subcontractors; (4) implement and maintain any other reasonable appropriate security procedures and practices necessary to protect personal information and data to which the Contractor is given access by the contracting Department from the unauthorized access, destruction, use, modification, disclosure or loss; (5) be responsible for the full or partial breach of any of these terms by its employees (whether such employees are direct or contracted) or subcontractors during or after the term of this Contract, and any breach of these terms may be regarded as a material breach of this Contract; (6) in the event of any unauthorized access, destruction, use, modification, disclosure or loss of the personal information or personal data (collectively referred to as the "unauthorized use"): (a) immediately notify the contracting Department if the Contractor becomes aware of the unauthorized use; (b) provide full cooperation and access to information necessary for the

contracting Department to determine the scope of the unauthorized use; and (c) provide full cooperation and access to information necessary for the contracting Department and the Contractor to fulfill any notification requirements. Breach of these terms may be regarded as a material breach of this Contract, such that the Commonwealth may exercise any and all contractual rights and remedies, including, without limitation, indemnification, withholding of payments, Contract suspension, or termination, pursuant to the Commonwealth's Terms and Conditions, the Commonwealth IT Terms and Conditions, or the Commonwealth Terms and Conditions for Human and Social Services. In addition, the Contractor may be subject to applicable statutory or regulatory penalties, including, and without limitation, those imposed pursuant to M.G.L. c. 93H and under M.G.L. c. 214, § 3B for violations under M.G.L. c. 66A.

Corporate and Business Filings and Reports. The Contractor certifies compliance with all certification, filing, reporting and service of process requirements of the Secretary of the Commonwealth, the Office of the Attorney General or other Departments related to its conduct of business in the Commonwealth, and with relevant requirements of its incorporating state (or foreign entity).

Employer Requirements. Contractors that are employers certify compliance with applicable state and federal employment laws and regulations, including but not limited to prevailing wage laws at M.G.L. c. 149, §§ 26-27D (public construction work); M.G.L. c. 149, § 27F (use of trucks, vehicles and other equipment to perform public works functions); M.G.L. c. 149, § 27G (moving office furniture and fixtures); M.G.L. c. 149, § 27H (cleaning state office buildings or buildings leased by the state); M.G.L. c. 6C, § 44 (MassDOT relocation of utilities or utility facility); M.G.L. c. 7 § 22 (contracts for meat products and clothing and apparel); M.G.L. c. 71, § 7A (transportation of students to public schools); Chapter 195 of the Acts of 2014 (MA Convention Center Authority security guard services); minimum wage and overtime law and regulations (M.G.L. c. 151 and 454 CMR 27.00); child labor laws (M.G.L. c. 149, §§ 56-105); all payment of wages, payroll and timekeeping records, earned sick time, meal breaks, domestic violence leave, temporary worker rights, domestic worker rights and anti-retaliation laws at M.G.L. c. 149 (Labor and Industries); M.G.L. c. 151A (unemployment insurance and contributions); M.G.L. c. 152 (workers compensation and insurance); M.G.L. c. 150A (Labor Relations); M.G.L. c. 153 (liability for injuries); 29 U.S.C. c. 8 (Federal Fair Labor Standards); 29 U.S.C. c. 28 (Federal Family and Medical Leave Act); M.G.L. c. 6, § 171A (applicant criminal record information); M.G.L. c. 149, § 105A (MA Equal Pay Act); and M.G.L. c. 175M (Paid Family Medical Leave Act).

Federal And State Laws And Regulations Prohibiting Discrimination. Contractors certify compliance with applicable state and federal anti-discrimination laws, including but not limited to the Federal Equal Employment (EEO) Laws; the Americans with Disabilities Act; 42 U.S.C. § 12101, et seq., the Rehabilitation Act, 29 U.S.C. § 794; 29 U.S.C. § 701; 29 U.S.C. § 623; 42 U.S.C. c. 45; (Federal Fair Housing Act); M.G.L. c. 151B (Unlawful Discrimination); M.G.L. c. 151E (Business Discrimination); the Public Accommodations Law M.G.L. c. 272 § 92A; M.G.L. c. 272, §§ 98 and 98A, Massachusetts Constitution Article CXIV and M.G.L. c. 93, § 103; 47 USC § 255 (Telecommunication Act); M.G.L. c. 149 § 105D; M.G.L. c. 15C; M.G.L. c. 272, §§ 92A, 211 and 98A, and M.G.L. c. 111 § 199A and Massachusetts Disability-Based Non-Discrimination Standards For Executive Branch Entities, and related Standards and Guidance, authorized under Massachusetts Executive Order or any disability-based protection arising from state or federal law or precedent. See also MCAD and MCAD links and resources.



STANDARD CONTRACT FORM INSTRUCTIONS CONTRACTOR CERTIFICATIONS COMMONWEALTH TERMS AND CONDITIONS

Small-Business Purchasing Program (SBPP). A Contractor may be eligible to participate in the SBPP, created pursuant to [Executive Order 523](#), if qualified through the SBPP COMMBUYS subscription process at: www.commbuys.com and with acceptance of the terms of the SBPP participation agreement.

Limitation of Liability. Contracts may not use the following limitation of liability language unless approved by legal staff at the Office of the Comptroller (CTR) or Operational Services Division (OSD), and it may not be used if a Department is utilizing the Commonwealth IT Terms and Conditions. The term "other damages" in Section 11 of the Commonwealth Terms and Conditions, "Indemnification" shall include, but shall not be limited to, the reasonable costs the Commonwealth incurs to repair, return, replace or seek cover (purchase comparable substitute commodities and services) under a Contract. "Other damages" shall not include damages to the Commonwealth as a result of third party claims, provided, that this in no way limits the Commonwealth's right of recovery for personal injury or property damages or patent and copyright infringement under Section 11 or the Commonwealth's ability to join the contractor as a third party defendant. Further, the term "other damages" shall not include, and in no event shall the contractor be liable for, damages for the Commonwealth's use of contractor provided products or services, loss of Commonwealth records, or data (or other intangible property), loss of use of equipment, lost revenue, lost savings or lost profits of the Commonwealth. In no event shall "other damages" exceed the greater of \$100,000, or two times the value of the product or service (as defined in the Contract scope of work) that is the subject of the claim. Section 11 sets forth the Contractor's entire liability under a Contract. Nothing in this section shall limit the Commonwealth's ability to negotiate higher limitations of liability in a particular Contract, provided that any such limitation must specifically reference Section 11 of the Commonwealth Terms and Conditions. In the event the limitation of liability conflicts with accounting standards which mandate that there can be no cap of damages, the limitation shall be considered waived for that audit engagement. The terms in this Clarification may not be modified.

Northern Ireland Certification. Pursuant to M.G.L. c. 7, § 22C, for state agencies, state authorities, the state House of Representatives or the state Senate, by signing this Contract the Contractor certifies that it does not employ ten or more employees in an office or other facility in Northern Ireland or if the Contractor employs ten or more employees in an office or other facility located in Northern Ireland the Contractor certifies that it does not discriminate in employment, compensation, or the terms, conditions and privileges of employment on account of religious or political belief, and certifies that it promotes religious tolerance within the work place, and the eradication of any manifestations of religious and other illegal discrimination; and the Contractor is not engaged in the manufacture, distribution or sale of firearms, munitions, including rubber or plastic bullets, tear gas, armored vehicles or military aircraft for use or deployment in any activity in Northern Ireland.

Pandemic, Disaster or Emergency Performance. In the event of a serious emergency, pandemic or disaster outside the control of the Department, the Department may negotiate emergency performance from the Contractor to address the immediate needs of the Commonwealth even if not contemplated under the original Contract or procurement. Payments are subject to appropriation and other payment terms.

Attorneys. Attorneys or firms providing legal services or representing Commonwealth Departments may be subject to M.G.L. c. 30, § 65, and if providing litigation services must be approved by the Office of the Attorney General to appear on behalf of a Department, and shall have a continuing obligation to notify the Commonwealth of any conflicts of interest arising under

the Contract.

Subcontractor Performance. The Contractor certifies full responsibility for Contract performance, including subcontractors, and that comparable Contract terms will be included in subcontracts, and that the Department will not be required to directly or indirectly manage subcontractors or have any payment obligations to subcontractors.

EXECUTIVE ORDERS

For covered Executive Departments, the Contractor certifies compliance with applicable Massachusetts Executive Orders including, but not limited to, the specific orders listed below. A breach during the period of a Contract may be considered a material breach and subject Contractor to appropriate monetary or Contract sanctions.

Executive Order 481. Prohibiting the Use of Undocumented Workers on State Contracts. For all state agencies in the Executive Branch, including all executive offices, boards, commissions, agencies, Departments, divisions, councils, bureaus, and offices, now existing and hereafter established, by signing this Contract the Contractor certifies under the pains and penalties of perjury that they shall not knowingly use undocumented workers in connection with the performance of this Contract; that, pursuant to federal requirements, they shall verify the immigration status of workers assigned to a Contract without engaging in unlawful discrimination; and shall not knowingly or recklessly alter, falsify, or accept altered or falsified documents from any such worker.

Executive Order 130. Anti-Boycott. The Contractor warrants, represents and agrees that during the time this Contract is in effect, neither it nor any affiliated company, as hereafter defined, participates in or cooperates with an international boycott (See IRC § 999(b)(3)-(4), and IRS Audit Guidelines Boycotts) or engages in conduct declared to be unlawful by M.G.L. c. 151E, § 2. If there is a breach in the warranty, representation, and agreement contained in this paragraph, without limiting such other rights as it may have, the Commonwealth may rescind this Contract. As used herein, an affiliated company shall be a business entity of which at least 51% of the ownership interests are directly or indirectly owned by the Contractor or by a person or persons or business entity or entities directly or indirectly owning at least 51% of the ownership interests of the Contractor, or which directly or indirectly owns at least 51% of the ownership interests of the Contractor.

Executive Order 346. Hiring of State Employees By State Contractors. Contractor certifies compliance with both the conflict of interest law, including M.G.L. c. 268A § 5(0) and this Order, which includes limitations regarding the hiring of state employees by private companies contracting with the Commonwealth. A privatization contract shall be deemed to include a specific prohibition against the hiring at any time during the term of Contract, and for any position in the Contractor's company, of a state management employee who is, was, or will be involved in the preparation of the RFP, the negotiations leading to the awarding of the Contract, the decision to award the Contract, and/or the supervision or oversight of performance under the Contract.

Executive Order 444. Disclosure of Family Relationships With Other State Employees. Each person applying for employment (including Contract work) within the Executive Branch under the Governor must disclose in writing the names of all immediate family as well as persons related to immediate family by marriage who serve as employees or elected officials of the Commonwealth. All disclosures made by applicants hired by the Executive Branch under the Governor shall be made available for public inspection to the extent permissible by law by the official with whom such disclosure has been filed.



STANDARD CONTRACT FORM INSTRUCTIONS CONTRACTOR CERTIFICATIONS COMMONWEALTH TERMS AND CONDITIONS

Executive Orders [523](#), [526](#) and [565](#), [Executive Order 523](#) (Establishing the Massachusetts Small Business Purchasing Program), [Executive Order 526](#) (Order Regarding Non-Discrimination, Diversity, Equal Opportunity and Affirmative Action which supersedes Executive Order 478), [Executive Order 565](#) (Reaffirming and Expanding the Massachusetts Supplier Diversity Program). All programs, activities, and services provided, performed, licensed, chartered, funded, regulated, or contracted for by the state shall be conducted without unlawful discrimination based on race, color, age, gender, ethnicity, sexual orientation, gender identity or expression, religion, creed, ancestry, national origin, disability, veteran's status (including Vietnam-era veterans), or background. The Contractor and any subcontractors may not engage in discriminatory employment practices. The Contractor certifies compliance with applicable federal and state laws, rules, and regulations governing fair labor and employment practices. The Contractor also commits to purchase supplies and services from certified minority, women, veteran, service-disabled veteran, LGBT or disability-owned businesses, small businesses, or businesses owned by socially or economically disadvantaged persons; and Contractor commits to comply with any Applicable Department contractual requirements pertaining to the employment of persons with disabilities pursuant to M.G.L. c 7 § 61(s). These provisions shall be enforced through the contracting Department, OSD, and/or the Massachusetts Commission Against Discrimination. Any breach shall be regarded as a material breach of the contract that may subject the contractor to appropriate sanctions.

Attachment4.a: DR 4496 Sudbury PW 00713 Executed Contract (5941 : FEMA reimbursement)



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY



MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY

400 Worcester Road Framingham, MA 01702-5399

Tel: 508-820-2000 Fax: 508-820-2030

Website: www.mass.gov/mema

Maura T. Healey
Governor

Dawn Brantley
Acting Director

Kimberley Driscoll
Lt. Governor

Terrence M. Reidy
Secretary

5/11/2023

MEMA Scope, Terms, and Conditions (Attachment A)
CTFEMA4496SUDBR00713
Contractor: Town of Sudbury

Disaster Declaration

The President declared a major disaster on March 27, 2020 as a result of COVID-19 that occurred from January 20, 2020 and continuing pursuant to his authority under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Pub. L. No. 93-288 (1974) (codified as amended at 42 U.S.C. § 5121 et seq.) ("Stafford Act"). This declaration, designated FEMA-4496-DR-MA, authorized Public Assistance Category B and the Crisis Counseling Program statewide. Authorized by Section 403 of the Stafford Act, FEMA may provide financial and/or direct assistance under Public Assistance Category B for emergency protective measures taken to respond to COVID-19 that are not authorized under other federal statutes. State, tribal, and local government entities and certain private nonprofit organizations throughout the entire state are eligible to apply for Public Assistance Category B. Authorized by Section 416 of the Stafford Act, FEMA may provide financial assistance under the Crisis Counseling Program to the state to provide professional counseling services or training of disaster workers to victims of COVID-19 in order to relieve mental health problems caused or aggravated by COVID-19 or its aftermath.

Parties

The Contractor or (sub-recipient) is an eligible public or private not-for-profit entity that has submitted a request for public assistance as an applicant to the Federal Emergency Management Agency (FEMA) Public Assistance Program and has received an approved award. The sub-recipient must be represented by a duly authorized official(s) of the Contractor whose signature(s), authorization(s), and/or certification(s) legally represent and bind the Contractor. The Commonwealth of Massachusetts, acting through its Massachusetts Emergency Management Agency ("Department"), is the non-Federal Grantee responsible for administering all public assistance as pass-through grants for FEMA. The Contractor is a Sub-recipient of the Commonwealth of Massachusetts that enters into contract # CTFEMA4496SUDBR00713 as described in this Attachment A.

Purpose

The FEMA Public Assistance (PA) program reimburses approved applicants for the federal share (UPDATE MANUALLY%) of eligible costs incurred by the Contractor for emergency protective measures taken by the

Attachment 4.a: DR 4496 Sudbury PW 00713 Executed Contract (5941 : FEMA reimbursement)

Contractor to save lives, protect public health and safety, or prevent damage to improved public or private property or for permanent work to restore a damaged facility to its pre-disaster status as a result of damage from this declared disaster. This sub-grant contract provides federal share funding, through the Department, for the specific projects listed in the attached PW – Project Worksheet FEMA Form 90-91 Subgrant Application (00713-0).

For DR 4496, there will be 100% reimbursement until July 1st, 2022. Thereafter, reimbursement will be at 90%.

Applicable Laws and Regulations

This contract is issued as a grant by the Commonwealth of Massachusetts and is subject to all applicable laws and regulations including, but not limited to, MGL Chapter 29, 815 CMR 2.00 and the Commonwealth Standard Terms and Conditions. Funding is provided to the Commonwealth by FEMA as federal assistance for the major disaster designated FEMA-4496-DR-MA under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§ 5121-5207 (Stafford Act), in accordance with 44 CFR and 2 CFR 200. As a federal sub-recipient, the Contractor is responsible for compliance with any and all applicable federal and state laws, statutes, rules, regulations, and policies. It is also the responsibility of the Contractor to maintain detailed records of documents concerning the bidding, execution, payment, and completion of this project in compliance with state and federal audit requirements.

Compliance with Environmental Regulations:

The Contractor, as a sub-recipient, must follow all environmental review conditions imposed by FEMA on this grant award; these conditions are in the Record of Environmental Consideration included in this agreement, if applicable. The sub-recipient shall provide copies of all permits and approvals required in support of the project prior to construction. Failure to obtain all appropriate federal, state, and local environmental permits may jeopardize federal funding. Sub-Recipients are encouraged to integrate National Environmental Policy Act (NEPA) compliance and related legislation as implemented under 44 CFR Part 10, with the initial planning and decision making process for this program.

Insurance:

If the Contractor has insurance on the damaged facility, FEMA Insurance Specialists will review the insurance policy. FEMA Insurance Specialists anticipate that the figure denoted on line item 5900/01 of your 90-91 and described in the Insurance Narrative will be covered through your policy. Therefore these costs would be not eligible for FEMA reimbursement. The Contractor may be required to “obtain and maintain” property insurance to be eligible for this and any future disasters.

Audit Responsibilities

The Contractor, as a sub-recipient, is subject to the above federal and state regulations and related requirements as further described below. Approval of a project, project costs, contract or payment by either FEMA or MEMA does not exempt the Contractor from requirements to repay funds if required. Should a state, federal, or local audit or other oversight review process reveal that actions taken by the Contractor or approvals made by FEMA or MEMA, regardless of previous approval by either FEMA or MEMA, do not comply with regulations, the Contractor agrees to repay the required amounts in the manner and timeframe determined by FEMA and/or MEMA. Repayments not made as expected may be considered debts and addressed under the Commonwealth’s Debt Collection and Intercept policy (815 CMR 9.00).

Completion of Work

Due to the unexpected nature of disasters, the effective contract start date on the Standard Contract signature page will most often be earlier than the dated signatures for both the Department and Contractor. The Contractor may be reimbursed for approved activity taking place no earlier than the effective start date as indicated on the Standard Contract signature page and extending to no later than 7/1/2022, the FEMA allotted time frame for project completion. All performance must be completed within these dates unless a period of performance extension is executed by both parties prior to the current end date. Based on extraordinary circumstances and when supported with appropriate justification, Period of Performance extensions may be

granted by either MEMA or FEMA on a case-by-case basis in accordance with FEMA PA program policy. It is the responsibility of the Contractor to submit a completed time extension request to MEMA 60 days before the established time frame for completing eligible work expires. FEMA regulations provide reimbursement only for those costs incurred up to the latest approved completion date for a particular project.

Contract Dates

Work must be completed based on FEMA's Period of Performance as explained above. The contract end date applies to the contract only and does not extend the time limit on work completion.

Budget

The Contractor has applied to FEMA for disaster assistance and has been approved for \$ 347,956.88 in total eligible costs. This contract is awarded to reimburse Contractor for 75% of eligible costs based on FEMA PA requirements. Funds may be expended only for the purposes described within the Scope of Work of the approved Project Worksheet (Form 90-91), which is hereby incorporated into this contract. For DR 4496, there will be 100% reimbursement until July 1st, 2022. Thereafter, reimbursement will be at 90%.

The total value of this contract is determined by the FEMA-approved Project Worksheet. Funding is made available over the life of the contract and is allocated based on state fiscal year projections (July 1 – June 30).

The total value of this contract is \$ 347,956.88. Fiscal year spending is projected as follows:

FY23: \$ 347,956.88.

Amendments to fiscal year projections must be requested no later than May 1 to ensure a revised contract is executed prior to the end of the state fiscal year. FEMA approval is not required for an amendment to the state fiscal year budget as long as activity remains within the FEMA approved period of performance. Contractors cannot be reimbursed for costs over and above the fiscal year budget in the absence of an approved contract amendment.

Payments

The Contractor is responsible for procurement, documentation, and expenditure of all funds used to support the project. All payments are subject to verification by the Department. Due to the unplanned nature of disasters, it is understood that many projects will have incurred 100% of their costs prior to contracting with MEMA.

'Small' and 'Large' Project Payments

Please note that FEMA has updated the small and large projects thresholds as of August 3, 2022. All projects that are not yet obligated as of August 3, 2022 will have a large project threshold of \$1 million. This threshold will NOT apply to projects that were obligated prior to August 3, 2022. A project may change from a large project to a small project but the dollar amount that determines the project size will not change. FEMA has not changed any programmatic requirements as a result of the increase in the monetary threshold.

A 'Small Project' is eligible for payment immediately after execution of the state contract. FEMA-designated Small Projects (less than \$1 million for FFY2022) will be fully reimbursed after a state contract has been properly executed, even if the work has not been completed (44 CFR 206.205). Sub-recipients must submit all required documentation and a signed P.4 when the work is completed. The Department will review documentation to ensure work was related to the approved project. Per 44 CFR 206.205, if actual spending on a Small Project is less than the approved project amount, the sub-recipient is not required to return the funds. However, any Contractors seeking additional funds for Small Project cost overruns must first apply overages from other Small Projects before additional federal funds can be requested. Failure to complete a small project may require that reimbursement of federal funds be returned to the Department.

FEMA-designated 'Large Projects' (greater than \$ 1 million for FFY2022) are paid on actual costs incurred for eligible work (not on cost estimates) and payment will be made upon receipt of all required supporting documentation. If the project is 100% complete at the time of FEMA approval, the Contractor must provide a signed P.4 as an invoice/payment request. Projects that are not 100% complete may be paid at the completion of the project or periodically throughout the life of the project as partial payments for actual costs incurred for FEMA-eligible work. All payment requests must be accompanied by proper back-up documentation including proof of payment. The Contractor will be reimbursed only for the amount of eligible, documented actual costs incurred. A signed P.4 is required for final payment of large projects accompanied by an approved 100% FEMA PW. All projects are subject to periodic inspection and verification by FEMA and/or MEMA personnel. Payment for Large Projects shall be no more than 75% of actual work supported by documentation of the work and match. For DR 4496, there will be 100% reimbursement until July 1st, 2022. Thereafter, reimbursement will be at 90%.

Sub-recipient Match

The use of FEMA funds for their stated purposes requires a 25% non-federal cost-share contribution from the Contractor per 44 CFR 206.65. Cost-share contributions may be satisfied by either or both of: (1) allowable costs incurred under the scope of performance for the PW funded by this contract and paid from non-federal sources, and/or (2) the value of third party in-kind contributions applicable to the period to which the cost-sharing requirements apply. Allowable costs paid from non-federal sources must not count towards satisfying a cost-sharing or matching requirement of any other award of federal funds. Execution of this contract constitutes the Contractors certification that it is applying non-federal sources to meet its cost-share obligation (2 CFR 200.306). For DR 4496, there will be no match requirement until July 1st, 2022. Thereafter, a 10% non-federal cost-share contribution from the Agency will be required.

All sub-recipients are required (2 CFR 200.302) to establish and maintain accounting systems and financial records to accurately account for funds awarded to them. These records shall include both Federal funds and all matching funds of State, local, and private organizations, when applicable. MEMA will verify match at time of payment for Large Projects.

Reporting

Contractor is a federal grant sub-recipient and therefore subject to all federal reporting requirements associated with FEMA-4496-DR-MA.

For any project not 100% completed at the time of contracting the Contractor must submit quarterly progress reports as required by the Department.

The Contractor must submit a P.4 Report for any 100% completed PW to certify that reported costs were incurred in the performance of eligible work, that the approved work was completed, that the project was completed and payments were made in compliance with the provisions of this contract and all other applicable governing documents.

Federal Funding Accounting and Transparency Act (FFATA)

FEMA federal funds are subject to the Federal Funding Accounting and Transparency Act (FFATA). Sub-recipient agrees to abide by FFATA regulations and to submit the attached FFATA form along with its contract package. The form is required if the amount, one time or aggregate, exceeds \$29,999.99.

2 CFR 200 Subpart F Audit Reports, Subpart F Form.

Per Office of Management and Budget (OMB) regulations, sub-recipient may be subject to Subpart F audit requirements. Contractor agrees to submit the required Sub-recipient Pre-Award Risk Assessment Questionnaire response form. Sub-recipient agrees to notify MEMA of any Subpart F audit findings related to

any federally funded activities. Sub-recipient acknowledges that a Corrective Action Plan may be required by MEMA for related findings prior to execution of contracts or issuance of payments.

Sub-recipient Risk Assessment and Monitoring

Per 2 CFR 200.331, prior to awarding of this contract, the sub-recipient must provide to the Department the attached Sub-recipient Risk Assessment Questionnaire and Response form. Sub-recipient further agrees to monitoring by the Department as a result of its assessment of the sub-recipient's risk for non-compliance.

Internal Controls

Per 2 CFR 200.303, sub-recipients must maintain and implement effective internal controls that provide reasonable assurance that federal funds are managed in compliance with all statutes, regulations, and terms and conditions.

Per 2 CFR 200.430 (Compensation), internal controls must cover payroll charges to federal awards such that payroll charges are documented as accurate, allowable, and allocable, are reflected in the official records of the sub-recipient, reasonably reflect the total activity for each employee (federal and non-federal), and comply with all accounting policies and practices of the sub-recipient.

Procurement

Sub-recipient must conduct all procurements in compliance with 2 CFR 200.318-326. Specific policies, procedures, and/or standards must be in place that meet or exceed these requirements at the time of procurement. The Certification of Compliance with Federal Procurement Standards must be signed for each contract issued to the sub-recipient. Costs incurred which are otherwise appropriate and reasonable, but which were procured in violation of federal procurement requirements may result in disallowed costs or sub-recipient repayment obligations.

Procurement Contract provisions

Contracts utilized by sub-recipients for goods and services must contain the applicable provisions described in 2 CFR 200 Appendix II.

Disclosures

Per 2 CFR 200.112, the sub-recipient must disclose in writing any potential conflicts of interest to the Department.

Per 2 CFR 200.113, the sub-recipient must disclose in writing all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially effacing the federal award.

Per 44 CFR 206.253 and FEMA Public Assistance Policy on Insurance (FP 206-086-1), as a condition of FEMA assistance for permanent work to replace, restore, repair, reconstruct or construct a facility, the applicant must insure the facility and/or its contents against future loss (i.e. "obtain and maintain" insurance), with such types and amounts of insurance as are reasonable and necessary to protect against future loss to such property from the types of hazards which caused the major disaster. A sub-recipient should notify FEMA- in writing through the Department of changes to their insurance which impact their ability to satisfy the insurance requirement after it provides proof of insurance to FEMA. This includes changes related to self-insurance. If an applicant fails to do this, FEMA may de-obligate assistance and not provide assistance in a future disaster.

FEMA Required Assurances

All sub-recipients must complete the attached Summary Sheet for Required Assurances and any associated assurances required.

Records Management

The Contractor agrees that all financial and programmatic records, supporting documents, statistical records, and other records associated with this contract are required to be retained for a period of seven (7) years, beginning on the first day after the final payment under this contract, or such longer period as is necessary for the resolution of any litigation, claim, negotiation, audit or any inquiry involving this contract and/or any approved PWs funded by it. All of the following records may not be applicable to every project, but everything that does pertain to a project should be filed with the corresponding Project Worksheet.

Certifications (200.415)

To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements must include a certification, signed by an official who is authorized to legally bind the non-Federal entity, which reads as follows: "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)."

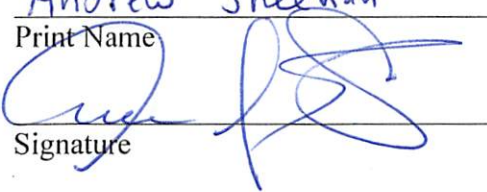
Non-profit organizations must certify as appropriate that they did not meet the definition of a major corporation as defined in 2 CFR 200.414 Indirect (F&A) costs, paragraph (a).

Acceptance of Terms and Conditions

Prior to acceptance of these terms and conditions, Contractor must evaluate its policies, procedures, and management systems for risk of non-compliance with any of the above terms and conditions, inclusive of all requirements of FEMA and 2 CFR 200. Any identified areas of risk must be brought to the attention of MEMA prior to the execution of the contract in order to determine and implement the appropriate remedy.

By signing below, the Contractor certifies that it understands all obligations and has in place or will implement policies and procedures that meet or exceed the standards and requirements above. Acceptance of payment for the activities under this agreement indicates that all actions taken by the sub recipient for the purposes of this grant program were done so in compliance with all grant requirements and all applicable laws and regulations, including the certification statement above.

Andrew Sheehan

Print Name


Signature

Town Manager

Title

6/5/2023

Date

Attachment4.a: DR 4496 Sudbury PW 00713 Executed Contract (5941 : FEMA reimbursement)

Federal Funding Accountability and Transparency Act Compliance Form

Please complete and return this form with contracts.

Part 1. In order to comply with the Federal Funding Accountability and Transparency Act (FFATA), the Massachusetts Emergency Management Agency may only award grants and contracts to entities with the Unique Entity Identifier (UEID). Effective April 4, 2022, the UEID has replaced your entity's DUNS number. UEID numbers are used as identifiers for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and sub-recipients. The UEID number will be used throughout a grant's life cycle. Please consult your accounting department to obtain your organization's UEID. If you are an already registered entity, you can find your entity has already been assigned a UEID. To request to UEID or to review the one already assigned to you please visit www.SAM.gov.

Table 1. Award Information

Name of Entity Receiving Award	Town of Sudbury
Street Address	77 Hudson Road, 77 Hudson Road
City, State, Zip	SUDBURY, MA 01776
Contact Name	John Whalen, Fire Chief
Contact Phone Number	(978) 440-5311
Congressional District	5
Amount of Award	\$ 347,956.88
Nine-Digit DUNS Number / UEID	619726698/G9JJMKL8BLC3
Transaction Type	Reimbursement
CFDA number or NAICS code	97.036
Program Source	DRMAP-4496
Award Title	FEMA Public Assistance

Part 2. FFATA requires information be collected regarding executive compensation. If the gross revenue of your organization exceeds \$25,000,000, more than 80% of the gross revenue is from federal sources, and the public does not have access to this information through other government reports the names, titles, and salaries of the executives with the five highest salaries must be provided. If your organization meets these criteria, please complete Table 2. If your organization does not meet these criteria, please check the statement above the table.

The gross revenue of my organization does not exceed \$25,000,000 and more than 80% of the gross revenue of my organization is not from federal sources and or compensation information is available to the general public.

OR

Table 2 Executive Compensation (by Salary)

First and Last Name	Title	Annual Salary

Signature of authorized official (signed in blue ink)

Andrew Sheehan
Printed name of Authorized Official

Date

Title

6/5/2023

Town Manager

Attachment4.a: DR 4496 Sudbury PW 00713 Executed Contract (5941 : FEMA reimbursement)

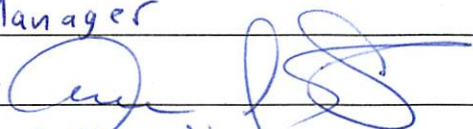
Certification of Compliance with Federal Procurement Standards

All sub-recipient spending under the FEMA Public Assistance Program must comply with the federal procurement standards described in 2 CFR 200.317 through 200.326¹. Sub-recipients must expend funds under their official, documented procurement procedures which comply with applicable federal, state, local, and tribal laws and regulations. **Non-compliance with the applicable procurement regulations can result in unallowable costs and no reimbursement.**

If the sub-recipient does not have documented procurement procedures, MEMA will not provide a contract. If the sub-recipient's procurement procedures are inadequate, MEMA will not provide a contract until appropriate revisions have been made to assure all expenditures will be made in compliance with the applicable federal, state, local, and tribal procurement requirements.

These questions must be responded to by the person who manages and/or conducts procurement for the applicant as a whole (i.e., for municipal programs, this form must be completed and signed by the person who manages and/or conducts procurement on behalf of the municipality).

-
1. Procurement(s) conducted under the above-referenced grant program will comply with my organization's procurement procedures which are documented and reflect current procurement practices (*applicant should state Yes or No*) YES NO
 2. My organization's procurement procedures comply with the federal procurement standards found at 2 CFR 200.317 through 200.326 (*applicant should state Yes or No*) YES NO

Name of person completing this form Andrew Sheehan
 Title Town Manager
 Signature 
 Email Sheehan A@Sudbury.ma.us
 Telephone (978) 639-3381

Sub-Recipient Organization Name: Town of Sudbury

¹ These regulations may be found in their entirety on the U.S. GPO's website here: <https://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200/content-detail.html>

**MEMA Sub-recipient Pre-Award Risk Assessment Questionnaire
Response Form**

Subrecipient (Applicant) Name: Town of Sudbury

(Includes all departments, divisions, or units within the Municipality or Not-for-Profit receiving federal grant funds)

Per 2 CFR 200.331 section (b), MEMA is required to "evaluate each subrecipient's risk of non-compliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring." Please provide the information requested below with your application.

MEMA grant program and fiscal staff will review past performance of subrecipient and information below to determine the extent to which, if any, monitoring or other measures may be taken to support subrecipient compliance.

(1): Has Subrecipient been the direct recipient or a subrecipient of MEMA-issued federal funds within the last two fiscal years:

Yes No
(if no, please complete corresponding section on next page)

(2): Was Subrecipient required (OMB A-133 or 2 CFR 200 Subpart F) to have an audit of Federal Funds performed in the two most recently closed fiscal years?

Yes No

Does Subrecipient have any findings or questioned costs related to MEMA federal grants administration in the last two most recently closed fiscal year Audits?

Yes No
(if yes, please complete corresponding section on next page)

(3): Has Subrecipient employed new personnel or implemented new or substantially changed systems related to Federal Grant Management in the last calendar year?

Yes No
(if yes, please complete corresponding section on next page)

(4): Has Subrecipient been monitored by any Federal Agency as a direct recipient of Federal Funding in the last two fiscal years.

Yes No
(if yes, please complete corresponding section on next page)

(5): Does subrecipient conduct federally funded activities under an approved Internal Control Plan that meets federal guidelines and provides for sound financial management of grant activities, including:

- Detection and Prevention of Fraud, Waste, and Abuse;
- Accounting system identification of the receipt and expenditure of program funds separately for each grant/contract;
- Distribution records maintained for an employee when his/her effort are used as a direct cost or match;
- Procurements conducted in compliance with federal procurement requirements.

Yes No
(if there are internal control plan concerns, please complete corresponding section on next page)

(1): If you have not received a grant from MEMA in the last two years, please indicate last grant received from MEMA:

Federal Award Name	Purpose	Amount	Start Date	End Date
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N/A

(2): Please list below (or attach) the results of any A-133 or Subpart F audits for the last two fiscal years of subrecipient:

Grant Audited	Finding Date	Finding Description
---------------	--------------	---------------------

N/A

MEMA will send a letter to subrecipient seeking additional details on the above finding(s), requesting subrecipient response and Corrective Action Plan, and setting a schedule for MEMA to issue a Management Decision.

(3): Please describe any new systems or staffing that may impact federal grant award administration:

N/A

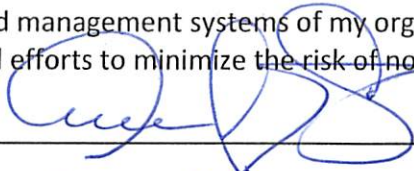
(4): Please describe (or attach) the results of federal monitoring received within the last two fiscal years:

N/A

(5): Please describe any Internal Control-related concerns:

N/A

My signature below indicates that I have reviewed the relevant accounting, internal control, and program staffing and management systems of my organization, that the above information is complete and correct, and that all efforts to minimize the risk of noncompliance have and will be taken by my organization.

Signature 

Date 6/5/2023

Printed Name Andrew Sheehan

Title Town Manager

Attachment 4.a: DR 4496 Sudbury PW 00713 Executed Contract (5941 : FEMA reimbursement)

Instructions for FEMA Assurances and Certifications

Summary Sheet:

- FY- Fill out the Fiscal Year (ex. FY 2022)
- CA FOR- Fill in the name of your City/Town/or Organization (Town of Smallville)

Check the boxes that apply to your application:

- Part I : Non Construction: Category A & B: Snow Removal/ Debris Management/Emergency Protective Measures
- Part II: Category C through G: Permanent Work
- Part III: All application types check this box
- Part IV: Never check this box

Authorized Representative signs the summary sheet

DO NOT SIGN Standard Form LLL: Disclosure of Lobbying Activities

U.S. DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
 SUMMARY SHEET FOR ASSURANCES AND CERTIFICATIONS

O.M.B. No. 1660-0025
 Expires July 31, 2007

FOR
 FY 23 CA FOR (Name of Recipient)
 Town of Sudbury

This summary sheet includes Assurances and Certifications that must be read, signed, and submitted as a part of the Application for Federal Assistance.

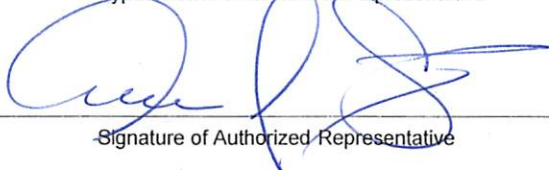
An applicant must check each item that they are certifying to:

- Part I FEMA Form 20-16A, Assurances-Nonconstruction Programs
- Part II FEMA Form 20-16B, Assurances-Construction Programs
- Part III FEMA Form 20-16C, Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Part IV SF LLL, Disclosure of Lobbying Activities (*If applicable*)

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the identified attached assurances and certifications.

Andrew Sheehan

Typed Name of Authorized Representative



Signature of Authorized Representative

Town Manager

Title

6/5/2023

Date Signed

NOTE: By signing the certification regarding debarment, suspension, and other responsibility matters for primary covered transaction, the applicant agrees that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by FEMA entering into this transaction.

The applicant further agrees by submitting this application that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the FEMA Regional Office entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (Refer to 44 CFR Part 17.)

Paperwork Burden Disclosure Notice

Public reporting burden for this form is estimated to average 1.7 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing, reviewing, and maintaining the data needed, and completing and submitting the form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington DC 20472. You are not required to complete this form unless a valid OMB control number is displayed in the upper corner on this form. **Please do not send your completed form to the above address.**

U.S DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
ASSURANCES-NONCONSTRUCTION PROGRAMS

O.M.B. No. 1660-0025
Expires July 31, 2007

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NOTE:

Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (*including funds sufficient to pay the non-Federal share of project costs*) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Section 4727-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P. L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IV of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912, (42 U.S.C. 290-dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et. seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provision in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Title II and III of the Uniformed Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchase.
8. Will comply with provisions of Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employees whose principle employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 276a to 276a-7) the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Sections 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable with flood insurance purchase requirements of Section 102a of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. Sections 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176 (c) of the Clear Air Act of 1955, as amended (42 U.S.C. Section et seq.); (g) protection underground sources of drinking water under Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the wild and Scenic Rivers Act of 1968 (16 U.S.C. Sections 1271 et seq.) related to protecting components of the national wild and scenic rivers systems.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Sections 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.
19. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.

Attachment 4.a: DR 4496 Sudbury PW 00713 Executed Contract (5941 : FEMA reimbursement)

U. S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
ASSURANCES-CONSTRUCTION PROGRAM

O.M.B. No. 1660-0025
Expires July 31, 2007

PAPERWORK BURDEN DISCLOSURE NOTICE

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NOTE"

Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain federal assistance awarding agencies may require applicants to certify additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (*including funds sufficient to pay the non-Federal Share of project cost*) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the comptroller General of the United States, and if appropriate, the States, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a paper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict to interest, or personal gain.
8. Will comply with Intergovernmental Personnel Act of 1970 (42 U.S.C. Sections 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's standards for a Merit System of Personnel Administration (5 C.F.R. 900-subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Sections 4801-et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statues relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Sections 794) which prohibits discrimination on the basis of; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-61-7) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office Treatment Act of 1972 (P.L. 93-255), as amended, relating to non-discrimination on the bases of abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the bases of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. Sections et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) and other non-discrimination provisions in the specific statutes(s) under which application for Federal assistance is being made, and (j) the requirements on any other non-discrimination Statues(s) which may apply to the application.
11. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and Federally assisted programs. These requirements apply to all interest in real property acquired for project purpose regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employment activities are funded in whole or impart with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 27a to 276a-7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Section 874), the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333) regarding labor standards for Federally assisted construction subagreements.

Attachment4.a: DR 4496 Sudbury PW 00713 Executed Contract (5941 : FEMA reimbursement)

14. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance in the total cost of insurable construction and acquisition is \$ 10,000 or more.

15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (E.O.) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management programs developed under the Coastal Zone Management Act of 1973 (16 U.S.C. Sections 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementations Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. Section 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); (H) Protection of Endangered species Act of 1973, as amended, (P.L. 93-205).

16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. Sections 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 46s-1 et seq.).

18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

19. Will comply with all applicable requirements of all other Federal laws, Executive Orders, regulations and policies governing this program.

20. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.

21. It will obtain approval by the appropriate Federal agencies of the final working drawings and specifications before the project is advertised or placed on the market for bidding; that it will construct the project, or cause it to be constructed, to final completion in accordance with the application and approved plans and specifications; that it will submit to the appropriate Federal agency for prior approval changes that alter the cost of the project, use of space, or functional layout; that it will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the construction grant program(s) have been met.

22. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State, and local agencies for the maintenance and operation of such facilities.

23. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped," Number A117-1961, as modified (41CFR 101-17.703). The applicant will be responsible for conducting inspections to ensure compliance with these specifications by the contractor.

24. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

25. In making subgrants with nonprofit institutions under this Comprehensive Cooperative Agreement, it agrees that such grants will be subject to OMB Circular A-122, "Cost Principles for Non-profit Organization" including but not limited to, the "Lobbying Revision" published in vol 49, Federal Register, pages 18260 through 18277 (April 27, 1984).

U. S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

*O.M.B. No. 1660-0025
Expires July 31, 2007*

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Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying" and 28 CFR Part 17, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the transaction, grant, or cooperative agreement.

1. LOBBYING

As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperating agreement over \$ 100,000, as defined at 44 CFR Part 18, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any other person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or an employee of Congress, or employee of a member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Stand Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

Standard Form-LLL "Disclosure of Lobbying Activities" attached
(This form must be attached to certification if nonappropriated funds are to be used to influence activities.)

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEE OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Subpart F, for grantees, as defined at 44 CFR Part 17.615 and 17.620-

A. The applicant certifies that it will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distributions

(b) Establishing an on-going drug free awareness program to inform employees about-

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

- (1) Abide by the term of the statement; and
- (2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring ion the workplace no later than five calendar days after such convictions;

(e) Notifying the agency, in writing, with 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to the applicable FEMA awarding office, i.e., regional office or FEMA office.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is convicted-

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation act of 1973, as amended; or

(2) Requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a),(b),(c),(d),(e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, City, County, State, Zip code)

Check If there are workplaces on file that are not identified here.

Section 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a state wide certification.

Standard Form LLL: Disclosure of Lobbying ActivitiesApproved by OMB
0348-0046

1. Type of Federal Action <input type="checkbox"/> Contract <input type="checkbox"/> Grant <input type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Loan <input type="checkbox"/> Loan Guarantee <input type="checkbox"/> Loan Insurance	2. Status of Federal Action <input type="checkbox"/> Bid/Offer/Application <input type="checkbox"/> Initial Award <input type="checkbox"/> Post Award	3. Report Type <input type="checkbox"/> Initial Filing <input type="checkbox"/> Material Change For Material Change Only: Year: _____ Quarter: _____ Date of Last Report: _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Sub-Awardee Tier # _____, (if known) Congressional District, if known: _____	5. If Reporting Entity in Number 4 is Sub-Awardee, Enter Name and Address of Prime: Congressional District, if known: _____	
6. Federal Department/ Agency:	7. Federal Program Name/Description: CFDA Number, if applicable _____	
8. Federal Action Number (if known):	9. Award Amount (if known)	
10. a Name and Address of Lobbying Registrant: (if individual, last name, first name, MI)	10. b Individuals Performing Services (including address if different from 10a.)	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No: _____ Date: _____	
FEDERAL USE ONLY:		

Attachment4.a: DR 4496 Sudbury PW 00713 Executed Contract (5941 : FEMA reimbursement)

Capture Date: 05/01/2023 18:33					
Federal Emergency Management Agency					
Project Application Grant Report (P.2)					
Disaster: FEMA-4496-DR-MA					
Number of Records: 1					
Applicant ID: 017-68260-00 Bundle # : PA-01-MA-4496-PW-00713(1632)			Applicant: SUDBURY (TOWN OF)		
PW #	Cat	Fund Code	Cost Share	Projected Completion Date	Approved PW Amount (\$)
PA-01-MA-4496-PW-00713(0)	B	06	N	07-01-2022	347,956.88
Facility Number:	1				
Facility Name:	Damage # 386414; Emergency Protective Measures (Damage for Project [140285] FEMA COVID19 EPM)				
Location:	Town of Sudbury				
Scope of Work:	<p>386414 Damage for Project [140285] FEMA COVID19 EPM</p> <p>WORK COMPLETED</p> <p>In response to the COVID-19 Public Health Emergency, the Town of Sudbury utilized force account labor, materials, and contracts in taking the Emergency Protective Measures.</p> <p>All work and costs in this project fall between 1/20/2020 and 6/30/2020.</p> <p>Town of Sudbury (DPW)</p> <p>A. Provided emergency protective services by purchasing and distributing PPE including but not limited to masks, face shields, gloves, thermometers, and sanitizer for DPW personnel through force account materials.</p> <p>B. Provided emergency protective services by purchasing and distributing interior surface cleaning and disinfection supplies including but not limited to spray bottles, disinfectant wipes, disinfectant cleaner, bleach, and sprayer for DPW department through force account materials.</p> <p>C. Provided emergency protective services by purchasing signage to disseminate COVID 19 information at public parks through force account materials.</p> <p>1. Force account materials: \$6,032.94</p> <p>Town of Sudbury (Schools)</p> <p>D. Provided emergency protective services by purchasing and distributing PPE including but not limited to masks, face shields, gloves, safety glasses, and coveralls for school personnel through force account materials.</p> <p>E. Provided emergency protective services by purchasing and distributing interior surface cleaning and disinfection supplies including but not limited to spray bottles, disinfectant wipes, disinfectant cleaner, bleach, sanitizer, towels, Lysol, and sprayer for school department through force account materials.</p> <p>F. Provided emergency protective services hiring professional cleaning company to clean schools through force account materials.</p> <p>2. Force account materials: \$31,693.60</p> <p>Town of Sudbury (FAC)</p> <p>G. Provided emergency protective services by purchasing and distributing PPE including but not limited to masks for FAC personnel through force account materials.</p> <p>H. Provided emergency protective services by purchasing and distributing interior surface cleaning and disinfection supplies including but not limited to bleach, soap, cloths, sanitizer, pro vac, Clorox, towels, windex, toilet bowl cleaner, paper towels, bath tissue and spray bottles for FAC department through force account materials.</p>				

Attachment4.a: DR 4496 Sudbury PW 00713 Executed Contract (5941 : FEMA reimbursement)

Capture Date: 05/01/2023 18:33

Federal Emergency Management Agency

Project Application Grant Report (P.2)

Disaster: FEMA-4496-DR-MA

Number of Records: 1

I. Provided emergency protective services by hiring professional cleaning company to clean library through force account materials.

J. Provided emergency protective services by purchasing signage to disseminate COVID 19 information at FAC buildings through force account materials.

K. Provided emergency protective services by training personnel in COVID 19 safety, inspections, and compliance through force account materials.

3. Force account materials: \$16,766.64

Town of Sudbury (Police Department)

L. Provided emergency protective services by utilizing police department to respond to COVID 19 related service calls through force account labor.

M. Provided emergency protective services by purchasing and distributing PPE including but not limited to masks, gloves, gowns, and safety goggles for police department through force account materials.

N. Provided emergency protective services by purchasing and distributing interior surface cleaning and disinfection supplies including but not limited to disinfectant wipes, multi surface cleaners, antibacterial cleaner, Tilex, Lysol, Clorox, spray bottles, and sanitizer for police department through force account materials.

O. Provided emergency protective services by purchasing portable steel shelving to store cleaning supplies through force account materials.

P. Provided emergency protective services by hiring Trauma Services, 391 Oakland St., Mansfield, MA to professional clean police station and police cruisers through force account materials.

Q. Provided emergency protective services by purchasing easy clean uniform shirts for police officers through force account materials.

4. Force account materials: \$7,728.03

5. Force account labor overtime: 21 laborers; 577.5 hours; \$28,968.76

Town of Sudbury (Fire Department)

R. Provided emergency protective services by utilizing fire department personnel to respond to COVID 19 related service calls through force account labor.

S. Provided emergency protective services by purchasing and distributing PPE including but not limited to masks, coveralls, gloves, gowns, safety glasses, and thermometers for fire personnel through force account materials.

T. Provided emergency protective services by purchasing and distributing interior surface cleaning and disinfection supplies including but not limited to disinfectant cleaner, spray bottles, and cleanser for fire department through force account materials.

6. Force account materials: \$5,448.43

7. Force account labor overtime: 34 laborers; 4,914 hours: \$242,218.48

Contract

A. Provided emergency protective services by hiring professional cleaning company to clean Town Hall, 322 Concord Road and Flynn Building 278 Old Sudbury Road due to COVID 19 through contracts.

Attachment4.a: DR 4496 Sudbury PW 00713 Executed Contract (5941 : FEMA reimbursement)

Capture Date: 05/01/2023 18:33

Federal Emergency Management Agency

Project Application Grant Report (P.2)

Disaster: FEMA-4496-DR-MA

Number of Records: 1

B. Provided emergency protective services by hiring professional cleaning company to clean Fairbank Center Complex, 40 Fairbank Road due to COVID 19 through contracts.

- 1. Facility Disinfection: \$4,700.00
- 2. Facility Disinfection: \$4,400.00

Work Completed Totals

- 1. Force Account Overtime: 55 Laborers; 5,491.50 hours: \$ 271,187.24
- 2. Force Account Materials: \$67,669.64
- 3. Contracts: \$9,100.00

Work Completed Total: \$347,956.88

Project Notes:

- 1. Costs associated with this project have been validated. See attachment: Edited accordin to O & O Policy COVID-19 Summary Workbook 140285 Sudbury.xlsx and 4496 MA 140285 Sudbury Validated Invoices.pdf.
- 2. Procurement documents attached have been reviewed. See attachment: Procurement Policies for MEMA Grant Request 8-9-2021.pdf.
- 3. Payroll policy has been provided and reviewed. See attachments: Fire-FY16-FY18-FINAL-10-11-17.pdf, FY19-FY21-Patrolmen-CBA-FINAL-signed.pdf, FY19-21-Sergeants-CBA-Signed-10-24-19.pdf, and FF-FY19-to-FY21-MOA-signed.pdf.
- 4. FEMA will not approve Public Assistance that duplicates funding or assistance provided by another federal agency, including the U.S. Department of Health and Human Services or Centers for Disease Control and Prevention.
- 5. Force Account Materials Narrative. See document labeled: Force Account Materials Summary.pdf.
- 6. Applicant must follow FEMA's Procurement Under Grants Conducted Under Exigent or Emergency Circumstances guidance and include a termination for convenience clause in its contracts.
- 7. Disinfection work consisted of using CDC approved methods and disinfectants, such as hand cleaning with wipes. No run-off was associated with this work.
- 8. Total project cost of \$347,956.88 differs from Streamlined Project Application claimed total by (\$2,675.78) due to force account materials costs deemed as increased operating costs. Applicant elected to withdraw these costs from this project in lieu of creating a partial determination memo. For a complete list of these costs, see document labeled: Edited accordin to O & O Policy COVID-19 Summary Workbook 140285 Sudbury.xlsx. Applicant's concurrence located in document labeled: Applicant agrees to remove ineligible cost DR-4496 _ Town of Sudbury _ Project 140285.pdf.

1 PW	PWs (\$)	Subgrantee Admin Exp. (\$)	Total (\$)
Amount Eligible (\$)	347,956.88	0.00	347,956.88
Federal Share (\$)	347,956.88	0.00	347,956.88

Attachment4.a: DR 4496 Sudbury PW 00713 Executed Contract (5941 : FEMA reimbursement)

PA-01-MA-4496-PW-00713(0) <u>P</u>	
Applicant Name: SUDBURY (TOWN OF)	Application Title: 140285 - FEMA COVID19 EPM
Period of Performance Start: 03-27-2020	Period of Performance End: 07-01-2022

Bundle Reference # (Amendment #) PA-01-MA-4496-PW-00713(1632)	Date Awarded 04-25-2023
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Subgrant Application - FEMA Form 90-91

Note: The Effective Cost Share for this application is 100%

FEDERAL EMERGENCY MANAGEMENT AGENCY PROJECT WORKSHEET					
DISASTER		PROJECT NO.	PA ID NO.	DATE	CATEGORY
FEMA	4496	- DR -MA	140285	04-21-2023	B
APPLICANT: SUDBURY (TOWN OF)			WORK COMPLETE AS OF: 04-21-2023 : 100 %		
Site 1 of 1					
DAMAGED FACILITY:			COUNTY: Middlesex		
Damage # 386414; Emergency Protective Measures (Damage for Project [140285] FEMA COVID19 EPM)					
LOCATION:			LATITUDE:	LONGITUDE:	
PA-01-MA-4496-PW-00713(0): Town of Sudbury					
Current Version:					
DAMAGE DESCRIPTION AND DIMENSIONS:					
PA-01-MA-4496-PW-00713(0): The Disaster #4496DR, which occurred between 1/20/2020 and Ongoing , caused:					
Damage # 386414; Emergency Protective Measures (Damage for Project [140285] FEMA COVID19 EPM)					
During the incident period of 1/20/2020 through Ongoing, COVID-19 created an immediate threat to the health and safety of the general public requiring emergency response and protective measures.					
Provided Emergency Protective Services for purchased and distributed PPE to personnel at DPW from 1/20/2020 to 6/30/2020.					
Provided Emergency Protective Services for purchased and distributed cleaning and disinfecting supplies at DPW from 1/20/2020 to 6/30/2020.					
Provided Emergency Protective Services for purchased signage to disseminate COVID information at DPW from 1/20/2020 to 6/30/2020.					
Provided Emergency Protective Services for purchased and distributed PPE to personnel at Schools from 1/20/2020 to 6/30/2020.					
Provided Emergency Protective Services for purchased and distributed cleaning and disinfecting supplies at Schools from 1/20/2020 to 6/30/2020.					
Provided Emergency Protective Services for hired professional cleaning company to clean schools at Schools from 1/20/2020 to 6/30/2020.					
Provided Emergency Protective Services for purchased and distributed PPE to personnel at FAC from 1/20/2020 to 6/30/2020.					
Provided Emergency Protective Services for purchased and distributed cleaning and disinfecting supplies at FAC from 1/20/2020 to 6/30/2020.					
Provided Emergency Protective Services for hired professional cleaning company to clean library at FAC from 1/20/2020 to 6/30/2020.					
Provided Emergency Protective Services for purchased signage to dissemination COVID information at FAC from 1/20/2020 to 6/30/2020.					

Attachment4.a: DR 4496 Sudbury PW 00713 Executed Contract (5941 : FEMA reimbursement)

5/1/23, 2:32 PM

Federal Emergency Management Agency E-Grants | Subgrant Application - FEMA Form 90-91

Provided Emergency Protective Services for purchased training for COVID safety at FAC from 1/20/2020 to 6/30/2020.

Provided Emergency Protective Services for utilized police department personnel to respond to COVID 19 service calls at Police from 1/20/2020 to 6/30/2020.

Provided Emergency Protective Services for purchased and distributed PPE to personnel at Police from 1/20/2020 to 6/30/2020.

Provided Emergency Protective Services for purchased and distributed cleaning and disinfecting supplies at Police from 1/20/2020 to 6/30/2020.

Provided Emergency Protective Services for purchased portable steel shelving at Police from 1/20/2020 to 6/30/2020.

Provided Emergency Protective Services for professional cleaning of police station and cruisers at Police from 1/20/2020 to 6/30/2020.

Provided Emergency Protective Services for purchased easy clean uniform shirts at Police from 1/20/2020 to 6/30/2020.

Provided Emergency Protective Services for utilized fire department personnel to respond to COVID related service calls at Fire from 1/20/2020 to 6/30/2020.

Provided Emergency Protective Services for purchased and distributed PPE to personnel at Fire from 1/20/2020 to 6/30/2020.

Provided Emergency Protective Services for purchased and distributed cleaning and disinfecting supplies at Fire from 1/20/2020 to 6/30/2020.

Provided Emergency Protective Services for professional cleaning of Town Hall and Flynn Bldg at FAC from 1/20/2020 to 6/30/2020.

Provided Emergency Protective Services for professional cleaning of Fairbank Center Complex at FAC from 1/20/2020 to 6/30/2020.

Current Version:

SCOPE OF WORK:

PA-01-MA-4496-PW-00713(0):
386414 Damage for Project [140285] FEMA COVID19 EPM

WORK COMPLETED

In response to the COVID-19 Public Health Emergency, the Town of Sudbury utilized force account labor, materials, and contracts in taking the Emergency Protective Measures.

All work and costs in this project fall between 1/20/2020 and 6/30/2020.

Town of Sudbury (DPW)

- A. Provided emergency protective services by purchasing and distributing PPE including but not limited to masks, face shields, gloves, thermometers, and sanitizer for DPW personnel through force account materials.
- B. Provided emergency protective services by purchasing and distributing interior surface cleaning and disinfection supplies including but not limited to spray bottles, disinfectant wipes, disinfectant cleaner, bleach, and sprayer for DPW department through force account materials.
- C. Provided emergency protective services by purchasing signage to disseminate COVID 19 information at public parks through force account materials.

1. Force account materials: \$6,032.94

Town of Sudbury (Schools)

- D. Provided emergency protective services by purchasing and distributing PPE including but not limited to masks, face shields, gloves, safety glasses, and coveralls for school personnel through force account materials.
- E. Provided emergency protective services by purchasing and distributing interior surface cleaning and disinfection supplies including but not limited to spray bottles, disinfectant wipes, disinfectant cleaner, bleach, sanitizer, towels, Lysol, and sprayer for school department through force account materials.
- F. Provided emergency protective services hiring professional cleaning company to clean schools through force account materials.

2. Force account materials: \$31,693.60

Town of Sudbury (FAC)

- G. Provided emergency protective services by purchasing and distributing PPE including but not limited to masks for FAC personnel through force account materials.
- H. Provided emergency protective services by purchasing and distributing interior surface cleaning and disinfection supplies including but not limited to bleach, soap, cloths, sanitizer, pro vac, Clorox, towels, windex, toilet bowl cleaner, paper towels, bath tissue and spray bottles for

FAC department through force account materials.

- I. Provided emergency protective services by hiring professional cleaning company to clean library through force account materials.
 - J. Provided emergency protective services by purchasing signage to disseminate COVID 19 information at FAC buildings through force account materials.
 - K. Provided emergency protective services by training personnel in COVID 19 safety, inspections, and compliance through force account materials.
3. Force account materials: \$16,766.64

Town of Sudbury (Police Department)

- L. Provided emergency protective services by utilizing police department to respond to COVID 19 related service calls through force account labor.
 - M. Provided emergency protective services by purchasing and distributing PPE including but not limited to masks, gloves, gowns, and safety goggles for police department through force account materials.
 - N. Provided emergency protective services by purchasing and distributing interior surface cleaning and disinfection supplies including but not limited to disinfectant wipes, multi surface cleaners, antibacterial cleaner, Tilex, Lysol, Clorox, spray bottles, and sanitizer for police department through force account materials.
 - O. Provided emergency protective services by purchasing portable steel shelving to store cleaning supplies through force account materials.
 - P. Provided emergency protective services by hiring Trauma Services, 391 Oakland St., Mansfield, MA to professional clean police station and police cruisers through force account materials.
 - Q. Provided emergency protective services by purchasing easy clean uniform shirts for police officers through force account materials.
4. Force account materials: \$7,728.03
5. Force account labor overtime: 21 laborers; 577.5 hours; \$28,968.76

Town of Sudbury (Fire Department)

- R. Provided emergency protective services by utilizing fire department personnel to respond to COVID 19 related service calls through force account labor.
 - S. Provided emergency protective services by purchasing and distributing PPE including but not limited to masks, coveralls, gloves, gowns, safety glasses, and thermometers for fire personnel through force account materials.
 - T. Provided emergency protective services by purchasing and distributing interior surface cleaning and disinfection supplies including but not limited to disinfectant cleaner, spray bottles, and cleanser for fire department through force account materials.
6. Force account materials: \$5,448.43
7. Force account labor overtime: 34 laborers; 4,914 hours: \$242,218.48

Contract

- A. Provided emergency protective services by hiring professional cleaning company to clean Town Hall, 322 Concord Road and Flynn Building 278 Old Sudbury Road due to COVID 19 through contracts.
 - B. Provided emergency protective services by hiring professional cleaning company to clean Fairbank Center Complex, 40 Fairbank Road due to COVID 19 through contracts.
- 1. Facility Disinfection: \$4,700.00
 - 2. Facility Disinfection: \$4,400.00

Work Completed Totals

- 1. Force Account Overtime: 55 Laborers; 5,491.50 hours: \$ 271,187.24

2. Force Account Materials: \$67,669.64

3. Contracts: \$9,100.00

Work Completed Total: \$347,956.88

Project Notes:

1. Costs associated with this project have been validated. See attachment: Edited accordin to O & O Policy COVID-19 Summary Workbook 140285 Sudbury.xlsx and 4496 MA 140285 Sudbury Validated Invoices.pdf.
2. Procurement documents attached have been reviewed. See attachment: Procurement Policies for MEMA Grant Request 8-9-2021.pdf.
3. Payroll policy has been provided and reviewed. See attachments: Fire-FY16-FY18-FINAL-10-11-17.pdf, FY19-FY21-Patrolmen-CBA-FINAL-signed.pdf, FY19-21-Sergeants-CBA-Signed-10-24-19.pdf, and FF-FY19-to-FY21-MOA-signed.pdf.
4. FEMA will not approve Public Assistance that duplicates funding or assistance provided by another federal agency, including the U.S. Department of Health and Human Services or Centers for Disease Control and Prevention.
5. Force Account Materials Narrative. See document labeled: Force Account Materials Summary.pdf.
6. Applicant must follow FEMA's Procurement Under Grants Conducted Under Exigent or Emergency Circumstances guidance and include a termination for convenience clause in its contracts.
7. Disinfection work consisted of using CDC approved methods and disinfectants, such as hand cleaning with wipes. No run-off was associated with this work.
8. Total project cost of \$347,956.88 differs from Streamlined Project Application claimed total by (\$2,675.78) due to force account materials costs deemed as increased operating costs. Applicant elected to withdraw these costs from this project in lieu of creating a partial determination memo. For a complete list of these costs, see document labeled: Edited accordin to O & O Policy COVID-19 Summary Workbook 140285 Sudbury.xlsx. Applicant's concurrence located in document labeled: Applicant agrees to remove ineligible cost DR-4496 _ Town of Sudbury _ Project 140285.pdf.

Current Version:

Does the Scope of Work change the pre-disaster conditions at the site? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Special Considerations included? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Hazard Mitigation proposal included? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Is there insurance coverage on this facility? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

PROJECT COST

ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
		*** Version 0 ***			
		Work Completed			
1	9007	LABOR	1/LS	\$ 271,187.24	\$ 271,187.24
2	9009	MATERIALS	1/LS	\$ 67,669.64	\$ 67,669.64
3	9001	CONTRACT SERVICES	1/LS	\$ 9,100.00	\$ 9,100.00
				TOTAL COST	\$ 347,956.88

PREPARED BY ROBYN L L'HEUREUX	TITLE PDMG	SIGNATURE
APPLICANT REP. John Whalen	TITLE Fire Chief	SIGNATURE

[View Application](#)

Attachment4.a: DR 4496 Sudbury PW 00713 Executed Contract (5941 : FEMA reimbursement)

Generated Date: 05/01/2023 18:35

**Federal Emergency Management Agency
Project Completion and Certification Report (P.4)
Disaster: FEMA-4496-DR-MA**

Applicant FIPS ID: 017-68260-00 Applicant/Subdivision Name: SUDBURY (TOWN OF)

<u>PW#</u>	<u>Amendment #</u>	<u>Approved Proj. Amt.</u>	<u>Cost Share</u>	<u>Cat</u>	<u>Fund Code</u>	<u>Bundle</u>	<u>Work Done By</u>	<u>Projected Compl. Date</u>	<u>% Compl. at Insp.</u>	<u>Elig Amount</u>	<u>Actual Date Completed</u>	<u>Amt. Claimed by Applicant</u>	<u>Comments</u>
PA-01-MA-4496-PW-00713	0	\$347,956.88	N	B	06	PA-01-MA-4496-PW-00713(1632)	Force/Contract	07-01-2022	100	\$347,956.88	06/30/20	\$ 347,956.88	
Total for 1 PWs: \$347,956.88												\$ _____	
Subgrantee Admin: \$0.00													
Grand Total: \$347,956.88													

Attachment4.a: DR 4496 Sudbury PW 00713 Executed Contract (5941 : FEMA reimbursement)

Generated Date: 05/01/2023 18:35

Federal Emergency Management Agency
Project Completion and Certification Report (P.4)
Disaster: FEMA-4496-DR-MA

Applicant FIPS ID: 017-68260-00 Applicant/Subdivision Name: SUDBURY (TOWN OF)

Certification

I hereby certify that to the best of my knowledge and belief all work and costs claimed are eligible in accordance with the grant conditions, all work claimed has been completed, and all costs claimed have been paid in full.

Signed: [Signature] Date: 05/23

Applicant's Authorized Representative

I certify that all funds were expended in accordance with the provisions of the signed FEMA-State Agreement and I recommend an approved amount of \$ 347,956.88

Signed: [Signature] Date: _____

Governor's Authorized Representative

PW 00713
140285

Attachment 4.a: DR 4496 Sudbury PW 00713 Executed Contract (5941 : FEMA reimbursement)



SUDBURY SELECT BOARD

Tuesday, July 25, 2023

CONSENT CALENDAR ITEM

5: Vote on OML complaint response

REQUESTOR SECTION

Date of request:

Requestor: Member Russo

Formal Title: Vote on Open Meeting Law complaint response

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

07/25/2023 7:00 PM

From: [OpenMeeting \(AGO\)](#)
To: [Manish Sharma](#)
Cc: [Smith, Lee S.](#); [Select Board's Office](#); [Select Board](#)
Subject: Open Meeting Law complaint
Date: Wednesday, June 28, 2023 4:48:15 PM

Dear Manish Sharma,

Thank you for contacting the Attorney General's Office. On June 13, 2023, we received your request that the Attorney General review your two (2) Open Meeting Law complaints, which were originally filed with the Sudbury Board of Selectmen on or about April 6, 2023 and April 8, 2023. Your complaints have been assigned to Assistant Attorney General Kerry Kilcoyne. We will review your complaints and will contact you in the event that we require additional information. In the meantime, if there is information you would like to provide regarding your complaints, please send it by email to Kerry.Kilcoyne@mass.gov.

We will issue a determination following our Office's review. If our determination finds a violation of the Open Meeting Law, we may order any of the remedies provided in G.L. c. 30A, § 23(c). Our office may also decline to review your complaint, if we find that it was untimely filed or that it does not contain allegations within the scope of the Open Meeting Law.

For additional information on the Open Meeting Law and the complaint process, please visit our website at www.mass.gov/ago/openmeeting. Please do not hesitate to contact the Division of Open Government with any further questions.

Sincerely,

Natalie Arellano (she/her/hers)

Paralegal

Division of Open Government

Massachusetts Office of the Attorney General



THE COMMONWEALTH OF MASSACHUSETTS
 OFFICE OF THE ATTORNEY GENERAL
 ONE ASHBURTON PLACE
 BOSTON, MASSACHUSETTS 02108

ANDREA JOY CAMPBELL
 ATTORNEY GENERAL

(617) 727-2200
 www.mass.gov/ago

July 11, 2023

Manish Sharma
 77 Colonial Drive
 Sudbury, MA 01776

By email only: mseatac@hotmail.com

RE: Open Meeting Law Complaints

Dear Mr. Sharma:

This letter addresses three separate complaints you filed with our office between June 5, 2023, and June 13, 2023, alleging that the Sudbury Select Board (the “Board”) violated the Open Meeting Law, G.L. c. 30A, §§ 18-25.¹ The complaints were originally filed with the Board on or about February 26, April 6 and April 8. The Board responded to the complaints by separate letters dated April 25 and June 14. The complaints raise several allegations which, for the reasons stated below, we decline to review.

Together, the complaints allege that the Board 1) did not recognize Black History month; 2) did not discuss the date of a soccer grant application or the amount of funding received during a March 16 meeting; 3) members do not work collaboratively with each other or with members of the public; 4) did not complete policy and procedures; 5) did not properly define state ethics regulations in Town Meeting warrant article 7; and 6) did not recognize school teachers in the community.

The Division of Open Government’s review concerns compliance with the Open Meeting Law. While the Open Meeting Law requires that a meeting notice list all topics the chair reasonably anticipates will be discussed during a meeting, the law does not prohibit a public body from removing, postponing, or declining to discuss a topic listed on a meeting notice. See OML 2014-35; 2012-23. In fact, the Open Meeting Law does not require a public body to discuss any topic nor that it discuss a matter in any particular depth. See OML 2023-37; OML 2022-231; OML 2015-73; OML 2014-98; OML 2013-64; OML 2012-23. Rather, the Law requires that if a quorum of a public body discusses a matter within its jurisdiction it must do so

¹ All dates in this letter refer to the year 2023.

only during a meeting for which notice was posted and that is open to the public, unless a permissible reason exists to discuss the topic in executive session. See G.L. c. 30A, § 20(a). There is no specific allegation raised in the complaints that the Board discussed matters outside of a properly posted meeting or discussed matters that were insufficiently identified on a meeting notice. Thus, allegations that the Board failed to engage in a thorough discussion of particular topics listed on a meeting notice, or failed to engage in any discussion on particular topics, even if true, would not constitute a violation of the Open Meeting Law, and we decline to review such allegations.

We now consider the complaints addressed by this determination to be resolved. This determination does not address any other complaints that may be pending with our office or the Board. Please feel free to contact the Division at (617) 963-2540 if you have any questions.

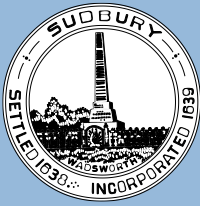
Sincerely,



KerryAnne Kilcoyne
Assistant Attorney General
Division of Open Government

cc: Sudbury Select Board – By email only: selectboard@sudbury.ma.us
Brian Riley, Esq. – By email only: briley@k-plaw.com
Lee Smith, Esq. – By email only: lsmith@k-plaw.com
Sudbury Town Clerk – By email only: kleinb@sudbury.ma.us

This determination was issued pursuant to G.L. c. 30A, § 23(c). A public body or any member of a body aggrieved by a final order of the Attorney General may obtain judicial review through an action filed in Superior Court pursuant to G.L. c. 30A, § 23(d). The complaint must be filed in Superior Court within twenty-one days of receipt of a final order.



SUDBURY SELECT BOARD
Tuesday, July 25, 2023

CONSENT CALENDAR ITEM
6: Vote on Town Forum Topics

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote on Town Forum topics and formats.

Recommendations/Suggested Motion/Vote: Vote on Town Forum topics and formats.

Background Information:

As per past practice, Select Board discussion and vote on Town Forum topic, and related discussion around date, time, location, and presentation format. Vice-Chair generally executes decision of the Board regarding Town Forum.

Financial impact expected:

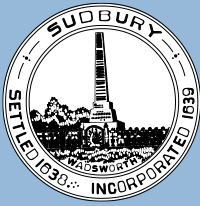
Approximate agenda time requested:

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

07/25/2023 7:00 PM



SUDBURY SELECT BOARD
Tuesday, July 25, 2023

CONSENT CALENDAR ITEM

7: Accept MVP Pilot Grant

REQUESTOR SECTION

Date of request:

Requestor: Dani Marini-King, Sustainability Coordinator

Formal Title: Vote to accept a grant of \$95,000 from the Massachusetts Executive Office of Energy and Environmental Affairs to conduct a Municipal Vulnerability Preparedness (MVP) 2.0 planning process and implement a climate resilience seed project in accordance with the process and actions set forth by the grantor.

Recommendations/Suggested Motion/Vote: Vote to accept a grant of \$95,000 from the Massachusetts Executive Office of Energy and Environmental Affairs to conduct a Municipal Vulnerability Preparedness (MVP) 2.0 planning process and implement a climate resilience seed project in accordance with the process and actions set forth by the grantor.

Background Information:

Financial Impact: Total of \$95,000 (\$45,000 for initial scope followed by \$50,000 to implement the Seed Project selected).

attached scope of services

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

07/25/2023 7:00 PM



COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the Standard Contract Form Instructions and Contractor Certifications, the Commonwealth Terms and Conditions for Human and Social Services or the Commonwealth IT Terms and Conditions which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.macomptroller.org/forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

CONTRACTOR LEGAL NAME: Town of Sudbury (and d/b/a):		COMMONWEALTH DEPARTMENT NAME: Executive Office of Energy & Environmental Affairs MMARS Department Code: ENV	
Legal Address: (W-9, W-4): 278 Old Sudbury Road, Sudbury, MA, 01776		Business Mailing Address: 100 Cambridge St – Suite 900 Boston, MA 02114	
Contract Manager: Dani Marini-King, Sustainability Coordinator	Phone: 978-440-5459	Billing Address (if different):	
E-Mail: marinid@sudbury.ma.us	Fax:	Contract Manager: Kara Runsten	Phone: 617-312-1594
Contractor Vendor Code: VC		E-Mail: kara.runsten@mass.gov	Fax:
Vendor Code Address ID (e.g. "AD001"): AD __ (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s):	
		RFR/Procurement or Other ID Number: ENV 24 MVP 02	
<p style="text-align: center;"><u> X </u> NEW CONTRACT</p> PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> Department Procurement (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget) <input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		<p style="text-align: center;"><u> </u> CONTRACT AMENDMENT</p> Enter Current Contract End Date <u> Prior </u> to Amendment: ____, 20__. Enter Amendment Amount: \$ _____. (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.) <input type="checkbox"/> Amendment to Date, Scope or Budget (Attach updated scope and budget) <input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option): <u> X </u> Commonwealth Terms and Conditions <u> </u> Commonwealth Terms and Conditions For Human and Social Services <u> </u> Commonwealth IT Terms and Conditions			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or <u> new </u> total if Contract is being amended). \$ <u> 95,000.00 </u> .			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days __% PPD; Payment issued within 15 days __% PPD; Payment issued within 20 days __% PPD; Payment issued within 30 days __% PPD. If PPD percentages are left blank, identify reason: <u> X </u> agree to standard 45 day cycle <u> </u> statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); <u> </u> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) To conduct the MVP 2.0 Planning Process and implement a climate resilience seed project as outlined in Attachment A.			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and <u> no </u> obligations have been incurred <u> prior </u> to the Effective Date. <input type="checkbox"/> 2. may be incurred as of ____, 20__, a date LATER than the Effective Date below and <u> no </u> obligations have been incurred <u> prior </u> to the Effective Date. <input type="checkbox"/> 3. were incurred as of ____, 20__, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of <u> June 30 </u> , 2025, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: <u> [Signature] </u> Date: <u> 7/17/23 </u> (Signature and Date Must Be Captured At Time of Signature) Print Name: <u> ANDREW J. SHEEHAN </u> Print Title: <u> TOWN MANAGER </u>		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: _____ Date: _____ (Signature and Date Must Be Captured At Time of Signature) Print Name: _____ Print Title: _____	

Attachment 7.a: doc01978620230717181753 (5949 : Accept MVP Pilot Grant)

COMMONWEALTH OF MASSACHUSETTS CONTRACTOR AUTHORIZED SIGNATORY LISTING

Issued May 2004



CONTRACTOR LEGAL NAME : Town of Sudbury
CONTRACTOR VENDOR/CUSTOMER CODE: VC6000191996

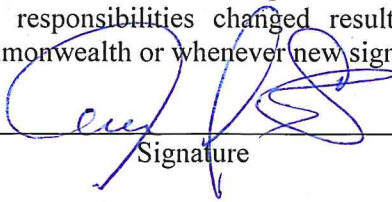
INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

NOTICE: *Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.*

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE
Andrew J. Sheehan	Town Manager
Maryanne Bilodeau	Assistant Town Manager

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.



Signature

Date: 7/17/23

Title: Town Manager Telephone: (978) 639 - 3381
Fax: (978) 443 - 0756 Email: SheehanA@sudbury.ma.us

[Listing can not be accepted without all of this information completed.]
A copy of this listing must be attached to the "record copy" of a contract filed with the department.

Attachment 7.a: doc01978620230717181753 (5949 : Accept MVP Pilot Grant)

COMMONWEALTH OF MASSACHUSETTS CONTRACTOR AUTHORIZED SIGNATORY LISTING

Issued May 2004



CONTRACTOR LEGAL NAME : Town of Sudbury
CONTRACTOR VENDOR/CUSTOMER CODE: VC6000191996

PROOF OF AUTHENTICATION OF SIGNATURE

This page is optional and is available for a department to authenticate contract signatures.
It is recommended that Departments obtain authentication of signature for the signatory
who submits the Contractor Authorized Listing.

This Section MUST be completed by the Contractor Authorized Signatory in presence of notary.

Signatory's full legal name (print or type): ANDREW J SHEEHAN

Title: Town Manager

X [Handwritten Signature]

Signature as it will appear on contract or other document (Complete only in presence of notary):

AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:

I, Leila Frank (NOTARY) as a notary public certify that I witnessed
the signature of the aforementioned signatory above and I verified the individual's identity on this date:

July 17, 2023.

My commission expires on: July 11, 2025

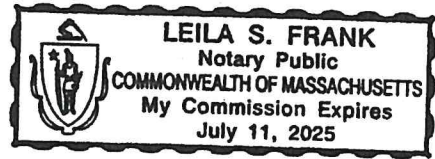
AFFIX NOTARY SEAL

I, _____ (CORPORATE CLERK) certify that I witnessed the
signature of the aforementioned signatory above, that I verified the individual's identity and confirm the individual's
authority as an authorized signatory for the Contractor on this date:

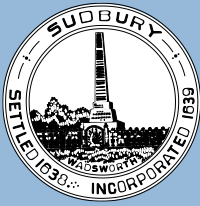
_____, 20 ____.

AFFIX CORPORATE SEAL

[Handwritten Signature]



Attachment 7.a: doc01978620230717181753 (5949 : Accept MVP Pilot Grant)



SUDBURY SELECT BOARD
Tuesday, July 25, 2023

PUBLIC HEARING

8: Continuation of Public Hearing re: Fall Town Meeting

REQUESTOR SECTION

Date of request:

Requestor: Chair

Formal Title: Pursuant to General Bylaws, Article 1 Section 3 Town Meetings, continue a public hearing from Tuesday, July 11, 2023, 7:30 PM, for the purpose of determining whether a Fall Town Meeting should occur, and to publicize the same. Also vote to hold a Fall Town Meeting at a date and time to be determined at a later date.

Recommendations/Suggested Motion/Vote: Pursuant to General Bylaws, Article 1 Section 3 Town Meetings, continue a public hearing Tuesday, July 11, 2023, 7:30 PM, for the purpose of determining whether a Fall Town Meeting should occur, and to publicize the same. Also vote to hold a Fall Town Meeting at a date and time to be determined at a later date.

Background Information:

ART 1. SECTION 3. A Town Meeting shall be held during the months of September, October or November at such date, time and place as the Selectmen shall determine, unless the following applies. By the end of July, the Board of Selectmen shall discuss in public session, hold a public hearing and vote to determine whether a fall Town Meeting should occur. The public hearing shall be posted in accordance with the Open Meeting Law. The Board of Selectmen shall also solicit input from the Town via email or mail for a period of one week before the public hearing.

(Warrant must be open for 10 business days once town meeting date is called.)

Financial impact expected:

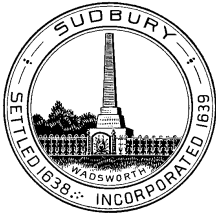
Approximate agenda time requested:

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

07/25/2023 7:00 PM



Town of Sudbury

Office of Select Board

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

selectboard@sudbury.ma.us

PUBLIC HEARING NOTICE

Pursuant to General Bylaws, Article 1 Section 3 Town Meetings, a public hearing will be held at the Select Board meeting on Tuesday, July 11, 2023, 7:30 PM, via Zoom

<https://us02web.zoom.us/j/360217080>

for the purpose of determining whether a Sudbury Fall Town Meeting should occur, and to publicize the same.

For publication in MetroWest Daily News: June 30, 2023, July 5, 2023

DRAFT

**Fall 2023 Special Town Meeting
Running List of Potential Articles**

7/19/2023

	Description	Sponsor
1	Recodification of Town Bylaws - general bylaws	Town Clerk
2	Recodification of Town Bylaws - zoning bylaw	Town Clerk
3	Rescind Water Resource Protection Committee, Annual Report to the Town of Sudbury, Article XXIII	Select Board
4	Establish Opioids Stabilization Fund, G.L. c. 40, s. 5B	Town Manager/Health Director
5	Funding for Atkinson Pool Design/Repairs (ATM 28 & 29)	Combined Facilities Director
6	Additional Funding for Fairbank Community Center	Town Manager
7	Firearms Zoning Bylaw	Select Board
8	Fund Traffic Signals @Route 117/Powder Mill/Mossman	DPW Director
	Adopt DLS Capital Recommendations	
9	* Close Melone Stabilization Fund; transfer balance to Capital Stabilization Fund (DLS, p. 21)	Town Manager
10	* Revise Capital Planning Bylaw (DLS, p.13)	Town Manager
11	Placeholder for SPS	Sudbury Public Schools

Attachment 8.b: Article Fall 2023 STM (5945 : Continuation of Public Hearing re: Fall Town Meeting)

From: [Jayson Leibowitz](#)
To: [Select Board's Office](#)
Subject: "Fall 2023 Special Town Meeting"
Date: Friday, July 21, 2023 9:59:53 AM

Please consider a noise ordinance.

Gasoline powered professional landscaping equipment noise levels detract from lifestyle enjoyment in Sudbury.

Leafblowers are a particular problem due to their noise and exhaust.

Jayson Leibowitz
15 Laurel Circle

(954)806-6695

From: ritchcutts@aol.com
To: [Select Board's Office](#)
Subject: Agenda items for proposed Fall Town Mtg?
Date: Sunday, July 23, 2023 4:13:58 PM

Dear Selectboard,

It is difficult to comment on whether to hold a Fall Town Meeting without certain details such as proposed articles and an explanation of why they must be now rather in Spring.

Rebecca Cutting

From: [Wayne Keseberg](#)
To: [Select Board's Office](#)
Subject: Fall 2023 Special Town Meeting
Date: Saturday, July 22, 2023 1:26:48 PM

Hello

Just a few topics for consideration in the town meeting:

1. Have our taxes include payment for trash and recycling pickup. It seems inefficient for many different trash companies to run their trucks through town. Those interested in fewer emissions should like having only one company. You would think the town could get a better deal from one company which is especially timely considering that trash pickup is pushing \$1,000 per year when added to average real estate taxes is quite a bit.
2. Reduce real estate taxes for retired folks to 25% of the current amount. This would put the tax bill in line with that in many retirement communities in other parts of the country and allow older folks to remain in town.
3. Eliminate the Diversity, Equity, and Inclusion commission.
Consider https://www.wsj.com/articles/chief-diversity-officer-cdo-business-corporations-e110a82f?st=hxuarg35obi3px2&reflink=desktopwebshare_permalink

Thank you

Wayne Keseberg
67 Wake Robin Rd



SUDBURY SELECT BOARD
Tuesday, July 25, 2023

MISCELLANEOUS (UNTIMED)

9: Close public hearing

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to close public hearing and resume Select Board meeting.

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

07/25/2023 7:00 PM



SUDBURY SELECT BOARD
Tuesday, July 25, 2023

MISCELLANEOUS (UNTIMED)

10: Sustainability update

REQUESTOR SECTION

Date of request:

Requestor: Dani Marini-King Sustainability Coordinator

Formal Title: Update by Dani Marini-King, Sustainability Coordinator, on sustainability efforts.

Recommendations/Suggested Motion/Vote: Update by Dani Marini-King, Sustainability Coordinator, on sustainability efforts.

Background Information:
attached presentation

Financial impact expected:

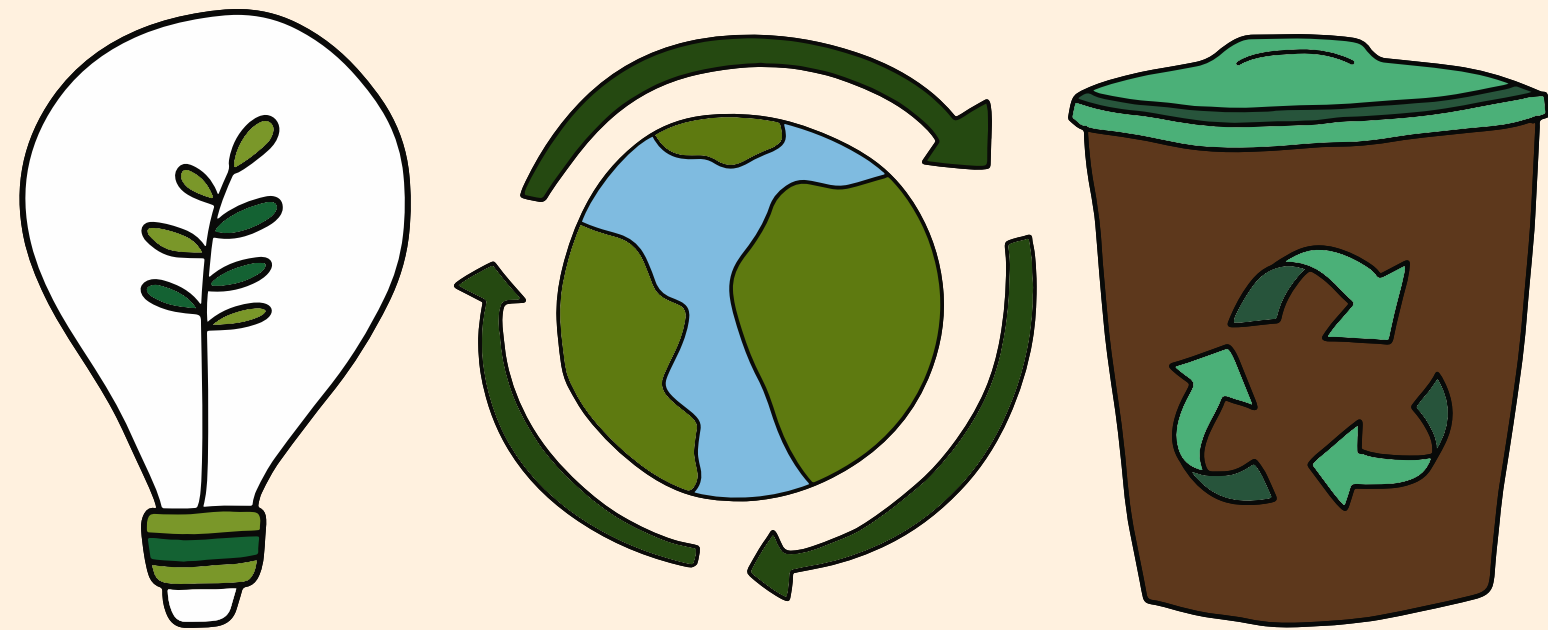
Approximate agenda time requested:

Representative(s) expected to attend meeting: Dani Marini-King Sustainability Coordinator

Review:

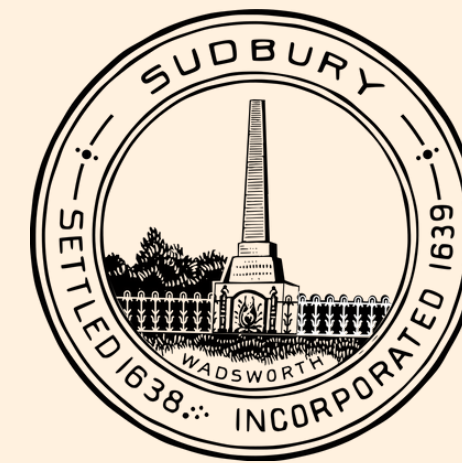
Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

07/25/2023 7:00 PM



TOWN OF SUDBURY SUSTAINABILITY COORDINATOR UPDATE

Dani Marini-King



HOW DID WE GET HERE AND WHERE ARE WE GOING?

Climate Emergency Declaration

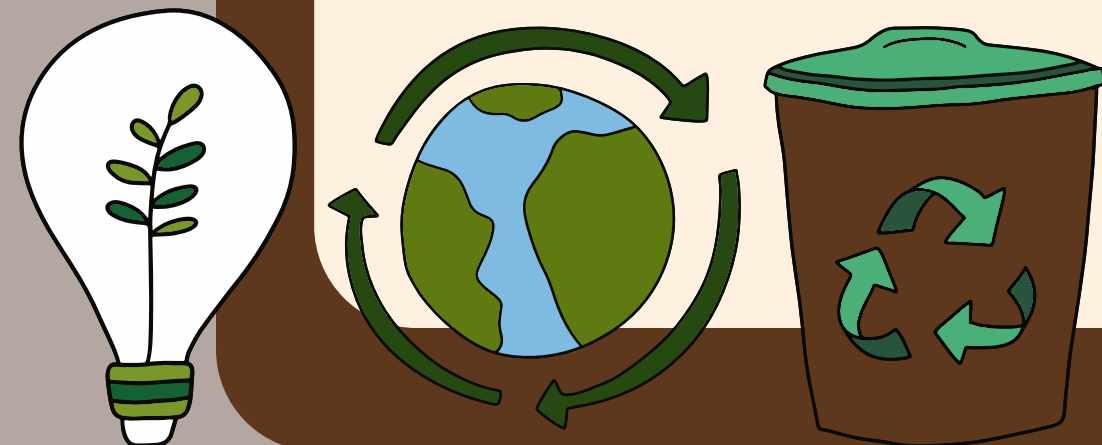
At the 2022 ATM, the Town passed the Climate Emergency Declaration with majority vote. This declaration stated that a climate emergency significantly threatens the safety and wellbeing of the Town, its residents, the natural world, and our fellow people around the world. It declares that mobilizing urgently in response to this threat is a moral imperative and also an opportunity to build a more just and ecologically sustainable economy.

1. Emissions Reduction

2. Climate Resilience

A. Town Model/Leader

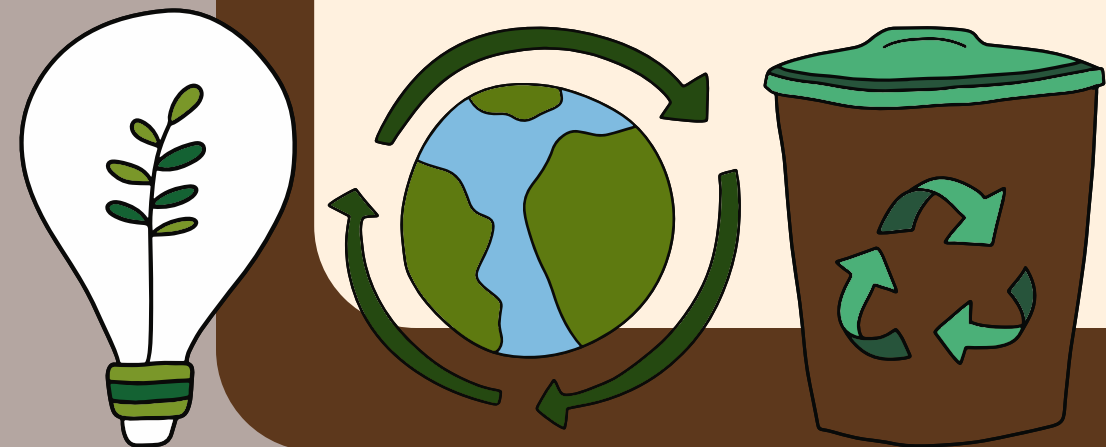
B. Community Outreach & Support



CLIMATE MOBILIZATION ACTION PLAN

The 2022 ATM Climate Emergency Declaration mandated that the Town hire a full-time member dedicated to sustainability and create a Climate Mobilization Action Plan. The Climate Mobilization Action Plan (CMAP) serves as a strategy toolkit to prepare for the potential changes in the environment, both natural and economic, that may occur. The first edition of the CMAP was completed in Spring 2023 and a copy is available on the Town's website.

The Town utilized the assistance of Andrew Blair, a Hazard Graduate student, in putting together this action plan. Mr. Blair led data collection and stakeholder interviews to establish a plan that gives a holistic view of how the Town can achieve a sustainable future. The CMAP includes a menu of strategies, tactics, and policies for Sudbury's residents, businesses, and government to reduce their share of greenhouse gas emissions and improve resilience.



CLIMATE MOBILIZATION ACTION PLAN CONT.

Energy	Transition to Affordable, Reliable, Renewable Energy
Resilience	Increase Sudbury's Capacity to Reduce, Absorb, and Recover from the Impacts of Climate Change
Water	Manage Drinking Water, Wastewater, and Stormwater Holistically
Governance	Make Climate Change a Top Priority of the Municipal Government
Mobility	Create a Safe, Connected, and Accessible Transportation System
Waste	Minimize Greenhouse Gas Emissions Associated with Waste
Facilities & Buildings	Encourage a Shift to Resilient and Efficient Buildings that Minimize Greenhouse Gas Emissions
Natural Resources	Protect and Enhance Sudbury's Natural Resources to Maximize Their Climate and Resilience Benefits

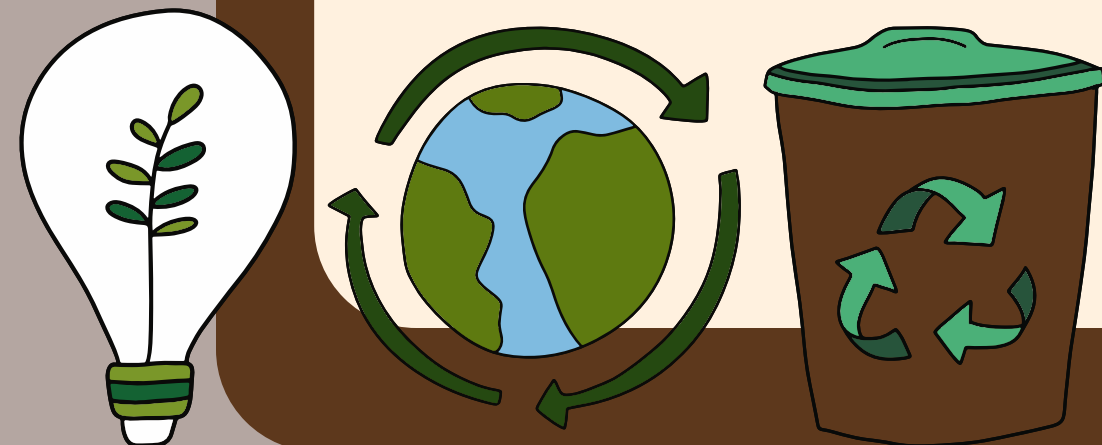
CURRENT PROJECTS

Solar Rooftop Arrays

The Town selected a proposal for the design of a solar ready roof at the **DPW Town Offices**, and is in the process of reviewing a PPA for the solar panels. The roof of the new **Fairbank Community Center** was constructed to be solar ready with appropriate electrical pathways. The Town is researching options for a final solar design and PPA. Additionally, the roof on the addition at **Fire Station 2** was constructed to be solar ready with electrical pathways installed to support solar panels. The Town is in search of a final solar design and PPA. There is also interest in exploring solar options on the **Flynn Building, Fire Department HQ, Fire Station 3**, and at **Haskell Field**.

LED Retrofits

The Town is soliciting competitive proposals to install LED retrofits in the **Flynn Building, Town Hall, Goodnow Library, Fire Department HQ, Fire Station 2**, and **Fire Station 3**.



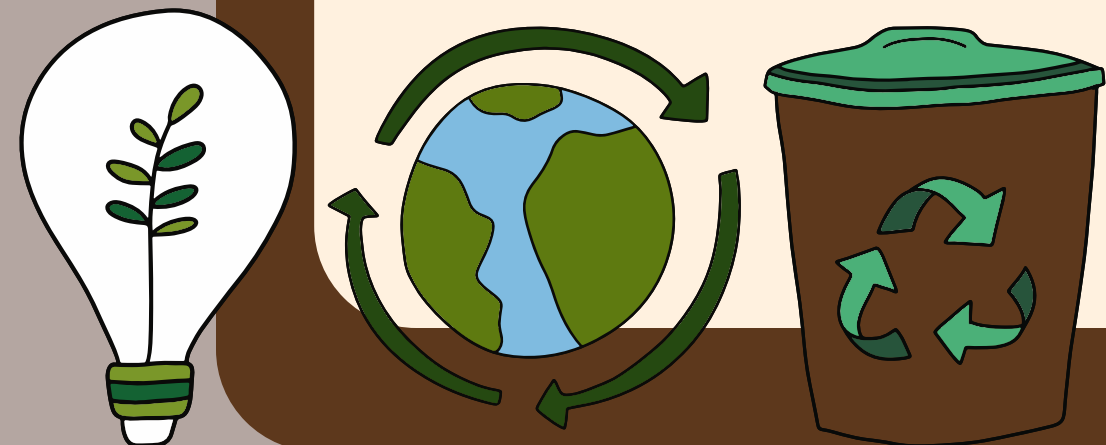
CURRENT PROJECTS CONT.

Electric Vehicle (EV) Chargers

The Town is working with Guardian to install EV chargers at the **DPW** and **Police Station**. Construction should begin late Summer 2023. The Town was also in the process of installing EV chargers at the **Flynn Building** and **Goodnow Library**, but due to changes in how the MAEVIP grant and Make Ready incentive programs could be utilized, the funding for these projects fell through in Spring 2023.

Electric Vehicles

The Town purchased an eF150 for use by the **Police Department** and plans to purchase another eF150 for use by the **DPW**. Some of the funding for this electric vehicle is being provided by a Green Communities Grant.



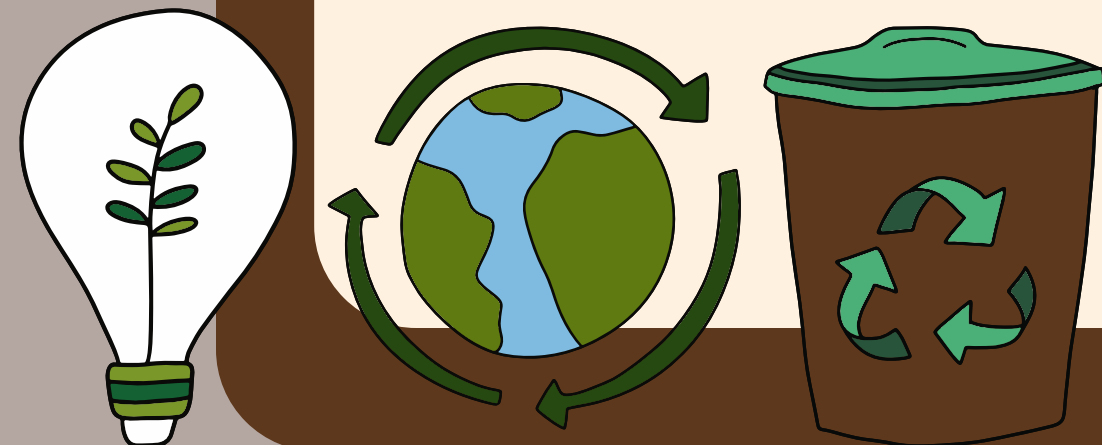
CURRENT PROJECTS CONT.

No Mow May

This past spring, the Town encouraged residents, businesses, and other stakeholders to refrain from mowing during the month of May in order to protect our local pollinators and reduce our greenhouse gas emissions. There were at least 38 households in Sudbury, and several in surrounding communities, who participated in the No Mow May campaign. The Town plans to implement this campaign again next spring and hopes to include Town-owned properties where appropriate.

Other Building Upgrades

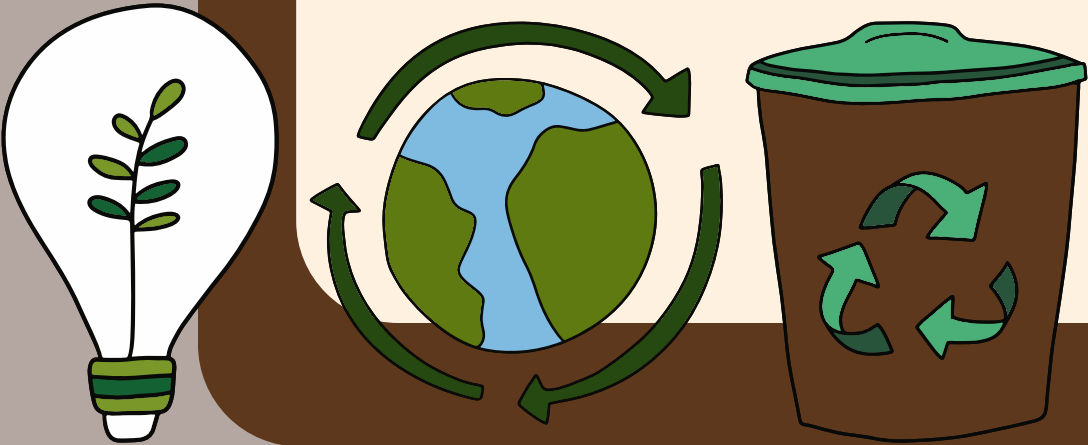
The Town is exploring weatherization options at the **Fire Department HQ** and **Hosmer House** to improve energy efficiency. They are researching energy efficiency assessment planning assistance to help with this effort.



FUTURE PROJECTS/IDEAS

Composting

The Town is interested in implementing a Town-wide composting program to aid in the reduction of our GHG emissions. Before the Town can successfully implement a Town-wide composting program, more effort is needed to improve community education and interest in composting. Starting with implementing composting programs at Sudbury Public Schools and Lincoln-Sudbury High School should help build education and interest from the ground up. Haynes Elementary School uses Black Earth to compost food waste from the cafeteria, and the Town is exploring converting to an on-site composting and gardening program.



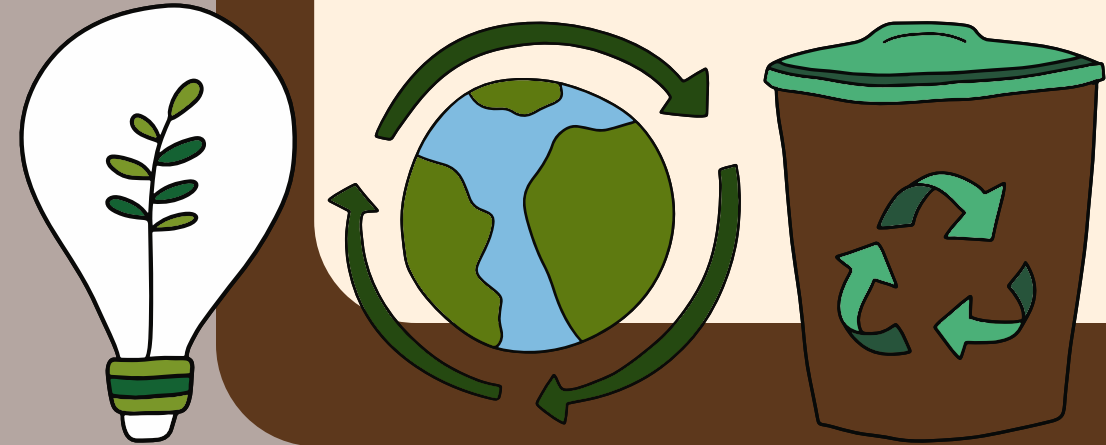
FUTURE PROJECTS/IDEAS

Greenhouse Gas (GHG) Emissions Inventory

The Town is interested in creating an inventory of the Town's and Community's greenhouse gas emissions to set a baseline of our emissions impact. The Town released a Request for Proposals (RFP) on July 17th to secure a consulting firm to conduct this inventory. Bids will be accepted at the Facilities Department until 12:00 pm on August 3rd.

Net-Zero Plan

The Town is interested in developing a Net Zero Plan to target the sectors in the community that are of most concern and are emitting the most greenhouse gasses. This will help the Town meet its GHG reduction goals. The Town partnered with the Metropolitan Area Planning Council (MAPC) to scope this Net Zero Plan. MAPC applied for a DOER grant on behalf of the Town for Net Zero scoping and community engagement in June 2023.



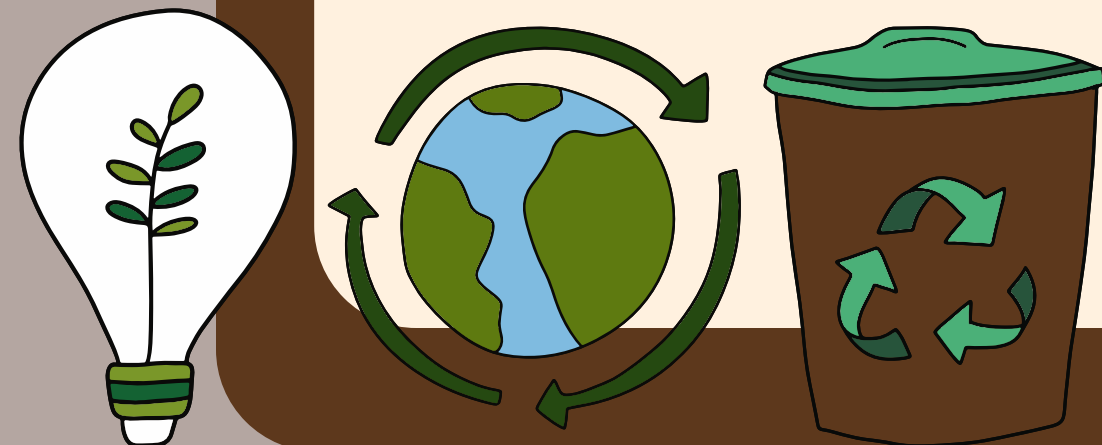
FUTURE PROJECTS/IDEAS

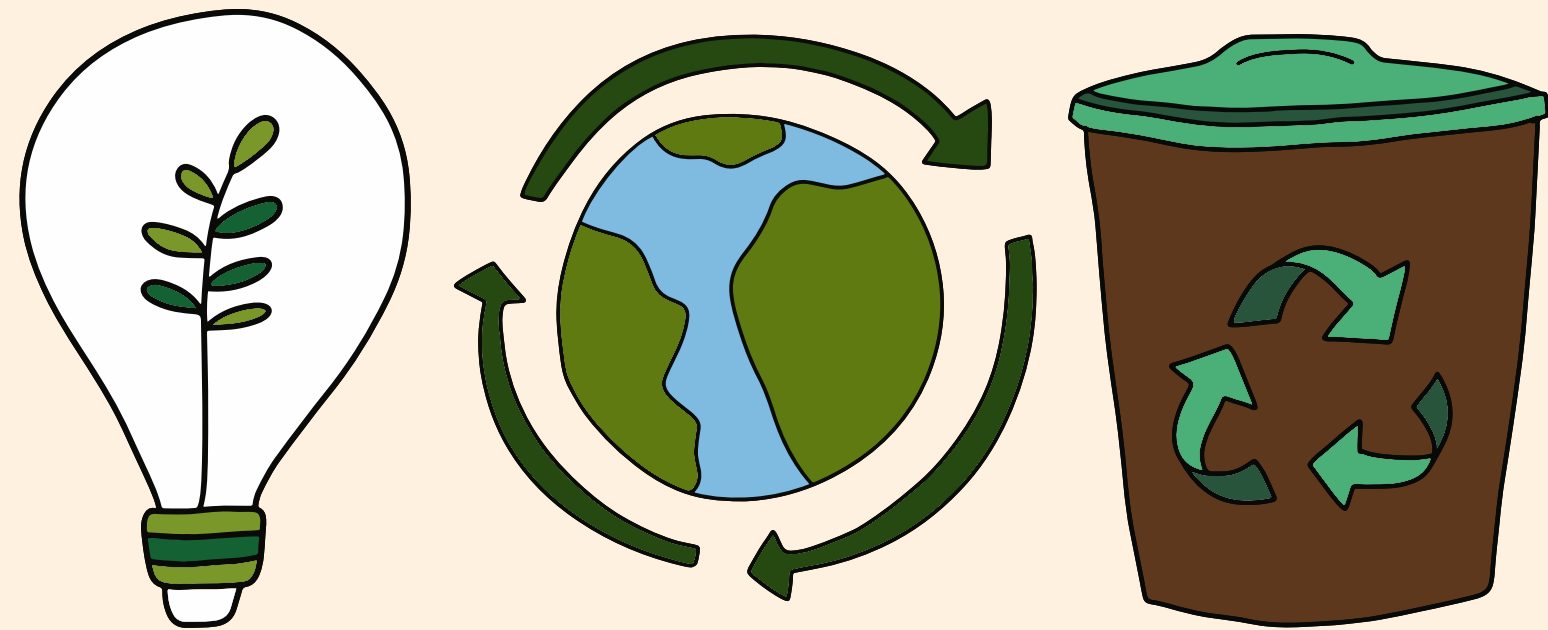
Municipal Vulnerability Preparedness

The Municipal Vulnerability Preparedness program is a State grant program providing assistance to municipalities for climate resilience planning and actions. The Town of Sudbury completed the MVP Planning process in May 2019, and the Town submitted an application to be considered for the MVP 2.0 pilot program this Spring 2023. If selected, the Town will receive funding to re-prioritize their climate resilience actions, engage in a robust community planning process with focus on Sudbury's vulnerable populations, and implement a seed project. Grant awards should be announced in a few weeks.

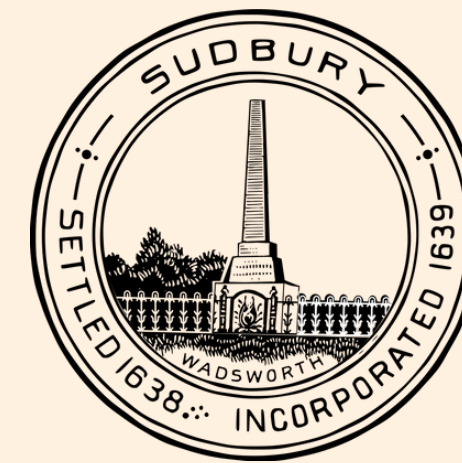
Climate Risk Assessment

The Town is seeking a consultant to conduct a quantitative all-hazards vulnerability and risk assessment to geospatially identify populations and assets that are vulnerable to various physical threats. The Town drafted an RFP to secure a consulting firm to conduct this risk assessment, and the RFP is under review by the Facilities Department.





QUESTIONS?





SUDBURY SELECT BOARD
Tuesday, July 25, 2023

MISCELLANEOUS (UNTIMED)

11: Update on ARPA expenditures to date

REQUESTOR SECTION

Date of request:

Requestor: Member Russo

Formal Title: Update to Select Board from Town Manager or his designee on ARPA expenditures to date, amount allocated but unspent, amount allocated but in flux (e.g., Park & Rec van), and amount unallocated.

Recommendations/Suggested Motion/Vote: Update to Select Board from Town Manager or his designee on ARPA expenditures to date, amount allocated but unspent, amount allocated but in flux (e.g., Park & Rec van), and amount unallocated.

Background Information:

As per past practice, Select Board has received periodic updates on ARPA spending. An update during the slower time of summer 2023 seems appropriate.

Financial impact expected: Potential lost ARPA funding if any amount remains unallocated by the due date.

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

07/25/2023 7:00 PM

Town of Sudbury
 ARPA Funds
 July 10, 2023

Total Allotment:	5,875,013.78
Distributions Received as of 12/13/2022:	5,875,013.78
Final Distribution*	-
* Final Distribution received 9/29/22	

Select Board Allocations (as of 12/13/2022):

Project	Allocation	Exenditures	Unexpended
Additional Social Worker Services	170,000.00	-	170,000.00
Basic needs gift cards (Jail Diversion Prog., Senior Center, Social Work Dept)	20,000.00	19,435.95	564.05
Mental Health Counselor	166,000.00	-	166,000.00
Health - Nursing Services	50,000.00	17,891.84	32,108.16
SPS: Summer academic program	620,000.00	209,521.14	410,478.86
SPS: Social and Emotional Learning	420,000.00	191,546.50	228,453.50
LSRHS: Ventilation system upgrades	100,000.00	-	100,000.00
Fairbank Community Center: Water line replacement	131,431.18	131,431.18	-
Fire: Equipment	55,000.00	31,205.44	23,794.56
Fairbank Community Center construction funding to provide contingency funds/other funding in light of higher project bidding results	1,868,568.82	-	1,868,568.82
HOPEsudbury Community Resource Fund	75,000.00	75,000.00	-
Police - Medical Equipment	9,500.00	-	9,500.00
Health - Sudbury Community Food Pantry COVID-19 mitigation	100,000.00	100,000.00	-
Fire Station #2 living/office addition increased project costs	766,500.00	-	766,500.00

Attachment11.a: Copy of ARPA Status 7-10-23 (5908 : Update on ARPA expenditures to date)

Health - Funds to hire a consultant/trainers to assist with development of the DEI Commission's mission and action steps.	15,000.00	-	15,000.00
Housing - COVID Small Grant Program for deferred maintenance due to COVID loss of income, available to homeowners and small landlords (\$75k):	75,000.00	29,067.00	45,933.00
Police - Body Camera/Cruiser Camera Program	150,000.00	-	150,000.00
Consultant - Economic Development Consultant	35,000.00	-	35,000.00
Info Systems - Website - scan of all documents	35,000.00	-	35,000.00
Info Systems - Website - skilled web developer	40,000.00	6,500.00	33,500.00
Fire - Opioid impacts offset	12,500.00	-	12,500.00
Housing - Tenant rental assistance program for residents impacted by COVID (\$125k):	200,000.00	155,724.09	44,275.91
Park & Rec - 2021 Ford Transit Passenger Van	225,000.00	-	225,000.00
Hybrid Meeting Equipment	78,000.00	78,000.00	-
FB Community Center AV Design \$	\$13,460.00	-	13,460.00
Atkinson Pool Dive Well Repair	\$276,000.00	-	276,000.00
Total Allocated Projects (as of 12/13/2022)	5,706,960.00	1,045,323.14	4,661,636.86

Unallocated (as of 7/10/23) 168,053.78

Allocated as of 7/10/2023	5,706,960.00
Expenditures as of 7/10/2023	1,045,323.14
Unexpended as of 7/10/2023	4,661,636.86

Attachment11.a: Copy of ARPA Status 7-10-23 (5908 : Update on ARPA expenditures to date)



To: Dan Carty, Sudbury Select Board
From: Silvia Nersessian, Sudbury School Committee
Date: 7/24/2023
Subject: ARPA Funding

Dear Dan,

As liaison to the Sudbury School Committee, I am writing to share the information I received from Don Sawyer, Director of Business and Human Resources, with regards to the ARPA funding awarded to Sudbury Public Schools. I hope this helps to support and inform your conversation regarding ARPA funding at your upcoming meeting on 7/25/2023. Please let me know if you have any questions.

Please see the email below:

Hi, Silvia,

With regards to your inquiry for an update of the SPS ARPA funding provided by the Select Board to SPS, I have included the details below.

For the ARPA SEL Supports the Select Board provided funding for critical SEL Supports to address the student impact caused by the pandemic, the funding approval was for two (2) years totaling \$420,000 and would fund 2.6 FTE's (School Adjustment Counselor, BCBA, and Special Educator).

We just finished the first (FY23) of the two year commitment expending a total of \$210,073.80. We have appointed the same 2.6 positions in the current year (FY24) and have committed \$209,926.20 of the funding balance and the expenditures for both fiscal years will total \$420,000 or the full award.

ARPA SEL SUPPORTS 2.6 FTE'S	Year 1 FY23	Year 2 FY24	TOTAL
BOS ARPA Funded:	\$ 210,000.00	\$ 210,000.00	\$ 420,000.00
Expense/Committed:	\$ (210,073.80)	\$ (209,926.20)	\$ (420,000.00)
TOTAL BALANCE:	\$ (73.80)	\$ 73.80	\$ -

Attachment11.b: Email to SB Liaison ARPA (1) (5908 : Update on ARPA expenditures to date)

For the ARPA SMILES summer programming, the Select Board provided funding for the program for two (2) years starting in the summer of 2022 (FY23), \$620,000 in total funding was provided for the two (2) years of programming.

Expenditure details are listed in the table below for Year 1 (FY23) while the Year 1 target was \$310,000, the balance remaining totaled \$100,478.86, SPS received a DESE awarded summer program grant for \$100,000 which allowed SPS to use to reduce the Year 1 expenses by the grant amount and returned to the Town.

We are currently in Year 2 (FY24) summer programming and while some expenses have already been booked (shown below in actual accounts), we have committed a total of \$310,478.86 in Year 2 which when added to Year 1, will total \$520,000 of the \$620,000 total award.

ARPA SMILES PROGRAM	Year 1 FY23	Year 2 FY24	TOTAL
BOS ARPA Funded:	\$ 310,000.00	\$ 310,000.00	\$ 620,000.00
Expense/Committed:		\$ (247,861.13)	\$ (247,861.13)
SMILE Professional Salaries	(\$70,266.15)	\$ (48,387.50)	\$ (118,653.65)
SMILE Support Salaries	(\$84,615.51)	\$ (12,202.23)	\$ (96,817.74)
SMILE Supplies	(\$13,953.73)	\$ (2,028.00)	\$ (15,981.73)
SMILE Contractual Services	(\$26,028.20)	\$ -	\$ (26,028.20)
SMILE Other	(\$14,657.55)	\$ -	\$ (14,657.55)
TOTAL BALANCE:	\$ 100,478.86	\$ (478.86)	\$ 100,000.00

Let me know if you need additional info.

Thanks...Don
Donald R. Sawyer
Director of Business and Human Resources

Many thanks,
Silvia Nerssessian
Chair, Sudbury School Committee

Attachment11.b: Email to SB Liaison ARPA (1) (5908 : Update on ARPA expenditures to date)



SUDBURY SELECT BOARD
Tuesday, July 25, 2023

MISCELLANEOUS (UNTIMED)

12: Response to notice from Lottery Commission re: KENO

REQUESTOR SECTION

Date of request:

Requestor: Chair Dretler

Formal Title: Discussion and possible vote on response to letter from Massachusetts State Lottery Commission dated 7/21/23 relative to application of Sudbury Gulf, 470 Boston Post Road, for a KENO License. This is an unanticipated topic.

Recommendations/Suggested Motion/Vote: Discussion and possible vote on response to letter from Massachusetts State Lottery Commission dated 7/21/23 relative to application of Sudbury Gulf, 470 Boston Post Road, for a KENO License. This is an unanticipated topic.

Background Information:
attached notice received 7/21/23, and email from Brian Riley of KP Law.

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

07/25/2023 7:00 PM



Massachusetts State Lottery Commission

DEBORAH B. GOLDBERG
Treasurer and Receiver General

MARK WILLIAM BRACKEN
Executive Director

July 21, 2023

Sudbury Board of Selectmen
278 Old Sudbury Road
Sudbury, MA 1776

Dear Sir/Madam:

The Massachusetts State Lottery is offering a KENO monitor to existing KENO To Go agent/s in your city/town, to display the game at their location. In accordance with M.G.L. c 10, section 27A, as amended, you are hereby notified of the Lottery's intent to install a monitor at the following location/s in your community:

***Sudbury Gulf
470 Boston Post Road
Sudbury, MA***

If you object to these agent(s) receiving a monitor, you must do so, in writing, within twenty-one (21) days of receipt of this letter. Please address your written objection to Gregory Polin, General Counsel, Legal Department, Massachusetts State Lottery Commission, 150 Mount Vernon Street, Dorchester MA 02125. Should you have any questions regarding this program, or any other issues related to the Lottery, please call me at 781-849-5555. I look forward to working with you as the Lottery continues its' efforts to support the 351 cities and towns of the Commonwealth.

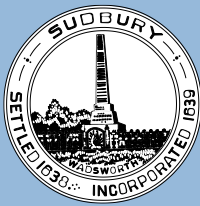
Sincerely,

Karen Harvey
Licensing Manager

selectboard@sudbury.ma.us

Attachment 12.a: 1 Sudbury KTG to Full KENO Monitor - Sudbury Gulf 769693 (5957 : Response to notice from Lottery Commission re: KENO)





SUDBURY SELECT BOARD
Tuesday, July 25, 2023

MISCELLANEOUS (UNTIMED)

13: Minutes approval

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to review and possibly approve the open session minutes of 11/29/22, 12/6/22, 3/7/23, 4/4/23, 5/16/23, 6/27/23, and Sewataro subcommittee minutes of 10/4/21, 10/14/21 and 11/23/21.

Recommendations/Suggested Motion/Vote: Vote to review and possibly approve open session minutes of 11/29/22, 12/6/22, 3/7/23, 4/4/23, 5/16/23, 6/27/23, and Sewataro subcommittee minutes of 10/4/21, 10/14/21 and 11/23/21.

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

07/25/2023 7:00 PM

SUDBURY SELECT BOARD
SEWATARO ASSESSMENT AND RECOMMENDATIONS SUBCOMMITTEE
MONDAY, OCTOBER 4, 2021

Present: Select Board members Charles Russo, Bill Schineller. Park & Recreation Committee members Mara Huston, Bobby Beagan, Ben Carmel, Laurie Eliason, Dick Williamson. Park & Recreation Director Dennis Mannone.

Members Russo and Schineller joined an ongoing Park & Recreation Committee meeting. Member Russo motioned to open a joint meeting with the Park & Recreation Committee regarding Sewataro. Select Board roll call: Russo-aye, Schineller-aye.

The statutory requirements as to notice having been compiled with, the meeting was convened at approximately 8:00 PM via Zoom telecommunication mode.

Member Russo announced the recording of the meeting and other procedural aspects included in the meeting. Select Board roll call: Russo-present, Schineller-present.

Discussion

Park & Recreation Committee Chair Mara Huston opened the discussion with some questions and observations about how the Sewataro property will interact with Recreation in Sudbury. She noted the financial responsibilities and constraints Park & Rec has operating as an enterprise fund, and a perceived inconsistency between the financial responsibilities of Sewataro. She noted that many see Sewataro as a Recreational asset, despite differences in policies such as reservation of space at Sewataro, fees collected, use and public swimming at Sewataro. She raised operational questions, such as staffing, especially in light of planning toward public swimming at Sewataro.

Park & Recreation Committee member Dick Williamson spoke positively about programming at Sewataro separate from Park & Rec programs.

PRC Chair Huston asked for more information about the proposed Use Policy. Member Russo clarified that the only binding document in place at the time was the Camp Operator contract. PRC Chair Huston emphasized the importance of coordination between Sewataro programming and Park & Rec programming. Member Russo noted that a Use Policy for Sewataro was being drafted, and that aspects of that policy called for coordination with Park & Rec policies, such as fees for courts, and community events.

PRC Chair Huston raised concerns about the rental policy at Sewataro and whether the sites might be competitors if the pricing for assets such as basketball or tennis courts was different. PRC Chair Huston noted the financial framework Park & Rec operates under means it cannot provide free use or services the way Sewataro can.

Member Russo encouraged PRC members to review the draft Use Policy in an upcoming Select Board packet, provide input, and raise these concerns with the full Select Board.

SUDBURY SELECT BOARD SEWATARO SUBCOMMITTEE
MONDAY OCTOBER 4, 2021
PAGE 2

Other questions were raised by PRC members, such as where money collected from Sewataro events was deposited, fees and reservations for courts, and public access. Camp Sewataro Community Liaison Kristen Drummey clarified that no money had been charged for any event to date.

Further discussion around the fees and reservations (first-come-first-served vs. paid reservation) for basketball and tennis courts occurred. The desire for additional data was discussed. Further discussion around advertising for events occurred.

Adjourn

Member Russo moved to end the joint meeting and adjourn.

It was on motion 2-0; Russo-aye, Schineller-aye

VOTED: To adjourn the Select Board Sewataro Subcommittee Meeting.

There being no further business, the meeting adjourned at approximately 9:30 PM.

DRAFT

SUDBURY SELECT BOARD
 SEWATARO ASSESSMENT AND RECOMMENDATIONS SUBCOMMITTEE
 THURSDAY, OCTOBER 14, 2021

Present: Select Board members Charles Russo, Bill Schineller.

The statutory requirements as to notice having been compiled with, the meeting was convened at approximately 8:00 PM via Zoom telecommunication mode.

Member Russo announced the recording of the meeting and other procedural aspects included in the meeting. Select Board roll call: Russo-present, Schineller-present.

Reports from Subcommittee Members

No substantive reports were made by Member Russo.

Member Schineller noted that, while the proposed Use Policy was not on the agenda for this meeting, members had been receiving feedback from the Select Board as a whole, as well as from the joint meeting conducted with the Park & Recreation Committee.

Member Schineller summarized some information that had been received earlier via email by Camp Sewataro representatives, including metrics around usage, new bench additions, and public access fencing details.

Citizen comments for items not on the agenda

No citizen comments were made.

Discussion around survey to gain information from residents regarding use of Sewataro

Member Russo noted the subcommittee had three tiers of issues to address: the Camp Operator Agreement, the Use Policy, and Select Board table of short- and long-term goals. He mentioned the possibility of using a FlashVote survey to gain information to support all three items.

Member Schineller agreed and provided some context around the goals and framing of a survey.

Member Russo shared the earlier FlashVote survey conducted June 26, 2019, to review what information has already been received and what remained relevant or not.

Per the request of the Select Board, members Schineller and Russo created a draft multiple-choice survey for consideration as a FlashVote survey, which asked:

1. Have you used the Sewataro property since its acquisition?
2. What use(s) at Sewataro are most important to you?
3. In the future, I would like Sewataro to mainly provide?
4. In the future, I would like Camp Sewataro to operate as?
5. How much would you be willing to spend in additional taxes to have the Town Manage the property?
6. Additional comments.

SUDBURY SELECT BOARD SEWATARO SUBCOMMITTEE
THURSDAY OCTOBER 14, 2021
PAGE 2

Member Russo agreed to submit this draft survey as part of a future agenda item for the full Select Board.

Members Russo and Schineller discussed future topics to address at future meetings.

Adjourn

Member Russo read in the words of the motion.

It was on motion 2-0; Russo-aye, Schineller-aye

VOTED: To adjourn the Select Board Sewataro Subcommittee Meeting.

There being no further business, the meeting adjourned at approximately 9:30 PM.

DRAFT

SUDBURY SELECT BOARD
 SEWATARO ASSESSMENT AND RECOMMENDATIONS SUBCOMMITTEE
 TUESDAY, NOVEMBER 23, 2021

Present: Select Board members Charles Russo, Bill Schineller.

The statutory requirements as to notice having been compiled with, the meeting was convened at approximately 7:34 PM via Zoom telecommunication mode.

Member Russo announced the recording of the meeting and other procedural aspects included in the meeting. Select Board roll call: Russo-present, Schineller-present.

Update Reports from Subcommittee Members

No reports were made.

Review and Approve Minutes

Minutes were reviewed and approved.

Citizen Comments for Items not on the Agenda

No citizen comments were made.

Discussion of informational material for residents on Sewataro 2019-2022

Members Schineller and Russo considered the proposed Sewataro survey discussed at an earlier full Select Board meeting, and the preference of the full board to delay that survey, and how instead greater clarity on the Town webpage was desired. The Town webpage posts information in reverse chronological order in place, which does not necessarily highlight the most important information. Members Schineller and Russo reviewed the Town Sewataro webpage and discussed potential improvements.

Member Schineller presented a draft summary of Sewataro history and conditions he had drafted to potentially be added to the webpage as an overview. Members Schineller and Russo reviewed the summary and made edits. It was agreed to present it to the full board to get feedback.

Kristen Drummey, 66 Mossman Road, commented that some of the information presented in the summary was incorrect. She provided corrections.

Discussion of Usage Policy Document

Members Schineller and Russo discussed and reviewed recent Town Counsel opinion regarding ADA accessibility standards at the property and how it related to the draft Use Policy.

Member Russo shared a draft application form he had created based on similar documents from nearby communities, such as Wayland, as well as from earlier feedback regarding elements that had been included earlier in the Use Policy but were better suited for an application form.

SUDBURY SELECT BOARD
SEWATARO SUBCOMMITTEE
TUESDAY, NOVEMBER 23, 2021
PAGE 2

Members Schineller and Russo discussed, reviewed, and edited the draft Use Policy. Kristen Drummey, 66 Mossman Road, Camp Sewataro Community Liaison, had some questions around insurance requirements. Questions were raised around ADA parking and other issues.

Members Schineller and Russo agreed to submit these materials for review and comment by the full board at an upcoming meeting.

Adjourn

Member Russo read in the words of the motion.

It was on motion 2-0; Russo-aye, Schineller-aye

VOTED: To adjourn the Select Board Sewataro Subcommittee Meeting.

There being no further business, the meeting adjourned at approximately 10:30 PM.

DRAFT

SUDBURY SELECT BOARD

TUESDAY, NOVEMBER 29, 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 7:14 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

- Attended MWRA meeting today, and more information to come in March 2023 when a feasibility study regarding MWRA line connections to the Metro-West communities
- Sudbury Holiday Village scheduled for Saturday, December 3 in the Sudbury Center from 10 to 1
- Town Manager negotiations taking place; Town Manager Negotiation Subcommittee continuing to meet

Reports from Interim Town Manager Bilodeau

- Holiday Open House at the Hosmer House being held on Saturday, December 3rd and Sunday, December 4th from 11:00 AM to 2:00 PM
- Sudbury Historical Society hosting the Sudbury Holiday Village and Festival of Wreaths at the Grange, the Loring Parsonage and the Presbyterian Church, on December 3rd, between 11:00 AM and 2:00 PM

Select Board Reports

Vice-Chair Dretler:

- She and Board Member Roberts will conduct Select Board Office Hours on December 15
- Finance Committee seeking a new member who would complete the fiscal year; she recommended that interested candidates submit an application to the Town Moderator
- MMA Annual Conference to be held on June 20 and 21st, and planning to attend

Board Member Carty:

- Thanked Chair Russo for attending the MWRA meeting today and providing an update
- Recognized the excellent performance by the LSRHS Players and the success of their latest production
- Congratulated the LSRHS girls volleyball team who participated in the State finals
- Mentioned his Zoom back drop tribute to fallen soldier and former resident 1st Lt. Scott Milley who died serving his country; tomorrow marks the 12th anniversary of his passing

Board Member Roberts:

- Hoped all everyone had a nice Thanksgiving
- Finance Committee met last night, and getting ready for budget season in preparation for Annual Town Meeting
- Select Board Office Hours at 12:00 PM on December 15th with herself and Vice-Chair Dretler

Board Member Kouchakdjian had nothing to add

Public Comments on items not on agenda

Manish Sharma, 77 Colonial Drive, acknowledged the ultimate sacrifice of Scott Milley, noting that his restaurant had donated food in his honor. He congratulated the LSRHS girls volleyball team and the LSRHS debate team.

Mr. Sharma asked if there were any handouts from the MWRA conference that could be shared with the residents of Sudbury. Chair Russo responded he would inquire about availability of any such information, and commented that a related feasibility study was being prepared, and perhaps additional information would be available in March.

Annual Tax Classification hearing - In accordance with General Laws Ch. 40, sec. 56, as amended, to determine the percentage of local tax levy which will be borne by each class of real and personal property, relative to setting the Fiscal Year 2023 tax rate. In attendance will be the Board of Assessors (Joshua M. Fox, Esq. Trevor A. Haydon, Liam J. Vesely, Chair), Cynthia Gerry, Director of Assessing, and presenting will be Harald Scheid and Alex Cervone, Principal Regional Assessors.

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

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

VOTED: To open the Tax Classification hearing in accordance with General Laws Ch. 40, sec. 56, as amended, to determine the percentage of local tax levy which will be borne by each class of real and personal property, relative to setting the Fiscal Year 2023 tax rate.

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

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

VOTED: To close Tax Classification hearing, and immediately continue the hearing to Tuesday, December 6, 2022 at 7:30 PM.

Consent Calendar

Vote to approve acceptance of MIIA's FY23 Rewards Grant in the amount of \$4,670.90 for the acquisition/procurement of the confined space entry equipment and ladders in accordance with the Grant Program and attached statement, as requested by Dan Nason, DPW Director.

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

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

VOTED: To approve acceptance of MIIA's FY23 Rewards Grant in the amount of \$4,670.90 for the acquisition/procurement of the confined space entry equipment and ladders in accordance with the Grant Program and attached statement, as requested by Dan Nason, DPW Director.

Vote to approve acceptance of Sustainability Materials Recovery Program (SMRP) grant as described and to authorize the Interim Town Manager to execute any agreements pertaining thereto, as requested by Dan Nason, DPW Director.

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

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

VOTED: To approve acceptance of Sustainability Materials Recovery Program (SMRP) grant as described and to authorize the Interim Town Manager to execute any agreements pertaining thereto, as requested by Dan Nason, DPW Director.

Vote to enter into the Town record and congratulate Dylan Glin, Benjamin Rippy, Samuel Greenblat, and Karter Singh of BSA Scout Troop 60 for having achieved the high honor of Eagle Scout

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

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

VOTED: To enter into the Town record and congratulate Dylan Glin, Benjamin Rippy, Samuel Greenblat, and Karter Singh of BSA Scout Troop 60 for having achieved the high honor of Eagle Scout.

Board Member Carty stated that he would like to represent the Board at the Eagle Scout event. Vice-Chair Dretler commented that other Board Members could also attend, if they wished.

Interview the following six applicants for the Diversity, Equity and Inclusion Commission (DEI): Helen Huang (1 yr term), Nadja Lamaute (3 yr term), Nnenna Uneke (3 yr term), Pristine Cyril (2 yr term), Stephanie Hunt (3 yr term), and Thomas Plihcik (3 yr term). Following interviews, vote whether to appoint applicants for terms as requested above.

Present: Pristine Cyril, 49 Brimstone Lane; Nnenna Uneke, 8 Eddy Street; Stephanie Hunt, 289 Dutton Road; Nadja Lamaute, 16 Richard Avenue; Thomas Plihcik, 595 North Road; Helen Huang, 16 Hollow Oak Drive

Chair Russo confirmed that the remaining DEI interviews would be on the December 6, 2022 Select Board meeting agenda; and related voting would take place at that meeting.

Nadja Lamaute

Ms. Lamaute introduced herself to the Board, noting that she was an SEI Science Instructor for the Boston Public Schools. She also is a member of the Cultural Diversity Team at the Boston Public Schools.

Board Members posed related questions to Ms. Lamaute.

Stephanie Hunt

Ms. Hunt introduced herself to the Board. She acknowledged that she was employed by Harvard Public Health in the student financial aid department. Ms. Hunt explained she was a member of the DEI Commission at Harvard Public Health.

Board Members posed related questions to Ms. Hunt.

Pristine Cyril

Ms. Cyril introduced herself to the Board, stated she was a junior at LSRHS. Ms. Cyril confirmed that she was a member of the Racial Equality Task Force at LSRHS and was performing independent research regarding racial health disparities in COVID pandemic times.

Board Members posed related questions to Ms. Cyril.

Nnenna Uneke

Ms. Uneke introduced herself to the Board, explaining that she was a licensed mental health clinician for the MA Welfare Department and was working with the most vulnerable groups. She also mentioned that her main focus centered on mental wellbeing and how inequities effect many populations. Ms. Uneke said she was a member of the State's Diversity Action Committee.

Thomas Plihcik

Mr. Plihcik introduced himself to the Board, noting that he has worked in the affordable housing area for some twenty years, and runs a nonprofit organization for homeless families.

Mr. Plihcik confirmed that he also serves as a trainer for homeless families with the Equity Group, and provides related training across the country.

Helen Huang

Ms. Huang introduced herself to the Board and spoke of her background in acupuncture and psychiatric medicine. She explained that she started a nonprofit enterprise to help the Chinese interact in the greater community. She stressed her involvement with mental health issues due to COVID.

Update and discussion on Select Board Transportation Goal

Board Member Carty reviewed the Sudbury transportation – taxi and Uber usage. He detailed that that projected use for FY23 would likely be over \$141,000. Board Member Carty explained that the Sudbury Transportation program put a cap of rides per person at 20 rides per month.

Board Member Carty stressed that determining Uber needs must be analyzed immediately and the Central Transportation Professional Staff (CTPS) organization is working on producing a report which would evaluate such projections, as well as analyzing transportation modes in neighboring towns as well.

Board Member Kouchakdjian stated that supporting transportation in Sudbury was very important, and she hoped a more sustainable program could be considered.

Vice-Chair Dretler mentioned voucher programs in Weston and Wayland via grants.

Board Member Roberts expressed her desire to learn more about a voucher-type program, or sliding scale fares, and wanted to hear what is happening in other communities.

Chair Russo indicated the need to have a more efficient transportation program for the Town.

Board Member Carty reminded the Board Members that the Town Meeting Warrant would close in eight weeks.

Related discussion took place.

Resident Manish Sharma indicated that MA legislation must be included in funding and explore cooperative programming with other communities.

Board Member Carty stated he would share results from the CTPS study as it was made available.

Review and possibly vote to approve MBTA Communities Zoning Action Plan for compliance

Present: Adam Duchesneau, Director of Planning & Community Development

Mr. Duchesneau explained the deadline for the Town filing regarding compliance for the MBTA Communities Zoning Action Plan is January 1, 2023. The Town must file the Community Action Plan, adding that the Planning Board endorsed establishing a basic housing plan by December 31, 2022, and by submitting such procedural filing by January 1 the Town demonstrated compliance.

Related Board discussion took place, and all acknowledged that a related joint meeting with the Planning Board would be scheduled.

Board Member Kouchakdjian motioned to approve MBTA Communities Zoning Action Plan for compliance.

Board Member Carty seconded the motion.

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

VOTED: To approve MBTA Communities Zoning Action Plan for compliance

Resident and COD Chair Kay Bell, 348 Old Lancaster Road, inquired about MBTA Action Housing Plan and low-cost housing. Vice-Chair Dretler commented that the proposed multi-housing zoning plan was not necessarily proposing to create additional low-cost housing.

Acknowledge and discuss Open Meeting Law Complaint against Chair Charlie Russo filed by resident Manish Sharma and dated November 17, 2022; review and discuss response to complaint; votes may be taken

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

VOTED: To release the legal opinion regarding the Open Meeting Law Complaint against Chair Charlie Russo filed by resident Manish Sharma and dated November 17, 2022

Board Members provided no edits to the legal response provided by Sudbury Town Counsel, confirming that Chair Russo had not violated any Open Meeting Law provision.

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

VOTED: To direct KP Law to file their response on behalf of the Town with the Division of Open Government and the Office of the Attorney General, as written in the Select Board Meeting Packet.

Public Comments (Cont.)

None

Vote to review and possibly approve the open session minutes of 10/11/22

Board Member Kouchakdjian motioned to approve the open session minutes of 10/11/22, as edited. Vice-Chair Dretler seconded the motion.

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

VOTED: To approve the open session minutes of 10/11/22, as edited

Upcoming agenda items

December 6, 2022:

- Executive Session
- Tax Classification Hearing
- DEI Interviews (Cont.)
- Energy Committee Interviews

December 20, 2022:

- Small Cell Wireless Committee Update
- KPI Update
- License Renewals
- Eversource Update
- Financial Condition of Town 12/20 or 1/10

Adjourn

Vice-Chair Dretler motioned to adjourn the Select Board meeting. 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 Select Board meeting

There being no further business, the Select Board meeting adjourned at 10:52 PM.

SUDBURY SELECT BOARD

TUESDAY, DECEMBER 6, 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

- Budget season has begun; Town Meeting Articles are being discussed
- Attended last Commission on Disability (COD) meeting, and was a productive discussion
- Attended a space analysis/asset discussion at First Parish Church with Board Member Kouchakdjian; the Church hopes to engage with the community
- Today attended Dementia Friendly event at the Senior Center with Vice-Chair Dretler, along with many from Town Staff; Interim Town Manager Bilodeau provided a presentation at the event
- Groundbreaking at Fire Station 2 takes place tomorrow

Reports from Interim Town Manager Bilodeau

- Recognized Council on Aging (COA) Director Deb Galloway, COA Staff, and the Dementia Friendly Action Team for a job well done at the Dementia Friendly Sudbury recognition event today
- The DPW Construction Program at Goodman's Hill Road Phase II should be completed this week, and the Peakham Road Project should begin the week of December 12

Vice-Chair Dretler

- Select Board Office Hours scheduled for December 15, 2022, with she and Board Member Roberts
- Confirmed Sudbury is undergoing several road construction projects at this time; she suggested those with questions should contact the Town
- Dementia Friendly Event this morning was great; the Dementia Friendly group received a certificate from the US Dementia Friendly organization
- Attended the Framingham BFRT acquisition celebration yesterday at Framingham City Hall; Framingham officials acknowledged progress made regarding the acquisition of CSX Rail Trail
- A resident contacted her about the need for road-line painting on Rte. 20 (state road), she reached out to State officials who confirmed the painting could be done in the next couple of weeks

Board Member Carty

- Preliminary Budgets released for SPS and LSRHS, with budget review on Thursday; he will report back to the Board
- On Saturday he and Chair Russo were present at the Historical Society Holiday Village and helped children during the pictures with Santa Claus activity; great event and recognized Leila Frank for organizing the event, including happenings at the Hosmer House

Board Member Kouchakdjian

- Congratulated the Permanent Building Committee (PBC), Fire Chief Whalen, and everyone who helped advance construction of Fire Station 2
- Thanked all who worked on the Dementia Friendly project

Board Member Roberts

- Announced Select Board Office Hours will be held virtually December 15th at 12:00 PM
- Stated that Town Center looks great with holiday lighting; she thanked staff, volunteers and religious institutions in Town Center
- Tomorrow night at 7:00 PM the second of three Community Preservation Committee hearings will take place, and will include articles for SudburyTV archival project, Hop Brook Plan, Broadacres Community Garden, and the Frank Feeley Field Park Improvement – Phase 2

Public Comments on items not on agenda

Resident Manish Sharma, 77 Colonial Road, thanked all for Town holiday lighting. He asked about solar rebates and receipts from Town cost centers. He mentioned his request regarding violation of open meeting law. He commented about donations/matching gifts to the Dementia program, and possible donations from businesses/corporations.

Interim Town Manager Bilodeau to present Employee of the Year recognition

Interim Town Manager Bilodeau presented the Employee of the Year designation to Beth Porter of the Health Department. She stated that Ms. Porter organized special programs during the COVID pandemic, and helped protect the community during this difficult time. Interim Town Manager Bilodeau stated that Ms. Porter coordinated COVID clinics and flu clinics.

Board Members thanked Ms. Porter for her many contributions to the residents of Sudbury.

Board of Health (BOH) Chair Carol Bradford, 25 Maple Avenue, stated the Board could not have managed without Beth, especially in the last three years.

Board Member Roberts noted that as liaison to BOH, she has observed the challenges presented to Ms. Porter over the past three years.

BOH Member Susan Sama, 247 Hudson Road, congratulated and thanked Ms. Porter.

Annual Tax Classification hearing - In accordance with General Laws Ch. 40, sec. 56, as amended, to determine the percentage of local tax levy which will be borne by each class of real and personal property, relative to setting the Fiscal Year 2023 tax rate. In attendance will be the Board of Assessors (Joshua M. Fox, Esq. Trevor A. Haydon, Liam J. Vesely, Chair), Cynthia Gerry, Director of Assessing, and presenting will be Harald Scheid and Alex Cervone, Principal Regional Assessors.

Present: Cynthia Gerry, Director of Assessing; Harald Scheid and Alex Cervone, Principal Regional Assessors; Board of Assessors (Joshua M. Fox, Esq. Trevor A. Haydon, Liam J. Vesely, Chair)

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

VOTED: To continue the classification hearing - In accordance with General Laws Ch. 40, sec. 56, as amended, to determine the percentage of local tax levy which will be borne by each class of real and personal property, relative to setting the Fiscal Year 2023 tax rate

The following aspects were discussed:

- Sudbury's estimated levy for Fiscal Year 2023
- Tax Shift Factor
- Small Commercial Exemption for Fiscal Year 2023
- Senior Tax Exemption
- Possible Open Space Exemption

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: That the Select Board of Sudbury voted in accordance with M.G.L., Ch. 40, Sec. 56, as amended, the percentage of local tax levy which will be borne by each class of real and personal property, relative to setting the Fiscal Year 2023 tax rates and sets the Residential Factor at 0.9789, with a corresponding CIP shift of 1.26, pending certification of the Town's annual tax recap by the Massachusetts Department of Revenue.

Vice-Chair Russo stated that the Select Board had not voted for the residential exemption in prior years.

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

It was on motion 5-0; Carty-no, Roberts-no, Dretler-no, Kouchakdjian-no, Russo-no

VOTED: To adopt the residential exemption for Fiscal Year 2023, with the intention of voting against that

The motion did not pass.

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

It was on motion 5-0; Dretler-no, Carty-no, Roberts-no, Kouchakdjian-no, Russo-no

VOTED: To adopt the small commercial exemption for Fiscal Year 2023, with the intention of voting against that.

The motion did not pass.

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.

Board Member Roberts suggested a developmental study be considered after the new Town Manager begins his term, which might support future changes.

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

VOTED: That the Select Board of Sudbury votes in accordance with M.G.L., Ch. 40, Sec. 56, as amended, the percentage of local tax levy which will be borne by each class of real and personal property, relative to setting the Fiscal Year 2023 tax rates and sets the Residential Factor at 0.9789, with a corresponding CIP shift of 1.26, pending certification of the Town's annual tax recap by the Massachusetts Department of Revenue.

Attorney Fox presented the Senior Tax Exemption, and noted the decline in applications this year. He explained that the average exemption as of this year was approximately \$4,300.00.

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

VOTED: In accordance with Chapter 169 of the Acts of 2012, the total FY2023 cap on the exemptions granted by the Means Tested Senior Tax Exemption shall be .5% (half of one percent) of the residential property tax levy.

Board Member Carty inquired about the Overlay Account. Ms. Gerry provided detail regarding the Overlay Account, funded for exemptions and abatements. She noted there were several pending appellate cases, and a sufficient amount was presently in the Overlay Account.

Meet with candidate Laurie Dell'Olio and approve this proposed appointment as Town Accountant

Chair Russo stated this agenda item would be considered at a later time.

Discussion and possible vote on whether to approve the Town Manager Contract between the Town of Sudbury and Andrew J. Sheehan, and ratify the vote taken in Executive Session.

Present: Andrew J. Sheehan, Bernie Lynch, CPA

Chair Russo confirmed that the "Employment Agreement Between the Town of Sudbury and Andrew J. Sheehan, The Town Manager," had been approved at the Select Board Executive Session meeting last night. Chair Russo

thanked Mr. Sheehan, Town Manager Search consultant Bernie Lynch, Interim Town Manager Maryanne Bilodeau, and everyone involved with the search process.

Mr. Sheehan introduced himself and stated he was looking forward to serving as Town Manager of Sudbury and meeting with the Sudbury community.

Board Member Carty welcomed Mr. Sheehan, adding that he would provide full support to Town Manager Sheehan.

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 4-1; Roberts-aye, Dretler-aye, Kouchakdjian-aye, Carty-no, Russo-aye

VOTED: To approve the Town Manager Agreement between the Town and Andrew J. Sheehan, and ratify the vote which was taken last night in Executive Session.

Board Member Carty explained he voted “no” in consideration of a procedure which was included in the previous Town Manager’s “Agreement,” but not included within the “Agreement” with Mr. Sheehan. Chair Russo responded that the Board recognized Mr. Sheehan’s extensive municipal experience, when compared to the previous Town Manager contract.

Interview the following applicants for the Diversity, Equity and Inclusion Commission (DEI): Andrea C. Meggison (1 year term), Isabelle Li (1 year term), Kimberly Napoli (1 year term), Serena S. Hu (2-year term). Following interviews, vote to appoint candidates for terms as noted above.

Present: Andrea C. Meggison, 45 Powder Mill Road; Serena Hu, 31 Pelham Island Road

Chair Russo said that another interview was planned for the December 13th Board meeting.

Interview with Candidate Andrea C. Meggison

Ms. Meggison provided details regarding her professional background. Select Board Members asked related questions.

Board Member Kouchakdjian asked Ms. Meggison if she would be willing to participate in Open Meeting Law training. Ms. Meggison responded affirmatively.

Interview with Candidate Serena Hu

Ms. Hu stated that she was a sophomore at LSRHS, a member of the Chinese American Association, and would look forward to representing the LSRHS population.

Select Board Members asked related questions.

Board Member Kouchakdjian asked Ms. Hu if she would be willing to participate in Open Meeting Law Training. Ms. Hu responded affirmatively.

Open 2023 Warrant and announce Annual Town Meeting dates of May 1-3, 2023 at Lincoln-Sudbury Regional High School. The deadline to submit articles for the Town Meeting Warrant is Tuesday, Jan. 31, 4:30 PM.

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

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

VOTED: To open the 2023 Warrant and announce Annual Town Meeting dates of May 1-3, 2023 at Lincoln-Sudbury Regional High School; with the reminder that the deadline to submit articles for the Town Meeting Warrant is Tuesday, January 31, 4:30 PM.

Update and discussion on Select Board Transportation Goal

Board Member Carty, Chair of the Transportation Committee, indicated that he wanted to be able to answer related Select Board queries, and wished to keep sensitive user information confidential in consideration of people taking transportation for medical appointments.

Several Board Members indicated that the Town should consider operationalizing the program for inclusion in the Town budget.

Chair Russo stressed the necessity of continuing the transportation program, and for the immediate future the free cash option should be considered. He indicated that receiving budgetary recommendation from Staff would be most helpful.

Board Member Carty agreed to obtain additional information for the Board.

Chair Russo itemized areas to be discussed at the next meeting:

- Reporting of upcoming CPTS discussion with Planning Director Adam Duchesneau, Transportation Committee Member Alice Sapienza, and Transportation Committee Chair Dan Carty
- Funding Recommendations per Town Staff
- All Possible funding sources
- Increased program efficiencies

Commission on Disability (COD) Chair and Transportation Committee Member Kay Bell, 348 Old Lancaster Road, stressed that the Select Board included the transportation program in its Town goals priority list. She indicated that generalized data should reflect sufficient information. She hoped the Board could find a way to continue this service.

Resident Manish Sharma, 77 Colonial Road, thanked everyone involved for their efforts. He commented there was no mention of possible insurance and corporate rebates/incentives. He mentioned the funding being provided for LSRHS transportation and stressed that additional information be presented.

Chair Russo opined about Mr. Sharma's mention of fundraising, via corporate support/funding/sponsorships. Interim Town Manager Bilodeau stated she would defer such inquiries to Finance Director Dennis Keohane.

Discuss and possible vote to approve proposed 2023 Municipal Update Newsletter Schedule of Deadlines for Select Board assignment, submission and approval

Board Member Carty motioned to approve proposed 2023 Municipal Update Newsletter Schedule of Deadlines for Select Board assignment, submission and approval. Board Member Kouchakdjian seconded the motion.

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

VOTED: To approve proposed 2023 Municipal Update Newsletter Schedule of Deadlines for Select Board assignment, submission and approval

Vote to review and possibly approve the open session minutes of 9/13/22

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

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

VOTED: To approve the open session minutes of 9/13/22, as edited

Public Comments (cont.)

None

Upcoming agenda items

December 13, 2022:

- Town Counsel Evaluation Process
- Vocational Education Update

December 20, 2022:

- Small Wireless Facility Subcommittee Update
- Transportation Committee Update
- First Parish Lease

January 10, 2023:

- BFRT Advisory Update
- Financial Condition of the Town

Consent Calendar

Vote to accept a donation of \$30 to the Commission on Disability, account 118348/483100: Handicap Parking Contributions & Donations, from Patricia A Brown, 34 Whispering Pine Road.

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

VOTED: To accept a donation of \$30 to the Commission on Disability, account 118348/483100: Handicap Parking Contributions & Donations, from Patricia A Brown, 34 Whispering Pine Road

Adjourn

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

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

VOTED: To adjourn the meeting

There being no further business, the meeting of the Select Board adjourned at 10:28 PM.

DRAFT

SUDBURY SELECT BOARD

TUESDAY, MARCH 7, 2023

(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, Town Manager Andrew Sheehan

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

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

Call to Order/Roll Call

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

Opening Remarks by Chair

- Provided SPS Committee updates
- Announced MBTA Community Action Plan documentation has been approved
- Announced MA House has passed bill to extend municipal remote meetings to March 31, 2025; now before MA Senate

Reports from Town Manager

- Reported that Combined Facilities Director Sandra Duran signed contract to demolish several dilapidated buildings at Broadacres; could begin demolition next week
- Reported that Combined Facilities Director Sandra Duran has contracted with an environmental firm to examine discharge from Atkinson Pool
- Announced Danielle Marini-King will assume the role of Sustainability Coordinator
- Thanked Public Works and Public Safety for a job well done at last week's snow storm

Reports from Select Board

Vice-Chair Dretler

- Reported the BFRT Advisory Task Force met last week and discussed crossing at Rte. 20 design, with TIP project status being recommended; voted in support of changing mission/title to Rail Trail Committee and to add MCRT to the charge
- Reported a Public Design Hearing was held last week to discuss 25% design with Mass DOT
- Attended MMA Social Media Conference today, adding that additional information will be available
- Attended MAGIC meeting this afternoon; DEI training update was presented.
- Reported recently met to take positions on Town Meeting Articles

Board Member Carty

- Provided update on SPS Budget Forum

- Reported Social Media presentation was hosted by former Sudbury Town Manager Melissa Rodrigues

Board Member Roberts

- Reported latest Municipal Update was released with Town Manager Sheehan
- Announced the Finance Committee met last night, override/s discussion took place
- Announced Earth Day event on April 22nd at the Library; other Earth Day events include Town Clean-Up Day and Rainbow event – additional information on Town website
- Recognized DPW Department article regarding snow removal technology which appeared in a national publication

Board Member Kouchakdjian

No additional reports

Public Comment

Resident Manish Sharma, 77 Colonial Road, mentioned Women’s History Month, and recognized Select Board Members Dretler, Roberts and Kouchakdjian, and thanked them for their service to Sudbury.

Mr. Sharma spoke of Losar, a three-day Buddhist holiday celebrated at this time, and Holi, a Hindu holiday which will be recognized at the Goodnow Library tomorrow. Mr. Sharma asked Board Members to attend the event at the library tomorrow, adding that Holi marks the beginning of spring, with wishes for a good harvest.

As the Local Licensing Authority, vote on whether to approve the application of Sudbury Sundries, Inc, d/b/a Sudbury Sundries, 100 Boston Post Rd., Sudbury, for a Package Store License for the Sale of Wine & Malt Beverages, under G. L. Ch. 138, s.15, Ashraf Youssef, Manager. The premises proposed to be licensed (i.e., 100 Boston Post Road) is described as: Left unit of a 2-unit commercial building. Single entrance in the left front and single exit in the rear. Approximately 2600 Sq. Ft.

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

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

VOTED: To open the public hearing for the application of Sudbury Sundries, Inc, d/b/a Sudbury Sundries, 100 Boston Post Rd., Sudbury, for a Package Store License for the Sale of Wine & Malt Beverages, under G. L. Ch. 138, s.15

Present: Ashraf Youssef, 273 W. Main Street, Hopkinton, MA, Applicant; Attorney Tom McEnaney - KP Law; Attorney Lee Smith - KP Law

Attorney McEnaney conducted the swearing in of Mr. Youssef.

Vice-Chair Dretler suggested that Mr. Youssef describe the events requiring Police intervention ten years ago. Mr. Youssef provided related narrative regarding the mentioned occurrence, emphasizing that there was a misunderstanding.

Vice-Chair Dretler mentioned tobacco violations several years before. Mr. Youssef said the clerk was fired. She stressed that all employees must be TIP trained. Vice-Chair Dretler requested that a detailed floor plan be provided, and commented that the building must be ADA compliant.

Board Member Carty questioned the reluctance by the Police Department about providing any type of recommendation/feedback regarding the issue. He further expressed concerns about the parking situation at the site.

Board Member Kouchakdjian indicated her concern about ADA compliance, as well as accessible parking signage.

Board Member Roberts mentioned staff concerns regarding accessibility, parking, emergency vehicles, and an underground storage tank. She expressed her concern regarding the absence of Police Department recommendation.

Chair Russo commented about inclusion of Police commentary, inadequate parking, level of management supervision over the years, and behaviors potentially associated with impulse buying of liquor at a gas station. He opined if the risks outweighed public good.

Resident Key Bell, 348 Old Lancaster Road, inquired about the licensing process. She mentioned there were many aspects to be considered, including ADA accessibility and existing building codes.

Resident Dave Henkels, 17 Twin Pond Lane, mentioned in-house training and associated liability.

Resident Ryan Poteet, 11 Maple Avenue, expressed concern about the location of the store and the fact that children have a strong presence in the area.

Resident Manish Sharma mentioned ambiguity in licensure procurement, and the need for consistency in permitting.

Chair Russo itemized the areas needing further information from the applicant:

- Store layout
- Insurance for alcohol sales
- Training of employees
- Tracking of alcohol sales

Chair Russo presented possible application options: to deny, to approve, or to withdraw the application.

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

VOTED: To continue the application of Sudbury Sundries, Inc, d/b/a Sudbury Sundries, 100 Boston Post Rd., Sudbury, for a Package Store License for the Sale of Wine & Malt Beverages, under G. L. Ch. 138, s.15, Ashraf Youssef, Manager. The premises proposed to be licensed (i.e., 100 Boston Post Road) is described as: Left unit of a 2-unit commercial building. Single entrance in the left front and single exit in the rear. Approximately 2600 Sq. Ft., to the Select Board meeting on March 21, 2023 at 7:15 PM.

Discussion/vote on First Parish License

Chair Russo acknowledged that Ms. Cline of First Parish was not able to attend tonight's meeting, and suggested tabling the agenda item to an upcoming Select Board meeting. Board Members concurred.

Select Board FY24 budget presentation by Town Manager Sheehan

Present: Finance Director Dennis Keohane, Assistant Town Manager Maryanne Bilodeau

Town Manager Sheehan presented the PowerPoint Town Budget Presentation – Fiscal Year 2024

Resident Manish Sharma asked about any available grants, and what opportunities the Town might be researching for additional funding, including available solar panel rebates.

Discussion on 2023 Annual Town Meeting articles: consent calendar; positions on articles; other.

Present: Town Moderator Cate Blake

Board Members agreed:

- Articles 39 and 40 would be drafted by Town Counsel
- Board Member Roberts would present Article 16, Board Member Carty would present Article 11 and 14, and Board Member Kouchakdjian would present Article 15 at Town Meeting
- Chair Russo to present "In Memoriam Resolution"
- Town Manager Sheehan to present Articles 2, 3, and 4 through 7, Article 13, 39 and 40
- Finance Director Dennis Keohane to present Article 9
- DPW Director Dan Nason to present Article 10

Article 1 – Hear Reports

Chair Russo motioned to support Article 1. Board Member Kouchakdjian seconded the motion.

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

VOTED: To support Article 1 – Hear Reports

Article 16 – Authorize Select Board to Petition the General Court to Adopt Legislation – An Act Authorizing the Town to establish a fee for a Checkout Bag Charge

Chair Russo motioned to support Article 16. Board Member Kouchakdjian seconded the motion.

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

VOTED: To support Article 16 – Authorize Select Board to Petition the General Court to Adopt Legislation – An Act Authorizing the Town to establish a fee for a Checkout Bag Charge

Article 39 – Amend General Bylaws - Affordable Housing Trust Bylaw

Chair Russo motioned to support Article 39. Board Member Kouchakdjian seconded the motion.

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

VOTED: To support Article 39 – Amend General Bylaws - Affordable Housing Trust Bylaw

Article 40 – General Bylaw for the Placement of Small Wireless Facilities in the Public Ways

Chair Russo motioned to support Article 40. Board Member Kouchakdjian seconded the motion.

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

VOTED: To support Article 40 – General Bylaw for the Placement of Small Wireless Facilities in the Public Ways

Article 52 – Community Preservation Act Fund – Regional Housing Services Office (RHSO) Membership Fee

Chair Russo motioned to support Article 52. Board Member Kouchakdjian seconded the motion.

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

VOTED: To support Article 52 – Community Preservation Act Fund – Regional Housing Services Office (RHSO) Membership Fee

Article 32 – Withdrawn

Article 51 – Community Preservation Act Fund – Indigenous Cultural Landscape Study

Chair Russo motioned to support Article 51. Board Member Kouchakdjian seconded the motion.

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

VOTED: To support Article 51 – Community Preservation Act Fund – Indigenous Cultural Landscape Study

Discussion regarding 2023 Annual Town Meeting logistics, process, calendar, and other topics

Present: Cate Blake, Town Moderator

Ms. Blake confirmed that 10 minutes would be allocated to presenters and 5 minutes for others. She stated that a robust Consent Calendar would help with the Town Meeting process, along with the introduction of electronic voting.

Discussion took place regarding improvements for visually impaired voters.

Discussion and vote to approve the Select Board's submission to the 2022 Annual Town Report

Chair Russo suggested the Fairbank Community Center include the department provisions, such as COA, School Department, and other minor edits.

Chair Russo motioned to approve the Select Board's submission to the 2022 Annual Town Report, with minor edits. Vice-Chair Dretler seconded the motion.

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

VOTED: To approve the Select Board's submission to the 2022 Annual Town Report, with minor edits

Vote to review and possibly approve the open session minutes of 1/30/23

Chair Russo motioned to approve the open session minutes of 1/30/23, as edited. 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 open session minutes of 1/30/23, as edited

Upcoming agenda items**March 21st**

- BFRT Task Force amendments
- Proclamation Policy background – Member Roberts - future
- Remote Meeting Policy

Public Comments (cont.)

None

Consent Calendar

Vote to accept a grant and approve execution of an agreement by the Town Manager between the Massachusetts Department of Environmental Protection and the Town of Sudbury for funding in the amount of \$81,909.31 toward the installation of charging stations at selected areas of Town properties; and further, approve execution of contracts to be signed by the Town Manager with the approval of Town Counsel relative to infrastructure and construction as applicable between the installers and the Town.

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

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

VOTED: To accept a grant and approve execution of an agreement by the Town Manager between the Massachusetts Department of Environmental Protection and the Town of Sudbury for funding in the amount of \$81,909.31 toward the installation of charging stations at selected areas of Town properties; and further, approve execution of contracts to be signed by the Town Manager with the approval of Town Counsel relative to infrastructure and construction as applicable between the installers and the Town

Vote to approve the appointment of Ken Holtz, 175 Landham Road, as the Conservation Commission's representative to the Bruce Freeman Rail Trail Task Force for a term expiring 5/31/23, to fulfill the term of Richard Morse

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

VOTED: To approve the appointment of Ken Holtz, 175 Landham Road, as the Conservation Commission's representative to the Bruce Freeman Rail Trail Task Force for a term expiring 5/31/23, to fulfill the term of Richard Morse, as requested by Lori Capone, Conservation Coordinator

Vote to accept a \$1,500 grant from HOPEsudbury to be applied toward Sudbury Police Department's Jail Diversion Program maintained through Advocates

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

VOTED: To accept a \$1,500 grant from HOPEsudbury to be applied toward Sudbury Police Department's Jail Diversion Program maintained through Advocates, as requested by Chief Nix

Vote to enter into the Town record and congratulate Savannah Lily Butler of Scout Troop 65 for having achieved the high honor of Eagle Scout.

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

VOTED: To enter into the Town record and congratulate Savannah Lily Butler of Scout Troop 65 for having achieved the high honor of Eagle Scout

Adjourn

Chair Russo motioned to adjourn the Select Board meeting. Board Member Kouchakdjian seconded the motion.

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

VOTED: To adjourn the Select Board meeting

There being no further business, the meeting ended at 10:56 PM.

SUDBURY SELECT BOARD

TUESDAY, APRIL 4, 2023

(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, Town Manager Andrew Sheehan

Absent: Select Board Member Jennifer Roberts

The statutory requirements as to notice having been compiled with, the meeting was convened at 7:06 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: Dretler-present, Kouchakdjian-present, Carty-present, Russo-present

Opening Remarks by Chair

- Governor Healy signed a number of COVID-related extensions, including remote meetings to be extended to March 31, 2025
- Thanked all who participated in the well-run Town Election
- State Attorney General announced the MBTA Communities program is now a requirement

Reports from Town Manager

- Thanked everyone who turned out at Town Election
- DPW starting drainage work on Peakham Road, minor traffic delays
- DPW street sweeping has commenced
- Earth Day events on April 22, including Town-wide cleanup at the Earth Day event at the Goodnow Library, 10:00 AM to 2:00 PM
- Thanked everyone who showed up at Town Manager Office Hours last week, next Town Manager Office Hours scheduled for on April 27, beginning at 2:00 PM in the Silva Room, Flynn Building

Reports from Select Board

Vice-Chair Dretler

- Police Department conducting rape prevention defense program – “Women’s Basic Physical Defense” - three classes offered in May, will accept the first ten residents who respond
- Complete Street projects moving forward at Old Lancaster, Union Road, Concord Road, Peakham Road, Hudson Road and Fairbank Road

Board Member Carty

- Congratulated Chair Russo for his Select Board run at Town Election, and congratulated all others who ran

SUDBURY SELECT BOARD
TUESDAY, APRIL 4, 2023
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- Learning opportunities: Sudbury Historical Society presenting “Broadacres Legacy – the Story of Lenora Hayes,” at the Loring Parsonage was interesting and well attend, and the Goodnow Library on April 2nd held “The Signs are all around us,” a community forum on history, memory and roadside markers, with discussion relative to those signs
- Look out for turtles who are near the waterways and crossing the road during this season

Board Member Kouchakdjian

- Mentioned a great turnout at Town Election, and congratulated Chair Russo
- LS School Committee will be voting on the new LSRHS Superintendent tomorrow evening

Public Comment

None

As the Local Licensing Authority, vote on whether to approve the application of Sudbury Sundries, Inc, d/b/a Sudbury Sundries, 100 Boston Post Rd., Sudbury, for a Package Store License for the Sale of Wine & Malt Beverages, under G. L. Ch. 138, s.15, Ashraf Youssef, Manager. The premises proposed to be licensed (i.e., 100 Boston Post Road) is described as: Left unit of a 2-unit commercial building. Single entrance in the left front and single exit in the rear. Approximately 2600 Sq. Ft.

Present: Ashraf Youssef, Owner/Applicant; Attorney Tom McEnaney- Town Counsel, KP Law; Police Chief Scott Nix

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 4-0; Dretler-aye, Carty-aye, Kouchakdjian-aye, Russo-aye

VOTED: To reopen the public hearing on whether to approve the application of Sudbury Sundries, Inc, d/b/a Sudbury Sundries, 100 Boston Post Rd., Sudbury, for a Package Store License for the Sale of Wine & Malt Beverages, under G. L. Ch. 138, s.15

Chair Russo displayed recent documents submitted by Mr. Youssef regarding the proposed setup at Sudbury Sundries.

Chief Nix took the oath and explained the related incidence report. He detailed that on September 20, 2012 an arrest took place at Sudbury Sundries. It was discovered that synthetic marijuana and bath salts (though not illegal at the time) were sold at the site, and primarily involved teenagers in surrounding communities; there were physical attacks.

Attorney McEnaney asked if Mr. Youssef stopped selling the related drugs, after the incident. Chief Nix stated those substances continued to be sold, well after being made illegal. Vice-Chair Dretler confirmed that Mr. Youssef was not being transparent during the last Select Board meeting. Board Members agreed with the statement made by Vice-Chair Dretler, and Board Members stressed the importance of selling liquor in the Town, and full transparency. Mr. Youssef maintained he did not lie.

Chair Russo stated that the findings presented were strong, and the testimony presented by Chief Nix was impactful. He further noted that several neighbors submitted letters against issuance of a Package Store License

SUDBURY SELECT BOARD
TUESDAY, APRIL 4, 2023
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for the Sale of Wine & Malt Beverages. Chair Russo stressed that the Board has serious concerns about issuance of such license. [Chair Russo summarized the Board’s findings of fact, as collected in the meeting packet and based on the Chief Nix’s testimony, which included:](#)

- o [On Sept. 20, 2012, the now-Police Chief Nix responded to an incident concerning so-called bath salts and synthetic marijuana, including an arrest, and discussed the issue with Mr. Youssef, encouraging him to cease the sale of these products, to which Mr. Youssef agreed. Despite this, the sale of these products continued.](#)
- o [The store at that time had generated a reputation as the site of the sale of illicit substances.](#)
- o [Concerns, based on prior incidents, about the ability of the operator of the store to appropriately monitor and manage the sale of alcohol, especially to minors.](#)
- o [The Board of Health on January 9, 2018 held a hearing regarding tobacco violations that had occurred there and the Board found that two teenagers had been sold cigarettes in separate incidents ten minutes apart, which was admitted to, resulting a fine and a temporary suspension of a license to sell tobacco.](#)
- o [At the Select Board’s March 7, 2023 hearing on this application the only public comment received was from neighbors opposed to the approval of this license.](#)
- o [Extensive staff comments raised concerns around the traffic safety and the ability of the site to safely accommodate additional traffic that could result from the sale of alcohol.](#)
- o [Package stores are available a short distance away to the east and the west of the site, which makes alcohol sales conveniently available to the public in this area.](#)

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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 4-0; Dretler-aye, Carty-aye, Kouchakdjian-aye, Russo-aye

VOTED: As the Local Licensing Authority, voted to deny the application of Sudbury Sundries, Inc, d/b/a Sudbury Sundries, 100 Boston Post Rd., Sudbury, for a Package Store License for the Sale of Wine & Malt Beverages, under G. L. Ch. 138, s.15

Vote to close Public Hearing and resume Select Board meeting

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 4-0; Dretler-aye, Carty-aye, Kouchakdjian-aye, Russo-aye

VOTED: To close Public Hearing and resume Select Board meeting

Interview two applicants for appointment to the Historic Districts Commission (HDC). Following interview, vote whether to appoint Peter Iovanella, 258 Dutton Road, as an associate member, and John Griffith ("Griff") Noble, 47 Concord Road, as full member, both for 5-year terms to expire 1/1/2028.

Present: Peter Iovanella and John Griffith Noble

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Mr. Iovanella confirmed his home is in the Wayside Inn Historic District and has a background in construction and real estate. He acknowledged his membership on the Sudbury Capital Improvement Advisory Committee (CIAC).

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 4-0; Dretler-aye, Carty-aye, Kouchakdjian-aye, Russo-aye

VOTED: To appoint Peter Iovanella, 258 Dutton Road, as an associate member on the Historic Districts Commission (HDC) for a 5-year term to expire 1/1/2028.

John Griffith Noble

Mr. Noble stated he has lived in historic houses all his life, and his historic districts experience could help the HDC.

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 4-0; Dretler-aye, Carty-aye, Kouchakdjian-aye, Russo-aye

VOTED: To appoint John Griffith Noble, 258 Dutton Road, as a full-member on the Historic Districts Commission (HDC) for a 5-year term to expire 1/1/2028.

Interview applicant for the Historical Commission. Following interview, vote whether to appoint Bill Andreas, 29 King Philip Road, for a term expiring 5/31/2026.

Present: Bill Andreas

Mr. Andreas confirmed he was a HDC member for many years; is an archeologist and would like to help the Town identify and help secure the archeological assets in Sudbury. He stated that he specializes in American Indian remains

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 4-0; Dretler-aye, Carty-aye, Kouchakdjian-aye, Russo-aye

VOTED: To appoint Bill Andreas, 29 King Philip Road, to the Historical Commission for a term expiring 5/31/2026

Discussion and possible vote on ATM articles 38 and 41

Present: Adam Duchesneau, Director of Planning & Community Development

Article 38 – Amend General Bylaws, Article IX, Section 4200, Water Resource Protection Overlay Districts Mr. Duchesneau provided a PowerPoint presentation on Article 38. He detailed aspects of permitted issues and prohibited usage within the Water Resource District.

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TUESDAY, APRIL 4, 2023
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Mr. Duchesneau indicated that the solution involved adding new language to Section 4200, and proceeded to detail such language changes.

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

It was on motion 4-0; Carty-aye, Dretler-aye, Kouchakdjian-aye, Russo-aye

VOTED: To support Article 38 - Amend General Bylaws, Article IX, Section 4200, Water Resource Protection Overlay Districts

Article 41 – Community Preservation Act Fund – 67-73 Nobscot Road Acquisition, Design, and Construction (\$438,000)

Mr. Duchesneau explained that the Sudbury Housing Trust has been considering this property for affordable housing use, and there is no final consensus as yet. He added property owner is considering this possible development, as well. Mr. Duchesneau indicated a final decision would likely not be determined before May Town Meeting.

Board Members discussed the possible development at 67-73 Nobscot Road.

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 4-0; Carty-aye, Dretler-aye, Kouchakdjian-aye, Russo-aye

VOTED: To support Article 41 - Community Preservation Act Fund – 67-73 Nobscot Road Acquisition, Design, and Construction (\$438,000)

Discussion on 2023 Annual Town Meeting articles: consent calendar; positions on articles; other.

Petition Article 55 – Control of Firearms Zoning

Chair Russo confirmed that Town Counsel recommendation had not been received yet. Town Manager Sheehan stated that a related amendment might be presented at Town Meeting.

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 4-0; Dretler-aye, Kouchakdjian-aye, Carty-aye, Russo-aye

VOTED: That the Select Board will report at Town Meeting regarding its position on Warrant Article 55 regarding the control of firearms within Sudbury zoning.

Article 15 - Fairbank Community Center A/V Equipment and Associated Funding - \$200,00

Member Kouchakdjian shared her rewrite of Article 15 with the Board. Town Manager Sheehan confirmed that the rewrite of Article 15 by Board Member Kouchakdjian was included on the Warrant, which will be sent to the printer tomorrow. Member Kouchakdjian confirmed she had submitted her rewrite document to Town Manager Sheehan.

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Amended Article language as included by Member Kouchakdjian, read: “This Article supports additional funds needed to provide modern audio-visual and assisted listening technology in the Fairbank Community Center.” Chair Russo commented that the rewrite of the Article reflected significant improvement.

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 4-0; Dretler-aye, Carty-aye, Kouchakdjian-aye, Russo-aye

VOTED: To accept and include Article 15 on the Warrant, as drafted.

Vote to sign the 2023 Annual Town Meeting Warrant which must be delivered to residents by 4/24/2023

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 4-0; Dretler-aye, Carty-aye, Kouchakdjian-aye, Russo-aye

VOTED: To sign the 2023 Annual Town Meeting Warrant, which must be delivered to residents by 4/24/2023.

Update on MWRA Metro West project

Town Manager Sheehan provided a MWRA Metro West project update and shared the MWRA community’s map. He stressed that related discussions are early in the process, and MWRA is seeking to share capacity, and improve circulation within the network. Town Manager Sheehan confirmed that associated costs and not been finalized for Metro-West yet; with no decisions made. He noted the next meeting would be held on April 10.

Vice-Chair Dretler commented that only one Board member should attend that meeting, otherwise subcommittee guidelines would be applicable. Chair Russo stated he would explore that aspect further with Town Counsel, noting that Board Member Carty was the liaison to the Sudbury Water District.

Discuss Open Meeting Law Complaint against Chair Russo filed by resident Manish Sharma and dated November 17, 2022; review and discuss Attorney General's response to complaint dated March 22, 2023.

Chair Russo provided summary regarding the complaint, adding that the decision regarding the complaint was made (dismissed) and on record.

Vocational education discussion led by Board Member Kouchakdjian

Board Member Kouchakdjian confirmed she received communication from Assabet Tech, indicating they are not adding new members at this time.

Chair Russo recommended that Board Member Kouchakdjian reach out to Minuteman Tech when school closes for summer vacation, and to also contact Nashoba Technical School again. Board Member Kouchakdjian stated she would be in contact with Nashoba Technical School this week, and will report to the Board.

Discuss topics to be assigned for Spring 2023 - Select Board newsletter.

Board Member Kouchakdjian – 30-year Anniversary of Sudbury Commission on Disability

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Chair Russo – OPEB

Board Member Carty – Youth Academy at the Sudbury Police Department

Vice-Chair Dretler – Recently hired Health Director

Board Members suggested that Board Member Roberts might considering composing an article on the Sustainability Coordinator

Public Comments (cont.)

None

Upcoming agenda items

April 28

- Executive Session – Collective Bargaining
- First Parish License
- Warrant Article 14 – GO Sudbury!
- Warrant Article 15 – Fairbank A/V Equipment

Future Meeting Items

- Proposed Business and Economic Committee
- Joint Meeting with Planning Board regarding MBTA Community Housing

Consent Calendar

Vote to proclaim April 7, 2023 as Commission on Disability Day in Sudbury and sign a proclamation in that regard

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 4-0; Dretler-aye, Carty-aye, Kouchakdjian-aye, Russo-aye

VOTED: To proclaim April 7, 2023 as Commission on Disability Day in Sudbury and sign a proclamation in that regard

Vote to proclaim May 2023 as Military Month and sign a proclamation in that regard

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 4-0; Dretler-aye, Carty-aye, Kouchakdjian-aye, Russo-aye

VOTED: To proclaim May 2023 as Military Month and sign a proclamation in that regard

Vote to accept the grant of Walkway Easement set forth in the Easement document entitled “Easement for Pedestrian Access” executed by property owner Roman Catholic Archbishop of Boston, for property

SUDBURY SELECT BOARD
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located at 178 Concord Road and shown on “Easement Plan, Property of the Roman Catholic Archbishop of Boston, 178 Concord Road, Sudbury, MA”; subject to receipt of the executed Easement document.

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 4-0; Dretler-aye, Carty-aye, Kouchakdjian-aye, Russo-aye

VOTED: To accept the grant of Walkway Easement set forth in the Easement document entitled “Easement for Pedestrian Access” executed by property owner Roman Catholic Archbishop of Boston, for property located at 178 Concord Road and shown on “Easement Plan, Property of the Roman Catholic Archbishop of Boston, 178 Concord Road, Sudbury, MA”; subject to receipt of the executed Easement document

Vote to approve award of contract by the Town Manager to Ellingwood Construction, Inc. in the amount of \$465,200 to commence work on the Town’s Complete Streets project; and further to execute any documents inclusive of funded change orders required relative to said contract.

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 4-0; Dretler-aye, Carty-aye, Kouchakdjian-aye, Russo-aye

VOTED: To approve award of contract by the Town Manager to Ellingwood Construction, Inc. in the amount of \$465,200 to commence work on the Town’s Complete Streets project; and further to execute any documents inclusive of funded change orders required relative to said contract

Vote to approve the Town Manager’s execution of a contract with Pare Corporation in regard to engineering services related to design of a section of walkway along Peakham Road as requested by the DPW utilizing existing DPW funding; and further to execute any documents inclusive of change orders required relative to said contract.

Chair Russo recused himself from the discussion and voting on this article.

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

It was on motion 3-0; Kouchakdjian-aye, Carty-aye, Dretler-aye

VOTED: To approve the Town Manager’s execution of a contract with Pare Corporation in regard to engineering services related to design of a section of walkway along Peakham Road as requested by the DPW utilizing existing DPW funding; and further to execute any documents inclusive of change orders required relative to said contract

Vote to accept a \$100,000 grant awarded to The Friends of the Sudbury Senior Citizens, Inc. from the Cummings Foundation. This grant will be utilized to fund the purchase and installation of kitchen equipment at the new Fairbank Community Center currently under construction.

SUDBURY SELECT BOARD
TUESDAY, APRIL 4, 2023
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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 4-0; Dretler-aye, Carty-aye, Kouchakdjian-aye, Russo-aye

VOTED: To accept a \$100,000 grant awarded to The Friends of the Sudbury Senior Citizens, Inc. from the Cummings Foundation. This grant will be utilized to fund the purchase and installation of kitchen equipment at the new Fairbank Community Center currently under construction

Vote to accept the resignation of Steven Greene, 38 Elaine Road, from the Historical 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 Kouchakdjian seconded the motion.

It was on motion 4-0; Dretler-aye, Carty-aye, Kouchakdjian-aye, Russo-aye

VOTED: To accept the resignation of Steven Greene, 38 Elaine Road, from the Historical Commission, and send a thank you letter for his service to the Town

Vote to accept a \$30,000 grant from The Sudbury Foundation awarded to the Social Work office to purchase gift cards, which will provide residents access to basic needs, 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 Kouchakdjian seconded the motion.

It was on motion 4-0; Dretler-aye, Carty-aye, Kouchakdjian-aye, Russo-aye

VOTED: To accept a \$30,000 grant from The Sudbury Foundation awarded to the Social Work office to purchase gift cards, which will provide residents access to basic needs, as requested by the Town Social Worker

Adjourn

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 4-0; Kouchakdjian-aye, Dretler-aye, Carty-aye, Russo-aye

VOTED: to adjourn the meeting of the Select Board

There being no further business, the meeting ended at 9:05 PM.

SUDBURY SELECT BOARD

TUESDAY MAY 16, 2023

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

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

The statutory requirements as to notice having been compiled with, the meeting was convened at 7:06 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: Dretler-present, Kouchakdjian-present, Roberts-present, Carty-present, Russo-present

Opening Remarks by Chair

- Announced number of Committee and Board member openings
- Congratulated all on a great Annual Town Meeting
- BFRT Phase 2D ground breaking event, Saturday, May 20th from 10 to 11:30 AM at Parkinson Field
- Park & Recreation sponsoring “In the Park” concert series at Haskell Field June 15, July 13, and August 8; from 5:30 – 7:00 PM
- Planning Board expressed interest in conducting a discussion/forum regarding MBTA Community Housing regulations
- Fire red-flag warning status (high risk for brush fires) in place per the National Weather Service; cautioned all to and be careful with fire pits

Reports from Town Manager

- Thanked all who participated to make Town Meeting a success
- Continued by-weekly meetings regarding the Eversource project which is going well, additional updates on the Town website

Reports from Select Board

Vice-Chair Dretler:

- Extended her appreciation to Town Staff and DPW for completion of line-painting on Rte. 20; great safety measure
- Recognized much progress in Town with Complete Streets, Fairbank Community Center, Fire Station, Intersection improvements (Peakham and Old Lancaster; Fairbank and Hudson; Concord Road and Union Ave.), Rail Trails and Eversource projects
- Extended Mothers’ Day greetings

Board Member Carty:

- Reiterated good job by all at Town Meeting
- Recognized a successful fundraising event at Goodnow Library on May 5
- Sudbury Water District elections taking place at their Annual Meeting today
- Congratulated LSRHS students graduating on Sunday, June 4

Board Member Roberts:

- Recognized much accomplished at recent Town Meeting
- Recognized new Health Director Vivian Zeng; thanked the Health Department for all their work
- Announced Energy and Sustainability meetings now being posted to SudburyTV; great work being done
- Interviewed the newly appointed Sustainability Coordinator Dani Marini-King

Board Member Kouchakdjian:

- Thanked Town Manager Sheehan and Staff for a great Town Meeting
- Acknowledged SPS students are currently working on relevant civics action projects; great advocacy efforts at a young age

Public Comment

Resident Manish Sharma, 77 Colonial Road, thanked Staff and others who participated in Town Meeting. He recognized teachers in Town and thanked DPW for work on road crossings.

Resident and Conservation Commission Chair Dave Henkels, 17 Twin Pond Lane, mentioned the BFRT groundbreaking ceremony and the extraordinary efforts made to get to this milestone. He thanked the Select Board for their help. Chair Russo acknowledged the efforts made by Mr. Henkels.

As the Licensing Authority for the Town of Sudbury, vote to approve a new Common Victualler License for Town Square Pizza (formerly CJ's), 29 Hudson Road, as requested in an application dated April 5, 2023, subject to conditions put forth by the Health Department, Fire Department and Building Department.

Present: Antonios Vrakas, Owner of Town Square Pizza

Board Members asked related questions. Mr. Vrakas confirmed a liquor license would be transferred to Town Square Pizza, and that he had years of food preparation/restaurant experience.

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

VOTED: To approve a new Common Victualler License for Town Square Pizza (formerly CJ's), 29 Hudson Road, as requested in an application dated April 5, 2023, subject to conditions put forth by the Health Department, Fire Department and Building Department.

Discussion/recap on 2023 Annual Town Meeting

Present: Cate Blake, Town Moderator; Beth Klein, Town Clerk

Chair Russo thanked Town Manager Sheehan for running a great Town Meeting. Town Manager Sheehan asked if a more expansive Consent Calendar approach for Capital and CPA articles might be considered.

Ms. Blake thanked Town Staff, and indicated that she appreciated a robust Town Meeting Consent Calendar. She mentioned that more than one Consent Calendar could be used, in order to keep related articles together.

Ms. Klein agreed that the Consent Calendar approach was successful, and residents were pleased with the two-night Town Meeting.

Board Member Kouchakdjian suggested the Board conduct a boarder-focused future Town Meeting discussion in order to encourage additional resident participation. She indicated that some attendees were straining to hear, and hoped that audio advancements could be made. Chair Russo confirmed that close captioning took place at Town Meeting.

Board Member Roberts stated that Town Meeting was well-presented and efficiently run. Board Member Roberts suggested a Town Meeting education campaign might be considered. Chair Russo mentioned that the Select Board Policy Subcommittee might have recommendations on the topic.

Vice-Chair Dretler concurred that sufficient opportunity for related discussion, was important. Board Member Carty mentioned that Town Meeting discussion could be encouraged with those larger capital articles.

Resident and ZBA Member Frank Riepe, 54 Newbridge Road, stated that over the past several years, the COVID pandemic presented many challenges for the Town Meeting process. He indicated that the Consent Calendar approach was too extensive, and pulling an article for additional discussion should be encouraged.

Resident Radha Gargeya, 120 Powder Mill Road, congratulated the Select Board and Staff for conducting a successful 2023 Town Meeting. He suggested that scheduling a Saturday Town Meeting might encourage higher attendance.

Resident Manish Sharma stated the electronic voting devices were very beneficial at Town Meeting. He mentioned the use of voting apps for residents who cannot attend Town Meeting in person. Chair Russo stated that MA State Law requires voting be done in person at this time. Ms. Klein confirmed that requirement.

Discussion on potential Firearms bylaw

Board Member Carty indicated the firearms citizen's petition presented at Town Meeting, was rather extreme.

Board Member Kouchakdjian suggested the Board review the firearms bylaws in Acton and Watertown. She indicated that she would be happy to come to an agreement with the Board.

Vice-Chair Dretler suggested the Board review a comparison worksheet (9 local communities) to assess how other towns are addressing the bylaw.

Board Member Roberts recommended incorporating related definitions and details in such a bylaw, and recommended zoning restrictions.

Chair Russo mentioned the bylaw could be a reaffirmation with modification, and called attention to the fact that Sudbury is surrounded by Federal and State conservation lands where hunting is allowed.

Town Manager Sheehan suggested that the Board Members examine the bylaw draft, provide edits and comments by June 16th, in preparation for a topic discussion at a Select Board meeting in June. Board Member Roberts stated that timing would be critical if a Fall Town Meeting took place.

Resident and ZBA Chair John Riordan, thanked the Select Board and Town Manager for moving forward on this bylaw. He suggested a final draft submission date be provided. He mentioned the distinction between what was presented at Town Meeting (complete ban) and the granting of a bylaw with limitations.

Discussion and vote whether to approve a Transfer Station price increase for permits, stickers, and Pay-per-throw bags for FY24, as requested by Dan Nason DPW Director

Present: Public Works Director Dan Nason

Mr. Nason detailed the plan for increased Transfer Station fees for permits, stickers and pay-per-throw bags. He suggested an 8.3% increase in pay-per-throw bags; he confirmed that the last Transfer Station increase took place in 2018.

Board Members asked when the proposed increase would take place. Mr. Nason responded that the increase would be effective on July 1. Vice-Chair Dretler inquired about possible fee discounts for seniors and other eligible residents.

Vice-Chair Dretler asked why sticker sales were decreasing. Mr. Nason confirmed that many residents were employing private trash removal companies, and indicated that such trend was increasing.

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

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

VOTED: To approve a Transfer Station price increase for permits, stickers, and Pay-per-throw bags for FY24, as requested by Dan Nason DPW Director

Discussion on Camp Sewataro and Town Manager joint recommendation to modify the swim program for 2023

Present: Kristen Drummey, Camp Sewataro Town Liaison; Sandra Duran, Combined Facilities Director

Town Manager Sheehan provided related background information, stating that the Town and Camp Sewataro management were working together on the swim program at the Camp. He confirmed that swimming area preparations took longer than anticipated.

Ms. Drummey confirmed that if the Select Board provides approval, the parking for the swimming area could begin now, and proposed work at Liberty Lodge could take place in the fall. Ms. Drummey mentioned that public swimming was being planned for 2024. She provided a listing of public events to take place during the 2023 summer season.

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 accept the proposed Sewataro improvements for 2023, including ADA access to Liberty Lodge, followed by ADA improvement to the public access in the fall.

Vice-Chair Dretler suggested that costs for proposed improvements be presented to the Board. Ms. Duran confirmed the associated bid came in at less than \$80,000. Ms. Drummey added there would be a loss reflected in the Town's revenue share.

Discussion on Transportation Committee reauthorization.

Town Manager Sheehan confirmed that appropriation for the operating of the Transportation Program for no more than two years, was voted at Town Meeting.

Board Member Kouchakdjian inquired about an operationalization plan. Town Manager Sheehan responded that such a permanent solution would require the related expense for transportation and staffing.

Board Member Kouchakdjian motioned to reauthorize the Sudbury Transportation Committee through May 31, 2024. Vice Chair Dretler seconded the motion.

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

VOTED: To reauthorize the Sudbury Transportation Committee through May 31, 2024

Appointment Policy discussion.

Chair Russo mentioned that Board interviewing of all candidates was a bit much. Chair Russo indicated he would not support designating an appointment subcommittee.

Board Member Carty suggested that if candidates wanted to be interviewed by the Board, that would be fine; otherwise such appointments could be included on the consent calendar for review.

Board Member Roberts suggested meeting the candidates, and Town Manager appointments might be handled by the Town Manager, at the Board's discretion. Chair Russo agreed with Board Member Roberts. Vice-Chair Dretler agreed that the reappointment policy was fine, as written.

Board Members clarified some aspects of the Appointment Policy .

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; Carty-aye, Roberts-aye, Kouchakdjian-aye, Dretler-aye, Russo-aye VOTED: To recess and resume the meeting at 10:00 PM.

Select Board and Town Manager review of the Town Manager onboarding process and discussion of priorities

Town Manager Sheehan stated he was in the process of composing a 100-day update/memo for the Board, which will be presented within a week or two. Town Manager Sheehan addressed several Select Board goals and Town Manager goals.

Board Members agreed that the Town Manager 100-day update/memo was a great idea.

Acknowledge and discuss Open Meeting Law complaint against Select Board members, dated April 28, 2023, filed by resident Manish Sharma; and review and discuss responses to complaint.

Board Member Carty acknowledged that over the past six months, the same resident has brought forth claims of Open Law violations; if more than five such complaints are determined invalid, the Board can request counsel/mediation by the State.

Board Member Roberts noted that this repeated practice has been challenging for the Board, Staff and Town legal counsel.

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

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

VOTED: To acknowledge the complaint brought forth by Manish Sharma on April 28, 2023; to sign and authorize the response letter to Carrie Benedon, Esq., Director, Division of Open Government – Office of the Attorney General, dated May 16, 2023; regarding failure of any violation of the Open Meeting Law, as provided by Town Counsel

Vocational education discussion

Board Member Kouchakdjian referenced the recent letter from Charlie Ellis, School Committee Chair of the Nashoba Valley Technical School District, dated April 27, 2023. She detailed that in the recent letter from Mr. Ellis, he suggested the Board submit Chapter 74 historical enrollment information, and wrote: “After its review, the Study Committee will share its findings with the full School Committee for its consideration of next steps.”

Board Member Kouchakdjian suggested that Town Manager Sheehan put together the Chapter 74 historical information as requested by Nashoba, and that she would send a status follow-up memo to Minuteman. Board Members were in agreement.

Vote to elect a new Chair and Vice-chair and reappoint Town Manager Andrew Sheehan as Clerk to the Select Board. This will take effect at the close of tonight's meeting.

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

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

VOTED: To appoint Janie Dretler as Chair of the Sudbury Select Board

Vice-Chair Dretler nominated Lisa Kouchakdjian as Vice-Chair of the Sudbury Select Board. Board Member Roberts seconded the motion.

It was on motion 4-1; Dretler-aye, Carty-no, Roberts-aye, Kouchakdjian-aye, Russo-aye

VOTED: To appoint Lisa Kouchakdjian as Vice-Chair of the Sudbury Select Board

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

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

VOTED: To appoint Town Manager Andrew Sheehan as Clerk to the Select Board

Vote to review and possibly approve the open session minutes of 10/24/22, 11/12/22 and 11/15/22.

10/24/22 Minutes

Vice-Chair Dretler motioned to approve the minutes of 10/24/22, as edited. Board Member Carty seconded the motion.

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

VOTED: To approve the minutes of 10/24/22, as edited.

11/12/22

Vice-Chair Dretler motioned to approve the minutes of 11/12/22, as edited. Board Member Carty seconded the motion.

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

VOTED: To approve the minutes of 11/12/22, as edited.

11/15/22

Vice-Chair Dretler motioned to approve the minutes of 11/15/22. Board Member Carty seconded the motion.

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

VOTED: To approve the minutes of 11/15/22

Upcoming agenda items

Future Agenda Items

- Remote meetings/in-person meetings/hybrid meetings
- MBTA Communities Update
- Town Forum Selection Minutes of Sewataro Subcommittee – Charlie
- ARPA Update
- Economic Development Committee
- Firearms Bylaw – Jen June 27th
- Select Board Office Hours for FY24

Consent Calendar

Vote to accept a \$300 donation from Main Street Bank for the purposes of the Sudbury Spring Slam Pickleball Tournament on May 20, 2023, as requested by Tricia Sardagnola, Sudbury Park and Recreation Program Coordinator.

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

VOTED: To accept a \$300 donation from Main Street Bank for the purposes of the Sudbury Spring Slam Pickleball Tournament on May 20, 2023, as requested by Tricia Sardagnola, Sudbury Park and Recreation Program Coordinator

Vote to accept a donation from the Friends of Sudbury Senior Citizens, in the amount of \$130,000, toward the construction of an outdoor covered patio and inclusion of a gas fireplace at the new Fairbank Community Center.

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

VOTED: To accept a donation from the Friends of Sudbury Senior Citizens, in the amount of \$130,000, toward the construction of an outdoor covered patio and inclusion of a gas fireplace at the new Fairbank Community Center

Vote to approve award of contract by the Town Manager to SOCOTEC AE Consulting, LLC for design services related to the replacement/repair of the Department of Public works building roof, both shingle and metal, in preparation for installation of solar arrays with the provision that funding is payable in two parts by the Town Manager upon request of the Permanent Building Committee: Part 1, \$24,000 for design phase services inclusive of preparation of construction documents and bidding; Part 2, \$11,000 for construction administration services relative to Article 25 of the 2023 Annual Town Meeting, DPW Roofing Project Funding; and further, upon successful bidding, to approve execution by the Town Manager of a construction contract for the roofing work under Article 25.

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

VOTED: To approve award of contract by the Town Manager to SOCOTEC AE Consulting, LLC for design services related to the replacement/repair of the Department of Public works building roof, both shingle and metal, in preparation for installation of solar arrays with the provision that funding is payable in two parts by the Town Manager upon request of the Permanent Building Committee: Part 1, \$24,000 for design phase services inclusive of preparation of construction documents and bidding; Part 2, \$11,000 for construction administration services relative to Article 25 of the 2023 Annual Town Meeting, DPW Roofing Project Funding; and further, upon successful bidding, to approve execution by the Town Manager of a construction contract for the roofing work under Article 25

Vote to approve for FY24 the annual or renewal DPW contracts awarded and previously approved for FY23 or to be awarded in FY24 on a Fiscal Year basis or Calendar Year basis by the Town Manager in accordance with procurement requirements and as reviewed by Town Counsel.

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

VOTED: To approve for FY24 the annual or renewal DPW contracts awarded and previously approved for FY23 or to be awarded in FY24 on a Fiscal Year basis or Calendar Year basis by the Town Manager in accordance with procurement requirements and as reviewed by Town Counsel.

Vote to accept a donation of a \$100 gift card to the Commission on Disability from Roche Bros. Supermarket to be used for the Commission on Disability 30th Anniversary Celebration at the Goodnow Library on May 21, 2023

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

VOTED: To accept a donation of a \$100 gift card to the Commission on Disability from Roche Bros. Supermarket to be used for the Commission on Disability 30th Anniversary Celebration at the Goodnow Library on May 21, 2023

Vote to designate the week of May 21-27, 2003 as National Public Works week in the Town of Sudbury, and to sign a proclamation in that regard, as requested by DPW Director Dan Nason

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

VOTED: To designate the week of May 21-27, 2003 as National Public Works week in the Town of Sudbury, and to sign a proclamation in that regard, as requested by DPW Director Dan Nason

Vote to authorize the Town Manager to award a contract to JM Goldson LLC to conduct community engagement services as part of the Town's Housing Production Plan update upon the recommendation of the Director of Planning and Community Development and pursuant to Article 32 of the 2021 Annual Town Meeting; and further, to execute any documents relative to said contract

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

VOTED: To authorize the Town Manager to award a contract to JM Goldson LLC to conduct community engagement services as part of the Town's Housing Production Plan update upon the

recommendation of the Director of Planning and Community Development and pursuant to Article 32 of the 2021 Annual Town Meeting; and further, to execute any documents relative to said contract

Vote to authorize Town Manager to sign Inter-Municipal Agreement (IMA) for Regional Housing Services Office for FY24, commencing July 1, 2023, and expiring on June 30, 2026, as requested by Elizabeth Rust, RHSO.

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

VOTED: To authorize Town Manager to sign Inter-Municipal Agreement (IMA) for Regional Housing Services Office for FY24, commencing July 1, 2023, and expiring on June 30, 2026, as requested by Elizabeth Rust, RHSO

Adjourn

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

VOTED: To adjourn the meeting of the Select Board

There being no further business, the meeting ended at 10:57 PM.

SUDBURY SELECT BOARD

TUESDAY JUNE 27, 2023

7:00 PM - ZOOM

(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 7:00 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, Dretler-present, Roberts-present

Opening Remarks by Chair Dretler

Chair Dretler had nothing to add at this time.

Reports from Town Manager

- Thanked the Sudbury Foundation for providing recent donations; including some 15 scholarships to Sudbury LSRHS students, approximately \$900,000 to various Town organizations (including Sudbury Food Pantry, SMILE MA) that aid children, youth, and families with hunger relieve.
- Announced the Town received a \$192,000 Mass Trails grant to cover the BFRT 25% design work expense from the diamond area to the Framingham line; he thanked Adam Duchesneau and Fuss & O'Neill for their efforts in this major accomplishment.
- BFRT construction meeting took place today; project going well. Work will continue around Hudson Road and Peakham Road during the summer.

Reports from Select Board

Vice-Chair Kouchakdjian

Vice-Chair Kouchakdjian had nothing to add at this time.

Board Member Roberts

- Attended the Finance Committee meeting last night; liaison appointments, and plans for the upcoming year were addressed

Board Member Carty

- Congratulated the LSRHS girls' lacrosse team for winning the State Title

Board Member Russo

- Attended the first Park and Recreation Summer in the Park Concert Series performance at Haskell Field. The band appealed to all ages and will be performing at the Fall Fest
- Announced mosquito spraying tomorrow night in the areas of Belcher Drive, Hampshire Street, Grindstone Lane, Atkinson Lane, Intervale Road, and Barton Drive
- Recommended residents minimize exposure during mosquito spraying; more detail on Town webpage

Public Comment

Resident and Conservation Commission Chair Dave Henkels, 17 Twin Pond Lane, thanked DPW, staff and volunteers for great clean-up efforts at an isolated resource area at Foss Farm.

Mr. Henkels mentioned the Conservation Commission owns the Davis Farm property, and over the past five years have worked toward the creation of a meadow to encourage wildlife habitation. He acknowledged over the last two weeks, volunteers have removed a considerable amount of invasives and have planted perennials at the site.

Consent Calendar

Vice-Chair Kouchakdjian requested that Consent Calendar item #4 be discussed later in the meeting.

Vote to appoint Paul Marotta, 71 Pelham Island Road, to the Council on Aging for a term expiring 5/31/26. Also vote to reappoint Nancy Rubenstein, 57 Winsor Road, to the Permanent Building Committee for a term expiring 5/31/26.

Vice-Chair Kouchakdjian motioned to appoint Paul Marotta, 71 Pelham Island Road, to the Council on Aging for a term expiring 5/31/26. Also vote to reappoint Nancy Rubenstein, 57 Winsor Road, to the Permanent Building Committee for a term expiring 5/31/26. 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 Paul Marotta, 71 Pelham Island Road, to the Council on Aging for a term expiring 5/31/26. Also vote to reappoint Nancy Rubenstein, 57 Winsor Road, to the Permanent Building Committee for a term expiring 5/31/26

Vote to accept a \$10,000 donation from resident Richard Henken of 28 Jack Pine Drive to be deposited in the Fire Dept. donation account, as requested by Fire Chief John Whalen.

Vice-Chair Kouchakdjian motioned to accept a \$10,000 donation from resident Richard Henken of 28 Jack Pine Drive to be deposited in the Fire Dept. donation account, as requested by Fire Chief John Whalen. Board Member Russo seconded the motion.

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

VOTED: To accept a \$10,000 donation from resident Richard Henken of 28 Jack Pine Drive to be deposited in the Fire Dept. donation account, as requested by Fire Chief John Whalen

Vote to accept a \$7,000 donation from Sudbury Girls Softball League Inc. for the purposes of Feeley Field Softball Fields Phase I contribution improvements, as requested by Dennis Mannone, Park and Recreation Director

Vice-Chair Kouchakdjian motioned to accept a \$7,000 donation from Sudbury Girls Softball League Inc. for the purposes of Feeley Field Softball Fields Phase I contribution improvements, as requested by Dennis Mannone, Park and Recreation Director. Board Member Russo seconded the motion.

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

VOTED: To accept a \$7,000 donation from Sudbury Girls Softball League Inc. for the purposes of Feeley Field Softball Fields Phase I contribution improvements, as requested by Dennis Mannone, Park and Recreation Director

Miscellaneous

Interview candidate for Energy and Sustainability Committee. Following interview, vote whether to appoint Nate Garozzo, 4 Blandford Drive, for a term to expire 5/31/26

Present: Nate Garozzo, 4 Blandford Drive

Mr. Garozzo confirmed he will be a senior at LSRHS in the fall and had a great interest in agriculture. He mentioned aspects of climate change affecting farm crops.

Board Member Carty explained the Energy and Sustainability Committee membership requires all Committee members be registered voters. He recommended the vote be tabled in order to amend the requirement or have Mr. Garozzo pre-register as a voter. Board Members concurred with appointing Mr. Garozzo to the Sustainability Committee at an upcoming Select Board meeting, after Mr. Garozzo pre-registers to vote.

Interview candidate for Permanent Building Committee. Following interview, vote whether to appoint James Kelly, 19 Oakwood Avenue, for a term to expire 5/31/26

Present: James Kelly, 19 Oakwood Avenue

Mr. Kelly confirmed that he resided in Sudbury for some 28 years and was the building inspector in Sudbury for 17 years, and also the Combined Facilities Director. He acknowledged he's currently the Building Commissioner in Lexington.

Board Members agreed that Mr. Kelly would be a great asset to the Permanent Building Committee (PBC).

Combined Facilities Director Sandra Duran fully supports Mr. Kelly's appointment to the PBC.

Vice-Chair Kouchakdjian motioned to appoint James Kelly, 19 Oakwood Avenue, to the Permanent Building Committee for a term to expire 5/31/26. Board Member Roberts seconded the motion.

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

VOTED: To appoint James Kelly, 19 Oakwood Avenue, to the Permanent Building Committee for a term to expire 5/31/26

Update on Fairbank Community Center and Fire Station

Present: Sandra Duran, Combined Facilities Director

Fire Station Update

Ms. Duran explained that within three to four months interior and exterior construction would be complete for Fire Station #2. She detailed that the final project phase would include installation/placement of “furniture, fixtures and equipment” with occupancy planned for October or November 2023.

Ms. Duran acknowledged that construction was ahead of schedule and the project was financially on target.

Fairbank Community Center Update

Ms. Duran presented the “Fairbank Community Center Project Update – June 27, 2023” powerpoint slides. She included site work progress photos and a summary of the “General Project Update:”

- Project currently on schedule – First phase target completion date – 10/31/23. Move in date is November 1-6.
- IT, AV and Technology Final Enhanced Design Completed. RFP docs in progress.
- Meetings with Town and School IT Directors, SPS, Senior Center and Park and Recreation are continuing to prepare for occupant moves.

Board members expressed their gratitude for the great progress made with the project.

Firearms bylaw discussion

Board Members reviewed the edits/additions/deletions made to the proposed Firearms Bylaw document.

Board Member Carty commented excessive restriction might be challenged, and zoning aspects should be further analyzed. He stressed that a public hearing sponsored by the Select Board should be considered.

Board Member Russo inquired about associated training aspects, security/video installations, age restrictions, and restrictive zoning areas.

Vice-Chair Kouchakdjian maintained a definitive “no” regarding gun sales in Sudbury. She confirmed that she studied related case law, and the 2nd Amendment did not require gun shops in Sudbury.

Board Member Roberts stated that she respected Town Counsel’s recommendations presented at the March 21, 2023 Select Board meeting.

Chair Dretler experts on the firearms issue should provide additional information on related zoning. She noted that the final determination should not be made by the Select Board.

Town Manager Sheehan recommended that Town Counsel attend the July 11th Select Board meeting and present related commentary. Board Members were in agreement.

Discussion on Town Forum Topics

Vice-Chair Kouchakdjian recommended a business and economic development forum to help determine what Sudbury residents might want in Town, with consideration of two rail trails as well.

Chair Dretler mentioned the possibility of sponsoring a MBTA Communities Forum. Board Member Carty commented that a MBTA Communities Forum would be timely and informative.

Board Member Roberts noted that the MBTA Communities topic required some type of community input meeting, and a forum might be most appropriate.

Board Member Russo indicated his first preference would be to schedule a MBTA Communities Forum to be explained by experts and consider resident comments.

Chair Dretler acknowledged that a business and economic development forum would be timely, especially in consideration of the new trails, however, it would be somewhat problematic due to staffing deficiencies in the Planning Department.

Chair Dretler recommended Vice-Chair Kouchakdjian and Town Manager Sheehan provide the Board with additional detail regarding a proposed business and economic development forum at the next Select Board meeting.

Chair Dretler emphasized that she wanted to hear from the Planning Board regarding their thoughts regarding the MBTA Communities topic.

Vote whether to approve the Town Manager's annual reappointments (all of which are subject to acceptance). Also vote to approve new appointments to Commission on Disability

Commission on Disability Appointments

Vice-Chair Kouchakdjian motioned to appoint the following members to the Commission on Disability: Karyn Jones for a term through 5/31/26; Bessie Struck for a term through 5/31/25; Cheryl Wallace for a term through 5/31/24. 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 the following members to the Commission on Disability: Karyn Jones for a term through 5/31/26; Bessie Struck for a term through 5/31/25; Cheryl Wallace for a term through 5/31/24

Conservation Commission Appointments

Vice-Chair Kouchakdjian motioned to appoint the following members to the Conservation Commission: David Henkels for a term through 5/31/26; Jeremy Cook for a term through 5/31/26; Luke Faust for a term through 5/31/24. 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 the following members to the Conservation Commission: David Henkels for a term through 5/31/26; Jeremy Cook for a term through 5/31/26; Luke Faust for a term through 5/31/24

Historical Commission Appointment

Vice-Chair Kouchakdjian motioned to reappoint Jan Costa to the Historical Commission for a term through 5/31/26. Board Member Roberts seconded the motion.

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

VOTED: To reappoint Jan Costa to the Historical Commission for a term through 5/31/26

Review and possibly approve the minutes of 6/9/21 Sewataro Assessment and Recommendations Subcommittee

6/9/21 Sewataro Assessment and Recommendations Subcommittee Minutes

Vice-Chair Kouchakdjian motioned to approve the 6/9/21 Sewataro Assessment and Recommendations Subcommittee Minutes. Board Member Russo seconded the motion.

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

VOTED: To approve the 6/9/21 Sewataro Assessment and Recommendations Subcommittee Minutes

Review and possibly approve the regular session meeting minutes of 12/20/22, 2/13/23, 2/15/23, 2/28/23, 4/4/23, 5/30/23

12/20/22 Regular Session Minutes

Vice-Chair Kouchakdjian motioned to approve the regular session meeting minutes of 12/20/22, as edited. Board Member Roberts seconded the motion.

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

VOTED: To approve the regular session meeting minutes of 12/20/22, as edited

2/13/23 Regular Session Minutes

Vice-Chair Kouchakdjian motioned to approve the regular session meeting minutes of 2/13/23, as edited. Board Member Roberts seconded the motion.

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

VOTED: To approve the regular session meeting minutes of 2/13/23, as edited

2/15/23 Regular Session Minutes

Vice-Chair Kouchakdjian motioned to approve the regular session meeting minutes of 2/15/23. Board Member Russo seconded the motion.

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

VOTED: To approve the regular session meeting minutes of 2/15/23

2/28/23 Regular Session Minutes

Vice-Chair Kouchakdjian motioned to approve the regular session meeting minutes of 2/28/23 as edited. Board Member Roberts seconded the motion.

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

VOTED: To approve the regular session meeting minutes of 2/28/23, as edited

4/4/23 Regular Session Minutes

Board Member Russo indicated that he wished to provide additional details. Chair Dretler recommended that Member Russo present his additions at the next Board meeting.

5/30/23 Regular Session Minutes

Vice-Chair Kouchakdjian motioned to approve the regular session meeting minutes of 5/30/23, as edited. Board Member Carty seconded the motion.

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

VOTED: To approve the regular session meeting minutes of 5/30/23, as edited

Vote to extend the Town's Uber for Business Dashboard Access Agreement with Uber Technologies, Inc. for one (1) year per the terms of the existing agreement, to expire 6/30/24.

Vice-Chair Kouchakdjian inquired about Uber wheel-chair accessibility for patrons. Board Member Carty confirmed that such accessibility was not available at this time.

Vice-Chair Kouchakdjian motioned to extend the Town's Uber for Business Dashboard Access Agreement with Uber Technologies, Inc. for one (1) year per the terms of the existing agreement, to expire 6/30/24. Board Member Roberts seconded the motion.

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

VOTED: To extend the Town's Uber for Business Dashboard Access Agreement with Uber Technologies, Inc. for one (1) year per the terms of the existing agreement, to expire 6/30/24

Vote to close open session, and enter executive session to review, approve and possibly release executive session meeting minutes pursuant to G.L. c. 30A, § 21(a)(7) (Purpose 7), citing to the Open Meeting Law, G.L. c. 30A, §§ 22(f), (g), and not return to open session.

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, Carty-aye, Russo-aye, Roberts-aye, Dretler-aye

VOTED: To close open session, and enter executive session to review, approve and possibly release executive session meeting minutes pursuant to G.L. c. 30A, § 21(a)(7) (Purpose 7), citing to the Open Meeting Law, G.L. c. 30A, §§ 22(f), (g), and not return to open session.

There being no further business, Open Session was adjourned at 9:52 PM.



SUDBURY SELECT BOARD

Tuesday, July 25, 2023

EXECUTIVE SESSION

14: Executive Session to review/approve/release minutes

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to close open session, and enter executive session to review, approve and possibly release executive session meeting minutes pursuant to G.L. c. 30A, § 21(a)(7) (Purpose 7), citing to the Open Meeting Law, G.L. c. 30A, §§ 22(f), (g).

Recommendations/Suggested Motion/Vote: Vote to close open session, and enter executive session to review, approve and possibly release executive session meeting minutes pursuant to G.L. c. 30A, § 21(a)(7) (Purpose 7), citing to the Open Meeting Law, G.L. c. 30A, §§ 22(f), (g).

Background Information:
attached drafts of 2/9/21, 12/21/21, 11/29/22, 4/5/23, 6/13/23, 6/27/23

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

07/25/2023 7:00 PM



SUDBURY SELECT BOARD
Tuesday, July 25, 2023

EXECUTIVE SESSION

15: Close executive session

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to close executive session and not resume open session.

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

07/25/2023 7:00 PM