



SUDBURY SELECT BOARD
TUESDAY NOVEMBER 14, 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 accept a grant from the Massachusetts Department of Environmental Protection (DEP) under the Sustainable Materials Recovery Program in the amount of \$4,550; and further, to authorize the Town Manager to execute the Recycling Dividend Program (RDP) contract between the Massachusetts Department of Environmental Protection and the Town of Sudbury and to apply for and accept funds on behalf of the Town of Sudbury.
2.		<i>VOTE</i>	Vote to accept a \$1,000 donation from Salem Five in support of Summer Concert Series, as requested by Dennis Mannone, Park and Recreation Director.
3.		<i>VOTE</i>	Vote to accept the donation of a Swim Scoreboard from Lincoln-Sudbury Regional High School and the Sudbury Swim Team, valued at \$26,000, to be installed at Atkinson Pool.
4.		<i>VOTE</i>	Vote to accept two grants from the Body Worn Camera Grant Program offered by the Executive Office of Public Safety and Security's Office of Grants and Research (OGR) in the amount of \$63,287, as requested by Police Chief Scott Nix.
5.		<i>VOTE / SIGN</i>	Vote to grant a 1-day Wine & Malt license to Goodnow Library Foundation, Inc, to accommodate a Donor Reception on Thursday, December 7, 2023 from 5:30 PM to 7:00 PM at Goodnow Library, 21 Concord Rd, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.
6.		<i>VOTE</i>	Vote to approve a one-hour extension of the licensed closing hour and serving of alcoholic beverages for licensees who make application in advance to the Town Manager's Office: Lavender, 519A Boston Post Road and Sobre Mesa, 29 Hudson Road on Wednesday, November 22, 2023 (Thanksgiving eve) and Sunday December 31, 2023 (New Year's Eve), on the condition that the

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
			kitchen remains open and food is served.
7.		<i>VOTE</i>	Vote to enter into the Town record and congratulate the following members of BSA Scout Troop 61 for having achieved the high honor of Eagle Scout: Matthew Gregor, Akim Abramkin, Alec Arthur, Asher Leavitt, Caleb Büttner, Cam Rogers, Finn Barrett, and Kayhaan Farahbakhshian.
8.		<i>VOTE</i>	Vote to approve award of contract by the Town Manager to Brightly Software, Inc., at the request of the Combined Facilities Director, for professional consulting services related to the implementation of Asset Essentials software, said software to be used for the Town's continuing operational needs including the proposed Facility Department's Facility Condition and Space Use assessment of Town Buildings; said award shall include all related contractual matters relative thereto for extended years.
MISCELLANEOUS			
9.		<i>VOTE</i>	Interview candidates for Cultural Council. Following interview, vote whether to appoint Nancy Hudgins, 9 Kendall Road, and Athena Buenconsejo, 54 King Philip Road, both for terms ending 10/30/26.
10.		<i>VOTE</i>	Discussion of whether to vote to opt-out of mail in voting for the March 25, 2024 Annual Town Election, as requested by Town Clerk Beth Klein.
11.			Town Manager to present the Financial Condition of the Town and Preview of FY2025.
12.		<i>VOTE</i>	Review the Select Board Fall 2023 Newsletter articles and approve for distribution.
13.		<i>VOTE</i>	Vote to review and possibly approve open session minutes of 10/10/23 and 10/24/23.
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, November 14, 2023

CONSENT CALENDAR ITEM

1: Accept grant from DEP

REQUESTOR SECTION

Date of request:

Requestor: Denise Barter DPW

Formal Title: Vote to accept a grant from the Massachusetts Department of Environmental Protection (DEP) under the Sustainable Materials Recovery Program in the amount of \$4,550; and further, to authorize the Town Manager to execute the Recycling Dividend Program (RDP) contract between the Massachusetts Department of Environmental Protection and the Town of Sudbury and to apply for and accept funds on behalf of the Town of Sudbury.

Recommendations/Suggested Motion/Vote: Vote to accept a grant from the Massachusetts Department of Environmental Protection (DEP under the Sustainable Materials Recovery Program in the amount of \$4,550; and further, to authorize the Town Manager to execute the Recycling Dividend Program (RDP) contract between the Massachusetts Department of Environmental Protection and the Town of Sudbury and to apply for and accept funds on behalf of the Town of Sudbury.

Background Information:
attached contract and award letter.

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

11/14/2023 7:00 PM



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

100 Cambridge Street Suite 900 Boston, MA 02114 • 617-292-5500

Maura T. Healey
Governor

Kimberley Driscoll
Lieutenant Governor

Rebecca L. Tepper
Secretary

Bonnie Heiple
Commissioner

September 27, 2023

Maryanne Bilodeau
Interim Town Manager
Town of Sudbury
278 Old Sudbury Road
Sudbury, MA 01776

Dear Ms. Bilodeau,

Congratulations! It is my pleasure to inform you that the Massachusetts Department of Environmental Protection (MassDEP) has awarded the Town of Sudbury Recycling Dividends Program funds under the Sustainable Materials Recovery Program. The Town of Sudbury has earned 13 points and will receive \$4,550.

The Sustainable Materials Recovery Program (SMRP) was created under 310 CMR 19.300-303 and the Green Communities Act, which directs a portion of the proceeds from the sale of Waste Energy Certificates to recycling programs approved by MassDEP. This year, we are awarding \$5.2 million in SMRP funding to 283 municipalities and regional groups.

Recycling programs play a vital role in limiting our dependence on landfills and incinerators, reducing greenhouse gas emissions, and supporting economic activity in the Commonwealth. Recycling Dividend Program funds foster investment in local programs including recycling equipment, organics diversion, outreach and education, pilot programs, school recycling, toxics reduction, and more. Please refer to the [RDP Approved Expenses List](#) for more information. MassDEP has invested in developing nationally recognized tools to assist municipalities with reducing recycling contamination and improving public awareness of smart recycling practices. We encourage you to utilize the [Recycling IQ Kit](#) and [Recycle Smart MA](#) website and to consult with your MassDEP [Municipal Assistance Coordinator](#) for assistance in implementing these best practices.

To accept your grant award, please sign and return the attached RDP Contract via email before January 15, 2024. After we receive your signed RDP contract, funds will be sent to your community. Should you have any questions, please email Rachel Smith at Rachel.Smith@mass.gov.

Thank you for your continued commitment to recycling and waste reduction in Massachusetts.

Sincerely,

Bonnie Heiple
Commissioner



Checklist for Recycling Dividends Program Grant Award

This document contains important grant deadlines and requirements.

STEP ONE: EXECUTING THE CONTRACT

It is the responsibility of the municipal Recycling Contact to ensure that the RDP Contract is signed by an **individual currently holding one of the Titles** listed on the Authorized Signatory Listing form, which your municipality filed with MassDEP in 2022. If the person(s) listed on the form has changed (e.g., a new Mayor has been elected), the municipal official with the same title may sign the RDP Contract and a new Authorized Signatory Listing form **IS NOT REQUIRED**.

Please sign and email the RDP Contract to Rachel.Smith@mass.gov for processing of payment no later than January 15, 2024, or funds may be forfeited.

Acceptable forms of signature are:

1. Traditional “wet signature” (ink on paper, scan, and email).
2. Electronic signature that is either hand drawn using a mouse or finger if working from a touch screen device; or
3. Electronic signature affixed using a digital tool such as Adobe Sign or DocuSign.

STEP TWO: TRACK EXPENDITURES BY APPROVED EXPENSE CATEGORY

- ➡ This is not a reimbursement-based grant. Your award payment will be processed as soon as the RDP Contract is returned.
- ➡ However, you are required to keep track of approved expenditures, by expense categories. Please review the list of [Approved Spending Categories](#) to determine the appropriate category. Items/activities are listed in the category deemed most appropriate in cases where there is overlap.
- ➡ Be prepared to be audited.

STEP THREE: REPORT EXPENDITURES AND REMAINING BALANCE

- ➡ The municipality is required to report all expenditures from the previous calendar year no later than February 15th.

Contact Rachel Smith at Rachel.Smith@mass.gov with any questions.

SIGN AND RETURN THIS DOCUMENT TO MASSDEP VIA EMAIL

**RECYCLING DIVIDEND PROGRAM CONTRACT (“RDP Contract”)
BETWEEN THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF ENVIRONMENTAL PROTECTION (“MassDEP”)
AND THE Town of Sudbury (“Municipality”)**

Pursuant to the Green Communities Act, relevant provisions of which are codified at M.G.L. c. 25A, Section 11F(d) and the regulations promulgated thereunder at 310 CMR 19.300 and in support of the Massachusetts Solid Waste Master Plan developed pursuant to M.G.L. c. 16, Section 21, MassDEP has awarded the Municipality a Sustainable Materials Recovery Program grant under the Recycling Dividends Program (“RDP”). The Municipality has earned a payment of \$4,550.

The Recycling Dividends Program provides payments to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling, and waste reduction. Municipalities receive payments according to the number of criteria points their program earns based on the *2023 Details: Recycling Dividends Program* and number of residents served as described below. RDP provides an incentive for municipalities to improve their recycling programs by implementing best practices and rewards communities with model recycling and waste reduction programs.

Duration: The term of this Contract shall be in effect until the municipality has expended all RDP funds and reported to MassDEP on use of funds.

RESPONSIBILITIES OF THE MUNICIPALITY

1. **Authority:** The Signatory of this RDP Contract is authorized by the governing body of the Municipality to enter into this Contract on behalf of the Municipality and apply for and accept funds on behalf of the Municipality.
2. **Commonwealth Terms and Conditions:** The Municipality shall comply with the Commonwealth Terms and Conditions and other requirements set forth in the Municipality’s executed Master Service Agreement.
3. **Failure to Comply:** If, in the judgment of MassDEP, the Municipality fails to comply with any of its responsibilities identified in this Contract, then, at the election of MassDEP, (a) the Municipality shall repay the RDP funds to MassDEP within 90 days; and/or (b) title to all materials purchased with the RDP funds immediately and without any further steps shall be transferred to MassDEP; and/or (c) MassDEP may find the Municipality not eligible to seek another Sustainable Materials Recovery Program Grant for up to three years. MassDEP may provide written notice to the Municipality of any such failure to comply. Such notice may provide a time period and manner for the Municipality to cease or remedy the failure. Such notice from MassDEP of any such failure by the Municipality is not a precondition to MassDEP’s right to select options (a), (b), and/or (c) above. The Municipality shall follow the instructions of MassDEP regarding possession of the materials purchased with RDP funds. The Parties hereby agree to execute any and all documents necessary to accomplish said transfer. Furthermore, the Municipality shall transfer or arrange to transfer actual possession of said materials to an authorized representative of the Commonwealth of Massachusetts or its designee.
4. **Recycling in Practice:** The Municipality has established paper, bottle, and can recycling in all municipal buildings, offices and meeting spaces, including schools. The Municipality shall continue such paper, bottle, and can recycling during the term of the RDP Contract.
5. **Notification of Buy Recycled Policy:** The Grantee has established a written policy which promotes a preference for the purchase of recycled products in lieu of non-recycled products and distributes an annual notification of the Buy Recycled Policy, ordinance or by-law to all staff, department heads and employees with purchasing authority. This notice should be sent from the Mayor, Board of Selectmen, Town Manager, Town Administrator, or Chief Purchasing or Procurement Officer; and should include specific language encouraging the purchase of recycled products as it supports municipal recycling collection programs, recycling markets, and supports closed loop recycling. The Grantee shall submit the annual notification to MassDEP on or before February 15th during the term of the Grant. Failure to submit by this deadline will result in the loss of an RDP point.

Attachment 1.c: Sudbury Spring 23 RDP Contract (6029 : Accept grant from DEP)

SIGN AND RETURN THIS DOCUMENT TO MASSDEP VIA EMAIL

6. **RDP Payment Calculation:** MassDEP has calculated the RDP Payment using the table below which shows payment brackets based on the number of households served by the municipal solid waste program and the point value for each bracket. *See Details: Recycling Dividends Program guidance document for additional information on point value.*

RDP Payment Brackets

# of Households that Receive Trash Service Provided by the Municipality	Point Value Basic Level 1-9 pts.	Point Value Advanced Level ≥ 10 pts. or RDP EJ Populations
0 - 1,999	\$245	\$350
2,000 - 4,999	\$420	\$600
5,000 - 7,499	\$770	\$1,100
7,500 - 9,499	\$910	\$1,300
9,500 - 12,499	\$1,260	\$1,800
12,500 - 16,999	\$2,100	\$3,000
17,000 - 24,999	\$2,450	\$3,500
25,000 - 31,999	\$2,800	\$4,000
32,000 - 99,999	\$4,550	\$6,500
100,000 +	\$7,000	\$10,000

7. **Program Criteria:** The Municipality, through its RDP application, certifies that all points earned are for programs that were in place between July 1, 2022 and June 30, 2023 and that these programs fully meet the performance standard set forth in the *2023 Details: Recycling Dividends Program guidance document*.
8. **Use of Funds:** RDP Payments shall be expended on activities and programs listed on the Approved Spending Categories for Recycling Dividends Program and Regional Small Scale Initiative Funds, to enhance the performance of the Municipality's waste reduction programs. Use of a dedicated account is recommended. Funds may be carried over to future years and accumulated to fund a larger eligible expense or project. Planned use of funds shall be noted on the Annual RDP Spending Report. However, MassDEP may delay future RDP payments if municipality is not expending funds.
9. **Record Keeping:** The Municipality shall be responsible for keeping documentation (i.e., proof of purchase in the form of an invoice which lists the vendor name and address, item purchased, item price, number of items purchased and shipping costs if any) by calendar year, of how RDP funds were expended and the remaining balance of RDP funds. MassDEP may conduct record audits to ensure compliance with this Contract.
10. **Reporting:** By February 15th of each year, for the duration of the Contract, the Municipality shall submit the annual Recycling and Solid Waste survey and the RDP Spending Report through its ReTRAC Connect™ account. Submission of the Annual Notification of Buy Recycled Policy as described in condition 5. above is also required. Failure to comply with these reporting requirements will result in the loss of one RDP point and may jeopardize future grant awards and RDP payments.
11. **Environmental Compliance:** The Municipality understands receipt of RDP funds from MassDEP does not in any way imply that the Municipality is in compliance with applicable environmental regulations. This Municipality shall not be construed as, nor operate as, relieving the Municipality or any other person of the necessity of complying with all applicable federal, state, and local laws, regulations and approvals. The Municipality's facility(ies) are subject to inspection at any time by MassDEP and noncompliance with applicable environmental regulations may result in formal enforcement actions, including penalties.
12. **Addendums:** Should MassDEP award additional RDP funds, an addendum to the Contract shall be provided to the Municipality. The same terms and conditions apply to the addendum.

SIGN AND RETURN THIS DOCUMENT TO MASSDEP VIA EMAIL

13. RDP Payment Calculation:

The Municipality's payment has been calculated as follows:
(NET RDP POINTS EARNED) x (VALUE OF EACH POINT)

a. Bulky Items	2
b. Center for Hard to Recycle Materials	2
c. Curbside Recycling Regulation	0
d. Diversity, Equity, and Inclusion	0
e. Household Hazardous Waste	0
f. Organics	0
g. Recycling Center Access	0
h. Reuse Programs	1
i. Solid Waste Reduction	5
j. Textile Recovery Initiatives	0
k. Waste Prevention Outreach and Education	1
l. Yard Waste	2
TOTAL RDP POINTS EARNED	13
POINT DEDUCTED DUE TO LATE SUBMISSION	N/A
NET RDP POINTS EARNED	13
VALUE OF EACH POINT	\$350
RDP PAYMENT AMOUNT	\$4,550

IN WITNESS WHEREOF, MassDEP and the Municipality hereby execute this Contract.

COMMONWEALTH OF MASSACHUSETTS

By: _____ Date _____
John Fischer, Deputy Division Director
Bureau of Air and Waste
Department of Environmental Protection

Town of Sudbury
Municipal Official(s) Authorized to sign: **Town Manager**
VC6000191996

By: _____ Date _____
Signature Title

Print Name

Attachment1.c: Sudbury Spring23 RDP Contract (6029 : Accept grant from DEP)



SUDBURY SELECT BOARD
Tuesday, November 14, 2023

CONSENT CALENDAR ITEM

2: Accept donation to Park & Rec from Salem Five

REQUESTOR SECTION

Date of request:

Requestor: Dennis Mannone, Park & Rec Director

Formal Title: Vote to accept a \$1,000 donation from Salem Five in support of Summer Concert Series, as requested by Dennis Mannone, Park and Recreation Director.

Recommendations/Suggested Motion/Vote: Vote to accept a \$1,000 donation from Salem Five in support of Summer Concert Series, as requested by Dennis Mannone, Park and Recreation Director.

Background Information:
attached letter

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

11/14/2023 7:00 PM



August 3, 2023

Tricia Sardagnola
Town Of Sudbury
Parks & Recreation
40 Fairbank Road
Sudbury, MA 01776

Re: Charitable Contribution

Dear Ms. Sardagnola,

Salem Five Bank is pleased to contribute the enclosed check for \$1,000.00 in support of the Sudbury Summer Concerts.

Salem Five contributes every day to helping build stronger, more vibrant and prosperous communities. We do this through civic leadership, the volunteer efforts of our employees who are deeply involved in our local communities, lending programs that help people build and maintain their homes and businesses, and through the ongoing financial support from the Salem Five Charitable Foundation.

Since 1855, Salem Five Bank has been continuously building on a strong foundation of philanthropy. We are firmly committed to having a positive impact on the quality of life in our area, and are proud to offer a source of support to non-profit organizations on which a great many people in our area depend.

We applaud your important and meaningful efforts on behalf of our communities.

Best regards,

A handwritten signature in black ink that reads "Ping Yin Chai". The signature is written in a cursive, flowing style.

Ping Yin Chai
President and CEO

Enclosure
mhn



SUDBURY SELECT BOARD
Tuesday, November 14, 2023

CONSENT CALENDAR ITEM

3: Accept donation of Swim Scoreboard for Atkinson Pool

REQUESTOR SECTION

Date of request:

Requestor: LSRHS Athletic Director Dan Lee

Formal Title: Vote to accept the donation of a Swim Scoreboard from Lincoln-Sudbury Regional High School and the Sudbury Swim Team, valued at \$26,000, to be installed at Atkinson Pool.

Recommendations/Suggested Motion/Vote: Vote to accept the donation of a Swim Scoreboard from Lincoln-Sudbury Regional High School and the Sudbury Swim Team, valued at \$26,000, to be installed at Atkinson Pool.

Background Information:

The Lincoln-Sudbury High School and Sudbury Swim Team are looking to replace the 15-20+ year old timing scoreboard at Atkinson Pool. This will be deemed a donation to the Town and there should be no impact on the Town outside of a small expected reduction in electricity due to a more efficient scoreboard. The current scoreboard is not fully functional and has exceeded its life expectancy and needs to be replaced in order to run swim meets at the pool. It will be owned and maintained by the two teams.

Financial impact expected:none; scoreboard and installation paid for by LSRHS and Sudbury Swim Team

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

11/14/2023 7:00 PM



SUDBURY SELECT BOARD

Tuesday, November 14, 2023

CONSENT CALENDAR ITEM

4: Accept two grants for police body cameras

REQUESTOR SECTION

Date of request:

Requestor: Police Chief Scott Nix

Formal Title: Vote to accept two grants from the Body Worn Camera Grant Program offered by the Executive Office of Public Safety and Security's Office of Grants and Research (OGR) in the amount of \$63,287, as requested by Police Chief Scott Nix.

Recommendations/Suggested Motion/Vote: Vote to accept two grants from the Body Worn Camera Grant Program offered by the Executive Office of Public Safety and Security's Office of Grants and Research (OGR) in the amount of \$63,287, as requested by Police Chief Scott Nix.

Background Information:
attached letters from Gov. Charles Baker and Gov. Maura Healey

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

11/14/2023 7:00 PM



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617)725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

November 18, 2021

Scott Nix, Chief
Sudbury Police Department
75 Hudson Road
Sudbury, MA 01776

Dear Chief Nix:

Congratulations! We are pleased to inform you that the Executive Office of Public Safety and Security's Office of Grants and Research (OGR) has awarded the **Sudbury Police Department** \$35,500.00 for your FY22 Body Worn Cameras grant program. Funds are being made available from the Commonwealth of Massachusetts and administered by the OGR.

All documents necessary to make this award official will be forthcoming. Throughout the project period, the OGR will provide grant administrative assistance, oversight and technical assistance, as needed.

In the meantime, if you have any questions, please feel free to contact Alexander Marcus, OGR Project Coordinator at Alexander.D.Marcus@mass.gov or on the telephone at (617) 933-3524.

Congratulations on your award!

Sincerely,

Governor Charles D. Baker

Lt. Governor Karyn E. Polito



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE BOSTON, MA 02133
(617) 725-4000

MAURA T. HEALEY
GOVERNOR

KIMBERLEY DRISCOLL
LIEUTENANT GOVERNOR

10/02/2023

Dear Chief Nix,

Congratulations! We are pleased to notify you that the **Sudbury Police Department** has been awarded **\$27,787.00** in grant funding from the **FY24 Body Worn Camera Grant Program** offered by the Executive Office of Public Safety and Security's Office of Grants and Research (OGR).

Additional correspondence, including all the documents necessary to make this award official will be forthcoming from OGR. In the meantime, if you have any questions, please feel free to contact Samantha Frongillo at (781) 535-0080 or samantha.frongillo@mass.gov

Once again, congratulations on this award and thank you for your commitment to public safety.

Sincerely,

Handwritten signature of Maura T. Healey in blue ink.

GOVERNOR MAURA T. HEALEY

Handwritten signature of Kimberley Driscoll in blue ink.

LT. GOVERNOR KIMBERLEY DRISCOLL



SUDBURY SELECT BOARD
Tuesday, November 14, 2023

CONSENT CALENDAR ITEM

5: Goodnow Library Foundation One Day Alcohol License 2023

REQUESTOR SECTION

Date of request:

Requestor: Kristin Schneider, Goodnow Library Foundation

Formal Title: Vote to grant a 1-day Wine & Malt license to Goodnow Library Foundation, Inc, to accommodate a Donor Reception on Thursday, December 7, 2023 from 5:30 PM to 7:00 PM at Goodnow Library, 21 Concord Rd, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.

Recommendations/Suggested Motion/Vote: Vote to grant a 1-day Wine & Malt license to Goodnow Library Foundation, Inc, to accommodate a Donor Reception on Thursday, December 7, 2023 from 5:30 PM to 7:00 PM at Goodnow Library, 21 Concord Rd, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.

Background Information:

Financial impact expected:\$25 license fee to General Fund

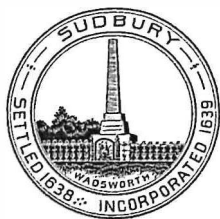
Approximate agenda time requested:

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

11/14/2023 7:00 PM



Town of Sudbury

Office of Selectmen
www.sudbury.ma.us

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776-1843
978-639-3381
Fax: 978-443-0756
Email: BOSSadmin@sudbury.ma.us

APPLICATION FOR ONE-DAY LIQUOR LICENSE (NON-PROFIT)

Non-profit organizations hosting an event in Sudbury are eligible to apply for a one-day liquor license. All licensees must purchase their alcoholic beverages from a licensed Massachusetts wholesaler, manufacturer, winery shipment licensee, farmer brewery, farmer distillery or holder of a Special Permit issued by the ABCC.*

Application processing can take up to four weeks as approval from the Fire, Police, Building and Board of Health departments are required prior to Board of Selectmen approval. Processing begins after all required materials are received, so please plan accordingly.

Name of Responsible Manager: Kristin Schneider

Address of Responsible Manager: 21 Concord Road, Sudbury, MA

Phone: _____ E-mail: _____

Non-Profit Organization Name: Goodnow Library Foundation

Name & Purpose of Event: Donor reception, fundraising

Name(s) of Brewery/ Distillery/Winery/Wholesaler/Manufacturer to provide alcohol:
Baystate Wine and Spirits Wholesaler

License Type Requested: \$25 Wine & Malt – OR – \$35 All Alcohol

Event Date: 12/7/2023 Event Time: 5:30-7:00pm

Event Venue: Goodnow Library

Event Address: 21 Concord Road, Sudbury, MA

Documents Enclosed:

- Certificate of Liquor Liability
 - a. \$1,000,000 minimum amount
 - b. "Town of Sudbury" listed as additional insured
- Proof of bartender(s) training/certification. (For example, a TIPS certificate.)
- Application fee: \$25 W&M or \$35 All Alcohol. Check payable to Town of Sudbury.

FCD TOWN OF SUDBURY
OCT 16 2023 PM 2:41

Please submit completed application and materials to:

Board of Selectmen's Office, 278 Old Sudbury Rd., Sudbury, MA 01776

9/28/2023

Date

Kristin Schneider
Applicant Signature

*For a complete list of Authorized Alcohol Providers for 1-Day licenses, please visit <https://licensing.state.ma.us/CitizenAccess/GeneralProperty/PropertyLookup.aspx?isLicense=Y>. Under *Licensing Entity* select "Alcoholic Beverages Control Commission" and under *License Type* select either Wholesaler, Manufacturer, Direct Wine Shipper, Farmer Brewer, Farmer Distiller and/or Farmer Winery.

Goodnow Foundation Donor Reception – One Day Wine & Malt License
December 7, 2023
Department Feedback

Department	Staff	Date	Comments
Building Department	Andrew Lewis	11/7/23	The Building Dept. has no issue with this request.
Fire Department	Chief Whalen	11/6/23	The Fire Department has no issue with this application.
Health Department	Vivian Zeng	11/8/23	Looks good on our end.
Police Department	Chief Nix	11/6/23	The police department has no issues with the event.



SUDBURY SELECT BOARD
Tuesday, November 14, 2023

CONSENT CALENDAR ITEM

6: Serving Extensions: Thanksgiving and New Year's Eve 2023

REQUESTOR SECTION

Date of request:

Requested by: Leila S. Frank

Formal Title: Vote to approve a one-hour extension of the licensed closing hour and serving of alcoholic beverages for licensees who make application in advance to the Town Manager’s Office: Lavender, 519A Boston Post Road and Sobre Mesa, 29 Hudson Road on Wednesday, November 22, 2023 (Thanksgiving eve) and Sunday December 31, 2023 (New Year's Eve), on the condition that the kitchen remains open and food is served.

Recommendations/Suggested Motion/Vote: Vote to approve a one-hour extension of the licensed closing hour and serving of alcoholic beverages for licensees who make application in advance to the Town Manager’s Office: Lavender, 519A Boston Post Road and Sobre Mesa, 29 Hudson Road on Wednesday, November 22, 2023 (Thanksgiving eve) and Sunday December 31, 2023 (New Year's Eve), on the condition that the kitchen remains open and food is served.

Background Information:

Feedback from Police Chief Nix: We have not had any issues with either venue hence, I would have no issues with the Select Board authorizing same.

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
Select Board	Pending
Select Board	Pending

11/14/2023 7:00 PM



SUDBURY SELECT BOARD
Tuesday, November 14, 2023

CONSENT CALENDAR ITEM

7: Eagle Scout letters of recognition

REQUESTOR SECTION

Date of request:

Requestor: BSA tropp 61

Formal Title: Vote to enter into the Town record and congratulate the following members of BSA Scout Troop 61 for having achieved the high honor of Eagle Scout: Matthew Gregor, Akim Abramkin, Alec Arthur, Asher Leavitt, Caleb Büttner, Cam Rogers, Finn Barrett, and Kayhaan Farahbakhshian.

Recommendations/Suggested Motion/Vote: Vote to enter into the Town record and congratulate the following members of BSA Scout Troop 61 for having achieved the high honor of Eagle Scout: Matthew Gregor, Akim Abramkin, Alec Arthur, Asher Leavitt, Caleb Büttner, Cam Rogers, Finn Barrett, and Kayhaan Farahbakhshian.

Background Information:
email request from scout leader

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

11/14/2023 7:00 PM

From: Karen Gregor <karen.gregor25@gmail.com>
Sent: Sunday, November 5, 2023 3:32:09 PM
To: Select Board
Subject: New Eagle Scouts

Good afternoon,

Eight scouts from Troop 61 Sudbury have recently earned the rank of Eagle Scout. We are so proud of their hard work. Their Court of Honor is on December 9, 2023. It would mean a lot to us if you could send them a note of congratulations that we can present to them during the ceremony. Their names are:

Matthew Gregor
Akim Abramkin
Alec Arthur
Asher Leavitt
Caleb Büttner
Cam Rogers
Finn Barrett
Kayhaan Farahbakhshian

If possible, you could send the letters to me at:
Karen Gregor
170 Pratts Mill Rd, Sudbury, MA 01776

Thank you so much!



SUDBURY SELECT BOARD

Tuesday, November 14, 2023

CONSENT CALENDAR ITEM

8: Approve contract to Brightly Software

REQUESTOR SECTION

Date of request:

Requestor: Sandra Duran Combined Facilities Director

Formal Title: Vote to approve award of contract by the Town Manager to Brightly Software, Inc., at the request of the Combined Facilities Director, for professional consulting services related to the implementation of Asset Essentials software, said software to be used for the Town’s continuing operational needs including the proposed Facility Department’s Facility Condition and Space Use assessment of Town Buildings; said award shall include all related contractual matters relative thereto for extended years.

Recommendations/Suggested Motion/Vote: Vote to approve award of contract by the Town Manager to Brightly Software, Inc., at the request of the Combined Facilities Director, for professional consulting services related to the implementation of Asset Essentials software, said software to be used for the Town’s continuing operational needs including the proposed Facility Department’s Facility Condition and Space Use assessment of Town Buildings; said award shall include all related contractual matters relative thereto for extended years.

Background Information:

see attached memo from Sandra Duran, Combined Facilities Director, to Andrew Sheehan, Town Manager

Financial impact expected:Facilities budget

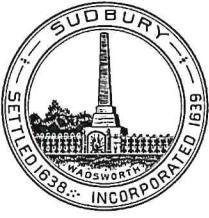
Approximate agenda time requested:

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

11/14/2023 7:00 PM



Town of Sudbury

Facilities Department

275 Old Lancaster Road
Sudbury, MA 01776
978-440-5466; Fax 978-440-5404
facilities@sudbury.ma.us

Sandra R. Duran, Combined Facilities Director

November 8, 2023

To: Andrew Sheehan, Town Manager
From: Sandra R. Duran, Combined Facility Director
RE: Brightly Software Purchase

Dear Andy,

I write to you today to request a vote from the Select Board to enter into a contract with Brightly Software to purchase Asset Essentials in support of a planned facility condition assessment and space use analysis.

Asset Essentials is a cloud-based software that enables users to assign and track the progress of all maintenance activities, manage equipment uptime and reliability, increase productivity, and streamline operations. This contract with Brightly will provide professional consulting services to the Town of Sudbury to implement Asset Essentials. These professional services include meeting with key stakeholders to ensure the set-up and configuration of the system will meet the Town's operational needs; location and category hierarchies are configured appropriately; workflows meet the needs of the operations, available data is cleaned, aligned and imported; and end users are trained and ready for go-live.

This software will be procured through the Sourcewell Purchasing Cooperative who has already gone to bid for their members and have selected Brightly as the best products for the best price.

Here's Sudbury's purchasing information with Sourcewell: <https://www.sourcewell-mn.gov/node/1393556>

Here's Brightly's awarded contract information with Sourcewell: <https://www.sourcewell-mn.gov/cooperative-purchasing/090320-sdi>

In terms of the justification to procure this software, we are working with a vendor, Alpha Facilities to perform a Facility Condition and Space Use Assessment of our town buildings. One key deliverable of the Brightly contract is that it will coincide with the services that we intend to procure with Alpha Facilities in that Brightly will be taking the facility condition assessment data that Alpha collects/provides and importing it into the software to give the Town a turnkey system. This includes:

- Asset/equipment name plate data for an updated asset registry
- Preventative Maintenance schedules so they can be automated and tracked
- Condition data, estimated replacement date & cost to help with short and long term capital replacement planning.

Without software for this data to live, it will sit in a binder/report that will quickly be outdated and will require services again in a short period of time.

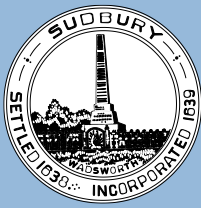
Lastly, the software's work order is intended to be widely used by the operators of the Town's facilities to report maintenance and repair items. This work order system will enable Facilities to track our work, report on productivity and response time, provide real time data as it relates to hot/cold calls, frequency of maintenance repairs and needed capital improvements.

Please let me know if there is any other information that you may find helpful to support this vote request.

Thank you for your consideration,



Sandra R. Duran



SUDBURY SELECT BOARD
Tuesday, November 14, 2023

MISCELLANEOUS (UNTIMED)

9: Interview candidates for Cultural Council

REQUESTOR SECTION

Date of request:

Requestor: Cultural Council chair

Formal Title: Interview candidates for Cultural Council. Following interview, vote whether to appoint Nancy Hudgins, 9 Kendall Road, and Athena Buenconsejo, 54 King Philip Road, both for terms ending 10/30/26.

Recommendations/Suggested Motion/Vote: Interview candidates for Cultural Council. Following interview, vote whether to appoint Nancy Hudgins, 9 Kendall Road, and Athena Buenconsejo, 54 King Philip Road, both for terms ending 10/30/26.

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

11/14/2023 7:00 PM

From: [Ellen Gitelman](#)
To: [Golden, Patricia](#); [Select Board's Office](#)
Subject: Sudbury Cultural Council Connection
Date: Thursday, October 12, 2023 12:34:18 PM
Attachments: [Application-for-Appointment - Cultural Council - Hudgins.pdf](#)

Hi Patty,

Last night (Tuesday, 10/11), the Sudbury Cultural Council unanimously voted to accept three new members:

Nancy Hudgins
Rich Gallup
Kanika Pandey

In addition, at our August 21 meeting, we also approved Athena Buenconsejo as a new member.

Nancy Hudgins can not make the October 24 meeting, unfortunately. I'm not sure yet about Athena Buenconsejo yet, but I will let you know as soon as I do. Please let me know approximately what time they will be on the agenda, so I can let them know. Thanks!

Ellen Gitelman
Chair, Sudbury Cultural Council

Application Form

Profile

Athena _____ A _____ Buenconsejo _____
Middle Initial Last Name

Email Address

54 King Philip Road _____
Home Address Suite or Apt

Sudbury _____ MA _____ 01776 _____
City State Postal Code

Primary Phone Alternate Phone

Which Boards would you like to apply for?

Sudbury Cultural Council: Submitted

2023 Appointment Renewal

Question applies to multiple boards

Do you wish to renew your appointment to the board/committee on which you are currently serving?

Yes No

Question applies to multiple boards

Comments

Sudbury Residency

Years Lived in Sudbury

1.5

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on this board or commission?

I moved to Sudbury in October 2021 from California. After having lived here for nearly 1.5 years, I can say that this is one of the most special places I have ever lived. Sudbury has a harmonious balance of thriving businesses, co-existing with residences, co-existing with our natural (and wild) scenery. There is a lot to be proud of in this town and I wish to contribute to its future, by helping to sustain its beauty and preserve its rich history.

Please describe your experience pertinent to this board/committee.

I have worked as a labor negotiator for nearly 20 years negotiating contracts under what are usually very difficult situations. Additionally, I have extensive experience developing policies to regulate both management and employee conduct. This requires that I think carefully about problems, possible solutions, anticipate unintended consequences, and the prepare proposals and help implement the new policy or program. I believe I bring to the table an ability to objectively think about both sides of an argument and help find solutions that both sides can live with. Also, I am currently pursuing my real estate license.

Do you have previous municipal experience? If so, in what capacity have you served?

I have not served a municipality in the past, but I have served large scale employers and in that capacity, I have addressed and engaged with large audiences regarding controversial and emotionally charged issues.

What is your educational background?

Santa Clara University School of Law Doctorate of Jurisprudence 2004 Mills College Bachelor of Arts, Political, Legal, and Economic Analysis, emphasis in Economics 2001

Self Employed

Employer

Negotiator

Job Title

[Athena_RESUME_2023.docx](#)

Upload a Resume

Availability

When are you available to attend board/committee meetings? (Please select all that apply) *

- Weekday Mornings
- Weekday Evenings
- Weekends

Town Interest

Do you or any member of your family have any business dealings with the Town? If yes, please explain.

none.

Signature Confirmation

Check below to indicate that you have read, understand and agree to the following statement:

I agree that if appointed, I will work toward furtherance of the committee’s mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

I Agree

Fill in your name below to confirm: I hereby submit my application for consideration for appointment to the Board(s) or Commission(s) indicated above.

Athena Buenconsejo

**TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT**

SELECT BOARD
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

FAX: (978) 443-0756
E-MAIL: selectboard@sudbury.ma.us

Board or Committee Name: Sudbury Cultural Council

Name: Nancy Hudgins

Address: 9 Kendall Road, Sudbury, MA 01776 Email Address: [REDACTED]

Home phone: [REDACTED] Work or Cell phone: Same

Years lived in Sudbury: 21

Brief resume of background and pertinent experience:

Nancy started playing horn at age 12, having been inspired by watching the Boston Pops on PBS. She went on to receive her Masters in French Horn Performance at Boston University in 1993 and has been playing in Greater Boston area ever since. A member of the Orchestra of Indian Hill (now Vista Philharmonic) for the past 25 years, Nancy is also a member of the Boston Landmarks Orchestra and has played with Boston Ballet, Boston Lyric Opera, the Portland Symphony, the Plymouth Philharmonic, the New Bedford Symphony and other area ensembles. She has also performed with Luciano Pavarotti, Josh Grobin, Bjork, The Irish Tenors and other star acts.

Municipal experience (if applicable):

Served as a volunteer for Protect Sudbury, Sudbury Schools and other parental volunteer positions. I've never served on a municipal committee, but have been interested in doing so for some time.

Educational background:

Bachelor of Music, Stetson University
Master of Music, Boston University

Reason for your interest in serving:

I've been wanting to get involved in local service, and I feel the cultural council will allow me to incorporate my professional background

Times when you would be available (days, evenings, weekends):

Anytime

Do you or any member of your family have any business dealings with the Town? If yes, please explain:

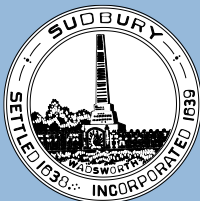
No

NH (Initial here that you have read, understand and agree to the following statement)

I agree that if appointed, I will work toward furtherance of the committee's mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature Nancy Hudgins Date 08/22/2023



SUDBURY SELECT BOARD

Tuesday, November 14, 2023

MISCELLANEOUS (UNTIMED)**10: ATE - discussion on opt-out of mail-in voting**REQUESTOR SECTION

Date of request:

Requestor: Beth Klein Town Clerk

Formal Title: Discussion of whether to vote to opt-out of mail in voting for the March 25, 2024 Annual Town Election, as requested by Town Clerk Beth Klein.

Recommendations/Suggested Motion/Vote: VOTE: That the Select Board vote to opt-out of Vote by Mail (VBM) for the March 25, 2024 Annual Town Election. Pursuant to the VOTES Act of 2022, the Select Board must hold a public hearing and public roll call vote to not have Vote by Mail no later than 45 days before the date of the election. A hearing at a regularly scheduled Select Board meeting complies with the above requirements.

Background Information:

Next year, the Presidential Primary (PP) election will be held on the first Tuesday in March (March 5, 2024). The Annual Town Election (ATE) will be held on March 25, 2025; less than 3 weeks later. This will be the first year that VBM will be available for both elections and the short period of time between the two elections will make it very challenging to successfully offer this option for both elections. It now takes 4-6 weeks and between 8-10 part time workers to prepare for an election. I am very concerned that a variety of factors, compressed time frame; minimal time for quality control review; uncertainty regarding the ability of the USPS to perform in a timely manner; etc., may impact the ability of the Town Clerk's office to be able to process and mail out ballots for the ATE in a timely manner. Normally ballots are mailed out at least 3-4 weeks before an election. In this case that would mean mailing out ballots for the ATE before the PP election is completed. Voters will be receiving two different ballot mailings in a very short time frame. This will be confusing to voters, and there will be a higher likelihood of mistakes occurring. At the same time, we will be receiving thousands of census forms and dog registrations during the same time period, which will have to be processed and kept separate from the ballots. While this situation only occurs once every four years, this will be putting a very heavy burden on this office and staff.

In 2020 the Town Clerk's office processed thousands of VBM applications and ballots, although VBM did not go into effect until after the PP. See Exhibit A. I am expecting the same or more this year. Most voters check off "All Elections", which would mean if we get 6,000 applications prior to the ATE, then we will have to mail out 6,000 ballots for the ATE, even though typically town election voter turnout is approximately 16%. Over the last four years, requests for mail in ballots for just the ATE has never exceeded 2090. (See attached exhibit B). This would be a substantial increase in the number of ballots, which will have to be mailed in a much shorter time frame. The additional workload during this compressed period of time may lead to quality and accuracy issues to both elections and other office operations.

My recommendation is to opt-out of VBM for the 2024 ATE. No other elections will be affected. Voters who will be out of town or who meet the other requirements for Absentee voting will still be able to vote by mail. I am requesting that the Select Board vote on this now as that would allow our office to better inform residents by sending out election information with the 2024 census in January.

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

11/14/2023 7:00 PM

Local Election Turnout 2020-2023

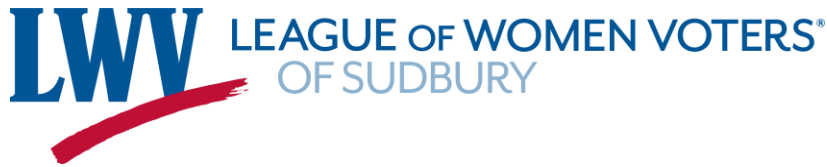
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Total Voter Turnout	2330	2223	2286	3353
Mail in Ballots Mailed	2090	723	N/A*	1922
Total Ballots Returned	1564	470		1320
Percent Turnout	17.53%	16.19%	16.73%	25.37%

*There was no mail in voting for 2022

Attachment 10.a: ATE Voter Turnout 2020-2024 (6018 : ATE - discussion on opt-out of mail-in voting)

Comparison between Pre-Covid 2020 elections and Post-Covid elections				
	Pre-Covid Election		Post Covid Elections	
	Presidential Primary 3/3/20	Annual Town Election 6/23/20*	State Primary 9/1/20*	State Election 11/3/20*
Total Voter Turnout	6,492	2330	6,086	12,487
In Person Voters-Election Day	5,156	766	1,127	2800
In Person early voting	975	N/A	262	2769
Absentee ballots Mailed	355	826	839	879
Early Voting ballots Mailed	5	1274	5,167	6951
Total Ballots mailed	360	2100	6,006	7830
Absentee ballots Returned	266	598	629	770
Early Voting ballots Returned	0	<u>966</u>	<u>4,068</u>	5928
Total Ballots Returned	266	1564	4,697	6698
Dates	2/10/20-2/28/20	6/1/-6/22/20	8/15/20-8/29/20	10/1/20-10/30/20
Staff Overtime/hr.	54.00	33.75	103.25	254
Additional Staffing /hr.	<u>57.50</u>	62.00	256.50	1007.75
Town Clerk Overtime	<u>45.00</u>	25.00	<u>83.00</u>	<u>106</u>
Total Hours:	144.50	120.75	442.75	1367.75
*This shows the Increase in hours and staffing attributable to Vote By Mail				

Attachment 10.b: Comparison between pre covid and post covid elections. rev. (6018 : ATE -



League of Women Voters of Sudbury Response to Proposal to Opt Out of Voting by Mail for March 25 Town Election

The League of Women Voters of Sudbury understands and acknowledges that the election calendar for early 2024, with the Presidential Primary on March 5 and the annual town election on March 25, puts a tremendous strain on the staff and the resources of the Town Clerk's office. The League offers, as it has in the past, to provide volunteers to help in any way needed to make the two elections go smoothly.

The League cannot, however, support the Town Clerk's request to opt out of voting by mail for the March 25 annual town election.

Last year, 39% of the votes in the annual town election were cast by mail—1,320 of 3,353 votes. Removing the option of voting by mail will significantly reduce turnout in the town election. Voters now expect to be able to vote by mail. We cannot go back to voting only on Election Day between 7 a.m. and 8 p.m. for local elections. Voting by mail is essential for many who find it difficult to get to the polls, including those who are aging, have challenging schedules, lack transportation, or who are juggling caregiving and jobs and need the mail option.

In addition, the application voters fill out for a mail ballot offers the option to receive mail ballots for all elections in a calendar year. See the Sudbury application here [2022 Vote by Mail Application \(sudbury.ma.us\)](#) and a similar online application on the Secretary of State's [website](#). The Town Clerk indicates most voters do choose that option. Voters who have checked that option will be expecting to receive a mail ballot. Opting out of mail voting may mean those voters will not participate in the town election.

While there is no doubt that it will be difficult and time-consuming to manage one election with all its paperwork right after another, the ballot mailing process for town election does not begin until early March, since the ballot is not finalized and printed until late February or early March. Most of the work related to the Presidential Primary will have been completed.

At a time when Sudbury is seeking to improve civic participation in the town's government, a first step is to continue to offer voting by mail in our town election. While we appreciate the pressures on the Town Clerk and her staff with the two March elections, the League asks the Select Board to reject the proposal to opt out of voting by mail for the March 25 town election. The negative impact on Sudbury voters would be too great.

November 9, 2023



SUDBURY SELECT BOARD
Tuesday, November 14, 2023

MISCELLANEOUS (UNTIMED)

11: Financial Condition of the Town

REQUESTOR SECTION

Date of request:

Requestor: Town Manager Sheehan

Formal Title: Town Manager to present the Financial Condition of the Town and Preview of FY2025.

Recommendations/Suggested Motion/Vote: Town Manager to present the Financial Condition of the Town and Preview of FY2025.

Background Information:

The Town Charter calls for the Town Manager to annually present the financial condition of the Town to the Select Board.

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

11/14/2023 7:00 PM

FINANCIAL CONDITION OF THE TOWN – 2023

Andy Sheehan, Town Manager
November 14, 2023

Town Charter

- Town Charter, Part IV, s. 10. Financial management responsibilities of the Town Manager
 - *“to prepare, annually, a financial forecast of the town revenues, expenditures and the general financial condition of the Town.”*
- Town Manager is “responsible for all the financial management functions of the Town” including preparing and submitting:
 - *Operating budget*
 - *Capital improvement program*

Financial Condition of Sudbury

- S&P Global Rating continues to assign the Town of Sudbury its AAA/Stable rating as of 5/17/2023.
- S & P states that the rating reflects the Town's
 - *Very high income with steady tax base growth*
 - *Strong reserves with balanced finances*
 - *Well-embedded strong financial-management practices and policies*
 - *Manageable fixed costs with no plans for additional debt with large long-term retirement liabilities and a growing OPEB trust*

Financial Condition

- OPEB Trust: \$14.9 million
- Stabilization Fund: \$5.35 million
- Melone Stabilization Fund: \$0
- Capital Stabilization Fund: \$1.80 million
- Free cash:
 - Certified as of 10/4/23: \$4,317,363
 - Available as of 10/23/23: \$2,508,130
- The Town received the Excellence in Financial Reporting Award for the FY2022 Audit Report (FY2023 audit currently in process)
- The Town received the Distinguished Budget Presentation Award for the FY2023 Budget (FY2024 budget submission currently in the review process)

Financial Forecast

A forecast of projected revenues and expenditures is a useful management tool to enable an organization to evaluate the financial condition and guide policy choices.

A forecast can serve as an early warning system to detect future gaps between revenues and expenditures.

It does not insulate a community from potential surprises or emergencies, but it does allow the administration to plan for, consider, and correct potential issues.

Like a weather forecast, the farther out one looks the less accurate the forecast.

What is a Financial Forecast?

- Establishes a baseline: today's condition
- Makes certain reasonable assumptions of future conditions:
 - *Revenues*
 - *Expenditures*
- Provides an estimate of future conditions
- Identifies potential trends
- Early warning system

Why Forecast?

- Good financial management practice
- Transparency: minimize surprises
- Bond Rating agencies look favorably
- Required by Charter
- Chart a course:

“If you don't know where you are going, any road will get you there.” Lewis Carroll

Financial Summary (Projected)

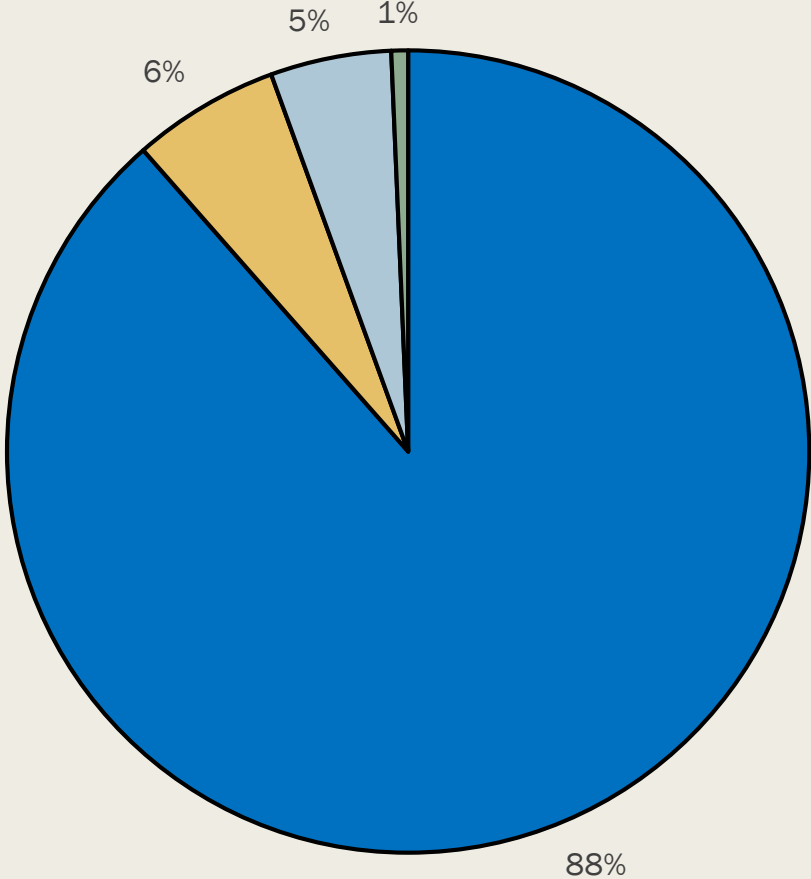
	FY24	FY25	FY26	FY27
EXPENDITURES	Budgeted	Projected	Projected	Projected
Education - SPS	44,358,543	45,497,647	46,748,833	48,034,425
Education - LS	28,936,600	29,692,331	30,508,870	31,042,775
Education - Vocational	500,000	500,000	500,000	500,000
General Government	3,598,455	3,690,914	3,811,370	3,931,799
Public Safety	9,939,791	10,256,245	10,527,542	10,817,956
Public Works	6,111,600	6,299,715	6,458,404	6,632,793
Human Services	1,002,310	1,019,297	1,046,864	1,070,826
Culture & Recreation	1,639,483	1,682,540	1,729,488	1,771,672
Total Town Departments	96,086,782	98,638,689	101,331,371	103,802,246
Reserve Fund	300,000	300,000	300,000	300,000
Town-Wide Operating and Transfers	195,991	200,991	205,991	210,991
Town Debt Service	2,781,145	4,952,650	4,806,135	4,575,620
Employee Benefits (Town and SPS)	15,730,817	16,650,697	17,483,230	18,357,392
OPEB Trust Contribution (Town and SPS)	650,000	650,000	650,000	650,000
Total Operating Budget	115,744,735	121,393,027	124,776,727	127,896,249
Capital Expenditures	728,525	1,200,000	1,230,000	1,260,000
TOTAL:	116,473,260	122,593,027	126,006,727	129,156,249
	FY24	FY25	FY26	FY27
REVENUES	Budgeted	Projected	Projected	Projected
Real Estate and Personal Property	102,907,420	108,434,408	111,578,272	114,375,350
State Aid*	7,101,143	7,268,910	7,444,944	7,621,388
MEDICAID Reimbursements	150,000	98,251	98,251	98,251
Local Receipts	5,590,000	5,967,000	6,105,260	6,281,260
Ambulance Receipts and Other Transfers	724,697	824,458	780,000	780,000
TOTAL:	116,473,260	122,593,027	126,006,727	129,156,249

Revenue Forecast

- Revenue projections identify the funds that will be available
- Identify revenue trends and anomalies
- Massachusetts requires each community to adopt a balanced budget
 - *Goal is a balanced budget at Annual Town Meeting*
 - *Revenue forecast is first piece of balanced budget*

Revenues

- Four major categories of revenues:
 - *Real Estate & Personal Property Taxes: 88%*
 - *Intergovernmental Aid: 6%*
 - *Local Receipts: 5%*
 - *Other Available Funds: <1%*

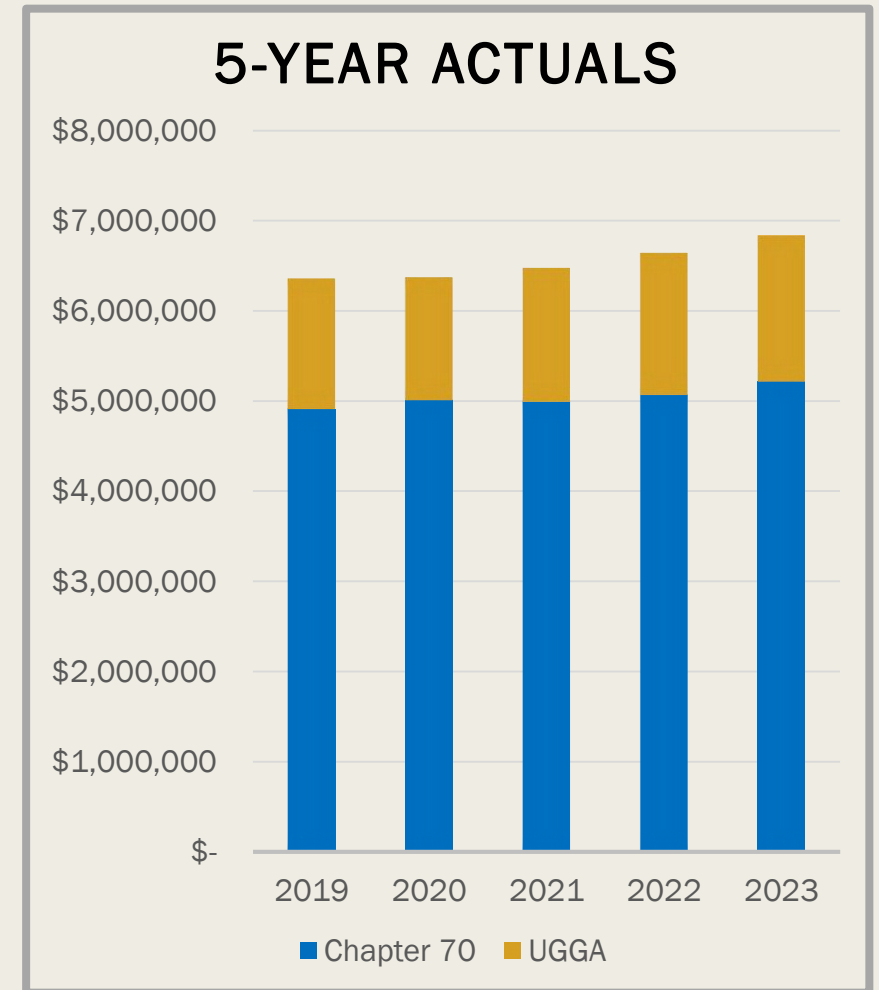


Real Estate & Personal Property Taxes

- 88% of revenues
- Largest portion of revenues
- The tax levy is the amount raised through property tax:
 - *Increases 2 ½% annually + new growth: Proposition 2 ½*
- Can raise more than 2 ½% through three mechanisms:
 - *New Growth (Taxes attributed to the value of new construction and added permanently to the tax levy limit)*
 - *Debt/Capital Exclusions (Temporary increase to tax levy limit)*
 - *Operating Override (Permanent increase to tax levy limit)*

Intergovernmental Aid

- 6% of revenue
- Comprised of 2 main components
 - Chapter 70 Education Aid
 - Unrestricted General Government Aid (UGGA)
- Smaller aid categories: Libraries, Veterans, PILOT, etc.
- Varies from year to year
- First indication of State aid to cities and towns is in January
- Not settled until State budget is adopted: August 2023



Local Receipts

- 5% of revenues
- Locally generated revenue including but not limited to:
 - *Motor Vehicle Excise Tax*
 - *Licenses & Permits*
 - *Meals and Lodging Excise Taxes*
 - *Penalties & Interest*
 - *Investment income*
 - *Payments in Lieu of Taxes (PILOT)*
 - *Camp Sewataro*
- Conservatively budgeted: mitigate for unanticipated fluctuations

Other Available Funds

- Smallest revenue source: less than 1% of revenues
- Comprised of actual revenues already received: ambulance receipts and solar energy revolving fund
- Can vary from year to year

Revenue Projection

REVENUES	FY24	FY25	FY26	FY27
	Budgeted	Projected	Projected	Projected
Real Estate and Personal Property	102,907,420	108,434,408	111,578,272	114,375,350
State Aid*	7,101,143	7,268,910	7,444,944	7,621,388
MEDICAID Reimbursements	150,000	98,251	98,251	98,251
Local Receipts	5,590,000	5,967,000	6,105,260	6,281,260
Ambulance Receipts and Other Transfers	724,697	824,458	780,000	780,000
TOTAL:	116,473,260	122,593,027	126,006,727	129,156,249

Please be cautioned that these are projections for management and should not be relied upon by any resident, committee or commission.

Expenditure Forecast

- Expenses include:
 - *Education: SPS, LSRHS, Vocational*
 - *General Government*
 - *Public Safety*
 - *Public Works*
 - *Human Services*
 - *Culture and Recreation*
 - *Employee Benefits*
 - *Other and transfers*
 - *OPEB*
 - *Debt Service*
 - *Capital*

What drives budgetary increases?

- Fixed costs
 - *Health and PC&L insurance, pension obligations, debt service*
- Personnel
 - *Unionized employees: 7 bargaining units*
 - *Non-union employees*
 - *New Positions*
- Non-personnel contracts: fuel, utilities, materials, vendor costs
- Increased services: changes in priorities, population, demographics, state/federal mandates, and by-law changes.

Expenditure Forecast

- The forecast reflects
 - Known contractual increases for services and personnel
 - Software licenses
 - Vendor contracts
 - All union contracts settled through 6/30/24
 - Informed estimates for all other expenditures
 - Materials
 - Fuel
 - Services

Expenditure Forecast (FY25-FY27)

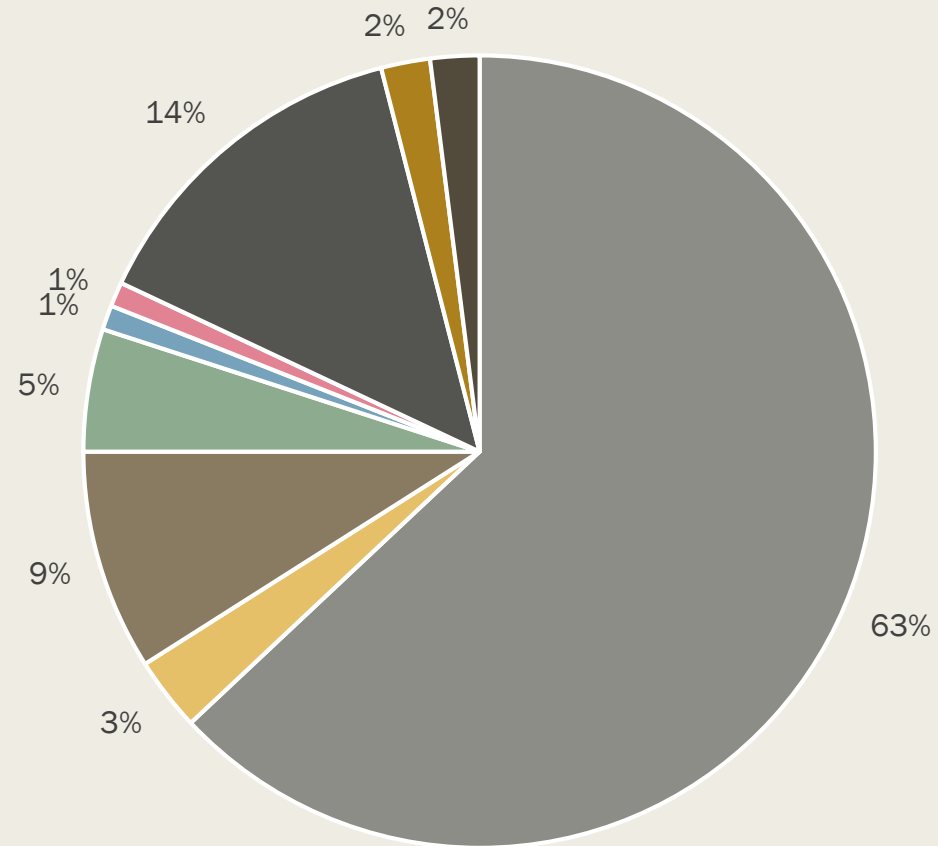
EXPENDITURES	FY24	FY25	FY26	FY27
	Budgeted	Projected	Projected	Projected
Education - SPS	44,358,543	45,497,647	46,748,833	48,034,425
Education - LS	28,936,600	29,692,331	30,508,870	31,042,775
Education - Vocational	500,000	500,000	500,000	500,000
General Government	3,598,455	3,690,914	3,811,370	3,931,799
Public Safety	9,939,791	10,256,245	10,527,542	10,817,956
Public Works	6,111,600	6,299,715	6,458,404	6,632,793
Human Services	1,002,310	1,019,297	1,046,864	1,070,826
Culture & Recreation	1,639,483	1,682,540	1,729,488	1,771,672
Total Town Departments	96,086,782	98,638,689	101,331,371	103,802,246
Reserve Fund	300,000	300,000	300,000	300,000
Town-Wide Operating and Transfers	195,991	200,991	205,991	210,991
Town Debt Service	2,781,145	4,952,650	4,806,135	4,575,620
Employee Benefits (Town and SPS)	15,730,817	16,650,697	17,483,230	18,357,392
OPEB Trust Contribution (Town and SPS)	650,000	650,000	650,000	650,000
Total Operating Budget	115,744,735	121,393,027	124,776,727	127,896,249
Capital Expenditures	728,525	1,200,000	1,230,000	1,260,000
TOTAL:	116,473,260	122,593,027	126,006,727	129,156,249

Expenditures (FY23 – FY25)

EXPENDITURES	FY23 Actual	FY24 Budgeted	FY25 Projected	Percentage Increase
Education - SPS	41,748,483	44,358,543	45,497,647	2.57%
Education - LS	27,869,763	28,936,600	29,692,331	2.61%
Education - Vocational	343,462	500,000	500,000	0.00%
General Government	3,287,790	3,598,455	3,690,914	2.57%
Public Safety	9,507,572	9,939,791	10,256,245	3.18%
Public Works	6,155,007	6,111,600	6,299,715	3.08%
Human Services	948,037	1,002,310	1,019,297	1.69%
Culture & Recreation	1,527,401	1,639,483	1,682,540	2.63%
Total Town Departments	91,387,515	96,086,782	98,638,689	2.66%
Reserve Fund	-	300,000	300,000	0.00%
Town-Wide Operating and Transfers	560,868	195,991	200,991	2.55%
Town Debt Service	2,176,160	2,781,145	4,952,650	78.08%
Employee Benefits (Town and SPS)	14,519,187	15,730,817	16,650,697	5.85%
OPEB Trust Contribution (Town and SPS)	625,000	650,000	650,000	0.00%
Total Operating Budget	109,268,730	115,744,735	121,393,027	4.88%
Capital Expenditures	1,036,274	728,525	1,200,000	64.72%
TOTAL:	110,305,004	116,473,260	122,593,027	5.25%

Expenditures

- Education (63%)
- General Government (3%)
- Public Safety (9%)
- Public Works (5%)
- Human Services (1%)
- Culture & Recreation (1%)
- Employee Benefits - Town & SPS (14%)
- Town Debt Service (2%)
- Other & Transfers, OPEB Normal Cost - Town & SPS, and Town Manager's Capital Budget (2%)



Forecast Sensitivity

- This forecast projects expenditures that match the projected revenues for future years (balanced budget). The following shows the estimated growth for FY25-FY27.

	FY25	FY26	FY27
EXPENDITURES	Change	Change	Change
Education - SPS	2.57%	2.75%	2.75%
Education - LS	2.61%	2.75%	1.75%
Education - Vocational	0.00%	0.00%	0.00%
Town Departments	2.95%	2.72%	2.76%
Reserve Fund	0.00%	0.00%	0.00%
Town-Wide Operating and Transfers	2.55%	2.49%	2.43%
Town Debt Service	78.08%	-2.96%	-4.80%
Employee Benefits (Town and SPS)	5.85%	5.00%	5.00%
OPEB Trust Contribution (Town and SPS)	0.00%	0.00%	0.00%
Capital Operating Budget	64.72%	2.50%	2.44%
TOTAL:	5.25%	2.78%	2.50%

	FY24	FY25	FY26
REVENUES	Change	Change	Change
Real Estate and Personal Property	5.37%	2.90%	2.51%
State Aid	2.36%	2.42%	2.37%
MSBA School Construction Reimbursement	0.00%	0.00%	0.00%
FEMA Grant	0.00%	0.00%	0.00%
SAFER Grant	0.00%	0.00%	0.00%
Local Receipts	6.74%	2.32%	2.88%
Ambulance Receipts and Other Transfers	13.77%	-5.39%	0.00%
TOTAL:	5.25%	2.78%	2.50%

Forecast Sensitivity (continued)

- Under this projection, the FY25 and FY26 projected Cost Center budget guidance would be lower than the FY24 amount of 3%.
- If similar guidance were given in FY25 and FY26 (3%) there would be a projected deficit of \$462,000 in FY25 and \$833,000 in FY26.
- The following chart shows the impact of an increase to a 3% Cost Center Guidance for FY25 and FY26
- 3% does not allow us to address any of the identified needs

Forecast Sensitivity – 3% Future Guidance

	FY25	FY26
EXPENDITURES	Projected	Projected
Education - SPS	45,689,299	47,059,978
Education - LS	29,804,698	30,698,839
Education - Vocational	500,000	500,000
General Government	3,715,816	3,863,088
Public Safety	10,344,997	10,710,489
Public Works	6,323,992	6,512,181
Human Services	1,027,401	1,063,691
Culture & Recreation	1,695,114	1,755,686
Total Town Departments	99,101,317	102,163,952
Reserve Fund	300,000	300,000
Town-Wide Operating and Transfers	200,991	205,991
Town Debt Service	4,952,650	4,806,135
Employee Benefits (Town and SPS)	16,650,697	17,483,230
OPEB Trust Contribution (Town and SPS)	650,000	650,000
Total Operating Budget	121,855,655	125,609,308
Capital Expenditures	1,200,000	1,230,000
TOTAL:	123,055,655	126,839,308
REVENUES	FY25 Projected	FY26 Projected
Real Estate and Personal Property	108,434,408	111,578,272
State Aid*	7,268,910	7,444,944
MEDICAID Reimbursements	98,251	98,251
Local Receipts	5,967,000	6,105,260
Ambulance Receipts and Other Transfers	824,894	780,000
TOTAL:	122,593,463	126,006,727
SURPLUS/(DEFICIT)	(462,192)	(832,581)

Forecast Sensitivity (concluded)

There are many variables that could impact both revenues and expenditures for future years. This projection is intended to be used by Town Management for financial planning. Please be cautioned that these are projections and should not be relied upon by any resident, committee or commission.

Identified Needs

The projection does not account for previously identified needs:

- Succession planning
- Management capacity
- Human Resources
- Senior Center
- Goodnow Library
- Public Safety
- Park & Recreation
- Transportation
- Sustainability Coordinator
- Board of Health
- Others
- Fund capital budget per policy

Long Term Sustainability

Challenge: We need to develop a long term plan for sustainable operating and capital budgets

We need to chart a path that positions us to thrive as one community

Thank you

Questions and discussion



SUDBURY SELECT BOARD
Tuesday, November 14, 2023

MISCELLANEOUS (UNTIMED)

12: Fall 2023 Select Board Newsletter Articles Approval

REQUESTOR SECTION

Date of request:

Requested by: Leila S. Frank

Formal Title: Review the Select Board Fall 2023 Newsletter articles and approve for distribution.

Recommendations/Suggested Motion/Vote:

Background Information:

Draft newsletter attached

Financial impact expected:N/A

Approximate agenda time requested: 10 minutes

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

11/14/2023 7:00 PM

FROM THE SELECT BOARD

Fall 2023

Town of Sudbury

Keeping us Safe - Every Day

BY LISA KOUCHAKDJIAN,
SELECT BOARD

Our Sudbury Police Department keeps us safe every day and plays a vital role in all aspects of our community. When one thinks about the role of our police, generally our minds go to traffic stops, car accidents and responding to different situations. Policing today is so much more, and that fact could not be more evident here in Sudbury. In addition to the traditional public safety role that our Sudbury Police Department provides for our community, our Sudbury Police are actively engaged in community activities and constantly working to build trusting relationships with our community members.

Our Chief of Police, Scott Nix, has lived most of his life in Sudbury. He began his career with the Sudbury Police as a dispatcher in 1993, became a patrolman in 1996 and worked his way to becoming the 8th Chief of Police in 2013. Since that time, Chief Nix, as part of the Sudbury Police Department Team, has done a phenomenal job making improvements to policing in Sudbury and advancing the police department's positive impacts across the community.

One of the greatest impacts Chief Nix has made during his tenure is the police department's support of our schools and students.



Officer Jess Latini and Rico received an extra large thank you note after classroom visits at Loring.

Over the years, our Sudbury Police Department has generously funded resource officers out of its own budget. As a direct result of the proactive supports from our police department, we now have three actively engaged resource officers, one for the elementary schools, one for the middle school and one for Lincoln-Sudbury Regional High School. These resource officers play a vital role in bringing down barriers that may exist between the community and our police department. Resource officers also participate in different school activities and events. Most importantly, our resource officers engage with our young people in a positive way building trusting relationships. From the addition of the police department's service dog, Officer Rico, to the Sudbury Police Youth Academy, and everything else in between, our Sudbury Police Department supports and promotes our young people and our schools.

Keeping us Safe, Continued

Our broader Sudbury community also benefits from the great work of our police department. Initiatives to improve engagement with the Sudbury community are a priority, including programs like the Citizen’s Police Academy, the Department’s Outreach Group and Coffee with a Cop, and community training programs like the Rape Aggression Defense System, a national program of realistic self-defense tactics and techniques.

Our Sudbury Police Department is proactively engaged in protecting the entire community, especially those persons who are more vulnerable. As mental health issues amongst community members increased over the years, our Sudbury Police Department procured the support of a mental health clinician who responds to calls involving persons who are having a mental health issue. This clinician possesses the experience and knowledge to support those having mental health challenges, as well as the police officers responding to the situation. It is important now, more than ever, to have the appropriate public safety supports in place to meet the needs of our community.



As our more tenured population grows in Sudbury, our Police Department recognizes the risks posed to our residents who may have dementia, Alzheimer’s Disease, mental health issues or physical disabilities that may impact safety. Sudbury PD’s Team has recognized these needs over the years and has actively promoted professional development for staff and training to respond to these situations.

Department members understand that communication with the community is two ways. In a recent conversation, Chief Nix shared resources that are available to all Sudbury residents, including reverse 911. Reverse 911 is the primary method of communication to residents in the event of an emergent situation. He recommends all residents register for reverse 911. Residents can go to the home page of the Town of Sudbury website and click on the red button entitled “Emergency Notifications” to register. <https://www.smart911.com/smart911/ref/reg.action?pa=SudburyMa>

For tenured residents who require assistance registering for this notification, residents may contact the Sudbury Senior Center for support.

We are blessed in Sudbury to have an informed, committed and devoted police department that is actively engaged with our community. For more information regarding the Sudbury Police Department, please visit its website at <https://sudbury.ma.us/police/>. You can also follow the Sudbury Police Department on Facebook at <https://www.facebook.com/SudburyMAPolice> and on X (formerly Twitter) at https://twitter.com/sudbury_police.

FROM THE SELECT BOARD

Welcome Adam Burney Sudbury's New Director of Planning & Community Development

BY JENNIFER ROBERTS, SELECT BOARD

Please welcome Adam Burney, Sudbury's new Director of Planning and Community Development, to Sudbury! Adam was recently hired after an extensive search to fill this important role. Adam joins at an exciting time for the Planning Department and all of Sudbury, as many exciting Planning initiatives are underway! These include:

- Execution of the newly created Master Plan
- Open Space and Recreation Plan
- Housing Production Plan
- MBTA Communities Initiative
- Development of two community Rail Trails
- Multiple historic surveys
- and more!

I had a chance to meet with Adam, and I was very impressed by his knowledge of Municipal Planning and initial insights about Sudbury's future. He was gracious to answer the following questions to share with the community.

Can you share information about your background and what brought you to Sudbury?

I have a degree in planning and have worked in municipal government for more than 20 years, starting as an intern before graduating college.

The majority of my experience comes from working in a variety of communities from the South Shore to Central Massachusetts, with a short stint at a Regional Planning Commission. Most recently I worked for the Town of Lunenburg for 9 years and was ready for a new challenge. Over the summer I saw the ad for the position in Sudbury and, after a bit of research, I felt that this was a nice community with a lot of interesting programs and initiatives.

Sudbury has a lot of exciting initiatives right now for the Planning Department and Planning Board. What initiatives particularly interest you and why?

Of the current initiatives, I'm most excited about the Housing Production Plan (HPP) update. While Sudbury has done an admirable job creating housing that meets the Commonwealth's definition of affordable, I think that continuing to evaluate the Town's housing stock and assessing the unmet needs is critical in helping Sudbury continue to thrive.



Adam Burney
Sudbury's
Director of Planning
and Community
Development

FROM THE SELECT BOARD

Adam Burney, Continued

Housing that is affordable to young professionals, the workforce, and aging populations on a fixed income aids in creating a vibrant community. Additionally, the various Historic Preservation studies (Hosmer House, Historic Resource Survey, Indigenous Peoples Cultural Landscape) are very exciting. The more we know about the Town's history the more connected we are to preservation, which hopefully leads to involvement and civic pride.

Sudbury recently completed a new Master Plan, and there is plenty to execute on for many groups in upcoming years. How have you found Master Plans to be useful guides in other communities?

Master Plans, to me, are a record of consensus. This is a wide-ranging public process that is meant to create a roadmap for the Town's decision makers to use in policy development and project execution. The Goals outlined in a Master Plan should be the community's ideal vision for the future and are often amorphous concepts that may never be able to be fully realized, while the objectives are tangible actions that when completed bring the community closer to achieving its goal. The beauty of Master Plans is that they are living documents which aren't meant to be a mandate to action, rather they are meant as a collection of reminders about the things that the majority of people agreed were important. Each Master Planning Cycle is an opportunity to assess where the Town is in that moment and determine if the guidance from the previous Plan is still relevant, including how and why it may need to be adjusted.

[sudbury.ma.us](https://sudbury.ma.us/PCD)
/PCD



Many people are interested in the future Open Space and Recreation Plan. What do you view as the next steps to get this started? How do you think this plan will benefit Sudbury?

Starting the Open Space and Recreation Plan (OSRP) will likely begin with a conversation between myself and the Director of Parks & Recreation to determine what funding may be in place and the status of the existing OSRP. From there it will likely move toward soliciting proposals from vendors and selecting an appropriate firm to do the work. As for the OSRP itself, normally the first steps are gathering information and receiving public input. The data collection is fairly straight forward and often involves Census research, GIS review, and speaking with Town staff and officials. The public input would likely come in the form of a survey and a public forum or forums. Having an approved OSRP is important to the Town as it will open up funding opportunities for park and recreation projects. These funding opportunities paired with CPA funds can have a real impact on moving projects forward. Perhaps more important than funding opportunities, the OSRP documents the state of the Towns recreation facilities, potential future needs, and an action plan for meeting these needs.

Is there anything else you would like to share with the Sudbury community?

I'm excited to be here, and I look forward to working with staff and Town Officials to achieve the Town's goals.

Thank you to Adam for joining Sudbury's talented staff, and we wish him luck as he dives into the many exciting projects ahead of him and the community!

FROM THE SELECT BOARD

Police Department Body and Cruiser Cameras

BY CHARLIE RUSSO, SELECT BOARD

By early 2024, all members of the Sudbury Police Department are expected to be equipped with body-worn and cruiser cameras to record public interactions.

The cameras and supporting equipment have all been ordered and are in the process of being delivered and set up, said Police Chief Scott Nix. The costs for the cameras were paid for using a combination of American Rescue Plan Act (ARPA) and state grant funding. Policy requirements and contract agreements around the cameras have been fine tuned and approved. The equipment is expected to be up and running in January or February of 2024.

“We are looking forward to initiating the program to increase transparency and show the great work that the officers do every day,” Nix said. “The goal is to promote transparency, accountability, and help build and maintain positive relationships with the public.” Body-worn cameras have been promoted in recent years as a means of providing an objective recording during any police

interaction. Nix is confident the cameras will showcase the excellent work of his officers and build trust with the community.

Nix noted that the cameras won’t serve as “the end all be all” in each case, as the cameras won’t capture all the context or detail of any given encounter, but they will serve as a positive tool for both evidentiary and relationship-building purposes.

The same public records laws that apply to standard police reports also apply to the recordings of police cameras, which may affect the department’s workload. The systems to connect the cameras and store the recordings are being installed, Nix said.

“This is the latest of numerous initiatives we’ve undertaken,” Nix said. “For example, we’ve had mental health clinicians in place for 5.5 years and the positive impacts for our residents and officers from that is immeasurable. These types of initiatives will always be reassessed and further initiatives sought and vetted to see what is best for all.”

Wednesday, November 15

12 PM

With *Janie Dretler* and *Lisa Kouchakdjian*



Janie Dretler



Lisa Kouchakdjian

Select Board Office Hours

Zoom Meeting

Join On-Line: <https://us02web.zoom.us/j/82788884457>

Join By Phone: 978-639-3366 or 470-250-9358

Meeting ID: 827 8888 4457

Attachment 12.a: Sudbury Municipal Update Newsletter Fall 2023_SB_v2 (5635 : Fall 2023 Select Board Newsletter Articles Approval)



SUDBURY SELECT BOARD
Tuesday, November 14, 2023

MISCELLANEOUS (UNTIMED)

13: Minutes review

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to review and possibly approve open session minutes of 10/10/23 and 10/24/23.

Recommendations/Suggested Motion/Vote: Vote to review and possibly approve open session minutes of 10/10/23 and 10/24/23.

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

11/14/2023 7:00 PM

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

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

Hybrid Meeting

Lower Town Hall, 322 Concord Road, Sudbury, MA

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 7:03 PM via Zoom telecommunication mode and in-person.

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

Call to Order

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

Opening Remarks by Chair

- Announced that a successful and efficient Fall Town Meeting took place last night

Reports from Town Manager

- Thanked all who attended Town Meeting last night; recognized Mark Thompson/IT team, Patty Golden, Leila Frank, Elaine Jones, Town Clerk Beth Klein, Lynn Puorro and SudburyTV staff, Department Heads, Town Boards/Committees, LSRHS for hosting the meeting, and anyone omitted
- Announced Halloween drop-in event for kids and parents on October 31st at the Flynn Building and Town Hall from 3:00 PM to 4:00 PM, with employees in costume and treats.
- Announced Town Manager Office Hours on October 30th from 2:00 PM to 3:00 PM at the Silva Room in the Flynn Building, where comments, questions, and suggestions will be discussed

Reports from Select Board

Vice-Chair Kouchakdjian

- Announced Special Fall Town Meeting was great and thanked all involved
- Thanked all who attended the Town Forum “Shaping Sudbury’s Future,” and thanked Town Manager Sheehan, Leila Frank, Kirsten Roopenian, the IT team and DPW staff for assistance in setting up the room.

Board Member Carty

- Thanked all involved with a successful Fall Town Meeting last night
- Acknowledged this is the first time all Select Board Members have been together in-person for a long time (with the exception of Town Meeting)

Board Member Russo

- Recognized that Town Meeting went very well

Board Member Roberts

- Thanked all for a great Fall Town Meeting and looking forward to getting back to non-meeting business

Public Comments

Resident Sasha Papalilo, 11 Bowen Circle, addressed the current dire situation in Israel and how it is affecting Sudbury residents. She explained that she immigrated from Israel as a young girl. Ms. Papalilo spoke frankly of hardships growing up a Jew in this country. She stressed that all residents cannot ignore what is happening and the world is not standing with Israel in solidarity. Ms. Papalilo asked that Sudbury stand in unity.

Resident Chris Papalilo, 11 Bowen Circle, likened the recent terrorist actions in Israel to the 9/11 attacks on the US. He stressed the increased antisemitic violence taking place, and stated that we can't stay silent this time and we are asking the Town to stand in solidarity with the Sudbury Jewish community.

Resident Sharon Schmidt-Gross, 298 Maynard Road, stated that she recently spoke with Town Manager Sheehan about support in Sudbury. She noted that many residents are afraid to put up supportive signage to stand with Israel. Ms. Schmidt-Gross suggested that Town Hall be lighted with the Israel national colors and that a Menorah be put up in Town Center. She noted that the Town included lights for Ukraine and for domestic violence and should now do the same for Israel.

Resident Manish Sharma, 77 Colonial Road, stated that today is a holiday in India, stressing that we are all one. He noted that he attended Town Meeting and had questions about Town funding, and requested more in-depth information regarding funding associated with Town services. He thanked all involved with the recent Town Meeting, and commended Select Board Members for taking questions from residents at Town Meeting.

Consent Calendar

Chair Dretler confirmed that Consent Calendar – Item #5 would be discussed later in the meeting.

#1 - Vote to Grant a Special Permit to Sudbury Family Network to hold the "Witches Ride" on Sunday, October 29, 2023, from 4 PM through approximately 5 PM, subject to compliance with conditions outlined by the Police and Fire Departments, DPW and Park and Recreation, subject to receipt of a certificate of liability.

Vice-Chair Kouchakdjian motioned to Grant a Special Permit to Sudbury Family Network to hold the "Witches Ride" on Sunday, October 29, 2023. Board Member Russo seconded the motion.

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

VOTED: To Grant a Special Permit to Sudbury Family Network to hold the "Witches Ride" on Sunday, October 29, 2023, from 4 PM through approximately 5 PM, subject to compliance with conditions outlined by the Police and Fire Departments, DPW and Park and Recreation, subject to receipt of a certificate of liability

#2 - Vote to Grant a Special Permit to Pete Gottlieb to hold the "Bowker Neighborhood Turkey Trot" on Thursday, November 23, 2023, from 8 AM through approximately 9 AM, subject to compliance with conditions outlined by the Police and Fire Departments, DPW and Park and Recreation, subject to receipt of a certificate of liability.

Vice-Chair Kouchakdjian motioned to Grant a Special Permit to Pete Gottlieb to hold the "Bowker Neighborhood Turkey Trot" on Thursday, November 23, 2023. Board Member Russo seconded the motion.

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

VOTED: To Grant a Special Permit to Pete Gottlieb to hold the "Bowker Neighborhood Turkey Trot" on Thursday, November 23, 2023, from 8 AM through approximately 9 AM, subject to compliance with conditions outlined by the Police and Fire Departments, DPW and Park and Recreation, subject to receipt of a certificate of liability

#3 - Vote to reappoint the following Cultural Council members all for a term ending 10/30/26: Erica O'Brien, 3 Country Village Lane, Diana Peters, 62 Maynard Road, Bethany Shaw, 850 Boston Post Road.

Vice-Chair Kouchakdjian motioned to reappoint the following Cultural Council members all for a term ending 10/30/26: Erica O'Brien, 3 Country Village Lane, Diana Peters, 62 Maynard Road, Bethany Shaw, 850 Boston Post Road. Board Member Russo seconded the motion.

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

VOTED: To reappoint the following Cultural Council members all for a term ending 10/30/26: Erica O'Brien, 3 Country Village Lane, Diana Peters, 62 Maynard Road, Bethany Shaw, 850 Boston Post Road

#4 - Vote to accept a \$5,000 grant donation from the Sudbury Foundation toward the Goodnow Library Collections Diversity Audit, as requested by Esme Green, Library Director.

Vice-Chair Kouchakdjian motioned to accept a \$5,000 grant donation from the Sudbury Foundation toward the Goodnow Library Collections Diversity Audit, as requested by Esme Green, Library Director. Board Member Russo seconded the motion.

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

VOTED: To accept a \$5,000 grant donation from the Sudbury Foundation toward the Goodnow Library Collections Diversity Audit, as requested by Esme Green, Library Director

Interview candidates for appointment to the Sudbury Cultural Council. Following interviews, vote whether to appoint Rich Gallup, 11 Shady Hill Lane, and Kanika Pandey, 112 Bigelow Drive both for a term ending 10/30/25.

Present: Rich Gallup

Mr. Gallup provided summary of related experience, including his employment as a video producer who wants to promote all cultural aspects in Sudbury.

Board Members thanked Mr. Gallup for volunteering.

Vice-Chair Kouchakdjian motioned to appoint Rich Gallup, 11 Shady Hill Lane, to the Sudbury Cultural Council for a term ending 10/30/25. Board Member Roberts seconded the motion.

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

VOTED: To appoint Rich Gallup, 11 Shady Hill Lane, to the Sudbury Cultural Council for a term ending 10/30/25

Present: Kanika Pandey

Ms. Pandey provided summary of related experience, including her employment as a classical vocalist who hopes to help promote a cultural bridge via the arts in Sudbury.

Board Members thanked Ms. Pandey for volunteering.

Vice-Chair Kouchakdjian motioned to appoint Kanika Pandey, 112 Bigelow Drive, to the Sudbury Cultural Council for a term ending 10/30/25. Board Member Roberts seconded the motion.

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

VOTED: To appoint Kanika Pandey, 112 Bigelow Drive, to the Sudbury Cultural Council for a term ending 10/30/25

Discussion on response to recent world events

Chair Dretler stated at this time, it was important to discuss what the Town could do to indicate that Sudbury is a welcoming community and denounces terrorists' attacks, as taking place in Israel. She confirmed the Select Board would discuss with Town Manager Sheehan what can be done in Sudbury. Chair Dretler stated that she valued comments from the public at this time, as presented tonight.

Town Manager Sheehan suggested installation of a banner across Town Hall to reflect a theme of peace, which could remain up as long as the community wanted. He also stated that shining the national light colors on Town Hall would recognize what is happening in the world as well. He encouraged that people reach out to other groups in Town also (houses of worship, other anti-racism organizations).

Board Member Carty was in support of lighting Town Hall, with installation of banner and Menorah.

Board Member Russo stressed that he wanted everyone to know Sudbury is a welcoming community and agreed to the Town Manager's actions around Town Hall to display that support.

Board Member Roberts confirmed that the Town reached out to the Jewish community, and the Town does have a lighting precedent, as set by support for the Ukraine. She indicated her support for Town Manager Sheehan leading such planning.

Vice-Chair Kouchakdjian expressed her support for related planning by Town Manager Sheehan and was appreciative to those residents who shared their personal comments this evening. She emphasized that everyone should feel safe, and the community must support each other.

Board Member Roberts mentioned that she would reach out to DEI and the coordinators of the live story project as brought forth by that Commission and would provide update to the Board and Town Manager. Chair Dretler suggested that citizens reach out to DEI and similar community organizations.

Vice-Chair Kouchakdjian stated that she renounced all acts of terrorists, stressing that we must learn to respect each other. She spoke of injustices/atrocities in other parts of the world, such as Armenia. She detailed that in 2022 Armenians were brutalized and many Armenians faced tremendous atrocity. She indicated that the US should be helping Armenia, as well as other parts of the world. Vice-Chair Kouchakdjian urged everyone to ask questions and support efforts to bring communities together.

Mr. Russo indicated that he was not qualified to address world events, but wanted the Sudbury community to know the Town has full support and will express that commitment in Town, with action steps as discussed.

Chair Dretler suggested that those who are reluctant to speak at the meeting could send messages to the Board.

Chair Dretler led the Board in a moment of silence.

Special Town Meeting debrief

Town Manager Sheehan mentioned possible Town Meeting considerations going forward:

- Daytime Meetings
- Weekend meeting possibilities
- Possible modifications to related Town Meeting Bylaws
- All day meetings
- Meetings to take place at the new Fairbank Community Center, with an all-day type meeting
- Potential Bylaw – more flexibility with scheduling, earlier start time

Ms. Roberts mentioned results of the Town Meeting flash vote taken some time ago.

Board Members indicated that PowerPoint presentations at Town Meetings were helpful. Board Member Russo mentioned the importance of adequate vetting of articles.

Review and possibly vote to approve open session minutes of 9/12/23 and 9/26/23

9/12/23 Minutes

Chair Dretler noted that the 9/12/23 were being reviewed by the Board a second time due to Camp Sewataro changes.

Vice-Chair Kouchakdjian motioned to approve the 9/12/23 Select Board minutes, as edited. Board Member Roberts seconded the motion.

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

VOTED: To approve the 9/12/23 Select Board minutes, as edited

9/26/23 Minutes

Vice-Chair Kouchakdjian motioned to approve the 9/26/23 Select Board minutes, as edited. Board Member Russo seconded the motion.

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

VOTED: To approve the 9/26/23 Select Board minutes, as edited

Review draft Select Board meeting schedule for 2024

Chair Dretler noted that the Joint Meeting with the Planning Board on November 20, 2023, would include MBTA Communities discussion and Master Plan update.

Chair Dretler mentioned planning aspects for the 250th anniversary of the founding of the United States, and the signing of the Declaration of Independence (July 3, 2026). She requested that Board Members review what other local communities are doing, and confirmed a planning committee would be created, and asked Board Members to present ideas.

Consent Calendar Item #5

Vice-Chair Kouchakdjian recused herself from the discussion and left the meeting at approximately 9:03 PM.

#5 - Vote to accept a \$3,050 donation from various donors to the Commission on Disability in support of Town-wide efforts, as requested by the COD Chair

Board Member Russo motioned to accept a \$3,050 donation from various donors to the Commission on Disability in support of Town-wide efforts, as requested by the COD Chair. Board Member Carty seconded the motion.

It was on motion 4-0; Roberts-aye, Russo-aye, Carty-aye, Dretler-aye

VOTED: To accept a \$3,050 donation from various donors to the Commission on Disability in support of Town-wide efforts, as requested by the COD Chair

Adjourn

Chair Dretler motioned to adjourn the Select Board Meeting. Board Member Russo seconded the motion.

It was on motion 4-0; Roberts-aye, Russo-aye, Carty-aye, Dretler-aye

VOTED: To adjourn the Select Board Meeting

There being no further business, the meeting ended at 9:06 PM.

SUDBURY SELECT BOARD

TUESDAY OCTOBER 10, 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 7:04 PM, via Zoom telecommunication mode.

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

Call to Order

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

Reports from Town Manager

- Provided progress report on the initial base coat/asphalt paving along the BFRT from Union Street to Morse Road, and from North Road to the West Concord line; final coats will be completed next year
- Congratulated Health Director Vivian Zeng for being named Sanitarian of the Year by the MA Environmental Health Officers Alliance

Opening Remarks by Chair

- Shared thoughts about horrific atrocities taking place in Israel, extended condolences to those who have lost loved ones; she hoped that everyone here and around the world denounce such acts of racism, discrimination and hate
- Thanked Sudbury Police and Fire Departments for locating a Town resident
- Announced a joint meeting with the Planning Board will be scheduled in November to discuss MBTA Communities Housing; she thanked Select Board Member Russo (liaison to the Planning Board) and the Planning Board Chair for planning this joint meeting
- Acknowledged great comments regarding BFRT construction progress
- Announced Special Town Meeting October 23, 2023 at LSRHS, 7:30 PM
- Congratulated Health Director Vivian Zeng for her recognition for all the work being done in the Health Department

Reports from Select Board

Vice-Chair Kouchakdjian

- Extended her thoughts and prayers for those in Israel, and also denounced all forms of terrorist activities by Hamas
- Congratulated Health Director Vivian Zeng
- Reminded all of the Sudbury Town Forum hybrid event “Residents Shaping Sudbury’s Future” on Thursday evening, October 12th at Town Hall, 7:00 PM; people can email comments before the meeting to: Townforum@Sudbury.ma.us; thanked Town Manager Sheehan, Resident Kirsten Roopenian, Staff Member Leila Frank, Town Boards, Commissions, Committees, Town Administration and the Select Board for their support

Board Member Roberts

- Extended her deepest sympathy to those in Israel and to those with loved ones in Israel
- Announced that the Finance Committee discussed Town Meeting Articles and will be discussing the Articles at upcoming meetings as well

Board Member Russo

- Thanked Chair Dretler for promoting the Joint Meeting with the Planning Board to discuss the MBTA Housing program and related requirements
- Acknowledged District Attorney Marian Ryan and Police Chief Scott Nix, for participating in a community event forum on September 27th (which he and Chair Dretler attended) concerning targeted home break-ins in the Metro-West area of those of Indian and South Asian descent appearing relevant to what injustices are currently happening in the world, and comments made by Sudbury’s DEIC (Diversity, Equity, and Inclusion Commission)
- Announced the Fire Department will host open house on Saturday, October 14th from noon to 3:00 PM at the Fire Department headquarters on Hudson Road
- Stated he attended the last MMA Breakfast with updates

Board Member Carty

- Seconded Select Board Member comments regarding the horrific terrorist attacks in Israel
- SPS Town Meeting Articles will be discussed with School administrators at tonight’s meeting
- Noted that the SMILE Program was discussed at the last SPS meeting, stating that some 184 students were well-served by the SMILE Program
- Announced that he and Board Member Russo will be hosting the Select Board Office Hours via Zoom on October 19th at noon

Public Comments

Resident Kay Bell, 348 Old Lancaster Road, spoke of the recent attacks on Israel and requested that the Select Board issue a proclamation against the mentioned atrocities and protect Jewish and Mid-Eastern residents in the Sudbury community.

Resident and Member of the COD, Karyn Jones, 27 Pendleton Rd., explained the accessible Trick or Treat neighborhood event to take place on October 31st from 5:00 PM to 7:00 PM in the Meadow Brook Circle neighborhood, which will be free from any impediments and will be an allergy-free experience with Trick or Treat stations at the end of each driveway. Neighbors worked on this effort in collaboration with recognized sponsors: New England Therapy Center, Middlesex Savings Bank, Child Therapy Boston, Dancers Workshop, The Farmer's Daughter, The Goodnow Chocolate Factory, Hudson Chiropractic Center, Jam Time, Kids Performing Arts Connection, League of Women Voters, Sudbury Landscape, Teddy Bear Club. She asked that the Board pass the invitation along.

Consent Calendar

Vice-Chair Kouchakdjian motioned to approve Consent Calendar items 1, 2, 4 and 5.

#1 - Vote to approve award of contracts by the Town Manager for the following Historical Commission projects: Historic Resource Inventory Survey; Hosmer House Collection Study; Hosmer House Historic Structure Report/Cultural Landscape Report; and Indigenous Cultural Landscape Study, and all related contractual matters relative thereto.

Vice-Chair Kouchakdjian motioned to approve Consent Calendar item #1. Board Member Roberts seconded the motion.

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

VOTED: To approve award of contracts by the Town Manager for the following Historical Commission projects: Historic Resource Inventory Survey; Hosmer House Collection Study; Hosmer House Historic Structure Report/Cultural Landscape Report; and Indigenous Cultural Landscape Study, and all related contractual matters relative thereto.

#2 - Vote to approve award of contract by the Town Manager for the purchase of a Fire Engine/Pumper to be utilized by the Fire Department as funded under Art. 23 of the 2023 Annual Town Meeting and approved under Ballot question No. 2 at the March 27, 2023 Annual Town Election; or act on anything relative thereto.

Vice-Chair Kouchakdjian motioned to approve Consent Calendar item #2. Board Member Roberts seconded the motion.

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

VOTED: To approve award of contract by the Town Manager for the purchase of a Fire Engine/Pumper to be utilized by the Fire Department as funded under Art. 23 of the 2023 Annual Town Meeting and approved under Ballot question No. 2 at the March 27, 2023 Annual Town Election; or act on anything relative thereto.

#4 - Vote to approve and sign the Singing Hill Conservation Restriction from Kenneth T. and Georgina M. Fenton of 8 Singing Hill Circle, Sudbury, MA.

Vice-Chair Kouchakdjian motioned to approve Consent Calendar item #4. Board Member Roberts seconded the motion.

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

VOTED: To approve and sign the Singing Hill Conservation Restriction from Kenneth T. and Georgina M. Fenton of 8 Singing Hill Circle, Sudbury, MA.

#5 - To approve execution by the Town Manager of an Agreement between the Town of Sudbury and Kimley-Horn and Associates, Inc. for professional consulting services to update the pavement management program, and any documents relative thereto.

Vice-Chair Kouchakdjian motioned to approve Consent Calendar item #4. Board Member Roberts seconded the motion.

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

VOTED: To approve execution by the Town Manager of an Agreement between the Town of Sudbury and Kimley-Horn and Associates, Inc. for professional consulting services to update the pavement management program, and any documents relative thereto.

Chair Dretler acknowledged that Consent Calendar #3 would be discussed later in the meeting.

Interview candidate for the Historical Commission. Following interview, vote whether to appoint Michael Wallace, 18 Richard Ave, as Alternate Member for a term to expire May 31, 2026.

Present: Michael Wallace

Mr. Wallace presented his background as a real estate attorney, who studied American history. Members provided related questions.

Vice-Chair Kouchakdjian motioned to appoint Michale Wallace as Alternate Member to the Historical Commission for a term to expire May 31, 2026. Board Member Roberts seconded the motion.

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

VOTED: To appoint Michale Wallace as Alternate Member to the Historical Commission for a term to expire May 31, 2026.

Interview candidate for the Energy and Sustainability Committee. Following interview, vote whether to appoint Elsa Iovanella, 258 Dutton Road, for a term ending 5/31/26.

Present: Elsa Iovanella

Ms. Iovanella presented her background working with sustainability aspects from an investment perspective. Board Members asked related questions. Board Member Roberts seconded the motion.

Vice-Chair Kouchakdjian motioned to appoint Elsa Iovanella as Member of the Energy and Sustainability Committee for a term ending 5/31/26.

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

VOTED: To appoint Elsa Iovanella as Member of the Energy and Sustainability Committee for a term ending 5/31/26.

Interview candidate for Sudbury Housing Trust. Following Interview, vote whether to appoint John Ryan, 155 Ford Road, to the Sudbury Housing Trust for a term expiring 5/31/25

Present: John Ryan

Board members asked related questions. Board Member Carty recommended that the topic be discussed in Executive Session regarding the candidate's character.

Vice-Chair Kouchakdjian motioned to appoint John Ryan to the Sudbury Housing Trust for a term expiring 5/31/25. Board Member Roberts seconded the motion.

It was on motion 3-2; Kouchakdjian-aye, Russo-no, Roberts-aye, Carty-no, Dretler-aye

VOTED: To appoint John Ryan to the Sudbury Housing Trust for a term expiring 5/31/25.

Discussion and question of voting to accept Sudbury Access Corp (SAC) FY23 Financial and Operating Reports as required by their contract. In attendance will be Lynn Puorro, SudburyTV Executive Director and Jeff Winston of SAC. Also, vote to extend the Sudbury Access Corporation (SAC) contract for a three year-term to expire November 15, 2026.

Present: Jeff Winston, President - Board of Sudbury Access Corp. (SAC); Lynn Puorro, Executive Director - SudburyTV

Mr. Winston presented the "Current Meeting Coverage by Sudbury TV," Covering some 30 meetings per month, which has increased substantially.

Chair Dretler asked about fund raising. Mr. Winston affirmed the Board did not conduct fund-raising activities, and were funded by the cable companies only. Mr. Winston confirmed he would provide the Board with additional details.

Board Members agreed that programming by SAC and SudburyTV coverage was great, and the increased number of programming/recordings was ever increasing for the better.

Vice-Chair Kouchakdjian motioned to extend the SAC contract for a 3-year term to expire November 15, 2026. Board Member Carty seconded the motion.

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

VOTED: To extend the SAC contract for a 3-year term to expire November 15, 2026

Vice-Chair Kouchakdjian motioned to accept the Sudbury Access Corp. FY 2023 Financial Operating Report. Board Member Roberts seconded the motion.

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

VOTED: To accept the Sudbury Access Corp. FY 2023 Financial Operating Report

Discuss and take positions on 2023 Fall Special Town Meeting articles. Also in attendance will be SPS Superintendent Brad Crozier and SPS Director of Business and Human Resources Donald Sawyer

Present: Brad Crozier, SPS Superintendent; Don Sawyer, SPS Director of Business and Human Resources

Mr. Crozier presented the SPS Article Presentation.

Article 11 - Nixon Elementary School Roof Schematic Design Fees - \$248,000

Mr. Crozier presented the language associated with Article 11, as recommended by Town Counsel. Board Members asked related questions.

Chair Dretler stressed the importance of conducting a related feasibility study, noting that she would like to see additional collaborations between the Town and SPS.

Article 12 – Increase to FY2024 Sudbury Public Schools General Fund – Appropriation for additional Chapter 70 State Aid – \$232,380

Mr. Crozier noted that the State did approve this one-time allocation, and there was no changes to motion language by Town Counsel. Extensive discussion regarding Chapter 70 took place.

Article 13 - Funding of State approved Special Education Out-of-District Tuition Cost increase - \$184,755

Mr. Crozier mentioned that Town Counsel made recommendation regarding the motion language of Article 13.

Select Board Members agreed the amended motion language including source of funding, reflected improvement.

Chair Dretler stated the Select Board would not be taking positions on the SPS articles at this meeting.

Article 3 – Codification of Zoning Bylaws – Renumbering

Vice-Chair Kouchakdjian motioned to support Article 3 – Codification of Zoning Bylaws – Renumbering. Board Member Roberts seconded the motion.

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

VOTED: To support Article 3 – Codification of Zoning Bylaws – Renumbering

Article 4 – Codification of Zoning Bylaws – Additional Changes

Vice-Chair Kouchakdjian motioned to support Article 4 - Codification of Zoning Bylaws – Additional Changes. Board Member Russo seconded the motion.

It was on motion 4-1; Kouchakdjian-aye, Roberts-aye, Russo-aye, Carty-no, Dretler-aye

VOTED: To support Article 4 - Codification of Zoning Bylaws – Additional Changes

Article 6 – Atkinson Pool Funds - \$100,000

Vice-Chair Kouchakdjian motioned to support Article 6 - Atkinson Pool Funds - \$100,000. Board Member Russo seconded the motion.

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

VOTED: To support Article 6 – Atkinson Pool Funds

Article 7 – Fairbank Community Center – Supplemental Funds - \$900,000

Vice-Chair Kouchakdjian motioned to support Article 7 – Fairbank Community Center – Supplemental Funds. Board Member Roberts seconded the motion.

It was on motion 4-1; Kouchakdjian-aye, Roberts-aye, Russo-aye, Carty-no, Dretler-aye

VOTED: To support Article 7 - Fairbank Community Center – Supplemental Funds

Chair Dretler stated the Board would meet on October 23rd at 6:30 PM to review the remaining Warrant Articles.

Vote whether to approve 1-day wine and malt license for a Halloween event at Goodnow Farms Chocolate, 80 Goodnow Road, on Saturday, October 21, 2023 from 6:00 PM to 10:00 PM, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.

Present: Tom Rogan, 80 Goodnow Road

Mr. Rogan provided details regarding the proposed Halloween event. He explained that he had consulted with Police Chief Nix regarding the event.

Board Member Roberts motioned to approve 1-day wine and malt license for a Halloween event at Goodnow Farms Chocolate, 80 Goodnow Road, on Saturday, October 21, 2023 from 6:00 PM to 10:00 PM, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability. Vice-Chair Kouchakdjian seconded the motion.

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

VOTED: To approve 1-day wine and malt license for a Halloween event at Goodnow Farms Chocolate, 80 Goodnow Road, on Saturday, October 21, 2023 from 6:00 PM to 10:00 PM, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability

Discuss topics to be assigned for Fall 2023 - Select Board Newsletter.

MRC Planning and availability of volunteers	Vice-Chair Kouchakdjian
Status of Body Cameras for Police	Board Member Russo
Interview new Planning Director	Board Member Roberts

Board Member Carty had not chosen a topic; Chair Dretler had not chosen a topic

Town Manager Sheehan mentioned the deadline for Newsletter Article submission is October 30, 2023.

Review and possibly approve open session minutes of 9/12/23 and 9/14/23

9/12/23 Open Session Minutes

Vice-Chair Kouchakdjian motioned to approve the Select Board Minutes of 9/12/23, as edited. Board Member Roberts seconded the motion.

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

VOTED: To approve the Select Board Minutes of 9/12/23, as edited

9/14/23 Open Session Minutes

Vice-Chair Kouchakdjian motioned to approve the Select Board Minutes of 9/14/23, as edited. Board Member Roberts seconded the motion.

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

VOTED: To approve the Select Board Minutes of 9/14/23, as edited

Consent Calendar Item #3

Vote to accept a \$100 donation from Roche Bros to the Commission on Disability, to be used toward the "Accessible Trick or Treat" event

Vice-Chair Kouchakdjian recused herself from the discussion and left the meeting at approximately 10:31 PM.

Chair Dretler read in the words of the motion. Board Member Carty moved in the words of the Chair. Board Member Russo seconded the motion.

It was on motion 4-0; Roberts-aye, Russo-aye, Carty-aye, Dretler-aye

VOTED: To accept a \$100 donation from Roche Bros to the Commission on Disability, to be used toward the "Accessible Trick or Treat" event

Adjourn

Chair Russo motioned to adjourn the Select Board Meeting. Board Member Roberts seconded the motion.

It was on motion 4-0; Roberts-aye, Russo-aye, Carty-aye, Dretler-aye

VOTED: To adjourn the Select Board Meeting

There being no further business, the meeting ended at 10:33 PM.



SUDBURY SELECT BOARD
Tuesday, November 14, 2023

EXECUTIVE SESSION

14: Executive Session to review/approve 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: 9/16/15, 4/24/19, 6/8/19, 12/3/19, 11/17/20, 12/15/20, 9/12/23.

NOTE: the 12/15/20 minutes have already been approved. Only vote whether to release.

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

11/14/2023 7:00 PM



SUDBURY SELECT BOARD
Tuesday, November 14, 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

11/14/2023 7:00 PM