

SUDBURY SELECT BOARD
TUESDAY AUGUST 13, 2024
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 designate August 26, 2024 as Women’s Equality Day in the Town of Sudbury, and to sign a proclamation in that regard, as requested by Sudbury resident Kay Bell.
2.		<i>VOTE</i>	Vote to grant a special permit to Bikes Not Bombs to hold the “37th Annual Bike-A-Thon” on Sunday, September 8, 2024, from 10:00 A.M. through approximately 3:00 P.M., subject to Police Department safety requirements, proof of insurance coverage and the assurance that any litter will be removed at the race’s conclusion.
3.		<i>VOTE</i>	Vote to reappoint Memorial Day Committee members Kenneth Hiltz, Suzanne Steinbach, and James Wiegel, for terms expiring 5/31/27.
MISCELLANEOUS			
4.		<i>VOTE</i>	Interview applicants for the Diversity, Equity, and Inclusion Commission (DEI). Following interviews, vote whether to appoint Issac Tesfay, Eric Wolf, and Jillian Kelton to the DEI Commission for staggered terms ending 5/31/25 and 5/31/26.
5.		<i>VOTE</i>	Discussion and update on ARPA allocations, expenditures, and balances. ARPA funds are required to be allocated by 12/31/24 and spent by 12/31/26 (votes may be taken).
6.		<i>VOTE</i>	Discussion of allocation of \$15,000 in ARPA funds to be expended for Sudbury Holiday Village, a community gathering event scheduled for Saturday, December 7, 2024, under the direction of the Select Board/Town Manager's Office.
7.		<i>VOTE</i>	Discussion and vote to adopt the criteria for determining projects that will be tracked using Key Performance Indicators (KPIs).

These agenda items are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. Some items may be taken out of order or not be taken up at all. The Chair will strive to honor timed items as best as possible. The Chair reserves the right to accept public comment on any item and may establish time limits.

Item #	Time	Action	Item
8.		<i>VOTE</i>	Review the Select Board Summer 2024 Newsletter articles and approve for distribution.
9.		<i>VOTE</i>	Review and possibly approve the minutes of 6/25//24.
10.			Upcoming agenda items

These agenda items are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. Some items may be taken out of order or not be taken up at all. The Chair will strive to honor timed items as best as possible. The Chair reserves the right to accept public comment on any item and may establish time limits.



SUDBURY SELECT BOARD
Tuesday, August 13, 2024

CONSENT CALENDAR ITEM

1: Proclamation Womens Equality Day

REQUESTOR SECTION

Date of request:

Requestor: Kay Bell, Sudbury Resident

Formal Title: Vote to designate August 26, 2024 as Women’s Equality Day in the Town of Sudbury, and to sign a proclamation in that regard, as requested by Sudbury resident Kay Bell.

Recommendations/Suggested Motion/Vote: Vote to designate August 26, 2024 as Women’s Equality Day in the Town of Sudbury, and to sign a proclamation in that regard, as requested by Sudbury resident Kay Bell.

Background Information:

Please find attached:

1. Abbreviated Timeline of Suffrage in the United States - up to 1920
2. MA Women's Suffrage Association Historic Site
3. Sudbury Women's Equality Day Proclamation - Draft

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

08/13/2024 7:00 PM

Abbreviated Timeline of Suffrage in the United States

1660 to 1789

Before the United State Constitution comes into effect on March 9, 1789, each colony set suffrage requirements. Among such requirements are being European, being white, religion, property ownership, payment of taxes at a certain level.

1790 through 1869

Numerous laws are passed by states to define citizenship and remove some property-ownership, some payment of taxes, and some other requirements for suffrage, thereby establishing universal voting rights for white men.

1870

Passage of the Fifteenth Amendment establishes voting rights for all males regardless of race. Some states place property ownership and/or payment of taxes requirements on black voters.

1878

A women's suffrage amendment is introduced into Congress.

1884

The Seneca Falls Convention, the first national women's rights convention in the US, launches decades of advocating for women's right to vote.

1887

Granting of citizenship to Native Americans expands suffrage to include all male citizens.

1919

The House of Representatives and the Senate pass the Nineteenth Amendment for Women's Suffrage.

1920

Thirty-six states ratify the Nineteenth Amendment with official certification on August 26.

“The right of citizens of the United States to vote shall not be denied or abridged by the United States or by any State on account of sex.”

African American, Asian American, Hispanic American, and Native American women do not enjoy full enfranchisement.

1923

The Equal Rights Amendment (ERA) is introduced to assure full equal rights for all regardless of sex and empowering Congress to enforce those rights through legislation. Ratification of the ERA is substantial, yet remains incomplete in 2024.

From the United States National Park Service

<https://www.nps.gov/places/mwsa.htm>

Site of Massachusetts Woman Suffrage Association Office

[Boston National Historical Park](#)



Several women's suffrage organizations once occupied 3 Tremont Place at this location.
NPS Photo/Woods

Location: 3 Tremont Place

Significance: Site of MWSA Offices

OPEN TO PUBLIC: No

MANAGED BY: Private Building

Started in 1870 by [Lucy Stone](#), [Julia Ward Howe](#), and other local leaders, the Massachusetts Woman Suffrage Association (MWSA) served as the leading suffrage organization in the state. MWSA originated as a stand-alone organization that worked closely with regional and national organizations. By the 1880s, towns and neighborhoods across Massachusetts created smaller branches that reported to the main organization in Boston.¹ First headquartered at 3 Tremont Place, the MWSA offices moved several times throughout its long history; later office locations include 3 Park Street, 6 Marlborough Street, and 585 Boylston Street.²

MWSA members used a variety of tactics to garner support for the suffrage cause, from petitioning the state legislature and speaking at hearings to creating broadsides and holding lectures. Its early efforts led to the success of women gaining the right to vote in school committee elections in 1879.³

By the early 1900s, the MWSA stood as one of the largest state organizations in the country. New leaders shifted the organization's tactics to more public and direct action, such as outdoor rallies and suffrage parades.⁴ One of these actions included "Suffrage Bluebird Day" in 1915, during which suffragists posted thousands of metal bluebirds on

fences, trees, and public spaces in towns and cities across the state to gain support for their cause.⁵

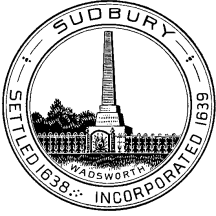


The Suffrage Bluebird, MWSA's symbol in 1915. (Credit: The Smithsonian Institute, Library of Congress)

In 1920, the Massachusetts Woman Suffrage Association re-organized into the Massachusetts League of Women Voters to help educate and prepare new women voters.⁶

Footnotes:

1. Lois Bannister Merk, "Massachusetts and the Woman Suffrage Movement," (Phd diss., Radcliffe College, 1961), 114-116.
2. Independent Historian Lyle Nyberg has tracked many of the locations of Boston suffrage organizations. For more information, please visit the webpage [Suffrage Organizations of Boston](#).
3. Lois Bannister Merk, "Massachusetts and the Woman Suffrage Movement," (Phd diss., Radcliffe College, 1961), 172.
4. Sharon Hartman Strom, "Leadership and Tactics in the American Woman Suffrage Movement: A New Perspective from Massachusetts," *The Journal of American History* 62, no. 2 (1975): 296-315.
5. "Bluebird Day in Bay State," *The Woman's Journal*, July 17, 1915. Schlesinger Library, Radcliffe College, Harvard University.
6. "In Massachusetts," *The Woman Citizen* 5, no. 2 (June 12, 1920), <https://babel.hathitrust.org/cgi/pt?id=inu.30000098651080&view=1up&seq=78>.



Town of Sudbury

Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776-1843

PROCLAMATION

WHEREAS, from the early 1800's women in the United States have continuously worked to gain full rights and privileges – public and private, legal and institutional – as citizens of the United States; and

WHEREAS, the Women's Rights Convention at Seneca Falls in 1848 declared "We hold these truths to be self-evident: all men and women are created equal" and insisted that "women have immediate admission to all the rights and privileges which belong to them as citizens of the United States;" and

WHEREAS, women and men of all races persisted for nearly a century, struggling against violence and discrimination, to win the right of women to vote; and

WHEREAS, the Nineteenth Amendment to the Constitution, ratified in 1920, states "The right of citizens of the United States to vote shall not be denied or abridged by the United States or by any State on account of sex"; and

WHEREAS, Congress, in 1973, designated August 26, the date the Nineteenth Amendment was certified, as Women's Equality Day; and

WHEREAS, Women's Equality Day affords Sudbury the opportunity to highlight the importance of women's work toward achieving the goal of equal rights and opportunity; now therefore be it

RESOLVED that the Sudbury Select Board hereby recognizes and commemorates Women's Equality Day, August 26th, as a celebration of the importance of the women's suffrage movement and the ongoing efforts to secure and expand equal rights, full civic inclusion and human dignity to all citizens of the United States.

Signed this 13th day of August in the year two thousand twenty-four.

SUDBURY SELECT BOARD

Jennifer Roberts

Jennifer S. Roberts, Chair

Daniel E. Carty

Daniel E. Carty, Vice-Chair

Janie W. Dretler

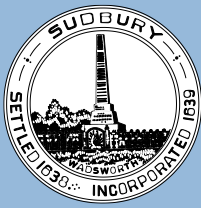
Janie W. Dretler

Lisa V. Kouchakdjian

Lisa V. Kouchakdjian

Charles G. Russo

Charles G. Russo



SUDBURY SELECT BOARD
Tuesday, August 13, 2024

CONSENT CALENDAR ITEM

2: Bikes Not Bombs 37th Annual Bike-A-Thon

REQUESTOR SECTION

Date of request:

Requestor: Maura Holt-Ling, Bikes Not Bombs

Formal Title: Vote to grant a special permit to Bikes Not Bombs to hold the “37th Annual Bike-A-Thon” on Sunday, September 8, 2024, from 10:00 A.M. through approximately 3:00 P.M., subject to Police Department safety requirements, proof of insurance coverage and the assurance that any litter will be removed at the race’s conclusion.

Recommendations/Suggested Motion/Vote: Vote to grant a special permit to Bikes Not Bombs to hold the “37th Annual Bike-A-Thon” on Sunday, September 8, 2024, from 10:00 A.M. through approximately 3:00 P.M., subject to Police Department safety requirements, proof of insurance coverage and the assurance that any litter will be removed at the race’s conclusion.

Background Information:
Application and department feedback attached

Financial impact expected:N/A

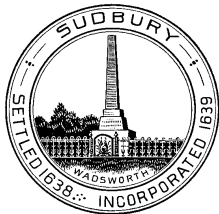
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

08/13/2024 7:00 PM



TOWN OF SUDBURY

Office of Select Board

www.sudbury.ma.us

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

Email: SBadmin@sudbury.ma.us

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

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

Organization Name _____

Event Name _____

Organization Address _____

Name of contact person in charge _____

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

Email address _____

Date of event _____ Rain Date _____

Starting time _____ Ending time _____

Route of the race/relay and portion of the road requested to be used (please indicate on map and attach to this application) Enter Sudbury on Concord Rd., Turn left to stay on Concord Rd., Turn left on Newbridge Rd., Turn left on Water Row, Turn right on Lincoln Rd. and exit Sudbury _____

Anticipated number of participants _____

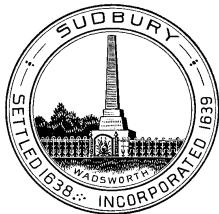
Assembly area (enclose written permission of owner if private property to be used for assembly) _____

Organization that proceeds will go to _____

Any other important information _____

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

Signature of Applicant Harvey Thomas _____ Date _____



TOWN OF SUDBURY

Office of Select Board

www.sudbury.ma.us

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

Email: SBadmin@sudbury.ma.us

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

Application Checklist:

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

Please submit completed application and materials to:

Office of Select Board

278 Old Sudbury Rd.

Sudbury, MA 01776

Fax: 978-443-0756

Email: SBadmin@sudbury.ma.us

Pin Share Edit More

BNB BAT 2024 The Agony & Ecstasy: Metric Tease

By BNB Bike Routes

64 mi + 3,099 ft ↗ 8.5 %
00:00 ⬆ - 3,099 ft ↘ -10.2 %

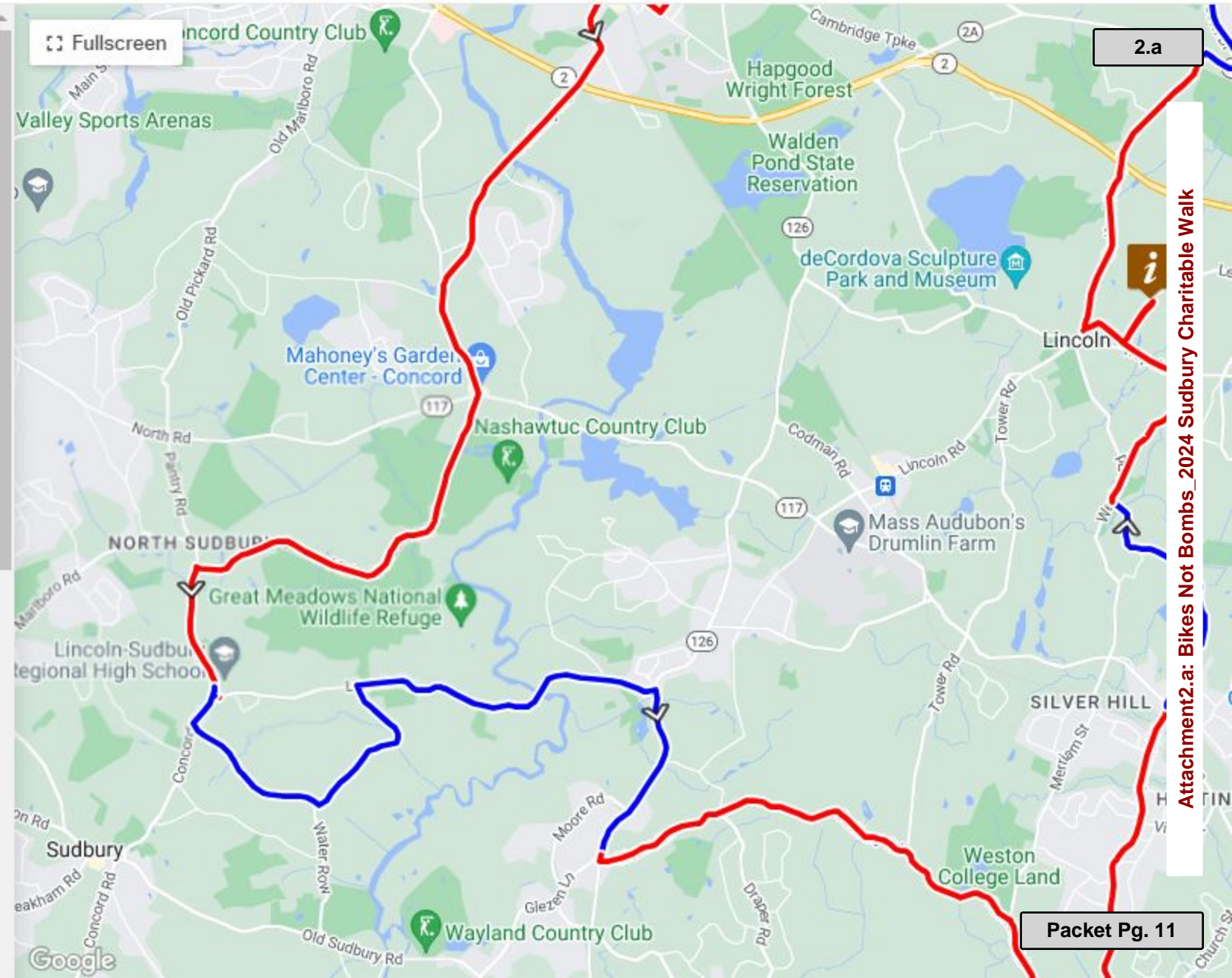
Send to Device

📍 Boston, MA 🌐 Public (62 views)
🕒 Created Mar 19, 2024 🔄 Updated Jul 9, 2024

Explore More

Discover your next great ride, courtesy of the largest public bike route library on the internet.

Explore More Routes Like This



Attachment2.a: Bikes Not Bombs_2024 Sudbury Charitable Walk

Pin Share Edit More

BNB BAT 2024 The Agony & Ecstasy: BNB Goes To Harvard

By BNB Bike Routes

105.8 mi + 5,751 ft ↗ 9.6 %
00:00 ⬆ - 5,750 ft ↘ -10.6 %

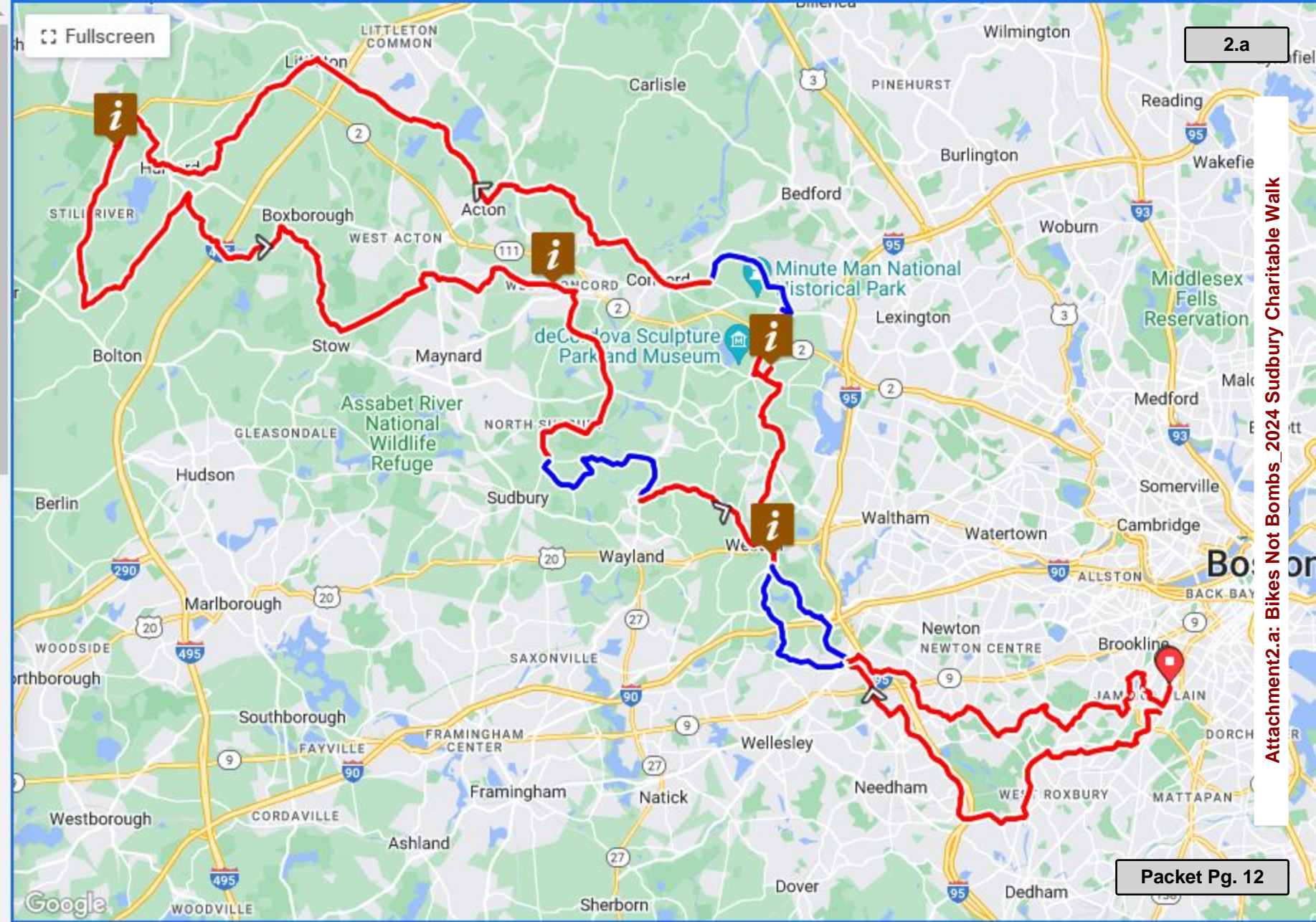
Send to Device

📍 Boston, MA 👤 Public (89 views)
🕒 Created Jul 12, 2024 🔄 Updated Jul 23, 2024

Explore More

Discover your next great ride, courtesy of the largest public bike route library on the internet.

Explore More Routes Like This



2.a

Attachment 2.a: Bikes Not Bombs_2024 Sudbury Charitable Walk

Packet Pg. 12



BIKES NOT BOMBS

Using the bicycle as a vehicle for social change

284 AMORY STREET • JAMAICA PLAIN, MA 02130
BIKESNOTBOMBS.ORG • 617.522.0222

VIA E-MAIL to Townmanager@sudbury.ma.us and selectboardsoffice@sudbury.ma.us

July 29, 2024

Town of Sudbury
 Flynn Building
 278 Old Sudbury Road
 Sudbury, MA 01776

Hello!

I am writing today to request that Bikes Not Bombs be granted permission to use Sudbury roads for our 37th annual fundraising bike ride, the Bike-a-Thon, on Sunday, September 8, 2024.

This will be our 37th year of running this event smoothly and safely! Each of the heroic cyclists in the event raises money to support our non-profit bicycle programs. Our youth programs in Jamaica Plain help underserved Boston youth learn safe bicycling skills and mechanics skills, while earning their own bike. These bikes help the young people get to school and to jobs. Many continue on to work at Bikes Not Bombs, earning wages while building critical vocational and life skills that lay a foundation for long-term personal and professional success.

I want to mention up front that there are no points along our route where we plan to block, obstruct, or in any way interfere with vehicular or pedestrian traffic. This is not a race, and it is not a single mass of cyclists who stay together. Upon leaving the starting point in Jamaica Plain, each cyclist rides at their own pace, and they will be spread out over many miles and integrated into the normal flow of traffic. We provide the route for cyclists to follow, and each cyclist is on the road as an individual, riding safely and single file on the road as would any other recreational cyclist. The route through Sudbury is part of our 63 and 105-mile Bike-a-Thon route, and the riders for this route are extremely experienced in riding with traffic.

We instruct all riders to obey all traffic laws. These cyclists will also be experienced and comfortable with safely integrating themselves into the normal flow of traffic. We expect the impact on Sunday, September 10th's traffic to be negligible, and we are not requesting any assistance from town authorities on the day of the event.

There are no spectators or parking in Sudbury. Only cyclists will be on the road as a part of normal traffic. The riders will not be stopping in Sudbury.

Below is an outline of our route through Sudbury:

63 AND 105 MILE ROUTE:

- Enter Sudbury on Concord Rd.
- Turn left to stay on Concord Rd.
- Turn left on Newbridge Rd.
- Turn left on Water Row
- Turn right on Lincoln Rd. and exit Sudbury

Riders will start to trickle into Sudbury at around 10:00am. We expect our very last riders will have exited Sudbury by 3:00pm. The riders will be quite staggered throughout the day.

105 Mile Route: <https://ridewithgps.com/routes/47539877>

63 Mile Route: <https://ridewithgps.com/routes/45905397>

We have obtained a liability policy, and I have attached an insurance certificate naming the City of Sudbury as an additional insured. Also attached is an Application for a Charitable Walk/Relay.

If there are any questions at all, please be in touch with me. Many thanks for your consideration.

Sincerely,

Hayley O'Connor
Bike-A-Thon Intern
[Bikes Not Bombs](#)
hayley@bikesnotbombs.org

Bikes Not Bombs “Bike-A-Thon”

Sunday, September 8, 2024

Department Feedback

Department	Staff	Date	Comments
Fire Department	Chief Whalen	8/2/24	The Fire Department has no issue with this event.
Highway Department	Denise Barter	8/7/24	The Public Works Department does not have any issues with this event assuming there are no resources (labor, equipment, barricades, cones, etc.) required of the department.
Park & Recreation	Dennis Mannone	8/2/24	All set
Police Department	Chief Nix	8/1/24	No issues



SUDBURY SELECT BOARD
Tuesday, August 13, 2024

CONSENT CALENDAR ITEM

3: Memorial Day committee reappointments

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to reappoint Memorial Day Committee members Kenneth Hiltz, Suzanne Steinbach, and James Wiegel, for terms expiring 5/31/27.

Recommendations/Suggested Motion/Vote: Vote to reappoint Memorial Day Committee members Kenneth Hiltz, Suzanne Steinbach, and James Wiegel, for terms expiring 5/31/27.

Background Information:

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

08/13/2024 7:00 PM

2024 Board/Committee Reappointments

Appointed by Select Board

Board Name	Last Name	First Name	RESPONSE	TERM
Aging, Council on	Levine	Jeff	Term Limit Reached	3
Aging, Council on	Newberg	Anna	Yes	3
Aging, Council on	Sherman	Donald	Yes	3
Board of Appeals	Gossels	Jonathan	Yes	5
Board of Appeals	Hershberg	Michael	Yes	1
Board of Appeals	Ray	William	Yes	1
Capital Improvement Advisory Committee	Dallas	Matthew	Yes	3
Capital Improvement Advisory Committee	Winer	Richard	Yes	1
Community Preservation Committee	Remington	Lynne	No	3
Community Preservation Committee	Roopenian	Kirsten	Yes	3
Diversity, Equity and Inclusion Commission	Cyril	Pristine	No	2
Diversity, Equity and Inclusion Commission	Huang	Helen	No	1
Diversity, Equity and Inclusion Commission	Steffey	Joanna	No	2
Diversity, Equity and Inclusion Commission	Hu	Serena	Yes	2
Diversity, Equity and Inclusion Commission	Taylor	Janine	Yes	2
Earth Removal Board	Gammons	Bryan	Yes	1
Earth Removal Board	Hershberg	Michael	Yes	1
Earth Removal Board	Patch	Jonathan	Yes	1
Earth Removal Board	Ray	William	Yes	1
Energy & Sustainability Committee	Gopal	Venk	Yes	3
Energy & Sustainability Committee	Martino	Joseph	Yes	3
Memorial Day Committee	Dow	Elizabeth	No	3
Memorial Day Committee	Hiltz	Kenneth	Yes	3
Memorial Day Committee	Steinbachster	Suzanne	Yes	3
Memorial Day Committee	Wiegel	James	Yes	3
Permanent Building Committee	Kraemer	John	No	1
Rail Trails Advisory Committee	Pransky	Glenn	Yes	3
Rail Trails Advisory Committee	Vitale	Frank	No	3
Registrars, Board of	McQueen	John	Yes	3
Sudbury Housing Trust	Cerullo Merrill	Jessica	Yes	1
Sudbury Housing Trust	Cronin	Kelley	Yes	2
Sudbury Housing Trust	Howe	Cynthia	Yes	2
Sudbury Housing Trust	Riordan	John	Yes	2
Sudbury Transportation Committee	Lieberman	Robert	Yes	1
Sudbury Transportation Committee	Wallace	Cheryl	Yes	1
Town Historian	Hardenbergh	Jan	Yes	1

Attachment3.a: 18487 (6340 : Memorial Day committee reappointments)



SUDBURY SELECT BOARD
Tuesday, August 13, 2024

MISCELLANEOUS (UNTIMED)

4: DEI interviews

REQUESTOR SECTION

Date of request:

Requestor: Chair Roberts

Formal Title: Interview applicants for the Diversity, Equity, and Inclusion Commission (DEI).
Following interviews, vote whether to appoint Issac Tesfay, Eric Wolf, and Jillian Kelton to the DEI Commission for staggered terms ending 5/31/25 and 5/31/26.

Recommendations/Suggested Motion/Vote: Interview applicants for the Diversity, Equity, and Inclusion Commission (DEI). Following interviews, vote whether to appoint Issac Tesfay, Eric Wolf, and Jillian Kelton to the DEI Commission for staggered terms ending 5/31/25 and 5/31/26.

Background Information:
applications and resumes attached

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

08/13/2024 7:00 PM

Application Form

Profile

Isaac _____ Tesfay _____
 First Name Middle Initial Last Name

 Email Address

165 Concord 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?

Diversity, Equity & Inclusion Commission: Submitted

Sudbury Residency

Years Lived in Sudbury

4

Interests & Experiences

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

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

As a DEI professional for over 20 years, I believe that I have the requisite background and experiences to support this board in these efforts.

Please describe your experience pertinent to this board/committee.

For over 20 years, I've worked in DEI-related positions at both for-profit and not-for-profit organizations, including 13 years with the state of Massachusetts. I am currently the DEI Director for a healthcare system.

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

Worcester State University for 10 years as a DEI professional and nearly 3 years with the Massachusetts Trial Court.

Attachment4.a: Isaac_Tesfay_DEI_2024_redacted (6326 : DEI interviews)

What is your educational background?

BA - College of the Holy Cross MBA - Clark University PhD - UMASS Boston

Care New England
Employer

Director of Diversity, Equity,
and Inclusion
Job Title

[Isaac_Tesfay_CV_2024.pdf](#)

Upload a Resume

Availability

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

Town Interest

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

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.

Isaac Tesfay

Attachment4.a: Isaac_Tesfay_DEI_2024_redacted (6326 : DEI interviews)

Isaac D. Tesfay, PhD, MBA

Sudbury, MA 01776 ·

CAREER SUMMARY

Experienced DEI and Learning & Development professional skilled at designing and facilitating programs, courses, processes, and strategic planning that center around access, equity, belonging, diversity, and inclusion. Successful in developing inclusive strategic plans and recruitment programs designed to increase diversity in organizations.

SKILLS

- ✓ Collaborative in designing and implementing courses and programs that achieve organizational goals
- ✓ Develops rigorous audits and programs to increase organizational effectiveness and diversity
- ✓ Designs and facilitates professional development and adult learning programs
- ✓ Strong executive consulting and strategic planning experience
- ✓ Advanced report writing, goal setting, and analysis skills

PROFESSIONAL EXPERIENCE

CARE NEW ENGLAND, Providence, RI

November 2023 - Present

Director of Diversity, Equity, and Inclusion

Oversee the creation and implementation of new system-wide community engagement strategic plans, DEI learning strategies, and the co-development of a new system-wide DEI strategic plan.

- Partner with leaders across the health system to assess needs and co-create measurable inclusive strategies
- Design and facilitate DEI learning and community engagement strategies
- Provide guidance to organizational partners to embed DEI values and principles into organizational objectives
- Partner with Human Resources and relevant stakeholders to develop sustainable DEI measures and outcomes
- Design and facilitate innovative curricula to increase the understanding of cultural competency and other DEI-related topics like affirming LGBTQ+ care, implicit biases, and the social drivers of health
- Collaborate with HR and Organizational Development for continuous improvement in onboarding and employee orientations
- Support DEI councils in monthly heritage events and programming
- Develop and empower Employee Resource Groups to elevate the status of care for employees
- Serve as a subject matter expert on DEI principles and strategies
- Research innovative practices across the healthcare industry and support those integrative efforts across departments
- Leverage grants and philanthropic strategies to increase CNE DEI resources

TUFTS MEDICINE, Burlington, MA

August 2021 – January 2023

System Director for Diversity, Equity, and Inclusion Education and Research

Created and implemented learning strategies, content, toolkits, and resources to advance organizational mission, vision, and values through a diversity, equity, and inclusion (DEI) framework.

- Owned and developed a multi-year, system-wide employee learning experience with progressive industry-leading content and strategies that integrate diversity, equity, and inclusion into all levels across the health system
- Provided expertise and guidance to organizational partners to embed DEI values and principles into adult learning curricula, professional development, performance reviews, and organizational objectives
- Lead system-wide DEI planning, change management, training, and communication
- Partnered with HR and Talent Acquisition team to meet benchmarks and KPIs and ensure diverse talent pools and inclusive hiring practices
- Directed and developed innovative efforts to increase the understanding of cultural competency and other DEI-related topics like health equity, biases, disparities, and the social determinants of health
- Collaborated with communications department to establish an inclusive framework and strategy
- Designed and facilitated leadership assessments to identify strategies for improved leadership and organizational effectiveness
- Coordinated system-wide diversity education committees, councils, workgroups, and advisory boards
- Used data analytics to drive employee engagement, set and track KPIs, and identify strategic opportunities
- Provided functional DEI leadership and subject matter expertise for leadership and senior management
- Supported DEI Councils and ERGs in monthly heritage events and educational programming

Attachment4.b: Isaac_Tesfay_CV_2024.red (6326 : DEI interviews)

EXECUTIVE OFFICE OF THE MASSACHUSETTS TRIAL COURT, Boston, MA

January 2019 – July 2021

Senior Manager, Office of Diversity, Equity, and Inclusion

Functioning as the *Deputy Chief Experience and Diversity Officer*:

- Monitored and tracked the fidelity of diversity, equity, and inclusion (DEI) strategic planning efforts
- Defined and supported DEI metrics, KPI's, and goals toward measurable and achievable outcomes
- Leveraged people analytics, survey, and benchmarking to assist departments in achieving their goals
- Identified, implemented, and supported DEI best practices across all organizational departments and offices
- Supported the Executive Office, Office of Court Management, and executive leadership in developing and monitoring DEI initiatives
- Developed and supported data-driven DEI strategies and processes
- Identified systems, processes, and programs that would enhance the Trial Court's mission and vision
- Monitored and evaluated DEI progress across multiple systems, departments, and efforts
- Align key stakeholder office (Ex: HR, Compliance, Learning and Development) efforts to include DEI strategies
- Designed and facilitate cultural awareness and diversity-related trainings and programs
- Advanced workplace engagement among every level of organizational management
- Supported community engagement projects across the Commonwealth
- Built and enhanced collaboration between the Judicial and Executive branches toward a more fair and equitable justice system

WORCESTER STATE UNIVERSITY, Worcester, MA

2009 – 2019

Director, Office of Diversity, Inclusion, Affirmative Action, and Equal Opportunity January 2016 – January 2019

Designed and implemented the university's diversity and inclusion strategic plan. Developed plans and policies to recruit and retain underrepresented employees through affirmative action and equal employment opportunity programs.

- Advised the President on issues related to diversity and inclusion
- Collaborated across divisions to develop and maintain an approach to foster diversity and inclusion
- Analyzed and presented diversity and inclusion campus data and national trends to campus constituencies
- Developed and implemented training and change management strategies for employees, students, and constituents to increase knowledge and skills regarding diversity, inclusion, affirmative action, and equal opportunity programs
- Collaborated with appropriate departments and individuals to develop and promote programs that recognize the value of diversity and inclusivity across organizational functions
- Worked closely with Human Resources, Vice Presidents, Directors, Deans, and Department Heads to develop and implement program initiatives designed to increase diversity among employees and constituents
- Provided leadership and direction for diversity councils and multicultural affinity organizations
- Responsible for investigating discrimination complaints and final reports
- Assumed a leadership role to engage with both the organization and broader external communities regarding affirmative action/equal opportunity related programs
- Administered Affirmative Action Complaint Procedures and acts as a representative of the organization on grievances presented to state and federal agencies
- Served as the organization's liaison to diversity-related committees both on and off campus

Adjunct Faculty

Fall 2011 – January 2016

Designed and taught a First Year Seminar course that ensures a successful academic transition to college. Prepared coursework, lessons, and material designed to enhance critical thinking, public speaking, and reading and writing comprehension skills around the topic of diversity and multiculturalism.

Upward Bound Coordinator, Office of Multicultural Affairs (January 2009 – January 2016)

Developed plans and policies to recruit minorities, first generation, and low-income students into the Upward Bound Program and Worcester State University. Collaborated with Worcester Public Schools (WPS) in recruiting a diverse pool of program applicants.

- Planned and coordinated a 5-week residential Summer Academy for participants
- Facilitated academic, cultural, and social enrichment activities to promote personal and academic success
- Designed and facilitated training sessions for student leaders and campus constituents regarding topics of access, affirmative action, equity, opportunity, and inclusion
- Developed creative partnerships on campus and in the community that focuses on educational and co-curricular intercultural interactions
- Assisted with academic, personal, and career transition plans for graduating WSU students

Student Affairs Professional, First Year Experience**Fall 2010**Advised 4 Peer Mentors in the '4th Hour' program. Trained students in course preparation and classroom presentations**COLLEGE OF THE HOLY CROSS, Worcester, MA****2008 – 2013****Consultant/Trainer/Teacher, Office of Multicultural Education**

Co-Coordinated the Multicultural Peer Education Program. Facilitated weekly diversity sessions oriented around affirmative action, diversity, and social justice

- Coordinated residence hall presentations and campus-wide programming

EDUCATION & CERTIFICATION**PhD, Higher Education Doctoral Program****University of Massachusetts Boston***Research Interests: Diversity and inclusion, critical race theory, multiculturalism, chief diversity officers, multicultural organizational development, organizational development, and transformative methodologies***MBA, Concentration: General Management****Clark University, Worcester, MA****Bachelor of Arts****College of the Holy Cross, Worcester, MA****Massachusetts Commission Against Discrimination Certified Trainer (2016)****NATIONAL PRESENTATIONS****Hispanic Association of Colleges and Universities Conference**

October 2018

Title: *Walking Through Fire: Using a Campus Climate Audit to Challenge Convention and Elevate Standards***Hispanic Association of College and Universities Conference**

October 2017

Title: *Toward a More Inclusive Campus Climate 2.0***Hispanic Association of Colleges and Universities Conference**

October 2016

Title: *Toward a More Inclusive Campus Climate***COMMITTEES****Massachusetts Trial Court**

Co-Chair, Diversity, Equity, Inclusion Implementation Committee

2019 – 2020

Worcester State University

Chair, WSU Campus Climate Committee

2016 – 2018

Chair, WSU Bias Incident Response Team

2018 – 2019

Chair, Advisory Committee for Equal Opportunity, Diversity, & Affirmative Action

2018 – 2019

Ethnic Studies Committee

2014 – 2017

First Year Experience Advisory Board

2013 – 2017

International Program Advisory Committee

2014 – 2016

Chair, Colleges of the Worcester Consortium ALANA Support Network

2009 – 2013

Chair, WSU Bridging the Gap Committee

2009 – 2012

NEASC Standard 6 Committee

2010 – 2012

AWARDS**Boys and Girls Club of Greater Nashua Hall of Fame**

2018

Massachusetts Equity in Governance Award

2017

Given annually to an employee or group of employees who have demonstrated commitment to and attainment of the principles of equity in: HR activity that promotes diversity and inclusion, procurement activity that promotes the participation of minority business enterprises and women business enterprises, policy

development and/or implementation (including the development and implementation of regulations, program policies, and/or rules), and/or improving access and/or accessibility (physical or programmatic) to state programs or the delivery of state services.

Worcester Chamber of Commerce Emerging Leader Nominee	2017
Worcester State University Extraordinary Dedication Award Nominee	2016
Worcester State University Diversity and Inclusion Award	2015
Helping Hand Advisor Award, Third World Alliance	2010

Attachment4.b: Isaac_Tesfay_CV_2024.red (6326 : DEI interviews)

Application Form

Profile

Eric _____ Wolf _____
 First Name Middle Initial Last Name

 Email Address

123 Dakin Rd. _____
 Home Address Suite or Apt

Sudbury _____ MA _____ 01776
 City State Postal Code

 Primary Phone

 Alternate Phone

Which Boards would you like to apply for?

Diversity, Equity & Inclusion Commission: Submitted

Sudbury Residency

Years Lived in Sudbury

1

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 was in Sputh Carolina working with antiracism and justice & equity issues with underserved and oppressed communities.

Please describe your experience pertinent to this board/committee.

I've served in and started groups, including the New England Synod of the ELCA's antiracism board.

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

No municipal experience, but I worked for the South Carolina Synod as an Assistant to the Bishop, which is the statewide governing body.

Attachment4.c: Wolf_Eric_redacted (6326 : DEI interviews)

What is your educational background?

MDiv, liberal arts

St. John Lutheran Church
Employer

Pastor
Job Title

Upload a Resume

Availability

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

Town Interest

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

[Empty text box for explanation]

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.

Eric G. Wolf

Attachment4.c: Wolf_Eric_redacted (6326 : DEI interviews)

Application Form

Profile

Jillian _____ Kelton _____
First Name Middle Initial Last Name

Email Address

35 Ruddock 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?

Diversity, Equity & Inclusion Commission: Submitted

Sudbury Residency

Years Lived in Sudbury

21

Interests & Experiences

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

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

As a biracial woman who grew up in Sudbury and now has returned with her Black husband and children, I see so much work that we need to support and do in Sudbury that I want to be a part of. I also think that it is pertinent to push the lack of a town or school funded DEI position to the front of the conversation. Almost every single neighboring town has a paid DEI position.

Please describe your experience pertinent to this board/committee.

I have worked for the Boston Public Schools for 22 years. My most recent position was as Chief of Student Support. The issues that I dealt with around diversity, equity and inclusion were part of my everyday work. I have deep experience working with public officials, i.e. the Boston City Council, the Mayor of Boston, etc.

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

no

What is your educational background?

Master's Degree in Education

Daybreak Health

Employer

Director of Partnerships

Job Title

[JKELTON_RESUME_2023.docx.pdf](#)

Upload a Resume

Availability

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

Town Interest

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



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.

Jillian Kelton

Attachment4.d: JKelton_DEI_red (6326 : DEI interviews)

JILLIAN KAMAL KELTON

35 Ruddock Road, Sudbury, MA 01776 :

Accomplished educational executive with 20+ years of experience in diverse, urban, public education settings. Extensive experience in systemic development and management, student support and operational strategy, policy development and implementation, personnel management and training. Dedicated to creating structures, policies and systems that reflect and celebrate the cultural and linguistic identities of all students and families. Outstanding communication and problem-solving skills at all levels of the school environment.

EXPERIENCE

Boston Public Schools, Chief of Student Support July 2022-Present

- In this executive level position, supervise the day to day functioning and larger strategic direction for six departments for the district which serves approximately 48,000 students in 115 schools; Health Services, Succeed Boston (Code of Conduct, Counseling Intervention Center), Office of Social Work, Athletics, Opportunity Youth (Attendance, Homelessness Resource Network), Restorative Justice
- Lead all student support based initiatives and policy for the district; including but not limited to the development of MTSS interventions and implementations, student mental health, crisis response, restorative justice practices, attendance support initiatives, community and school based crisis response
- Coordinate and oversee all crisis response for the district in school and community based incidents in collaboration with school based leadership, central office team members, city based agencies
- Lead oversight and decision making for department heads in the oversight of \$20+million budget for the Division of Student Support
- Lead the development and management of multiple high level partnerships that promote access to post secondary and career training, peer mediation and mentorship opportunities and other initiatives that speak to the promotion of social emotional and academic development for students
- Support the day to day operation of all schools as it pertains to school safety and social emotional well being of all students and staff
- Support department leaders in accessing and applying for available grants that directly connect to the work of the Student Support Division
- Manage multiple high level partnerships including the Mayor's Office of Community Safety, Boston Public Health Commission, Boston Police's Community Engagement Bureau and the Suffolk County District Attorney's Office
- Provide direct support to school leadership teams as they look to create more supportive and inclusive systems and internal structures for students
- Work with district and school leaders in the case management and problem solving for complex cases and situations that impede the functioning and operation of their school buildings as safe learning environments
- Identify and prioritize school communities with highest need for support based on analysis of multiple datasets in order to determine school-specific recommended strategies for incident deterrence and affirming supportive environments for all students.

Boston Public Schools, Assistant Director of Safety Services

July 2019-July 2022

- Served as the district point person for all things related to the school to prison pipeline, which include but are not limited to representing BPS with the Mayor's Office, Boston Public Health Commission, Department of Children and Families, the Department of Youth Services and other city and state based agencies, while maintaining student privacy as required by law (FERPA)
- Supported the needs of school based leadership, support staff and central office staff as it pertains to meeting the needs of marginalized and system-involved students, providing or facilitating training, professional development or resources as needed.
- Led and convened departments and working groups within BPS as needed to support the system involved youth and other high risk youth as identified by school based and central level support teams.
- Participated in and convened community level groups to address community, family and student concerns as it relates to the school to prison pipeline.
- Served as a direct resource to schools, collaborating with various school-based teams to support the development of stronger and more adaptable support systems and deepen school-based relationships at the school level, to better meet the diverse needs of students and thereby reduce student mobility and dropout rates.
- Developed preventative strategies for schools to employ to create systemic conditions that reduce the likelihood of students becoming involved in the criminal justice system or other situations that may jeopardize the continuation of their path toward college, career, and life readiness.
- Worked to improve school and district understanding and effective use of Early Warning Indicator implications, including the use of SIS (Aspen), Panorama and school gathered data to proactively support students evidencing at risk behaviors.
- Collaborated with BPS central office departments by providing written reports, interpreting school incident data, and developing policy recommendations that align with district and state standards for preventative and responsive student success planning for marginalized and system-involved students.
- Worked with community and city partners and school based support staff to create a continuum of resources/supports in response to incidents of community violence

TechBoston Academy, Dorchester, MA

August 2014-June 2019

Director of Student Support Services

Boston Public Pilot School, Grades 6-12 College Prep and Technology Focused Curriculum

- Provided ongoing support, supervision and oversight for Student Support Department, which includes nine support staff, ranging from Guidance Counselor to School Nurse serving grade levels 6-12 and approximately 1000 students
- Met regularly with all SSD members to go through report cards, progress reports and attendance reports to identify at risk students and assess student progress at each grade level and create comprehensive support plans to address all areas of concern
- Facilitated and coordinated regular department meetings, which includes professional development around topics including but not limited to Restorative Justice, cross racial and culturally competent dialogue, teenage suicide and emerging psychoses
- Facilitated weekly Intervention Team meetings that bring together various support personnel throughout the school, including Behavioral Specialist, Director of Special Education, School Psychologist, Clinicians, Social Workers, Director of Academics to case conference on at risk students and create action plans to ensure student success

- Oversaw and supported College Coordinator and grade level guidance counselors to ensure that all students are receiving necessary college prep and developing post-secondary plans through the use of Naviance and access to college representatives
- Worked with SSD in supporting most critical and at risk students; this may include, but is not limited to developing in school support plans, alternative education transition plans, monitoring progress, facilitating and participating in parent/team meetings
- Worked with scheduling team to place all students based on data analysis and teacher recommendations, use of student data to create appropriate class placements and class sections; which includes but is not limited to; transcript audits, analysis of MCAS scores and other standardized tests, review of academic, behavioral and attendance history
- Supported and collaborated with Roundtable initiative, which brings together law enforcement, the District Attorney's office, Department of Youth Services and school based personnel to case conference on court involved youth.
- Collaborated closely with Special Education Department to support IEP students by providing additional academic supports and proper academic placement

Freshmen Academy Director

- Lead Administrator who oversaw all academic, social emotional and discipline issues pertaining to Freshman Academy, an academy serving approximately 160 students with various levels of Special Education and English Language Development
- Provided oversight and support as it relates to student advancement and staff needs
- Rolled out Personalized Learning Initiative to meet the diverse learning needs of each student. This included areas such as project based learning, competency based learning and advisory programs.

TechBoston Academy, Dorchester, MA

August 2005-June 2014

Student Support Coordinator, Guidance Counselor

Boston Public Pilot School, Grades 6-12 College Prep and Technology Focused Curriculum

- Created effective support solutions for students' academic, behavioral, and emotional needs in collaboration with academic teachers, administration and social service agencies.
- Developed partnerships with school staff, parents and outside community supports, including higher education institutes and non-profit agencies, to remove all academic and non-academic barriers to learning.
- Achieved a college attendance rate of 90%+ for 6 consecutive years through effective inter-departmental collaboration with College Coordinator and External Partnerships Coordinator
- Developed partnership with Boston Police Department and Juvenile Court System of Boston to hold case conferences about court-involved and at-risk students to create supportive academic based plans.
- Created and oversaw successful supervisory program for the University of Massachusetts(Boston) Graduate School Program for School Counseling.

Dorchester Education Complex, Dorchester, MA

December 2009-June 2014

Athletic Director

- Oversaw and further developed all athletic programs for TechBoston Academy and Dorchester Academy; two separate Boston Public High Schools that combine for one athletic program.

- Over four years collaborated with outside partners to oversee and facilitate major renovations to building's athletic facilities; including installation of turf field, girls' locker room, cardio room and weight room.
- Worked with Headmasters in evaluating all coaches.
- Worked with school-based student athlete academic support center (BSA) to promote high academic achievement for all students athletes.
- Worked closely with Boston Scholar Athlete program to increase attendance in Zone, enrollment in SAT prep class and general visibility of BSA within the school environment.
- In the summer of 2011 worked as primary liaison with ESPN after ESPN's selection of the Dorchester Education Complex as one of four schools chosen nationally for a near million dollar renovation of athletic facilities as part of ESPN's *Rise Up* initiative.

TechBoston Academy Middle School Design Team, Dorchester, MA April 2008-August 2009
Committee Chair and Member

- Participated on two committees; Student Support (member) and Community and Family Engagement (Chair)
- Each committee researched best practices for middle school urban education and implemented its findings in the development of a new Boston Public Pilot middle school in the Fall of 2009

Boston Private Industry Council, Roxbury, MA Oct. 2001-July 2005
Senior Career Specialist at Madison Park Technical Vocational High School

- Coached Madison Park Technical Vocational High School students to develop job-readiness skills; developed resources and opportunities for students, teachers, and employers to link the classroom to the workplace.
- Placed and supported students in job shadowships, summer jobs, after-school jobs, community service learning and volunteer opportunities; exceeded both personal and organizational goals for student placements and evaluations
- Prepared and conducted classroom presentations, after-school workshops, and supervisor trainings (for employers); recruited career speakers; served on multiple advisory boards for vocational programs.
- Brokered employment opportunities for students; assisted students and employers to ensure satisfaction and retention.

CONSULTING

Daybreak Health

September 2023- Present

- Provide a high level overview of the market specific/regional landscape as it pertains to the needs of schools specific to telebehavioral health
- Provide feedback on Daybreak's go to market strategy, new business pitches and overall messaging and positioning

Boston Public Schools, High School Network and Office of Extended Learning

September 2013- September 2018

- Support various high school Administrators, Guidance Departments and Registrars in analyzing student data as it pertains to class placement, schedule building and necessary support systems.

- Support schools administrators in identifying Tier 3 students and working to create support plans and case manage
- Develop supportive and proactive academic plans for all incoming freshman students through analysis and collection of data through the use of ASPEN SIS.
- Work with various high school administrative teams to adjust and develop curriculum alignment to better serve the needs of student body.
- Work with BPS central office to maintain and structure external summer programs across the district

Baystate Academy Charter Public School

February 2015

- Worked to develop supportive and proactive scheduling plans for this newly created charter school
- Offered various scheduling models and class offerings to support needs of diverse student population

PROFESSIONAL PRESENTATIONS

Daybreak Health, Webinar: Prioritizing Mental Health in Schools

Panelist, September 2023

Emerson College, Graduate Institute for Education

Keynote Speaker 2008-2019

Boston Public Schools, Code of Conduct- *Alternatives to Suspension*

Presenter 2017, 2018

Harvard University, Graduate School of Education

Prevention Science and Practices in School Counseling

Presenter 2017

National Center for Race Amity, Annual Conference

Panel Presenter 2010, 2016

University of Massachusetts, Boston, Graduate Program for School Counseling

Panel Presenter 2012-2014

Race to the Top Conference, University of Massachusetts, Boston

Panel Presenter 2012

EDUCATION

Cambridge College

M.Ed. in Counseling Psychology/School Guidance (Grades 5-12)

Cambridge, MA

June 2005

Connecticut College

New London, CT

B.A. in Sociology Based Human Relations

2001

• **Syracuse University:** Study Abroad Program in Harare, Zimbabwe

LICENSURE

- **DESE Licenses (License # 402563):**
 - Superintendent/Assistant Superintendent
 - Director/Supervisor of School Guidance (Grades K-12)
 - Guidance Counselor (Grades 5-12)
 - Teacher of Students with Moderate Disabilities (License Pending)



SUDBURY SELECT BOARD
Tuesday, August 13, 2024

MISCELLANEOUS (UNTIMED)

5: ARPA update

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discussion and update on ARPA allocations, expenditures, and balances. ARPA funds are required to be allocated by 12/31/24 and spent by 12/31/26 (votes may be taken).

Recommendations/Suggested Motion/Vote: Discussion and update on ARPA allocations, expenditures, and balances. ARPA funds are required to be allocated by 12/31/24 and spent by 12/31/26 (votes may be taken).

Background Information:
spreadsheet attached

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

08/13/2024 7:00 PM

Town of Sudbury
ARPA Funds

8/7/2024

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

* Final Distribution received 9/29/22

Select Board Allocations (as of 7/16/2024):

Project	Allocation	Expenditures	Unexpended	
Additional Social Worker Services	170,000.00	41,295.91	128,704.09	Still needed/will be spent
Basic needs gift cards (Jail Diversion Prog., Senior Center, Social Work Dept)	20,000.00	19,585.95	414.05	Still needed/will be spent
Mental Health Counselor		-	-	
Health - Nursing Services	86,000.00	25,726.56	60,273.44	Still needed/will be spent
SPS: Summer academic program	520,000.00	445,743.96	74,256.04	Still needed/will be spent
SPS: Social and Emotional Learning	420,000.00	302,039.38	117,960.62	Still needed/will be spent
LSRHS: Ventilation system upgrades	67,619.00	67,619.00	-	
Fairbank Community Center: Water line replacement	131,431.18	131,431.18	-	
Fire: Equipment	31,205.44	31,205.44	-	
Fairbank Community Center construction funding to provide contingency funds/other funding in light of higher project bidding results	1,868,568.82	1,868,568.82	-	
HOPEsudbury Community Resource Fund	75,000.00	75,000.00	-	
Police - Medical Equipment	9,500.00	3,267.36	6,232.64	Will be returned
Health - Sudbury Community Food Pantry COVID-19 mitigation	100,000.00	100,000.00	-	
Fire Station #2 living/office addition increased project costs	766,500.00	295,010.43	471,489.57	Awaiting final spending report and journal entries
Health - Funds to hire a consultant/trainers to assist with development of the DEI Commission's mission and action steps.	15,000.00	-	15,000.00	Still needed/will be spent

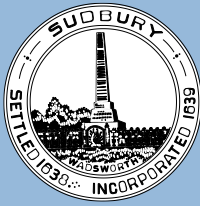
Attachment5.a: ARPA Status 07-22-24 - vg updated MB_AS Comments Added 8-7-24 (6314 : ARPA update)

Housing - COVID Small Grant Program for deferred maintenance due to COVID loss of income, available to homeowners and small landlords (\$75k):	75,000.00	75,000.00	-	
Police - Body Camera/Cruiser Camera Program	150,000.00	150,000.00	-	
Consultant - Economic Development Consultant	35,000.00	-	35,000.00	Still needed/will be spent
Info Systems - Website - scan of all documents	35,000.00	-	35,000.00	Awaiting further information
Info Systems - Website - skilled web developer	40,000.00	13,400.00	26,600.00	Awaiting further information
Fire - Opioid impacts offset	12,500.00	-	12,500.00	Awaiting further information
Housing - Tenant rental assistance program for residents impacted by COVID (\$125k):	200,000.00	199,999.97	0.03	
Park & Rec - 2021 Ford Transit Passenger Van	150,000.00	-	150,000.00	Van delivered; expect to return ~\$10,000
Hybrid Meeting Equipment	78,000.00	78,000.00	-	
FB Community Center AV Design \$	\$13,460.00	13,460.00	-	
Atkinson Pool Repair	\$275,500.00	275,500.00	-	
Community Transit Grant Match	\$17,000.00	-	17,000.00	Still needed/will be spent
Fire Station #3 Roof	\$85,000.00	85,000.00	-	
SPS Classroom Equipment	\$100,000.00	100,000.00	-	Payment processed
Sudbury 250th Commemoration	\$25,000.00	-	25,000.00	Still needed/will be spent
DPW Office Renovation	\$111,350.00	-	111,350.00	7/30/2024
Total Allocated Projects (as of 2/1/2024)	5,683,634.44	4,396,853.96	1,286,780.48	

Unallocated (as of 7/31/24) 191,379.34

Allocated as of 7/22/2024	5,683,634.44
Expenditures as of 7/22/2024	4,396,853.96
Unexpended as of 7/22/2024	1,286,780.48

Attachment 5.a: ARPA Status 07-22-24 - vg updated MB_AS Comments Added 8-7-24 (6314 : ARPA update)



SUDBURY SELECT BOARD
Tuesday, August 13, 2024

MISCELLANEOUS (UNTIMED)

6: ARPA Allocation for Holiday Village Community Gathering

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discussion of allocation of \$15,000 in ARPA funds to be expended for Sudbury Holiday Village, a community gathering event scheduled for Saturday, December 7, 2024, under the direction of the Select Board/Town Manager's Office.

Recommendations/Suggested Motion/Vote: Discussion of allocation of \$15,000 in ARPA funds to be expended for Sudbury Holiday Village, a community gathering event scheduled for Saturday, December 7, 2024, under the direction of the Select Board/Town Manager's Office.

Background Information:
Please see memo attached.

Financial impact expected:

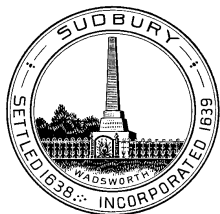
Approximate agenda time requested:

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

08/13/2024 7:00 PM



Town of Sudbury

Select Board Office
www.sudbury.ma.us

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

Email: sbadmin@sudbury.ma.us

August 8, 2024

TO: Select Board
FROM: Leila S. Frank
RE: **2024 Sudbury Holiday Village**

Dear Select Board,

The Select Board/Town Manager's Office is requesting \$15,000 in ARPA funds to hold this year's town-wide winter holiday commemoration. The next Sudbury Holiday Village is scheduled to take place on Saturday, December 7, 2024 from 11am – 2pm. This community event provides residents with an opportunity to gather and commune with neighbors, friends and family in our historic town center.

In order to offer residents an enriching and engaging experience, funds are requested for the following:

- Hire professional performers and entertainers
- Offer interactive activities from local vendors
- Publicize the event via print mediums

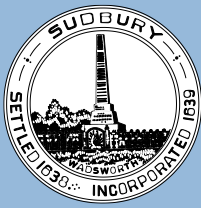
The addition of these features to the Holiday Village will enhance the offerings and communication significantly, reaching more residents than in past years. This will align with the following COVID-19 relief goals:

- Address Economic Impacts by supporting the local business community
- Support public health offering social-emotional opportunity to commune and share a memorable experience

While the Holiday Village is a relatively young tradition in Sudbury, we have received positive impact from participants in past years. We need your support in order to grow the event's positive impact and reach all members of the community. We appreciate your consideration of this request.

Sincerely,

Leila S. Frank
Office Supervisor/Information Officer



SUDBURY SELECT BOARD
Tuesday, August 13, 2024

MISCELLANEOUS (UNTIMED)

7: KPI update

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discussion and vote to adopt the criteria for determining projects that will be tracked using Key Performance Indicators (KPIs).

Recommendations/Suggested Motion/Vote: Discussion and vote to adopt the criteria for determining projects that will be tracked using Key Performance Indicators (KPIs).

Background Information:

Key Performance Indicators (KPIs): Discussion of Town Manager’s recommended criteria for determining projects that will be tracked using Key Performance Indicators (KPIs). Once the criteria are settled, a subsequent discussion will focus on metrics.

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

08/13/2024 7:00 PM

PROJECT DASHBOARD



1 **MUNICIPAL**
The project is under the supervision of a Sudbury Town department.

2 **FUNDED**
Money has been appropriated and/or budgeted for the project.

3 **TOWN-WIDE USE**
When complete, the project will be used by residents, not exclusively town staff/operations function (ex. purchase of a Town vehicle does not qualify)

4 **INITIATED TIMELINE**
The project has a defined starting date and approximated completion date. (i.e it is not ongoing or operating budget item.)

5 **SIZE**
The project budget is \$1 million or greater.

PROJECT DASHBOARD

INITIAL PROJECTS



BRUCE FREEMAN RAIL TRAIL - SUDBURY

Planning & Community Development



ADA IMPROVEMENTS

Facilities Department



ATKINSON POOL RENOVATION

Facilities Department



COMPREHENSIVE WASTEWATER MANAGEMENT PLAN

Department of Public Works



SUDBURY SELECT BOARD
Tuesday, August 13, 2024

MISCELLANEOUS (UNTIMED)

8: Summer 2024 Select Board Newsletter Articles Approval

REQUESTOR SECTION

Date of request:

Requested by: Leila S. Frank

Formal Title: Review the Select Board Summer 2024 Newsletter articles and approve for distribution.

Recommendations/Suggested Motion/Vote:

Background Information:

Draft newsletter articles 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

08/13/2024 7:00 PM

FROM THE SELECT BOARD

Summer 2024

Town of Sudbury

How Town Goals are Established in Sudbury

BY JENNIFER ROBERTS,
SELECT BOARD

#GOALS

Each year, the Town of Sudbury reviews its goals and priorities for the upcoming year so it can determine how to commit critical staff time and funding. Many of these goals are long-standing or multi-year goals, and others may emerge due to newly identified needs or requirements.

In the Fall the Select Board has a goal-setting process, where typically five to six high priority goals are identified. The Select Board's 2023-2024 goals can be found [here](#). This process considers the input of the Town Manager and Town staff who may present their recommendations at or in advance of the goal-setting meeting. The discussion is typically facilitated by a consultant from an outside organization such as The Collins Center which works with Massachusetts towns and cities. After hearing input from the Town Manager and Town staff, Select Board members then propose goals and provide justification. Once all the potential goals are laid out, Select Board members individually rank the goals in order of priority; the results are tallied to identify the final goals.

Once high priority goals are established, Select Board members are then assigned to be goal champions. Each goal liaison will further define individual goals and offer an action plan and deliverables to address them. These steps are again discussed and agreed upon by the full Select Board at a subsequent meeting.

Additionally, goals are set for Sudbury's Town Manager. These goals may reflect Select Board goals, or they may differ - particularly if they are related to operations or staff management. The establishment of Town Manager goals results from collaboration and dialogue between the Select Board and Town Manager.

Ideas for Town goals may be derived from a number of strategic plans developed in recent years, some which are broad-based and others more focused in nature. These plans include Sudbury's 2020 [Master Plan](#), 2019 [Municipal Vulnerability Plan](#), 2020 [ADA Evaluation & Transition Plan](#), and 2022 [Historic Preservation Plan](#). Other plans that are still underway include the Open Space & Recreation Plan, Field Assessment Study, Housing Production Plan, and Economic Development Study.

To the extent feasible, established goals for both the Select Board and Town Manager are created to be SMART goals: specific, measurable, achievable, relevant, and time-based. In a municipal environment where staff time and financial resources are often limited, it is particularly important to adhere to rigorous goal-setting. This process helps all parties to be aligned and moving in the same direction for the betterment of the town.

This year's Select Board Goal-Setting session will occur on September 5, 2024 at 5:30pm.



Welcome To Our Social Workers Here to Support Our Community

BY LISA KOUCHAKDJIAN, SELECT BOARD

When we think about Town services, often what comes to mind first are departments like public Works, the schools, or public safety. One of the most important services falls under our Health Department, our town social workers. During the COVID Pandemic, the necessity and importance of these services became more apparent. Social workers provide an extremely important role supporting residents and community members with varied needs. Whether it be a mental health crisis, housing issues, or food insecurity, our social workers play a pivotal role in helping community members through personal crises.

I had the opportunity to recently speak with our two social workers, Nina Lurie, LICSW and Kirstin Wilcox, MSW. Nina began her tenure with the Town of Sudbury in February of 2024. She brings 20 years of experience in the field of children and families, as well as elder services. Kirstin began her employment with the Town of Sudbury at the end of June. She comes to Sudbury with abundant experience working with youth and families. Her experience as a public-school teacher working with students with disabilities put her on a path to receiving her Master’s Degree in Social Work.

I initially met Nina and Kirstin while visiting Gifts of Hope Unlimited. They were in the community, eagerly learning about the great work this organization is doing to meet the needs of community members. It was evident to me, experiencing Nina and Kirstin in the community and in speaking with them later, they make

a wonderful team and will prove to be a great asset for our community. At the present time, they are working to connect with community members, including in part, community volunteers, different committees, public safety services, the Senior Center, and the Sudbury Housing Authority. They will work with the public health nurse to address the needs of vulnerable populations in our community.

Nina and Kirstin are determining the ways to connect with community members. They are currently available for office and phone hours Monday through Friday 8-3:30. are also collaborating with the Senior Center to start quarterly discussions with community members on a variety of topics. Another goal they have is to update the town’s social worker website. The website contains a great deal of important information for community members regarding the varied resources available. Nina and Kirstin are working on updating the [Social Worker web page](#) and providing additional current information for the community’s benefit. This should be updated by the end of August.

If you, or anyone you know or love, is struggling with some challenge, and needs help, you can reach out to Nina and Kirstin at socialworker@sudbury.ma.us

Although Nina and Kirstin’s office is located at the Department of Public Works Building, they are willing to meet people where they are, at their homes or some place in the community. We are very fortunate to have wonderful staff like Nina and Kirstin who are here to help our community.

Sudbury Community Social Workers



Nina Lurie, LICSW
LurieN@sudbury.ma.us
Office: 978-440-5476
Cell: 978-493-1814



Kirstin Wilcox, MSW
wilcoxk@sudbury.ma.us
Office: 978-440-5475
Cell: 978-246-3660

What We Do

Connect residents to resources for

- basic needs (food, clothing, housing)
- financial support
- mental health support
- connecting to the community
- help with state/federal benefits
- getting involved in community programs
- others- just ask!

General Email: socialworker@sudbury.ma.us

Scan the QR code to check out our website
filled with resources!



SCAN ME

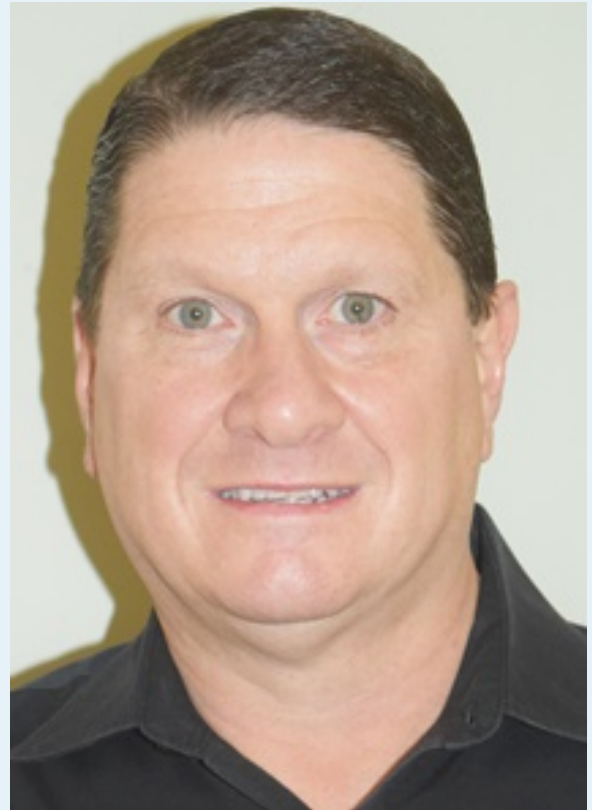
A Warm Welcome to Victor Garofalo Sudbury's new Finance Director and Treasurer/Collector

BY JANIE DRETHER, SELECT BOARD

We are excited to introduce Victor Garofalo, who has recently joined the Town of Sudbury as the new Finance Director and Treasurer/Collector, reporting directly to Town Manager Andrew Sheehan. Victor began his role in mid-July, succeeding Dennis Keohane, who honorably served our community for over eight years. Victor generously took the time to share his thoughts and insights, providing our community with an opportunity to know him better and to gain a deeper understanding of his approach to municipal finance.

Victor, you have worked in municipal government for several years, specifically in the Town of Bedford and most recently in the Town of Dracut. Can you tell us more about your background and what interests you most about municipal finance?

I started in Bedford in 2003 as the Treasurer/Collector, and in 2011 upon the retirement of the long standing Finance Director, I worked with the Town Manager to restructure the Finance Department and we combined the position into a Finance Director, Treasurer/Collector. In January 2021, I accepted a position as the Finance Director, Town Accountant for the Town of Dracut. Shortly after that, I was promoted by the Town Manager, to Assistant Town Manager, Finance Director-Accountant. I am a certified Treasurer/Collector with the Massachusetts Treasurer/Collector Association, Certified Town Accountant with the Massachusetts Accountants and Auditors Association, and a Massachusetts Certified Public Procurement Official. I have a bachelor's degree in accounting. I received a Certificate in Local Government Leadership and Management



from Suffolk University. I am also a past president of the Massachusetts Treasurer/Collectors Association, and was a member of the Executive board for 8 years. I also served on the Massachusetts Personnel and Labor Relations Policy Committee for 4 years.

I enjoy working in municipal finance, as it is rewarding and challenging work. Along with my experience and education as a financial professional, this position allows me to combine my analytical thinking with strategic problem solving when it comes to municipal finance. My hope is that my work will have long-lasting and meaningful impacts on the community I work for.

FROM THE SELECT BOARD

Finance Director Victor Garofalo, Continued

What financial challenges have you faced in the communities you have previously worked in?

In 2008, Bedford experienced a revenue shortfall due to state aid 9C cuts, along with a decrease in local receipts. The Town's Fiscal Planning and Coordinating Committee worked together to address these shortfalls. In 2010/11 the Town of Bedford was seeing higher increases in Health Insurance, and in order to address these increases, I worked with the Town Manager and Human Resources to convert the Town's health insurance plans to state's Group Insurance Commission (GIC). Recently I have worked with a consultant to address the increases in our energy costs, and secure fixed pricing for the next few fiscal years.

In the last few years Sudbury received a review of its Capital Improvement program by the Division of Local Services. Based on that report and with the help of our former finance director, the Select Board formalized its financial policies manual. Are there other financial areas that Sudbury should be addressing? For example, a recent article published by the GFOA suggests the communities may want to rethink how they look at reserves. Is this an area that you believe Sudbury should focus on?

The Town of Sudbury's Financial Policy is very detailed and outlines all areas that the Town should look at to safeguard public funds, protect local assets, and comply with financial standards and regulations. It also took into consideration all the suggestions made by the Division of Local Services. Although the GFOA article talks about a reserve policy anywhere between 15%-20% of a community annual revenue, I believe the Town's reserve policy of

10-12% set by the Town is a strong reserve policy, and Rating Agencies will also view this as a strong policy. Although having a higher reserve percentage would certainly be beneficial, it should be looked at based on a community's needs and risks. I also believe, as stated in the Town's Policy, that maintaining a Free Cash policy of 3-5% is a strong policy the community should strive for. It is also great to see that the Town has a policy to maintain a capital stabilization fund, which can address aging capital needs. The Town's Debt Management policy is very similar to the policy that I used in Bedford, and the range is set by the Town of Sudbury of 5-7%, but not greater than 10% is where I believe the Town should be to maintain its strong AAA rating. I also believe it is important to review your debt annually with your financial advisor, and look at refunding options. I have refunded bonds on 5 different occasions, saving over \$6M in interest cost. The Capital Improvement Plan is also very similar to what I have been involved with in my prior communities, and having a 5-year plan is very important to address your capital needs. Many communities have started to fund their OPEB liability, and Sudbury's policy certainly addresses this. The policy could also address what type of funding strategy Sudbury could use. In Bedford, we formed an OPEB Committee, and developed a funding strategy that the Town could commit to, and maintain.

What is your approach to budgeting and forecasting?

I believe the guidance that is put out by the Division of Local services, which states communities should use a moderately conservative approach when forecasting revenues is the best practice. Prop 2 ½ only allows a community to increase its tax levy by

FROM THE SELECT BOARD

Finance Director Victor Garofalo, Continued II

2.5, plus new growth. When it comes to local receipts and state aid, I believe you need to look at historical data, usually a 5-year lookback, and take into consideration what is happening in the economy at that time. Certain revenue factors will change during your budget process, i.e Governor’s Budget and new growth. As these changes occur, a community could adjust their revenue forecast to reflect these changes. Using a conservative approach avoids a community from having to reduce its revenue forecast projections. Using a conservative approach also allows for a potential revenue gain that could be diverted to reserves or left unexpended which would close to free cash at year-end.

In forecasting expenditures, a community can opt to develop a maintenance (level service) budget or a level-funded budget, or it can specify percentages to increase or decrease costs (either across the board or by department). Depending on the circumstances and what your revenue forecast looks like, either of these approaches could be used. I believe you start your process by looking at your fixed costs, which includes the increase on health and dental insurance, general and property liability insurance, energy cost, debt, retirement assessment, and solid waste. You also need to look at the impact of multiyear collective bargaining agreements. You also need to review your capital plan, and how that fits into the budget projections.

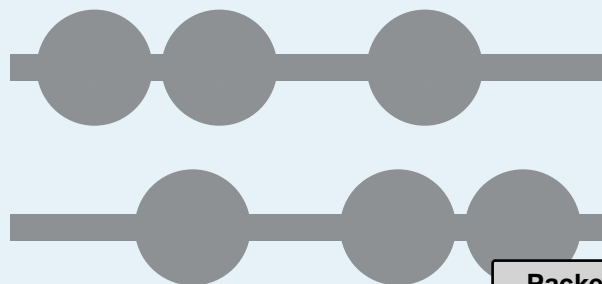
What financial challenges do you see in Sudbury any/or in municipal government in general?

I believe there are several challenges that face not only Sudbury, but many municipalities as a whole. Inflation is one of the biggest things impacting communities, which has resulted in higher Health Insurance, General/Liability Insurance, Energy, Refuse and Recycling costs. The cost to purchase goods and services has increased. Recruitment and retention of quality staff is another challenge, which could be contributed to competitive wages with other communities and competition with the private sector for certain positions. In addition, I am aware that management has identified a number of staffing needs that have not been able to be filled. We need to find a way to fit these in so we can improve our ability to deliver top notch services. State Aid is always a concern, and the fact that communities could be impacted by how much it receives. Aging infrastructure and the ability to pay to repair or replace is another challenge.

Victor, is there anything else you would like Sudbury to know?

I enjoy going to the gym, and biking. My fiancé (who also works in local government) and I also enjoy cruising, and our favorite place to visit is Bermuda. I have a 23 year old daughter, who graduated from UMass Amherst last year, and recently returned from teaching in Thailand.

Thank you, Victor, for addressing our questions. As you continue to familiarize yourself with Sudbury, we hope you find your time here both rewarding and enjoyable.



Happenings at the Goodnow Library

BY DAN CARTY, SELECT BOARD



It may be summer but there is a lot of action and activity at the Goodnow Library. The “Read, Renew, Repeat” is the Library’s 2024 summer reading program where kids from birth through rising 5th graders are invited to learn creative ways to care for our planet and themselves. Fun programs and activities to get children excited about reading will continue all summer long including Summer Sweets & Science, LEGO Club, craft programs, special performers and more. The summer reading program will conclude the evening of August 8 at a special Rolie Polie Guacamole Band & Ice Cream Party.

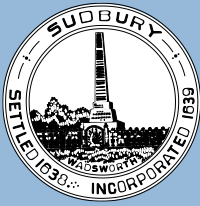
Speaking of sustainability, the library is a member of the Sustainable Libraries Initiative, and Director Esmé Green is participating in a four-week e-course called Sustainable Librarianship: Core Competencies and Practices with librarians across the nation. This is a preliminary step towards sustainability certification for the library.

The Goodnow is collaborating with the Health Department and Sustainability Coordinator to host a farmers’ market. A grant was applied for to promote good health, increase accessibility to locally grown produce, educate community on growing food, nutrition, sustainable choices. Should the library win the grant they will hold two pilot farmer’s markets in town, perhaps at the library, including coupon books for low-income families to purchase food at the markets. Watch the Goodnow website regarding a community wide read of Barbara Kingsolver’s book “Animal, Vegetable, Miracle.”

Recently the Goodnow received a two year, \$20K grant from the Board of Library Commissioners for “Unearthing Sudbury’s Indigenous History”. They are working on recruiting a researcher who can collect and digitize records spread across locations in the MetroWest area for an archive at Goodnow. The second component is gathering oral histories from native elders by young people. Stay tuned for more information!

The Library recently became a member of the Massachusetts Coalition to Build Community & End Loneliness. One of its initiatives is Good Neighbor Day. The library will be participating by hosting a block party with music and activities as a strategy to combat isolation and end loneliness. Sat, Sep 28.

And finally, this is a very busy election year and thus the Goodnow Library is a National Voter Registration Day (9/17) partner. The library will host an event and share voter information. All this and more can be found at the library’s excellent website: <https://goodnowlibrary.org/>.



SUDBURY SELECT BOARD
Tuesday, August 13, 2024

MISCELLANEOUS (UNTIMED)

9: Minutes approval

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Review and possibly approve the minutes of 6/25//24.

Recommendations/Suggested Motion/Vote: Review and possibly approve the minutes of 6/25//24.

Background Information:
attached draft

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

08/13/2024 7:00 PM

SUDBURY SELECT BOARD

TUESDAY JUNE 25, 2024

7:00 PM

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

ZOOM Meeting

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

Absent: Select Board Member Janie Dretler

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

Chair Roberts 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

Opening remarks by Chair Roberts

- Annual Sudbury 4th of July Parade will begin at 1:00 PM on Thursday, July 4th; the theme is “Red, White and You,” a tribute to Sudbury
- Sewartaro Liberty Ledge Citizen Swim to begin weekends starting June 29th to September 2nd
- Working with DEI Commission regarding the hiring of a consultant; a contract has been signed with stipend of approximately \$5,000 for related services

Reports from Town Manager

- Marcia Rasmussen of the Planning Department received notice from MA DCR that a \$250,000 MA Trails grant has been received for design and plans associated with Phase 3 of the BFRT; he thanked Ms. Rasmussen, the Rail Trails Advisory Committee and others for their efforts in securing the grant

Reports from Select Board

Vice-Chair Carty:

- 4th of July Road Race to take place on Thursday, July 4th
- CatchConnect transportation service launches on July 1, including free rides for the month of July and August (rate will be \$2.00 commencing in September); Sudbury partnering with Wayland for MWRTA medical shuttle transportation program into Boston on Tuesdays, Wednesdays and Thursdays, to begin in August
- Congratulations to Gabby Pierce, LSRHS junior, who was awarded the national championship for the triple jump

- Select Board Office Hours to take place tomorrow, June 26th at noon; he and Board Member Russo will conduct the meeting via Zoom

Board Member Kouchakdjian:

- Congratulated Marcia Rasmussen for her work in securing the recent BFRT grant from DCR.

Board Member Russo:

- Sudbury Cultural Council Chair Erica O'Brien stated the Council is promoting public awareness/engagement and offering available grants for arts, humanities and performance programs; with renewed focus for Sudbury

Public Comments

None

Consent Calendar

1. Vote to approve for FY25 the following DPW contracts: Contract No. 2025-BIP-2 Townwide Roadway Resurfacing to Sunshine Paving (2nd contract term) awarded on a time and materials basis; Contract No. 2025-PRES-1 Townwide Roadway Resurfacing to Indus (first contract term) awarded on a time and materials basis; said contracts to be executed by the Town Manager

2. Vote to accept the resignation of Elizabeth A. Struck, 655 Boston Post Road, #1104, from the Commission on Disability, and send a letter of thanks for her service to the Town

Vice-Chair Carty motioned to approve Consent Calendar items 1 & 2, as presented in this evening's meeting packet. Board Member Kouchakdjian seconded the motion.

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

VOTED: To approve Consent Calendar items 1 & 2, as presented in this evening's meeting packet

Interview candidate for appointment to the Conservation Commission. Following interview, vote whether to appoint Karl Fries, 40 Concord Road, as an associate member of the Conservation Commission, for a term expiring 5/31/27

Present: Karl Fries, 40 Concord Road

Mr. Fries expressed his interest in becoming a member of the Conservation Commission. He stated that he also had interest in being involved with the Sudbury Finance Committee as well. Mr. Fries commented that he had a financial background.

Vice Chair Carty motioned to support the Town Manager's appointment of Karl Fries as an associate member of the Conservation Commission for a term expiring 5/31/27. Board Member Kouchakdjian seconded the motion.

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

VOTED: To support the Town Manager's appointment of Karl Fries as an Associate Member of the Conservation Commission for a term expiring 5/31/27

GHG Emissions Inventory Presentation and general update on sustainability efforts, grants, etc. Attending will be consultants Mike Steinhoff, Director of Climate Analysis, Kim Lundgren Associates; Ben Gould, President & Co-founder, EcoDataLab; Sandra Duran, Facilities Director; Rami Alwan, Energy and Sustainability Committee Chair; and Dani Marini-King, Sustainability Coordinator

Present: Mike Steinhoff, Director of Climate Analysis, Kim Lundgren Associates; Ben Gould, President & Co-founder, EcoDataLab; Sandra Duran, Sudbury Facilities Director; Rami Alwan, Sudbury Energy and Sustainability Committee Chair; Dani Marini-King, Sudbury Sustainability Coordinator

Ms. Marini-King introduced the presenters and confirmed that the GHG Emissions Inventory topic was addressed at the annual Town Meeting.

Mr. Steinhoff presented "CBEI & Geographic Inventory and Policy Analysis," and subtopics including:

- Recent Climate History in Sudbury
- Wholistic Approach to Understanding GHGs
- Local Geographic Analysis
- Possible to Meet/Exceed State Targets
- Building Energy – 52% of Total
- On-Road Transportation – 31% of Total
- Refrigerants – 14% of Total
- Solid Waste – 1% of Total
- Municipal Operations – 2.7% of Total
- Summary: Targeted Action + Everyday Decisions – Switch from Fossil Fuel, local governments advocating together, leading by example, avoid new fossil fuel hookups and adjust permitting processes to track progress around home energy systems and charging infrastructure.

Mr. Gould presented related topics, including:

- "Consumption-Based Emissions Inventory (CBEI) – Household activity – goods, food, buildings, transportation
- CBEI-Based Emissions Inventory
- CBEI Policy Strategies – Advance sector-based actions
- Sources of Emission Reductions by 2050
- CBEI Projections

Board Members asked related questions after PowerPoint presentations were made.

Board Member Kouchakdjian mentioned the importance of new housing/renovations using mentioned implementations.

Mr. Alwan mentioned using one town contractor hauler being used for town-wide collected composting. Every new home should have a built-in charge unit to provide for a hybrid or fully electric vehicle. He stressed the benefits associated with installation of residential solar panels.

Board Member Russo mentioned the resilience aspect and the effects of related world-wide considerations. He mentioned the Mass Safe benefits.

Chair Roberts mentioned the State's Climate Leader Program. Ms. Marini-King mentioned the requisites for the Town, including a specialized stretch code and a zero-emission vehicle policy (municipal and school vehicles), which is being presented as a pilot program at this time.

Ms. Duran commented that she would be in full support of the proposed stretch code and in consideration of associated cost, and mentioned other energy incentives are being installed, such as EV chargers at the Fairbank Center, and solar roofing on municipal buildings.

Resident and Member of the Sustainability Committee, Olga Faktorovich of 19 Lakewood Drive, stated that energy-related State and Federal funding would become available. She appreciated the Board's desire to proceed with mentioned incentives.

Chair Roberts recommended meeting again in another month or so to continue discussion regarding the energy topic.

Update from Sudbury 250 Committee

Present: Radha Gargeya, Committee Chair – Sudbury 250 Committee

Mr. Gargeya provided a quarterly project update including several events that have already taken place and numerous other events being planned. The 250 Committee is compiling a record of related stories/chronicles and is reaching out to many people such as Town historians, the Chamber of Commerce. Mr. Gargeya explained the Committee is also connecting with representatives from other 250 Committee communities, especially those on the battle route such as Acton, Lincoln, and Concord.

Mr. Gargeya noted that a related logo contest was announced four days ago, and details can be found on the Town website. He added that many items such as tee shirts, mugs, etc. will have the Sudbury 250th logo printed on them.

Mr. Gargeya, Town Manager Sheehan and Board Members discussed various possible funding sources, including: ARPA funding, CPA funding and proposed legislative funding in the amount of \$50,000 as proposed by State Representative Carmine Gentile.

Chair Roberts recommended the Board submit a letter to MA legislators to indicate how important such funding would be.

Mr. Gargeya commented that funding in the amount of \$50,000 to \$75,000 would be needed.

Town Manager Sheehan mentioned that ARPA funding in the amount of \$25,000 be a possibility. He suggested that the Select Board continue the discussion and perhaps vote on ARPA funding at the meeting of July 16th. Board Members were in agreement.

Discussion on Key Performance Indicator (KPI) procedure and topics

Vice-Chair Carty mentioned that the KPI process should be reviewed and included on a quarterly basis.

Chair Roberts commented that if done correctly, KPI presentations would be of benefit to the community. Board Member Russo indicated there was merit to maintaining transparency to track goals in this way.

Board Member Kouchakdjian indicated that utilization of the KPI process was not needed, because she asks Town Manager Sheehan when she has questions about capital projects and involves the work of the administration operations, particularly Town Manager.

Chair Roberts supports the KPI approach, Select Board Members would receive the same information at the same time. She supported a readout-approach on a quarterly basis, without getting into excessive detail.

Town Manager Sheehan supported the effort to get communications out to the community. He mentioned presenting various KPI-type formats to the Board; limiting the presentation to the main projects. Chair Roberts suggested limiting the KPI reporting to approximately five project updates.

Town Manager Sheehan agreed to present formatting options at an upcoming Select Board meeting.

Discussion on goal setting process and schedule for Select Board and Town Manager

Chair Roberts mentioned that she would like to schedule the Select Board Goal Setting session in August, with Town Manager Sheehan presenting his goals in September.

Board Members discussed possible dates and times to conduct the Select Board Goal Setting session.

Town Manager Sheehan and Board Members considered input from department heads, as well as ways of getting such input.

After some discussion, Board Members concurred that scheduling the meeting in September would be preferable.

Vote to review and possibly approve the minutes of 4/23/24 and 5/14/24.

4/23/24 Minutes

Vice-Chair Carty motioned to approve the 4/23/24 Select Board Minutes, as edited. Board Member Russo seconded the motion.

It was on motion 4-0; Kouchakdjian-aye, Carty-aye, Russo-aye, Robets-aye

VOTED: To approve the 4/23/24 Select Board Minutes, as edited

5/14/24 Minutes

Vice-Chair Carty motioned to approve the 5/14/24 Select Board Minutes, as edited. Board Member Russo seconded the motion.

It was on motion 4-0; Kouchakdjian-aye, Carty-aye, Russo-aye, Robets-aye

VOTED: To approve the 5/14/24 Select Board Minutes, as edited

Upcoming Agenda Items**July 16, 2024:**

- Vote on ARPA funding for Sudbury 250 Committee, as presented by Chair Roberts
- ARPA funds update request by Board Member Russo

Future Meeting Topics:

- Update on Business and Economic Goals, as requested by Board Member Kouchakdjian
- Update on after school care program, as requested by Board Member Kouchakdjian
- Discussion regarding remote meeting policy, as requested by Board Member Kouchakdjian
- Legislators' presentations at the Select Board meeting on September 10th

Adjourn

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

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

VOTED: To adjourn the Select Board meeting

There being no further business, the Select Board meeting ended at 9:54 PM.



SUDBURY SELECT BOARD
Tuesday, August 13, 2024

MISCELLANEOUS (UNTIMED)

10: Upcoming agenda items

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Upcoming agenda items

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

08/13/2024 7:00 PM

POTENTIAL UPCOMING AGENDA ITEMS/MEETINGS

MEETING/EVENT	DESCRIPTION
September 5, 5:30 PM (Thurs) in person	Goal setting session with Mel Kleckner of UMass Collins Center
September 10	Legislative update with Sen. Eldridge and Rep. Gentile
September 24	Sudbury 250 Committee Quarterly Update Energy & Sustainability Committee follow-up meeting
November/December	Annual Tax Classification Hearing
Future items/date to be determined	Remote Meeting Policy Economic Development Goal update ARPA update (every meeting through Dec. 2024) ADA transition plan Town Manager goals Curtis Middle School civics projects
	Quarterly meeting and update with key Select Board formed committees including Transportation Committee, DEIC, Sudbury 250 Committee, RTAC, E&S Committee, Cable Advisor, Memorial Day Committee, September 11 Committee. Other SB appointed committees include PBC, Ponds and Waterways, Housing Trust, HDC, ZBA, Traffic Safety Coordinating Committee, Board of Registrars, CIAC, COD, Cultural Council, Earth Removal Board, LARC, LEPC.
	Code of Conduct Policy Historical Commission follow-up re: Tercentenary Markers KPI policy discussion follow up MWRA Expansion Study Liaison status update on LS agreement Broadacres Property: next steps Bike shuttle program Pets in cemeteries
	Quarterly review of approved Executive Session Minutes for possible release (February, May, August and November). Solar Panels
	Work Session with Town Counsel: Select Board/Town Manager Code of Conduct and other procedural training - Policy Subcommittee