

SUDBURY SELECT BOARD

TUESDAY AUGUST 13, 2024

7:00 PM

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

ZOOM Meeting

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

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

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

**Call to Order**

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

Opening remarks by Chair Roberts:

- Hoped all are enjoying the last weeks of summer
- Select Board has received several resident emails regarding staffing and compensation of the Sudbury Police Department; she stressed the importance of the Police Department and active negotiations are in process at this time
- Select Board quarterly Newsletter articles have been completed, and she complemented Board Member Dretler on her interview article with Town Finance Director Victor Garofalo, which included his financial perspective

Reports from Town Manager:

- Community Preservation Committee accepting applications until Sept. 6, 2024; in preparation for Annual Town Meeting in May 2025
- IT director Mark Thompson had LSRHS intern students working with him regarding Town accessibility website; he thanked Mr. Thompson and interns Catherine Seluzhytskaya and Remy Jang

Vice-Chair Carty:

- Tercentenary Marker status – per statute, the Sudbury Historical Commission is required to meet with the Historical Districts Commission to discuss the marker topic between mid-October and mid-November; he suggested this update be included as an agenda item at an upcoming Select Board meeting after such meeting

Board Member Dretler:

- Sudbury Conservation Coordinator Lori Capone was recognized with a distinguished public award as given by the Sudbury Valley Board of Trustees

Board Member Russo:

- Had nothing more to add

Board Member Kouchakdjian:

- Thanked Lori Capone for her service to the Town.
- Agree that Board Member Dretler composed a great interview article on Victor Garofalo
- Proud of LSRHS student interns who worked in the IT Department this summer

### **Public Comments**

Resident Manish Sharma, 77 Colonial Drive, commented about procedural aspects related to restaurant permitting in Town.

Resident Kay Bell, 348 Old Lancaster Road, she addressed the Women's Equality Day proclamation to be voted on this evening and thanked the Board for promoting this cause. Ms. Bell stated that working women of Sudbury are now battling after school care; she suggested the Select Board help advance this effort and establish a working group.

### **Consent Calendar**

**1. 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.**

Board Member Kouchakdjian suggested discussing Consent Calendar #1 before a Board vote was taken.

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

Board Member Dretler suggested that Consent Calendar #3 be discussed before a Board vote was taken.

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

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

VOTED: To approve Consent Calendar Item #2.

**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.**

Present: Resident Issac Tesfay

Chair Roberts noted that the other two DEI candidates would be interviewed at an upcoming Select Board meeting.

Mr. Tesfay detailed aspects of his DEI directorship at Worcester State University. He explained his own research which established a multi-faced approach leading to a plan which continues to be utilized today. He answered Member inquiries and stressed the importance of policies, procedures and practices.

Vice-Chair Carty motioned to appoint Issac Tesfay to the DEI Commission for a term ending 5/31/26. Board Member Kouchakdjian seconded the motion.

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

VOTED: To appoint Issac Tesfay to the DEI Commission for a term ending 5/31/26

**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).**

Present: Sandra Duran, Combined Facilities Director

Town Manager Sheehan provided an update regarding ARPA allocations, expenditures and balances, adding that a balance of \$1,286,780.48 remained. He detailed aspects of necessary roofing for two SPS schools, refrigerant and HVAC considerations.

Board Member Dretler commented the Select Board implemented the Energy and Sustainability Committee and did endorse the mission of that group. Board Member Kouchakdjian agreed with comments made by Ms. Dretler and suggested that stakeholders come together on this topic and do not rush into actions without reviewing all aspects.

Vice-Chair Carty recommended continued ARPA discussion by the Board and recognized that the HVAC and air filtering topics have been considered for about a year and half and the need continues to be pressing.

Board Member Russo appreciated ARPA topics being discussed at every meeting. He stated that HVAC is a sustainability issue and asked for associated operation calculations in order to better understand what the Town might be buying.

Related discussion took place. Board Member Dretler wanted to know the total cost of the project today and exactly what the future price might be.

Ms. Duran stated that such facilities plans can be shared at future meetings.

Chair Roberts commented that presently there is no mechanism in place to control A/C in the schools. Ms. Duran summarized the proposed management plan/s for control of the A/C systems, stressing that the systems in question are at “end of life” status. She further detailed necessary refrigerant aspects.

Chair Roberts confirmed the topic would be reviewed at the next Select Board meeting on August 27, 2024. Town Manager Sheehan stated that all approaches/options would be discussed and considered.

**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**

Town Manager Sheehan noted that ARPA allocation of \$15,000 would make for an improved Sudbury Holiday Village celebration, providing for added vendors/performers and improved accessibility.

Board Member Kouchakdjian was supportive of such ARPA funding and asked about accessibility enhancements. Town Manager Sheehan mentioned accessible portable rest rooms.

Board Member Kouchakdjian suggested continuing inclusion of student performances. Vice-Chair Carty agreed that student performances are excellent and should be continued as part of the event.

Board Member Russo commented that he would prefer to look at ARPA funding as a whole, and not “by piece” going forward. He acknowledged the great Holiday Village efforts by staff member Leila Frank.

Board Member Kouchakdjian motioned to allocate \$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. Board Member Dretler seconded the motion.

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

VOTED: To allocate \$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

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

Town Manager Sheehan presented a “Project Dashboard” KPI outline including the following criteria:

- Municipal Projects – Supervision of Town Department/s
- Funding appropriated for the project
- Town-Wide Considerations
- Initiated Timeline
- Size – picked \$1 million as benchmark

Town Manager Sheehan included several projects included on the KPI dashboard at this time:

- BFRT
- ADA Improvements

- Atkinson Pool Renovation
- Wastewater Management Plan

Town Manager Sheehan suggested that a running listing of KPI projects be provided online to include chronology of appropriations and related goals.

Vice-Chair Carty agreed that the described type of visualization would be beneficial inquired into Town Manager Sheehan's project management philosophy.

Board Member Kouchakdjian stated that related policy updates could be discussed by she and Dan Carty as members of the Select Board Policy Subcommittee, adding that if Town Manager Sheehan endorsed this KPI-type presentation, she was fine with it, especially with larger scale projects.

Board Member Dretler encouraged the Select Board Policy Subcommittee to review the KPI policy again and questioned the purpose of such reporting. She confirmed the worth of the Town Manager Municipal Minute presentations.

Board Member Russo agreed with the KPI implementation and suggested that staff not dedicate too much time to the KPI presentations. He stressed his appreciation of the reporting.

Chair Roberts endorsed the KPI reporting format, adding that she would refer to it and hoped residents would do the same.

#### **Review the Select Board Summer 2024 Newsletter articles and approve for distribution**

Chair Roberts thanked all Board Members who contributed. Various edits were discussed by the Board.

Vice-Chair Carty motioned to approve the Select Board Summer 2024 Newsletter articles, as edited and approve for distribution. Board Member Kouchakdjian seconded the motion.

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

VOTED: To approve the Select Board Summer 2024 Newsletter articles, as edited and approve for distribution

#### **Review and possibly approve the Select Board Minutes of 6/25/24**

Vice-Chair Carty motioned to approve the Select Board Minutes of 6/25/24 as amended. Board Member Kouchakdjian seconded the motion.

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

VOTED: To approve the Select Board Minutes of 6/25/24 as amended

#### **Upcoming Agenda Items**

Items for inclusion - 8/27/24 meeting:

- Update on Goals/Financial Sustainability and related comments by FinCom as well
- Continued DEI interviews
- Continued ARPA items, as discussed tonight

Items for inclusion - 9/5/24 meeting:

- Select Board Goal Setting

Items for inclusion - 9/10/24 Meeting

- Legislators' presentations

Items for inclusion - 9/24/24 Meeting

- 250th Committee Quarterly Update

Other Upcoming meeting topics:

- Tercentenary Historical Markers (sometime after 11/24)
- BFRT/Eversource progress and transition to DCR (in the next six months)
- Town Manager budget considerations (early 2025)
- Town's Financial Condition presented by Town Manager – (Nov.)

**Consent Calendar Items**

**1. 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.**

Board Member Kouchakdjian suggested presenting such proclamations as a separate agenda item (not on the Consent Calendar) to further recognize the proclamation. She mentioned the importance of recognizing women in the history of this country and the challenges associated with after-school care programs. Town Manager Sheehan commented that including such proclamations on the Consent Calendar as well as the Town website are also appropriate.

Vice-Chair Carty motioned 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. Board Member Kouchakdjian seconded the motion.

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

VOTED: 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

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

Board Member Dretler confirmed the Memorial Day Committee is composed of three members and the posting of minutes must be reviewed and increased membership on the Committee might be considered in order to work on pre-Covid parade size.

Vice-Chair Carty motioned to reappoint Memorial Day Committee members Kenneth Hiltz, Suzanne Steinbach, and James Wiegel, for terms expiring 5/31/27. Board Member Kouchakdjian seconded the motion.

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

VOTED: To reappoint Memorial Day Committee members Kenneth Hiltz, Suzanne Steinbach, and James Wiegel, for terms expiring 5/31/27

### **Adjourn**

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

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

VOTED: To adjourn the Select Board meeting

There being no further business, the meeting was adjourned at 9:10 PM.

## **SB Meeting 8/13/24 - Documents & Exhibits**

1. 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.

**Attachments:**

- 1.a Abbreviated Timeline of US Voting Rights thru 1920
- 1.b MA Women's Suffrage Association Historic Site
- 1.c Sudbury Women's Equality Day Proclamation.signed

2. 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.

**Attachments:**

- 2.a Bikes Not Bombs\_2024 Sudbury Charitable Walk Application\_SB2
- 2.b Bikes not Bombs Feedback 2024

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

**Attachments:**

- 3.a 18487

4. 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.

**Attachments:**

- 4.a Isaac\_Tesfay\_DEI\_2024\_redacted
- 4.b Isaac\_Tesfay\_CV\_2024.red
- 4.c Wolf\_Eric\_redacted
- 4.d JKelton\_DEI\_red
- 4.e JKELTON\_RESUME\_2023.red.docx

5. 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).

**Attachments:**

- 5.a ARPA Status 07-22-24 - vg updated MB\_AS Comments Added 8-7-24

6. 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.

**Attachments:**

- 6.a ARPA Request\_Sudbury Winter Holiday Community Gathering 2024\_v2

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

**Attachments:**

- 7.a KPI Project Dashboard Criteria

8. Review the Select Board Summer 2024 Newsletter articles and approve for distribution.

**Attachments:**

8.a Select Board Newsletter Articles Summer 2024

9. Review and possibly approve the minutes of 6/25//24.

**Attachments:**

9.a SB\_draft1\_6.25.24\_min.for\_review

10. Upcoming agenda items

**Attachments:**

10.a Upcoming agenda.items 8.13.24