



SUDBURY SELECT BOARD
TUESDAY SEPTEMBER 24, 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 grant a special permit to Sudbury Historical Society to hold the “Sudbury Historical Society Road Race” on Monday, November 11, 2024, from 10:00 A.M. through approximately 12:00 P.M., subject to Police Department safety requirements, proof of insurance coverage and the assurance that any litter will be removed at the race’s conclusion.
2.		<i>VOTE</i>	Vote to Grant a Special Permit to Margaret Hale to hold the "Witches Ride" on Sunday, October 27, 2024, from 4:30 PM through approximately 5:30 PM, subject to compliance with conditions outlined by the Police and Fire Departments, DPW and Park and Recreation, subject to receipt of a certificate of liability.
3.		<i>VOTE</i>	Vote to grant a special permit to Ronald Nix, St. Anselm Conference of the Society of St. Vincent de Paul, to hold a “Walk for the Poor” on Sunday, October 6, 2024, from 11:30 a.m. through approximately 2:30 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.
4.		<i>VOTE</i>	Vote whether to approve 1-day wine and malt license for a Halloween event at Goodnow Farms Chocolate, 80 Goodnow Road, on Saturday, October 19, 2024 from 6:00 PM to 10:00 PM, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.
5.		<i>VOTE</i>	Vote to enter into the Town record and congratulate Alexia Jennifer Hultin of Scout Troop 65 for having achieved the high honor of Eagle Scout.
MISCELLANEOUS			

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
6.		<i>VOTE</i>	Interview candidate for Zoning Board of Appeals (ZBA). Following interview, vote whether to appoint Michael Hershberg to the ZBA for a term ending 5/31/29, and as a member of the Earth Removal Board with a term ending 5/31/25.
7.		<i>VOTE</i>	Interview applicant for appointment to the Community Preservation Committee (CPC). Following interview, vote whether to appoint Sam Markuse to the CPC for a term ending 5/31/2027.
8.		<i>VOTE</i>	Interview candidate for Sudbury Housing Trust. Following interview, vote whether to recommend Ashley Rieser to the Housing Trust for a term ending 5/31/25.
9.			Energy & Sustainability Committee update. Chair Rami Alwan to attend.
10.			Sudbury 250 Committee update. Chair Radha Gargeya to attend.
11.			Discussion on Combined Facilities Director Memorandum of Agreement (MOA)
12.			Discussion on follow-up and next steps after 9/5/24 Select Board Goals Session
13.			ARPA update
14.		<i>VOTE</i>	Vote to review and possibly approve open session minutes of 5/28/24 and 8/13/24.
15.			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, September 24, 2024

CONSENT CALENDAR ITEM**1: Sudbury Historical Society Road Race 2024****REQUESTOR SECTION**

Date of request:

Requestor: Rachael Robinson, Sudbury Historical Society Director

Formal Title: Vote to grant a special permit to Sudbury Historical Society to hold the “Sudbury Historical Society Road Race” on Monday, November 11, 2024, from 10:00 A.M. through approximately 12:00 P.M., subject to Police Department safety requirements, proof of insurance coverage and the assurance that any litter will be removed at the race’s conclusion.

Recommendations/Suggested Motion/Vote: Vote to grant a special permit to Sudbury Historical Society to hold the “Sudbury Historical Society Road Race” on Monday, November 11, 2024, from 10:00 A.M. through approximately 12:00 P.M., subject to Police Department safety requirements, proof of insurance coverage and the assurance that any litter will be removed at the race’s conclusion.

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

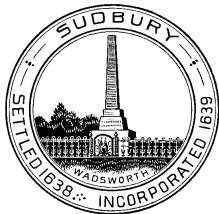
Town Manager's Office Pending

Town Counsel Pending

Select Board Pending

Select Board Pending

09/24/2024 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) _____

Anticipated number of participants _____

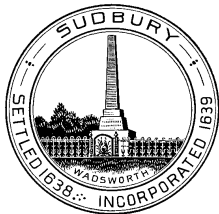
Assembly area (enclose written permission of owner if private property to be used for assembly) _____

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 *RLA RL* Date _____



TOWN OF SUDBURY

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978-639-3381
Fax: 978-443-0756

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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:

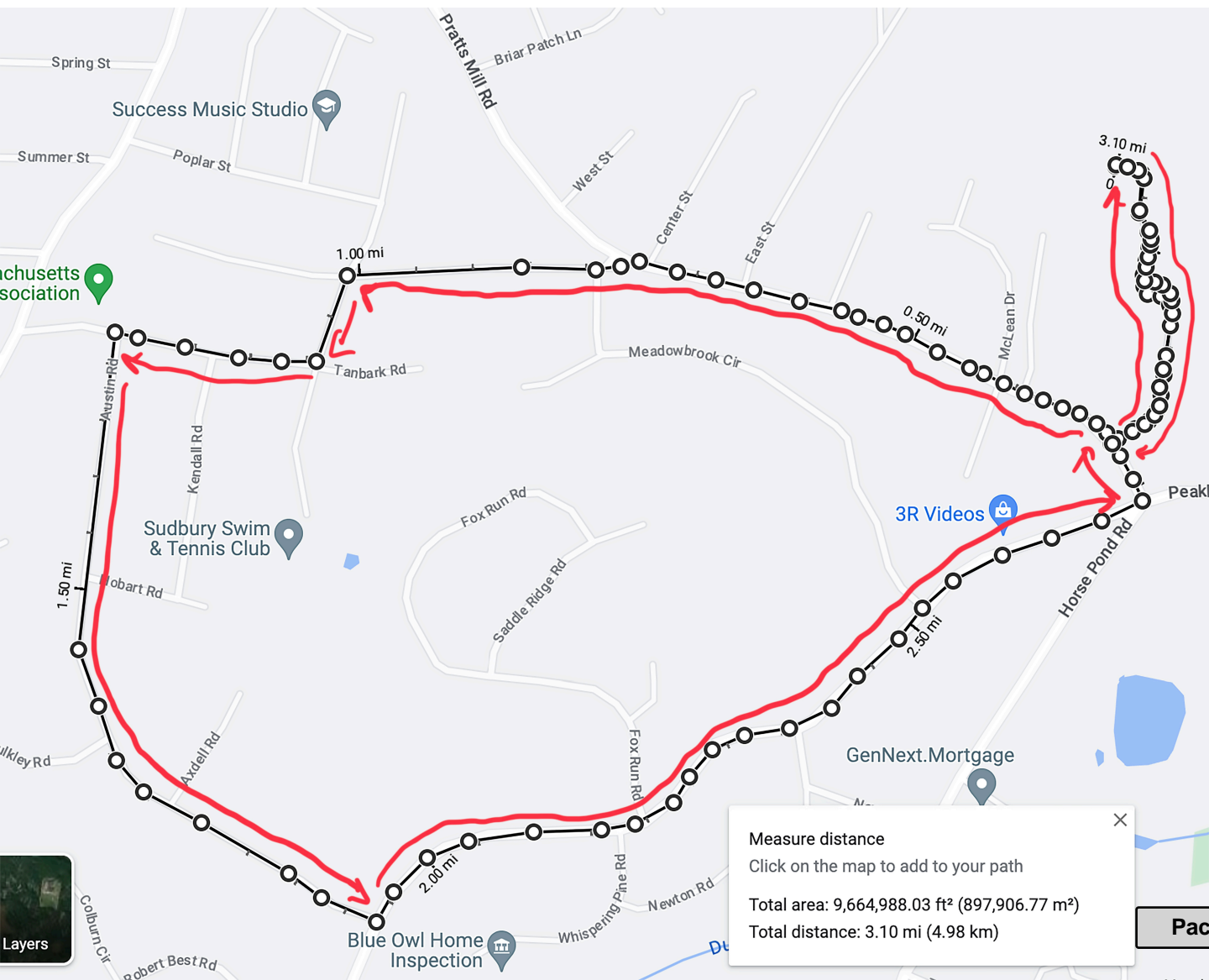
Office of Select Board

278 Old Sudbury Rd.

Sudbury, MA 01776

Fax: 978-443-0756

Email: SBadmin@sudbury.ma.us





Sudbury Historical Society Road Race

Monday, November 11, 2024

Department Feedback

Department	Staff	Date	Comments
Fire Department	Asst Chief Choate	9/9/24	No issues with the FD.
Highway Department	Jeffry Nutting	9/9/24	The DPW is good with this event assuming we do not have to provide any support.
Park & Recreation	Dennis Mannone	9/10/24	All set from us.
Police Department	Chief Nix	9/9/24	Police Department is good with the event assuming protocols from previous events are followed.

Curtis Middle School

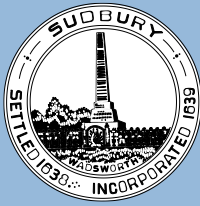
From: Suzanne Lucey

Date: September 3, 2024 at 8:19:43 AM EDT

To: Rachael Robinson

Subject: Re: Use of Curtis Parking Lot Nov. 11th

Sounds good. You are all set on our end.

**SUDBURY SELECT BOARD**

Tuesday, September 24, 2024

CONSENT CALENDAR ITEM**2: Witches Ride 2024****REQUESTOR SECTION**

Date of request:

Requestor: Maggie Hale

Formal Title: Vote to Grant a Special Permit to Margaret Hale to hold the "Witches Ride" on Sunday, October 27, 2024, from 4:30 PM through approximately 5:30 PM, subject to compliance with conditions outlined by the Police and Fire Departments, DPW and Park and Recreation, subject to receipt of a certificate of liability.

Recommendations/Suggested Motion/Vote: Vote to Grant a Special Permit to Margaret Hale to hold the "Witches Ride" on Sunday, October 27, 2024, from 4:30 PM through approximately 5:30 PM, subject to compliance with conditions outlined by the Police and Fire Departments, DPW and Park and Recreation, subject to receipt of a certificate of liability.

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
Leila S. Frank	Pending
Select Board	Pending
Select Board	Pending

09/24/2024 7:00 PM



TOWN OF SUDBURY

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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 Witches Ride (Short bike ride loop)

Organization Address 511 Peakham Rd

Name of contact person in charge Margaret Hale

Telephone Number(s) of contact [REDACTED] (cell) _____

Email address [REDACTED]

Date of event 10/27/24 Rain Date _____

Starting time 4:30pm Ending time 5:30pm

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

Anticipated number of participants 20-30

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

Organization that proceeds will go to No money is collected for this event

Any other important information Ride is for adults only

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 [Signature] Date 9/7/24



TOWN OF SUDBURY

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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:

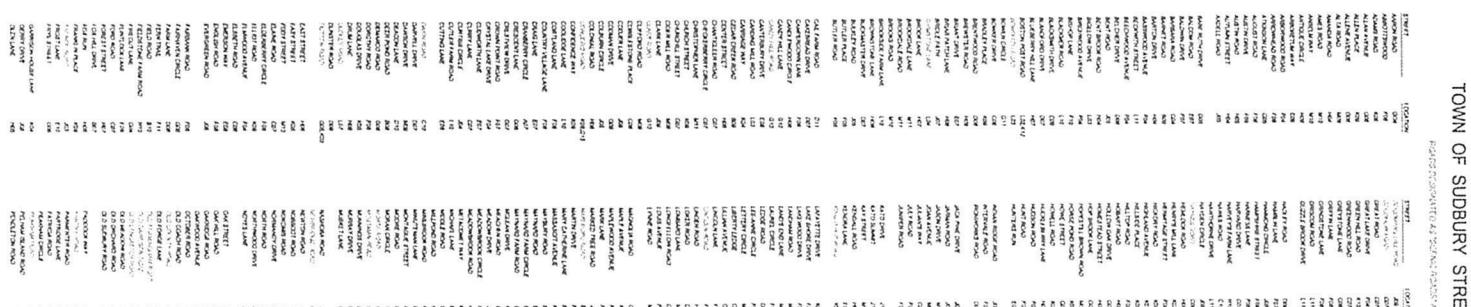
Office of Select Board

278 Old Sudbury Rd.

Sudbury, MA 01776

Fax: 978-443-0756

Email: SBadmin@sudbury.ma.us



Witches Ride

Sunday, October 27, 2024

Department Feedback

Department	Staff	Date	Comments
Fire Department	Chief Whalen	9/13/24	The Fire Dept. has no issues with these two applications.
Highway Department	Jeff Nutting	9/17/24	I have no issue with this request.
Park & Recreation	Dennis Mannone	9/12/24	Ok with us
Police Department	Chief Nix	9/12/24	No issues

**SUDBURY SELECT BOARD**

Tuesday, September 24, 2024

CONSENT CALENDAR ITEM**3: St. Anselm/St. Vincent de Paul Walk 2024****REQUESTOR SECTION**

Date of request:

Requestor: Ronald Nix, St. Anselm Conference of the Society of St. Vincent de Paul

Formal Title: Vote to grant a special permit to Ronald Nix, St. Anselm Conference of the Society of St. Vincent de Paul, to hold a "Walk for the Poor" on Sunday, October 6, 2024, from 11:30 a.m. through approximately 2:30 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 Ronald Nix, St. Anselm Conference of the Society of St. Vincent de Paul, to hold a "Walk for the Poor" on Sunday, October 6, 2024, from 11:30 a.m. through approximately 2:30 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:

Please see 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

09/24/2024 7:00 PM

Society of St. Vincent de Paul St. Anselm Conference

To: Board of Selectman, Town of Sudbury, MA
322 Concord Road, Sudbury, MA 01776

From: Ronald Nix
St. Anselm Conference of the Society of St. Vincent de Paul
100 Landham Road, Sudbury, MA 01776

Re: Annual Walk for the Poor
Date: September 9, 2024

The St. Anselm Conference of the Society of St. Vincent de Paul requests permission to conduct a Walk for the Poor on Sunday, October 6, 2024 at 11:30am and concluding at approximately 2:30pm. The route will begin in the St. Anselm Church parking lot; proceed south on Landham Road turn left on Russet Lane, left on Eddy Street, right on Brookdale Road, right on Kay Street, left on Stock Farm Road, right on Landham Road and return to the St. Anselm Church parking lot. Walkers will have the option of doing this route once (1.5 miles) or twice (3 miles). We will use the sidewalks on Landham Road and have volunteers posted at three other locations along the route where there are no sidewalks.

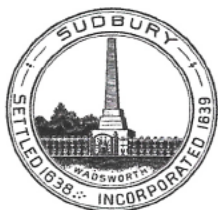
This will be our 12th Annual walk and the ninth year using this same route. Last year we had approximately 40 participants and our goal this year is to increase the participation by 20%.

Money pledged to the walkers will be returned to the St. Anselm Conference of the Society of St. Vincent de Paul and then used to assist the needy in the surrounding community. The St. Anselm Conference of the Society of St. Vincent de Paul is a 501-C-3 charity. While it is Catholic by association, we do not differentiate among the people we serve with regard to religious affiliation or on any other basis.

Sincerely,

Ronald Nix

Attachment3.a: St Anselm Walk Application 2024_SB (6372 : St. Anselm/St. Vincent de Paul Walk 2024)



TOWN OF SUDBURY

Office of Select Board

www.sudbury.ma.us

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

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Organization Name St Anselm Conference of the St Vincent de Paul Society of Boston

Event Name 12th Annual Friends of the Poor Walk

Organization Address PO Box 306, Sudbury, MA 01776

Name of contact person in charge Ronald Nix

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

Email address _____

Date of event Oct 6, 2024 Rain Date Oct 13, 2024

Starting time 11:30am Ending time 2:30pm

Route of the race/relay and portion of the road requested to be used (please indicate on map and attach to this application) 100 Landham Road to Russet Lane to Eddy Street to Brookdale Road to Kay Street to Stock Farm Road to 100 Landham Road

Anticipated number of participants 55

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

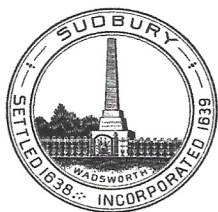
St Anselm Church

Organization that proceeds will go to St Anselm Conference of the St Vincent de Paul Society of Boston

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  Date 9/9/24

**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:

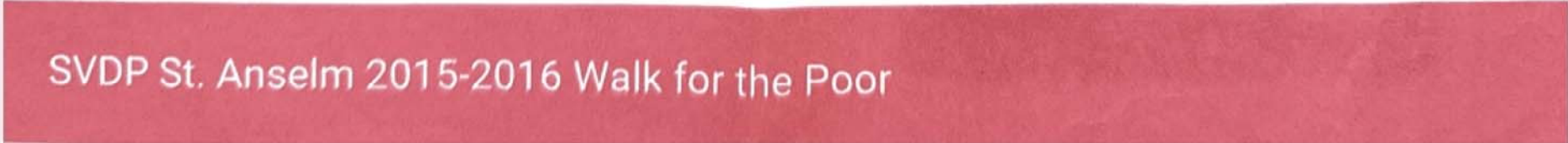
Office of Select Board

278 Old Sudbury Rd.

Sudbury, MA 01776

Fax: 978-443-0756

Email: SBadmin@sudbury.ma.us



St. Vincent de Paul (St. Anselm) Walk 2024

Sunday, October 6, 2024

Rain Date – Sunday, October 13, 2024

Department Feedback

Department	Staff	Date	Comments
Fire Department	Chief Whalen	9/13/24	The Fire Dept. has no issues with these two applications.
Highway Department	Jeffrey Nutting	9/17/24	I have no issue with this request.
Park & Recreation	Dennis Mannone	9/12/24	Ok with us
Police Department	Chief Nix	9/12/24	No issues

**SUDBURY SELECT BOARD**

Tuesday, September 24, 2024

CONSENT CALENDAR ITEM**4: Goodnow Farms Chocolate Halloween 2024: One-Day Wine/Malt License****REQUESTOR SECTION**

Date of request:

Requestor: Tom Rogan, Goodnow Farms Chocolate

Formal Title: Vote whether to approve 1-day wine and malt license for a Halloween event at Goodnow Farms Chocolate, 80 Goodnow Road, on Saturday, October 19, 2024 from 6:00 PM to 10:00 PM, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.

Recommendations/Suggested Motion/Vote: Vote whether to approve 1-day wine and malt license for a Halloween event at Goodnow Farms Chocolate, 80 Goodnow Road, on Saturday, October 19, 2024 from 6:00 PM to 10:00 PM, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.

Background Information:
attached application and dept feedback

Financial impact expected:

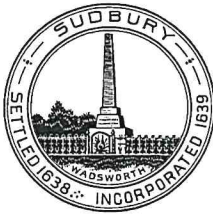
Approximate agenda time requested:

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

09/24/2024 7:00 PM



Town of Sudbury

Office of Selectmen
www.sudbury.ma.us

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Fax: 978-443-0756
Email: BOSSadmin@sudbury.ma.us

APPLICATION FOR ONE-DAY LIQUOR LICENSE

The responsible manager of an indoor or outdoor activity or enterprise in Sudbury is eligible to apply for a one-day liquor license for wine & malt only. All licensees must purchase their alcoholic beverages from a licensed Massachusetts wholesaler, manufacturer, winery shipment licensee, farmer brewery, farmer distillery or holder of a Special Permit issued by the ABCC.*

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

Name of Responsible Manager: Tom Regan

Address of Responsible Manager: 80 Goodnow Rd.

Phone: [REDACTED] Email: [REDACTED]

Organization Name: Goodnow Farms Chocolate

Name & Purpose of Event: Halloween Party

Name(s) of Brewery/ Distillery/Winery/Wholesaler/Manufacturer to provide alcohol:

Boston Harbor Distillery

License Type Requested: ☒ \$25 Wine & Malt One-Day License

Event Date: 10/19/24 Event Time: 6p - 10p

Event Venue: 80 Goodnow Rd, Sudbury, MA 01776

Event Address: 80 Goodnow Rd. Sudbury, MA 01776

Documents Enclosed:

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

Please submit completed application and materials to:

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

REC'D TOWN OF SUDBURY
SEP 6 2024 AM 11:58

Date

8/29/24

Applicant Signature

[Signature]

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

Goodnow Farms Chocolate Halloween Party– One Day Wine & Malt License
October 19, 2024
Department Feedback

Department	Staff	Date	Comments
Building Department	Andrew Lewis	9/12/24	The Building Dept. has no issue.
Fire Department	Chief Whalen	9/11/24	The Fire Department has no issues with this application.
Health Department	Vivian Zeng	9/11/24	All good.
Police Department	Chief Nix	9/12/24	No issues last year. No issue with continuing.

**SUDBURY SELECT BOARD**

Tuesday, September 24, 2024

CONSENT CALENDAR ITEM**5: Eagle Scout Recognition****REQUESTOR SECTION**

Date of request:

Requestor: Scout Troop 65

Formal Title: Vote to enter into the Town record and congratulate Alexia Jennifer Hultin of Scout Troop 65 for having achieved the high honor of Eagle Scout.

Recommendations/Suggested Motion/Vote: Vote to enter into the Town record and congratulate Alexia Jennifer Hultin of Scout Troop 65 for having achieved the high honor of Eagle Scout.

Background Information:
attached email from troop 65

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

09/24/2024 7:00 PM

From: Jamie da Frota <jdafrota@gmail.com>
Sent: Wednesday, September 11, 2024 3:48 PM
To: Select Board <SelectBoard@sudbury.ma.us>
Subject: Commendation of Eagle Scout- Alexia J. Hultin

Sudbury BSA Scout Troop 65
 352-213-2955
jdafrota@gmail.com

Dear Sudbury Selectboard Members,

The Scouts, Leaders, and Members of Sudbury Massachusetts Scout Troop 65, take great pleasure in announcing that:

Having completed the requirements for, and having been reviewed by
 An Eagle Scout Board of Review on 8/8/2024, the following Scout
 Was found worthy of the rank Eagle Scout

Alexia Jennifer Hultin

The multiyear journey to the Eagle Scout Award is one of the most involved and transformative experiences a young person can have. They try new things through the merit badge program, develop confidence in the outdoors, practice leadership tactics, and plan, develop, and give leadership to a service project that benefits their community.

In honor of this achievement, would you be so kind as to send Alexia a letter of commendation or certificate to be presented to her?

Please address your letter or certificate to the following address: c/o Jamie da Frota, 81 Old Garrison Road, Sudbury, MA 01776. Letters and recognitions will be compiled and placed in a suitable keepsake album.

Thank you very much for taking the time from your extremely busy schedule to help this community and Sudbury Troop 65 recognize Alexia for achieving the rank of Eagle Scout.

You are cordially invited to attend Alexia's Eagle Court of Honor on October 20th, at 2pm at the Sudbury United Methodist Church.

Sincerely,

Jamie da Frota
 Committee Member
 Sudbury Scouts Troop 65
 352-213-2955
jdafrota@gmail.com

Attachment5.a: Troop 65 invite (6374 : Eagle Scout Recognition)



SUDBURY SELECT BOARD

Tuesday, September 24, 2024

MISCELLANEOUS (UNTIMED)**6: ZBA candidate interview****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Interview candidate for Zoning Board of Appeals (ZBA). Following interview, vote whether to appoint Michael Hershberg to the ZBA for a term ending 5/31/29, and as a member of the Earth Removal Board with a term ending 5/31/25.

Recommendations/Suggested Motion/Vote: Interview candidate for Zoning Board of Appeals (ZBA). Following interview, vote whether to appoint Michael Hershberg to the ZBA for a term ending 5/31/29, and as a member of the Earth Removal Board with a term ending 5/31/25.

Background Information:

NOTE: Attached memo has a 3-year term listed, however, all ZBA appointments are for 5 years.

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

09/24/2024 7:00 PM



Town of Sudbury

Zoning Board of Appeals

appeals@sudbury.ma.us

Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776
978-639-3387
Fax: 978-639-3314
www.sudbury.ma.us/boardofappeals

September 10, 2024

Ms. Jennifer S. Roberts, Chair
Select Board
Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776

Re: Appointment of Michael Hershberg to the Zoning Board of Appeals and Reappointment to the Earth Removal Board

Dear Chair Roberts,

At their meeting on September 9, 2024, the Zoning Board of Appeals voted unanimously, 5-0, to recommend the Select Board appoint Michael Hershberg as a Member of the Zoning Board of Appeals with a term ending May 31, 2027, and as a Member of the Earth Removal Board with a term ending May 31, 2025.

Therefore, I am writing to recommend the Select Board appoint Mr. Hershberg to the Zoning Board of Appeals and the Earth Removal Board, and to request the Select Board consider this recommendation at an upcoming meeting.

Please do not hesitate to contact me if you have any questions about this candidate. Please advise if you think an interview with the candidate will be necessary. Thank you.

On behalf of the Zoning Board of Appeals,


Adam R. Burney, MPA
Director of Planning & Community Development

cc: Zoning Board of Appeals
Earth Removal Board

Attachment6.a: Hershberg_ZBA_Appoint_Recommend (6364 : ZBA candidate interview)

TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT

SELECT BOARD
 278 OLD SUDBURY ROAD
 SUDBURY, MA 01776

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

Board or Committee Name: _____

Name: _____

Address: _____ Email Address: _____

Home phone: _____ Work or Cell phone: _____

Years lived in Sudbury: _____

Brief resume of background and pertinent experience:

Municipal experience (if applicable):

Educational background:

Reason for your interest in serving:

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

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

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

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

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

Signature _____ Date _____

Attachment 6.b: Michael_Hershberg.redact (6364 : ZBA candidate interview)

**SUDBURY SELECT BOARD**

Tuesday, September 24, 2024

MISCELLANEOUS (UNTIMED)**7: CPC candidate interview****REQUESTOR SECTION**

Date of request:

Requestor: Planning & Community Development Dept.

Formal Title: Interview applicant for appointment to the Community Preservation Committee (CPC).
Following interview, vote whether to appoint Sam Markuse to the CPC for a term ending 5/31/2027.

Recommendations/Suggested Motion/Vote: Interview applicant for appointment to the Community Preservation Committee (CPC). Following interview, vote whether to appoint Sam Markuse to the CPC for a term ending 5/31/2027.

Background Information:
attached application and memo of recommendation

Financial impact expected:

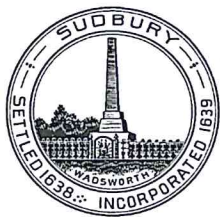
Approximate agenda time requested:

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

09/24/2024 7:00 PM



Town of Sudbury

Community Preservation Committee

cpc@sudbury.ma.us

Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776
978-639-3387
Fax: 978-639-3314
www.sudbury.ma.us/cpc

September 5, 2024

Ms. Jennifer Roberts, Chair
Select Board
Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776

Re: Appointment of Sam Markuse to the Community Preservation Committee

Dear Chair Roberts,

At their meeting on September 4, 2024, the Community Preservation Committee voted unanimously to recommend the Select Board appoint Sam Markuse to one of the At-Large seats on the Community Preservation Committee.

Therefore, I am writing to recommend the Select Board appoint Sam Markuse to the Community Preservation Committee, and to request the Select Board consider this recommendation at an upcoming meeting.

Please do not hesitate to contact me if you have any questions about this candidate. Please advise if you think an interview with the candidate will be necessary. Thank you.

On behalf of the Community Preservation Committee,

Adam R. Burney, MPA
Director of Planning & Community Development

cc: Community Preservation Committee

Attachment7.a: Markuse_CPC_Appoint_Recommend (6365 : CPC candidate interview)

TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT TO
Sudbury Community Preservation Committee

Planning and Community Development Department
 278 OLD SUDBURY ROAD
 SUDBURY, MA 01776

PHONE: 978.639.3387
 FAX: 978.639.3314
 E-MAIL: PCD@sudbury.ma.us

Name: **Sam Markuse**

Brief resume of background and experience:

In my professional life I've spent the last 7 years as a Managing Director of Corporate Governance for Nasdaq. Primarily I'm responsible for working with Boards/Leadership teams to develop, implement, and deploy of good governance practice at public/pre-IPO companies. In my personal life I'm a frequent outdoorsman, cyclist, hiker, and dog dad. I'm passionate about conserving history and ensuring the historical importance of our community is protected and celebrated.

Address: XXXX Puritan Lane

Home phone: XXX-XXX-XXXX

Work phone:

Years lived in Sudbury: 1

E-Mail Address: XXXXXXXX

Municipal experience (If applicable):

In high school I acted as the student representative to the Bedford School Committee (2012-2013). Additionally, I served on a working committee in Walnut Creek California in 2019 to expand conservation efforts on their open space projects, ultimately was delayed due to the pandemic.

Educational background:

Bedford High School '13

University of Massachusetts, Amherst '17

BA, Management, History, and Innovation Management

Employment and/or other pertinent experience:

See responses above

Reason for your interest in serving:

I'm a new resident to Sudbury but grew up in the area. This is going to be my home for the next 40 years and I want to get involved in the community. I moved here because of this town's beauty, history, and focus on conservation. I would like to be a part of making the town better and I think being a young person (29) and serving the community can hopefully inspire others to step up and make their towns better.

Times when you would be available (days, evenings, weekends): Mon-Thurs post-5pm, weekends with notice

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

SM

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

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

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

Signature XXXXXXXXXXXXXXXXXXXXXXXXXXXX Date 7/31/2024



MISCELLANEOUS (UNTIMED)
8: Housing Trust candidate interview

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Interview candidate for Sudbury Housing Trust. Following interview, vote whether to recommend Ashley Rieser to the Housing Trust for a term ending 5/31/25.

Recommendations/Suggested Motion/Vote: Interview candidate for Sudbury Housing Trust. Following interview, vote whether to recommend Ashley Rieser to the Housing Trust for a term ending 5/31/25.

Background Information:
attached application and recommendation letter

Financial impact expected:

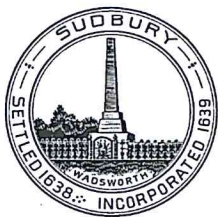
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

09/24/2024 7:00 PM



Town of Sudbury

Housing Trust

HousingTrust@sudbury.ma.us

Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776
978-639-3387
Fax: 978-639-3314

www.sudbury.ma.us/housingtrust

September 12, 2024

Ms. Jennifer Roberts, Chair
Select Board
Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776

Re: Appointment of Ashley Rieser to the Sudbury Housing Trust

Dear Chair Roberts,

At their meeting on August 8, 2024, the Housing Trust voted unanimously to recommend the Select Board appoint Ashley Rieser to the Housing Trust.

Therefore, I am writing to recommend the Select Board appoint Ashley Rieser to the Housing Trust, and to request the Select Board consider this recommendation at an upcoming meeting.

Please do not hesitate to contact me if you have any questions about this candidate. Please advise if you think an interview with the candidate will be necessary. Thank you.

On behalf of the Housing Trust,


Adam R. Burney, MPA
Director of Planning & Community Development

cc: Housing Trust

Attachment8.a: Rieser Recommendation Letter to SB for SHT 240912 (6376 : Housing Trust candidate interview)

TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT TO

Sudbury Housing Trust

Planning and Community Development Department
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

PHONE: 978.639.3387
FAX: 978.639.3314
E-MAIL: PCD@sudbury.ma.us

Name: Ashley Rieser

Brief resume of background and experience:

My primary role in helping my clients is to plan, budget and manage risk. I think my experience and skill set could help the Committee.

Address: 14 King Philip Rd.

Home phone: [REDACTED]

Work phone: [REDACTED]

Years lived in Sudbury: 2

E-Mail Address: [REDACTED]

Municipal experience (If applicable):

N/A

Educational background:

BA-Prelaw/Polisci; M.A. Intl Affairs; Certified Financial Planner®

Employment and/or other pertinent experience:

prior experience working in Financial Advisor with Moneta. Intelligence with a TS/SCI clearance

Reason for your interest in serving:

would like to be a part of Sudbury Community and assist

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

I can be available days, evenings & wknds- Flexible Schedule

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

N/A

for working at home.

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

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

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

Signature Ashley Rieser Date 7/29/2024

**SUDBURY SELECT BOARD**

Tuesday, September 24, 2024

MISCELLANEOUS (UNTIMED)**9: Energy & Sustainability Committee update****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Energy & Sustainability Committee update. Chair Rami Alwan to attend.

Recommendations/Suggested Motion/Vote: Energy & Sustainability Committee update. Chair Rami Alwan to attend.

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

09/24/2024 7:00 PM



Energy and Sustainability Committee

Town of Sudbury

Voted to establish May 13, 2009 by the Sudbury Select Board

Mission Statement

It is the intention of the Select Board in creating this Committee to provide a mechanism to assist the Board and Town Manager in developing programs and projects to foster energy conservation, energy efficiency, renewable energy generation and sustainability planning. This new committee will gather, study and evaluate information that will help determine various approaches for improving the energy efficiency of operating town and school buildings and vehicles, investigate alternative energy technologies and identify funding opportunities to help the Town achieve its energy and sustainability related goals.

Additionally, the Committee shall develop recommended approaches for influencing the town residents and businesses to maximize their environmental sustainability through educational outreach, informational programs and incentives.

Responsibilities of the *Energy and Sustainability Committee* include those listed below as well as any other related tasks that might later be added by the Select Board:

1. Serve as a resource to the Select Board and Town department heads on energy related issues.
2. Begin discussions with Sudbury Public Schools and Lincoln-Sudbury Regional High School to develop ways the committee can serve as a resource to the two schools and develop strategies and proposals that emphasize coordination particularly in the area of alternative energies.
3. Study alternative energies possible by using the Town's closed landfill area. As directed by the Town Manager, conduct this work jointly with the Town of Wayland, focusing on both Towns' landfills.
4. Identify and develop grant opportunities that meet the mission of this committee and are consistent with Select Board's goals. (NOTE: all grant applications for Town buildings, Town land or on behalf of the Town must be submitted from the office of the Town Manager).
5. Conduct action steps for Sudbury to remain a Department of Energy Resources (DOER) Green Community.
6. Facilitate Town participation in DOER programs and public utility grants and incentives.
7. Promote energy efficiency and conservation in the Sudbury residential sector.
8. Assist and work with the Town's Technology Director in developing and maintaining a page on Town's website with information on the Committee's activities and related information.
9. Assist the Town of Sudbury and its residents' participation in renewable energy and demand side management programs.

Membership Requirements and Expectations

Members of *Energy and Sustainability Committee* shall be appointed by the Select Board and have up to nine voting members. All appointments are for a three year period, with staggered terms.

The Committee shall elect a Chair and a Clerk from among its members. The Chair will run meetings, be the designated communications link with the Town Manager or other Town staff, and schedule committee meetings. The Clerk shall insure that full minutes and a list of members in attendance are kept of each meeting and promptly submitted to the Committee for approval and posted to the Town's website.

Minimum requirements for all applicants: Preference will be given to residents having resided in the Town at least three years before appointment. Preference will be given to applicants who demonstrate a history of attendance at past Town Meetings or service on Town committees. Preference will be given to applicants who can demonstrate knowledge of energy conservation and management. Must be available and willing to attend the majority of scheduled meetings.

Staffing Assistance

The following staff of the Town of Sudbury will be available on an occasional basis as time permits and the Town Manager approves: Combined Facilities Director and Building Inspector.

Compliance with State and Local Laws and Town Policies

The *Energy and Sustainability Committee* is responsible for conducting its activities in a manner which is in compliance with all relevant state and local laws and regulations including but not limited to the Open Meeting Law, Public Records Law, and Conflict of Interest Law, as well as all Town policies which affect committee membership. In particular, all appointments are subject to the following:

The Code of Conduct for Select Board-Appointed Committee. A resident or employee who accepts appointment to a Town committee by the Select Board agrees that they will follow this code of conduct.

The Town's Email Communication for Committee Members Policy. Anyone appointed to serve on a Town committee by the Select Board agrees that they will use email communication in strict compliance with the Town of Sudbury's email policy, and further understands that any use of email communication outside of this policy can be considered grounds for removal from the Committee by the Select Board.

Use of the Town's Website. The Committee will keep minutes of all meetings and post them on the Town's website. The Committee will post notice of meetings on the Town's website.

Amended: 07/11/23

From: Rami Alwan <ralwan@verizon.net>
Sent: Thursday, September 19, 2024 1:23 PM
To: Golden, Patricia <GoldenP@sudbury.ma.us>
Cc: Energy and Sustainability Green Ribbon Committee <energy@sudbury.ma.us>
Subject: Re: Update to Select Board

Patty,

At this point it is only me. Below is semi itemized list of what we have been working on this year. Please forward it to the SB. I can speak to any or all. Or perhaps in the interest of time just respond to questions. Whichever the SB feels is most appropriate. Cheers, Rami

Initiatives that the ESC is currently working on:

EV's

1. Funding installation of EV chargers at the Goodnow Library.
2. Funding installation of EV chargers at the Fairbanks Community Center.

Solar

1. Have submitted a grant for technical assistance to examine the feasibility of putting a solar array over the parking lot at Haskell Field and to exam other possible location with our town on town owned lands.
2. Are moving forward with putting solar on the DPW building.
3. We are moving forward on putting solar on the Fairbanks Community Center.
4. Are looking into funding solar on Fire Stations 2 and 3.

Lighting

Funding the LED lighting retrofit for all town buildings - Should be completed by mid-October.

Vulnerability

1. Working on a grant through the Municipal Vulnerability Preparedness 2.0 program. Community survey completed, community meeting being planned in conjunction with the upcoming Flu clinics. Farmers markets up coming as well.
2. Just put out a RPF for a Community Vulnerability Study, based upon concerns from the community.

Green House Gas Emissions

We funded a study that had been completed. The results have been presented to the SB. We are using this information to guide many of our initiatives and future directions.

Composting

1. Voted to fund the SPS composting program through the Black Earth system. Waiting on Supt. Crozier to accept the funding and implement the program.
2. Looking into writing a grant to fund/ supplement a town wide composting program. Looking to reach out for community partners.

Single Refuse Hauler

Looking at models being successfully used in other surrounding towns. Will be developing a proposal to bring to the SB and town meeting

Specialized Stretch Code

We had a presentation from the DOER on what this entails and what it would look like. We are still exploring and will be asking for time to present it to the SB and town meeting.

Misc

1. Funded recycling bins for the fire stations.
2. Supplemented the funding for HVAC electrification for the DPW building



SUDBURY SELECT BOARD
Tuesday, September 24, 2024

MISCELLANEOUS (UNTIMED)
10: Sudbury 250 Committee update

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Sudbury 250 Committee update. Chair Radha Gargeya to attend.

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting: Radha Gargeua, chair

Review:

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

09/24/2024 7:00 PM

**TOWN OF SUDBURY
SUDBURY 250 COMMITTEE**

Approved by the Select Board: December 5, 2023

Mission:

The Sudbury Select Board established the Sudbury 250 Committee to plan for the commemoration of the 250th anniversary of the commencement of the American Revolution. It is anticipated that many of the observances will take place in the early spring through late winter of 2025, although the Committee may plan later events, such as the July 4, 2026 observances.

The Committee will:

1. evaluate and make recommendations on how the Town should manage the commemoration of this historic event.
2. sponsor activities that commemorate and celebrate the place of Sudbury in the history of our nation.
3. ensure that all events are designed to involve and have outreach to all residents of Sudbury.

Duties:

The Committee will coordinate the Town's events with local, regional, state, and federal groups, committees, and agencies in producing the events. As part of its duties, the committee shall:

1. Develop a comprehensive plan for celebrating and promoting the 250th anniversary and other historical events leading to the founding of our country.
2. Work with Town staff to develop and administer programs, funding, and grant applications, and may make a request for funding as part of the Town budget process.
3. Appoint subcommittees, where necessary, to carry out specific tasks.
4. Engage with other 250 committees in Massachusetts to be informed about the ideas and activities that are related to this important commemoration.
5. Identify opportunities for individuals or organizations to participate in celebrations of the anniversary.
6. Ensure that activities represent a commitment to diversity and inclusiveness, sustainability, accessibility and create opportunity for individuals of all abilities to participate.
7. Hold public forums to solicit input, and provide periodic updates to the Select Board which will review progress, no less often than on a quarterly basis.
8. Suggest amendments, if necessary, to the duties and responsibilities of the committee to the Select Board.
9. File an Annual Town report of committee activities and events with the Select Board on/or before December 31, 2024, December 31, 2025, and prior to dissolution of committee.

Membership:

The Sudbury 250 Committee shall be appointed by the Select Board for the period of January 2024 through September 2026. Committee membership will be up to 9 individuals. Representatives may be selected from the following groups:

- Select Board member
- Town Historian
- Sudbury Public Schools/Lincoln-Sudbury Regional High School educator
- Community members with expertise or interest in historical events of Sudbury
- Event planning and/or logistics expertise

- Community leaders with fundraising experience
- Business, Civic, or Community groups including literature, music, and the arts community
- Town Manager or designee (ex-officio)
- Public Safety (ex-officio)

The Committee shall meet as needed, with more frequent meetings expected as the events approach. The Committee shall elect a Chair, Vice-Chair, and Clerk. A quorum shall consist of a majority of the full members. If any full voting member is absent from five (5) consecutive regularly scheduled meetings of the Committee, their position may be deemed to be vacant and the position shall be filled by the Select Board.

The Committee shall be dissolved on September 30, 2026, unless continued by a vote of the Select Board.

Other Considerations

The Committee shall comply with the provisions of the Open Meeting Law (OML), the Public Records Law, the Conflict-of-Interest Law and all other laws and regulations of the Commonwealth, as well as all relevant bylaws and policies of the Town, including the Town's Email Communication for Committee Members Policy.

Voting members may elect a Clerk who will ensure that full minutes and a list of members in attendance are kept of each meeting and promptly submitted to the Committee for approval, filing with the Town Clerk, and posting to the Town's website. Meetings will be open to the public and recorded.

The Commission will keep minutes of all meetings and post minutes and other Commission materials on the Town's website. The Commission will post notice of meetings on the Town's website as well as at the Town Clerk's Office.



Sudbury 250 Committee
Quarterly Update to Sudbury Select Board
2024 Quarter 3

September 20, 2024

Purpose

Sudbury 250 Committee (“The Committee”, “we”) agreed that its work will serve these purposes:

- To celebrate and commemorate the 250th anniversary of the American Revolution through various planned events,
- To have the said events take place mostly between April 19, 2025 and July 4, 2026, while encompassing events in the American Revolutionary history,
- To include and engage all Sudbury citizens, starting with our children and students,
- To tell and record stories that are untold or under-told, and
- To inform and entertain.

FlashVote Survey

The Committee conducted a FlashVote survey between July 10 and July 12, 2024. There were 646 responses. The Committee thanks Sudbury residents for their time and thoughtful responses. There was support for a range of activities in Sudbury that can attract all residents including families and children. A sample of activities mentioned include concerts, musical celebrations, community events with food and games, Sudbury Minutemen March kick-off, fireworks, reenactments, tours, lectures. The Survey results are attached.

We are informed by these responses in planning and prioritizing events.

A working list of events

We are planning a working list of events and organize them by date, presentations for adults, events for all ages, activities for children and students, and a possible set of events from Sudbury residents. Please see the attached trifold that summarizes Sudbury 250. This document is on our website and will be available at the Colonial Faire on 9/28/2024.

Outreach and Engagement

We are committed to include all of Sudbury. We are collaborating with our schools, community organizations, businesses, town historians, and various town committees and boards. The goal is to have the 250th events offer an enlivening, unifying, and reflective opportunity across Sudbury.

We are also working with the 250 Committees of neighboring towns to collaborate and coordinate our activities.

Budget and Finances

We are grateful to Sudbury Select Board for allocating \$25,000 to The Committee. The \$50,000 outlay for Sudbury 250 is no longer a part of the Massachusetts supplementary budget. We will keep the Select Board posted as we receive further updates. We will also work to seek donations from other public and private sources.

Respectfully,

Sudbury 250 Committee

Tim Cobbett – Faculty, History Department, Lincoln Sudbury Regional High School; Sudbury resident.

Leila Frank – ex-officio member, Select Board Office Supervisor, and Information Officer

Radha Gargeya – Sudbury resident

Josh Gilman - Faculty, History Department, Lincoln Sudbury Regional High School

Jan Hardenbergh – Sudbury Town Historian

John Neuhauser – Commander, Sudbury Companies of Militia and Minute

Rachael Robinson – Director, Sudbury Historical Society

Jim Weigel – Trustee Wayside Inn, VP Finance Mass Air Space Museum, Retd. Col. US Army

EVENTS PLANNED

April 19, 2025: 250th anniversary of the muster of Sudbury Minute Militia and the march to Concord. We will mark the occasion with a concert of period music.

July 4, 2025: Sudbury 250 float joins the Sudbury Independence Day Parade.

September 27, 2025: Sudbury 250 sponsors the *Colonial Faire and Muster of Fyfe & Drum* at the Wayside Inn with living history demonstrations of life in colonial New England.

October 25, 2025: The *Battle of Red Horse Tavern*, a re-enactment of a colonial battle to control the crossroads.

January 26, 2026: Celebration of the Noble Artillery train, which transported cannons captured at Fort Ticonderoga to Dorchester Heights by Colonel Knox, for whom Fort Knox is named. The arrival of the cannons forced the British to evacuate Boston on March 17, 1776.

Spring 2026: *Sudbury 250 Day:* Celebrate 250 years of Independence with a party for the whole town.

July 4, 2026: Dramatic reading of the Declaration of Independence after the Sudbury Independence Day Parade. In the evening, there will be a drone light show.

We hope to see you there!

The Sudbury 250 Committee was established by the Sudbury Select Board to plan for the commemoration of the 250th anniversary of the commencement of the American Revolution. In addition to the listed **EVENTS PLANNED**, the 250 Committee is planning presentations on several aspects of the American Revolution and life in Sudbury at that time. Subjects include George Washington, the women soldiers of the Revolution, Ezekiel Howe, the transportation of cannons through Sudbury, what life was like in colonial Sudbury, British spies in Sudbury, untold and under-told stories, and more.

The Sudbury 250 Committee is working with area schools to engage students and staff with their local history and the American story. Multiple concerts, kids story hours and book lists at libraries are also being planned.

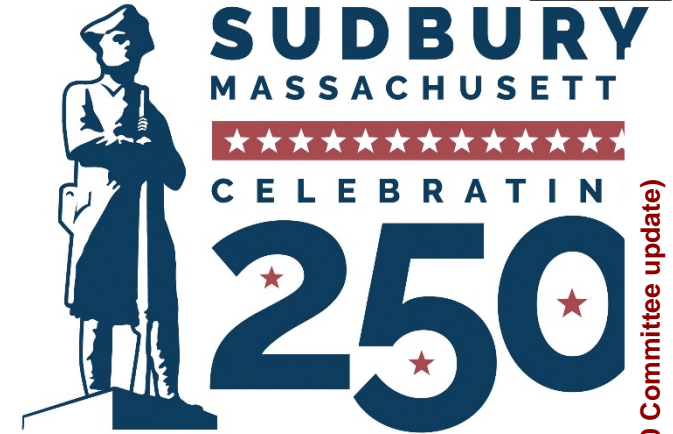
The Sudbury Historical Society is also planning Semiquincentennial activities in Sudbury. Details can be found at: <http://www.sudbury01776.org/>

For more information about the Sudbury 250 Celebrations, please visit:

<https://sudbury.ma.us/sudbury250/>



Find this brochure and more at the Sudbury 250 Committee webpage.



250 years ago, a new nation was brought forth based on democratic principles. Since its founding in 1639, Sudbury has been helping to develop and shape the principles.

Join us in celebrating the self-governance that would later be known as “of the people, by the people, for the people.”

While the fighting of the Revolution never came into Sudbury’s borders, there were a few other war-related events in 1775 and 1776 that occurred in Sudbury:

- The muster and march proceeded to Concord on April 19, 1775.
- British spies passed through in early 1775 to document the roads and distances.
- The Noble Artillery train of heavy weaponry followed Old Connecticut Path, partly through Sudbury, January 1776.
- Concord dispersed stores to Sudbury and other towns to reduce the risk of one single store of military supplies.



SUDBURY & THE AMERICAN REVOLUTION: A TIMELINE

Sudbury Town Meeting 1774

At the meeting on January 10, 1774, in response to the Boston Tea Party, the Town wrote a strong letter of condemnation including the sentiment of no taxation without representation and the promise of all in our power to aid and assist Boston.

At a meeting on July 4, 1774, the Town asked its Ministers to arrange a Contribution to defray the Town's part of the Charges of the Committee of Congress.

On September 12, 1774, Town Meeting voted to purchase gun powder, rifles, bayonets, and flints, and on October 17, 1774, the Town voted to reimburse Ezekiel Howe for purchase of the arms voted in the September meeting.

Sudbury and the Battles of Lexington and Concord

On November 14, 1774, Sudbury ordered its Militia Companies to choose officers and organized two Minuteman Companies. The Sudbury Militia Companies were led by Captain Aaron Haynes, Captain Joseph Smith, and Captain Moses Stone. The Sudbury Minuteman Companies were led by Captain John Nixon and Captain Nathaniel Cudworth.

On March 20, 1775, two British spies passed through Sudbury on their way to Concord.

On March 29, 1775, the Massachusetts Committee of Safety ordered roughly one-third of the military supplies stored in Concord be moved to Sudbury.

The Lexington Alarm reached Sudbury sometime between 3:00 and 4:00am on April 19, 1775.

The Sudbury Companies mustered and marched to Concord. The (East) Sudbury Companies first engaged the British at Merriam's Corner, about a mile east of Concord, on the road to Lexington.

Two Sudbury men, 81-year-old Deacon Josiah Haynes and 22-year-old Asahel Reed were killed during the Battles of Lexington and Concord.

Sudbury sent more fighting men to the Battle of Concord than any other town.

The map below shows the Town of Sudbury in 1776. It included today's Wayland and much of Maynard.



**SUDBURY SELECT BOARD**

Tuesday, September 24, 2024

MISCELLANEOUS (UNTIMED)**11: Combined Facilities MOA discussion****REQUESTOR SECTION**

Date of request:

Requestor: Member Lisa K

Formal Title: Discussion on Combined Facilities Director Memorandum of Agreement (MOA)

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

09/24/2024 7:00 PM



TOWN OF SUDBURY
Office of the Asst. Town Manager/HR Director

Maryanne Bilodeau
 Asst. Town Manager/HR Director

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 Sudbury, Massachusetts 01776
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Town of Sudbury
Combined Facilities Director
Town and School Facilities

Facilities Director

The Town of Sudbury seeks a Combined Facilities Director responsible for the planning, organizing, directing and control of all aspects of Town and School facilities. Responsibilities include: facility planning, renovation, construction, energy conservation measures and efficiencies, preventative and regular maintenance, and repair of all town-owned buildings.

Minimum qualifications: Bachelor's degree; extensive knowledge of building construction, engineering, business management/energy management/public administration; 7-10 years of related management experience, or equivalent combination of education and experience. Successful candidate must have a valid driver's license and must be CORI/SORI compliant. MCPPO designation preferable.

Candidates **must** meet minimum requirements contained in job description posted on town's website at www.sudbury.ma.us/departments/HR. Starting salary range \$105,230 to \$122,703 commensurate with experience; with full range to \$138,419. Excellent Benefits. Letters of interest/resumes may be sent to hr@sudbury.ma.us until April 7th, 2022 by noon. AA/EOE

See job description and MOA below.

2/23/2022

FACILITIES DIRECTOR (*Combined Town and School Facilities*)

Position Purpose:

Plan, organize, direct and control all aspects of Facilities Department as outlined in the Memorandum of Agreement between the Sudbury Board of Selectmen and the School Committee of the Sudbury Public Schools. This shall include: facility planning, renovation, construction, energy conservation measures and efficiencies, preventative and regular maintenance, and repair of all town-owned buildings under control of the Town Manager, and under control of the School Committee as well as the review and recommendations on all facility Capital Improvement Plans (CIP).

Supervision:

Supervision Scope: Exercises initiative, creativity, and independent judgment in the planning, administration and execution of the department's programs and services.

Supervision Received: The Department shall be under the direction and control of the Town Manager and Superintendent (or their respective designees), who shall jointly exercise general oversight and supervision of a Facilities Director and shall have the responsibility of appointing the Director for a term not to exceed three years.

Supervision Given: The Director shall recommend to both the Town Manager and the Superintendent, or their respective designees, appointment or removal for all assistants, agents and employees of the Department as may be required, pursuant to all Town and SPS personnel policies, collective bargaining agreements and relevant statutes. Actual appointment authority shall remain with the Town Manager and the Superintendent. The Director will ensure that the assignment of personnel is consistent with state and federal law, including CORI standards, and policies of the School Committee and Board of Selectmen. Any current Town and School employees who come to work under the supervision of the Director shall remain in their current bargaining units in effect, as of the date this agreement is signed, and all bargaining will remain under the same Town or School umbrella as they currently fall, until such time the parties agree to modify this part of the agreement.

Job Environment:

Physical strength and ability to access roofs, equipment locations, other construction locations. Regularly use computer keyboard, requiring eye-hand coordination and finger dexterity. Travel to meetings and other communities. Attendance at evening meetings.

Essential Functions:

Management of all maintenance and repairs of the buildings, including HVAC and others systems and major equipment.

Maintain preventative maintenance plan for all facilities.

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Manage all work orders and requests, including specifications for work to be done under contract and supervision of private contractors, for building maintenance and repairs.

Purchase of materials, supplies, and equipment for building maintenance and repair, in accordance with procurement regulations, laws and policies.

Obtaining certification through the Mass Certified Public Purchasing Official (MCPPO) Program as a procurement officer.

Maintain and update capital plan, through a collaborative process, to be approved by the Town Manager for all Town buildings and the Superintendent of Schools for all school buildings.

The Director will provide reports to the Town Manager (and designee), Superintendent (and designee), Board of Selectmen, School Committee, and other boards and committees, as needed, and will be available to attend evening meetings as required.

The Director will work closely with the Permanent Building Committee (PBC) in the oversight of the construction, reconstruction, alteration or enlargement of all existing or new buildings owned by the Town and SPS, including designer selection when applicable.

Develops a five-year capital plan for the Department, including projects for submission to the CIAC and projects proposed for the operating budget of the Department or other funding. The capital plan shall be sufficiently detailed to show the capital requirements, including major pieces of equipment, separately for school buildings and for municipal buildings. The school portion shall reflect capital budget needs identified and submitted by the Superintendent, or designee. The final recommendation of the school portion of the capital budget and plan shall be submitted to the Superintendent of Schools and approved by the School Committee and the municipal building portion shall be submitted to the Town Manager.

The Director will work closely with the Energy and Sustainability Green Ribbon Committee, in the development and implementation of measures to foster energy conservation, energy efficiency, renewable energy generation and sustainability planning.

Coordination with appropriate town Boards and Committees, including, but not limited to, those listed below.

Pursuit of grants and other funding resources to support the work of the Facilities Department, Town Manager and School Committee as appropriate.

Development of Department policies and annual Department objectives, plans, and goals, subject to approval of the Town Manager and Superintendent.

Performs similar or related work as required, directed or as situation dictates.

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Recommended Minimum Qualifications:**Education, Training and Experience:**

Bachelor's Degree required; 7 - 10 years of related management experience, extensive knowledge of building construction, engineering, business administration management/energy management/public or equivalent combination of education and experience. Must have a valid driver's license. Must be CORI/SORI compliant. Preferably has MCPPO Designation.

Knowledge, Abilities & Skills:

Knowledge: Considerable knowledge of price trends and grades of quality of the materials and equipment. Working knowledge of the hazards and safety precautions common to facility maintenance/repair. Thorough knowledge of the methods, materials and tools/equipment used in the care and maintenance of buildings and equipment. Good working knowledge of M.G.L. Chapter 149 and 30B.

Ability and Skills: Ability to identify town-wide priorities and work collaboratively to support their accomplishment as part of the municipal and school management teams. Ability to conceptualize goals and objectives for the department. Leadership, planning, management, organizational and supervisory skills. Financial management skills, including a solid foundation in budget development and management.

Ability to market programs and ideas; to communicate effectively both verbally and in writing; to establish positive public relations for the Town, and department; to interact effectively with a wide variety of people. Ability to provide guidance, assistance, and or interpretation to others on how to apply procedures and standards to specific situations. Ability to analyze, manage and utilize data to improve operations. Ability to work effectively with citizen boards. Must be computer literate; familiar with computer software applications such as word processing, energy management programs, spreadsheets and other applications tailored to specific department needs.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties, the employee is required to: interact and communicate frequently with the public, government officials, volunteers, other staff members and boards, third party service providers, and/or third parties transacting business with the Town; operate standard office equipment including computers and keyboards, at efficient speed; and move throughout the Town facilities. Lifts/moves objects weighing up to 30 pounds; must be able to lift, push and/or pull objects and furniture.

(This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Facilities Department

Memorandum of Agreement Between the Sudbury Board of Selectmen and the School Committee of the Sudbury Public Schools

The Sudbury Board of Selectmen (BOS), acting through the Town Manager, and the Sudbury Public Schools (SPS) School Committee, acting through the Superintendent, hereby agree to establish, pursuant to Massachusetts General Laws, Chapter 71, section 37M, and to coordinate the supervision and management of a joint municipal and school facilities department to be known as the Facilities Department (the Department).

This Agreement shall provide for the establishment of the Department, and the transfer of responsibilities to the Department, in a manner that does not compromise the legal authority vested by relevant Massachusetts General Laws, Chapter 131 of the Acts of 1994 (the so-called Town Manager Act), regulations, or local bylaws, in the Town of Sudbury, the Board of Selectmen and the Town Manager or in the Sudbury Public Schools, the SPS School Committee or the SPS Superintendent. Nothing in this Agreement shall prohibit either the School Committee or the Board of Selectmen from rescinding this Agreement as provided below or by law.

Article I. Facilities Department The Department shall be responsible for the facility planning; renovation, construction, energy conservation measures and efficiencies, preventative and regular maintenance, and repair of all town-owned buildings under control of the Town Manager, and under control of the School Committee.

The Department will not be responsible for the following areas, although the Agreement may be revised to transfer such responsibilities to the Department in the future:

- The custodial care and cleaning of the municipal and school buildings shall remain the responsibility of the respective town and school staff.
- Payment for ongoing utilities expenses for municipal and school buildings shall remain the responsibility of the respective town and school operating budgets.
- Pedestrian snow removal at school buildings shall remain the responsibility of school staff.
- Snow removal, salting, and sanding of all school and municipal parking lots shall remain the responsibility of the Town government
- The maintenance and repair of all school parking lots, driveways, and on-site roadways shall remain the responsibility of the Sudbury Public Schools.

- The maintenance and repair of all municipal parking lots, driveways, and on-site roadways shall remain the responsibility of the Town government.
- The maintenance and repair, including landscaping, of all school grounds other than the playing fields shall be the responsibility of the Sudbury Public Schools.
- The maintenance and repair, including landscaping, of all municipal grounds shall remain the responsibility of the Town government/Department of Public Works.
- The maintenance, repair and permitting for all town and school playing fields shall remain the responsibility of the Town government/

Article II. Oversight of the Department: The Department shall be under the direction and control of the Town Manager and Superintendent, who shall jointly exercise general oversight and supervision of a Facilities Director and shall have the responsibility of appointing the Director for a term not to exceed three years. The Director's compensation shall be jointly determined by the Town Manager and Superintendent. The Director's Employee Benefits and Policies shall be those stated in the Town of Sudbury Employee Handbook. The Town Manager and Superintendent may elect to use consultants or contractors as needed to carry out the responsibilities of the Department, including responsibilities to be assigned to the Facilities Director when hired.

Only the Town Manager may sign contracts for the Town, after approval as to form and appropriateness by the Town Counsel and availability of funds by the Town Accountant. The School Committee, Superintendent, or Superintendent's designee may sign contracts for SPS, as determined by the School Committee.

Article III. Facilities Director; Department Staffing: The Director shall administer the Department's responsibilities and shall coordinate, working with the appropriate parties, all elements of the Department's responsibilities as described above. The Director shall be qualified by education, training and experience to perform the duties required of this Department. The Town's Human Resources Office (Assistant Town Manager), in collaboration with the SPS Director of Human Resources, shall coordinate the search and recruitment process to generate candidates for this and other departmental personnel.

The Director's responsibilities shall include the following:

- Management of all maintenance and repairs of the buildings, including HVAC and others systems and major equipment.
- Development and implementation of a preventative maintenance plan for all facilities.
- Development of a system to prioritize, implement and manage all work orders and requests, including specifications for work to be done under

contract and supervision of private contractors; for building maintenance and repairs.

- Purchase of materials, supplies, and equipment for building maintenance and repair, in accordance with procurement regulation, laws and policies.
- Consultation with the Town Counsel's office in regard to review of contracting/bidding documents.
- Obtaining certification through the Mass Certified Public Purchasing Official (MCPPO) Program as a procurement officer.
- Management of capital planning, including development of a five-year capital plan for all municipal and school buildings, to be approved by the Town Manager for all Town buildings and the Superintendent of Schools for all school buildings,.
- Preparation of an annual budget as described below.
- Coordination with appropriate town Boards and Committees, including, but not limited to, those listed below.
- Pursuit of grants and other funding resources to support the work of the Facilities Department, Town Manager and School Committee as appropriate.
- Development of Department policies and annual Department objectives, plans, and goals, subject to approval of the Town Manager and Superintendent.

The Director shall recommend to both the Town Manager and the Superintendent appointment or removal for all assistants, agents and employees of the Department as may be required, pursuant to all Town and SPS personnel policies, collective bargaining agreements and relevant statutes. Actual appointment authority shall remain with the Town Manager and the Superintendent. The Director will ensure that the assignment of personnel is consistent with state and federal law, including CORI standards, and policies of the School Committee and Board of Selectmen.

Any current Town and School employees who come to work under the supervision of the Director shall remain in their current bargaining units in effect, as of the date this agreement is signed, and all bargaining will remain under the same Town or School umbrella as they currently fall, until such time the parties agree to modify this part of the agreement. Any departmental employees hired after the hiring of the Department Director shall be covered by the Employee Benefits and Policies in the *Town of Sudbury Employee Handbook*. Staff transferred from town or school departments into the shared department will be subject to policies as determined by the Town Manager and Superintendent.

During Fiscal Year 2012, the Director and Department will analyze the current status of Town and SPS buildings/facilities and, working with the Town Manager and Superintendent, develop a plan and proposal for the Department's organizational structure and ongoing operations. The plan and proposal will be

completed by September 30, if feasible. This proposal will address, among other things, the Department's policies, practices and procedures, the Department's relationship with other Committees and Boards, and address the future staffing level and needed skills, assignment or transfer of personnel from the Town departments and SPS to the Department of Facilities, and supervision of staff. This proposal will be submitted to the Town Manager, Superintendent, and School Committee for review and approval.

Until approval of the Department plan, the Director will directly supervise any clerical support assigned to the Department and will be supported by:

- The SPS Maintenance Director, who will remain an employee of SPS, and will continue to perform current responsibilities for SPS.
- The Town Supervisor of Buildings who will remain an employee of the Town Inspectional Services Department, and will continue to perform current responsibilities for the Town.

Upon approval of the plan, the Director shall have the authority to redeploy staff members listed above, consistent with the plan, temporarily or permanently, system wide, in a manner that yields the most efficient and cost effective maintenance and repair of municipal and school buildings. The parties agree that additional positions may be assigned to the Department as called for in an approved plan.

Article IV. Relationship with Town Boards and Committees: The Director will provide reports to the Town Manager, Superintendent, Board of Selectmen, School Committee, and other boards and committees, as needed, and will be available to attend evening meetings as required.

The Director will work closely with the Permanent Building Committee (PBC) in the oversight of the construction, reconstruction, alteration or enlargement of all existing or new buildings owned by the Town and SPS, including designer selection when applicable.

The Director shall be responsible for developing a five-year capital plan for the Department, including projects for submission to the CIPC and projects proposed for the operating budget of the Department or other funding. The capital plan shall be sufficiently detailed to show the capital requirements, including major pieces of equipment, separately for school buildings and for municipal buildings. The school portion shall reflect capital budget needs identified and submitted by the Superintendent, or designee. The final recommendation of the school portion of the capital budget and plan shall be submitted to the Superintendent of

Schools and approved by the School Committee and the municipal building portion shall be submitted to the Town Manager.

The Director will work closely with the Energy and Sustainability Green Ribbon Committee, in the development and implementation of measures to foster energy conservation, energy efficiency, renewable energy generation and sustainability planning.

Article V. Building Managers: Each municipal and school building shall have a building manager as designated by the Superintendent or Town Manager (e.g., school principal, police chief, etc.). The building manager shall directly supervise custodial staff working in the building, unless the Town Manager directs otherwise for Town buildings or the Superintendent directs otherwise for school buildings. The Director shall coordinate as needed with the building manager concerning building maintenance and interaction with custodial staff. The Superintendent, in the matter of school buildings, or the Town Manager, in the matter of municipal buildings, shall address any unresolved differences between a building manager and the Director, depending on the building involved. In such instances the decision of the Superintendent or Town Manager shall be final.

Article VI. Operating Budget: For Fiscal Years 2012 and 2013, all salaries and benefits for the Director and a clerical staff member shall be shared equally by the Town and SPS, with payment coming from the respective operating budgets and the benefits account.

For Fiscal Years 2012 and 2013, all expenses for maintenance and repair of municipal and school buildings will be paid from the respective operating budgets or other approved funding sources, depending upon the building that is the subject of the expense. All shared expenses of the Department that are not allocated to a specific building will be shared equally by the Town and School operating budgets, subject to the approval by the Town Manager and Superintendent.

For years subsequent to Fiscal Year 2013, the Director shall be responsible for developing an annual operating budget for the Department. The operating budget shall be sufficiently detailed to show separate budget allocations for school buildings and for municipal buildings. The operating budget shall include the estimated cost for all wages and salaries, operating expenses, supplies, and capital purchases. The budget will include a recommended assessment for the Town, subject to approval of the Town Manager, and a recommended assessment for SPS, subject to approval of the Superintendent and School Committee.

For school facilities, all planned salaries and expenses for the Department shall be appropriated within the SPS operating budget. For all municipal facilities, all

planned salaries and expenses for the Department shall be appropriated within the Town operating budget as determined by the Town Manager. All shared salaries and expenses will be allocated by agreement between the Town Manager and the BOS and the Superintendent and School Committee, to be appropriated within the respective budgets. These assessments will become part of the Department's fiscal year budget.

Article VI. Use of School Buildings and Municipal Buildings: The Town Manager shall retain jurisdiction and control of all municipal buildings, consistent with state law and the Town Manager Act. The School Committee, consistent with Massachusetts General Laws, Chapter 71, shall retain full jurisdiction and control over the use and rental of school buildings, facilities, and grounds. The School Committee shall maintain control over the use of school facilities and grounds by all groups wishing to use the school grounds and facilities. Unless the School Committee determines otherwise, the Recreation Department shall continue to permit use of both Town and School playing fields. Fees established for use of the school grounds and facilities shall be set by the School Committee. The fees will be paid into a revolving fund, which is to be used by SPS for payment of costs for custodial care and cleaning, but may be used for maintenance projects, as requested by the Director and approved by the Superintendent. The Town will continue to have separate policies for use and fees associated with the various Town buildings which will not be a part of this agreement.

Article VII. Terms of Agreement: This Agreement is effective beginning on the last date of execution by signatories as shown below, by authorized votes of the BOS and the School Committee, and shall remain in effect unless terminated by the BOS or School Committee. Termination requires six months notice prior to the end of a fiscal year and will not take effect until the end of that fiscal year. Amendments to this Agreement may be made at any time by written agreement of the BOS, Town Manager, School Committee, and Superintendent.


Chairman, Board of Selectmen


1/17/2012
Date


Town Manager

1/17/12
Date:


Chairman, School Committee

1/17/2012
Date


Superintendent

1/18/12
Date:



TOWN OF SUDBURY
Office of the Town Manager
www.sudbury.ma.us

Henry L. Hayes, Jr.
 Town Manager

278 Old Sudbury Road
 Sudbury, Massachusetts 01776
 Tel: (978) 639-3381
 Fax: 978-443-0756
 Email: townmanager@sudbury.ma.us

May 10, 2022

Sandra R. Duran
 19 Angela Road
 Framingham, MA 01701

Dear Sandra,

It is our pleasure to offer you the position of Combined Facilities Director for the Town of Sudbury beginning full-time on or about May 31, 2022, subject to a report from a physician that you are capable of performing the essential functions of the position as shown in the attached job description with or without a reasonable accommodation, acceptable references from your current and former employers, an acceptable CORI/SORI, as well as, a satisfactory Fingerprint Process.

Under the terms of this offer, your starting base rate of compensation will be at Step 7 of Grade 16, on the Non-Union FY 22 Classification Plan, at an annual (fiscal year) salary of \$132,500 which is based on a minimum 35-hour work week paid on a bi-weekly schedule. This appointment is subject to your successful completion of a twelve (12) month introductory period. Your anniversary date for purposes of determining your eligibility for annual step increases will be one year from your start date, at which time you will be eligible for promotion to Step 8 of Grade 16 upon a satisfactory job performance evaluation. For a further description of this position and our expectations of you, we have attached a copy of the Memorandum of Agreement between the Town and School.

As a full-time employee, you will be entitled to a wide range of employee benefits as outlined in our employee handbook, a copy of which will be provided to you during your first week of employment. For vacation time, you will be eligible for 16 days in FY23. You will be eligible for sick and personal time according to our policies for non-union Department Heads as described in our Handbook. (Since the current Fiscal Year is almost over you will not be eligible for paid time off other than holidays during FY22 which ends June 30th.)

The federal government now requires that we verify the identity and employment eligibility of all new employees. For this reason, we ask that you bring either your U.S. passport, Permanent Resident Card or Alien Registration Receipt Card (Form I-551), (or a birth certificate, driver's license and social security card) to the Human Resources Office for our required verification.

A new Ethics Law requires that all public employees hired after April 2, 2010, complete online training within 30 days of the date on which they commence employment, and every 2 years thereafter. After passing the ethics test, employees will be required to print off the certificate of completion, and submit the certificate to the Town Clerk. More information is available from the Town Clerk's Office.

We look forward to having you join our workforce and are confident that you will make a significant contribution to the Town. If this offer is acceptable to you, please sign below and return to Maryanne Bilodeau, Asst. Town Manager/HR Director via email at bilodeaum@sudbury.ma.us by Thursday, May 12, 2022.

Sincerely,




Henry L. Hayes, Jr.
Town Manager



Brad Crozier
Superintendent Sudbury Public Schools (K-8)

The above offer is hereby accepted:


Sandra R. Duran

5/11/2022

Date

Project Description	Location	Department	5 YEAR CAPITAL PLAN				
			FY25	FY26	FY27	FY28	FY29
Town Hall - Clerk's Bathroom	Town Hall	Facilities	-	45,000	-	-	-
Town Hall Bathrooms	Town Hall	Facilities	-	80,000	-	-	-
Town Hall Restoration - Construction	Town Hall	Select Board	-	7,300,000	-	-	-
Fire Station #3 Roof	Fire Station 3	Facilities	85,000	-	-	-	-
Police Headquarters - Cameras	Police HQ	Police	-	-	-	-	-
Firearms Simulator	Police HQ	Police	69,500	-	-	-	-
Haynes Rooftop HVAC Replacements	Haynes School	SPS/Facilities	-	50,000	-	-	-
Haynes Elementary Dehumidification	Haynes School	SPS	150,000	-	-	-	-
Nixon Fire Sprinkler	Nixon School	SPS/Facilities	-	500,000	-	-	-
Curtis Univent for Room 148 Replacement	Curtis School	SPS/Facilities	-	25,000	-	-	-
Four Post Heavy Duty Lift	DPW Building	DPW	65,000	-	-	-	-
DPW Truck Bay Concrete Floor Replacement - Design	DPW Building	Facilities	98,000	-	-	-	-
DPW Salt Storage Vinyl Cover Replacement	DPW Building	Facilities	125,000	-	-	-	-
DPW Roof-Top HVAC Unit Replacements	DPW Building	Facilities	200,000	-	-	-	-
Atkinson Pool Renovations	Fairbank Community Center	Facilities	2,350,000	-	-	-	-
Install a Spray ground at Haskell Field	Haskell Field	Recreation	-	250,000	-	-	-
Town-Wide Culvert Replacement (various locations) - FY25	Infrastructure	DPW	625,000	-	-	-	-
Town-Wide Culvert Replacement (various locations) - FY26	Infrastructure	DPW	-	300,000	-	-	-
Culvert Design - FY26	Infrastructure	DPW	-	100,000	-	-	-
Schools classroom VCT Flooring Replacement - FY25	Infrastructure	SPS	75,000	-	-	-	-
Schools classroom VCT Flooring Replacement - FY26	Infrastructure	SPS	-	75,000	-	-	-
Schools classroom VCT Flooring Replacement - FY27	Infrastructure	SPS	-	-	75,000	-	-
Schools classroom VCT Flooring Replacement - FY28	Infrastructure	SPS	-	-	-	75,000	-
Schools classroom VCT Flooring Replacement - FY29	Infrastructure	SPS	-	-	-	-	75,000
Construct Walkway Improvements	Infrastructure	DPW	-	250,000	-	-	-
Construct Walkway Improvements	Infrastructure	DPW	-	-	-	100,000	-
2008 Volvo 10 Wheel Dump Truck - DPW 5	Rolling Stock	DPW	-	305,000	-	-	-
2024 6-Wheel 26,000+ GVW Combo Body Dump Truck w/Plow and Spreader (replace DPW 5)	Rolling Stock	DPW	-	295,000	-	-	-
2025 Chevy 1 Ton P/U or equivalent (replace DPW 7)	Rolling Stock	DPW	125,000	-	-	-	-
2027 Freightliner 10-Wheel Dump or equivalent (replace DPW 10)	Rolling Stock	DPW	-	-	-	183,000	-
2026 John Deere Front End Loader or equivalent (replace DPW 15)	Rolling Stock	DPW	-	260,000	-	-	-
2026 John Deere Front End Loader or equivalent (replace DPW 16)	Rolling Stock	DPW	-	170,000	-	-	-
2027 Chevrolet Silverado 2500 or equivalent (replace DPW 17)	Rolling Stock	DPW	-	-	56,000	-	-
2025 Chevrolet Silverado Dump Truck With Plow or equivalent (replace DPW 28)	Rolling Stock	DPW	-	135,000	-	-	-
2027 Ford F350 or equivalent (replace DPW 30)	Rolling Stock	DPW	-	-	100,000	-	-
2024 Bandit Chipper or equivalent (replace DPW 31)	Rolling Stock	DPW	-	65,000	-	-	-
2026 Prinoth sidewalk Tractor or equivalent (replace DPW 33)	Rolling Stock	DPW	-	220,000	-	-	-
Swap Body Truck (Replaces pickup truck)	Rolling Stock	DPW	280,000	-	-	-	-
Swap Body Truck (Replaces pickup truck)	Rolling Stock	DPW	280,000	-	-	-	-
2024 6-Wheel 26,000+ GVW Combo Body Dump Truck w/Plow and Spreader (replace DPW 38)	Rolling Stock	DPW	-	155,000	-	-	-
2025 Chevy 1 Ton P/U or equivalent (replace DPW 40)	Rolling Stock	DPW	-	130,000	-	-	-
2028 Sidewalk Roller DPW (replace DPW 42)	Rolling Stock	DPW	-	-	-	41,000	-
2027 Trackless or equivalent (replace DPW 46)	Rolling Stock	DPW	-	-	-	234,000	-
2030 Elgin Pelican Sweeper (replace DPW 54)	Rolling Stock	DPW	-	260,000	-	-	-
2026 Ford Explorer or equivalent (replace DPW D1)	Rolling Stock	DPW	-	37,000	-	-	-
2026 Ford Explorer or equivalent (replace DPW D2)	Rolling Stock	DPW	-	36,000	-	-	-
2025 Chevy Silverado or equivalent (replace DPW PR1)	Rolling Stock	Parks & Gnds	-	90,000	-	-	-
2024 Chevy One Ton Pick-Up Truck or equivalent (replace DPWPR4)	Rolling Stock	Parks & Gnds	-	80,000	-	-	-
2026 Ford Explorer or equivalent (replace BOH 1)	Rolling Stock	Health	-	36,000	-	-	-
2028 Ford Explorer or equivalent (replace BOH 1)	Rolling Stock	Health	-	-	-	39,000	-
2014 Ford Explorer - Unit FAC1	Rolling Stock	Facilities	-	32,000	-	-	-
2016 Ford Explorer - Unit FAC2	Rolling Stock	Facilities	-	32,000	-	-	-
2026 Ford Explorer or equivalent (replace FAC2)	Rolling Stock	Facilities	-	60,000	-	-	-
2026 Ford Explorer or equivalent (replace FAC4)	Rolling Stock	Facilities	-	65,000	-	-	-
2027 Chevrolet Express Van - or equivalent (replace FAC5)	Rolling Stock	Facilities	-	-	-	35,000	-
2028 Ford Focus or equivalent (replace FAC6)	Rolling Stock	Facilities	-	-	-	34,000	-
2025 Ford Explorer or equivalent (replace unit BLD1)	Rolling Stock	Facilities	-	40,000	-	-	-
2024 Ford Explorer or equivalent (replace unit BLD2)	Rolling Stock	Facilities	-	32,000	-	-	-
2028 Ford Explorer or equivalent (replace FIRE CAR 1)	Rolling Stock	Fire	-	-	-	68,000	-
2025 Chevrolet Tahoe or equivalent (replace FIRE CAR2)	Rolling Stock	Fire	-	54,000	-	-	-
2025 Ford Explorer or equivalent (replace Fire CAR3)	Rolling Stock	Fire	-	40,000	-	-	-
2025 Chevy Tahoe or equivalent (replace Fire CAR4)	Rolling Stock	Fire	-	47,000	-	-	-
2024 Ford Ambulance or equivalent (replace FIRE AMB2)	Rolling Stock	Fire	-	372,000	-	-	-
Fire RTV-2	Rolling Stock	Fire	-	40,000	-	-	-
2025 Ford F550 Utility or equivalent (replace FIRE TRUCK 2)	Rolling Stock	Fire	-	125,000	-	-	-
2027 E ONE - CYCLONE II or equivalent (replace FIRE ENG 4)	Rolling Stock	Fire	-	-	675,000	-	-
2028 Chevrolet Silverado or equivalent (replace SPS1)	Rolling Stock	SPS	-	-	-	67,000	-
1997 Melroe Bobcat Front Loader	Rolling Stock	SPS	-	-	30,000	-	-
2020 Bravo Utility Trailer	Rolling Stock	SPS	-	-	30,000	-	-
Schools Carpet Replacement - FY25	Various	SPS	75,000	-	-	-	-
Schools Carpet Replacement - FY26	Various	SPS	-	75,000	-	-	-
Schools Carpet Replacement - FY27	Various	SPS	-	-	75,000	-	-
Schools Carpet Replacement - FY28	Various	SPS	-	-	-	75,000	-
Schools Carpet Replacement - FY29	Various	SPS	-	-	-	-	75,000
Self Contained Breathing Apparatus (SCBA)	Various	Fire	-	300,000	-	-	-
Replace Complete Radio System	Various	Fire/Police	-	-	1,500,000	-	-
Field Development (Davis, Featherland, Ti-Sales property)	Various	Recreation	-	-	1,865,000	-	-
Paging, Clocks, and Bell Systems	Various	SPS	25,000	-	-	-	-
Schools Cafeteria Kitchen Equipment	Various	SPS	-	50,000	-	-	-
Emergency Generators at all schools	Various	SPS/Facilities	-	150,000	-	-	-
School Door Repairs and Replacement	Various	SPS	50,000	-	-	-	-
Interior Painting of Schools	Various	SPS	50,000	-	-	-	-
ADA Transition Plan - FY26	Various	Facilities	-	200,000	-	-	-
ADA Transition Plan - FY27	Various	Facilities	-	-	200,000	-	-
ADA Transition Plan - FY28	Various	Facilities	-	-	-	200,000	-
ADA Transition Plan - FY29	Various	Facilities	-	-	-	-	200,000
Town-wide Walkway Design/Construction Improvements - FY25	Infrastructure	DPW	50,000	-	-	-	-
Town-wide Walkway Design/Construction Improvements - FY26	Infrastructure	DPW	-	50,000	-	-	-
Town-wide Walkway Design/Construction Improvements - FY27	Infrastructure	DPW	-	-	50,000	-	-
Town-wide Walkway Design/Construction Improvements - FY28	Infrastructure	DPW	-	-	-	50,000	-
Town-wide Walkway Design/Construction Improvements - FY29	Infrastructure	DPW	-	-	-	-	50,000
Boiler Building	LSRHS	LSRHS	-	200,000	-	-	-
Masonry (Exterior) Design, Engineering and Construction	LSRHS	LSRHS	130,965	-	-	-	-
Replace Camera System	LSRHS	LSRHS	-	-	-	-	-
WiFi Network (upgrade every 5yrs)	LSRHS	LSRHS	71,197	-	-	-	-
Analog Lighting Control Panel	LSRHS	LSRHS	144,585	-	-	-	-
Buildings & Grounds -2015 Ford F350 Pickup Truck	LSRHS	LSRHS	-	65,000	-	-	-
Roof Systems (Warranty expired 2019)	LSRHS	LSRHS	-	4,000,000	-	-	-

Project Description	Location	Department	FY25	FY26	FY27	FY28	FY29
21 Wiring Closets IDF's (warranty expiring)	LSRHS	LSRHS	-	300,000	-	-	-
TOTAL CAPITAL ADDITIONS			5,124,247	17,578,000	4,656,000	1,201,000	1,325,000

SPS Affiliated Facilities Projects initiated, overseen and implemented by Combined Facility Director, assisted by Electrician and Special Assistant during term of MOA, June 1, 2022 to present

Combined Facility Director - Sandra R. Duran Summary

June 2022 - to present

Fairbank Community Center - construction and transition to new central office

Represented Town and School's interest in the construction of a new Community Center that would house SPS Central office; organized and led transition from old offices to new offices; facilitating corrective work at the new facility.

June 2022 - to present

FY22 Article 58 Climate Emergency Declaration

Directed and oversaw creation of climate mobilization plan for Town and School buildings; hired a sustainability coordinator; explored composting at schools with a recommendation for the same.

August 2022 - to present

FY24 Article 27 Facility Condition and Space Use Analysis Scope Development, procurement and implementation

Developed scope of work, obtained funding, procured services, coordinated engineering and architectural site visits, coordinated and attended space use follow up meetings with department heads, SPS Administration and Leadership

June 2022 - to present

FY22 Article 32/FY23 Article 24 ADA Transition Plan

Develop various scopes of work, procure services and oversee work conducted to remove architectural barriers. As of 9.19.2024, **173 out of 672 barriers removed at Schools to date**

July 2022 - May 2024

FY24 Article 44 Curtis Wellness Outdoor Space

Facilitated working group meetings, worked with landscape architect and civil engineer to bring conceptual design to a final design, wrote and presented Town Warrant Article, obtained funding, procured landscape architect and civil engineering services, procured individual trade construction services and oversaw equipment installation and hardscapes.

SPS Affiliated Facilities Projects initiated, overseen and implemented by Combined Facility Director, assisted by Electrician and Special Assistant during term of MOA, June 1, 2022 to present

May 2023 to present

FY23 Article 26/FY24 18 Curtis/Haynes RTU Project

Upon direction of SPS Leadership, submitted FY24 Town Warrant article to supplement FY23 partial Town Warrant article, presented at FY24 Town Meeting, obtained funding, engaged engineering firm, oversaw retrofit design, worked with SPS Leadership to create Request for Proposals, procured services, awarded contract, represented project to Energy and Sustainability Committee, School Committee and Select Board while seeking and ultimately obtaining additional funding to further project.

September 2022 - June 2024

FY24 MOD Public Address and Assisted Listening Systems Grant award and implementation

September 2022 and again in September 2023, applied for funding for ADA Water Fountains and Assisted Listening Systems. February 2024, notified of an award of \$250,000 for Public Address and Assisted Listening Systems which required designs, procurement and compressed installation and funding reimbursement schedules. CFD advocated for full use of the funds at SPS. Created scope of work for all five schools, procured services, oversaw a 48 day construction schedule, process vendor invoicing and subsequent MOD reimbursement. All funds were expended in the assembly areas of the five schools.

January 2024 to present

Curtis Audio Visual Replacement

Solicited design and installation services, implemented MOD Grant for audio visual system and assisted listening devices. Working with lighting design and installation vendor on final design and cost estimates. Lighting system installation targeted for December 2024

May 2023 to present

Haynes Dehumidification project initiated

Presented at Town Meeting, obtained funding, procured engineering design services for reported slippery conditions. Condition has not presented itself. Engaged with continued monitoring.

May 2023 - January 2024

SPS Surveillance Cameras

Presented at Town Meeting, obtained funding, procured services, coordinated electrical needs, oversaw and closed out the project. Project included new installation of surveillance cameras at all five schools, installation of new servers at the Nixon School and Police Station, installation of new work station at Police Station

SPS Affiliated Facilities Projects initiated, overseen and implemented by Combined Facility Director, assisted by Electrician and Special Assistant during term of MOA, June 1, 2022 to present

Misc. Projects -

Fall 2023 - July 2024

Loring Playground failed play surface study, recommendations

Engaged civil engineer and landscape architect upon failure of poured in place. Studied issue, provided recommendations for drainage improvements. Coordinated discussions with playground vendors, engineers and oversaw reinstallation of new play surface.

May 2023 - July 2023

Loring Teachers' Lounge

Worked with PTO and Loring leadership to design, procure and install new cabinetry and countertop.

November 2023 - April 2024

Loring Courtyard Conceptual Renovation Plan in collaboration with staff and PTO

Met with Loring leadership and PTO group, procured landscape architectural services, produced concept plan and cost estimate to PTO.

June 2023 - August 2024

Gym floors painting and refinishing

Coordinated and oversaw repairing of school logos at all five school gym floors. Subsequent year, procured refinishing services and oversaw work.

June 2022- August 2022

Noyes AC project

Notified SPS leadership of the gap in scope of work expected by staff, procured cabinets to fulfill staff expectations, and assisted with oversight.

Capital Submissions, Town Meeting presentations and awards of funding = 100% success rate to date

Total funds associated with SPS that CFD has been affiliated with over the term of the current MOA	\$34,424,698.79
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SPS Affiliated Facilities Projects initiated, overseen and implemented by Combined Facility Director, assisted by Electrician and Special Assistant during term of MOA, June 1, 2022 to present

Electrician - John Hnath - Summary

June 2022 to present

Fairbank Community Center - construction and transition to new central office

Represented Town and School's interest in the construction of a new Community Center that would house SPS Central office; assisted with the salvage efforts, assisted with transition from old offices to new offices; delivered surplus furniture to accepting offices. Continued efforts to troubleshoot concerns, assist with move in activities.

August 2022 to present

FY24 Article 27 Facility Condition and Space Use Analysis Scope Development, procurement and implementation

Led engineering team through Town and School Facilities, engaged in report review.

May 2023 to present

FY23 Article 26/FY24 18 Curtis/Haynes RTU Project

Assisted CFD with engineering due diligence.

September 2022 - June 2024

FY24 MOD Public Address and Assisted Listening Systems Grant award and implementation/Curtis Audio Visual Replacement

Acted as liaison to vendor and CFD, installed all electrical needs to support the project at all five schools

May 2023 - January 2024

SPS Surveillance Cameras

Acted as liaison to vendor and CFD, assisted with install and electrical needs for all five schools, police department and Nixon School.

Misc. Projects -

June 2022 to date

Perform daily electrical and maintenance needs as assigned.

May 2023 - July 2023

Loring Teachers' Lounge

Supported project with electrical service.

June 2022- August 2022

Noyes AC project

SPS Affiliated Facilities Projects initiated, overseen and implemented by Combined Facility Director, assisted by Electrician and Special Assistant during term of MOA, June 1, 2022 to present

Performed electrical services in support of the project.

Special Administrative Assistant – Lillian Vert

June 2022 to present

Fairbank Community Center - construction and transition to new central office

Assists with all clerical needs of CFD.

June 2022 to present

FY22 Article 58 Climate Emergency Declaration

Assisted with the gathering of data for the creation of the Climate Mobilization Action Plan.

June 2022 to present

FY22 Article 32/FY23 Article 24 ADA Transition Plan

Tracks and records all barrier removals, posts on website, processes vendor invoices.

July 2022 - May 2024

FY24 Article 44 Curtis Wellness Outdoor Space

Assisted with procurement and invoice processing.

May 2023-present

FY23 Article 26/FY24 18 Curtis/Haynes RTU Project

Responsible for advertisement, plan holder tracking, document distribution, bid opening and certification, vendor invoicing.

September 2022 - June 2024

FY24 MOD Public Address and Assisted Listening Systems Grant award and implementation

Responsible for all vendor invoicing and tracking.

May 2023 - January 2024

SPS Surveillance Cameras

Responsible for vendor invoicing and tracking.

Misc. Projects -

May 2023 - July 2023

Loring Teachers' Lounge

Responsible for vendor invoicing and tracking.

SPS Affiliated Facilities Projects initiated, overseen and implemented by Combined Facility Director, assisted by Electrician and Special Assistant during term of MOA, June 1, 2022 to present

November 2023 - April 2024

Loring Courtyard Conceptual Renovation Plan in collaboration with staff and PTO
Responsible for vendor invoicing and tracking.

June 2023 - August 2024

Gym floors painting and refinishing

Responsible for vendor invoicing and tracking.

Misc. duties as required and performed daily.

**Sudbury Public Schools
School Committee Meeting
ADA Transition Plan Update- Schools Focus
Presentation by
Sandra R. Duran, Combined Facility Director
September 23, 2024**



FY24 - Massachusetts Office on Disability Grant - \$250,000 Public Address and Assisted Listening Systems

Background:

- On September 15, 2023, with the support of the School Committee, the CFD applied to MOD for grant funds for Assisted Listening Devices.
- February 2, 2024 – received notice of award and contract terms including time of performance.
- Terms of Grant Award:
- Start date of February 2, 2024 and a deadline to design, procure, and install these systems by June 30, 2024 with reimbursement requests due by July 9, 2024.

CFD action taken:

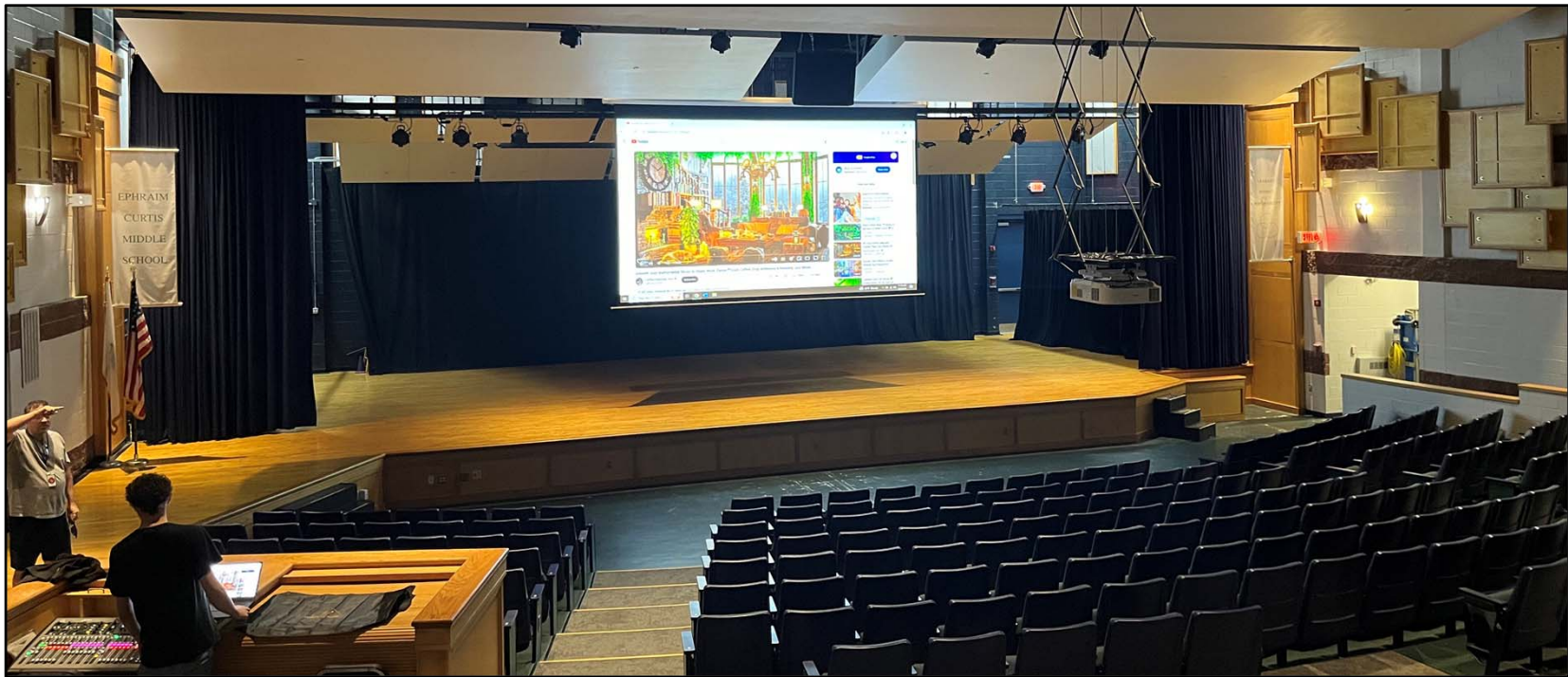
- Scope of work created.
- Developed design in consultation with the vendors, IT Department, and Curtis Theatre Group.
- Procured project by soliciting to three vendors on the MA State Contract List. Received two responses, selected lowest bidder.
- Implemented Design of Public Address System and Assisted Listening Systems at all five schools resulting in new projectors, screens, needed racks, amplifiers, speakers, wireless and wired mics, assisted listening systems sized for the various assembly spaces and misc. connections to support the SPS educators and IT Departmental needs.
- Utilized in house electrician for all required electrical work.

Current status: Work is substantially complete. Wire cages for Noyes speakers required (in process), Curtis Projector new Rack ordered, training of IT staff, school administrators, teachers and custodians has been completed, reimbursement funds requested and received.

**FY24 - Article 19 Curtis Middle School Audio Visual System Replacement - \$160,000
(Supplemented with FY24 MOD Grant - \$62,647.44)**

	Total Shanahan Sound Quote (including ALS)	Total Shanahan Sound Quote (without ALS)	Shannahan ALS Portion of Quote
Curtis Auditorium	\$67,839.84	\$62,647.44	\$5,192.40
Curtis Evaluation	\$1,600.00	\$1,600.00	
Haynes Cafeteria	\$45,202.39	\$40,908.90	\$4,293.49
Loring Cafeteria	\$25,393.22	\$21,099.73	\$4,293.49
Nixon Cafeteria	\$15,340.43	\$12,194.83	\$3,145.60
Nixon Gym	\$15,283.72	\$10,990.23	\$4,293.49
Noyes Cafeteria	<u>\$40,597.40</u>	<u>\$36,303.91</u>	<u>\$4,293.49</u>
Subtotal	\$211,257.00	\$185,745.04	\$25,511.96
Total available for other PA/ALS	\$38,743.00		
	Ochers		
Classroom Red Cat (22 each)	\$37,988.00		

**FY24 - Massachusetts Office on Disability Grant - \$250,000
Public Address and Assisted Listening Systems (Cont'd)**



FY24 - Massachusetts Office on Disability Grant - \$250,000
Public Address and Assisted Listening Systems – (Cont'd)



IT Training

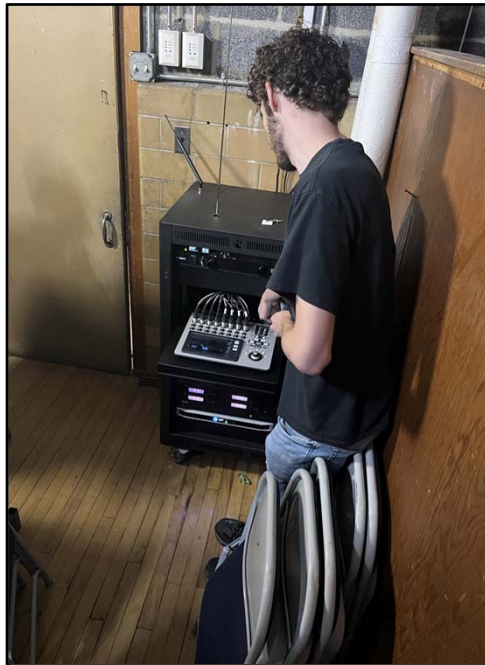


New Light Board



Old Lighting Board

**FY24 - Massachusetts Office on Disability Grant - \$250,000
Public Address and Assisted Listening Systems – (Cont'd)**



Example of New AV Racks with Assisted Listening Systems
Peter Noyes Elementary School

**FY24 - Article 19 Curtis Middle School Audio Visual System Replacement - \$160,000
(Supplemented with FY24 MOD Grant - \$62,647.44)**



Josiah Haynes AV Rack



Example of new Speakers -
Israel Loring Elementary School

FY22 - Article 32 - ADA Transition Plan Recommendations - \$200,000
FY23 - Article 24 - ADA Transition Plan Recommendations - \$200,000

Continued work on Priority 1 items:

- Toilet room and compartment reconfigurations
 - Classroom sink reconfigurations
 - Building signage (raised and braille)
- Structural corrections of level changes and space gaps on egress routes
 - Accessible pathways at Schools
- Urgent needs of staff, students and community members

Progress as of 9.19.202

173 out of 672 Barriers removed

20 out of 672 barrier removals in process

<i>FY22 Article 32 Spent to date</i>	<i>\$ 200,000.00</i>	<i>FY23 Article 24 Spent to date</i>	<i>\$ 26,265.00</i>
<i>Balance remaining</i>	<i>\$ 0.00</i>	<i>Balance remaining</i>	<i>\$173,734.32</i>

Total Funds allocated to Sudbury Public Schools: \$178,061.79 (57% of available ADA Funds)

Questions?

**Sudbury Public Schools
School Committee Meeting
FY23/FY24 Capital Projects Update
Presentation by Sandra R. Duran, Combined Facility Director
September 23, 2024**



FY23 Capital Projects

ARTICLE 4	BUDGET	TRANSFER IN	TRANSFER OUT	REVISED BUDGET	PAID		ENCUMBERED		AVAILABL
					Capital Fund	Revolving Fund	Capital Fund	Revolving Fund	
Noyes Ceiling Tiles	\$45,000.00		-\$7.90	\$44,992.10	\$44,992.10		\$0.00		\$0
Loring Dishwasher	\$50,000.00		-\$381.48	\$49,618.52	\$49,618.52		\$0.00		\$0
Paging, Clocks & Bell Systems	\$25,000.00			\$25,000.00	\$24,752.81		\$247.19		\$0
Interior Painting	\$50,000.00		-\$8.60	\$49,991.40	\$49,991.40		\$0.00		\$0
Gym Floors	\$80,000.00	\$17,450.00		\$97,450.00	\$80,000.00	\$17,450.00	\$0.00		\$0
Walk-in Refrigerators	\$50,000.00			\$50,000.00	\$49,999.19		\$0.00		\$0
Door Repairs & Replacement	\$50,000.00	\$9,229.00		\$59,229.00	\$59,229.00		\$0.00		\$0
Total Article 4	\$350,000.00				\$358,583.02		\$247.19	\$8,831.02	\$0
ARTICLE 26	BUDGET	TRANSFER IN	TRANSFER OUT	REVISED BUDGET	PAID		ENCUMBERED		AVAILABL
					Capital Fund	Revolving Fund	Capital Fund	Revolving Fund	
HVAC - Noyes A/C	\$180,000.00			\$180,000.00	\$179,999.56				\$ 0.4
HVAC - Curtis HRU-2 unit	\$95,000.00			\$95,000.00	\$132,194.60		\$950.00		\$ (38,144.6
HVAC - Curtis RTU-5 unit	\$75,000.00			\$75,000.00	\$132,194.60		\$950.00		\$ (58,144.6
HVAC - Nixon Boiler	\$30,000.00			\$30,000.00	\$0.00				\$ 30,000.0
HVAC - Noyes Heat/Circ. Pump	\$25,000.00			\$25,000.00	\$8,711.24				\$ 16,288.7
HVAC - Curtis Rm 148 Univent	\$50,000.00			\$50,000.00	\$0.00				\$ 50,000.0
Total Article 26	\$455,000.00								\$0
ARTICLE 27	BUDGET	TRANSFER IN	TRANSFER OUT	REVISED BUDGET	PAID		ENCUMBERED		AVAILABL
					Capital Fund	Revolving Fund	Capital Fund	Revolving Fund	
Noyes Classroom Sinks	\$130,000.00			\$130,000.00	\$130,000.00				\$0

Attachment 11.f: SPS comm mtg 9.19 (6378 : Combined

FY24 Capital Projects									
ARTICLE 4	BUDGET	TRANSFER IN	TRANSFER OUT	REVISED BUDGET	PAID		ENCUMBERED		AVAILABLE
					Capital Fund	Revolving Fund	Capital Fund	Revolving Fund	
Classroom VCT Flooring	\$75,000.00			\$75,000.00	\$75,000.00				\$0.00
Interior Painting of Schools	\$50,000.00			\$50,000.00	\$50,000.00				\$0.00
Gym Padding Replacement	\$50,000.00			\$50,000.00	\$50,000.00				\$0.00
Bathroom Partitions	\$25,000.00			\$25,000.00	\$25,000.00				\$0.00
Total Article 4	\$200,000.00				\$200,000.00				\$0.00
ARTICLE 17	BUDGET	TRANSFER IN	TRANSFER OUT	REVISED BUDGET	PAID		ENCUMBERED		AVAILABLE
					Capital Fund	Revolving Fund	Capital Fund	Revolving Fund	
ELA Curriculum Update	\$279,574.00			\$279,574.00	\$209,170.00		\$1,604.00		\$68,800.00
ARTICLE 18	BUDGET	TRANSFER IN	TRANSFER OUT	REVISED BUDGET	PAID		ENCUMBERED		AVAILABLE
					Capital Fund	Revolving Fund	Capital Fund	Revolving Fund	
Haynes Rooftop HVAC Replacements	\$110,000.00			\$110,000.00	\$0.00				\$110,000.00
Curtis RTU #7 AC Unit Replacement	\$95,000.00			\$95,000.00	\$224,050.00		\$950.00		-\$130,000.00
Curtis RTU #9 & #12 AC Unit Replacement	\$210,000.00			\$210,000.00	\$224,050.00		\$950.00		-\$15,000.00
Haynes Dehumidification	\$15,000.00			\$15,000.00	\$0.00				\$15,000.00
Loring Art Room Climate Control	\$20,000.00			\$20,000.00	\$0.00				\$20,000.00
Total Article 18	\$450,000.00				\$448,100.00				\$0.00
ARTICLE 19	BUDGET	TRANSFER IN	TRANSFER OUT	REVISED BUDGET	PAID		ENCUMBERED		AVAILABLE
					Capital Fund	Revolving Fund	Capital Fund	Revolving Fund	
Curtis Audio-Visual System Replacement	\$160,000.00			\$160,000.00	\$5,037.02				\$154,962.98
ARTICLE 20	BUDGET	TRANSFER IN	TRANSFER OUT	REVISED BUDGET	PAID		ENCUMBERED		AVAILABLE
					Capital Fund	Revolving Fund	Capital Fund	Revolving Fund	
SPS Surveillance Cameras	\$310,000.00			\$310,000.00	\$309,856.60				\$143.40
ARTICLE 44	BUDGET	TRANSFER IN	TRANSFER OUT	REVISED BUDGET	PAID		ENCUMBERED		AVAILABLE
					Capital Fund	Revolving Fund	Capital Fund	Revolving Fund	
Curtis Outdoor Health & Wellness Space	\$480,000.00			\$480,000.00	\$402,788.85		\$34,925.00		\$42,286.15
Article 44 matched to Munis 6/10/24									

FY25 Capital Projects									
ARTICLE 44	BUDGET	TRANSFER IN	TRANSFER OUT	REVISED BUDGET	PAID		ENCUMBERED		AVAILABLE
					Capital Fund	Revolving Fund	Capital Fund	Revolving Fund	
Haynes School Dehumidification HVAC	\$150,000.00			\$150,000.00					\$150,000.00

FY23 Article 26

ARTICLE 26	BUDGET	TRANSFER IN	TRANSFER OUT	REVISED BUDGET	PAID		ENCUMBERED		AVAILABLE
					Capital Fund	Revolving Fund	Capital Fund	Revolving Fund	
HVAC - Noyes A/C	\$180,000.00			\$180,000.00	\$179,999.56				\$ 0.00
HVAC - Curtis HRU-2 unit	\$95,000.00			\$95,000.00	\$132,194.60		\$950.00		\$ (38,144.60)
HVAC - Curtis RTU-5 unit	\$75,000.00			\$75,000.00	\$132,194.60		\$950.00		\$ (58,144.60)
HVAC - Nixon Boiler	\$30,000.00			\$30,000.00	\$0.00				\$ 30,000.00
HVAC - Noyes Heat/Circ. Pump	\$25,000.00			\$25,000.00	\$8,711.24				\$ 16,288.76
HVAC - Curtis Rm 148 Univent	\$50,000.00			\$50,000.00	\$0.00				\$ 50,000.00
Total Article 26	\$455,000.00								\$0.00



FY24 Article 18 – Schools HVAC Repairs and Replacement



Curtis RTU-7 AC Replacement



Curtis RTU-9 AC Replacement



Curtis RTU-12 AC Replacement

FY24 Article 18 – Schools HVAC Repairs and Replacement



Haynes Media RTU HVAC Replacement



Haynes Admin RTU AC Replacement



Haynes Library AC Replacement

FY23/FY24 Curtis & Haynes RTU Project Timeline

- Partial FY23 Article 26 transferred to CFD on 5/31/2022 - \$170,000
- FY24 Article 18 submitted 11/8/2022 - \$455,000
- Total Available Funds available to design, bid, procure and complete: \$625,000 after May 2023 Town Meeting
- Contacted MEP Engineer and requested proposal on 5/25/2023. After Engineer reviewed plans and made site visits, received proposal on 7/19/2023. Proposal signed by SPS on 7/27/2023.
- Construction Drawings complete 11/3/2023.
- Requests for Final Internal Design Review and Front End Development to SPS staff initiated on 11/4/2023. No comments received on final design review. Draft Front End received from SPS staff on 1/17/2024. (2.5 month delay).
- RFB Advertisement initiated on 2/15/2024 with specs available on 2/22/2024, Pre-Bid Conference on 2/28/2024 and bids originally due 3/13/2024 but extended to 4/2/2024 based on bidders requests. One bid received – base bid overbudget by \$290,311. Add Alternate bid at \$223,450 for upgraded controls.

FY23/FY24 Curtis & Haynes RTU Project Timeline (cont'd)

- Funding was allocated by SPS to fill the gap of \$290,311 for the base bid and the contract was signed by the vendor on 5/23/2024 and by SPS on 5/28/2024.
- During the submittal process, the manufacturer raised concerns and stated that the equipment would not run as designed without the additional upgraded controls.
- Funding to support the controls was discussed with the Energy and Sustainability Committee who ultimately on 8/6/2024 declined to fund the controls.
- On 8/27/2024, the Select Board supported an ARPA request of \$100,000 towards the upgraded controls. SPS funded the remaining gap of \$123,450 via a combination of funding sources. Change Order No. 1 was fully executed on 9/9/2024 and the equipment was ordered with the manufacturer.

Current status: Equipment has been ordered. Project is expected to occur next summer when school is not in session. All pricing being held unless a need for additional changes occurs in the field.

Article 18 – Schools HVAC Repairs and Replacement

Project being handled by Director of Maintenance

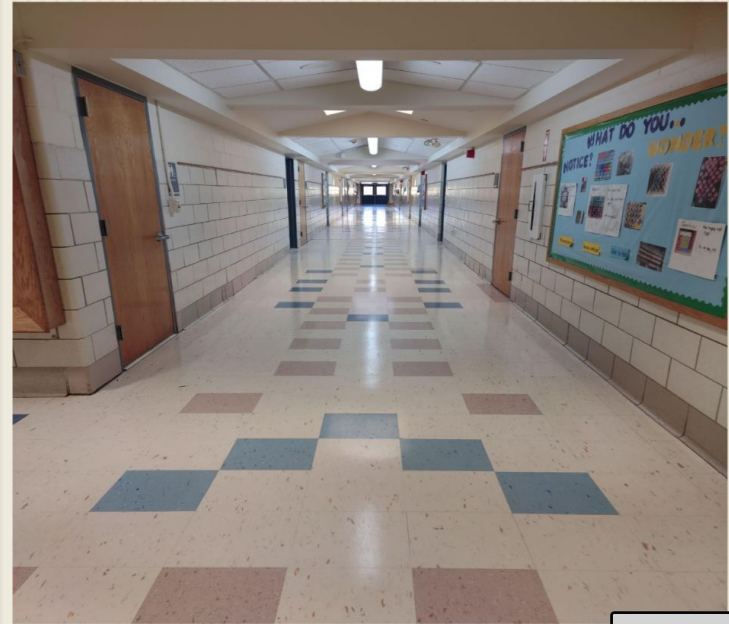
Loring School Art Room Climate Control

\$20,000



FY24 - Article 18 Schools HVAC Repairs and Replacements

Haynes School Dehumidification Assessment \$15,000



FY24 - Article 18 Schools HVAC Repairs and Replacements

Haynes School Dehumidification & Assessment

Timeline and Status

- May 2023 Town Meeting approved \$15,000 for a design effort to study reported condensing on hard surfaces causing slippery conditions on the interior of the school.
- On May 30, 2023, received engineering proposal for the follow scope and fee:

A. SCOPE:

1. Receive all the documents, specifically all HVAC drawings.
1. Analyze documents.
2. It is likely that the floor condensation would occur before noon time during warmer weather. We would like to visit the site during the occurrence.
3. Measure air temperature, air RH, and floor surface temperatures.
4. Analysis and summarize cause of the issue.
5. Make conceptual recommendation.
6. Presentation meeting of the draft report.
7. Final report.

B. STUDY FEE:

1. We propose a fixed amount mechanical engineering fee of \$3,900.
2. This study does not include cost estimating. The reason for not including the cost estimating is because the recommendation can vary dramatically, depending on the study.
3. Additional services- scope change, other consultants, additional meetings.

**FY24 - Article 18 Schools HVAC Repairs and Replacements –
Haynes Dehumidification Study &
FY25 - Article 25 Haynes Dehumidification HVAC (Cont'd) - Timeline**

- May 2023 Article 18 which included Haynes Dehumidification study passes Town meeting.
- May 25, 2023 – requested proposal from Engineering Firm
- May 30, 2023 – received proposal from Engineering Firm
- June 1, 2023 – SPS Administration signed proposal
- **Note:** *SPS Staff advised to contact CFD if condition exists so Engineers could inspect site while issue was occurring. No such notification ever occurred to the CFD.*
- May 2024 – Article 25 passes Town Meeting.
- June 6, 2024 – CFD contacts engineer to notify them that funds were available to administer a correction should a deficiency be identified.
- June 12, 2024 – Engineer visited site, met with Director of Maintenance, the Principal and the Gym Teacher. Temperature and relative humidity readers were taken. No slippery conditions were observed. Engineer recommended monitoring systematically for a while.

**FY24 - Article 18 Schools HVAC Repairs and Replacements –
Haynes Dehumidification Study &
FY25 - Article 25 Haynes Dehumidification HVAC (Cont'd) - Timeline**

- June 12, 2024 – Engineer visited site, met with Director of Maintenance, the Principal and the Gym Teacher. Temperature and relative humidity readers were taken. No slippery conditions were observed. Engineer recommended monitoring systematically for a while.
- July 19, 2024 – CFD corresponds with Principal regarding availability of areas for retesting.
- July 22, 2024 – Engineer suggests that we try to “force” the condition by running the air conditions and opening the outside air dampers to 100%.
- July 23, 2024 – Director of Maintenance confirms system will run until otherwise notified.
- July 25, 2024 – CFD and Engineer visit site. No slippery conditions were observed.

Current Status: Continued monitoring

Current Available Funds: \$165,000

Capital Update provided to School Committee on August 19, 2024 by Brad Crozier

Capital Update (Small Cap)

Loring Playground

- Resurfacing completed due to faulty binder. Replacement was fully covered under warranty

Carpet Replacement

- Seven classrooms at Loring
- Nixon Offices, Principal and assistant principal
- Noyes Library and 3 Guidance rooms
- Four classrooms at Haynes

VCT Replacement

- Curtis 1st, 2nd and 3rd floor Hallway patching

Painting

- Doors, railings, bathrooms. Classrooms, Bathroom floors

Paging Clocks and Bells

- Noyes School Design Phase

Door Replacements

- Noyes, Nixon, Loring and Curtis Design phase for new Mullions added to Double Doors.

Capital Update provided to School Committee on August 19, 2024 by Brad Crozier (cont'd)

Haynes Dehumidification HVAC - Engineers have been engaged to investigate the humid/slipper reported conditions. To date, we have not been able to replicate the concern. We continue to monitor and will resume investigation once condition re-appears.

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\$100K of ARPA money and \$33K of ADA Grant money funded a substantial push forward with our proposed 5-year plan to complete classroom UDL updates.

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These instructional tools support visual content, audio support, and classroom communication, all of which are part of Sudbury's vision for a modern instructional environment that supports all learners.

FY24 - Massachusetts Office on Disability Grant - \$250,000

Public Address and Assisted Listening Systems

11.f

Background:

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- February 2, 2024 – received notice of award and contract terms including time of performance.
- Terms of Grant Award:
- Start date of February 2, 2024 and a deadline to design, procure, and install these systems by June 30, 2024 with reimbursement requests due by July 9, 2024.

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- Developed design in consultation with the vendors, IT Department, and Curtis Theatre Group.
- Procured project by soliciting to three vendors on the MA State Contract List. Received two responses, selected lowest bidder.
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- Utilized in house electrician for all required electrical work.

Current status: Work is substantially complete. Wire cages for Noyes speakers required (in process), Curtis Projector new Rack ordered, training of IT staff, school administrators, teachers and custodians has been completed, reimbursement funds requested and received.

**FY24 - Article 19 Curtis Middle School Audio Visual System Replacement - \$160,000
(Supplemented with FY24 MOD Grant - \$62,647.44)**

11.f



Old Lighting Board



Old Sound Board

FY24 - Article 19 Curtis Middle School Audio Visual System Replacement - \$160,000 (Supplemented with FY24 MOD Grant - \$62,647.44)

11.f



Old Lighting Board



New Light Board

Attachment 11.f: SPS comm mtg 9.19 (6378 : Combined

Article 19 Curtis Middle School Audio Visual System Replacement - \$160,000 (Continued)

11.f

SCOPE OF WORK FOR STAGE LIGHTING

New lighting control board and all associated cabling
Three-point lighting design which may include a combination of ellipsoidal, reflector spot lights, parabolic reflectors, strip lights, fresnel and moving head lights.



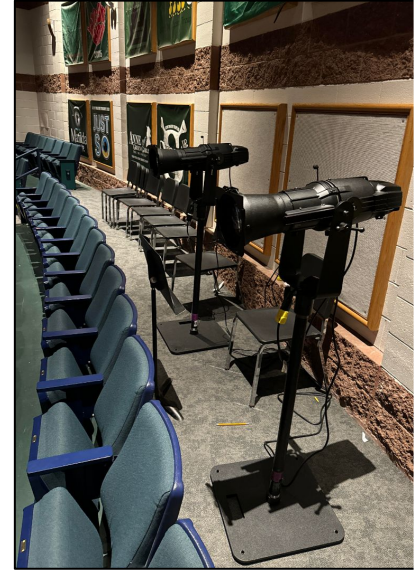
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Current Status: Lighting design final completion. Awaiting final proposal.

Current available funding: \$154,962.98



FY24 – Article 20 SPS Surveillance Cameras - \$310,000.00

- May 2023 – Article passed at Town Meeting
- May 22, 2023 – IT notifies CFD that additional switches will be required to support project.
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In Preparation for potential additional Town Warrant Article....

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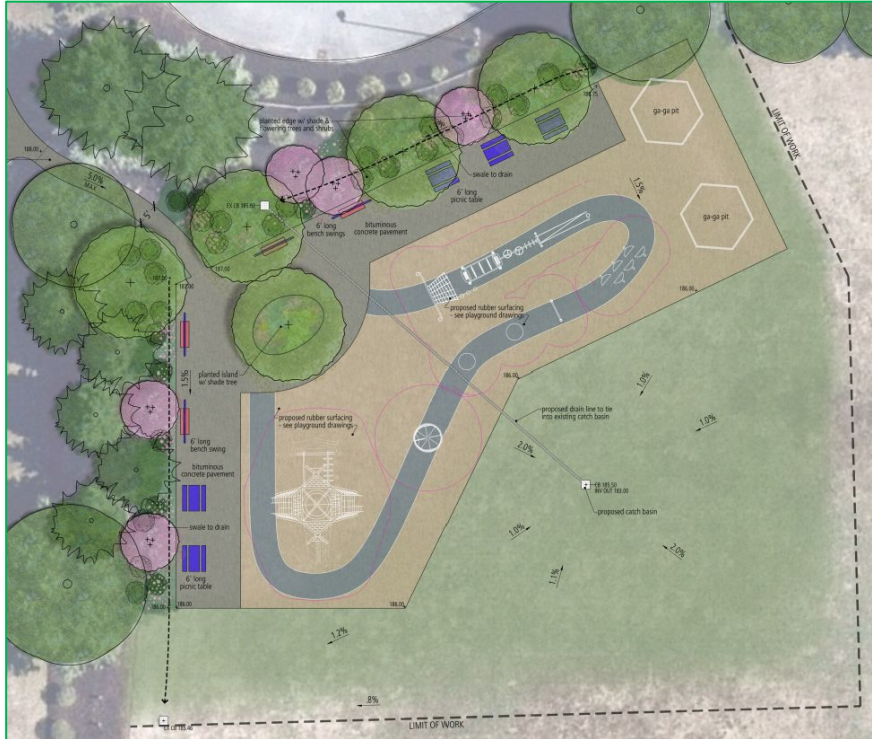
FY24 – Article 20 SPS Surveillance Cameras - \$310,000.00 (cont'd)

Location	Estimate for TownMeeting	Final Quote
Curtis	\$60,133	\$63,768
Haynes	\$39,323	\$41,982
Loring	\$44,727	\$53,126
Nixon	\$42,067	\$43,884
Noyes	\$45,556	\$47,608
Police Server	\$0	\$35,216
Nixon Server	\$0	\$10,336
Totals	\$231,806	\$295,920

Current status: Complete

Current available funding: \$145.40

FY24 Article 44 Curtis Outdoor Health & Wellness Space - \$480,000



- ADA Compliant
- Obstacle Course
- Climber
- Spinner
- Swinging Benches
- Tables (Including Chess)
- Flexible Features

Budget

ESTIMATE - OCT 2022	
Equipment and Freight	\$ 166,800.00
Installation and Site Prep	\$ 122,000.00
Surfacing and Accessible Pathway	\$ 124,000.00
SubTotal	\$ 412,800.00
Contingency (14%)	\$ 67,200.00
TOTAL	\$ 480,000.00

FY 24 - Article 44 Curtis Outdoor Health and Wellness Space - Timeline

- July 25, 2022 – CFD began attending planning meetings arranged by Director of Student Services.
- October 3, 2022 – Director of Student Services presents project CPC Article to School Committee
- December 9, 2022 – Facing an eight month equipment delivery lead time, CFD negotiates with equipment supplier to order equipment in December 2022 with an option to cancel with no penalty before 6/1/2023.
- December 21, 2022 – receive landscape architect proposal.
- December 28, 2022 – Equipment proposal signed by SPS Administration.
- January 11, 2023 – SPS Administration signs landscape architect proposal. Design and supportive materials for upcoming capital meetings ensues immediately.
- June 23, 2023 – Final design document was approved and landscape architect was approved to proceed to construction document creation.
- August 16, 2023 – CFD received bid set and technical specifications from landscape architect
- August 16, 2023 – CFD receives RFP Front end from SPS Administration
- August 18, 2023 – Project is advertised
- September 1, 2023 – One bid received (overbudget)
- September 5, 2023 – CFD begins to procure site work, paving, landscaping and misc. services separately in lieu of hiring a general contractor to perform same.

FY 24 - Article 44 Curtis Outdoor Health and Wellness Space – Timeline (cont'd)

- September 12, 2023 – acceptable site work proposal received and provided to SPS Administration.
- September 25, 2023 – Playground equipment received on site
- October 11, 2023 – SPS Admin return signed site work proposal
- April 16, 2024 – Paving proposal signed
- April 23/24 – Paving completed
- May 15, 2024 – Poured in place is complete
- May 31, 2024 – Curtis Wellness Center Opens to the students and public

Current Status: Project Substantially Complete sans landscaping package (Scope and Time TBD)

Current Available Funding: \$42,286.15



FY22 - Article 32 - ADA Transition Plan Recommendations - \$200,000

FY23 - Article 24 - ADA Transition Plan Recommendations - \$200,000

Continued work on Priority 1 items

- Toilet room and compartment reconfigurations
- Classroom sink reconfigurations
- Building signage (raised and braille)
- Structural corrections of level changes and space gaps on egress routes
- Accessible pathways at Schools
- Urgent needs of staff, students and community members

Progress as of 9.19.202

173 out of 672 Barriers removed

20 out of 672 barrier removals in process

FY22 Article 32 Spent to date \$ 200,000.00

Balance remaining \$ 0.00

FY23 Article 24 Spent to date \$ 26,265.00

Balance remaining \$173,734.32

**Sudbury Public Schools
School Committee Meeting
FY23/FY24 Capital Projects Update
Presentation by Sandra R. Duran, Combined Facility Director
September 23, 2024**



FY23 Capital Projects

ARTICLE 4	BUDGET	TRANSFER IN	TRANSFER OUT	REVISED BUDGET	PAID		ENCUMBERED		AVAILABL
					Capital Fund	Revolving Fund	Capital Fund	Revolving Fund	
Noyes Ceiling Tiles	\$45,000.00		-\$7.90	\$44,992.10	\$44,992.10		\$0.00		\$0
Loring Dishwasher	\$50,000.00		-\$381.48	\$49,618.52	\$49,618.52		\$0.00		\$0
Paging, Clocks & Bell Systems	\$25,000.00			\$25,000.00	\$24,752.81		\$247.19		\$0
Interior Painting	\$50,000.00		-\$8.60	\$49,991.40	\$49,991.40		\$0.00		\$0
Gym Floors	\$80,000.00	\$17,450.00		\$97,450.00	\$80,000.00	\$17,450.00	\$0.00		\$0
Walk-in Refrigerators	\$50,000.00			\$50,000.00	\$49,999.19		\$0.00		\$0
Door Repairs & Replacement	\$50,000.00	\$9,229.00		\$59,229.00	\$59,229.00		\$0.00		\$0
Total Article 4	\$350,000.00				\$358,583.02		\$247.19	\$8,831.02	\$0
ARTICLE 26	BUDGET	TRANSFER IN	TRANSFER OUT	REVISED BUDGET	PAID		ENCUMBERED		AVAILABL
					Capital Fund	Revolving Fund	Capital Fund	Revolving Fund	
HVAC - Noyes A/C	\$180,000.00			\$180,000.00	\$179,999.56				\$ 0.44
HVAC - Curtis HRU-2 unit	\$95,000.00			\$95,000.00	\$132,194.60		\$950.00		\$ (38,144.60)
HVAC - Curtis RTU-5 unit	\$75,000.00			\$75,000.00	\$132,194.60		\$950.00		\$ (58,144.60)
HVAC - Nixon Boiler	\$30,000.00			\$30,000.00	\$0.00				\$ 30,000.00
HVAC - Noyes Heat/Circ. Pump	\$25,000.00			\$25,000.00	\$8,711.24				\$ 16,288.76
HVAC - Curtis Rm 148 Univent	\$50,000.00			\$50,000.00	\$0.00				\$ 50,000.00
Total Article 26	\$455,000.00								\$0
ARTICLE 27	BUDGET	TRANSFER IN	TRANSFER OUT	REVISED BUDGET	PAID		ENCUMBERED		AVAILABL
					Capital Fund	Revolving Fund	Capital Fund	Revolving Fund	
Noyes Classroom Sinks	\$130,000.00			\$130,000.00	\$130,000.00				\$0

Attachment 11.g: SPS Capital projects update 9.23 (6378) :

FY24 Capital Projects									
ARTICLE 4	BUDGET	TRANSFER IN	TRANSFER OUT	REVISED BUDGET	PAID		ENCUMBERED		AVAILABLE
					Capital Fund	Revolving Fund	Capital Fund	Revolving Fund	
Classroom VCT Flooring	\$75,000.00			\$75,000.00	\$75,000.00				\$0.00
Interior Painting of Schools	\$50,000.00			\$50,000.00	\$50,000.00				\$0.00
Gym Padding Replacement	\$50,000.00			\$50,000.00	\$50,000.00				\$0.00
Bathroom Partitions	\$25,000.00			\$25,000.00	\$25,000.00				\$0.00
Total Article 4	\$200,000.00				\$200,000.00				\$0.00
ARTICLE 17	BUDGET	TRANSFER IN	TRANSFER OUT	REVISED BUDGET	PAID		ENCUMBERED		AVAILABLE
					Capital Fund	Revolving Fund	Capital Fund	Revolving Fund	
ELA Curriculum Update	\$279,574.00			\$279,574.00	\$209,170.00		\$1,604.00		\$68,800.00
ARTICLE 18	BUDGET	TRANSFER IN	TRANSFER OUT	REVISED BUDGET	PAID		ENCUMBERED		AVAILABLE
					Capital Fund	Revolving Fund	Capital Fund	Revolving Fund	
Haynes Rooftop HVAC Replacements	\$110,000.00			\$110,000.00	\$0.00				\$110,000.00
Curtis RTU #7 AC Unit Replacement	\$95,000.00			\$95,000.00	\$224,050.00		\$950.00		-\$130,000.00
Curtis RTU #9 & #12 AC Unit Replacement	\$210,000.00			\$210,000.00	\$224,050.00		\$950.00		-\$15,000.00
Haynes Dehumidification	\$15,000.00			\$15,000.00	\$0.00				\$15,000.00
Loring Art Room Climate Control	\$20,000.00			\$20,000.00	\$0.00				\$20,000.00
Total Article 18	\$450,000.00				\$448,100.00				\$0.00
ARTICLE 19	BUDGET	TRANSFER IN	TRANSFER OUT	REVISED BUDGET	PAID		ENCUMBERED		AVAILABLE
					Capital Fund	Revolving Fund	Capital Fund	Revolving Fund	
Curtis Audio-Visual System Replacement	\$160,000.00			\$160,000.00	\$5,037.02				\$154,962.98
ARTICLE 20	BUDGET	TRANSFER IN	TRANSFER OUT	REVISED BUDGET	PAID		ENCUMBERED		AVAILABLE
					Capital Fund	Revolving Fund	Capital Fund	Revolving Fund	
SPS Surveillance Cameras	\$310,000.00			\$310,000.00	\$309,856.60				\$143.40
ARTICLE 44	BUDGET	TRANSFER IN	TRANSFER OUT	REVISED BUDGET	PAID		ENCUMBERED		AVAILABLE
					Capital Fund	Revolving Fund	Capital Fund	Revolving Fund	
Curtis Outdoor Health & Wellness Space	\$480,000.00			\$480,000.00	\$402,788.85		\$34,925.00		\$42,286.15
Article 44 matched to Munis 6/10/24									

FY25 Capital Projects									
ARTICLE 44	BUDGET	TRANSFER IN	TRANSFER OUT	REVISED BUDGET	PAID		ENCUMBERED		AVAILABLE
					Capital Fund	Revolving Fund	Capital Fund	Revolving Fund	
Haynes School Dehumidification HVAC	\$150,000.00			\$150,000.00					\$150,000.00

FY23 Article 26

ARTICLE 26	BUDGET	TRANSFER IN	TRANSFER OUT	REVISED BUDGET	PAID		ENCUMBERED		AVAILABLE
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HVAC - Curtis Rm 148 Univent	\$50,000.00			\$50,000.00	\$0.00				\$ 50,000.
Total Article 26	\$455,000.00								\$0



FY24 Article 18 – Schools HVAC Repairs and Replacement



Curtis RTU-7 AC Replacement



Curtis RTU-9 AC Replacement



Curtis RTU-12 AC Replacement

FY24 Article 18 – Schools HVAC Repairs and Replacement



Haynes Media RTU HVAC Replacement



Haynes Admin RTU AC Replacement



Haynes Library AC Replacement

FY23/FY24 Curtis & Haynes RTU Project Timeline

- Partial FY23 Article 26 transferred to CFD on 5/31/2022 - \$170,000
- FY24 Article 18 submitted 11/8/2022 - \$455,000
- Total Available Funds available to design, bid, procure and complete: \$625,000 after May 2023 Town Meeting
- Contacted MEP Engineer and requested proposal on 5/25/2023. After Engineer reviewed plans and made site visits, received proposal on 7/19/2023. Proposal signed by SPS on 7/27/2023.
- Construction Drawings complete 11/3/2023.
- Requests for Final Internal Design Review and Front End Development to SPS staff initiated on 11/4/2023. No comments received on final design review. Draft Front End received from SPS staff on 1/17/2024. (2.5 month delay).
- RFB Advertisement initiated on 2/15/2024 with specs available on 2/22/2024, Pre-Bid Conference on 2/28/2024 and bids originally due 3/13/2024 but extended to 4/2/2024 based on bidders requests. One bid received – base bid overbudget by \$290,311. Add Alternate bid at \$223,450 for upgraded controls.

FY23/FY24 Curtis & Haynes RTU Project Timeline (cont'd)

- Funding was allocated by SPS to fill the gap of \$290,311 for the base bid and the contract was signed by the vendor on 5/23/2024 and by SPS on 5/28/2024.
- During the submittal process, the manufacturer raised concerns and stated that the equipment would not run as designed without the additional upgraded controls.
- Funding to support the controls was discussed with the Energy and Sustainability Committee who ultimately on 8/6/2024 declined to fund the controls.
- On 8/27/2024, the Select Board supported an ARPA request of \$100,000 towards the upgraded controls. SPS funded the remaining gap of \$123,450 via a combination of funding sources. Change Order No. 1 was fully executed on 9/9/2024 and the equipment was ordered with the manufacturer.

Current status: Equipment has been ordered. Project is expected to occur next summer when school is not in session. All pricing being held unless a need for additional changes occurs in the field.

Article 18 – Schools HVAC Repairs and Replacement

Project being handled by Director of Maintenance

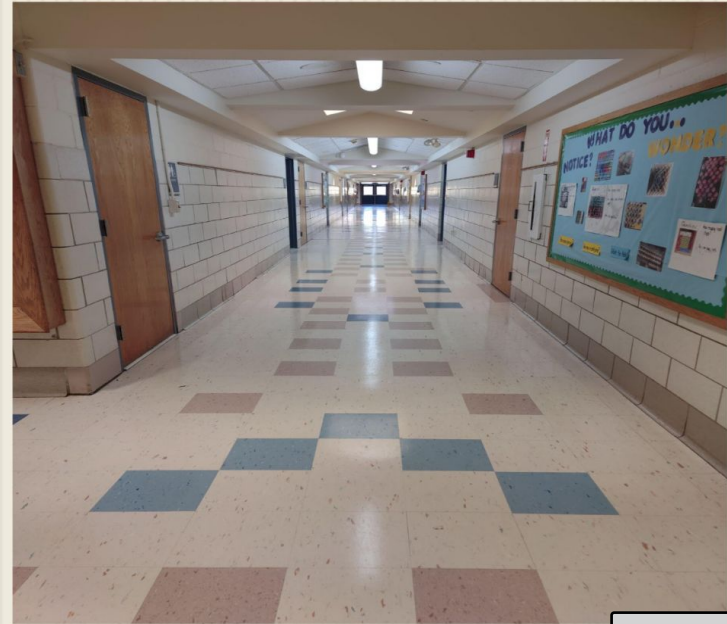
Loring School Art Room Climate Control

\$20,000



FY24 - Article 18 Schools HVAC Repairs and Replacements

Haynes School Dehumidification Assessment \$15,000



FY24 - Article 18 Schools HVAC Repairs and Replacements

Haynes School Dehumidification & Assessment

Timeline and Status

- May 2023 Town Meeting approved \$15,000 for a design effort to study reported condensing on hard surfaces causing slippery conditions on the interior of the school.
- On May 30, 2023, received engineering proposal for the follow scope and fee:

A. SCOPE:

1. Receive all the documents, specifically all HVAC drawings.
1. Analyze documents.
2. It is likely that the floor condensation would occur before noon time during warmer weather. We would like to visit the site during the occurrence.
3. Measure air temperature, air RH, and floor surface temperatures.
4. Analysis and summarize cause of the issue.
5. Make conceptual recommendation.
6. Presentation meeting of the draft report.
7. Final report.

B. STUDY FEE:

1. We propose a fixed amount mechanical engineering fee of \$3,900.
2. This study does not include cost estimating. The reason for not including the cost estimating is because the recommendation can vary dramatically, depending on the study.
3. Additional services- scope change, other consultants, additional meetings.

**FY24 - Article 18 Schools HVAC Repairs and Replacements –
Haynes Dehumidification Study &
FY25 - Article 25 Haynes Dehumidification HVAC (Cont'd) - Timeline**

- May 2023 Article 18 which included Haynes Dehumidification study passes Town meeting.
- May 25, 2023 – requested proposal from Engineering Firm
- May 30, 2023 – received proposal from Engineering Firm
- June 1, 2023 – SPS Administration signed proposal
- **Note:** *SPS Staff advised to contact CFD if condition exists so Engineers could inspect site while issue was occurring. No such notification ever occurred to the CFD.*
- May 2024 – Article 25 passes Town Meeting.
- June 6, 2024 – CFD contacts engineer to notify them that funds were available to administer a correction should a deficiency be identified.
- June 12, 2024 – Engineer visited site, met with Director of Maintenance, the Principal and the Gym Teacher. Temperature and relative humidity readers were taken. No slippery conditions were observed. Engineer recommended monitoring systematically for a while.

**FY24 - Article 18 Schools HVAC Repairs and Replacements –
Haynes Dehumidification Study &
FY25 - Article 25 Haynes Dehumidification HVAC (Cont'd) - Timeline**

- June 12, 2024 – Engineer visited site, met with Director of Maintenance, the Principal and the Gym Teacher. Temperature and relative humidity readers were taken. No slippery conditions were observed. Engineer recommended monitoring systematically for a while.
- July 19, 2024 – CFD corresponds with Principal regarding availability of areas for retesting.
- July 22, 2024 – Engineer suggests that we try to “force” the condition by running the air conditions and opening the outside air dampers to 100%.
- July 23, 2024 – Director of Maintenance confirms system will run until otherwise notified.
- July 25, 2024 – CFD and Engineer visit site. No slippery conditions were observed.

Current Status: Continued monitoring

Current Available Funds: \$165,000

Capital Update provided to School Committee on August 19, 2024 by Brad Crozier

Capital Update (Small Cap)

Loring Playground

- Resurfacing completed due to faulty binder. Replacement was fully covered under warranty

Carpet Replacement

- Seven classrooms at Loring
- Nixon Offices, Principal and assistant principal
- Noyes Library and 3 Guidance rooms
- Four classrooms at Haynes

VCT Replacement

- Curtis 1st, 2nd and 3rd floor Hallway patching

Painting

- Doors, railings, bathrooms. Classrooms, Bathroom floors

Paging Clocks and Bells

- Noyes School Design Phase

Door Replacements

- Noyes, Nixon, Loring and Curtis Design phase for new Mullions added to Double Doors.

Capital Update provided to School Committee on August 19, 2024 by Brad Crozier (cont'd)

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11.g

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- Terms of Grant Award:
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CFD action taken:

- Scope of work created.
- Developed design in consultation with the vendors, IT Department, and Curtis Theatre Group.
- Procured project by soliciting to three vendors on the MA State Contract List. Received two responses, selected lowest bidder.
- Implemented Design of Public Address System and Assisted Listening Systems at all five schools resulting in new projectors, screens, needed racks, amplifiers, speakers, wireless and wired mics, assisted listening systems sized for the various assembly spaces and misc. connections to support the SPS educators and IT Departmental needs.
- Utilized in house electrician for all required electrical work.

Current status: Work is substantially complete. Wire cages for Noyes speakers required (in process), Curtis Projector new Rack ordered, training of IT staff, school administrators, teachers and custodians has been completed, reimbursement funds requested and received.

**FY24 - Article 19 Curtis Middle School Audio Visual System Replacement - \$160,000
(Supplemented with FY24 MOD Grant - \$62,647.44)**

11.g



Old Lighting Board



Old Sound Board

Packet Pg. 120

**FY24 - Article 19 Curtis Middle School Audio Visual System Replacement - \$160,000
(Supplemented with FY24 MOD Grant - \$62,647.44)**



Old Lighting Board



New Light Board

Article 19 Curtis Middle School Audio Visual System Replacement - \$160,000 (Continued)

11.g

SCOPE OF WORK FOR STAGE LIGHTING

New lighting control board and all associated cabling
Three-point lighting design which may include a combination of ellipsoidal, reflector spot lights, parabolic reflectors, strip lights, fresnel and moving head lights.



Attachment 11.g: SPS Capital projects update 9.23 (6378)

FY24 - Article 19 Curtis Middle School Audio Visual System Replacement - \$160,000 (cont'd)

Lighting Design and Procurement Timeline

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Current Status: Lighting design final completion. Awaiting final proposal.

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FY24 – Article 20 SPS Surveillance Cameras - \$310,000.00

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- Fall 2023/Winter 2024 – Police Station Work Station installed.

In Preparation for potential additional Town Warrant Article....

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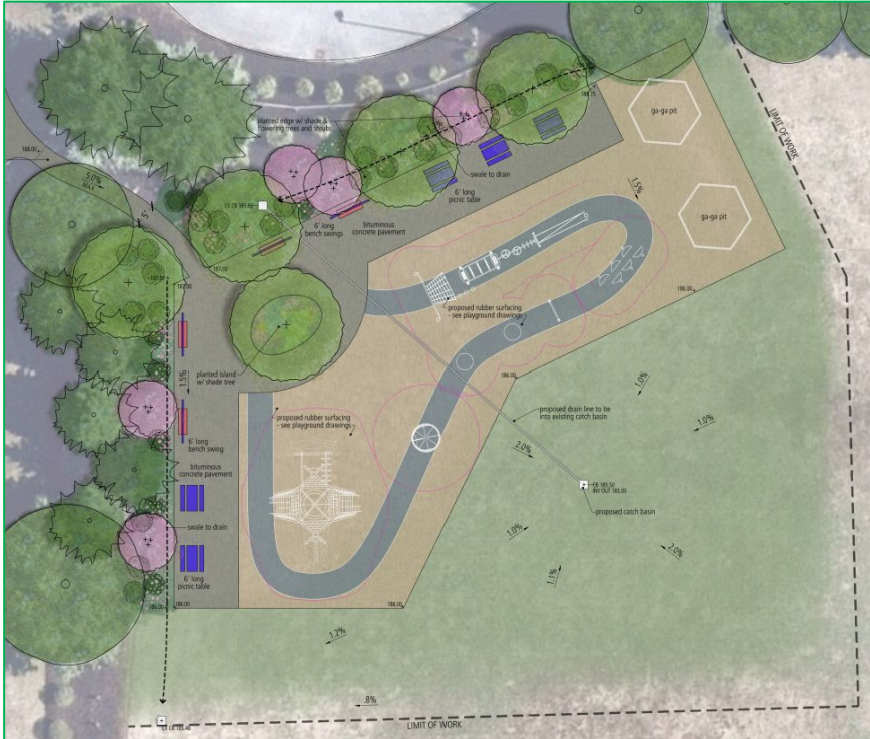
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Nixon Server	\$0	\$10,336
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Current status: Complete

Current available funding: \$145.40

FY24 Article 44 Curtis Outdoor Health & Wellness Space - \$480,000



- ADA Compliant
- Obstacle Course
- Climber
- Spinner
- Swinging Benches
- Tables (Including Chess)
- Flexible Features

Budget

ESTIMATE - OCT 2022	
Equipment and Freight	\$ 166,800.00
Installation and Site Prep	\$ 122,000.00
Surfacing and Accessible Pathway	\$ 124,000.00
SubTotal	\$ 412,800.00
Contingency (14%)	\$ 67,200.00
TOTAL	\$ 480,000.00

FY 24 - Article 44 Curtis Outdoor Health and Wellness Space - Timeline

- July 25, 2022 – CFD began attending planning meetings arranged by Director of Student Services.
- October 3, 2022 – Director of Student Services presents project CPC Article to School Committee
- December 9, 2022 – Facing an eight month equipment delivery lead time, CFD negotiates with equipment supplier to order equipment in December 2022 with an option to cancel with no penalty before 6/1/2023.
- December 21, 2022 – receive landscape architect proposal.
- December 28, 2022 – Equipment proposal signed by SPS Administration.
- January 11, 2023 – SPS Administration signs landscape architect proposal. Design and supportive materials for upcoming capital meetings ensues immediately.
- June 23, 2023 – Final design document was approved and landscape architect was approved to proceed to construction document creation.
- August 16, 2023 – CFD received bid set and technical specifications from landscape architect
- August 16, 2023 – CFD receives RFP Front end from SPS Administration
- August 18, 2023 – Project is advertised
- September 1, 2023 – One bid received (overbudget)
- September 5, 2023 – CFD begins to procure site work, paving, landscaping and misc. services separately in lieu of hiring a general contractor to perform same.

FY 24 - Article 44 Curtis Outdoor Health and Wellness Space – Timeline (cont'd)

- September 12, 2023 – acceptable site work proposal received and provided to SPS Administration.
- September 25, 2023 – Playground equipment received on site
- October 11, 2023 – SPS Admin return signed site work proposal
- April 16, 2024 – Paving proposal signed
- April 23/24 – Paving completed
- May 15, 2024 – Poured in place is complete
- May 31, 2024 – Curtis Wellness Center Opens to the students and public

Current Status: Project Substantially Complete sans landscaping package (Scope and Time TBD)

Current Available Funding: \$42,286.15



FY22 - Article 32 - ADA Transition Plan Recommendations - \$200,000

FY23 - Article 24 - ADA Transition Plan Recommendations - \$200,000

Continued work on Priority 1 items

- Toilet room and compartment reconfigurations
- Classroom sink reconfigurations
- Building signage (raised and braille)
- Structural corrections of level changes and space gaps on egress routes
- Accessible pathways at Schools
- Urgent needs of staff, students and community members

Progress as of 9.19.202

173 out of 672 Barriers removed

20 out of 672 barrier removals in process

***FY22 Article 32 Spent to date* \$ 200,000.00**

***Balance remaining* \$ 0.00**

***FY23 Article 24 Spent to date* \$ 26,265.00**

***Balance remaining* \$173,734.32**

**Total funding CFD affiliated SPS FY23 & FY24
Capital Projects during term of MOA - 9/22/2024**

Fy24 SPS Capital Projects	
ARTICLE 18	BUDGET
Haynes Rooftop HVAC Replacements	\$110,000.00
Curtis RTU #7 AC Unit Replacement	\$95,000.00
Curtis RTU #9 & #12 AC Unit Replacement	\$210,000.00
Haynes Dehumidification	\$15,000.00
ARTICLE 19	BUDGET
Curtis Audio-Visual System Replacement	\$160,000.00
ARTICLE 20	BUDGET
SPS Surveillance Cameras	\$310,000.00
ARTICLE 44	BUDGET
Curtis Outdoor Health & Wellness Space	\$480,000.00
FY23 SPS Capital Projects	
ARTICLE 26	BUDGET
HVAC - Curtis HRU-2 unit	\$95,000.00
HVAC - Curtis RTU-5 unit	\$75,000.00
ARTICLE 27	BUDGET
Noyes Classroom Sinks	\$130,000.00
FY22 & FY23 ADA Transition Plan	
ARTICLE 32 & Article 24 respectively	BUDGET
Various locations - all schools	\$178,061.79
Grants	BUDGET
MOD Grant	\$250,000.00
Capital - Borrowed Funds	BUDGET
Fairbank Community Center	32,316,637.00
Total funds associated with SPS that CFD has been affiliated with over the term of the current MOA	\$34,424,698.79

**SUDBURY SELECT BOARD**

Tuesday, September 24, 2024

MISCELLANEOUS (UNTIMED)**12: Follow up on goals discussion****REQUESTOR SECTION**

Date of request:

Requestor: Chair Roberts

Formal Title: Discussion on follow-up and next steps after 9/5/24 Select Board Goals Session

Recommendations/Suggested Motion/Vote: Discussion on follow-up and next steps after 9/5/24 Select Board Goals Session

Background Information:
attached docs provided by Mel Kleckner

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

09/24/2024 7:00 PM



EDWARD J. COLLINS, JR. CENTER FOR PUBLIC MANAGEMENT
 JOHN W. MCCORMACK GRADUATE SCHOOL OF POLICY AND GLOBAL STUDIES
 UNIVERSITY OF MASSACHUSETTS BOSTON

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MEMORANDUM

TO: Select Board, Town of Sudbury
 FROM: Mel Kleckner, Associate, Collins Center
 DATE: September 18, 2024
 RE: 2025 Prioritized Goals

Thank you for the opportunity to assist the Select Board and Town Administrator during your annual goal setting process on September 5. An annual goal setting process is essential to developing consensus of the Board and to maintain positive relationships among the Board members and with the Town Manager. Attached is a summary table that lists goals/projects that received at least one vote by a Board member.

The five highest scoring goals ranged from 23 points to 6 (out of a possible 25 points). Each of these goals received at least two priority votes from Board members. The highest ranked goal of ***Developing a Long-Term Comprehensive Plan to Fund and Manage the Operating and Capital Budgets*** received 23 out of 25 possible points and votes from all five Board members. This was also the highest ranked goal of the Board last year. The second highest goal of ***Addressing Staffing Needs and Succession Planning*** was also a carryover goal from last year. It received 12 points and votes from three Board members. ***Utilization/Optimization of Fairbank Community Center Programming*** was the third highest goal with 8 points and votes from three Board members. ***Seek Membership in a Vocational Education District*** is a refinement of a 2024 goal. It received 7 points and votes from two Board members. The final ranked goal of ***Expand (Normalize) and Fund a Transportation Option*** had 6 points and votes from three Board members. It is worth noting that the ***Freeman Rail Trail*** had two separate, but related goals that did not make the top five ranked goals. Combined, these goals received 9 points from 3 Board members. In addition, the goal of ***Identify Economic Development Strategies from Route 20 Consulting Study*** was not in the top five but did receive rankings from three Board members.

The two highest ranked goals are within the Board's primary goal category of Financial Management & Economic Resilience. The three remaining goals represented the categories of Town Services and Infrastructure, Effective Governance and Communication, and Transportation, Mobility & Housing.

It is my understanding that the Select Board will confirm their top ranked goals and begin to develop aspects of the SMART goal process. Specifically, this involves identifying strategies and deliverables and assignment of a member(s) of the Board and/or key staff to be responsible for updating the Board on progress and actions necessary to advance the goal. These details should be updated and refined as necessary throughout the year to help meet the goal.

Thank you for the opportunity to work with you again. The Town is fortunate to have its Board and Town Manager committed and engaged in this important process. Despite having consistent membership on the Board for the last few years, we recommend that the Board revisit its Mission Statement and Values before commencing next year's goal setting process. These Values were last updated in 2022 and form the basis of the goal categories from which you select annual goals. For your reference, I have attached a document that inserts the Board's Values into the various Goal Categories to create consistency and context. Please let us know if the Collins Center can assist the Town further in this effort.

cc: Andy Sheehan, Town Manager

TOWN OF SUDBURY

SELECT BOARD MISSION STATEMENT AND VALUES

Select Board Mission Statement:

The Select Board, as the chief policy making body for the Town of Sudbury, Massachusetts, will maximize and ensure the quality of life and well-being of Sudbury residents, today and in the future. To accomplish this, the Select Board shall set strategic direction, appoint certain boards, establish policies, and develop goals that deliver the highest quality municipal services in a fiscally responsible manner to the community that it serves and advance its values. The Select Board relies upon the Town Administration, volunteers, residents, and other stakeholders to implement the policies and initiatives while promoting an atmosphere of mutual respect, collaboration, and inclusion.

Select Board Values Grouped within Goal Categories:

Effective Governance and Communications

- Protect and enhance the professionalism of the Town's staff, boards, and committees.
- Foster respectful civic engagement; promote transparency and effective communications.
- Protect and promote a climate of acceptance, equity, inclusion and belonging.

Town Services and Infrastructure

- Encourage responsible long-term capital management and strategic planning to support, maintain, and enhance Town infrastructure and services.
- Protect and enhance educational excellence.
- Ensure equitable access to Sudbury facilities, programs, information, and services.
- Promote and ensure public health and safety within the community.

Financial Management and Economic Resilience

- Protect and enhance Sudbury's fiscal health and financial stability.

Open Space, Recreation and Historic Assets

- Protect and enhance the unique sense of place offered by the Town.

Transportation, Mobility and Housing

- Encourage and pursue a wide range of housing options that accommodate the diverse needs of individuals across age and socio-economic demographics.
- Promote access to transportation options and advocate for bicycle and pedestrian alternative travel.

Environmental Health and Wellness

- Promote and enhance Sudbury's environmental resources and sustainability.

2025 Goals	Primary Goal Category	TOTAL SCORE	VOTES REC'D
Develop a long-term comprehensive plan to fund and manage the operating and capital budgets	Financial Management & Economic Resilience	23	5
Address and support staffing needs and succession planning	Financial Management & Economic Resilience	12	3
Utilization/Optimization of Fairbank Community Center programming	Town Services and Infrastructure	8	3
Seek Membership in a Vocational Education district	Effective Governance and Communication	7	2
Expand (Normalize) and fund a Transportation Option, especially for vulnerable populations.	Transportation, Mobility & Housing	6	3
Determine funding options for construction of Phase 3A-CSX/Rt 20 of the Bruce Freeman Rail Trail.	Open Space, Recreation & Historic Assets	5	2
Clarification of Freeman Rail Trail Responsibilities (DCR, Utilities)	Open Space, Recreation & Historic Assets	4	1
Identify Economic Development strategies from Route 20 consulting study	Financial Management & Economic Resilience	4	3
Tracking progress on Capital projects and adapt	Effective Governance and Communication	4	1
Professional development for Select Board	Effective Governance and Communication	1	1
Revise and update the LS Agreement	Effective Governance and Communication	1	1

Possible 2025 Goal	Primary Category	Lisa Kouchakdjian	Jen Roberts	Dan Carty	Charles Russo	Janie Dretler	TOTAL SCORE	VOTES REC'D
Develop a long-term comprehensive plan to fund and manage the operating and capital budgets	Financial Management & Economic Resilience	3	5	5	5	5	23	5
Address and support staffing needs and succession planning	Financial Management & Economic Resilience	4	4			4	12	3
Utilization/Optimization of Fairbank Community Center programming	Town Services and Infrastructure	2	3		3		8	3
Seek membership in a Vocational Education district	Effective Governance and Communication	5		2			7	2
Expand (Normalize) and fund a Transportation Option, especially for vulnerable populations.	Transportation, Mobility & Housing		1	3	2		6	3
Determine funding options for construction of Phase 3A-CSX/Rt 20 of the Bruce Freeman Rail Trail.	Open Space, Recreation & Historic Assets		2			3	5	2
Clarification of Freeman Rail Trail Responsibilities (DCR, Utilities)	Open Space, Recreation & Historic Assets				4		4	1
Identify Economic Development strategies from Route 20 consulting study	Financial Management & Economic Resilience	1			1	2	4	3
Tracking progress on Capital projects and adapt	Effective Governance and Communication			4			4	1
Professional development for Select Board	Effective Governance and Communication					1	1	1
Revise and update the LS Agreement	Effective Governance and Communication			1			1	1



SUDBURY SELECT BOARD

Tuesday, September 24, 2024

MISCELLANEOUS (UNTIMED)**13: ARPA update**REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: ARPA update

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

09/24/2024 7:00 PM

**Town of Sudbury
ARPA Funds**

9/24/2024

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

New information since
last review

* Final Distribution received 9/29/22

Select Board Allocations (as of 8/27/2024):

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	-	
HOPE Sudbury 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	Expect to return approximately \$19,000
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
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	-	

Attachment13.a: ARPA Status 07-22-24 - AS Comments 2024-09-24 (6331 : ARPA update)

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	Narcan currently provided by State with funding from opioid settlements; duration of State funding unknown
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	-	
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
SPS Rooftop HVAC: Curtis + Haynes	\$100,000.00		100,000.00	8/27/2024
Sudbury for Digital Balance	\$10,000.00		10,000.00	9/10/2024
Total Allocated Projects (as of 2/1/2024)	5,793,634.44	4,396,853.96	1,396,780.48	

Unallocated (as of 7/31/24)**81,379.34****9/24/2024**

Allocated as of 7/22/2024	5,793,634.44
Expenditures as of 7/22/2024	4,396,853.96
Unexpended as of 7/22/2024	1,396,780.48

Recent Treasury Guidance Offers New Flexibility Concerning ARPA Funds September 12, 2024

Recent guidance from the U.S. Department of the Treasury (“Treasury”) offers new flexibility to cities and towns with regard to American Rescue Plan Act (“ARPA”) funds, which funds must be “obligated” by December 31, 2024 and expended no later than December 31, 2026. As you are aware, municipalities and counties in Massachusetts received a total of \$3.4 billion in ARPA funding through ARPA’s Coronavirus Local Fiscal Recovery Fund. An important recent Treasury ruling concludes that a municipal interagency agreement, i.e., an agreement between two municipal entities in the same municipality, will constitute an obligation of funds sufficient to meet the statutory requirement.

With the exception of ARPA funds allocated through the 5 functional counties (Norfolk, Bristol, Plymouth, Barnstable, Dukes County, and Nantucket), municipal recipients of ARPA funds have full discretion to allocate ARPA funds pursuant to the rules established by Treasury. One of those rules, 31 CFR 35.3, which Congress partially codified, establishes the requirement that all ARPA funds be “obligated” by December 31, 2024 and defines “obligation” to mean:

an order placed for property and services and entering into contracts, subawards, and similar transactions that require payment. An obligation also means a requirement under federal law or regulation or provision of the award terms and conditions to which a recipient becomes subject as a result of receiving or expending funds. (Emphasis added).

This definition has been understood to mean that municipal interagency agreements (e.g., an agreement between a Select Board and a Parks Department) would be insufficient to obligate ARPA funds. The typical understanding is that such agreements are likely to be unenforceable as an entity cannot, in theory, enter into a binding contract with itself. However, Treasury recently concluded that such agreements are sufficient to “obligate” ARPA funds, so long as any such agreement does not state it is unenforceable and otherwise complies with certain rules established by Treasury.

For municipalities with internal projects that would qualify for ARPA funding but are unlikely to be concluded by December 31, 2024, interagency agreements now provide a significant tool to “obligate” those ARPA funds. An interagency agreement executed prior to December 31, 2024 that meets the requirements of applicable Treasury rules will, in effect, extend until December 31, 2026 the spending deadline for the municipal project at issue.

If you have questions about how to structure a municipal interagency agreement, or any other ARPA questions, please contact Attorney Michael D’Ortenzio (mdortenzio@k-plaw.com) at 617-654-1779 or Attorney Lauren Goldberg (lgoldberg@k-plaw.com) at 617-654-1754.

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THE LEADER IN PUBLIC SECTOR LAW

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Packet Pg. 141

Attachment 13.b: KP eUpdate ARPA version 2 (6331 : ARPA update)



SUDBURY SELECT BOARD

Tuesday, September 24, 2024

MISCELLANEOUS (UNTIMED)**14: Minutes approval****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Vote to review and possibly approve open session minutes of 5/28/24 and 8/13/24.

Recommendations/Suggested Motion/Vote: Vote to review and possibly approve open session minutes of 5/28/24 and 8/13/24.

Background Information:

Attached drafts of 5/28 and 8/13.

Additional copy of 5/28 minutes received 9/23, as edited by Lisa K. (*italics pg. 2*)

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

09/24/2024 7:00 PM

SUDBURY SELECT BOARD

TUESDAY MAY 28, 2024

7:00 PM

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

ZOOM Meeting

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

The statutory requirements as to notice having been compiled with, the meeting was convened at 7:00 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: Carty-present, Russo-present, Kouchakdjian-present, Dretler-present, Roberts-present

Opening remarks by Chair

Hoped all had a good restful holiday weekend and were able to reflect on fallen heroes; mentioned she and several other Select Board Members attended the thoughtful Town Celebration commemorating those heroes

Reminded the community on June 9, 2024 from 2:00-4:00 PM the Pride Day Event will be at Curtis Middle School

Reports from Town Manager

Announced the Facilities Condition Assessment study began today with Alpha Facilities Group, who will be taking inventory of all Sudbury buildings with the goal being to better maintain capital assets

Reports from Select Board

Board Member Carty:

Congratulated the Sudbury LSRHS graduating class; wishing them all a safe graduation weekend

Announced the CatchConnect launch event on June 6, 2024 at the Senior Center

Cautioned all to be aware of turtles crossing the streets/roads at this time of year

Board Member Dretler:

Congratulated all Lincoln and Sudbury LSRHS graduates

Board Member Russo:

Recognized the Memorial Day Parade and Ceremony was a most touching event and thanked all participants

Congratulated LSRHS graduates

Acknowledged Marlboro has begun construction upgrading Rte. 20, including installation of granite pavers to be completed in 2025

Board Member Kouchakdjian:

Congratulated the LSRHS graduating class

Acknowledged the Town Memorial Day events were great; she participated at the commencement of the parade at various Town cemeteries, which was very special

Responded to ethics violation claims as brought forth by Select Board Members Roberts and Russo regarding her comments made at the Select Board meeting on May 6th before Town Meeting in connection with her association with Herb Chambers in relation to the proposed gun shop zoning bylaw; Stated Ethics Commission confirmed she was not in such violation; on May 7th she filed a 23B Disclosure as further assurance, displacing any personal interest

Mentioned that she served as judge at the Curtis Middle School 8th grade Civics Fair on June 6th, and congratulated SPS administration and the students who participated.

Announced the LSRHS Civics Fair to take place on June 6th from 2:00 PM to 3:00 PM

Public Comment

Resident Manish Sharma, 77 Colonial Road, stated he recently had a good discussion with Town Manager Sheehan regarding Town auditors' financial records. He noted that Town Manager Sheehan confirmed that nothing unusual was found with those records. Mr. Sharma opined about such records being made available to residents.

Consent Calendar

- 1. Vote to authorize the Town Manager to sign Inter-Municipal Agreement (IMA) amendment for the Regional Housing Services Office (RHSO) to update the FY25 budget effective July 1, 2024, as requested by Liz Rust of RHSO.**
- 2. Vote to accept the resignation of Brenda Erickson from the Council on Aging (COA), and send a thank you letter for her service to the Town.**
- 3. Vote to appoint LSRHS History Teachers Tim Cobbett and Sandy Crawford to the Sudbury 250 Committee, both for a term expiring 9/30/26, as requested by committee chair Radha Gargeva.**
- 4. Vote to accept a \$500 donation from the Guild for Human Services, Inc. to the Commission on Disability, in support of the April 10, 2024 Lisa Drennan event, as requested by Cameron LaHaise, COD chair.**
- 5. Vote to Grant a Special Permit to the Sudbury July 4th Road Race, to hold the "Sudbury July 4th Road Race" on Thursday, July 4, 2024 from 7:00 AM through approximately 12:00 PM, subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the race's conclusion.**

SUDBURY SELECT BOARD

MAY 28, 2024

PAGE 3

Vice-Chair Carty requested that Consent Calendar 2 be pulled and reviewed by the Board later in the meeting.

Vice-Chair Carty motioned to approve Consent Calendar items 1, 3, 4, and 5, as presented at the Select Board meeting this evening. Board Member Russo seconded the motion.

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

VOTED: To approve Consent Calendar items 1, 3, 4, and 5, as presented at the Select Board meeting this evening.

Discussion and potential vote on liaison and committee membership assignments for 2024-2025

Board Members discussed Select Board liaison and committee membership assignments:

<i>Chair Roberts</i>	<i>Vice Chair Carty</i>	<i>Member Dretler</i>	<i>Member Kouchakdjian</i>	<i>Member Russo</i>
Chamber of Commerce	Board of Assessors	Sudbury 250th Committee		Cultural Council
Diversity, Equity, and Inclusion Commission	Goodnow Library Trustees	Board of Health	Capital Improvement Advisory Committee (CIAC)	Design Review Board
Finance Committee	Historical Commission	Rail Trail Advisory Committee	Conservation Commission	Earth Removal Board
Town Manager/Town Departments	Historical Districts Commission		L-S Regional High School	Land Acquisition Review Committee
Town Moderator	Sudbury Public Schools Committee		Park and Recreation Commission	Planning Board
Lincoln Board of Selectmen	Sudbury Water District		Permanent Building Committee	
Town Historian			Sudbury Housing Authority	Zoning Board of Appeals
				Commission on Disability
			Council on Aging	Energy and Sustainability Committee

SUDBURY SELECT BOARD

MAY 28, 2024

PAGE 4

MEMBER OF COMMITTEE(S):	<i>Vice Chair Carty</i>	<i>Member Dretler</i>	<i>Member Kouchakdjian</i>	<i>Member Russo</i>
Community Preservation Committee (CPC)	M.B.T.A.	Sudbury Housing Trust	M.A.G.I.C.	Local Emergency Planning Committee: CERT/MRC
Housing Production Plan Working Group	Transportation Committee			September 11 Memorial Garden Oversight Committee
	Community Preservation Committee		Policy Subcommittee	
	Policy Subcommittee			

Vice-Chair Carty motioned to approve the Sudbury Select Board Liaison and Committee Assignments 2024-2025, as presented on the screen at the Select Board Meeting of May 28, 2024. Board Member Russo seconded the motion.

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

VOTED: To approve the Sudbury Select Board Liaison and Committee Assignments 2024-2025, as presented on the screen at the Select Board Meeting of May 28, 2024

Discussion and vote weather to consolidate election polling locations to one location at the Fairbank Community Center Gym, as requested by Town Clerk Beth Klein.

Present: Town Clerk Beth Klein

Ms. Klein provided a proposal to combine the existing two polling places into one location - the Fairbank Community Center. She provided numerous reasons for the voting consolidation at Fairbank rather than Town Hall:

- Central A/C
- ADA compliance
- Adequate parking including accessibility and better lighting when compared to Town Hall
- Generator in place
- Less Police Detail required
- Saving on election workers' time

Ms. Klein acknowledged a decrease with in-person voting and that early voting would continue to take place at Town Hall.

Vice-Chair Carty motioned to consolidate election polling locations to one location at the Fairbank Community Center Gym, as requested by Town Clerk Beth Klein. Board Member Russo seconded the motion.

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

VOTED: To consolidate election polling locations to one location at the Fairbank Community Center Gym, as requested by Town Clerk Beth Klein

Discussion on After-School Care

Chair Roberts acknowledged that this topic was not included as a Select Board goal at the current time.

Board Member Kouchakdjian opined that it might be time that the Select Board seriously consider this matter, as it was a vital problem for parents and families in the community. She indicated that Town Manager Sheehan would likely not have the time to manage a related after-school care committee, and it could be under the direction of Park & Recreation and a third-party could provide the service.

Vice-Chair Carty commented that he had not heard from many residents regarding this topic and if an RFP was to be considered, more conversation would be necessary before further action could be taken.

Board Member Dretler inquired about School Committee participation and stated the Select Board might not have purview regarding this topic. Chair Roberts commented that the Select Board did not have purview over the School Committee.

Board Member Russo commented about the importance of Town Manager's input, noting that the Select Board would need to be provided with additional information.

Chair Roberts recognized the challenging financial position of the Town at this time.

Town Manager Sheehan addressed the challenges in relation to the proposed child care proposal, including child-care staff, the Sudbury Extended Day (SED) program and Park & Recreation staffing. He expressed concerns about the Town being in this business and mentioned that the Fairbank Center might not necessarily have the space available for such an added programming and that use of ARPA funding would be temporary in this case. Town Manager Sheehan agreed with comments presented by Board Members regarding additional information being necessary before any related decisions were made.

Board Member Kouchakdjian mentioned aspects associated with short-term and long-term solutions, with a primary issue being transportation.

Chair Roberts stated that related conversation would be tabled for now.

Discussion on Select Board office hours

Vice-Chair Carty presented several potential Select Board office hours options. Board Members agreed to consider options presented to vote on a Select Board office hours schedule at an upcoming Select Board meeting. Members agreed that Wednesdays and Thursdays would work best.

ARPA: Move to reallocate \$36,000.00 from Mental Health Counselor Services to Per Diem Nursing Services and close out the Mental Health Counselor Services allocation; and close out the unexpended balance of \$32,381.00 from LSRHS ventilation upgrades.

Town Manager Sheehan confirmed the Health Director requested reallocation of \$36,000 be allotted to Per Diem Nursing Services. He explained that ventilation upgrades at LSRHS had been completed and the unexpended balance of \$32,381.00 could be redirected.

Vice-Chair Carty stated that in consideration of ARPA funding time restraints and possible unspent allocations, an ARPA update should be scheduled as soon as possible. Board Member Russo stressed that such considerations should be viewed as a priority.

Vice-Chair Carty motioned to reallocate \$36,000.00 from Mental Health Counselor Services to Per Diem Nursing Services and close out the Mental Health Counselor Services allocation; and close out the unexpended balance of \$32,381.00 from LSRHS ventilation upgrades. Board Member Russo seconded the motion.

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

VOTED: To reallocate \$36,000.00 from Mental Health Counselor Services to Per Diem Nursing Services and close out the Mental Health Counselor Services allocation; and close out the unexpended balance of \$32,381.00 from LSRHS ventilation upgrades

Review the Select Board Spring 2024 Newsletter Articles and approve for distribution.

Vice-Chair Carty motioned to approve Select Board Spring 2024 Newsletter Articles as presented, and approve for distribution. Board Member Russo seconded the motion.

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

VOTED: To approve Select Board Spring 2024 Newsletter articles and approve for distribution

Upcoming agenda items

June 11, 2024:

- Select Board Policy recommendations
- Fire Department ambulance fees
- Select Board 2024 Annual reappointments
- Potential DEI discussion

June 25, 2024:

- GHG Emissions Inventory Presentation

Potential Future Items:

- Chair Roberts recommended that Board Members submit any other agenda topic ideas at this time or via email. Board Member Kouchakdjian confirmed she would submit suggested agenda topics via the designated topic form.
- Board Member Russo recommended that ARPA-related topics be included on an upcoming Select Board agenda.

- Board Member Russo suggested that Planning Board Director Adam Burney lead an open space plan discussion with the Board. Chair Roberts commented that she would contact Mr. Burney regarding such presentation.
- Board Member Carty suggested monthly overview of Select Board topics in a KPI-type format. He also recommended that the Board have Select Board appointed committees/commissions provide quarterly updates to the Board, as well as inclusion of SPS/LSRHS civics topics.

Consent Calendar Item #2

2. Vote to accept the resignation of Brenda Erickson from the Council on Aging (COA) and send a thank you letter for her service to the Town.

Board Member Carty asked why Ms. Erickson was resigning from COA. Town Manager Sheehan responded that Ms. Erickson appeared to be resigning due to personal reasons.

Board Member Carty motioned to accept the resignation of Brenda Erickson from the Council on Aging (COA) and send a thank you letter for her service to the Town. Board Member Russo seconded the motion.

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

VOTED: To accept the resignation of Brenda Erickson from the Council on Aging (COA) and send a thank you letter for her service to the Town.

Vice-Chair Carty motioned to close Open Session and enter into Executive Session to conduct strategy session in preparation for negotiations with nonunion personnel and/or to conduct contract negotiations with nonunion personnel, namely the Town Manager, pursuant to General Laws chapter 30A, §21(a)(exception 2).

Also, discuss strategy with respect to potential litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares (Eversource), pursuant to General Laws chapter 30A, §21(a)(3), and not resume Open Session. Board Member Kouchakdjian seconded the motion.

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

VOTED: to close Open Session and enter into Executive Session to conduct strategy session in preparation for negotiations with nonunion personnel and/or to conduct contract negotiations with nonunion personnel, namely the Town Manager, pursuant to General Laws chapter 30A, §21(a)(exception 2).

Also, discuss strategy with respect to potential litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares (Eversource), pursuant to General Laws chapter 30A, §21(a)(3), and not resume Open Session.

There being no further business, Open Session adjourned at 9:10 PM.

SUDBURY SELECT BOARD

TUESDAY MAY 28, 2024

7:00 PM

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

ZOOM Meeting

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

The statutory requirements as to notice having been compiled with, the meeting was convened at 7:00 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: Carty-present, Russo-present, Kouchakdjian-present, Dretler-present, Roberts-present

Opening remarks by Chair

Hoped all had a good restful holiday weekend and were able to reflect on fallen heroes; mentioned she and several other Select Board Members attended the thoughtful Town Celebration commemorating those heroes

Reminded the community on June 9, 2024 from 2:00-4:00 PM the Pride Day Event will be at Curtis Middle School

Reports from Town Manager

Announced the Facilities Condition Assessment study began today with Alpha Facilities Group, who will be taking inventory of all Sudbury buildings with the goal being to better maintain capital assets

Reports from Select Board

Board Member Carty:

Congratulated the Sudbury LSRHS graduating class; wishing them all a safe graduation weekend

Announced the CatchConnect launch event on June 6, 2024 at the Senior Center

Cautioned all to be aware of turtles crossing the streets/roads at this time of year

Board Member Dretler:

Congratulated all Lincoln and Sudbury LSRHS graduates

Board Member Russo:

Recognized the Memorial Day Parade and Ceremony was a most touching event and thanked all participants

Congratulated LSRHS graduates

Acknowledged Marlboro has begun construction upgrading Rte. 20, including installation of granite pavers to be completed in 2025

Board Member Kouchakdjian:

Member Kouchakdjian congratulated the graduating LSRHS students.

Member Kouchakdjian stated that she loved the commemoration of Memorial Day.

Member Kouchakdjian responded to allegations asserted against her for ethics violations by Members Russo and Member Roberts on May 6th prior to Town Meeting and over social media on the political Facebook page One Sudbury.

Member Kouchakdjian stated that she was accused of ethics violations for not recusing herself as it pertains to the gun shop by-law.

Member Kouchakdjian stated that she has previously disclosed at an open public Select Board meeting that her family owns commercial real estate in Natick that is leased to Herb Chambers. After consulting with State Ethics and in the interests of being overly cautious, she has recused herself on matters brought by Herb Chambers to the Select Board.

Member Kouchakdjian stated that she has participated in discussions regarding the matter since the citizen's petition brought to the Select Board in 2023. She stated that she has not recused as the gun shop by-law was not a matter being brought by Herb Chambers. Member Kouchakdjian stated that she was taken aback by the accusations as Members Russo and Roberts had known for quite some time about her disclosure.

Member Kouchakdjian stated that she filed a 23(b)(3) disclosure with the Town Clerk's office to further dispel any notion of impropriety. Member Kouchakdjian stated the disclosure affirms that her family has no financial interest in any property owned by Herb Chambers in Sudbury and that she can be fair and impartial in all matters that come before the Select Board involving Herb Chambers. Member Kouchakdjian stated that she provided a copy of the disclosure to Town Manager Sheehan.

Member Kouchakdjian shared that last week she was one of the judges at the Curtis Civics Fair. She stated that 8th grade students did an incredible job, and congratulated the SPS Administration and all of the teachers who supported the students.

Member Kouchakdjian shared that the LS Civics Fair will take place on Thursday, June 6th from 2:00-3:00 p.m.

Public Comment

Resident Manish Sharma, 77 Colonial Road, stated he recently had a good discussion with Town Manager Sheehan regarding Town auditors' financial records. He noted that Town Manager Sheehan confirmed that nothing unusual was found with those records. Mr. Sharma opined about such records being made available to residents.

Consent Calendar

- 1. Vote to authorize the Town Manager to sign Inter-Municipal Agreement (IMA) amendment for the Regional Housing Services Office (RHSO) to update the FY25 budget effective July 1, 2024. as requested by Liz Rust of RHSO.**
- 2. Vote to accept the resignation of Brenda Erickson from the Council on Aging (COA), and send a thank you letter for her service to the Town.**
- 3. Vote to appoint LSRHS History Teachers Tim Cobbett and Sandy Crawford to the Sudbury 250 Committee, both for a term expiring 9/30/26, as requested by committee chair Radha Gargeya.**
- 4. Vote to accept a \$500 donation from the Guild for Human Services, Inc. to the Commission on Disability, in support of the April 10, 2024 Lisa Drennan event, as requested by Cameron LaHaise, COD chair.**
- 5. Vote to Grant a Special Permit to the Sudbury July 4th Road Race, to hold the "Sudbury July 4th Road Race" on Thursday, July 4, 2024 from 7:00 AM through approximately 12:00 PM, subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the race's conclusion.**

Vice-Chair Carty requested that Consent Calendar 2 be pulled and reviewed by the Board later in the meeting.

Vice-Chair Carty motioned to approve Consent Calendar items 1, 3, 4, and 5, as presented at the Select Board meeting this evening. Board Member Russo seconded the motion.

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

VOTED: To approve Consent Calendar items 1, 3, 4, and 5, as presented at the Select Board meeting this evening.

Discussion and potential vote on liaison and committee membership assignments for 2024-2025

Board Members discussed Select Board liaison and committee membership assignments:

SUDBURY SELECT BOARD

MAY 28, 2024

PAGE 4

<i>Chair Roberts</i>	<i>Vice Chair Carty</i>	<i>Member Dretler</i>	<i>Member Kouchakdjian</i>	<i>Member Russo</i>
Chamber of Commerce	Board of Assessors	Sudbury 250th Committee		Cultural Council
Diversity, Equity, and Inclusion Commission	Goodnow Library Trustees	Board of Health	Capital Improvement Advisory Committee (CIAC)	Design Review Board
Finance Committee	Historical Commission	Rail Trail Advisory Committee	Conservation Commission	Earth Removal Board
Town Manager/Town Departments	Historical Districts Commission		L-S Regional High School	Land Acquisition Review Committee
Town Moderator	Sudbury Public Schools Committee		Park and Recreation Commission	Planning Board
Lincoln Board of Selectmen	Sudbury Water District		Permanent Building Committee	
Town Historian			Sudbury Housing Authority	Zoning Board of Appeals
				Commission on Disability
			Council on Aging	Energy and Sustainability Committee
MEMBER OF COMMITTEE(S):	<i>Vice Chair Carty</i>	<i>Member Dretler</i>	<i>Member Kouchakdjian</i>	<i>Member Russo</i>
Community Preservation Committee (CPC)	M.B.T.A.	Sudbury Housing Trust	M.A.G.I.C.	Local Emergency Planning Committee: CERT/MRC
Housing Production Plan Working Group	Transportation Committee			September 11 Memorial Garden Oversight Committee
	Community Preservation Committee		Policy Subcommittee	
	Policy Subcommittee			

Attachment 14.b: SB_draft1_5.28.24_min.for.review.LK edits 9.23 (6368 : Minutes approval)

Vice-Chair Carty motioned to approve the Sudbury Select Board Liaison and Committee Assignments 2024-2025, as presented on the screen at the Select Board Meeting of May 28, 2024. Board Member Russo seconded the motion.

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

VOTED: To approve the Sudbury Select Board Liaison and Committee Assignments 2024-2025, as presented on the screen at the Select Board Meeting of May 28, 2024

Discussion and vote weather to consolidate election polling locations to one location at the Fairbank Community Center Gym, as requested by Town Clerk Beth Klein.

Present: Town Clerk Beth Klein

Ms. Klein provided a proposal to combine the existing two polling places into one location - the Fairbank Community Center. She provided numerous reasons for the voting consolidation at Fairbank rather than Town Hall:

- Central A/C
- ADA compliance
- Adequate parking including accessibility and better lighting when compared to Town Hall
- Generator in place
- Less Police Detail required
- Saving on election workers' time

Ms. Klein acknowledged a decrease with in-person voting and that early voting would continue to take place at Town Hall.

Vice-Chair Carty motioned to consolidate election polling locations to one location at the Fairbank Community Center Gym, as requested by Town Clerk Beth Klein. Board Member Russo seconded the motion.

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

VOTED: To consolidate election polling locations to one location at the Fairbank Community Center Gym, as requested by Town Clerk Beth Klein

Discussion on After-School Care

Chair Roberts acknowledged that this topic was not included as a Select Board goal at the current time.

Board Member Kouchakdjian opined that it might be time that the Select Board seriously consider this matter, as it was a vital problem for parents and families in the community. She indicated that Town Manager Sheehan would likely not have the time to manage a related after-school care committee, and it could be under the direction of Park & Recreation and a third-party could provide the service.

Vice-Chair Carty commented that he had not heard from many residents regarding this topic and if an RFP was to be considered, more conversation would be necessary before further action could be taken.

Board Member Dretler inquired about School Committee participation and stated the Select Board might not have purview regarding this topic. Chair Roberts commented that the Select Board did not have purview over the School Committee.

Board Member Russo commented about the importance of Town Manager's input, noting that the Select Board would need to be provided with additional information.

Chair Roberts recognized the challenging financial position of the Town at this time.

Town Manager Sheehan addressed the challenges in relation to the proposed child care proposal, including child-care staff, the Sudbury Extended Day (SED) program and Park & Recreation staffing. He expressed concerns about the Town being in this business and mentioned that the Fairbank Center might not necessarily have the space available for such an added programming and that use of ARPA funding would be temporary in this case. Town Manager Sheehan agreed with comments presented by Board Members regarding additional information being necessary before any related decisions were made.

Board Member Kouchakdjian mentioned aspects associated with short-term and long-term solutions, with a primary issue being transportation.

Chair Roberts stated that related conversation would be tabled for now.

Discussion on Select Board office hours

Vice-Chair Carty presented several potential Select Board office hours options. Board Members agreed to consider options presented to vote on a Select Board office hours schedule at an upcoming Select Board meeting. Members agreed that Wednesdays and Thursdays would work best.

ARPA: Move to reallocate \$36,000.00 from Mental Health Counselor Services to Per Diem Nursing Services and close out the Mental Health Counselor Services allocation; and close out the unexpended balance of \$32,381.00 from LSRHS ventilation upgrades.

Town Manager Sheehan confirmed the Health Director requested reallocation of \$36,000 be allotted to Per Diem Nursing Services. He explained that ventilation upgrades at LSRHS had been completed and the unexpended balance of \$32,381.00 could be redirected.

Vice-Chair Carty stated that in consideration of ARPA funding time restraints and possible unspent allocations, an ARPA update should be scheduled as soon as possible. Board Member Russo stressed that such considerations should be viewed as a priority.

Vice-Chair Carty motioned to reallocate \$36,000.00 from Mental Health Counselor Services to Per Diem Nursing Services and close out the Mental Health Counselor Services allocation; and close out the unexpended balance of \$32,381.00 from LSRHS ventilation upgrades. Board Member Russo seconded the motion.

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

VOTED: To reallocate \$36,000.00 from Mental Health Counselor Services to Per Diem Nursing Services and close out the Mental Health Counselor Services allocation; and close out the unexpended balance of \$32,381.00 from LSRHS ventilation upgrades

Review the Select Board Spring 2024 Newsletter Articles and approve for distribution.

Vice-Chair Carty motioned to approve Select Board Spring 2024 Newsletter Articles as presented, and approve for distribution. Board Member Russo seconded the motion.

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

VOTED: To approve Select Board Spring 2024 Newsletter articles and approve for distribution

Upcoming agenda items**June 11, 2024:**

- Select Board Policy recommendations
- Fire Department ambulance fees
- Select Board 2024 Annual reappointments
- Potential DEI discussion

June 25, 2024:

- GHG Emissions Inventory Presentation

Potential Future Items:

- Chair Roberts recommended that Board Members submit any other agenda topic ideas at this time or via email. Board Member Kouchakdjian confirmed she would submit suggested agenda topics via the designated topic form.
- Board Member Russo recommended that ARPA-related topics be included on an upcoming Select Board agenda.
- Board Member Russo suggested that Planning Board Director Adam Burney lead an open space plan discussion with the Board. Chair Roberts commented that she would contact Mr. Burney regarding such presentation.
- Board Member Carty suggested monthly overview of Select Board topics in a KPI-type format. He also recommended that the Board have Select Board appointed committees/commissions provide quarterly updates to the Board, as well as inclusion of SPS/LSRHS civics topics.

Consent Calendar Item #2**2. Vote to accept the resignation of Brenda Erickson from the Council on Aging (COA) and send a thank you letter for her service to the Town.**

Board Member Carty asked why Ms. Erickson was resigning from COA. Town Manager Sheehan responded that Ms. Erickson appeared to be resigning due to personal reasons.

Board Member Carty motioned to accept the resignation of Brenda Erickson from the Council on Aging (COA) and send a thank you letter for her service to the Town. Board Member Russo seconded the motion.

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

VOTED: To accept the resignation of Brenda Erickson from the Council on Aging (COA) and send a thank you letter for her service to the Town.

Vice-Chair Carty motioned to close Open Session and enter into Executive Session to conduct strategy session in preparation for negotiations with nonunion personnel and/or to conduct contract negotiations with nonunion personnel, namely the Town Manager, pursuant to General Laws chapter 30A, §21(a)(exception 2).

Also, discuss strategy with respect to potential litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares (Eversource), pursuant to General Laws chapter 30A, §21(a)(3), and not resume Open Session. Board Member Kouchakdjian seconded the motion.

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

VOTED: to close Open Session and enter into Executive Session to conduct strategy session in preparation for negotiations with nonunion personnel and/or to conduct contract negotiations with nonunion personnel, namely the Town Manager, pursuant to General Laws chapter 30A, §21(a)(exception 2).

Also, discuss strategy with respect to potential litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares (Eversource), pursuant to General Laws chapter 30A, §21(a)(3), and not resume Open Session.

There being no further business, Open Session adjourned at 9:10 PM.

SUDBURY SELECT BOARD

TUESDAY AUGUST 13, 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, 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.

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.

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

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).

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.

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

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

7. 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.

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.

8. 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.



SUDBURY SELECT BOARD

Tuesday, September 24, 2024

MISCELLANEOUS (UNTIMED)**15: 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

09/24/2024 7:00 PM

POTENTIAL UPCOMING AGENDA ITEMS/MEETINGS

MEETING/EVENT	DESCRIPTION
October 8	Fall Newsletter Topics discussion
	ARPA update
	Code of Conduct Policy
	Sign Presidential Election Warrant
October 22	Annual Sudbury Access Corp (SAC) update
November/December	Annual Tax Classification Hearing
	Annual License Renewals
Future items/date to be determined	Remote Meeting Policy
	Financial Policy update
	Policy Subcommittee update
	Economic Development Goal update
	ARPA update (every meeting through Dec. 2024)
	ADA transition plan
	Town Manager goals
	Curtis Middle School civics projects
	Transportation update
	Potential ATM 2025 Warrant articles
	Housing Production Plan Update (check with Adam)
	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.
	Historical Commission follow-up re: Tercentenary Markers – discuss in late fall/winter
	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
	Mass Central Rail Trail: update on hand-off of the Eversource transmission line project to DCR for construction of MCRT

Attachment 15.a: Upcoming agenda.items 09.24.24 (6291 : Upcoming agenda items)