

SUDBURY SELECT BOARD

TUESDAY AUGUST 27, 2024

6:30 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 Janie Dretler, Select Board Member Charles Russo, Town Manager Andrew Sheehan

The statutory requirements as to notice having been compiled with, the meeting was convened at 6:33 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, Kouchakdjian-present, Dretler-present, Roberts-present

Vote to immediately enter Executive Session to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares, pursuant to General Laws chapter 30A, §21(a) (exception 3)

Vice-Chair Carty motioned to immediately enter Executive Session to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares, pursuant to General Laws chapter 30A, §21(a) (exception 3), and enter back into Open Session on or after 7:15 PM. Board Member Kouchakdjian seconded the motion.

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

VOTED: To immediately enter Executive Session to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares, pursuant to General Laws chapter 30A, §21(a) (exception 3), and enter back into Open Session on or after 7:15 PM

Vice-Chair Carty motioned to re-open the Open Session meeting of the Select Board on Tuesday, August 27, 2024. Board Member Kouchakdjian seconded the motion.

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

VOTED: To re-open the Open Session meeting of the Select Board on Tuesday, August 27, 2024.

At 7:25 PM, Chair Roberts announced the recording of the meeting and other procedural aspects included in the meeting. She recognized the presence of Board Members: Carty-present, Kouchakdjian-present, Russo-present, Dretler-present, Roberts-present

Opening remarks by Chair

- Sudbury Public Schools opens for the new school year tomorrow
- Sudbury EEE risk has been elevated to “moderate;” she recommended everyone take all necessary precautions

Reports from Town Manager

- The Attorney General approved the bylaws passed at Annual Town Meeting in May, including the MBTA Communities Bylaw and the Town is proceeding with MBTA Communities certification
- Jeff Nutting began employment as Sudbury’s Acting Interim DPW Director; the Town is actively recruiting for a permanent DPW Director.
- Thanked Denise Barter for helping to keep the Sudbury DPW running and assisting Mr. Nutting get acclimated

Reports from Select Board

Vice-Chair Dan Carty

- At last Friday’s Transportation Committee session, MWRTA (MetroWest Regional Transit Authority) Executive Director Jim Nee stated that “CatchConnect is wildly exceeding expectations”
- The Town hospital shuttle program has been launched and both the CatchConnect and the hospital shuttle program will continue to have free fares due to State funding to the end of June, 2025
- In consideration of replacement of Haynes and Curtis school roofs, the MSBA (MA School Building Authority) will visit the schools
- The pay phone previously located on the L-SRHS parking lot has been replaced by four electric vehicle charging stations
- Cautioned all drivers to slow down with the opening of school tomorrow and increased traffic
- Announced he and Board Member Kouchakdjian will conduct Select Board Office Hours tomorrow at Noon; Town Manager Sheehan will conduct Town Manager Office Hours at 1:00 PM Thursday, August 29

Board Member Kouchakdjian

- Stressed the Town’s elevated EEE status and urged all to take necessary precautions; she mentioned the EEE case five years ago
- Told drivers to slow down tomorrow in light of increased vehicles traffic and students walking and biking to school, especially around the intersection of Peakham and Hudson Roads
- Announced “Voices of Hope,” overdose awareness event sponsored by the Sudbury Health Department to be held on Thursday, September 5, 2024 at the Grange Hall from 5:00 PM to 7:00 PM

Board Member Dretler

- Announced the Senior Flu Clinic will take place on September 5, 2024 at the Fairbank Community Center
- She noted that the “Voices of Hope” presentation will begin before the Select Board meeting on September 5th
- Wished good luck to all with the first day of school tomorrow

Board Member Russo

- Recommended that students use bug spray and other mentioned precautions when participating in after school activities

Public comments

Resident Julian Buchynski, 221 Goodman's Hill Road, wanted to know the plan going forward regarding the heavy truck traffic on Goodman's Hill Road.

Consent Calendar

3. Vote to approve the disposal of obsolete SAC (Sudbury Access Corp) equipment as requested by Jeff Winston of Sudbury TV.

4. Vote to accept the Massachusetts Executive Office of Energy and Environmental Affairs Municipal Vulnerability Preparedness Action Grant of up to \$92,500 for the Locally Grown Sudbury project and to authorize the Town Manager to enter into contracts associated with said grant with the Commonwealth of Massachusetts, as requested by Dani Marini-King, Sustainability Coordinator.

5. Vote to authorize the Town Manager sign the final Inter-Municipal Agreement Regarding the Regional Substance Use Coordinator, as requested by Vivan Zeng, Health Director.

Vice-Chair Carty motioned to approve Consent Calendar Items 3, 4, and 5, as presented in the Select Board packet of 8/27/24. Board Member Kouchakdjian seconded the motion.

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

VOTED: To approve Consent Calendar Items 3, 4, and 5, as presented in the Select Board packet of 8/27/24

Miscellaneous

Interview applicants for the Diversity, Equity, and Inclusion Commission (DEI). Following interviews, vote whether to appoint Safa Khan, Eric Wolf, and Roebi Biberstain to the DEI Commission for staggered terms ending 5/31/25, 5/31/26 and 5/31/27

Present: Safa Khan, 6 Kendra Drive; Eric Wolf, 123 Dakin Road; Roebi Biberstein, 22 Saxony Drive

Chair Reports confirmed that one DEI applicant would be voted to be on the DEI Commission at this meeting.

Safa Khan

Ms. Khan introduced herself and commented that she came from India, has been living in the US for more than ten years, and enjoys speaking to people of various cultures. She stressed that fairness was key and she hoped to be able to help others; celebrate cultural celebrations/international nights in Sudbury throughout Town.

Ms. Khan acknowledged that she has worked with the Goodnow Library staff with children's events and has participated in other community events.

Eric Wolf

Mr. Wolf introduced himself, noting that he came from the South and has been a Pastor at St. Johns since 2020 with focus on racism, youth leadership and has acted as spokesman for the LGBTQ communities. He noted that part of his mission involves finding ways to bring conversations together and not be afraid to talk openly. Mr. Wolf mentioned his involvement with the New England Senate anti-racism group. Mr. Wolf stated that he has attended several Sudbury DEI meetings and recognized a need that he could fill on that Commission.

Roebi Biberstein

Mr. Biberstein introduced himself and confirmed he had lived in Sudbury with his young family for approximately a year. Mr. Biberstein confirmed he is Jewish, and his wife is not; he stressed the importance of humanity and everyone learning to live in harmony despite cultural, religious, gender differences. He stressed the importance of being involved in shared and open dialogue. Mr. Biberstein confirmed he has been involved in coaching sports groups.

Vice-Chair Carty motioned to appoint Safa Kahn to the DEI Commission for term ending May 31, 2027. Board Member Kouchakdjian seconded the motion.

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

VOTED: To appoint Safa Kahn to the DEI Commission for term ending May 31, 2027

Chair Roberts hoped to be able to speak with Mr. Wolf regarding DEI participation as an advisory clergy member.

Vote to sign a Proclamation recognizing August 31, 2024 as Overdose Awareness Day, as requested by Health Director Vivian Zeng, on behalf of the Sudbury Board of Health

Present: Carol Bradford, Sudbury Board of Health; Kirstin Wilcox, Sudbury Social Worker

Ms. Wilcox mentioned that to date, there have been some 301 overdose deaths in the Middlesex community. She stressed that compassion regarding this issue is very important, and addiction does not discriminate. Ms. Wilcox explained that awareness and resources will be presented at the related event.

Board Members thanked Ms. Bradford, Health Director Vivian Zeng and Ms. Wilcox for advancing the flag display in Town and creating the Overdose Awareness Day.

Board Member Dretler motioned to sign a Proclamation recognizing August 31, 2024 as Overdose Awareness Day, as requested by Health Director Vivian Zeng, on behalf of the Sudbury Board of Health. Board Member Kouchakdjian seconded the motion.

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

VOTED: To sign a Proclamation recognizing August 31, 2024 as Overdose Awareness Day, as requested by Health Director Vivian Zeng, on behalf of the Sudbury Board of Health

Interview candidate for Conservation Commission. Following interview, vote whether to appoint Harry Hoffman as an associate member of the Conservation Commission for a term to expire 5/31/27

Present: Harry Hoffman, 303 Boston Post Road

Mr. Hoffman introduced himself and confirmed that he continues to work on improving the environment and enjoys all facets of nature with his family. He addressed the important influence of global warming.

Vice-Chair Carty motioned to ratify Town Manager Sheehan's appointment of Harry Hoffman as an associate member of the Conservation Commission for a term to expire 5/31/27. Board Member Kouchakdjian seconded the motion.

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

VOTED: To ratify Town Manager Sheehan's appointment of Harry Hoffman as an associate member of the Conservation Commission for a term to expire 5/31/27

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)

Town Manager Sheehan provided update regarding ARPA allocations, expenditures, and an undedicated amount of \$191,379.00 (excluding amounts of \$19,000.00 and \$12,000.00 for expected release).

Discussion and vote to allocate \$73,000 of ARPA funds for HVAC projects at Haynes and Curtis schools, to be expended under the direction of the Combined Facilities Director

Present: Sandra Duran, Combined Facilities Director; Brad Crozier, SPS Superintendent

Ms. Duran presented PowerPoint Slides - "Curtis and Haynes Roof Top Unit ARPA Request;" related FY23 and FY24 Town Meeting Articles – "Schools HVAC/Heating Repairs & Replacements." She presented associated project timelines.

Board Members posed related questions to Facilities Director Duran and Superintendent Crozier, and requested a clearer financial breakdown (listing) to include exactly where funding sources would be coming from.

Chair Roberts inquired about retrofitting school HVAC heating and A/C equipment. Combined Facilities Director Duran responded that retrofitting of the systems would likely be effective for 15 years, which would provide sufficient time to consider new equipment when the time is presented.

Vice-Chair Carty asked why amount in agenda was \$73,000 when \$100,000 was needed. Board Member Russo motioned to allocate \$100,000.00 of ARPA funding to Sudbury School projects as discussed this evening, subject to any excess funds being returned to the ARPA fund or to the Combined Facilities Director. Board Member Kouchakdjian seconded the motion.

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

VOTED: To allocate \$100,000.00 of ARPA funding to Sudbury School projects as discussed, this evening, subject to any access funds being returned to the ARPA fund or to the Combined Facilities Director

Update on 2024 Select Board goal #1 to develop a long-term comprehensive plan to fund and manage the operating and capital budgets

Town Manager Sheehan presented the “Select Board 2024 Goal 1 Update” PowerPoint topic outline, which included:

Goal 1: To Develop and maintain a sustainable budget.

Context: Reviewed Revenue: property taxes, local receipts, State Aid to Cities and Towns, Other Available Funds

Context: Reviewed Expenditures – SPS, L-SRHS, Municipal, Unclassified expenditures for FY25 and FY20.

Challenges: Reviewed maintaining existing services, address identified needs, take care of employees, take care of tangible assets – buildings, road infrastructure; Transfer maintenance items from the capital to operating budgets

Town Manager Sheehan explained the challenges presented were statewide.

Possible Solutions: Budget integrity, disciplined approach, consider short and long-term implications of decisions, maximize non-property tax revenues, evaluate programs. An operating override may be necessary to avoid reducing desired services.

Where to Start: Slow down, be willing to make and defend hard decisions, identify and eliminate inefficient practices, put everything on the table.

Recommendations: Explore non-property tax revenue sources (fees); Take advantage of State-provided options (Municipal Empowerment Act); Outsource/privatize/regionalize functions; automate functions; eliminate or restructure programs; establish new enterprise funds if appropriate; insist that enterprise funds be self-supporting – no GF subsidy; consider all funding requests within the context of the capital and operating budgets, request the Division of Local Services (DLS) perform Financial Management Review; Pension Stabilization fund in anticipation of potential Middlesex County Retirement System funding shortfall, OPEB: Continue level funding of OPEB contributions, Promote economic development; Consider how Town Meeting and the Town Meeting process improves the Town’s financial sustainability; Consider how the charter, bylaws, policies, and traditions impact Town’s financial sustainability.

Board Members agreed to study the topics presented and to follow-up at the next meeting.

Upcoming agenda items:

9/5/24 Meeting

- Select Board Goal Setting

9/10/24 Meeting

- Legislative Presentation/updates
- Financial Goal discussion to be continued

Adjourn:

Board Member Carty motioned to adjourn and not go back into Executive Session, which was recessed earlier this evening. Board Member Kouchakdjian seconded the motion.

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

VOTED: To adjourn and not enter into Executive Session, which was recessed earlier this evening.

There being no further business, the meeting ended at 10:40 PM.

SB Meeting 8/27/24 - Documents & Exhibits

3. Vote to approve the disposal of obsolete SAC (Sudbury Access Corp) equipment as requested by Jeff Winston of Sudbury TV.

Attachments:

3.a SAC_AssetsToBeDisposed_2024-08-13

5. Vote to authorize the Town Manager sign the final Inter-Municipal Agreement Regarding the Regional Substance Use Coordinator, as requested by Vivan Zeng, Health Director.

Attachments:

5.a KP-#923840-v2-
SUDB_IMA_Concord_Regional_Substance_Abuse_Coordinator(1605628_2)

6. Interview applicants for the Diversity, Equity, and Inclusion Commission (DEI). Following interviews, vote whether to appoint Safa Khan, Eric Wolf, and Roebi Biberstain to the DEI Commission for staggered terms ending 5/31/25, 5/31/26 and 5/31/27.

Attachments:

6.a Wolf_Eric_redacted
6.b Safa Khan 2024_DEI_redacted
6.c sk_resume_khan_ne.red
6.d Roei Biberstain_2024_redacted

7. Vote to sign a Proclamation recognizing August 31, 2024 as Overdose Awareness Day, as requested by Health Director Vivian Zeng, on behalf of the Sudbury Board of Health.

Attachments:

7.a Proclamation Overdose Awareness
7.b Proclamation Request Form - Overdose Awareness Day

8. Interview candidate for Conservation Commission. Following interview, vote whether to appoint Harry Hoffman as an associate member of the Conservation Commission for a term to expire 5/31/27.

Attachments:

8.a Harry Hoffman - Associate Member
8.b Harry Hoffman 06.22.24.red

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

Attachments:

9.a ARPA Status 08-27-24

10. Discussion and vote to allocate \$73,000 of ARPA funds for HVAC projects at Haynes and Curtis schools, to be expended under the direction of the Combined Facilities Director.

Attachments:

10.a ARPA for HVAC Project (1)
10.b Aalanco_Bid Package_School RTU Replacements_4.2.24

12. Upcoming agenda items

Attachments:

12.a Upcoming agenda.items 8.27.24