



SUDBURY SELECT BOARD
TUESDAY OCTOBER 22, 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.		VOTE	Vote to Grant a Special Permit to SMILE Mass, to Hold the “Gobble Wobble for SMILE MASS” on Saturday, November 23, 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.
MISCELLANEOUS			
2.		VOTE	Discussion and question of voting to accept Sudbury Access Corp (SAC) FY24 Financial and Operating Reports as required by their contract. In attendance will be Lynn Puorro, SudburyTV Executive Director and Jeff Winston of SAC.
3.			Public disclosure of memoranda of agreement to collective bargaining agreements reached with the Sudbury Police Sergeants Union, MCOP Local 307A and the Sudbury Police Lieutenants, NEPBO Local 197; terms of both will be available on the Town’s website, under the Documents section of the Human Resources Department (no vote required)
4.		VOTE	Code of Conduct policy discussion and possible vote
5.			Town Forum discussion
6.		VOTE	Discussion and possible vote authorizing the Town Manager to request the Division of Local Services (DLS) undertake a Financial Management Review
7.		VOTE	Vote to accept the following expenditure limits for the Town Trust Funds for Fiscal Year 2025: Goodnow Library \$35,000; Rhodes

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
			Memorial \$500; Lydia Raymond \$200; Forrest Bradshaw \$100; Cheri-Anne Cavanaugh \$1,000; Raymond Scholarship \$1,000; Discretionary/Charity \$4,500; Sept. 11 Memorial \$2,000; Perpetual Care \$70,000, for a total of \$114,300, as requested by Victor Garofalo, Finance Director.
8.			ARPA update
9.		<i>VOTE</i>	Vote to review and possibly approve open session minutes of 9/10/24.
10.			Upcoming agenda items
EXECUTIVE SESSION			
11.		<i>VOTE</i>	Vote to close Open Session and enter Executive Session to discuss strategy with respect to collective bargaining or litigation 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).
12.		<i>VOTE</i>	Close Exec Session and not resume Open Session

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

**SUDBURY SELECT BOARD**

Tuesday, October 22, 2024

CONSENT CALENDAR ITEM**1: SMILE Mass Gobble Wobble 2024****REQUESTOR SECTION**

Date of request:

Requestor: Susan Brown, SMILE Mass

Formal Title: Vote to Grant a Special Permit to SMILE Mass, to Hold the “Gobble Wobble for SMILE MASS” on Saturday, November 23, 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 SMILE Mass, to Hold the “Gobble Wobble for SMILE MASS” on Saturday, November 23, 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:

Financial impact expected:N/A

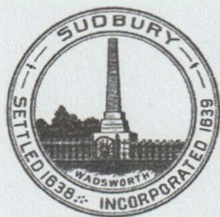
Approximate agenda time requested:

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

10/22/2024 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.

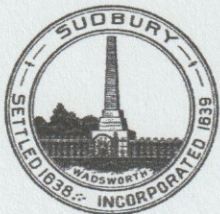
Organization Name SMILE Mass
Event Name 11th Annual Gobble Wobble Road Race
Organization Address 66 Dudley Road
Name of contact person in charge Susan Brown/Lotte Diomede
Telephone Number(s) of contact [REDACTED] (cell) [REDACTED]
Email address [REDACTED]
Date of event November 23, 2024 Rain Date n/a
Starting time 10:00am Ending time 12:00pm
Route of the race/relay and portion of the road requested to be used (please indicate on map and attach to this application) attached
Anticipated number of participants 200
Assembly area (enclose written permission of owner if private property to be used for assembly) Curt is Middle School
Organization that proceeds will go to SMILE Mass
Any other important information we will hire police detail and tell runners to utilize sidewalks

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 10/1/24

**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:

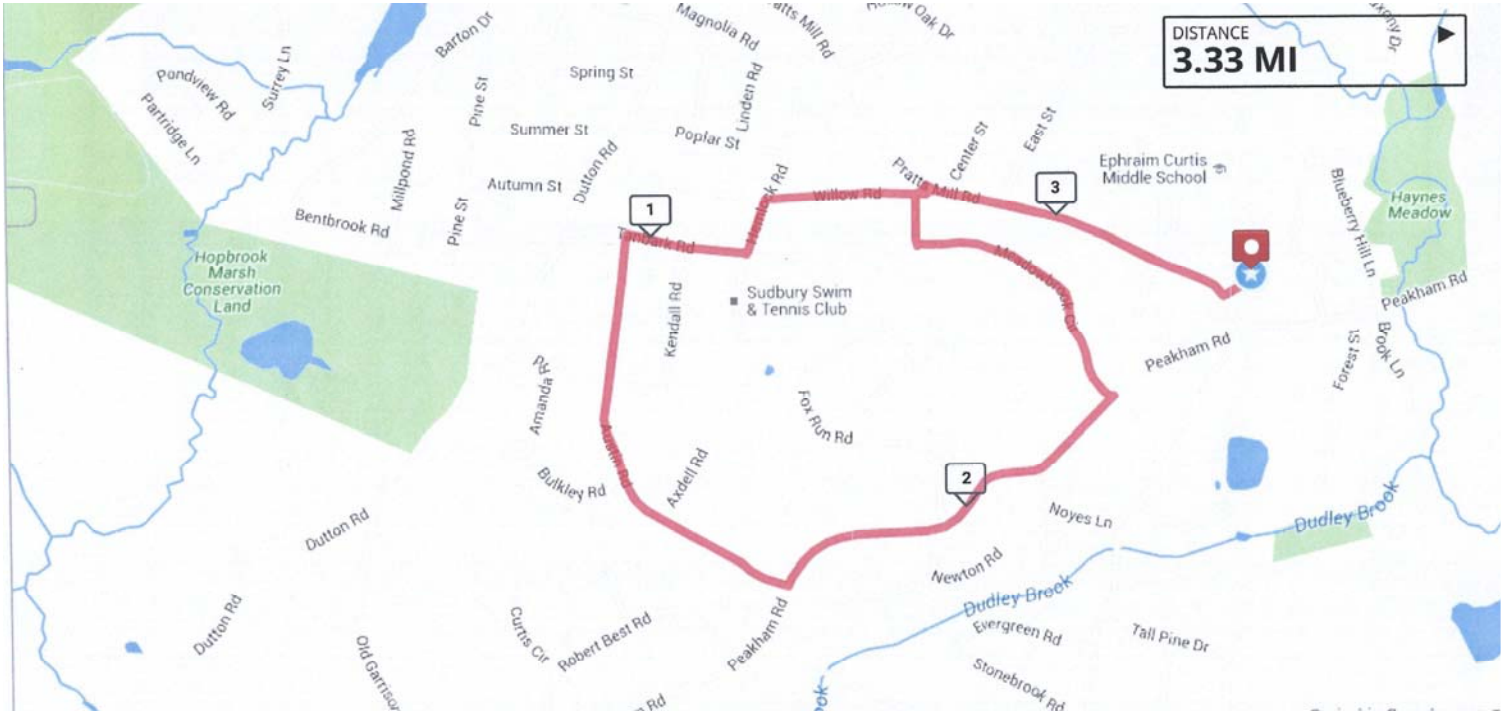
Office of Select Board

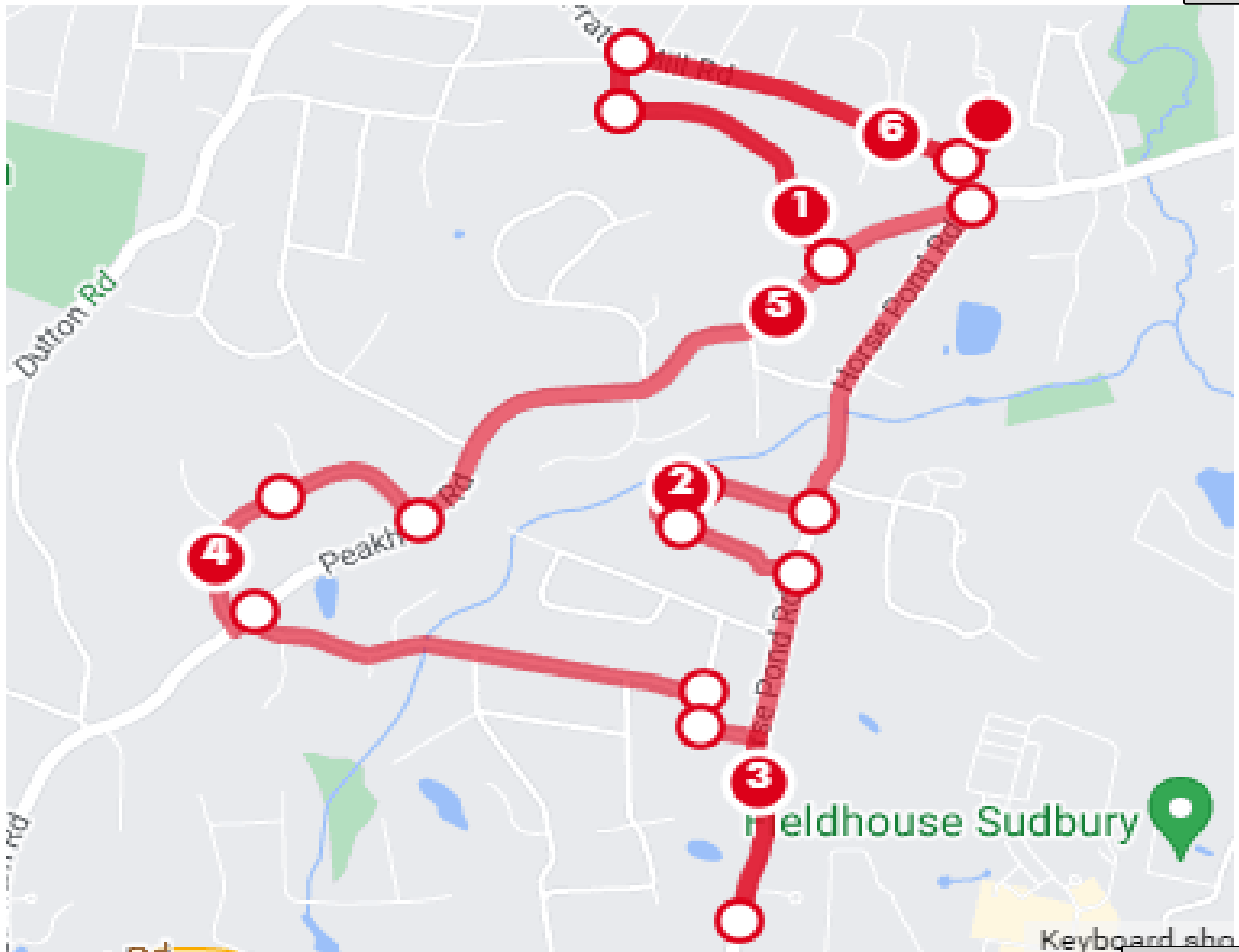
278 Old Sudbury Rd.

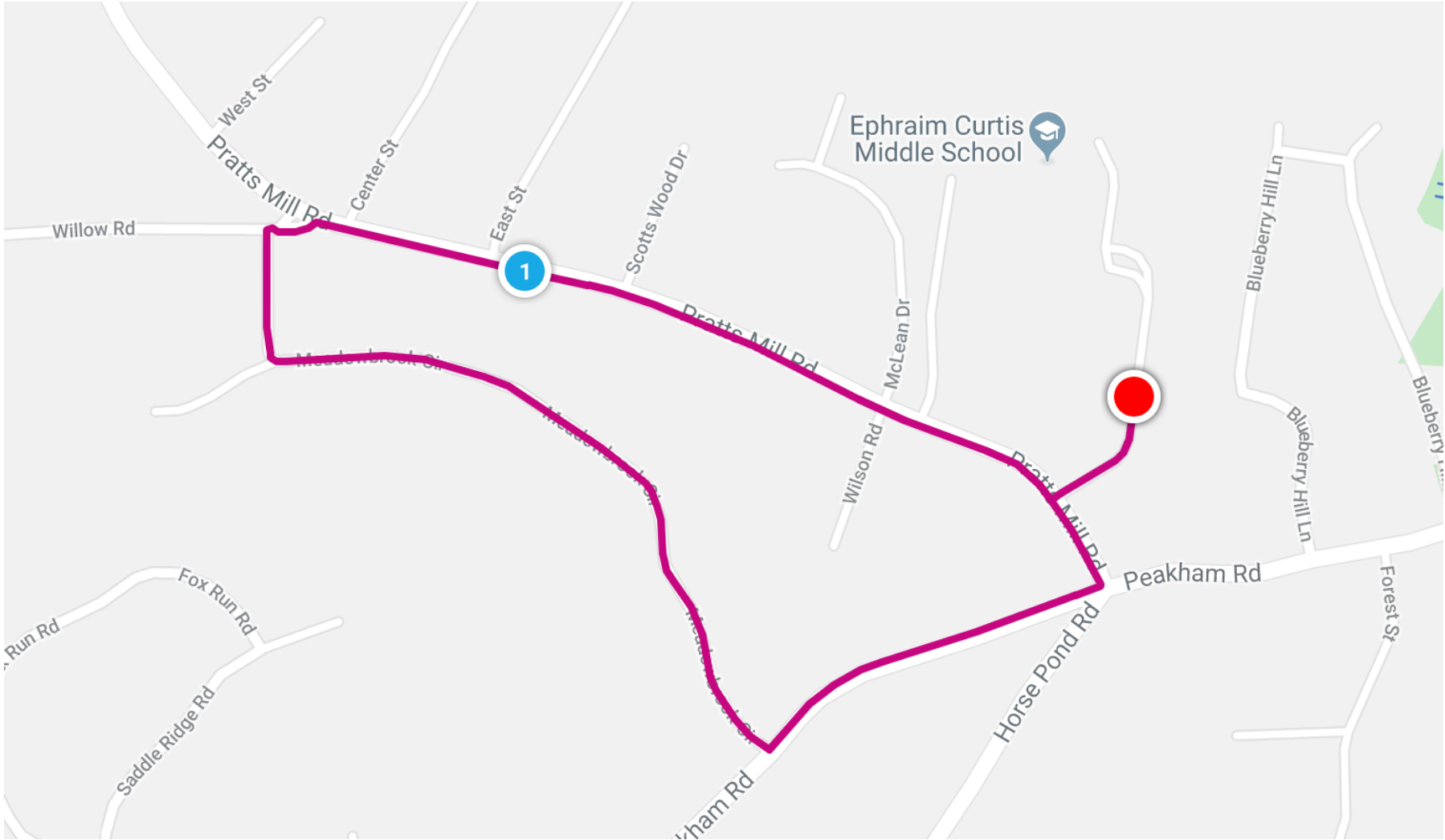
Sudbury, MA 01776

Fax: 978-443-0756

Email: SBadmin@sudbury.ma.us







1.4 MILE WALK

2024 SMILE Mass “Gobble Wobble”

Saturday, November 23, 2024

Department Feedback

Department	Staff	Date	Comments
Fire Department	Chief Whalen	10/2/24	The Fire Department has no issue with this application.
Highway Department	Jeff Nutting	10/2/24	We are good with the event as long as the DPW has no involvement.
Park & Recreation	Dennis Mannone	10/3/24	Should be fine
Police Department	Chief Nix	10/2/24	Police Department is good with the event continuing as long as previous protocols are followed.

**SUDBURY SELECT BOARD**

Tuesday, October 22, 2024

MISCELLANEOUS (UNTIMED)**2: Annual SAC update****REQUESTOR SECTION**

Date of request:

Requestor: Jeff Winston, SAC

Formal Title: Discussion and question of voting to accept Sudbury Access Corp (SAC) FY24 Financial and Operating Reports as required by their contract. In attendance will be Lynn Puorro, SudburyTV Executive Director and Jeff Winston of SAC.

Recommendations/Suggested Motion/Vote: Discussion and question of voting to accept Sudbury Access Corp (SAC) FY24 Financial and Operating Reports as required by their contract. In attendance will be Lynn Puorro, SudburyTV Executive Director and Jeff Winston of SAC.

Background Information:

Financial impact expected:

Approximate agenda time requested: 20 minutes

Representative(s) expected to attend meeting:

Review:

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

10/22/2024 7:00 PM

S U D B U R Y A C C E S S C O R P
FY 2024 Financial & Operating Reports
October 16, 2024

For the just-completed year FY2024 (7/1/2023 – 6/30/2024):

- 1) Notable accomplishments: See next page.
- 2) Quarterly/Annual Financials: See attached.
- 3) Results of Fundraising: Currently SAC does no fundraising.
- 4) Statistics on number of residents trained, number of hours of public programming: See attached Annual Programming Report.
- 5) Number of hours by type of programming: See attached Annual Programming Report.
- 6) Filed Corporation Annual Report, MA Form PC (including Auditors' report and Federal Form 990) are all in process and will be provided within 30 days. Asset Inventory attached.
- 7) Summary of VOD viewing stats. See attached.

For the upcoming year FY2025:

- 1) Budget: See attached.
- 2) List of operating equipment to be replaced in FY 2025:
 - Portable Intercom System
 - Master Recorders in the studio and Town Hall systems
- 3) Long-range Capital Replacement Plan: See attached
- 4) Fundraising Targets: SAC plans no fundraising in FY 2025.
- 5) Programming plans: In FY 2025, SAC plans to
 - Continue to provide Sudbury municipal meeting coverage
 - Continue to produce and introduce new programming highlighting the Sudbury community
 - Continue to provide coverage of LS music and sports teams
- 6) Plans for expanding existing services and adding new services
 - None planned
- 7) Plans for infrastructure upgrades in FY 2025:
 - None planned
- 8) Plans for expanding training capabilities:
 - SudburyTV offers a variety of training courses to the community. Courses are held on weekday evenings and may be scheduled on an individual or group basis.

Notable FY2024 Accomplishments:

- Sudbury TV has continued to provide coverage of town events, relying on the outstanding creativity and flexibility of its staff to cope with the new and changing requirements and limitations.
- In FY24, SudburyTV covered a total of 469 programs including 36 public events, 27 educational events, 47 sports games, and 359 municipal meetings. This represents an overall average of 39 programs covered per month. All are accessible on SudburyTV's Video On Demand service.
- SudburyTV continued to support the LS TV Club and enlisted their members to provide coverage of a wide variety of LS Sports and concerts, most broadcast live.
- SudburyTV is continuing to produce the series "Global Village" hosted by Sudbury resident, Soterios Zoulas. The program invites guests ranging from authors and musicians to community and religious leaders from Sudbury and nearby communities.
- SudburyTV worked with the League of Women Voters of Sudbury to produce candidate forums for the SPS School Committee and Uncontested races for the March 2024 local election, and for the 13th Middlesex state representative seat for the Nov. 5 election
- SudburyTV worked with the State Historical Records Advisory Board (SHRAB) Roving Archivist to assess SudburyTV's collection, determine the best process to preserve the collection, consider options of online services to upload the library to in order to provide permanent free online access to SudburyTV's extensive media collection, and identify resources to assist with the project. The archivist provided a report with recommendations for moving forward with this ongoing project.
- SudburyTV continued to expand coverage of municipal committees in FY2023, adding regular coverage of
 - Sudbury 250 Committee

Current Meeting Coverage by SudburyTV

Board/ Committee	Broadcast Live	Recorded for Replay	Posted On-Demand on Sudburytv.org	Agenda Indexed On-Demand
Select Board	Yes	Yes	Yes	Yes
Select Board Policies Subcommittee	No	Yes	Yes	Yes
Board of Health	No	Yes	Yes	Yes
Capital Night Joint SSB, Fin Com, CIAC	Yes	Yes	Yes	Yes
Capital Improvement Advisory Committee	No	Yes	Yes	Yes
Commission on Disability	No	Yes	Yes	Yes
Community Preservation Committee	Some	Yes	Yes	Yes
Conservation Commission	No	Yes	Yes	Yes
Council on Aging	No	Yes	Yes	Yes
Diversity, Equity, and Inclusion Commission	No	Yes	Yes	Yes
Earth Removal Board	No	Yes	Yes	Yes
Energy and Sustainability Committee	No	Yes	Yes	Yes
Finance Committee	Yes	Yes	Yes	Yes
Goodnow Library Trustees	No	Yes	Yes	Yes
Historic Districts Commission	No	Yes	Yes	Yes
Historical Commission	No	Yes	Yes	Yes
Land Acquisition Review Committee	No	Yes	Yes	Yes
Lincoln-Sudbury School Committee	Yes	Yes	Yes	Yes
Park and Recreation Commission	No	Yes	Yes	Yes
Permanent Building Committee	No	Yes	Yes	Yes
Planning Board	No	Yes	Yes	Yes
Rail Trails Advisory Committee	No	Yes	Yes	Yes
Sudbury 250 Committee (NEW)	No	Yes	Yes	Yes
Sudbury Housing Trust	No	Yes	Yes	Yes
Sudbury Housing Trust – Nobscot Subcommittee	No	Yes	Yes	Yes
Sudbury Public School Committee	Yes	Yes	Yes	Yes
Transportation Committee	No	Yes	Yes	Yes
Town Meeting	Yes	Yes	Yes	Yes
Zoning Board of Appeals	No	Yes	Yes	Yes

- Coverage of the above boards/committees includes regularly scheduled meetings
- We will cover any one/all meetings for any board/committee as requested
- No current plans to expand regular meeting coverage without request by a particular board

Community Programs Regularly Covered

- League of Women Voters Forums
- Senior Center Programs
- Sudbury Savoyards
- Community Concerts including LS Civic Orchestra and Sudbury Valley New Horizons Music

Major Public Events Covered

- Sudbury Annual Town Forum
- Sudbury Holiday and Earth Day celebrations
- League of Women Voters Candidates' Forums
- Health Department events
- Sudbury Fourth of July Parade

Major Educational Events Covered

- LS Varsity Sports
- LS and Curtis Music Performances
- MLK Assembly
- SEPAC Presentations
- SPS Parent Forums
- LS Graduation
- Curtis Middle School Moving-On Ceremonies

FY 2024 SAC Annual Financial and Operating Reports, 10/16/2024, Page 5

Range: Sat Jul 1, 2023 through Sun Jun 30, 2024
12 months, 4987 viewers, 1082 programs

By Month (All Viewing)

Month	View Time HH:MM	Viewers
Jun. 2023:	352:35	296
Jul. 2023:	233:16	254
Aug. 2023:	288:45	260
Sep. 2023:	532:41	478
Oct. 2023:	717:00	541
Nov. 2023:	512:42	405
Dec. 2023:	558:03	494
Jan. 2024:	706:16	734
Feb. 2024:	584:59	645
Mar. 2024:	500:13	769
Apr. 2024:	320:46	363
May. 2024:	857:00	704
Jun. 2024:	613:39	797

Total Viewing: 144.87 days

By Hour of Day (1/1/24 - 6/30/24)

Hour	View Time HH:MM	Viewers
8 AM:	111:41	189
9 AM:	148:28	240
10 AM:	172:16	274
11 AM:	168:55	289
12 PM:	149:39	274
1 PM:	172:12	291
2 PM:	201:42	357
3 PM:	228:46	456
4 PM:	258:29	493
5 PM:	268:04	469
6 PM:	248:42	521
7 PM:	451:59	692
8 PM:	598:41	798
9 PM:	525:42	746
10 PM:	426:55	522
11 PM:	284:44	331

By Viewers

1060 Viewers watched for 1 - 5 minutes
619 Viewers watched for 5 - 10 minutes
1173 Viewers watched for 10 - 30 minutes
752 Viewers watched for 30 - 60 minutes
1383 Viewers watched for 60+ minutes

4700 Viewers watched 1 - 5 programs
175 Viewers watched 5 - 10 programs
112 Viewers watched 10+ programs

Livestream Viewing

	HH:MM	Viewers
P/G Channel	349:56	240 (old system)
Public Channel	24:45	61 (new system)
Government Channel	523:27	254 (new system)
Educational Channel	2037:19	1565 (full year)
HD Channel	370:40	378 (new system)

FY 2024 SAC Annual Financial and Operating Reports, 10/16/2024, Page 6

Viewing By Program

				View Time	
				Program HH::MM	Viewers

	Sudbury Town Meeting - Meeting of May 6	2024	82:30	76	
	LWV Sudbury: SPS Candidates' Forum February 24	2024	72:48	198	
	Sudbury Savoyards Princess Ida	2024	68:44	125	
	Information Session: Firearm Safety Zoning Use Bylaw March 28	2024	39:42	54	
	Sudbury Select Board - Meeting of February 27	2024	39:04	56	
	Sudbury Select Board/Meeting of September 26	2023	32:07	30	
	Sudbury Historical Commission/Meeting of September 19	2023	29:39	22	
	Sudbury Select Board - Meeting of May 6	2024	29:35	138	
	Sudbury Select Board - Meeting of March 12	2024	28:24	62	
	LS Pops Concert 2023/LS Pops Concert 12_14_23	2023	27:30	54	
	LS Boys Basketball vs Bedford 01_05_24	2024	27:11	48	
	Sudbury Planning Board Meeting of June 28 2023/Meeting of June 28	2023	27:09	32	
	Sudbury Select Board/Meeting of October 10	2023	24:19	28	
	Sudbury Select Board - Meeting of January 23	2024	23:27	29	
	Sudbury Valley New Horizons Music Spring Concert May 5	2024	22:48	68	
	Sudbury Select Board Meeting of August 29 2023/Meeting of August 29	2023	22:03	33	
	LS Baseball vs Chelmsford MIAA Playoff R32 06_03_24	2024	21:36	78	
	Sudbury Select Board - Meeting of January 9	2024	21:05	33	
	Sudbury Select Board/Meeting of December 19	2023	20:56	20	
	Finance Committee/Meeting of October 5	2023	19:38	20	
	Sudbury Select Board - Meeting of May 28	2024	19:27	28	
	Sudbury Select Board - Meeting of April 2	2024	18:44	21	
	LS Civic Orchestra Winter Concert January 14	2024	18:02	58	
	SPS School Committee/Meeting of November 20	2023	18:00	12	
	Sudbury Select Board Meeting of September 12 2023/Meeting of September 12	2022	17:46	16	
	Sudbury Select Board - Meeting of January 31	2024	17:35	29	
	LS Sports/Football vs Brockton 09-22-23	2023	17:24	31	
	Conservation Commission/Meeting of August 16	2023	17:18	19	
	Finance Committee/Meeting of October 19	2023	17:07	14	
	Rocktoberfest LSMU Rock Concert 2023/Rocktoberfest LSMU Rock Concert 10_20_23	2023	17:01	41	
	Sudbury Historical Commission/Meeting of August 15	2023	16:58	18	
	Zoning Board of Appeals - Meeting of April 25	2024	16:58	22	
	Curtis Middle School/Moving On Ceremony Unity Team June 14	2023	16:41	12	
	All Towns Choral Concert March 6	2024	16:39	58	
	SPS School Committee - Meeting of April 8	2024	16:20	20	
	SPS School Committee - Meeting of February 5	2024	16:06	46	
	SPS School Committee -Meeting of October 16	2023	15:45	136	
	Sudbury Select Board/Meeting of October 24	2023	15:39	25	
	Finance Committee/Meeting of October 16	2023	15:21	17	
	TownForum_2023-10-12/Residents Shaping Sudbury's Future: Voting and Volunteerism	2023	15:06	36	
	LS & Curtis Spring Jazz Concert 04_04_24	2024	15:01	58	
	Sudbury Select Board Meeting of July 11 2023/Meeting of July 11	2023	14:57	24	
	Park and Recreation Commission/Meeting of December 4	2023	14:47	13	
	Sudbury Park and Recreation Commission - Meeting of April 1	2024	14:45	18	
	Sudbury Diversity Equity and Inclusion Commission/Meeting of November 9	2023	14:42	16	
	Sudbury Select Board - Meeting of March 26	2024	14:40	33	
	LS Boys Basketball vs CRL 01_22_24	2024	14:31	38	
	LS Civic Orchestra Summer Concert 06_09_24	2024	14:21	34	
	SPS School Committee/Meeting of September 11	2023	14:19	21	
	Permanent Building Committee/Meeting of November 8	2023	14:16	13	
	Curtis Winter Choral Concert January 23	2024	14:13	61	
	Sudbury Select Board Meeting of July 25 2023/Meeting of July 25	2023	14:08	21	
	Sudbury Select Board/Meeting of November 14	2023	13:48	17	
	SPS School Committee/Meeting of December 4	2023	13:40	11	
	LS Sports/LS Football vs Weymouth MIAA Playoff 11_03_23	2023	13:26	30	
	Sudbury Park and Recreation Commission - Meeting of February 6	2024	13:22	23	
	LS Sports/LS Girls Hockey vs CC W4W 12-16-23	2023	12:56	30	
	SPS School Committee/Meeting of December 11	2023	12:48	13	
	Sudbury Select Board - Meeting of June 11	2024	12:45	21	
	LS Girls Hockey vs Waltham January 3	2024	12:44	24	
	Finance Committee - Meeting of February 26	2024	12:17	16	

Attachment2.a: SAC_FY2024 report_Final2 (6338 : Annual SAC update)

FY 2024 SAC Annual Financial and Operating Reports, 10/16/2024, Page 7

LWV Sudbury: Should I be Worried? PFAS in Sudbury	March 11	2024	12:16	51		
Park and Recreation Commission/Meeting of September	11	2023	12:16	11		
Finance Committee/Meeting of December	5	2023	12:12	9		
Permanent Building Committee/Meeting of September	21	2023	12:10	8		
SPS School Committee/Meeting of October	16	2023	12:09	26		
Conservation Commission/Meeting of December	18	2023	12:01	15		
Finance Committee - Meeting of March	11	2024	11:56	19		
Commission on Disability/Meeting of September	6	2023	11:51	12		
LS Civic Orchestra 50th Anniversary Gala 06_11_23/LS Civic Orchestra 50th Annive			11:50	28		
Summer Concert Series/Beantown Buckaroos	August 3	2023	11:45	30		
SPS School Committee - Meeting of January	22	2024	11:43	33		
Sudbury Town Meeting - Meeting of May	7	2024	11:39	29		
Sudbury Holiday Village - Winter Concert	December 2	2023/Sudbury Holiday Villa	11:36	35		
Curtis Middle School/Moving On Ceremony	Tenacity Team	June 14	2023	11:31	10	
SPS School Committee/Meeting of August	21	2023	11:17	18		
Permanent Building Committee - Meeting of March	12	2024	11:12	8		
Park and Recreation Commission/Meeting of July	20	2023	11:10	16		
LS Girls Hockey vs Belmont MIAA Playoff	03_02_24		11:05	23		
Sudbury Select Board/Meeting of December	5	2023	11:04	13		
Sudbury Historical Commission/Meeting of November	14	2023	10:48	9		
LS Sports/Boys Lacrosse Playoff vs Andover	6-7-23		10:46	22		
Rail Trails Advisory Committee - Meeting of April	23	2024	10:42	22		
Sudbury Select Board/Meeting of September	14	2023	10:37	13		
Conservation Commission/Meeting of June	26	2023	10:30	17		
Goodnow Library Trustees - Meeting of April	2	2024	10:26	27		
Sudbury Historical Commission/Meeting of June	20	2023	10:05	8		
Global Village: Steven Lipsitt Music Director	Heritage Chorale		9:47	46		
Sudbury Town Meeting/Meeting of October	23.	2023	9:45	25		
LS Music Spring Instrumental Concert	May 9	2024	9:41	23		
LS School Committee/Meeting of August	10	2023	9:39	16		
Park and Recreation Commission/Meeting of October	2	2023	9:39	8		
LS School Committee/Meeting of October	24	2023	9:35	13		
LS Sports/LS Football vs Acton-Boxboro	10_13_23		9:33	22		
Finance Committee - Meeting of April	8	2024	9:28	15		
Rail Trail Advisory Committee/Meeting of August	1	2023	9:21	12		
LS School Committee - Meeting of May	14	2024	9:16	13		
Community Preservation Committee/Meeting of November	1	2023	9:13	11		
SPS School Committee - Meeting of May	13	2024	9:10	19		
Park and Recreation Commission/Meeting of August	7	2023	9:09	12		
Sudbury Park and Recreation Commission - Meeting of January	16	2024	9:04	9		
SPS School Committee/Meeting of October	2	2023	9:01	17		
Curtis Middle School Winter Band Concert	01_25_24		8:59	52		
SPS School Committee - Meeting of June	3	2024	8:58	21		
Sudbury Select Board - Meeting of May	14	2024	8:57	22		
Sudbury Historical Commission - Meeting of February	20	2024	8:53	9		
Permanent Building Committee/Meeting of July	20	2023	8:51	9		
Curtis Moving On Ceremony	Tenacity Team	June 12	2024	8:49	37	
Sudbury Select Board - Meeting of February	12	2024	8:42	18		
Sudbury Select Board/Meeting of November	28	2023	8:40	15		
Finance Committee - Meeting of February	15	2024	8:30	10		
SPS School Committee - Meeting of June	17	2024	8:28	7		
Conservation Commission/Meeting of July	10	2023	8:21	16		
Sudbury Select Board Meeting of August	15	2023/Meeting of August	15	2023	8:19	16
Sudbury Select Board - Meeting of February	6	2024	8:14	15		
Sudbury Select Board - Meeting of December	19	2023	8:13	16		
Finance Committee/Meeting of September	19	2023	8:08	9		
LS Community Sing Concert	May 16	2024	8:07	26		
Finance Committee/Meeting of July	24	2023	8:05	8		
Community Preservation Committee/Meeting of November	15	2023	8:02	11		
LS Sports: Boys Hockey vs Westford Academy	January 6	2024	7:59	19		
Capital Improvement Advisory Committee/Meeting of August	15	2023	7:59	11		
Zoning Board of Appeals/Meeting of July	10	2023	7:53	13		
LS softball vs Bridgewater-Raynham MIAA Playoff R16	06_05_24		7:49	24		
Curtis Winter Orchestra Concert	January 30	2024	7:48	37		
Sudbury Diversity Equity and Inclusion Commission/Meeting of October	19	2023	7:42	11		
LS Pops Concert	12_14_23		7:42	29		
Sudbury United Methodist Church service for Oct	15	2023	7:39	9		

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Conservation Commission - Meeting of January 22	2024	7:36	7
Park and Recreation Commission/Meeting of November 13	2023	7:35	14
Permanent Building Committee - Meeting of May 14	2024	7:32	6
Curtis Spring Orchestra Concert May 30	2024	7:21	33
Sudbury Select Board - Meeting of April 30	2024	7:20	18
Sudbury Historical Commission - Meeting of January 16	2024	7:20	11
Planning Board/Meeting of October 11	2023	7:00	8
LS Sports/LS Football vs Westford Academy 10-27-23		7:00	18
Finance Committee/Meeting of November 6	2023	6:59	8
Sudbury Select Board - Meeting of April 23	2024	6:57	12
Permanent Building Committee/Meeting of August 17	2023	6:56	13
Sudbury Park and Recreation Commission - Meeting of May 13	2024	6:55	9
Permanent Building Committee - Meeting of February 20	2024	6:55	5
Sudbury Planning Board - Meeting of January 24	2024	6:54	15
LS Graduation Class of 2024 June 2	2024	6:53	45
Sudbury Diversity Equity and Inclusion Commission Meeting of Meeting of July 1		6:50	7
Sudbury Historical Commission/Meeting of July 18	2023	6:50	12
LS Sports: Girls Hockey vs Arlington January 31	2024	6:48	17
LS School Committee/Meeting of November 8	2023	6:47	10
Sudbury Historical Commission - Meeting of March 19	2024	6:45	7
Commission on Disability/Meeting of August 9	2023	6:45	8
LS Sports/LS Football vs Newton South Thanksgiving 11-23-23		6:43	12
Sudbury Historical Commission/Meeting of October 17	2023	6:43	8
LS Baseball vs Weston Senior Night Game 05_09_24		6:40	16
LS Sports/LS Boys Basketball vs Boston English 12-15-23		6:37	23
Conservation Commission - Meeting of January 8	2024	6:36	5
LS Girls Basketball vs Westford Senior Night 02_09_24		6:33	25
LS School Committee/Meeting of August 29	2023	6:33	17
LS School Committee - Meeting of March 19	2024	6:29	15
LS Girls Hockey vs Methuen 01_13_24		6:25	12
Sudbury Historical Commission/Meeting of December 12	2023	6:17	9
Finance Committee - Meeting of March 18	2024	6:17	13
SPS School Committee/Meeting of July 17	2023	6:14	11
Energy and Sustainability Committee - Meeting of May 14	2024	6:13	8
LS Girls Basketball vs A-B 02_15_24		6:13	17
Planning Board/Meeting of November 29	2023	6:10	12
Sudbury Select Board/Meeting of October 23	2023	6:10	13
Finance Committee/Meeting of August 30	2023	6:08	11
Permanent Building Committee - Meeting of January 17	2024	6:07	5
Sudbury Historical Commission - Meeting of May 21	2024	5:58	8
Permanent Building Committee - Meeting of April 8	2024	5:56	4
SPS School Committee/Meeting of December 7	2023	5:54	8
Energy and Sustainability Committee - Meeting of September 12	2023/Meeting of S	5:54	13
Curtis Middle School/Moving On Ceremony Integrity Team June 14	2023	5:54	8
LS School Committee/Meeting of September 12	2023	5:53	11
Sudbury Board of Health/Meeting of September 26	2023	5:49	11
LS Softball vs Hopkinton 04_16_24		5:44	19
Sudbury Select Board - Meeting of June 25	2024	5:42	12
Conservation Commission/Meeting of July 24	2023	5:35	13
LS Sports/Football vs Methuen September 8	2023	5:34	25
Goodnow Library Trustees/Meeting of Nov 7	2023	5:34	6
Conservation Commission/Meeting of November 13	2023	5:33	10
Sudbury Historical Commission - Meeting of February 13	2024	5:28	8
SPS School Committee - Meeting of April 29	2024	5:27	10
Title and Episode Unknown		5:24	23
Sudbury Park and Recreation Commission - Meeting of March 4	2024	5:24	6
LS Sports/LS Girls Rugby Playoff vs Brookline 6-7-23		5:24	10
SPS School Committee/Meeting of August 7	2023	5:17	10

Data for fewer hours of viewing available upon request

Treasurer's Report for FY2024:

	Year to Date	
Revenues		
Grants	\$	395,159.76 93.71
Program Service Revenue		560.00 0.13

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Realized gain on Investment	(3,206.22)	(0.76)
Interest Income	18,945.44	4.49
Dividend Income	10,222.83	2.42
Total Revenues	421,681.81	100.00
Cost of Sales		
Total Cost of Sales	0.00	0.00
Gross Profit	421,681.81	100.00
Expenses		
Accounting Expense	1,501.00	0.36
Filings	154.95	0.04
Insurance	8,978.51	2.13
Insurance - medical	41,557.77	9.86
Internet/Web Expense	2,573.83	0.61
CableTV Expense	582.11	0.14
Leased Employees	301,798.63	71.57
Memberships & Subscriptions	8,016.48	1.90
Warranties & Support	3,771.00	0.89
Minor Equipment - Comp/Office	591.74	0.14
Minor Equipment - Video	33,095.76	7.85
Minor Software	126.89	0.03
Independent contractor	4,146.75	0.98
Supplies - Computer/Office	793.34	0.19
Supplies - Video	237.96	0.06
Postage	121.39	0.03
Facility Repair/Upgrade	9,009.26	2.14
Telephone Expense	998.70	0.24
Depreciation Expense	28,024.52	6.65
Other Expense	6.73	0.00
Total Expenses	446,087.32	105.79
Net Income*	(\$ 24,405.51)	(5.79)

*includes "Minor Video Equipment" which was part of capital purchase

Balance Sheet

ASSETS

Current Assets

DCU checking account	\$	4,085.94	
DCU savings account		1,370.14	
DCU money market		20,055.18	
DCU paypal account		0.20	
Paypal account		469.40	
DCU LTD account		82.42	
DCU LTD savings account		1,020.53	
DCU LTD checking account		0.52	
DCU LTD Money Market		71,910.66	
RTN Savings		25.00	
RTN Checking		2,653.01	
Fidelity money market accts		317,681.88	
Fidelity mutual funds		1,078,969.41	
Total Current Assets			1,498,324.29
Property and Equipment			
Furniture and Fixtures		2,619.98	
Equipment		449,479.80	
Capital Software		1,571.00	
Accum. Depreciation - Furnitur		(2,619.98)	
Accum. Depreciation - Equipmen		(385,143.83)	
Accum. Depreciation - Software		(1,571.00)	
Total Property and Equipment			64,335.97
Other Assets			
Total Other Assets			0.00
Total Assets	\$		1,562,660.26

LIABILITIES AND CAPITAL

Current Liabilities

Credit card payable	\$	2,802.34	
Total Current Liabilities			2,802.34
Long-Term Liabilities			
Total Long-Term Liabilities			0.00
Total Liabilities			2,802.34
Capital			
Retained Earnings		1,584,263.43	
Net Income		(24,405.51)	
Total Capital			1,559,857.92
Total Liabilities & Capital	\$		<u>1,562,660.26</u>

FY 2025 Budget:

	FY 2024	FY 2025	FY 2025	FY 2025	FY 2025	Total	FY 2025
Category	Actual	Q3 2024	Q4 2024	Q1 2025	Q2 2025	Estimates	Budget
Accounting / Audit	1,501.00	1000	500		1	1501	1501
Legal Fees	0.00	100	100	100	100	400	400
Advertising	0.00			350		350	350
BBS Newsfeed	0.00					0	0
Filings	154.95	125	15			140	140
Insurance	8,978.51	9858				9858	9800
Internet/Web Expense	2,152.03	585	510	510	605	2210	2200
Cable TV Expense	582.11	152	100	100	100	452	500
Meeting Expense	0.00					0	0
Memberships & Subscriptions	2,917.48	1740	390	800	370	3300	3300
Warranty/Support Services	3,771.00		3300	2100	1200	6600	6600
Conference Fees	0.00				300	300	300
Minor Equipment: Comp/Office	477.80	100	100	100	100	400	400
Minor Equipment: Video	6,952.36	750	750	750	750	3000	3000
Minor Software	126.89	600				600	600
Independent Contractors	3,732.75	2000	1000	1000	1000	5000	5000
Supplies: Comp/Office	793.34	200	200	200	200	800	800
Supplies: Video	237.96	50	50	50	50	200	200
Postage	121.39	25	25	25	25	100	100
Promotional Items	0.00					0	0
Props	0.00					0	0
Rental Equipment	0.00					0	0
Repairs	0.00	200	200	200	200	800	800
Facility Repairs/Upgrades	13,095.93		4000			4000	4000
Sports Program Fees	0.00					0	0
Streaming costs	5,099.00		100	5100		5200	5200
Telephone	1,011.80	250	250	250	250	1000	1000
Training	0.00					0	0
Travel	0.00					0	0
Other	6.90		100			100	100
EXPENSES SUBTOTAL	51,713.20	17735	11690	11635	5251	46311	46291
Leased Employees	301,798.63	65000	85000	73000	85000	308000	308000
BCBS Premium/HSA Admin Fee	41,557.77	11745	11745	11745	11745	46980	47000
Salaries & Medical Subtotal	343,356.40	76745	96745	84745	96745	354980	355000
SUBTOTAL (Expenses, Salaries, Medical)	395,069.60	94480	108435	96380	101996	401291	401291

Capital Equipment Replacement Plan:

Equipment Category	Year Acquired	Cost (to nearest K)	Projected Fiscal Year of Replacement	Projected Replacement Cost
	2004 -			
Portable Intercom	2009	5K	2025	4K
Studio Master Control Record	2013	4K	2025	1K
Town Hall Master Record	2015	4K	2025	1K
Town Hall Studio	2015	27K	2026	15K
Flynn - Silva Rm. Studio	2012	33K	2026	20K
Editing Systems: iMac Pro (1)	2018	5K	2026	5K
Master Control Audio	2012	7K	2026	10K
Police Station Robotic Cameras/Controller	2017	8K	2027	12K
Auditorium Robotic Cameras/Controller	2017	17K	2027	20K
Flynn Master Record	2018	500	2028	1K
Digital Back-Up Recorders (Studio/TH/Flynn)	2018	2K	2028	2K
ED Laptop	2023	4K	2028	4K
Editing Systems: Mac Mini (2)	2023	5K	2029	5K
Anycast (portable switcher)	2014	16K	2029	15K
Wireless Video Transmitter/Receiver (600M)	2019	3K	2030	3K
Wireless Video Transmitter/Receiver (800M)	2024	3K	2030	3K
Master Control Switcher/Graphics	2023	12K	2030	20K
Castus Playback Server and Streamer	2023	45K	2030	45K
ATEM 2M/E Switcher (Portable system)	2022	12K	2030	15K
Instant Replay System	2022	6K	2030	10K
Portable HD Cameras: 3 Canon XA-11	2022	6K	2032	6K
Studio and Portable Cameras: Canon XF-605 (7)	2024	55K	2034	50K

Attachment2.a: SAC_FY2024 report_Final2 (6338 : Annual SAC update)

SudburyTV
Fiscal Year 2024
Programming Report
July 1, 2023 to June 30, 2024

By
Lynn M. Puorro

Submitted to
Sudbury Access Corporation
Board of Directors

Attachment2.a: SAC_FY2024 report_Final2 (6338 : Annual SAC update)

1) Studio Operations

SudburyTV provides coverage of Public, Educational, and Government programming for the community of Sudbury. We program four channels on the Comcast and Verizon systems, Public on Comcast 22/Verizon 30, Educational on Comcast 9/Verizon 32, Government on Comcast 8/Verizon 31, and a High-Definition Channel on Comcast 1074/Verizon 2130. A total of 469 programs were covered in FY24, including meetings, events, sports, and series. Programs were covered in person, remotely via Zoom (indicated by *), or hybrid (indicated by **).

Public Programming:

A total of 36 public programs were covered this year, including 32 events and 4 episodes of ongoing series.

Events:

3rd Quarter

- July 4th Parade
- Sudbury Summer Concert Series
 - Antarctica, Beantown Buckaroos
- Sudbury Summer Talent Show
 - Sessions 1, 2, and 3
- Sewer 1/1A Project Public Outreach Meeting
- Senior Scene, Medicare 101

4th Quarter

- Be Bold Speaker Series, Parenting Through the Years: The Science of Reading
- Sudbury Town Forum: Volunteering**
- Sudbury Historical Society, Revolutionary War Cemetery Tour
- Sudbury Holiday Village, Winter Concert
- Housing Production Plan Public Forum #1

1st Quarter

- Senior Scene: Harvey Leonard
- LWV Candidates Forums
 - SPS School Committee, Uncontested Candidates
- Sudbury Savoyards, Princess Ida
- LWV PFAS Forum*
- Housing Production Plan Public Forum #2*
- Firearm Safety Bylaw Forum**

2nd Quarter

- Senior Scene
 - Tania Vitvitsky, Ukraine 2023; Stephen Collins, Shakespeare Play; Savvy Senior and Financial Exploitation; Abba Shocair, Pianist
- Sudbury Earth Day
- Preventing Mosquito-Borne Diseases**
- Opioid Abatement Funds Informational Session**
- Sudbury Valley New Horizons Music Spring Concert
- Drug Story Theater: Back to Life
- Friends of Woodlands and Waters Annual Meeting
- Catch Connect Launch Event
- Catch Connect PSA

Series:

- Global Village: Three episodes featuring Jerry Berger, BU Journalism Professor, Steven Lipsitt, Heritage Chorale, and Heather Hurd, Medicare Consultant
- League of Women Voters, Run for Office Series: Campaign Finance*

Educational Programming:

A total of 74 school related programs were covered this year, including 27 events and 47 sports games.

Events:**4th Quarter**

- LS Musician's Union Rocktoberfest Concert
- SPS Parent Workshop: Nurturing Your Child's Development
- Sudbury SEPAC: Kid Centered, Understanding Outside Evaluations*
- LS Pops Concert

1st Quarter

- LS Civic Orchestra Winter Concert
- Curtis Winter Chorus Concert
- Curtis Winter Band Concert
- Curtis Winter Orchestra Concert
- Sudbury SEPAC:
 - When Friends Don't Come Easy*
 - #Teach Disability History, Easterseals Massachusetts*
- All Towns Choir Concert
- All Towns Orchestra Concert
- All Towns Band Concert
- MLK Assembly

2nd Quarter

- LS Jazz Concert
- LS Spring Instrumental Concert
- LS Spring Choral Concert and Community Sing
- LS Senior Awards Ceremony
- Curtis Spring Chorus Concert
- LS Senior Scholarship Ceremony
- Curtis Spring Orchestra Concert
- LS Graduation, Class of 2024
- Curtis Spring Band Concert
- LS Civic Orchestra Spring Concert
- Curtis Moving-On Ceremonies: Integrity, Tenacity, and Unity Teams

Sports:

LS Sports	Games Covered					LIVE / Recorded
	Q3	Q4	Q1	Q2	Total	
Baseball				2	2	Live
Boys Basketball		1	4		5	Live
Girls Basketball			6		6	Live
Field Hockey		1			1	Recorded
Football	2	4			6	Live
Boys Hockey		1	5		6	Live
Girls Hockey		2	6		8	Live
Boys Lacrosse				2	2	Live
Girls Lacrosse				2	2	Live
Boys Rugby				1	1	Live
Softball				3	3	Live
Boys Soccer	1				1	Live
Girls Soccer		1			1	Recorded
Boys Volleyball				2	2	Live
Girls Volleyball		1			1	Live
	Q3	Q4	Q1	Q2	YEAR	
TOTALS	3	11	21	12	47	

Government Programming:

A total of 359 meetings were covered in FY24. Of the 359 meetings, 22 were held in person, 33 hybrid, and 304 held remotely via Zoom.

In FY24, regular coverage of municipal committees was expanded by adding coverage of the Sudbury 250 Committee. SudburyTV covers regularly scheduled meetings of a total of 27 boards/committees/commissions, in addition to Town Meeting. This year the Earth Removal Board and Land Acquisition Review Committee did not hold any meetings.

Boards/Committees/ Commissions	Meetings Covered					LIVE / Recorded	In Person / Remote / Hybrid		
	Q3	Q4	Q1	Q2	Total		IP	R	H
Select Board	7	8	7	8	30	Live	2	18	10
Select Board Policies Subcommittee	2	3	4	3	12	Recorded		12	
Board of Health	3	3	2	2	10	Recorded		10	
Capital Night Joint SSB, Fin Com, CIAC			1		1	Live		1	
Capital Improvement Advisory Committee	3	1	4		8	Recorded		7	1
Commission on Disability	2	3	3	3	11	Recorded		11	
Community Preservation Committee		5	2	1	8	6 Recorded 2 Live		8	
Conservation Commission	6	5	6	5	22	Recorded		22	
Council on Aging	3	3	3	3	12	Recorded	2	3	7
Diversity, Equity, and Inclusion Commission	3	2	2	2	9	Recorded		9	
Energy and Sustainability Committee	3	3	3	3	12	Recorded		12	
Finance Committee	3	8	9	4	24	1 Recorded 23 Live	1	22	1
Goodnow Library Trustees	1	3	3	3	10	Recorded	10		
Historic Districts Commission	3	3	3	3	12	Recorded		12	
Historical Commission	3	3	4	3	13	Recorded		13	
HC - HDC Joint Meeting	1				1	Recorded		1	
Select Board - Planning Board Joint Meeting		1			1	Live		1	
Lincoln-Sudbury School Committee	5	4	5	4	18	Live		9	9
Park and Recreation Commission	3	3	3	3	12	Recorded		12	

Permanent Building Committee	3	4	5	3	15	Recorded		15	
Planning Board	4	5	6	5	20	Recorded		20	
Rail Trails Advisory Committee	3	5	3	4	15	Recorded		14	1
Sudbury 250 Committee (NEW)				4	4	Recorded			4
Sudbury Housing Trust	4	3	4	5	16	Recorded		16	
Sudbury Housing Trust - Nobscot Subcommittee		1			1	Recorded		1	
Sudbury Public School Committee	5	9	4	6	24	Live	4	20	
Transportation Committee	5	5	6	5	21	Recorded		21	
Town Meeting		1		2	3	Live	3		
Zoning Board of Appeals	3	3	3	5	14	Recorded		14	
TOTALS	Q3	Q4	Q1	Q2	YEAR		IP	R	H
	78	97	95	89	359		22	304	33

2) Training

- SudburyTV supports the LS TV Club and trains its members in all aspects of video production. Members make up the crew for coverage of a wide variety of LS sports and concerts broadcast throughout the school year.
- SudburyTV offers a 4-week production workshop twice a year. A workshop was scheduled in fall of 2023 but cancelled due to low enrollment. Held individual trainings for 2 community members in the spring of 2024.

3) Outreach Services

- Met with a member of the Conservation Commission to discuss producing promotional videos about the Town's conservation areas
- Met with Town Staff to discuss SudburyTV's AV needs in the Fairbank Community Center
- Met with LS Hockey Boosters to discuss potentially broadcasting hockey games live
- Attended workshop at WGBH to learn about the PBCore metadata standard for archives and broadcasting institutions
- Participated in the LS Activity Shop-Around Event to recruit members for the TV Club
- Worked with community member to test ADA accommodations in advance of the Fall Special Town Meeting
- Attended Mass Access Fall Meet & Greet
- Worked with the Town to plan logistics for the Special Town Meeting
- Worked with community member who wanted to produce PSA's for local organization
- Worked with LWV to plan Candidates' Forums
- Attended Castus training webinar
- Attended Mass Access Spring Webinar
- Attended training on new Library presentation system with Town staff and vendor
- Attended Sudbury Doing Good Non-profit Coffee in fall and spring
- Continued airing church services for interested churches in Town

4) Infrastructure Improvements

Completed in FY24

- Added fiber optic cable between the studio and auditorium in LS to improve video stability and reliability
- Installed remote wireless access points at the football and softball fields at LS
- Fall 2023 added third SD channel and 1 HD channel to Comcast system based on license with provider. This completed the channel upgrade

Planned for FY25

- No major infrastructure improvement planned in FY25.

5) Capital Equipment:

Purchased in FY24

- Replaced the Studio and Remote cameras
- Replaced two iMac editing systems

Planned for FY25:

- Purchase Wireless Intercom System
- Replace Master Recorders in Studio and Town Hall

6) Upcoming Events for FY25:

Some of the events that we anticipate covering in the upcoming year include those listed below. Stay tuned for additional events as they arise throughout the year. New episodes of *Global Village* are planned for the fall.

- The TV Club LS varsity sports coverage
- Sudbury Town Forum
- Health Department events
- LS, Curtis, and Community Music concerts
- LWV Candidate Forums for the State Election in November and Town Election in March
- Sudbury 250 events
- Annual Town Meeting in May
- LS Graduation ceremony
- Curtis Moving-On Ceremonies

7) Programming Hours:

The following details the number of first run and repeat programs, as well as the total number of hours of programming that were aired in FY24 on SudburyTV's Public, Education, Government, and High-Definition Channels.

Public Access Channel 22/30

Of the 141 first run Public programs and 136.5 first run hours that aired this year, 72 and 96.5 respectively were produced in Sudbury. Those 141 programs included community forums and events such as League of Women Voters, Senior Center, and Health Department presentations, and series such as Global Village.

FY24 Annual Totals	# of First Run Programs	Public Channel Hours			Total # of Programs	Total Hours
		First Run Hours	# of Repeat Programs	Repeat Hours		
Q3 2023	23	24.5	652	646	675	670.5
Q4 2023	31	31	511	512	542	543
Q1 2024	36	33	587	588.5	623	621.5
Q2 2024	51	48	1031	1061.5	1082	1109.5
Total	141	136.5	2781	2808	2922	2944.5

FY24 Annual Totals	# First Run Programs	Sudbury Totals			Total # Programs	Total Hours
		First Run Hours	# Repeat Programs	Repeat Hours		
Q3 2023	18	22	472	552	490	574
Q4 2023	16	23.5	344	428.5	360	452
Q1 2024	20	24	275	397.5	295	421.5
Q2 2024	18	27	442	627	460	654
Total	72	96.5	1533	2005	1605	2101.5

Educational Channel 9/32

Of the 162 first run Educational programs and 221 first run hours that aired this year, 104 and 177.5 respectively were produced in Sudbury. Those 162 programs included LS and SPS School Committee meetings, events, concerts, and sports.

FY24 Annual Totals	Educational Channel Hours					
	# of First Run Programs	First Run Hours	# of Repeat Programs	Repeat Hours	Total # of Programs	Total Hours
Q3 2023	24	27.5	380	386	404	413.5
Q4 2023	36	57.5	336	409.5	372	467
Q1 2024	40	56.5	510	602.5	550	659
Q2 2024	62	79	700	836.5	762	915.5
Total	162	221	1926	2234.5	2088	2455

FY24 Annual Totals	Sudbury Totals					
	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
Q3 2023	13	19.5	209	279	222	298.5
Q4 2023	25	49	165	294	190	343
Q1 2024	31	51	296	443	327	494
Q2 2024	35	58	408	607.5	443	665.5
Total	104	177.5	1078	1623.5	1182	1801

Government Channel 8/31

The 297 first run Government programs and 603.5 first run hours that aired this year include the meetings of the twenty-seven different municipal boards, committees, and commissions regularly covered by SudburyTV throughout the year.

FY24 Annual Totals	Government Channel Hours					
	# of First Run Programs	First Run Hours	# of Repeat Programs	Repeat Hours	Total # of Programs	Total Hours
Q3 2023	59	118.5	310	639	369	757.5
Q4 2023	70	142.5	314	654	384	796.5
Q1 2024	93	185.5	352	690.5	445	876
Q2 2024	75	157	470	919	545	1076
Total	297	603.5	1446	2902.5	1743	3506

FY24 Annual Totals	Sudbury Totals					
	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
Q3 2023	59	118.5	310	639	369	757.5
Q4 2023	70	142.5	314	654	384	796.5
Q1 2024	93	185.5	352	690.5	445	876
Q2 2024	75	157	470	919	545	1076
Total	297	603.5	1446	2902.5	1743	3506

High-Definition Channel 1074/2130

SudburyTV's HD channel represents the Best of SudburyTV. Only programming produced in Sudbury is broadcast on the HD channel. The 99 first run programs and 181.5 first run hours that aired this year include meetings, events, concerts, and sports.

FY24 Annual Totals	# of First Run Programs	HD Channel Hours			Total # of Programs	Total Hours
		First Run Hours	# of Repeat Programs	Repeat Hours		
Q3 2023	18	33.5	693	785.5	711	819
Q4 2023	22	49	278	464.5	300	513.5
Q1 2024	28	45.5	499	717	527	762.5
Q2 2024	31	53.5	633	990	664	1043.5
Total	99	181.5	2103	2957	2202	3138.5

FY24 Annual Totals	# First Run Programs	Sudbury Totals			Total # Programs	Total Hours
		First Run Hours	# Repeat Programs	Repeat Hours		
Q3 2023	18	33.5	689	779.5	707	813
Q4 2023	22	49	278	464.5	300	513.5
Q1 2024	28	45.5	433	630	461	675.5
Q2 2024	31	53.5	598	938.5	629	992
Total	99	181.5	1998	2812.5	2097	2994

Annual Total Programming Hours:

PEG/HD Channels Combined Totals

FY24 Annual Totals	# of First Run Programs	First Run Hours	# of Repeat Programs	Repeat Hours	Total # of Programs	Total Hours
Overall Annual Total	699	1142	8256	10902	8955	12044

Sudbury Combined Totals

FY24 Annual Totals	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
Overall Annual Total	572	1059	6055	9344	6627	10403

S U D B U R Y A C C E S S C O R P
FY 2024 Financial & Operating Reports
October 16, 2024

For the just-completed year FY2024 (7/1/2023 – 6/30/2024):

- 1) Notable accomplishments: See next page.
- 2) Quarterly/Annual Financials: See attached.
- 3) Results of Fundraising: Currently SAC does no fundraising.
- 4) Statistics on number of residents trained, number of hours of public programming: See attached Annual Programming Report.
- 5) Number of hours by type of programming: See attached Annual Programming Report.
- 6) Filed Corporation Annual Report, MA Form PC (including Auditors' report and Federal Form 990) are all in process and will be provided within 30 days. Asset Inventory attached.
- 7) Summary of VOD viewing stats. See attached.

For the upcoming year FY2025:

- 1) Budget: See attached.
- 2) List of operating equipment to be replaced in FY 2025:
 - Portable Intercom System
 - Master Recorders in the studio and Town Hall systems
- 3) Long-range Capital Replacement Plan: See attached
- 4) Fundraising Targets: SAC plans no fundraising in FY 2025.
- 5) Programming plans: In FY 2025, SAC plans to
 - Continue to provide Sudbury municipal meeting coverage
 - Continue to produce and introduce new programming highlighting the Sudbury community
 - Continue to provide coverage of LS music and sports teams
- 6) Plans for expanding existing services and adding new services
 - None planned
- 7) Plans for infrastructure upgrades in FY 2025:
 - None planned
- 8) Plans for expanding training capabilities:
 - SudburyTV offers a variety of training courses to the community. Courses are held on weekday evenings and may be scheduled on an individual or group basis.

Notable FY2024 Accomplishments:

- Sudbury TV has continued to provide coverage of town events, relying on the outstanding creativity and flexibility of its staff to cope with the new and changing requirements and limitations.
- In FY24, SudburyTV covered a total of 469 programs including 36 public events, 27 educational events, 47 sports games, and 359 municipal meetings. This represents an overall average of 39 programs covered per month. All are accessible on SudburyTV's Video On Demand service.
- SudburyTV continued to support the LS TV Club and enlisted their members to provide coverage of a wide variety of LS Sports and concerts, most broadcast live.
- SudburyTV is continuing to produce the series "Global Village" hosted by Sudbury resident, Soterios Zoulas. The program invites guests ranging from authors and musicians to community and religious leaders from Sudbury and nearby communities.
- SudburyTV worked with the League of Women Voters of Sudbury to produce candidate forums for the SPS School Committee and Uncontested races for the March 2024 local election, and for the 13th Middlesex state representative seat for the Nov. 5 election
- SudburyTV worked with the State Historical Records Advisory Board (SHRAB) Roving Archivist to assess SudburyTV's collection, determine the best process to preserve the collection, consider options of online services to upload the library to in order to provide permanent free online access to SudburyTV's extensive media collection, and identify resources to assist with the project. The archivist provided a report with recommendations for moving forward with this ongoing project.
- SudburyTV continued to expand coverage of municipal committees in FY2023, adding regular coverage of
 - Sudbury 250 Committee

Current Meeting Coverage by SudburyTV

Board/ Committee	Broadcast Live	Recorded for Replay	Posted On-Demand on Sudburytv.org	Agenda Indexed On-Demand
Select Board	Yes	Yes	Yes	Yes
Select Board Policies Subcommittee	No	Yes	Yes	Yes
Board of Health	No	Yes	Yes	Yes
Capital Night Joint SSB, Fin Com, CIAC	Yes	Yes	Yes	Yes
Capital Improvement Advisory Committee	No	Yes	Yes	Yes
Commission on Disability	No	Yes	Yes	Yes
Community Preservation Committee	Some	Yes	Yes	Yes
Conservation Commission	No	Yes	Yes	Yes
Council on Aging	No	Yes	Yes	Yes
Diversity, Equity, and Inclusion Commission	No	Yes	Yes	Yes
Earth Removal Board	No	Yes	Yes	Yes
Energy and Sustainability Committee	No	Yes	Yes	Yes
Finance Committee	Yes	Yes	Yes	Yes
Goodnow Library Trustees	No	Yes	Yes	Yes
Historic Districts Commission	No	Yes	Yes	Yes
Historical Commission	No	Yes	Yes	Yes
Land Acquisition Review Committee	No	Yes	Yes	Yes
Lincoln-Sudbury School Committee	Yes	Yes	Yes	Yes
Park and Recreation Commission	No	Yes	Yes	Yes
Permanent Building Committee	No	Yes	Yes	Yes
Planning Board	No	Yes	Yes	Yes
Rail Trails Advisory Committee	No	Yes	Yes	Yes
Sudbury 250 Committee (NEW)	No	Yes	Yes	Yes
Sudbury Housing Trust	No	Yes	Yes	Yes
Sudbury Housing Trust – Nobscot Subcommittee	No	Yes	Yes	Yes
Sudbury Public School Committee	Yes	Yes	Yes	Yes
Transportation Committee	No	Yes	Yes	Yes
Town Meeting	Yes	Yes	Yes	Yes
Zoning Board of Appeals	No	Yes	Yes	Yes

- Coverage of the above boards/committees includes regularly scheduled meetings
- We will cover any one/all meetings for any board/committee as requested
- No current plans to expand regular meeting coverage without request by a particular board

Community Programs Regularly Covered

- League of Women Voters Forums
- Senior Center Programs
- Sudbury Savoyards
- Community Concerts including LS Civic Orchestra and Sudbury Valley New Horizons Music

Major Public Events Covered

- Sudbury Annual Town Forum
- Sudbury Holiday and Earth Day celebrations
- League of Women Voters Candidates' Forums
- Health Department events
- Sudbury Fourth of July Parade

Major Educational Events Covered

- LS Varsity Sports
- LS and Curtis Music Performances
- MLK Assembly
- SEPAC Presentations
- SPS Parent Forums
- LS Graduation
- Curtis Middle School Moving-On Ceremonies

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Range: Sat Jul 1, 2023 through Sun Jun 30, 2024
 12 months, 4987 viewers, 1082 programs

By Month (All Viewing)

Month	View Time HH:MM	Viewers
Jun. 2023:	352:35	296
Jul. 2023:	233:16	254
Aug. 2023:	288:45	260
Sep. 2023:	532:41	478
Oct. 2023:	717:00	541
Nov. 2023:	512:42	405
Dec. 2023:	558:03	494
Jan. 2024:	706:16	734
Feb. 2024:	584:59	645
Mar. 2024:	500:13	769
Apr. 2024:	320:46	363
May. 2024:	857:00	704
Jun. 2024:	613:39	797

Total Viewing: 144.87 days

By Hour of Day (1/1/24 - 6/30/24)

Hour	View Time HH:MM	Viewers
8 AM:	111:41	189
9 AM:	148:28	240
10 AM:	172:16	274
11 AM:	168:55	289
12 PM:	149:39	274
1 PM:	172:12	291
2 PM:	201:42	357
3 PM:	228:46	456
4 PM:	258:29	493
5 PM:	268:04	469
6 PM:	248:42	521
7 PM:	451:59	692
8 PM:	598:41	798
9 PM:	525:42	746
10 PM:	426:55	522
11 PM:	284:44	331

By Viewers

1060 Viewers watched for 1 - 5 minutes
 619 Viewers watched for 5 - 10 minutes
 1173 Viewers watched for 10 - 30 minutes
 752 Viewers watched for 30 - 60 minutes
 1383 Viewers watched for 60+ minutes

4700 Viewers watched 1 - 5 programs
 175 Viewers watched 5 - 10 programs
 112 Viewers watched 10+ programs

Livestream Viewing

	HH:MM	Viewers
P/G Channel	349:56	240 (old system)
Public Channel	24:45	61 (new system)
Government Channel	523:27	254 (new system)
Educational Channel	2037:19	1565 (full year)
HD Channel	370:40	378 (new system)

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Viewing By Program

				View Time	
				Program HH::MM	Viewers

	Sudbury Town Meeting - Meeting of May 6	2024	82:30	76	
	LWV Sudbury: SPS Candidates' Forum February 24	2024	72:48	198	
	Sudbury Savoyards Princess Ida	2024	68:44	125	
	Information Session: Firearm Safety Zoning Use Bylaw March 28	2024	39:42	54	
	Sudbury Select Board - Meeting of February 27	2024	39:04	56	
	Sudbury Select Board/Meeting of September 26	2023	32:07	30	
	Sudbury Historical Commission/Meeting of September 19	2023	29:39	22	
	Sudbury Select Board - Meeting of May 6	2024	29:35	138	
	Sudbury Select Board - Meeting of March 12	2024	28:24	62	
	LS Pops Concert 2023/LS Pops Concert 12_14_23	2023	27:30	54	
	LS Boys Basketball vs Bedford 01_05_24	2024	27:11	48	
	Sudbury Planning Board Meeting of June 28 2023/Meeting of June 28	2023	27:09	32	
	Sudbury Select Board/Meeting of October 10	2023	24:19	28	
	Sudbury Select Board - Meeting of January 23	2024	23:27	29	
	Sudbury Valley New Horizons Music Spring Concert May 5	2024	22:48	68	
	Sudbury Select Board Meeting of August 29 2023/Meeting of August 29	2023	22:03	33	
	LS Baseball vs Chelmsford MIAA Playoff R32 06_03_24	2024	21:36	78	
	Sudbury Select Board - Meeting of January 9	2024	21:05	33	
	Sudbury Select Board/Meeting of December 19	2023	20:56	20	
	Finance Committee/Meeting of October 5	2023	19:38	20	
	Sudbury Select Board - Meeting of May 28	2024	19:27	28	
	Sudbury Select Board - Meeting of April 2	2024	18:44	21	
	LS Civic Orchestra Winter Concert January 14	2024	18:02	58	
	SPS School Committee/Meeting of November 20	2023	18:00	12	
	Sudbury Select Board Meeting of September 12 2023/Meeting of September 12	2023	17:46	16	
	Sudbury Select Board - Meeting of January 31	2024	17:35	29	
	LS Sports/Football vs Brockton 09-22-23	2023	17:24	31	
	Conservation Commission/Meeting of August 16	2023	17:18	19	
	Finance Committee/Meeting of October 19	2023	17:07	14	
	Rocktoberfest LSMU Rock Concert 2023/Rocktoberfest LSMU Rock Concert 10_20_23	2023	17:01	41	
	Sudbury Historical Commission/Meeting of August 15	2023	16:58	18	
	Zoning Board of Appeals - Meeting of April 25	2024	16:58	22	
	Curtis Middle School/Moving On Ceremony Unity Team June 14	2023	16:41	12	
	All Towns Choral Concert March 6	2024	16:39	58	
	SPS School Committee - Meeting of April 8	2024	16:20	20	
	SPS School Committee - Meeting of February 5	2024	16:06	46	
	SPS School Committee -Meeting of October 16	2023	15:45	136	
	Sudbury Select Board/Meeting of October 24	2023	15:39	25	
	Finance Committee/Meeting of October 16	2023	15:21	17	
	TownForum_2023-10-12/Residents Shaping Sudbury's Future: Voting and Volunteerism	2023	15:06	36	
	LS & Curtis Spring Jazz Concert 04_04_24	2024	15:01	58	
	Sudbury Select Board Meeting of July 11 2023/Meeting of July 11	2023	14:57	24	
	Park and Recreation Commission/Meeting of December 4	2023	14:47	13	
	Sudbury Park and Recreation Commission - Meeting of April 1	2024	14:45	18	
	Sudbury Diversity Equity and Inclusion Commission/Meeting of November 9	2023	14:42	16	
	Sudbury Select Board - Meeting of March 26	2024	14:40	33	
	LS Boys Basketball vs CRL 01_22_24	2024	14:31	38	
	LS Civic Orchestra Summer Concert 06_09_24	2024	14:21	34	
	SPS School Committee/Meeting of September 11	2023	14:19	21	
	Permanent Building Committee/Meeting of November 8	2023	14:16	13	
	Curtis Winter Choral Concert January 23	2024	14:13	61	
	Sudbury Select Board Meeting of July 25 2023/Meeting of July 25	2023	14:08	21	
	Sudbury Select Board/Meeting of November 14	2023	13:48	17	
	SPS School Committee/Meeting of December 4	2023	13:40	11	
	LS Sports/LS Football vs Weymouth MIAA Playoff 11_03_23	2023	13:26	30	
	Sudbury Park and Recreation Commission - Meeting of February 6	2024	13:22	23	
	LS Sports/LS Girls Hockey vs CC W4W 12-16-23	2023	12:56	30	
	SPS School Committee/Meeting of December 11	2023	12:48	13	
	Sudbury Select Board - Meeting of June 11	2024	12:45	21	
	LS Girls Hockey vs Waltham January 3	2024	12:44	24	
	Finance Committee - Meeting of February 26	2024	12:17	16	

Attachment2.b: SAC_FY2024 report_Final2 (6338 : Annual SAC update)

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LWV Sudbury: Should I be Worried? PFAS in Sudbury	March 11	2024	12:16	51		
Park and Recreation Commission/Meeting of September	11	2023	12:16	11		
Finance Committee/Meeting of December	5	2023	12:12	9		
Permanent Building Committee/Meeting of September	21	2023	12:10	8		
SPS School Committee/Meeting of October	16	2023	12:09	26		
Conservation Commission/Meeting of December	18	2023	12:01	15		
Finance Committee - Meeting of March	11	2024	11:56	19		
Commission on Disability/Meeting of September	6	2023	11:51	12		
LS Civic Orchestra 50th Anniversary Gala 06_11_23/LS Civic Orchestra 50th Annive			11:50	28		
Summer Concert Series/Beantown Buckaroos	August 3	2023	11:45	30		
SPS School Committee - Meeting of January	22	2024	11:43	33		
Sudbury Town Meeting - Meeting of May	7	2024	11:39	29		
Sudbury Holiday Village - Winter Concert	December 2	2023/Sudbury Holiday Villa	11:36	35		
Curtis Middle School/Moving On Ceremony	Tenacity Team	June 14	2023	11:31	10	
SPS School Committee/Meeting of August	21	2023	11:17	18		
Permanent Building Committee - Meeting of March	12	2024	11:12	8		
Park and Recreation Commission/Meeting of July	20	2023	11:10	16		
LS Girls Hockey vs Belmont MIAA Playoff	03_02_24		11:05	23		
Sudbury Select Board/Meeting of December	5	2023	11:04	13		
Sudbury Historical Commission/Meeting of November	14	2023	10:48	9		
LS Sports/Boys Lacrosse Playoff vs Andover	6-7-23		10:46	22		
Rail Trails Advisory Committee - Meeting of April	23	2024	10:42	22		
Sudbury Select Board/Meeting of September	14	2023	10:37	13		
Conservation Commission/Meeting of June	26	2023	10:30	17		
Goodnow Library Trustees - Meeting of April	2	2024	10:26	27		
Sudbury Historical Commission/Meeting of June	20	2023	10:05	8		
Global Village: Steven Lipsitt Music Director	Heritage Chorale		9:47	46		
Sudbury Town Meeting/Meeting of October	23.	2023	9:45	25		
LS Music Spring Instrumental Concert	May 9	2024	9:41	23		
LS School Committee/Meeting of August	10	2023	9:39	16		
Park and Recreation Commission/Meeting of October	2	2023	9:39	8		
LS School Committee/Meeting of October	24	2023	9:35	13		
LS Sports/LS Football vs Acton-Boxboro	10_13_23		9:33	22		
Finance Committee - Meeting of April	8	2024	9:28	15		
Rail Trail Advisory Committee/Meeting of August	1	2023	9:21	12		
LS School Committee - Meeting of May	14	2024	9:16	13		
Community Preservation Committee/Meeting of November	1	2023	9:13	11		
SPS School Committee - Meeting of May	13	2024	9:10	19		
Park and Recreation Commission/Meeting of August	7	2023	9:09	12		
Sudbury Park and Recreation Commission - Meeting of January	16	2024	9:04	9		
SPS School Committee/Meeting of October	2	2023	9:01	17		
Curtis Middle School Winter Band Concert	01_25_24		8:59	52		
SPS School Committee - Meeting of June	3	2024	8:58	21		
Sudbury Select Board - Meeting of May	14	2024	8:57	22		
Sudbury Historical Commission - Meeting of February	20	2024	8:53	9		
Permanent Building Committee/Meeting of July	20	2023	8:51	9		
Curtis Moving On Ceremony	Tenacity Team	June 12	2024	8:49	37	
Sudbury Select Board - Meeting of February	12	2024	8:42	18		
Sudbury Select Board/Meeting of November	28	2023	8:40	15		
Finance Committee - Meeting of February	15	2024	8:30	10		
SPS School Committee - Meeting of June	17	2024	8:28	7		
Conservation Commission/Meeting of July	10	2023	8:21	16		
Sudbury Select Board Meeting of August	15	2023/Meeting of August	15	2023	8:19	16
Sudbury Select Board - Meeting of February	6	2024	8:14	15		
Sudbury Select Board - Meeting of December	19	2023	8:13	16		
Finance Committee/Meeting of September	19	2023	8:08	9		
LS Community Sing Concert	May 16	2024	8:07	26		
Finance Committee/Meeting of July	24	2023	8:05	8		
Community Preservation Committee/Meeting of November	15	2023	8:02	11		
LS Sports: Boys Hockey vs Westford Academy	January 6	2024	7:59	19		
Capital Improvement Advisory Committee/Meeting of August	15	2023	7:59	11		
Zoning Board of Appeals/Meeting of July	10	2023	7:53	13		
LS softball vs Bridgewater-Raynham MIAA Playoff R16	06_05_24		7:49	24		
Curtis Winter Orchestra Concert	January 30	2024	7:48	37		
Sudbury Diversity Equity and Inclusion Commission/Meeting of October	19	2023	7:42	11		
LS Pops Concert	12_14_23		7:42	29		
Sudbury United Methodist Church service for Oct	15	2023	7:39	9		

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Conservation Commission - Meeting of January 22	2024	7:36	7
Park and Recreation Commission/Meeting of November 13	2023	7:35	14
Permanent Building Committee - Meeting of May 14	2024	7:32	6
Curtis Spring Orchestra Concert May 30	2024	7:21	33
Sudbury Select Board - Meeting of April 30	2024	7:20	18
Sudbury Historical Commission - Meeting of January 16	2024	7:20	11
Planning Board/Meeting of October 11	2023	7:00	8
LS Sports/LS Football vs Westford Academy 10-27-23		7:00	18
Finance Committee/Meeting of November 6	2023	6:59	8
Sudbury Select Board - Meeting of April 23	2024	6:57	12
Permanent Building Committee/Meeting of August 17	2023	6:56	13
Sudbury Park and Recreation Commission - Meeting of May 13	2024	6:55	9
Permanent Building Committee - Meeting of February 20	2024	6:55	5
Sudbury Planning Board - Meeting of January 24	2024	6:54	15
LS Graduation Class of 2024 June 2	2024	6:53	45
Sudbury Diversity Equity and Inclusion Commission Meeting of Meeting of July 1		6:50	7
Sudbury Historical Commission/Meeting of July 18	2023	6:50	12
LS Sports: Girls Hockey vs Arlington January 31	2024	6:48	17
LS School Committee/Meeting of November 8	2023	6:47	10
Sudbury Historical Commission - Meeting of March 19	2024	6:45	7
Commission on Disability/Meeting of August 9	2023	6:45	8
LS Sports/LS Football vs Newton South Thanksgiving 11-23-23		6:43	12
Sudbury Historical Commission/Meeting of October 17	2023	6:43	8
LS Baseball vs Weston Senior Night Game 05_09_24		6:40	16
LS Sports/LS Boys Basketball vs Boston English 12-15-23		6:37	23
Conservation Commission - Meeting of January 8	2024	6:36	5
LS Girls Basketball vs Westford Senior Night 02_09_24		6:33	25
LS School Committee/Meeting of August 29	2023	6:33	17
LS School Committee - Meeting of March 19	2024	6:29	15
LS Girls Hockey vs Methuen 01_13_24		6:25	12
Sudbury Historical Commission/Meeting of December 12	2023	6:17	9
Finance Committee - Meeting of March 18	2024	6:17	13
SPS School Committee/Meeting of July 17	2023	6:14	11
Energy and Sustainability Committee - Meeting of May 14	2024	6:13	8
LS Girls Basketball vs A-B 02_15_24		6:13	17
Planning Board/Meeting of November 29	2023	6:10	12
Sudbury Select Board/Meeting of October 23	2023	6:10	13
Finance Committee/Meeting of August 30	2023	6:08	11
Permanent Building Committee - Meeting of January 17	2024	6:07	5
Sudbury Historical Commission - Meeting of May 21	2024	5:58	8
Permanent Building Committee - Meeting of April 8	2024	5:56	4
SPS School Committee/Meeting of December 7	2023	5:54	8
Energy and Sustainability Committee - Meeting of September 12	2023/Meeting of S	5:54	13
Curtis Middle School/Moving On Ceremony Integrity Team June 14	2023	5:54	8
LS School Committee/Meeting of September 12	2023	5:53	11
Sudbury Board of Health/Meeting of September 26	2023	5:49	11
LS Softball vs Hopkinton 04_16_24		5:44	19
Sudbury Select Board - Meeting of June 25	2024	5:42	12
Conservation Commission/Meeting of July 24	2023	5:35	13
LS Sports/Football vs Methuen September 8	2023	5:34	25
Goodnow Library Trustees/Meeting of Nov 7	2023	5:34	6
Conservation Commission/Meeting of November 13	2023	5:33	10
Sudbury Historical Commission - Meeting of February 13	2024	5:28	8
SPS School Committee - Meeting of April 29	2024	5:27	10
Title and Episode Unknown		5:24	23
Sudbury Park and Recreation Commission - Meeting of March 4	2024	5:24	6
LS Sports/LS Girls Rugby Playoff vs Brookline 6-7-23		5:24	10
SPS School Committee/Meeting of August 7	2023	5:17	10

Data for fewer hours of viewing available upon request

Treasurer's Report for FY2024:

	Year to Date	
Revenues		
Grants	\$	395,159.76 93.71
Program Service Revenue		560.00 0.13

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Realized gain on Investment	(3,206.22)	(0.76)
Interest Income	18,945.44	4.49
Dividend Income	<u>10,222.83</u>	2.42
 Total Revenues	 <u>421,681.81</u>	 100.00
 Cost of Sales	 <u></u>	
 Total Cost of Sales	 <u>0.00</u>	 0.00
 Gross Profit	 <u>421,681.81</u>	 100.00
 Expenses		
Accounting Expense	1,501.00	0.36
Filings	154.95	0.04
Insurance	8,978.51	2.13
Insurance - medical	41,557.77	9.86
Internet/Web Expense	2,573.83	0.61
CableTV Expense	582.11	0.14
Leased Employees	301,798.63	71.57
Memberships & Subscriptions	8,016.48	1.90
Warranties & Support	3,771.00	0.89
Minor Equipment - Comp/Office	591.74	0.14
Minor Equipment - Video	33,095.76	7.85
Minor Software	126.89	0.03
Independent contractor	4,146.75	0.98
Supplies - Computer/Office	793.34	0.19
Supplies - Video	237.96	0.06
Postage	121.39	0.03
Facility Repair/Upgrade	9,009.26	2.14
Telephone Expense	998.70	0.24
Depreciation Expense	28,024.52	6.65
Other Expense	<u>6.73</u>	0.00
 Total Expenses	 <u>446,087.32</u>	 105.79
 Net Income*	 <u>(\$ 24,405.51)</u>	 (5.79)

*includes "Minor Video Equipment" which was part of capital purchase

Balance Sheet

ASSETS

Current Assets

DCU checking account	\$	4,085.94	
DCU savings account		1,370.14	
DCU money market		20,055.18	
DCU paypal account		0.20	
Paypal account		469.40	
DCU LTD account		82.42	
DCU LTD savings account		1,020.53	
DCU LTD checking account		0.52	
DCU LTD Money Market		71,910.66	
RTN Savings		25.00	
RTN Checking		2,653.01	
Fidelity money market accts		317,681.88	
Fidelity mutual funds		1,078,969.41	
Total Current Assets			1,498,324.29
Property and Equipment			
Furniture and Fixtures		2,619.98	
Equipment		449,479.80	
Capital Software		1,571.00	
Accum. Depreciation - Furnitur		(2,619.98)	
Accum. Depreciation - Equipmen		(385,143.83)	
Accum. Depreciation - Software		(1,571.00)	
Total Property and Equipment			64,335.97
Other Assets			
Total Other Assets			0.00
Total Assets	\$		1,562,660.26

LIABILITIES AND CAPITAL

Current Liabilities

Credit card payable	\$	2,802.34	
Total Current Liabilities			2,802.34
Long-Term Liabilities			
Total Long-Term Liabilities			0.00
Total Liabilities			2,802.34
Capital			
Retained Earnings		1,584,263.43	
Net Income		(24,405.51)	
Total Capital			1,559,857.92
Total Liabilities & Capital	\$		<u>1,562,660.26</u>

FY 2025 Budget:

	FY 2024	FY 2025	FY 2025	FY 2025	FY 2025	Total	FY 2025
Category	Actual	Q3 2024	Q4 2024	Q1 2025	Q2 2025	Estimates	Budget
Accounting / Audit	1,501.00	1000	500		1	1501	1501
Legal Fees	0.00	100	100	100	100	400	400
Advertising	0.00			350		350	350
BBS Newsfeed	0.00					0	0
Filings	154.95	125	15			140	140
Insurance	8,978.51	9858				9858	9800
Internet/Web Expense	2,152.03	585	510	510	605	2210	2200
Cable TV Expense	582.11	152	100	100	100	452	500
Meeting Expense	0.00					0	0
Memberships & Subscriptions	2,917.48	1740	390	800	370	3300	3300
Warranty/Support Services	3,771.00		3300	2100	1200	6600	6600
Conference Fees	0.00				300	300	300
Minor Equipment: Comp/Office	477.80	100	100	100	100	400	400
Minor Equipment: Video	6,952.36	750	750	750	750	3000	3000
Minor Software	126.89	600				600	600
Independent Contractors	3,732.75	2000	1000	1000	1000	5000	5000
Supplies: Comp/Office	793.34	200	200	200	200	800	800
Supplies: Video	237.96	50	50	50	50	200	200
Postage	121.39	25	25	25	25	100	100
Promotional Items	0.00					0	0
Props	0.00					0	0
Rental Equipment	0.00					0	0
Repairs	0.00	200	200	200	200	800	800
Facility Repairs/Upgrades	13,095.93		4000			4000	4000
Sports Program Fees	0.00					0	0
Streaming costs	5,099.00		100	5100		5200	5200
Telephone	1,011.80	250	250	250	250	1000	1000
Training	0.00					0	0
Travel	0.00					0	0
Other	6.90		100			100	100
EXPENSES SUBTOTAL	51,713.20	17735	11690	11635	5251	46311	46291
Leased Employees	301,798.63	65000	85000	73000	85000	308000	308000
BCBS Premium/HSA Admin Fee	41,557.77	11745	11745	11745	11745	46980	47000
Salaries & Medical Subtotal	343,356.40	76745	96745	84745	96745	354980	355000
SUBTOTAL (Expenses, Salaries, Medical)	395,069.60	94480	108435	96380	101996	401291	401291

Capital Equipment Replacement Plan:

Equipment Category	Year Acquired	Cost (to nearest K)	Projected Fiscal Year of Replacement	Projected Replacement Cost
	2004 -			
Portable Intercom	2009	5K	2025	4K
Studio Master Control Record	2013	4K	2025	1K
Town Hall Master Record	2015	4K	2025	1K
Town Hall Studio	2015	27K	2026	15K
Flynn - Silva Rm. Studio	2012	33K	2026	20K
Editing Systems: iMac Pro (1)	2018	5K	2026	5K
Master Control Audio	2012	7K	2026	10K
Police Station Robotic Cameras/Controller	2017	8K	2027	12K
Auditorium Robotic Cameras/Controller	2017	17K	2027	20K
Flynn Master Record	2018	500	2028	1K
Digital Back-Up Recorders (Studio/TH/Flynn)	2018	2K	2028	2K
ED Laptop	2023	4K	2028	4K
Editing Systems: Mac Mini (2)	2023	5K	2029	5K
Anycast (portable switcher)	2014	16K	2029	15K
Wireless Video Transmitter/Receiver (600M)	2019	3K	2030	3K
Wireless Video Transmitter/Receiver (800M)	2024	3K	2030	3K
Master Control Switcher/Graphics	2023	12K	2030	20K
Castus Playback Server and Streamer	2023	45K	2030	45K
ATEM 2M/E Switcher (Portable system)	2022	12K	2030	15K
Instant Replay System	2022	6K	2030	10K
Portable HD Cameras: 3 Canon XA-11	2022	6K	2032	6K
Studio and Portable Cameras: Canon XF-605 (7)	2024	55K	2034	50K

Attachment2.b: SAC_FY2024 report_Final2 (6338 : Annual SAC update)

SudburyTV
Fiscal Year 2024
Programming Report
July 1, 2023 to June 30, 2024

By
Lynn M. Puorro

Submitted to
Sudbury Access Corporation
Board of Directors

Attachment2.b: SAC_FY2024 report_Final2 (6338 : Annual SAC update)

1) Studio Operations

SudburyTV provides coverage of Public, Educational, and Government programming for the community of Sudbury. We program four channels on the Comcast and Verizon systems, Public on Comcast 22/Verizon 30, Educational on Comcast 9/Verizon 32, Government on Comcast 8/Verizon 31, and a High-Definition Channel on Comcast 1074/Verizon 2130. A total of 469 programs were covered in FY24, including meetings, events, sports, and series. Programs were covered in person, remotely via Zoom (indicated by *), or hybrid (indicated by **).

Public Programming:

A total of 36 public programs were covered this year, including 32 events and 4 episodes of ongoing series.

Events:

3rd Quarter

- July 4th Parade
- Sudbury Summer Concert Series
 - Antarctica, Beantown Buckaroos
- Sudbury Summer Talent Show
 - Sessions 1, 2, and 3
- Sewer 1/1A Project Public Outreach Meeting
- Senior Scene, Medicare 101

4th Quarter

- Be Bold Speaker Series, Parenting Through the Years: The Science of Reading
- Sudbury Town Forum: Volunteering**
- Sudbury Historical Society, Revolutionary War Cemetery Tour
- Sudbury Holiday Village, Winter Concert
- Housing Production Plan Public Forum #1

1st Quarter

- Senior Scene: Harvey Leonard
- LWV Candidates Forums
 - SPS School Committee, Uncontested Candidates
- Sudbury Savoyards, Princess Ida
- LWV PFAS Forum*
- Housing Production Plan Public Forum #2*
- Firearm Safety Bylaw Forum**

2nd Quarter

- Senior Scene
 - Tania Vitvitsky, Ukraine 2023; Stephen Collins, Shakespeare Play; Savvy Senior and Financial Exploitation; Abba Shocair, Pianist
- Sudbury Earth Day
- Preventing Mosquito-Borne Diseases**
- Opioid Abatement Funds Informational Session**
- Sudbury Valley New Horizons Music Spring Concert
- Drug Story Theater: Back to Life
- Friends of Woodlands and Waters Annual Meeting
- Catch Connect Launch Event
- Catch Connect PSA

Series:

- Global Village: Three episodes featuring Jerry Berger, BU Journalism Professor, Steven Lipsitt, Heritage Chorale, and Heather Hurd, Medicare Consultant
- League of Women Voters, Run for Office Series: Campaign Finance*

Educational Programming:

A total of 74 school related programs were covered this year, including 27 events and 47 sports games.

Events:**4th Quarter**

- LS Musician's Union Rocktoberfest Concert
- SPS Parent Workshop: Nurturing Your Child's Development
- Sudbury SEPAC: Kid Centered, Understanding Outside Evaluations*
- LS Pops Concert

1st Quarter

- LS Civic Orchestra Winter Concert
- Curtis Winter Chorus Concert
- Curtis Winter Band Concert
- Curtis Winter Orchestra Concert
- Sudbury SEPAC:
 - When Friends Don't Come Easy*
 - #Teach Disability History, Easterseals Massachusetts*
- All Towns Choir Concert
- All Towns Orchestra Concert
- All Towns Band Concert
- MLK Assembly

2nd Quarter

- LS Jazz Concert
- LS Spring Instrumental Concert
- LS Spring Choral Concert and Community Sing
- LS Senior Awards Ceremony
- Curtis Spring Chorus Concert
- LS Senior Scholarship Ceremony
- Curtis Spring Orchestra Concert
- LS Graduation, Class of 2024
- Curtis Spring Band Concert
- LS Civic Orchestra Spring Concert
- Curtis Moving-On Ceremonies: Integrity, Tenacity, and Unity Teams

Sports:

LS Sports	Games Covered					LIVE / Recorded
	Q3	Q4	Q1	Q2	Total	
Baseball				2	2	Live
Boys Basketball		1	4		5	Live
Girls Basketball			6		6	Live
Field Hockey		1			1	Recorded
Football	2	4			6	Live
Boys Hockey		1	5		6	Live
Girls Hockey		2	6		8	Live
Boys Lacrosse				2	2	Live
Girls Lacrosse				2	2	Live
Boys Rugby				1	1	Live
Softball				3	3	Live
Boys Soccer	1				1	Live
Girls Soccer		1			1	Recorded
Boys Volleyball				2	2	Live
Girls Volleyball		1			1	Live
	Q3	Q4	Q1	Q2	YEAR	
TOTALS	3	11	21	12	47	

Government Programming:

A total of 359 meetings were covered in FY24. Of the 359 meetings, 22 were held in person, 33 hybrid, and 304 held remotely via Zoom.

In FY24, regular coverage of municipal committees was expanded by adding coverage of the Sudbury 250 Committee. SudburyTV covers regularly scheduled meetings of a total of 27 boards/committees/commissions, in addition to Town Meeting. This year the Earth Removal Board and Land Acquisition Review Committee did not hold any meetings.

Boards/Committees/ Commissions	Meetings Covered					LIVE / Recorded	In Person / Remote / Hybrid		
	Q3	Q4	Q1	Q2	Total		IP	R	H
Select Board	7	8	7	8	30	Live	2	18	10
Select Board Policies Subcommittee	2	3	4	3	12	Recorded		12	
Board of Health	3	3	2	2	10	Recorded		10	
Capital Night Joint SSB, Fin Com, CIAC			1		1	Live		1	
Capital Improvement Advisory Committee	3	1	4		8	Recorded		7	1
Commission on Disability	2	3	3	3	11	Recorded		11	
Community Preservation Committee		5	2	1	8	6 Recorded 2 Live		8	
Conservation Commission	6	5	6	5	22	Recorded		22	
Council on Aging	3	3	3	3	12	Recorded	2	3	7
Diversity, Equity, and Inclusion Commission	3	2	2	2	9	Recorded		9	
Energy and Sustainability Committee	3	3	3	3	12	Recorded		12	
Finance Committee	3	8	9	4	24	1 Recorded 23 Live	1	22	1
Goodnow Library Trustees	1	3	3	3	10	Recorded	10		
Historic Districts Commission	3	3	3	3	12	Recorded		12	
Historical Commission	3	3	4	3	13	Recorded		13	
HC - HDC Joint Meeting	1				1	Recorded		1	
Select Board - Planning Board Joint Meeting		1			1	Live		1	
Lincoln-Sudbury School Committee	5	4	5	4	18	Live		9	9
Park and Recreation Commission	3	3	3	3	12	Recorded		12	

Permanent Building Committee	3	4	5	3	15	Recorded		15	
Planning Board	4	5	6	5	20	Recorded		20	
Rail Trails Advisory Committee	3	5	3	4	15	Recorded		14	1
Sudbury 250 Committee (NEW)				4	4	Recorded			4
Sudbury Housing Trust	4	3	4	5	16	Recorded		16	
Sudbury Housing Trust - Nobscot Subcommittee		1			1	Recorded		1	
Sudbury Public School Committee	5	9	4	6	24	Live	4	20	
Transportation Committee	5	5	6	5	21	Recorded		21	
Town Meeting		1		2	3	Live	3		
Zoning Board of Appeals	3	3	3	5	14	Recorded		14	
TOTALS	Q3	Q4	Q1	Q2	YEAR		IP	R	H
	78	97	95	89	359		22	304	33

2) Training

- SudburyTV supports the LS TV Club and trains its members in all aspects of video production. Members make up the crew for coverage of a wide variety of LS sports and concerts broadcast throughout the school year.
- SudburyTV offers a 4-week production workshop twice a year. A workshop was scheduled in fall of 2023 but cancelled due to low enrollment. Held individual trainings for 2 community members in the spring of 2024.

3) Outreach Services

- Met with a member of the Conservation Commission to discuss producing promotional videos about the Town's conservation areas
- Met with Town Staff to discuss SudburyTV's AV needs in the Fairbank Community Center
- Met with LS Hockey Boosters to discuss potentially broadcasting hockey games live
- Attended workshop at WGBH to learn about the PBCore metadata standard for archives and broadcasting institutions
- Participated in the LS Activity Shop-Around Event to recruit members for the TV Club
- Worked with community member to test ADA accommodations in advance of the Fall Special Town Meeting
- Attended Mass Access Fall Meet & Greet
- Worked with the Town to plan logistics for the Special Town Meeting
- Worked with community member who wanted to produce PSA's for local organization
- Worked with LWV to plan Candidates' Forums
- Attended Castus training webinar
- Attended Mass Access Spring Webinar
- Attended training on new Library presentation system with Town staff and vendor
- Attended Sudbury Doing Good Non-profit Coffee in fall and spring
- Continued airing church services for interested churches in Town

4) Infrastructure Improvements

Completed in FY24

- Added fiber optic cable between the studio and auditorium in LS to improve video stability and reliability
- Installed remote wireless access points at the football and softball fields at LS
- Fall 2023 added third SD channel and 1 HD channel to Comcast system based on license with provider. This completed the channel upgrade

Planned for FY25

- No major infrastructure improvement planned in FY25.

5) Capital Equipment:

Purchased in FY24

- Replaced the Studio and Remote cameras
- Replaced two iMac editing systems

Planned for FY25:

- Purchase Wireless Intercom System
- Replace Master Recorders in Studio and Town Hall

6) Upcoming Events for FY25:

Some of the events that we anticipate covering in the upcoming year include those listed below. Stay tuned for additional events as they arise throughout the year. New episodes of *Global Village* are planned for the fall.

- The TV Club LS varsity sports coverage
- Sudbury Town Forum
- Health Department events
- LS, Curtis, and Community Music concerts
- LWV Candidate Forums for the State Election in November and Town Election in March
- Sudbury 250 events
- Annual Town Meeting in May
- LS Graduation ceremony
- Curtis Moving-On Ceremonies

7) Programming Hours:

The following details the number of first run and repeat programs, as well as the total number of hours of programming that were aired in FY24 on SudburyTV's Public, Education, Government, and High-Definition Channels.

Public Access Channel 22/30

Of the 141 first run Public programs and 136.5 first run hours that aired this year, 72 and 96.5 respectively were produced in Sudbury. Those 141 programs included community forums and events such as League of Women Voters, Senior Center, and Health Department presentations, and series such as Global Village.

FY24 Annual Totals	# of First Run Programs	Public Channel Hours			Total # of Programs	Total Hours
		First Run Hours	# of Repeat Programs	Repeat Hours		
Q3 2023	23	24.5	652	646	675	670.5
Q4 2023	31	31	511	512	542	543
Q1 2024	36	33	587	588.5	623	621.5
Q2 2024	51	48	1031	1061.5	1082	1109.5
Total	141	136.5	2781	2808	2922	2944.5

FY24 Annual Totals	# First Run Programs	Sudbury Totals			Total # Programs	Total Hours
		First Run Hours	# Repeat Programs	Repeat Hours		
Q3 2023	18	22	472	552	490	574
Q4 2023	16	23.5	344	428.5	360	452
Q1 2024	20	24	275	397.5	295	421.5
Q2 2024	18	27	442	627	460	654
Total	72	96.5	1533	2005	1605	2101.5

Educational Channel 9/32

Of the 162 first run Educational programs and 221 first run hours that aired this year, 104 and 177.5 respectively were produced in Sudbury. Those 162 programs included LS and SPS School Committee meetings, events, concerts, and sports.

FY24 Annual Totals	# of First Run Programs	Educational Channel Hours				
		First Run Hours	# of Repeat Programs	Repeat Hours	Total # of Programs	Total Hours
Q3 2023	24	27.5	380	386	404	413.5
Q4 2023	36	57.5	336	409.5	372	467
Q1 2024	40	56.5	510	602.5	550	659
Q2 2024	62	79	700	836.5	762	915.5
Total	162	221	1926	2234.5	2088	2455

FY24 Annual Totals	# First Run Programs	Sudbury Totals				
		First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
Q3 2023	13	19.5	209	279	222	298.5
Q4 2023	25	49	165	294	190	343
Q1 2024	31	51	296	443	327	494
Q2 2024	35	58	408	607.5	443	665.5
Total	104	177.5	1078	1623.5	1182	1801

Government Channel 8/31

The 297 first run Government programs and 603.5 first run hours that aired this year include the meetings of the twenty-seven different municipal boards, committees, and commissions regularly covered by SudburyTV throughout the year.

FY24 Annual Totals	Government Channel Hours					
	# of First Run Programs	First Run Hours	# of Repeat Programs	Repeat Hours	Total # of Programs	Total Hours
Q3 2023	59	118.5	310	639	369	757.5
Q4 2023	70	142.5	314	654	384	796.5
Q1 2024	93	185.5	352	690.5	445	876
Q2 2024	75	157	470	919	545	1076
Total	297	603.5	1446	2902.5	1743	3506

FY24 Annual Totals	Sudbury Totals					
	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
Q3 2023	59	118.5	310	639	369	757.5
Q4 2023	70	142.5	314	654	384	796.5
Q1 2024	93	185.5	352	690.5	445	876
Q2 2024	75	157	470	919	545	1076
Total	297	603.5	1446	2902.5	1743	3506

High-Definition Channel 1074/2130

SudburyTV's HD channel represents the Best of SudburyTV. Only programming produced in Sudbury is broadcast on the HD channel. The 99 first run programs and 181.5 first run hours that aired this year include meetings, events, concerts, and sports.

FY24 Annual Totals	# of First Run Programs	HD Channel Hours			Total # of Programs	Total Hours
		First Run Hours	# of Repeat Programs	Repeat Hours		
Q3 2023	18	33.5	693	785.5	711	819
Q4 2023	22	49	278	464.5	300	513.5
Q1 2024	28	45.5	499	717	527	762.5
Q2 2024	31	53.5	633	990	664	1043.5
Total	99	181.5	2103	2957	2202	3138.5

FY24 Annual Totals	# First Run Programs	Sudbury Totals			Total # Programs	Total Hours
		First Run Hours	# Repeat Programs	Repeat Hours		
Q3 2023	18	33.5	689	779.5	707	813
Q4 2023	22	49	278	464.5	300	513.5
Q1 2024	28	45.5	433	630	461	675.5
Q2 2024	31	53.5	598	938.5	629	992
Total	99	181.5	1998	2812.5	2097	2994

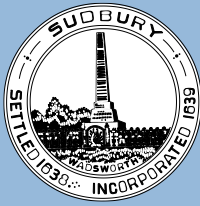
Annual Total Programming Hours:

PEG/HD Channels Combined Totals

FY24 Annual Totals	# of First Run Programs	First Run Hours	# of Repeat Programs	Repeat Hours	Total # of Programs	Total Hours
Overall Annual Total	699	1142	8256	10902	8955	12044

Sudbury Combined Totals

FY24 Annual Totals	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
Overall Annual Total	572	1059	6055	9344	6627	10403

**SUDBURY SELECT BOARD**

Tuesday, October 22, 2024

MISCELLANEOUS (UNTIMED)**3: Public disclosure of Union MOAs****REQUESTOR SECTION**

Date of request:

Requestor: Town Manager Sheehan

Formal Title: Public disclosure of memoranda of agreement to collective bargaining agreements reached with the Sudbury Police Sergeants Union, MCOP Local 307A and the Sudbury Police Lieutenants, NEPBO Local 197; terms of both will be available on the Town's website, under the Documents section of the Human Resources Department (no vote required)

Recommendations/Suggested Motion/Vote: Public disclosure of memoranda of agreement to collective bargaining agreements reached with the Sudbury Police Sergeants Union, MCOP Local 307A and the Sudbury Police Lieutenants, NEPBO Local 197; terms of both will be available on the Town's website, under the Documents section of the Human Resources Department (no vote required)

Background Information:

Financial impact expected: Financial terms for FY25 will be accommodated within the funds appropriated

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

10/22/2024 7:00 PM

**SUDBURY SELECT BOARD**

Tuesday, October 22, 2024

MISCELLANEOUS (UNTIMED)**4: Code of Conduct policy discusison****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Code of Conduct policy discussion and possible vote

Recommendations/Suggested Motion/Vote: Code of Conduct policy discussion and possible vote

Background Information:
attached documents

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office Pending

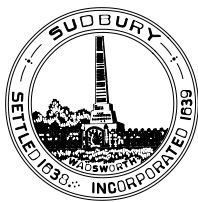
Town Manager's Office Pending

Town Counsel Pending

Select Board Pending

Select Board Pending

10/22/2024 7:00 PM



Town of Sudbury

Code of Conduct for Town of Sudbury Committees

Whose Members are appointed by the Sudbury Select Board
or the Sudbury Town Manager

1. A member of any Committee who has accepted appointment by the Select Board or the Town Manager to a Committee position is expected to comply with the following code of conduct. Failure to adhere to this code will be considered by the Board and Town Manager when making re-appointment decisions.
 - a. A member of a Board or Committee in relation to their community should:
 - b. Realize that their function is to follow the mission statement of the Committee.
 - c. Accept the role of a Committee member is a means of unselfish service, not to benefit personally or politically from their Committee activities.
 - d. Abide by the ethics guidelines established by the State.
 - e. Conflicts of interest: Refrain from participating as either a member of the Committee or as a member of the public in Committee matters in which they have a personal interest.
 - f. Abide by all policies established by the Select Board.
 - g. Realize that they are one of a team and should abide by all decisions of the Committee once they are made.
 - h. Be well informed concerning the duties and responsibilities of the Committee.
 - i. Remember that they represent the entire community at all times.
2. A member of a Board or Committee in their relations with staff of the Town should:
 - a. Request assistance from Town staff only through the staff person assigned to the Committee.
 - b. Refrain from publicly criticizing an employee of the Town. Concerns about staff performance should only be made to the Town Manager through private conversation.
 - c. Recognize and support the administrative chain of command and refer all complaints.
 - d. Ensure that any materials or information provided to a Committee member from Town staff should be made available to all Committee members.
3. A member of a Board or Committee in their relations with fellow Board/Committee members should:
 - a. Not make statements or promises of how they will vote on matters that will come before the Committee until they have had an opportunity to hear the pros and cons of the issue during a public meeting of the Committee.
 - b. Make decisions only after all facts on a question have been presented and discussed.
 - c. Refrain from communicating the position of the Committee to reporters or state officials unless the full Committee has previously agreed on both the position and the language of the statement conveying the statement.
 - d. Uphold the intent of Executive Session and respect the privileged communication that exists in Executive Session.

- e. Treat with respect and courtesy all members of the Committee, attendees and staff despite differences of opinion.
 - f. Treat with respect and courtesy any member of the public, including anyone they have brought to represent them, who comes before the Committee for any reason, but particularly in matters related to regulatory issues.
4. If circumstances change so that meeting attendance on a regular basis becomes difficult, the Committee member will offer his or her resignation to the Board, so that someone who can regularly attend meetings can be selected by the Board.

[Adopted by the Select Board July 11, 2006; revised September 8, 2009; revised March 9, 2021. Please note: This code of conduct was originally developed based on similar codes used by other elected Boards and Committees in other communities.]

2/15/24

CODE OF CONDUCT POLICY TOWN COUNSEL EDITS

I. PURPOSE

All individuals elected and/or appointed to a Town board, commission, or committee (hereinafter "Members") are expected to maintain and enforce respectful discourse with their fellow Members, with those who work for the Town, those who volunteer their time and services on behalf of the Town, and members of the public, by striving at every meeting, forum, or other official interaction, to treat every person fairly and with respect regardless of any differences of opinion.

This policy provides an expected standard of conduct for all elected and appointed Members in the Town.

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II. APPLICABILITY

This policy is intended to apply to all Members acting on behalf of the Town of Sudbury and covers all of their actions and communications whether spoken or written, including, but not limited to, all electronic communications including social media and any other form of "press" interaction (newspapers, for example).

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III. CODE OF CONDUCT

All Members are expected to act honestly, conscientiously, reasonably and in good faith at all times with regard to their responsibilities, the interests of the Town, and the welfare of its residents.

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Members must refrain from communicating or acting in a disrespectful, abusive and/or threatening manner towards members of the community, other elected or appointed officials, the Town Manager or Town Staff.

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Deleted: Moreover, all elected and appointed must fully comply with the Town's Discriminatory Harassment Policy and Procedures available at: <https://sudbury.ma.us/hr/town-of-sudbury-discriminatory-harassment-policy-and-procedures-updated-5-24-23/>. Further, all elected and appointed officials of the Town must assume the following responsibilities

A. Conduct Generally and in Relation to the Community

- Be well informed concerning (?), your local and state duties, as a committee Member.
- Never purport to represent the opinion or position of your committee except when specifically authorized to do so by a recorded vote of your committee. If you are

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2/15/24

not officially representing the opinion or position of your committee, you may state that you are a member of the committee, however you are "speaking for yourself" or "on your own behalf".

- Accept your position as a means of unselfish public service, not to benefit personally, professionally, or financially from your committee position.
- Recognize that the chief function of local government at all times is to serve the best interests of the Town.
- Demonstrate respect for the public that you serve.
- Safeguard confidential information.
- Conduct yourself so as to maintain public confidence in our local government.
- Conduct official business in such a manner that you cannot be improperly influenced in the performance of your official duties.
- Unless specifically exempted, conduct the business of the public in a manner that promotes open and transparent government.
- Comply as fully as possible with all Town policies, including, but not limited to, the following:
 - Discriminatory Harassment Policy and Procedures (<https://sudbury.ma.us/hr/town-of-sudbury-discriminatoryharassmentpolicyandprocedures-updated-5-24-23/>)
 - Anti-fraud Policy (<https://sudbury.ma.us/hr/anti-fraud-policy-7-27-11/>)
- Comply as fully as possible with all applicable laws, including, but not limited to, the following:
 - The Open Meeting Law ([G.L. c. 30A, ss. 18-35](#))
 - Procurement Laws ([G.L. c. 30B, c. 149, c. 30, s. 39M](#))
 - The Ethics/Conflict of Interest Laws ([G.L. c.268A](#)).

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B. Conduct in Relation to other elected and appointed officials

- Treat all Members with respect despite differences of opinion, keeping in mind that professional respect does not preclude honest differences of opinion but requires respect within those differences.

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2/15/24

- Participate and interact in official meetings with dignity and decorum fitting those who hold a position of public trust.
- Recognize your responsibility to attend all meetings to assure a quorum and promptly notify the Chair should you for any reason be unable or unwilling to attend or continue to serve.
- Recognize the expectation of attendance of at least seventy-five percent of committee meetings over a calendar quarter. Members are requested to resign if they cannot meet the attendance expectation. Extenuating circumstances will be taken into consideration, however, Town bylaws and/or state law may apply.
- Formal notice to resign from a committee requires written notification to the Town Clerk.
- Recognize that action at official meetings is binding and that you alone cannot bind the committee outside of such meetings.
- Refrain from making statements or promises as to how you will vote on quasi-judicial matters that will come before the committee until you have had an opportunity to hear the pros and cons of the issue during a public meeting.
- Uphold the intent and legal requirements of meetings held in Executive Session and respect the privileged or otherwise protected communication that exists in executive session.
- Make decisions only after all facts on a question have been presented and discussed.

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C. Conduct in Relation to the Town Manager

- Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside that chain of command.
- Give the Town Manager full responsibility for discharging his or her duties and disposition and/or solutions on any particular matter.
- Refrain from giving orders or direction to the Town Manager for action as an individual committee member.
- Refrain from providing information to the Town Manager that you would not be willing to share with other committee members.

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D. Conduct in Relation to Town Staff

- Treat all staff as professionals and respect the abilities, experience, and dignity of each individual.
- Refrain from giving instructions to or requesting assistance from Town staff but rather channel all such activities through the Town Manager.
- Never publicly criticize an individual employee or a Town department. Concerns about staff performance should only be made to the Town Manager through private communication.
- Officials who interact with Town staff must do so in a respectful manner and understand that employees should not be expected to take direction from any individual Member on any matter.

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IV. REMOVAL FROM OFFICE FOR APPOINTED OFFICIALS

- In the circumstances of repetitive or extreme misconduct, a Member may recommend the removal of another Member. The recommendation shall first be to the Chair who shall discuss the issue with the identified Member. If the issue is not resolved, it may be further raised with the Town Manager. The Town Manager shall review and recommend to the appointing authority whether removal is warranted, while considering extenuating circumstances.
- Formal removal as a Member will be governed by applicable Town bylaw, or state law

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V. DISTRIBUTION AND EDUCATION

- The Town Clerk shall provide a copy of this policy, the Town's Discriminatory Harassment Policy and Procedure, and the Anti-fraud policy to all elected and appointed officials upon administration of the oath of office.
- Each Member shall sign a statement that they have received and read this policy and will comply with all requirements set forth in this policy. In the event that any Member declines to sign the form, that fact shall be noted by the Town Clerk on the form.

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CODE OF CONDUCT POLICY (CLEAN WITH TOWN COUNSEL EDITS)

I. PURPOSE

All individuals elected and/or appointed to a Town board, commission, or committee (hereinafter “Members”) are expected to maintain and enforce respectful discourse with their fellow Members, with those who work for the Town, those who volunteer their time and services on behalf of the Town, and members of the public, by striving at every meeting, forum, or other official interaction, to treat every person fairly and with respect regardless of any differences of opinion.

This policy provides an expected standard of conduct for all elected and appointed Members in the Town.

II. APPLICABILITY

This policy is intended to apply to all Members acting on behalf of the Town of Sudbury and covers all of their actions and communications whether spoken or written, including, but not limited to, all electronic communications including social media and any other form of “press” interaction (newspapers, for example).

III. CODE OF CONDUCT

All Members are expected to act honestly, conscientiously, reasonably and in good faith at all times with regard to their responsibilities, the interests of the Town, and the welfare of its residents.

Members must refrain from communicating or acting in a disrespectful, abusive, and/or threatening manner towards members of the community, other elected or appointed officials, the Town Manager or Town Staff.

A. Conduct Generally and in Relation to the Community

- Be well informed concerning your local and state duties as a committee Member.
- Never purport to represent the opinion or position of your committee except when specifically authorized to do so by a recorded vote of your committee. If you are

10.08.24

not officially representing the opinion or position of your committee, you may state that you are a member of the committee, however you are “speaking for yourself” or “on your own behalf.”

- Accept your position as a means of unselfish public service, not to benefit personally, professionally, or financially from your committee position.
- Recognize that the chief function of local government at all times is to serve the best interests of the Town.
- Demonstrate respect for the public that you serve.
- Safeguard confidential information.
- Conduct yourself so as to maintain public confidence in our local government.
- Conduct official business in such a manner that you cannot be improperly influenced in the performance of your official duties.
- Unless specifically exempted, conduct the business of the public in a manner that promotes open and transparent government.
- Comply as fully as possible with all Town policies, including, but not limited to, the following:
 - Discriminatory Harassment Policy and Procedures (<https://sudbury.ma.us/hr/town-of-sudbury-discriminatoryharassmentpolicyandprocedures-updated-5-24-23/>)
 - Anti-fraud Policy (<https://sudbury.ma.us/hr/anti-fraud-policy-7-27-11/>)
- Comply as fully as possible with all applicable laws, including, but not limited to, the following:
 - The Open Meeting Law (G.L. c. 30A, ss. 18-35)
 - Procurement Laws (G.L. c. 30B, c. 149, c. 30, s. 39M)
 - The Ethics/Conflict of Interest Laws (G.L. c.268A).

B. Conduct in Relation to other elected and appointed officials

- Treat all Members with respect despite differences of opinion, keeping in mind that professional respect does not preclude honest differences of opinion but requires respect within those differences.

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- Participate and interact in official meetings with dignity and decorum fitting those who hold a position of public trust.
- Recognize your responsibility to attend all meetings to assure a quorum and promptly notify the Chair should you for any reason be unable or unwilling to attend or continue to serve.
- Recognize the expectation of attendance of at least seventy-five percent of committee meetings over a calendar quarter. Members are requested to resign if they cannot meet the attendance expectation. Extenuating circumstances will be taken into consideration, however, Town bylaws and/or state law may apply.
- Formal notice to resign from a committee requires written notification to the Town Clerk.
- Recognize that action at official meetings is binding and that you alone cannot bind the committee outside of such meetings.
- Refrain from making statements or promises as to how you will vote on quasi-judicial matters that will come before the committee until you have had an opportunity to hear the pros and cons of the issue during a public meeting.
- Uphold the intent and legal requirements of meetings held in Executive Session and respect the privileged or otherwise protected communication that exists in executive session.
- Make decisions only after all facts on a question have been presented and discussed.

C. Conduct in Relation to the Town Manager

- Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside that chain of command.
- Give the Town Manager full responsibility for discharging his or her duties and disposition and/or solutions on any particular matter.
- Refrain from giving orders or direction to the Town Manager for action as an individual committee member.
- Refrain from providing information to the Town Manager that you would not be willing to share with other committee members.

D. Conduct in Relation to Town Staff

- Treat all staff as professionals and respect the abilities, experience, and dignity of each individual.
- Refrain from giving instructions to or requesting assistance from Town staff but rather channel all such activities through the Town Manager.
- Never publicly criticize an individual employee or a Town department. Concerns about staff performance should only be made to the Town Manager through private communication.
- Officials who interact with Town staff must do so in a respectful manner and understand that employees should not be expected to take direction from any individual Member on any matter.

IV. REMOVAL FROM OFFICE FOR APPOINTED OFFICIALS

- In the circumstances of repetitive or extreme misconduct, a Member may recommend the removal of another Member. The recommendation shall first be to the Chair who shall discuss the issue with the identified Member. If the issue is not resolved, it may be further raised with the Town Manager. The Town Manager shall review and recommend to the appointing authority whether removal is warranted, while considering extenuating circumstances.
- Formal removal as a Member will be governed by applicable Town bylaw, or state law

V. DISTRIBUTION AND EDUCATION

- The Town Clerk shall provide a copy of this policy, the Town's Discriminatory Harassment Policy and Procedure, and the Anti-fraud policy to all elected and appointed officials upon administration of the oath of office.
- Each Member shall sign a statement that they have received and read this policy and will comply with all requirements set forth in this policy. In the event that any Member declines to sign the form, that fact shall be noted by the Town Clerk on the form.

**SUDBURY SELECT BOARD**

Tuesday, October 22, 2024

MISCELLANEOUS (UNTIMED)**5: Town Forum discussion****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Town Forum discussion

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

10/22/2024 7:00 PM



SUDBURY SELECT BOARD

Tuesday, October 22, 2024

MISCELLANEOUS (UNTIMED)**6: DLS Review****REQUESTOR SECTION**

Date of request:

Requestor: Town Manager Sheehan

Formal Title: Discussion and possible vote authorizing the Town Manager to request the Division of Local Services (DLS) undertake a Financial Management Review

Recommendations/Suggested Motion/Vote: Discussion and possible vote authorizing the Town Manager to request the Division of Local Services (DLS) undertake a Financial Management Review

Background Information:

The Division of Local Services performs studies and analyses for cities and towns. In 2020 DLS provided a *Review of the Town's Capital Improvement Program*. Having DLS undertake a Financial Management Review would offer an impartial look at the Town's finances, financial policies, practices, and structure, thereby furthering the Select Board's goal to develop a long-term comprehensive plan to fund and manage the operating and capital budgets (stabilize its finances)

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

10/22/2024 7:00 PM

**SUDBURY SELECT BOARD**

Tuesday, October 22, 2024

MISCELLANEOUS (UNTIMED)**7: Approve FY25 Trust Funds spending limits****REQUESTOR SECTION**

Date of request:

Requestor: Victor Garofalo Finance Director

Formal Title: Vote to accept the following expenditure limits for the Town Trust Funds for Fiscal Year 2025: Goodnow Library \$35,000; Rhodes Memorial \$500; Lydia Raymond \$200; Forrest Bradshaw \$100; Cheri-Anne Cavanaugh \$1,000; Raymond Scholarship \$1,000; Discretionary/Charity \$4,500; Sept. 11 Memorial \$2,000; Perpetual Care \$70,000, for a total of \$114,300, as requested by Victor Garofalo, Finance Director.

Recommendations/Suggested Motion/Vote: Vote to accept the following expenditure limits for the Town Trust Funds for Fiscal Year 2024: Goodnow Library \$25,000; Rhodes Memorial \$600; Lydia Raymond \$100; Forrest Bradshaw \$100; Cheri-Anne Cavanaugh \$1,000; Raymond Scholarship \$1,000; Discretionary \$4,500; Sept. 11 Memorial \$2,000; Perpetual Care \$70,000, for a total of \$114,300, as requested by Victor Garofalo, Finance Director.

Background Information:

Attached documentation provided by Victor Garofalo, Finance Director NEED TO TOTAL AMTS

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

10/22/2024 7:00 PM

MEMORANDUM

TO: Select Board

CC: Andy Sheehan, Town Manager

FROM: Victor Garofalo, Finance Director/Treasurer-Collector

DATE: October 8, 2024

RE: Town Trust Spending Limits for FY25

Background

The spending limits being voted on are for a special segment of resources residing outside the Town's general fund treasury. These trusts include various gifts, donations, and grants, which have been established according to the wishes of the donors. Please see "In Sudbury We Trust" for additional information regarding the intent of each individual trust.

The six-member Board of Trustees that oversees these funds includes the five members of the Sudbury Select Board plus the Town Treasurer

Disbursements for the Town Trusts are authorized by the trustees to pay for a variety of expenses throughout the fiscal year, but not to exceed the annual spending limits set by the Select Board. You are being asked to set maximum spending limits for FY25. The limits set by the Select Board may be changed during the year, if necessary, by following the same approval process as being considered by you.

The spending limits that are being requested for FY25 are consistent with prior years and there is sufficient expendable fund balance in all cases to support spending levels for the year.

FY24 Financial Activity

The total fund balance of the Town Trusts was \$2,118,648.41 as of June 30, 2024. During the fiscal year, the Town recognized \$16,350.00 from contributions and \$261,964.45 of investment income and market value increases/decreases. There were expenditures of \$123,408.29.

Please see the attached Town Trust Summary for additional financial details.

Vote Request

Acting as Co-Trustees, move to accept that Select Board approve the following expenditure limits for the Town Trust Funds for Fiscal Year 2025:

Trust Funds	Limits Recommended to Board by Treasurer
Forrest Bradshaw	\$100
Goodnow Library	\$35,000
Lydia Raymond	\$200
Rhoades Memorial	\$500
Cheri-Anne Cavanaugh	\$1,000
Raymond Scholarship	\$1,000
Discretionary/Charity	\$4,500
Sept. 11 Memorial Fund	\$2,000
Perpetual Care	\$70,000

**Town of Sudbury
Town Trust Summary
as of June 30, 2024**

Fund	Beginning Balance FY24	Contributions FY24	Investment Income FY24	Expenses FY24	Ending Balance FY24
Forrest Bradshaw	\$ 1,756.42	\$ -	\$ 243.84	\$ -	\$ 2,000.26
Goodnow Library	320,308.57		40,810.63	(38,789.70)	322,329.50
Lydia Raymond	3,234.22		433.32	(105.96)	3,561.58
Rhoades Memorial	11,145.33		1,533.93	(551.01)	12,128.25
Total Goodnow Library	\$ 336,444.54	\$ -	\$ 43,021.72	\$ (39,446.67)	\$ 340,019.59
Annie Thorpe	\$ 49,015.63	\$ -	\$ 6,805.22	\$ -	\$ 55,820.85
Cheri-Anne Cavanaugh	22,237.23		3,087.37		25,324.60
Discretionary/Charity	68,441.95		9,502.26		77,944.21
Raymond Mausoleum	8,576.69		1,190.78		9,767.47
Raymond Scholarship	19,320.01		2,682.30		22,002.31
Tercentenary Fund	1,146.29		159.10		1,305.39
School Fund	6,215.03		862.88		7,077.91
Sept. 11 Memorial Fund	35,196.86		4,744.23	(2,561.62)	37,379.47
Perpetual Care	1,306,720.99	16,350.00	174,828.12	(80,000.00)	1,417,899.11
Garfield Trust	78,432.82		10,889.40		89,322.22
Haskell Field Loop Trail	12,647.76		1,755.91		14,403.67
Boundless Playgrd Maint	19,317.06		2,431.01	(1,400.00)	20,348.07
Wood-Davison House	24.03		3.37		27.40
Harry C Rice	5.36		0.78		6.14
Total Other Funds	\$ 1,627,297.71	\$ 16,350.00	\$ 218,942.73	\$ (83,961.62)	\$ 1,778,628.82
Total Town Trust Funds	\$ 1,963,742.25	\$ 16,350.00	\$ 261,964.45	\$ (123,408.29)	\$ 2,118,648.41

Attachment 7.a: FY25 Trust Fund Spending Limits (6400 : Approve FY25 Trust Funds spending limits)

**Town of Sudbury
Town Trust Summary
as of June 30, 2024**

Fund	Investment Income FY21	Investment Income FY22	Investment Income FY23	Investment Income FY24
Forrest Bradshaw	\$ 305.19	\$ (202.38)	\$ 141.65	\$ 243.84
Goodnow Library	67,271.35	(40,818.08)	27,121.24	40,810.63
Lydia Raymond	553.30	(378.15)	260.81	433.32
Rhoades Memorial	2,046.36	(1,390.03)	937.02	1,533.93
Total Goodnow Library	\$ 70,176.20	\$ (42,788.64)	\$ 28,460.72	\$ 43,021.72
Annie Thorpe	\$ 8,123.89	\$ (5,615.29)	\$ 3,952.74	\$ 6,805.22
Cheri-Anne Cavanaugh	4,030.34	(2,673.82)	1,846.80	3,087.37
Discretionary/Charity	13,268.26	(8,685.36)	5,348.55	9,502.26
Raymond Mausoleum	1,421.51	(982.56)	691.65	1,190.78
Raymond Scholarship	3,202.11	(2,213.32)	1,558.02	2,682.30
Tercentenary Fund	190.00	(131.33)	92.40	159.10
School Fund	1,030.08	(712.00)	501.19	862.88
Sept. 11 Memorial Fund	6,356.90	(4,114.62)	2,866.77	4,744.23
Perpetual Care	231,336.64	(154,487.12)	105,147.89	174,828.12
Garfield Trust	12,999.51	(8,985.35)	6,325.00	10,889.40
Haskell Field Loop Trail	2,096.24	(1,448.94)	1,019.95	1,755.91
Boundless Playgrd Maint	3,201.62	(2,212.98)	1,557.78	2,431.01
Wood-Davison House	3.99	(2.76)	1.93	3.37
Harry C Rice	0.89	(0.62)	0.45	0.78
Total Other Funds	\$ 287,261.98	\$ (192,266.07)	\$ 130,911.12	\$ 218,942.73
Total Town Trust Funds	\$ 357,438.18	\$ (235,054.71)	\$ 159,371.84	\$ 261,964.45
Investment Return	18.98%	-10.64%	8.48%	13.34%



In Sudbury We Trust ...

Citizens of Sudbury have benefited and continue to benefit from the generosity of those who preceded them. Beginning more than 300 years ago, various trust funds have been established according to the wishes of the donors. The total of all such trust funds including reinvested income as of June 30, 2024, was \$2,118,648.41. Persons wishing to contribute to existing trust funds, or establish a new one, should contact Town Counsel's office.

The existing trust funds and their balances at the end of FY24 were:

Discretionary/Charity	77,944.21
Forrest Bradshaw	2,000.26
Goodnow Library	322,329.50
Lydia Raymond	3,561.58
Rhoades Memorial	12,128.25
Annie Thorpe	55,820.85
Cheri-Anne Cavanaugh	25,324.60
Raymond Scholarship	22,002.31
Tercentenary Fund	1,305.39
School Fund	7,077.91
Sept. 11 Memorial Fund	37,379.47
Perpetual Care	1,417,899.11
Raymond Mausoleum	9,767.47
Wood-Davison House	27.40
Harry C Rice	6.14
Haskell Field Loop Trail	14,403.67
Garfield Trust	89,322.22
Boundless Playground Maint.	20,348.07

The Trustees of Town Donations oversee the Town Trust Funds. The six-member Board of Trustees includes the members of the Select Board, plus the Town Treasurer. The Trust Funds are continuing to perform on a consistent and monitored level. A three-member Investment Advisory Group consisting of Sudbury residents David Pettit, Daniel Flanagan, and Lee McGowan make recommendations to the Trustees on all investment decisions. Generally, the philosophy of the Investment Advisory Group is to aim for investments that produce a consistent stream of income for the beneficiaries while protecting the principal to the greatest extent possible. Depending on the terms of each trust some funds must be held in perpetuity to safeguard principal balances while the rest may be used at the discretion of the Trustees to cover authorized expenditures.

The following paragraphs provide brief descriptions of the origins and purposes of each of Sudbury's Trust Funds.

Discretionary/Charity Fund

This fund, also sometimes known as the “Donation Fund” or “Ancient Fund”, comprises monies from the following sources:

- Will of Peter Noyes, 1697, and Will of Joshua Haynes, 1757, which together make up the so-called “Ancient Donation”
- Will of Jerusha Howe, 1842
- Will of Elisha Goodnow, 1849
- Will of Samuel D. Hunt, 1873
- Donation of George Goodnow accepted under Article 5 of the November 4, 1884 Town Meeting
- Will of Joanna Gleason, 1896
- M. L. Parmenter Fund, under terms of Will of Harry L. Parmenter, 1936, accepted by the April 21, 1949 Special Town Meeting
- Reinvested fund income and miscellaneous donations accepted from time to time by the Select Board.

Peter Noyes (1697) – Will bequeaths property, income from which “it yearly be at the Dispose of the Minister and ye Select men of ye Town of Sudbury for the use of the poor for ever ...”. The March 1728 Town Meeting authorized sale of property “An the produce of Said Sale be Let out to Interest on Good Security So that the Interest yearly be at the Dispose of the Ministers and Select men of Said Town to the Use of the poor of Said Town of Sudbury for Ever. The Security Given to the Said Selectmen for Said Sale to Run to them and their successors.”

Jerusha Howe (1842) – Will bequeaths \$1,000 “to be kept as a fund forever; and the interest shall be appropriated at the discretion of the Selectmen of said town to supply the industrious poor in the town with fuel.”

Elisha Goodnow (1849) – Will bequeaths \$4,000 “and direct that the sum shall be held by said town forever”; ¼ part of net income in each year “shall be applied from time to time as the same may be needed for the purchase of books for poor children attending the Public Schools of said town.” Remaining income “shall be applied by the inhabitants or officers of said town from time to time in their discretion to and for the relief, assistance and support of the poor, sick and infirm in said town not supported by its almshouse in such manner as the said inhabitants or officers may deem best...”. Town Meetings of 1854 through 1869 authorized the Selectmen alone, or in combination with the School Committee, or the Overseers of the Poor in combination with the School Committee to distribute the interest. After 1870 the funds (book and charity) were not separated by name in the Town Meeting votes and the committee authorized to distribute poor funds or charity funds were sometimes Selectmen, Overseers of Poor, or Assessors, sometimes combined with the School Committee for the funds on books and sometimes not.

Samuel D. Hunt (1873) – Will bequeaths \$1,000, “income to be distributed annually among the industrious poor residing in said town...”.

George Goodnow (1884) – The November 4, 1884, Town Meeting accepted a \$10,000 donation from George Goodnow, “... the income of which he desires to be used by the Selectmen of said Town for the time being to assist such citizens of the town who are not at the time receiving assistance as paupers but who may for any cause be in need of temporary private assistance.”

Joanna Gleason (1896) – Will bequeaths one-half of the remainder and residue of estate to the Town of Sudbury, amounting to \$1,192.27, “the principal ... to be kept safely invested and the income annually distributed by the Selectmen in their discretion among the needy inhabitants ...”.

Martha L. Parmenter (1936) – Will under Harry L. Parmenter bequeaths \$1,000 principal “... the Inhabitants of the town of Sudbury through its proper officer or officers shall hold the said fund in trust; shall invest and reinvest the same and pay over and use the income therefrom, from time to time, as aid to the poor and needy inhabitants of the said town of Sudbury.”

Forrest Bradshaw Memorial

The Bradshaw family designated the Goodnow Library as a recipient of memorial donations in the name of Forrest D. Bradshaw. In March 1987, the Town accepted \$455 in such donations to be used by the library trustees in support of the Bradshaw collections of historical papers relating to Sudbury.

Goodnow Library Fund

John Goodnow’s October 18, 1861, will bequeathed \$20,000 to the Town of Sudbury “for the purpose of purchasing and keeping in order a public library for the benefit of the inhabitants of that town.”

Lydia Raymond Fund

Lydia G. Raymond of Sudbury died January 24, 1960, leaving a will bequeathing \$500 to Goodnow Library. The 1962 Annual Town Meeting accepted this gift, establishing a trust fund, the income of which to be used for “such purposes as the Library Committee may determine.”

Rhoades Memorial

The Trustees of the Goodnow Library received \$3,027.10 on February 13, 1981 at the bequest of Paul Whitney Rhoades, “ ... the income only to be used for the purchase of books relating to landscape architecture, horticulture, gardening and floriculture.”

Annie L. Thorpe Trust

Received \$5,000 on March 22, 1978, in payment of legacy under the Annie L. Thorpe, Jr. Trust of January 5, 1934, as amended for the purpose of “furthering the work of the District Nurse or other health work”.

Cheri-Anne Cavanaugh Fund

The United Methodist Church transferred this fund to the Town in 1995. Cheri-Anne Cavanaugh was a 16-year-old Sudbury resident who died in April 1992. This fund was established by her family and friends to perpetuate her memory and to help the youth of Sudbury. The fund supports teen crisis counseling sessions conducted by participating therapists.

George J. Raymond Scholarship Fund

Lydia G. Raymond established this perpetual \$3,000 trust fund for the promotion of higher education in the Sudbury High School. It was accepted by the Special Town Meeting of May 4, 1925.

Tercentenary Fund (Yr 2075)

When the Bicentennial Committee wrapped up its business in 1976, they donated \$100 to the Town to be invested and reinvested until the year 2075, with the accumulated amount at that time to be used for the celebration of the Nation's 300th anniversary.

School Fund

As best can be determined, this fund originated as portions of the monies from two sources: the 1757 will of Joshua Haynes that, with the 1697 will of Peter Noyes, was part of the so-called "Donation Fund" or "Ancient Donation", and the 1849 will of Elisha Goodnow. Joshua Haynes' tombstone in the Old North Cemetery reads in part "He Was Charitable To The Poor And At His Death Gave Many Gifts To Perticuler Persons Besides A Thousand Pound Old Tenor To A Publick School And The Poor of y^e Town of Sudbury." Elisha Goodnow's will reads in part "I give the Town of Sudbury ... the sum of four thousand dollars; & direct that said sum shall be held by said town forever ... quarter part of the net income thereof in each year shall be applied from time to time as the same may be needed for the purchase of books for poor children attending the Public Schools of said town."

Sept 11 Memorial

The monies in this trust support the protection, maintenance and enhancement of the September 11th Memorial Garden in Sudbury. Dedicated on September 11, 2003, the Memorial Garden features flowering plants and trees, three bluestone benches, and a commemorative center stone of Sudbury granite where engraved bronze plaques recount the events of September 11, 2001, and memorialize three Sudbury residents who were lost. Initial donations supporting this memorial were formally placed in the trust on July 13, 2004.

Perpetual Care Fund

One of the oldest and largest funds, these monies are used for the perpetual care of Sudbury's cemeteries. Funds are typically added through donations and each time someone is buried in Town. The proceeds of the sales of lots and plots in a Town cemetery are applied to the improvement and maintenance of the cemetery and for the accumulation of the permanent care and improvement fund.

Raymond Mausoleum

The 1962 Annual Town Meeting voted to accept \$1,000 from the executors of the Will of Lydia G. Raymond, the income from which to be used for the perpetual care, maintenance, preservation and repair of the Raymond Mausoleum.

Wood Davison House

Monies in this trust fund comprise donations originally made to support a project to move the Wood Davison house from its location at 348 Boston Post Road to Town property on Old Sudbury Road between the Flynn Building and the Loring Parsonage. The project was later determined to be unfeasible. In order to use the funds for purposes other than those stipulated, the Town had to agree on a suitable use for the accumulated funds and petition the Probate Court for approval. These funds have been approved for the Sudbury Historical Museum project.

Harry C. Rice Museum Fund

The Board of Selectmen established the Rice Museum Fund in 1979, in accordance with Article VII of the Will of Harry Rice. The will stipulates that this fund, together with any other monies that might be donated to it from other sources, are to be invested and reinvested by Sudbury's Treasurer until such time as the accumulated fund is substantial enough to allow the Town "to build a suitable, fireproof museum building in which can be properly displayed the artifacts, materials and programs which are appropriate to the study of American History, and in particular the history of New England and Sudbury – including American Indian history." The will also stipulates the funds must be solely used for the development of a separate Sudbury Museum. In order to use the funds for purposes other than those stipulated, the Town had to agree on a suitable use for the accumulated funds and petition the Probate Court for approval. These funds have been approved for the Sudbury Historical Museum project.

Haskell Field Loop Trail Fund

In December 2007, the Town received charitable gifts from an anonymous donor to construct and maintain a loop trail on Town-owned property at Haskell Field. The donor gifted \$6,000 for purpose of establishing and funding this trust for maintaining the loop trail.

Garfield Trust Fund

Bequeathed in 1962 by Thomas Garfield, this fund provides for the permanent care, maintenance, and improvements specifically for Mount Pleasant Cemetery and to supplement the Perpetual Care Fund.

Boundless Playground Maintenance Trust Fund

This fund helps maintain a completely accessible play area that allows anyone with disabilities to be a part of a community area and develop physically, socially, and emotionally



MISCELLANEOUS (UNTIMED)
8: 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

10/22/2024 7:00 PM

**Town of Sudbury
ARPA Funds
10/17/2024**

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

* Final Distribution received 9/29/22

Select Board Allocations (as of 10/17/2024):

Updated information as of 10/17/24

Project	Allocation	Expenditures	Unexpended	
Additional Social Worker Services	170,000.00	51,553.15	118,446.85	Contract and Offer Letter on File
Basic needs gift cards (Jail Diversion Prog., Senior Center, Social Work Dept)	20,000.00	19,585.95	414.05	Chief Nix plans to use these funds
Mental Health Counselor		-	-	
Health - Nursing Services	86,000.00	31,105.32	54,894.68	Contract and Offer Letter on File
SPS: Summer academic program	520,000.00	520,000.00	-	
SPS: Social and Emotional Learning	420,000.00	335,898.22	84,101.78	
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	3,267.36	3,267.36	-	Per Chief Nix, unspent funds can be returned: \$6,232.64
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	312,044.94	454,455.06	Awaiting final closeout from PBC; expected before end of October
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	Contract in place for \$10K with provision for additional services
Housing - COVID Small Grant Program for deferred maintenance due to COVID loss of income, available to homeowners and small landlords (\$75k):	75,000.00	75,000.00	-	
Police - Body Camera/Cruiser Camera Program	150,000.00	150,000.00	-	
Consultant - Economic Development Consultant	35,000.00	-	35,000.00	Bids are expected at the end of November
Info Systems - Website - scan of all documents	35,000.00	-	35,000.00	A contract will be in place by end of November
Info Systems - Website - skilled web developer	40,000.00	20,507.00	19,493.00	Mark Thompson provided summary of hours that will be used for project; temporary positions have been created
Fire - Opioid impacts offset	12,500.00	-	12,500.00	Chief Whalen executing purchase order with vendor
Housing - Tenant rental assistance program for residents impacted by COVID (\$125k):	200,000.00	199,999.97	0.03	

Attachment 8.a: ARPA Status 10-17-24 SB (6333 : ARPA update)

Park & Rec - 2021 Ford Transit Passenger Van	135,532.50	135,532.50	-	Per Dennis Mannone, unspent funds can be returned: \$14,467.50
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	Inter-agency agreement needed with Transportation Comm/MWRTA
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	Inter-agency agreement needed with 250th Committee
DPW Office Renovation	\$111,350.00		111,350.00	
Holiday Village	\$15,000.00	-	15,000.00	These funds will be spent by the end of December
HVAC School Projects	\$100,000.00		100,000.00	
Parenting Today's Super Connected Kids	\$10,000.00		10,000.00	These fund will be spent by November
Total Allocated Projects (as of 9/3/2024)	<u>5,787,934.30</u>	<u>4,680,278.85</u>	<u>1,107,655.45</u>	
Unallocated (as of 10/17/2024)	87,079.48			

Allocated as of 10/17/2024	5,787,934.30
Expenditures as of 10/17/2024	4,680,278.85
Unexpended as of 10/17/2024	<u>1,107,655.45</u>



SUDBURY SELECT BOARD
Tuesday, October 22, 2024

MISCELLANEOUS (UNTIMED)
9: Minutes approval

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to review and possibly approve open session minutes of 9/10/24.

Recommendations/Suggested Motion/Vote: Vote to review and possibly approve open session minutes of 9/10/24.

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

10/22/2024 7:00 PM

SUDBURY SELECT BOARD

TUESDAY SEPTEMBER 10, 2024

7:00 PM

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

ZOOM Meeting

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

Absent: Select Board Member Janie Dretler

The statutory requirements as to notice having been compiled with, the meeting was convened at 7:07 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, Russo-present, Roberts-present

Opening Remarks by Chair

- Welcomed Senator Jamie Eldridge and Representative Carmine Gentile to the meeting
- Emphasized the seriousness of EEE and provided preventative measures
- Announced Park & Recreation Halloween “Trunk and Treat” scheduled for October 19th at the Fairbank Community Parking lot; directed to Town website for additional information
- Announced Town Flu shot clinics with the first clinic scheduled for Wednesday, September 25th, directed to Town website for additional information

Reports from Town Manager

- Announced the 23rd September 11th Memorial to take place tomorrow at 8:40 AM at the Heritage Park
- Traffic signal lights at Peakham Road are fully working; DEP will be monitoring the signals for the next couple of weeks
- Close to finishing the BFRT section

Reports from Select Board

Vice-Chair Carty:

- Recognized the 9/11 Memorial Committee, Town officials and safety departments for their efforts in conducting the 9/11 Memorial commemoration

Board Member Kouchakdjian:

- Announced she was looking forward to a good meeting tonight

Board Member Russo:

- Stated looking forward to a full agenda; nothing further to add

Public comments

No public comments

Consent Calendar

1. Vote to sign proclamation recognizing September as National Service Dog Month.

Member Russo requested that consent item #1 be discussed later in the meeting.

2. Vote to grant a 1-day Wine & Malt license to Sudbury Valley Trustees, to accommodate the Beer in the Barn at Wolbach Farm Event on Saturday, October 5, 2024 from 7:00 PM to 9:00 PM at Wolbach Farm, 18 Wolbach Rd, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.

Vice-Chair Carty motioned to approve Consent Calendar #2, as included in the 9/10/24 Select Board packet. Member Kouchakdjian seconded the motion.

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

VOTED: To grant a 1-day Wine & Malt license to Sudbury Valley Trustees, to accommodate the Beer in the Barn at Wolbach Farm Event on Saturday, October 5, 2024 from 7:00 PM to 9:00 PM at Wolbach Farm, 18 Wolbach Rd, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability

Miscellaneous

Annual legislative update with Senator James Eldridge and Representative Carmine Gentile

Present: Representative Carmine Gentile, Senator James Eldridge

Representative Gentile and Senator Eldridge addressed several important topics, as brought forth by Board Members:

1. Do you see any state reform coming up in vocational education, given the admissions demand in excess of supply of seats, and the calls to change admissions policies such as Senate Bill 257, filed by Sen. John Cronin?

Representative Gentile responded that legislators are aware of the state-wide vocational education facility shortages and are interested in finding solutions. He added that Senate Bill 257 is now in Ways and Means. He stressed that lottery contributions could further help with this shortage and one option being considered includes building larger schools as space is a primary obstacle at this time.

Board Member Kouchakdjian expressed her concern about many Sudbury students needing vocational education placement. She asked if Representative Gentile's office would consider reaching out to several vocational schools on behalf of Sudbury students. Senator Eldridge and Representative Gentile agreed to speak to colleagues, as well

as to Senator Barrett, the former Senator representing Sudbury. Board Member Kouchakdjian acknowledged that the Town of Sudbury withdrew from membership at the Minuteman Regional Vocational School and has not been able to get membership into another vocational school since that time.

2. Do you see any state reform around the pension deadline of full funding by 2040? Do you see any state assistance pending to help municipalities reach full pension funding?

Representative Gentile responded that he had reached out to officials and discovered that most municipalities are funded some 85% and that perhaps some will receive full funding in 2038. He detailed that he did not see the State providing full funding in the near future.

3. Given the recent site visit to Hager Pond dam, and the recent success of the Klamath Dam removal in Oregon, which led to significant, positive environmental and societal effects, do you see any state dam removal/renovation programs coming up? What do you think it would take for alewives to spawn in the Sudbury section of the Sudbury river once again?

Representative Gentile stated that he and Senator Eldridge have reviewed the dire conditions at the Hager Pond dam and are continuing their work with FEMA, DCR to secure funding for the dam.

4. Can you itemize state budget earmarks you were able to dedicate to Sudbury?

Representative Gentile responded that he helped secure \$62,000 for the Fairbank Community Center kitchen equipment in consideration of emergency situations; \$62,000 has been earmarked for transportation; \$50,000 for the 250th Sudbury anniversary celebrations. He mentioned the passage of a 5.2-million-dollar bill, earmarking \$500,000 for the Sudbury Housing Trust and \$100,000 for the Sudbury Housing Authority.

5. After school care availability

Representative Gentile stressed that after school care availability is an important issue and that MA was the only state to continue such program funding under the Massachusetts Department of EEC (Early Education and Care). He stated he would be open to further discussion regarding this matter.

6. Housing and transportation issues

Representative Gentile detailed that part of the housing bond bill will help to fund renovation of the Sudbury Musketahquid Village housing units. Senator Eldridge mentioned the passing of the recent State ADU law, which supports ADUs “by right.”

Representative Gentile mentioned the Fair Share programs, which helps reduce transportation fares based on income levels. Senator Eldridge mentioned the MWRTA transportation program expansion in Sudbury.

7. What legislation do you plan on submitting or supporting that will have direct impact on or to Sudbury?

Representative Gentile stated all legislation he supports would somehow effect Sudbury, such as: higher education funding (15 community colleges are free), all public universities be debt-free, reduction in the cost of home care services for residents and increase wages of such home care health workers.

Senator Eldridge stressed that all bills that he and Representative Gentile will support have positive impacts on Sudbury; such as reform of the regional health care system (with special consideration of Nashoba Hospital closure), and also supporting a Medicare bill which would help fund health care for all.

8. Many communities are struggling to support basic services and operations under the pressure of inflation, competition for employees, wages, and supply chain cost increases. Can you talk about if legislators on Beacon Hill are aware of this and what is being done to help?

Representative Gentile and Senator Eldridge confirmed that State legislators are aware of increased inflation and associated impacts. They agreed that increase in unrestricted local aid was included in the FY25 State budget, due in part to the funding from the millionaire's tax.

Vice-Chair Carty mentioned the correlation between the millionaire's tax and many seniors leaving the state, according to CBS news and BU sources. Senator Eldridge responded that the population leaving the state are mostly the working-class folks who would not be impacted by the millionaire's tax. It was noted that the unexpected increase (\$2 billion) was not anticipated and has been used to sponsor many educational and transportation needs. Senator Eldridge commented that a closer examination of seniors leaving the state requires further review.

Chair Roberts mentioned the challenges municipalities are facing, with people being increasingly stressed about money. She stated that Sudbury has not been able to keep up with inflation, which causes internal friction. She stressed the importance of relief for the community.

9. Are there any specific programs being developed to aid communities in their environmental sustainability goals? Please explain.

Senator Eldridge stated that the climate bill and the economic development bill might likely take priority this year. The legislators acknowledged that supplemental bills can be passed outside of formal session.

Board Member Kouchakdjian inquired about the food allergy bill not passing. Representative Gentile stated he filed legislation for such training for restaurant employees; the MA Restaurant Association supports the bill and an amendment was endorsed. He detailed that on August 1st many house members ignored the bill, he vowed that he would continue to push for the bill and will continue to bring it forward.

10. Finding vocational education options for students in Sudbury continues to be a major challenge. Existing vocational education schools simply do not have space. What do you believe are solutions for this? Are there any legislative efforts to address it?

Senator Eldridge mentioned the Senator Cronon Bill and indicated that this bill would likely increase such school funding. He mentioned the benefits of expanding existing vocational schools in the area.

11. What is the status and timeline of the Municipal Empowerment Act and what are your positions on that legislation?

Representative Gentile provided related information regarding the Municipal Empowerment Act, for hybrid and live meetings referencing a list of common issues that municipalities are seeking to improve. He explained that his bill would allow Sudbury to split vendor services in order to allocate the preferred vendors for various aspects. Representative Gentile stated he would continue advocating for improvements to the Act.

Other Questions from the Select Board

Board Member Kouchakdjian inquired about mental health impacts of cell phones on young people. She asked about related preventive initiatives at the legislative level. Representative Gentile mentioned the Federal Communication Commission guidelines, adding that more could be done at the state level with help from the Boston teaching hospitals. Representative Gentile mentioned that efforts for such funding could be promoted by municipal superintendents and school committees.

Senator Eldridge stated that associated funding would likely be deferred to local school districts and advocacy from school superintendents would be beneficial.

Board Member Russo suggested that if related opportunities are mentioned in state legislation, that Senator Eldridge and Representative Gentile become actively involved in the passing of such bills. Representative Gentile indicated that something could be crafted. Senator Eldridge said he would fully support such guidelines/bill, which might require Federal action.

Vice-Chair Carty commented that he recently spoke to Superintendent Crozier who confirmed that SPS does not allow cell phones to be used in class and some funding to limit cell phone use had been received.

Board Members thanked legislators for their support with the Sudbury 250th anniversary events.

Discussion on 2024 Goal #1 to develop long-term comprehensive plan to fund and manage the operating and capital budgets

Town Manager Sheehan referenced the "Select Board 2024 Goal 1 Update" PowerPoint presentation in consideration of addressing financial challenges and maintaining programming/services for the Town.

Board Members asked related questions regarding the new budget, timeframe, and budget cycle timing. Town Manager Sheehan detailed that the budget schedule and Financial Condition of the Town would be presented in November.

Related discussion took place.

Chair Roberts stated that she was glad to see that the Financial Condition of the Town presentation would take place in November before the official budget season. She mentioned staff needs, unmet needs and capital investments. She suggested that this topic be included on upcoming Select Board agendas. Board Members agreed.

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 stated that since the ARPA balance was last presented to the Board, \$100,000 of ARPA funding for Haynes and Curtis schools HVAC improvements had been allocated. He added the contract for the project would be signed in a couple of weeks.

Town Manager Sheehan mentioned the return of approximately \$400,000 from the Fire Station 2 project and possible reallocation of that funding to the Fairbank Community Center project.

Other possible ARPA allocation options were discussed by the Board.

Discussion of allocation of \$10,000 in ARPA funds to be expended for "Parenting Today's Super Connected Kids" presentation, featuring the esteemed speaker Dr. Jean Twenge, PhD., scheduled for Tuesday, November 12, 2024, under the direction of the Select Board/Town Manager's Office.

Present: Psychologist Jacqueline Barry, 87 Water Row, representing concerned parents and community members

Ms. Barry presented an abbreviated presentation regarding impacts of cell phone use on Sudbury students, as presented to SPS Superintendent Crozier:

- Smartphones having a negative impact on our youth:
 - Decrease in academic performance
 - Increase in mental health symptoms (anxiety, depression, isolation)
 - Decrease in time spent with friends
 - Impacts on sleep patterns
 - Impacts on exercise routines

Ms. Barry referenced US Surgeon General comments regarding student increase in smartphone usage, including: effects of social media and suicide, increased cheating on tests, global trend for decreased academic performance.

Ms. Barry mentioned data results from the 2021 MetroWest Adolescent Health Survey.

Ms. Barry referenced associated recommendations from US Surgeon General:

- Foster open dialogue
- Equip parents and caregivers with resources to address parental stressors and support services
- Create opportunities to cultivate supportive social connections
- Elevate the voices of parents and caregivers to shape community programs
- Strengthen and establish school-based support programs

Ms. Barry detailed the relevant experience and recommended "Sudbury for Digital Balance" to be presented by Dr. Jean Twenge, Ph.D. Ms. Barry provided detail regarding the request to contract with Dr. Twenge, tentatively scheduled for Tuesday, 11/12/24 at the Curtis Middle School. She informed the Board Members that the speaking fee was \$14,000, plus travel and lodging fees. Ms. Barry added that Superintendent Crozier has scheduled the speaking engagement.

Board Member Kouchakdjian stressed that the cell phone issue impacts all students and asked if Dr. Twenge would be addressing related issues with special learning students. Ms. Barry did not know if that aspect would be included in the talk and stated she would ask Dr. Twenge about covering that issue.

Board Member Russo mentioned 30 parents submitted emails to the Select Board Office in support of the presentation. Board Member Russo inquired about coverage by SudburyTV. Ms. Barry said she would look into the recording aspect. Board Member Kouchakdjian offered to assist with SudburyTV recording. Board Member Russo extended his support of the program, and indicated that the program would comply with ARPA funding in terms of Sudbury health aspects and endorsement by the Town Social Worker.

Dan asked what would happen if the Board voted not to allocate ARPA funding for the presentation. He opined about the origin of the proposed request and indicated that the request did not conform to established process. Town Manager Sheehan stated that the speaking engagement request came from the Sudbury Social Worker and the related working group who met in the last week and reached out to the Select Board Office. Chair Roberts endorsed the program and agreed that the request process could have been better.

Vice-Chair Carty motioned to allocate \$10,000 in ARPA funds to be expended for "Parenting Today's Super Connected Kids" presentation, featuring the esteemed speaker Dr. Jean Twenge, PhD., scheduled for Tuesday, November 12, 2024, under the direction of the Select Board/Town Manager's Office. Board Member Kouchakdjian seconded the motion.

It was on motion 3-1; Russo-aye, Carty-no, Kouchakdjian-aye, Roberts-aye

VOTED: To allocate \$10,000 in ARPA funds to be expended for "Parenting Today's Super Connected Kids" presentation, featuring the esteemed speaker Dr. Jean Twenge, PhD., scheduled for Tuesday, November 12, 2024, under the direction of the Select Board/Town Manager's Office

Board Member Russo suggested that Town Manager Sheehan present a possible A and B option for this request.

Discussion on follow-up and next steps after 9/3/24 Select Board Goals Session

Members agreed to continue the discussion at the next goal setting meeting.

Vote to review and possibly approve open session minutes of 5/28/24 and 7/30/24

5/28/24 Select Board Minutes

Chair Roberts stated that the 5/28/24 minutes would be reviewed at the next Select Board meeting.

7/30/24 Select Board Minutes

Vice-Chair Carty motioned to approve the 7/30/24 Select Board minutes, as edited. Board Member Russo seconded the motion.

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

VOTED: to approve the 7/30/24 Select Board minutes, as edited. Board Member Russo seconded the motion.

Upcoming agenda items

9/24/24 Meeting:

- Code of conduct policy
- Policy Subcommittee progress/status
- Select Board goals discussion
- ZBA candidate interview
- CPC candidate interview

Topics to be included in October:

- Historic markers update
- MWRA Expansion Study update

Topics to be discussed in November:

- Town Manager's Financial Condition of the Town presentation
- Town Manager's goals
- Transportation discussion

Consent Calendar Item 1

Board Member Russo queried if there should be a policy on this item and proclamations in general. Chair Roberts noted that the Board could review the citation/proclamation policy.

Vice Chair Carty motioned to approve Consent Calendar Item #1- Vote to sign proclamation recognizing September as National Service Dog Month. Board Member Kouchakdjian seconded the motion.

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

VOTED: To approve Consent Calendar Item #1- Vote to sign proclamation recognizing September as National Service Dog Month

Vote to close Open Session and 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 close open session and 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 not return to open session. Board Member Russo seconded the motion.

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

VOTED: To close open session and 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 not return to open session

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



SUDBURY SELECT BOARD

Tuesday, October 22, 2024

MISCELLANEOUS (UNTIMED)**10: Upcoming agenda items**REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Upcoming agenda items

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

10/22/2024 7:00 PM

POTENTIAL UPCOMING AGENDA ITEMS/MEETINGS

MEETING/EVENT	DESCRIPTION
Nov. 6	Transportation Update
	Public Hearing – Liquor license change of ownership
	Fall Newsletter article approval
Nov. 19	Alcohol licensee serving extensions – Thanksgiving and New Year’s Eve
	ATM 2025 Warrant articles discussion
Dec. 3	Annual Tax Classification Hearing
	Annual License Renewals
	Open 2025 ATM Warrant
Future items/date to be determined	Remote Meeting Policy
	Town Forum
	Sewataro audit and financials discussion
	FCC utilization and optimization
	Financial Policy review
	Facility condition assessment update
	Housing Production Plan
	Combined Facilities working group update
	Economic Development Goal update
	ARPA update (every meeting through Dec. 2024)
	ADA transition plan
	Town Manager goals
	Curtis Middle School civics projects
	Quarterly meeting and update with key Select Board formed committees including Transportation Committee, DEIC, Sudbury 250 Committee, RTAC, E&S Committee, Cable Advisor, Memorial Day Committee, September 11 Committee. Other SB appointed committees include PBC, Ponds and Waterways, Housing Trust, HDC, ZBA, Traffic Safety Coordinating Committee, Board of Registrars, CIAC, COD, Cultural Council, Earth Removal Board, LARC, LEPC.
	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
	Wireless overlay district update

**SUDBURY SELECT BOARD**

Tuesday, October 22, 2024

EXECUTIVE SESSION**11: Executive Session discuss Collective Bargaining****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Vote to close Open Session and enter Executive Session to discuss strategy with respect to collective bargaining or litigation 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).

Recommendations/Suggested Motion/Vote: Vote to close Open Session and enter Executive Session to discuss strategy with respect to collective bargaining or litigation 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).

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

10/22/2024 7:00 PM

**SUDBURY SELECT BOARD**

Tuesday, October 22, 2024

EXECUTIVE SESSION**12: Close Exec Session****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Close Exec Session and not resume Open Session

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

10/22/2024 7:00 PM