



SUDBURY SELECT BOARD
TUESDAY DECEMBER 3, 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
PUBLIC HEARING			
1.	7:15 PM	<i>VOTE</i>	Annual Tax Classification hearing - In accordance with General Laws Ch. 40, sec. 56, as amended, to determine the percentage of local tax levy which will be borne by each class of real and personal property, relative to setting the Fiscal Year 2025 tax rate. In attendance will be the Board of Assessors (Joshua M. Fox, Esq.; Trevor A. Haydon, Chair, Liam J. Vesely), Cynthia Gerry, Director of Assessing, and presenting will be Harald Scheid, Principal Regional Assessor.
2.		<i>VOTE / SIGN</i>	As the Licensing Authority for the Town of Sudbury, in accordance with MGL c138, s. 15, vote to approve a Change of Manager for RBSBW, Inc. d/b/a Sudbury Farms, 439 Boston Post Road, from Kevin Fry to Michael Pedranti, as requested in an application dated October 22, 2024.
3.		<i>VOTE</i>	Vote to close public hearing and resume Select Board meeting.
CONSENT CALENDAR			
4.		<i>VOTE</i>	Open Annual Town Meeting warrant and announce Annual Town Meeting will commence Monday, May 5, 2025 at 7:30 PM at Lincoln-Sudbury Regional High School Auditorium. Town Meeting articles are due at the Select Board/Town Manager's office by 12:00 Noon Friday, Jan. 31, 2025.
5.		<i>VOTE / SIGN</i>	Vote to accept the Declaration of Restrictive Covenant and Grant of Easement regarding Stormwater Management System for the property at 5 Nolan Circle subject to the Stormwater Management Permit issued for the property.

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

Item #	Time	Action	Item
6.		<i>VOTE</i>	Vote to accept a \$750 donation from Camp Sewataro, LLC toward the annual Accessible Trick or Treat Halloween event, as requested by Cameron LaHaise, Commission on Disability chair.
7.		<i>VOTE</i>	Vote to recommend acceptance of a sculpture as a gift from the Friends of the BFRT and to recommend allocating up to \$15,000 from the \$500,000 voted under Article 47 at ATM 2022 for BFRT Phase 2D. In attendance will be Marcia Rasmussen, Planning Assistant for Rail Trails and/or John Drobinski, Chair of the RTAC (and possibly Len Simon).
MISCELLANEOUS			
8.			Review of Camp Sewataro financial statements. Scott Brody, Owner & Director Camps Kenwood & Evergreen, to attend.
9.		<i>VOTE</i>	Code of Conduct policy discussion. KP Law attorneys Lee Smith and Janelle Austin to attend.
10.			Discussion on Town Forum including draft outline and related matters.
11.			Update on discussions with Sudbury Public Schools regarding the future of the Combined Facilities memorandum of agreement.
12.		<i>VOTE</i>	Discussion on Select Board goals including Fairbank Community Center optimization goal. Possible vote.
13.		<i>VOTE</i>	Vote on Open Meeting Law determination as provided by the Attorney General's office.
14.		<i>VOTE</i>	Vote to review and possibly approve open session minutes of 10/8/24.
15.			Upcoming agenda items

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

**SUDBURY SELECT BOARD**

Tuesday, December 3, 2024

PUBLIC HEARING**1: Annual Tax Classification hearing****REQUESTOR SECTION**

Date of request:

Requestor: Cynthia Gerry Director of Assessing

Formal Title: Annual Tax Classification hearing - In accordance with General Laws Ch. 40, sec. 56, as amended, to determine the percentage of local tax levy which will be borne by each class of real and personal property, relative to setting the Fiscal Year 2025 tax rate. In attendance will be the Board of Assessors (Joshua M. Fox, Esq.; Trevor A. Haydon, Chair, Liam J. Vesely), Cynthia Gerry, Director of Assessing, and presenting will be Harald Scheid, Principal Regional Assessor.

Recommendations/Suggested Motion/Vote: Annual Tax Classification hearing - In accordance with General Laws Ch. 40, sec. 56, as amended, to determine the percentage of local tax levy which will be borne by each class of real and personal property, relative to setting the Fiscal Year 2025 tax rate. In attendance will be the Board of Assessors (Joshua M. Fox, Esq; Trevor A. Haydon, Chair, Liam J. Vesely), Cynthia Gerry, Director of Assessing, and presenting will be Harald Scheid, Principal Regional Assessor.

Background Information:
attached hearing notice and tax classification hearing document

Financial impact expected:

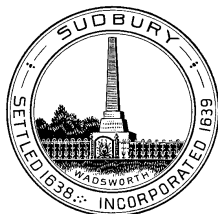
Approximate agenda time requested: 30 minutes

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

12/03/2024 7:00 PM



TOWN OF SUDBURY

Office of Select Board

www.sudbury.ma.us

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TOWN OF SUDBURY PUBLIC HEARING ATTENTION: TAXPAYERS

In accordance with General Laws Ch. 40, sec. 56, as amended, the Sudbury Select Board will hold a public hearing on **Tuesday, December 3, 2024, at 7:15 p.m.** remotely via Zoom teleconference, to determine what percentage of the local tax levy will be borne by each class of real and personal property relative to setting the Fiscal Year 2025 tax rate.

The first policy decision of the Select Board will be to determine the Residential Factor, which means the percentage of the tax levy to be borne by residential property. The Residential Factor determines how different tax rates for residential, commercial and industrial properties will be established. A Residential Factor of 1 means that the local tax rate will be a single rate uniformly applied to all properties. The other options to be considered are whether or not to allow a residential property exemption, a small commercial exemption, and a discussion of the open space exemption. In addition to the above, there will be some discussion regarding Sudbury's senior residential tax exemption with respect to the program's estimated total cost and impact on the residential tax rate for Fiscal Year 2025.

At this public hearing, the Board of Assessors will provide all information and data relevant to helping the Select Board make a determination of a single or multiple tax rates and the fiscal effect of the available alternatives to taxpayers. Taxpayers may present oral or written information on their views prior to or at the public hearing.

SUDBURY SELECT BOARD

Jennifer S. Roberts, Chair
Daniel E. Carty, Vice-Chair
Janie W. Dretler
Lisa V. Kouchakdjian
Charles G. Russo

For publication *MetroWest Daily News* 11-19-24, 11-26-24

cc: Board of Assessors
Finance Director
Town Accountant
Chamber of Commerce

Finance Committee
Council on Aging Director
Assistant Town Manager
Town Clerk



**FISCAL YEAR 2025
CLASSIFICATION HEARING
December 3, 2024**

Select Board

Jennifer S. Roberts, Chair

Daniel E. Carty, Vice Chair

Members

Janie W. Dretler

Lisa V. Kouchakdjian

Charles Russo

Board of Assessors

Trevor Haydon, Chair

Liam J. Vesely

Joshua M. Fox

Harald Scheid Consulting Assessor

Cynthia Gerry, Director of Assessing

Introduction

Each year, prior to the mailing of 3rd quarter tax bills, a public hearing is held by the Select Board in conjunction with the Board of Assessors. The public hearing known as the Classification Hearing provides an opportunity for the Select Board to discuss and decide on the distribution of the tax burden to be allocated among the major classes of property. Chapter 40, Section 56 of the Massachusetts General Laws, dictates the hearing procedure.

Prior to the Hearing, all properties must be assessed at their full and fair cash value as of the January 1st assessment date. The Fiscal Year 2025 assessment date is January 1, 2024.

The steps necessary to complete the Classification Hearing and Tax Rate Setting process are defined below:

Pre-classification Hearing Steps

- Step 1: Determination of the property tax levy (Budget Process)
- Step 2: Determine assessed valuations (Assessors)
- Step 3: Tabulate assessed valuations by class (Assessors)
- Step 4: Obtain DOR value certification (Assessors)
- Step 5: Obtain certification of new growth revenues (Assessors)

Classification Hearing Steps

- Step 6: Classification hearing presentation (Assessors & Select Board)
- Step 7: Review and discuss tax shift options (Select Board)
- Step 8: Voting a tax shift factor (Select Board)

Post Classification Hearing Steps

- Step 9: Sign the LA-5 Classification Form (Select Board)
- Step 10: Send annual recap to DOR for tax rate approval (Assessors)
- Step 11: Obtain DOR approval of tax rates (DOR)

Terminology

The following represents frequently used tax discussion terminology:

Levy: The tax levy (or levy) is the amount of property taxes to be raised. The levy amount is determined by the budget process. The total amount of the approved budget less revenues from other sources like motor vehicle excise, municipal fees, and state aid is the amount to be raised through property taxation. In Sudbury, for Fiscal Year 2025, the levy to be raised is \$109,827,875. This represents a 4.4% increase over last year's levy of \$ 105,189,118.

Levy Ceiling: The levy ceiling is 2.5 percent of the full value of the town and represents the maximum property tax revenue that can be raised under Proposition 2 ½. Based on Sudbury's Fiscal Year 2025 total valuation of \$7,292,687,571 the town cannot levy taxes in excess of \$182,317,189.

New Growth Revenue: Property taxes derived from newly taxable properties like new construction, additions, subdivisions, and personal property. The Department of Revenue has certified Sudbury's new growth revenue for fiscal year 2025 at \$828,244.

Levy Limit: Also referred to as the "maximum allowable levy," the levy limit is calculated by adding 2.5 percent of the previous year's levy limit, (which was \$101,893,772) plus new growth revenue, and proposition 2½ overrides, capital expenditure exclusions, and debt exclusions. The certified maximum allowable levy for fiscal year 2025 is \$109,848,220.

Excess Levy Capacity: Excess levy capacity is the difference between the levy and the levy limit. Sudbury's excess levy capacity is an estimated \$20,345.

The Fiscal Year 2025 Levy Limit and Amount to be Raised

The following is a calculation of Sudbury's estimated levy for Fiscal Year 2025.

Fiscal year 2024 levy limit	\$ 101,893,772
Levy increase allowed under Prop. 2 ½	2,547,344
New growth revenue	828,244
Debt excluded under Prop. 2 ½	4,578,860
Fiscal year 2025 Maximum Allowable Levy	\$109,848,220
Levy to be raised (rounded by tax rate)	\$109,827,875
Excess levy capacity	\$20,345

Valuations by Class Before Tax Shift (LA-5)

<u>Major Property Class</u>	<u>Valuation</u>	<u>Percent</u>	<u>Res vs CIP%</u>
Residential	6,790,843,084	93.1185%	93.1185%
Commercial	276,917,020	3.7972%	
Industrial	41,374,300	0.5673%	6.8815%
Personal Property	183,533,167	2.5170%	
TOTAL	7,292,687,571	100.0000%	

Assessed Valuations

Sudbury's valuations are adjusted annually to reflect changes in the real estate market. An assessment-to-sale ratio study comparing calendar year 2023 sales with fiscal year 2024 assessments indicates that most residential property valuations were assessed below fair market value. As a group single-family residential valuations rose an average 3.7 percent. Other residential property classes, including condominium and multi-family apartment buildings, have experienced comparable market appreciation.

A similar study of assessments and sale prices for commercial and industrial properties indicated that property valuations for these property classes appreciated.

Aggregate Value Increases by Major Property Class

(Note – figures are not adjusted to account for new growth revenue)

Property Class	25 Valuation	24 Valuation	Change(apx.)
Single-family	6,115,869,870	5,898,071,614	3.7%
Condominiums	442,340,658	393,069,312	12.5%
2 Family	14,797,100	14,295,100	3.5%
Multi-family	121,213,000	130,092,000	-6.8%
Commercial	264,795,200	256,646,700	3.2%
Industrial	41,374,300	39,102,700	5.8%
Personal Property	183,553,167	173,473,820	5.8%

Shifting the Tax Burden

Municipalities with a large commercial/industrial tax base often see fit to shift the tax burden to help maintain lower residential taxes. Sudbury, though having a relatively small commercial tax base, has historically chosen to adopt a split tax rate.

In recent years, the Select Board has adopted a shift factor that has yielded relatively uniform tax rate increases in both the residential and commercial sectors. Though the commercial, industrial, and personal property (CIP) sector makes up approximately 7 percent of the taxable valuation base, adoption of the classification shift factor (see below) has resulted in this sector paying about 9 percent of Sudbury's property taxes.

Tax Rates and Options

Sudbury's uniform, single tax rate, without applying shift factors, is estimated at \$15.06 per thousand.

There are any number of tax rate options the Select Board might chose. Several that might be considered are as follows:

Option	CIP Shift	Res. Shift	CIP Tax Rate	Res. Tax Rate
Single Tax Rate	1.0000	1.0000	15.06	15.06
10% Shift	1.1000	0.9926	16.57	14.95
20% Shift	1.2000	0.9812	18.07	14.84
30% Shift	1.3000	0.9778	19.58	14.73
40% Shift *	1.4000	0.9704	21.08	14.61
50% Shift (maximum allowed)	1.5000	0.9632	22.50	14.45

*40-percent shift factor results in comparable taxes increases across both residential & CIP classes

If the Select Board were to vote for a uniform tax rate increase, the Board of Assessors has calculated the following tax rates. The following FY2025 rates for Residential class properties do not account for the means-tested exemption.

<u>Property Class</u>	<u>FY2024</u>	<u>FY2025</u>
Residential	14.61	14.61
Commercial	21.16	21.08
Industrial	21.16	21.08
Personal Property	21.16	21.08

Tax Impacts

The average residential tax bill calculation would change as follows if a CIP shift factor of 1.40 were adopted:

	Average
	Single-Family Value
Fiscal Year 2024	\$1,082,500
FY24 Tax Rate	\$14.61
RE Tax Payable	\$15,815
Fiscal Year 2025	\$1,122,000
FY25 Tax Rate	\$14.61
RE Tax Payable	\$16,392
Avg. SF Home Value Incr.	3.6%
Avg. Dollar Tax Increase	\$577
% Tax Increase	3.6%

	Median
	Single-Family Value
Fiscal Year 2024	\$992,400
FY24 Tax Rate	\$14.61
RE Tax Payable	\$14,499
Fiscal Year 2025	\$1,028,600
FY25 Tax Rate	\$14.61
RE Tax Payable	\$15,028
Med. SF Home Value Incr.	3.6%
Med. Dollar Tax Increase	\$529
% Tax Increase	3.6%

The Board of Assessors point out that a CIP shift factor of 1.40 with a corresponding residential shift factor of 0.9705 would result in a “relatively” uniform tax increase in both sectors.

Sudbury's Tax Shift Votes (17 Year History)

Fiscal Year	CIP Value	Total Value	R/O % of Total Value	CIP % of Total Value	Max CIP Shift Allowed	Residential Factor Selected	CIP Shift
2008	270,083,278	4,162,959,799	93.5122	6.4878	1.500000	0.981268	1.26999
2009	278,781,214	4,064,434,979	93.1410	6.8590	1.500000	0.982326	1.24000
2010	284,018,864	4,003,661,467	92.9060	7.0940	1.500000	0.982438	1.23000
2011	274,711,172	3,874,281,828	92.9094	7.0906	1.500000	0.978631	1.28000
2012	271,556,419	3,838,335,540	92.9251	7.0749	1.500000	0.978938	1.27664
2013	273,337,212	3,864,083,107	92.9262	7.0738	1.500000	0.978714	1.27963
2014	265,094,234	3,960,584,137	93.3067	6.6933	1.500000	0.974606	1.35400
2015	263,058,002	4,088,915,905	93.5666	6.4334	1.500000	0.973663	1.38304
2016	277,216,608	4,230,884,307	93.4478	6.5522	1.500000	0.973356	1.38000
2017	280,876,280	4,408,953,695	93.6294	6.3706	1.500000	0.974145	1.37999
2018	308,262,538	4,560,675,215	93.2409	6.7591	1.500000	0.976078	1.33000
2019	331,554,958	4,728,363,583	92.9880	7.0120	1.500000	0.975100	1.33021
2020	321,263,656	4,773,073,156	93.2692	6.7308	1.500000	0.976300	1.32842
2021	335,996,650	4,812,305,728	93.0180	6.982	1.500000	0.975230	1.33001
2022	393,863,578	5,198,464,866	92.4235	7.5765	1.500000	0.972900	1.33000
2023	464,680,708	6,171,026,965	90.5505	9.4495	1.50	0.978900	1.26032
2024	480,869,916	7,008,938,614	90.3264	9.6736	1.50	0.969800	1.41

Voting a Tax Shift Factor

If the Select Board were to balance the impact of the tax increase equally between CIP and Residential, the Board would vote as follows: The Select Board of Sudbury votes in accordance with M.G.L., Ch. 40, Sec. 56, as amended, the percentage of local tax levy which will be borne by each class of real and personal property, relative to setting the Fiscal Year 2025 tax rates and sets the Residential Factor at 0.9705, (or other selected Factor) with a corresponding CIP shift of 1.40 (or other corresponding CIP shift), pending certification of the Town's annual tax recap by the Massachusetts Department of Revenue.

Optional Exemptions:

Residential Exemption:

Adopting the Residential Exemption (conferred pursuant to M.G.L. c. 59, § 5C) would allow the Select Board to exempt from qualified residential properties a percentage of the average assessed value for the class. The intent of this exemption is to promote owner occupancy. The residential exemption has the effect of shifting the tax burden from the lower valued properties to higher valued properties, and those, which are not owner-occupied.

An exemption of up to 35% of the average assessed value for Class I (Residential) properties is possible. If adopted a flat, uniform valuation reduction is applied to all qualifying owner-occupied residential home valuations. The tax levy in the community does not change based on adoption of this exemption. However, to compensate for the loss in residential valuation associated with this exemption, the residential tax rate increases. The exemption will reduce property taxes on the lower valued owner-occupied residential properties, while increasing property taxes on higher valued properties, and those residential properties, which are not owner-occupied.

For discussion purposes, looking at a 20% exemption and a shift of 1.40, Sudbury's fiscal year 2025 residential tax rate would increase from 14.61 to 17.60. The break-even assessed value in this scenario is \$1,236,600. Approximately 3,705 single family parcels are assessed below the break-even value, while 1,793 are assessed above the breakeven value.

Add to the mix, Sudbury's SMTE program (assuming the same shift), a residential tax rate would be 17.67. The break-even assessed value is \$1,213,200. 3,599 single family parcels are assessed below the break-even value while 1,899 are assessed above the breakeven value.

Nineteen Massachusetts communities have adopted the Residential Exemption. Historically, the exemption has been adopted in those communities with a high percentage of apartments and other investment property or seasonal homes. In general terms, the exemption shifts real estate taxes onto Class I properties that are not occupied as the owner's principal residence and those which may be held for investment.

Municipality	Residential Exemption Percentage
Barnstable	25%
Boston	35%
Brookline	20%
Cambridge	30%
Chelsea	35%
Concord	10%
Everett	25%
Malden	30%
Mashpee	20%
Nantucket	25%
Oak Bluffs	15%
Provincetown	35%
Somerville	35%
Tisbury	22%
Truro	35%
Waltham	35%
Watertown	33%
West Tisbury	5%
Wellfleet	33%

Small Commercial Exemption

An exemption (conferred pursuant to M.G.L. c. 59, § 5I) of up to 10% of the property valuation can be granted to commercial properties (not industrial) having one or more businesses employing 10 or fewer employees in total, and an assessed value of less than \$1,000,000. Implementing this exemption requires increasing the CIP tax rate to offset lost revenues from qualifying properties.

For fiscal year 2025, 47 properties in the Town have been identified as meeting qualifying standards. Sudbury's nominal commercial class for fiscal year 2025 hosts 187 accounts. In addition, there are 7-mixed use/part commercial, 42-chapter land, and 19 industrial properties all of which would be subject to an increased tax rate generated by the adoption of a small commercial exemption. The class 3 value reduction for those qualifying properties if a 10% small commercial exemption is adopted equals \$ 2,097,280.

The average tax savings for the 47 accounts (assuming a 1.40 shift) is approximately \$888.

Considerations:

The qualifying 47 taxpayers will receive a tax benefit. Other small businesses (not qualifying) will bear the increased burden along with larger commercial and industrial properties.

Many of the small businesses appearing on the Department of Unemployment Assistance (DET) list as qualifying will not benefit from the exemption, as they are tenants in larger commercial properties with assessed values exceeding the allowable \$1,000,000 cap.

The majority of Sudbury's small businesses will not stand to benefit by adoption of this exemption, as they are tenants in strip malls, and other large commercial buildings.

They in fact will be penalized with an increased tax rate.

Municipality	Small Commercial Exemption Percentage
Auburn	10%
Avon	10%
Bellingham	10%
Berlin	10%
Braintree	10%
Chelmsford	10%
Dartmouth	10%
Erving	10%
New Ashford	10%
North Attleborough	10%
Seekonk	10%
Swampscott	10%
Westford	10%
Wrentham	10%

Open Space Exemption

In addition to the above-mentioned options, there is one more option, to discuss briefly since this exemption is not applicable in Sudbury at this time. It is known as the Open Space Exemption.

In order for a municipality to utilize an open space exemption, the community must first have adopted the Open Space Class. While most residential land is Class 1, there is an additional classification which may be created for some vacant land (Class 2). The definition of open space in this context is: *land which is not otherwise classified and which is not taxable under provisions of chapters 61, 61A or 61B, or taxable under a permanent conservation restriction, and which land is not held for the production of income but is maintained in an open or natural condition and which contributes significantly to the benefit and enjoyment of the public.*

The Open Space Class was developed to provide a tax break to landowners, as incentive to preserve open land or at least slow development. Adopting this classification would result in a discount of the residential tax obligation of up to 25% for those parcels classified as open space. Any tax savings awarded to open space property owners will be subsidized by all other residential property owners. Commercial, Industrial, and Personal Property will not be affected. Sudbury currently has 64 parcels of land enrolled in the various chapter land programs. Chapter land enrollment carries certain program withdrawal restrictions which are described below. If a community were to adopt this open space classification, any property classified as open space (*not enrolled in chapter land programs*) would receive the benefit of the favorable tax structure without any of the restrictions associated with the existing chapter land programs. Implementation of the Open Space Classification would take up to a year following written request of the Select Board.

Classified Land - Chapters 61, 61A and 61B

There are three “Chapter Land” programs available: Forestry (M.G.L. Chapter 61), Agriculture / Horticulture (M.G.L. Chapter 61A), and Recreation (M.G.L. Chapter 61B).

Chapter 61 - Forestry Land is designed to encourage the preservation and enhancement of the Commonwealth’s forests. A parcel must consist of at least 10 contiguous acres of land under the same ownership and be managed under a 10-year management plan approved and certified by the State Forester in order to qualify for and retain classification as forest land under Chapter 61.

Chapter 61A - Agricultural and Horticultural Land is designed to encourage the preservation of the Commonwealth's valuable farmland and promote active agricultural and horticultural land use. The property must consist of at least 5 contiguous acres of land under the same ownership and be "actively devoted" to agricultural or horticultural use in order to qualify for and retain classification as agricultural or horticultural land under Chapter 61A. An equal amount of contiguous non-productive land may also qualify for classification. For the land to be considered "actively devoted" to a farm use, it must have been farmed for the two years prior to the year of classification and must have produced a certain amount of sales. The minimum gross sales requirement is \$500 for the first 5 acres of productive land being classified.

Chapter 61B - Recreational Land is designed to encourage the preservation of the Commonwealth’s open space and promote recreational land uses. Property must consist of at least 5 contiguous acres of land under the same ownership in order to qualify for and retain classification as recreational land under Chapter 61B. The land must fall into **one** of the following two categories to qualify:

It must be maintained in a substantially natural, wild or open condition or must be maintained in a landscaped condition permitting the preservation of wildlife and natural resources. It does not have to be open to the public, but can be held as private, undeveloped, open space land.

Liens

Once an initial application for classification has been approved, the local assessors will record a statement at the Registry of Deeds indicating that the land has been classified as forestry under Chapter 61, agricultural / horticultural land under Chapter 61A or recreational land under Chapter 61B. The statement will constitute a lien on the land for all taxes due under the respective chapters.

Municipal Option to Purchase

The city or town has an option to purchase any classified land whenever the owner plans to sell or convert it to a residential, commercial, or industrial use. The owner must notify by certified mail the select board, assessors, planning board and conservation commission of the town of any intention to sell or convert the land to those uses. If the owner plans to sell the land, the town has the right to match a bona fide offer to purchase it. If the owner plans to convert it, the city or town has the right to purchase it at its fair market value, which is determined by an impartial appraisal. The city or town may also assign its option to a non-profit, conservation organization. The owner cannot sell or convert the land until at least 120 days have passed since the mailing of the required notices or until the owner has been notified in writing that the option will not be exercised, whichever is earlier.

Withdrawal Tax

With each of these programs, there is a conveyance tax penalty for withdrawing land. Whenever land which is valued, assessed and taxed under this chapter no longer meets the definition of forest land, agricultural /horticultural land, or recreational land it shall be subject to additional taxes, called roll-back taxes, in the tax year in which it is disqualified and in each of the four immediately preceding tax years in which the land was so valued, assessed and taxed. For each tax year, the roll-back tax shall be an amount equal to the difference, if any, between the taxes paid or payable for that tax year in accordance with this chapter and the taxes that would have been paid or payable in that tax year had the land been valued, assessed and taxed without regard to these provisions.

A summary of Sudbury's use of the Chapter Land programs follows.

Program	Number of Properties	Total No. of Acres Enrolled	Average Acres Per Property
Agriculture/Horticulture	49	682.68	14.84
Forestry	2 properties (consisting of 6 parcels)	29.40	14.7
Recreation	9	233.77	25.97
Totals	64	945.85	

Bedford, which was the sole community in Massachusetts to utilize the Open Space Classification, discontinued that Classification in 2017. They attribute their decision to the fact

that a very small number of parcels representing a small fraction of the Town's value qualified for this classification.

In Sudbury, many of the Town's taxable large land tracts are currently enrolled in at least one of the Special Chapter Land Programs conferred under M.G.L. Chapter 61, 61A and 61B.

As shown above, we currently have 64 parcels of land enrolled in the Special Chapter land programs representing just under 946 acres.

Although there is a tax benefit associated with Chapter land program enrollment, there are also associated program withdrawal implications. One of the associated implications is the municipality's right to purchase the property should it become available for sale. In addition, there is a property tax recapture period when the property is withdrawn from its special classification whereby the municipality can recoup some of the lowered taxes.

There are no such restrictions or implications associated with the Open Space Classification designation. An owner is not restricted in developing or selling the property; the open space tax benefit would simply end.

By comparison with the chapter land programs, summarized below is the vacant land NOT in a chapter land program.

Vacant Land Summary						
				Assessed	Average Assessed Value	
Land Type	Land Use Code	Number	Acres	Value	Per Property	Per Acre
Residential Land	130	36	119.29	16,961,500	471,153	142,187
Residential Land (Secondary)	131	8	18.17	2,106,400	263,300	115,927
Residential Land (Unusable)	132	317	612.75	4,356,100	13,741	7,109
Totals		361	750.21	23,424,000		

The town's current wetlands pricing of \$500/acre and residual land pricing of \$20,000/acre are also significant when considering adoption of the Open Space classification.

Implementation of the Classification takes up to a year following written request of the Select Board.

VOTING THE EXEMPTIONS

Example Motions/Vote(s): Residential and Small Commercial Exemption Options:

This language including negative and affirmative options speaks to the Residential Exemption:

Motion: [Not] to adopt a Residential Exemption for Fiscal Year 2025, or

Motion: [To] adopt a Residential Exemption for Fiscal Year 2025 of ____% of the Average of all Residential Value for those eligible residential properties, which will shift the burden within the Residential Class.

This language including negative and affirmative options speaks to the Small Commercial:

Motion: [Not] adopt the Small Commercial Exemption for Fiscal Year 2025, or

Motion: [To] adopt the Small Commercial Exemption for Fiscal Year 2025 business (as) on the DET list valued at less than \$1 million, which will shift the burden within the Commercial & Industrial Classes.

The Open Space exemption cannot presently be implemented, and therefore, no vote need be taken by the Select Board with respect to this exemption.

ADDENDUM A

SUDBURY'S MEANS TESTED SENIOR TAX EXEMPTION

Finally, we are asking this evening that the Board vote on the cap to be used to fund the Sudbury Senior Means Tested Exemption Program for Fiscal year 2024. Section 3 of Chapter 169 of the Acts of 2012, specifies that the total cap on the exemptions granted by the act shall be set annually by the Select Board, within a range of .5 to 1 per cent of the residential property tax levy for the town of Sudbury. The vote is traditionally taken following the mandatory Classification Hearing votes.

Massachusetts Chapter 169 of the Acts of 2012 established, and Chapter 10 of the Acts of 2016 renewed a pilot program in Sudbury for granting certain qualified senior residents a measure property tax relief. Fiscal year 2025 is the twelfth year of the program. The exemption is similar to the Residential Tax Exemption in that it shifts the tax burden from qualified residential property owners to other residential property owners. For Fiscal year 2014, the statute limited the total exemptions granted under the pilot program to a dollar cap equal to 0.5% of the residential levy (after any CIP shift). For Fiscal year 2024, the Select Board voted the cap to 0.50%.

For fiscal year 2025, Select Board have the option, if needed, to increase this percentage up to and including 1.0%. This year's analysis does not indicate a need to increase the cap above the .5% level.

Applications are required, and the Assessors administer this program for all applicants deemed qualified by the Board of Assessors. For fiscal year 2025, the Assessors received 85 applications and the Board of Assessors identified 83 applicants tentatively qualified to receive the exemption. In order for the Assessors to complete the necessary calculations, Select Board must first vote the Residential Factor and CIP shift values for fiscal year 2025 at the Classification Hearing. That vote will determine a tentative residential tax rate, which will then be used in the calculations and result in an increase in the tentative residential tax rate.

For fiscal year 2025, the indicated need seems to point to a cap on the percentage of residential tax levy required to fund the program to be approximately the same as last year. Our calculations indicate the cap on the exemption percentage of the residential tax levy of .5% is sufficient to fund the program for Fiscal year 2025. The exact percentage will be based upon the voted residential factor.

If needed, the Act also provides an alternative to increasing the cap, whereby the income threshold may be adjusted above the nominal 10.0% until the need is reduced to fall within the cap.

Suggested Motion:

Vote in accordance with Chapter 169 of the Acts of 2012, the total FY2025 cap on the exemptions granted by the Means Tested Senior Tax Exemption shall be .5% (**half of one percent**) of the residential property tax levy.

Addendum B - More Tax Rate Options

CIP Shift	Res Factor	Res SP	Comm SP	Ind SP	PP SP	Res	Comm	Ind ET	PP ET
1.0000	1.0000	93.1185	3.7972	0.5673	2.5170	15.06	15.06	15.06	15.06
1.0050	0.9996	93.0841	3.8162	0.5701	2.5296	15.05	15.14	15.13	15.14
1.0100	0.9993	93.0497	3.8352	0.5730	2.5422	15.05	15.21	15.21	15.21
1.0150	0.9989	93.0153	3.8542	0.5758	2.5548	15.04	15.29	15.28	15.29
1.0200	0.9985	92.9809	3.8731	0.5786	2.5673	15.04	15.36	15.36	15.36
1.0250	0.9982	92.9465	3.8921	0.5815	2.5799	15.03	15.44	15.44	15.44
1.0300	0.9978	92.9121	3.9111	0.5843	2.5925	15.03	15.51	15.51	15.51
1.0350	0.9974	92.8776	3.9301	0.5872	2.6051	15.02	15.59	15.59	15.59
1.0400	0.9970	92.8432	3.9491	0.5900	2.6177	15.02	15.66	15.66	15.66
1.0450	0.9967	92.8088	3.9681	0.5928	2.6303	15.01	15.74	15.74	15.74
1.0500	0.9963	92.7744	3.9871	0.5957	2.6429	15.00	15.81	15.81	15.81
1.0550	0.9959	92.7400	4.0060	0.5985	2.6554	15.00	15.89	15.89	15.89
1.0600	0.9956	92.7056	4.0250	0.6013	2.6680	14.99	15.96	15.96	15.96
1.0650	0.9952	92.6712	4.0440	0.6042	2.6806	14.99	16.04	16.04	16.04
1.0700	0.9948	92.6368	4.0630	0.6070	2.6932	14.98	16.11	16.11	16.11
1.0750	0.9945	92.6024	4.0820	0.6098	2.7058	14.98	16.19	16.19	16.19
1.0800	0.9941	92.5680	4.1010	0.6127	2.7184	14.97	16.26	16.26	16.27
1.0850	0.9937	92.5336	4.1200	0.6155	2.7309	14.97	16.34	16.34	16.34
1.0900	0.9933	92.4992	4.1389	0.6184	2.7435	14.96	16.42	16.41	16.42
1.0950	0.9930	92.4648	4.1579	0.6212	2.7561	14.95	16.49	16.49	16.49
1.1000	0.9926	92.4304	4.1769	0.6240	2.7687	14.95	16.57	16.56	16.57
1.1050	0.9922	92.3959	4.1959	0.6269	2.7813	14.94	16.64	16.64	16.64
1.1100	0.9919	92.3615	4.2149	0.6297	2.7939	14.94	16.72	16.72	16.72
1.1150	0.9915	92.3271	4.2339	0.6325	2.8065	14.93	16.79	16.79	16.79
1.1200	0.9911	92.2927	4.2529	0.6354	2.8190	14.93	16.87	16.87	16.87
1.1250	0.9908	92.2583	4.2719	0.6382	2.8316	14.92	16.94	16.94	16.94
1.1300	0.9904	92.2239	4.2908	0.6410	2.8442	14.92	17.02	17.02	17.02
1.1350	0.9900	92.1895	4.3098	0.6439	2.8568	14.91	17.09	17.09	17.09
1.1400	0.9897	92.1551	4.3288	0.6467	2.8694	14.90	17.17	17.17	17.17
1.1450	0.9893	92.1207	4.3478	0.6496	2.8820	14.90	17.24	17.24	17.24
1.1500	0.9889	92.0863	4.3668	0.6524	2.8946	14.89	17.32	17.32	17.32
1.1550	0.9885	92.0519	4.3858	0.6552	2.9071	14.89	17.39	17.39	17.39
1.1600	0.9882	92.0175	4.4048	0.6581	2.9197	14.88	17.47	17.47	17.47
1.1650	0.9878	91.9831	4.4237	0.6609	2.9323	14.88	17.54	17.54	17.55
1.1700	0.9874	91.9486	4.4427	0.6637	2.9449	14.87	17.62	17.62	17.62
1.1750	0.9871	91.9142	4.4617	0.6666	2.9575	14.87	17.70	17.69	17.70
1.1800	0.9867	91.8798	4.4807	0.6694	2.9701	14.86	17.77	17.77	17.77
1.1850	0.9863	91.8454	4.4997	0.6723	2.9826	14.85	17.85	17.84	17.85
1.1900	0.9860	91.8110	4.5187	0.6751	2.9952	14.85	17.92	17.92	17.92
1.1950	0.9856	91.7766	4.5377	0.6779	3.0078	14.84	18.00	18.00	18.00
1.2000	0.9852	91.7422	4.5566	0.6808	3.0204	14.84	18.07	18.07	18.07
1.2050	0.9849	91.7078	4.5756	0.6836	3.0330	14.83	18.15	18.15	18.15
1.2100	0.9845	91.6734	4.5946	0.6864	3.0456	14.83	18.22	18.22	18.22
1.2150	0.9841	91.6390	4.6136	0.6893	3.0582	14.82	18.30	18.30	18.30
1.2200	0.9837	91.6046	4.6326	0.6921	3.0707	14.82	18.37	18.37	18.37
1.2250	0.9834	91.5702	4.6516	0.6949	3.0833	14.81	18.45	18.45	18.45
1.2300	0.9830	91.5358	4.6706	0.6978	3.0959	14.80	18.52	18.52	18.52
1.2350	0.9826	91.5014	4.6895	0.7006	3.1085	14.80	18.60	18.60	18.60
1.2400	0.9823	91.4669	4.7085	0.7035	3.1211	14.79	18.67	18.67	18.67
1.2450	0.9819	91.4325	4.7275	0.7063	3.1337	14.79	18.75	18.75	18.75
1.2500	0.9815	91.3981	4.7465	0.7091	3.1463	14.78	18.83	18.82	18.83
1.2550	0.9812	91.3637	4.7655	0.7120	3.1588	14.78	18.90	18.90	18.90
1.2600	0.9808	91.3293	4.7845	0.7148	3.1714	14.77	18.98	18.97	18.98

1.2650	0.9804	91.2949	4.8035	0.7176	3.1840	14.77	19.05	19.05	19.05
1.2700	0.9800	91.2605	4.8224	0.7205	3.1966	14.76	19.13	19.12	19.13
1.2750	0.9797	91.2261	4.8414	0.7233	3.2092	14.75	19.20	19.20	19.20
1.2800	0.9793	91.1917	4.8604	0.7261	3.2218	14.75	19.28	19.28	19.28
1.2850	0.9789	91.1573	4.8794	0.7290	3.2343	14.74	19.35	19.35	19.35
1.2900	0.9786	91.1229	4.8984	0.7318	3.2469	14.74	19.43	19.43	19.43
1.2950	0.9782	91.0885	4.9174	0.7347	3.2595	14.73	19.50	19.50	19.50
1.3000	0.9778	91.0541	4.9364	0.7375	3.2721	14.73	19.58	19.58	19.58
1.3050	0.9775	91.0197	4.9553	0.7403	3.2847	14.72	19.65	19.65	19.65
1.3100	0.9771	90.9852	4.9743	0.7432	3.2973	14.71	19.73	19.73	19.73
1.3150	0.9767	90.9508	4.9933	0.7460	3.3099	14.71	19.80	19.80	19.80
1.3200	0.9764	90.9164	5.0123	0.7488	3.3224	14.70	19.88	19.88	19.88
1.3250	0.9760	90.8820	5.0313	0.7517	3.3350	14.70	19.95	19.95	19.95
1.3300	0.9756	90.8476	5.0503	0.7545	3.3476	14.69	20.03	20.03	20.03
1.3350	0.9752	90.8132	5.0693	0.7573	3.3602	14.69	20.11	20.10	20.11
1.3400	0.9749	90.7788	5.0882	0.7602	3.3728	14.68	20.18	20.18	20.18
1.3450	0.9745	90.7444	5.1072	0.7630	3.3854	14.68	20.26	20.25	20.26
1.3500	0.9741	90.7100	5.1262	0.7659	3.3980	14.67	20.33	20.33	20.33
1.3550	0.9738	90.6756	5.1452	0.7687	3.4105	14.66	20.41	20.40	20.41
1.3600	0.9734	90.6412	5.1642	0.7715	3.4231	14.66	20.48	20.48	20.48
1.3650	0.9730	90.6068	5.1832	0.7744	3.4357	14.65	20.56	20.56	20.56
1.3700	0.9727	90.5724	5.2022	0.7772	3.4483	14.65	20.63	20.63	20.63
1.3750	0.9723	90.5379	5.2212	0.7800	3.4609	14.64	20.71	20.71	20.71
1.3800	0.9719	90.5035	5.2401	0.7829	3.4735	14.64	20.78	20.78	20.78
1.3850	0.9715	90.4691	5.2591	0.7857	3.4860	14.63	20.86	20.86	20.86
1.3900	0.9712	90.4347	5.2781	0.7885	3.4986	14.63	20.93	20.93	20.93
1.3950	0.9708	90.4003	5.2971	0.7914	3.5112	14.62	21.01	21.01	21.01
1.4000	0.9704	90.3659	5.3161	0.7942	3.5238	14.61	21.08	21.08	21.08
1.4050	0.9701	90.3315	5.3351	0.7971	3.5364	14.61	21.16	21.16	21.16
1.4100	0.9697	90.2971	5.3541	0.7999	3.5490	14.60	21.23	21.23	21.24
1.4150	0.9693	90.2627	5.3730	0.8027	3.5616	14.60	21.31	21.31	21.31
1.4200	0.9690	90.2283	5.3920	0.8056	3.5741	14.59	21.39	21.38	21.39
1.4250	0.9686	90.1939	5.4110	0.8084	3.5867	14.59	21.46	21.46	21.46
1.4300	0.9682	90.1595	5.4300	0.8112	3.5993	14.58	21.54	21.53	21.54
1.4350	0.9679	90.1251	5.4490	0.8141	3.6119	14.58	21.61	21.61	21.61
1.4400	0.9675	90.0907	5.4680	0.8169	3.6245	14.57	21.69	21.68	21.69
1.4450	0.9671	90.0562	5.4870	0.8197	3.6371	14.56	21.76	21.76	21.76
1.4500	0.9667	90.0218	5.5059	0.8226	3.6497	14.56	21.84	21.84	21.84
1.4550	0.9664	89.9874	5.5249	0.8254	3.6622	14.55	21.91	21.91	21.91
1.4600	0.9660	89.9530	5.5439	0.8283	3.6748	14.55	21.99	21.99	21.99
1.4650	0.9656	89.9186	5.5629	0.8311	3.6874	14.54	22.06	22.06	22.06
1.4700	0.9653	89.8842	5.5819	0.8339	3.7000	14.54	22.14	22.14	22.14
1.4750	0.9649	89.8498	5.6009	0.8368	3.7126	14.53	22.21	22.21	22.21
1.4800	0.9645	89.8154	5.6199	0.8396	3.7252	14.53	22.29	22.29	22.29
1.4850	0.9642	89.7810	5.6388	0.8424	3.7377	14.52	22.36	22.36	22.36
1.4900	0.9638	89.7466	5.6578	0.8453	3.7503	14.51	22.44	22.44	22.44
1.4950	0.9634	89.7122	5.6768	0.8481	3.7629	14.51	22.51	22.51	22.52
1.5000	0.9630	89.6778	5.6958	0.8510	3.7755	14.50	22.59	22.59	22.59

ADDENDUM C

11 Year Commercial Tax History

	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Residential Factor (Vote)	.969800	0.97890	0.9729	0.9752	0.9763	0.9751	0.9761	0.9741	0.9734	0.9737	0.9746
CIP Shift (Vote)	1.40	1.26	1.33	1.33	1.33	1.33	1.33	1.38	1.38	1.38	1.35
Single Tax Rate (Calculate)	15.00	16.05	18.47	19.21	18.8	18.27	18.27	18.12	18.19	17.99	18.42
CIP Tax Rate following Shift (Vote)	21.16	20.23	24.57	25.55	24.97	24.3	24.3	25.01	25.11	24.88	24.94
Residential Tax Rate following Shift including Senior Means	14.61	15.77	18.05	18.83	18.45	17.91	17.93	17.74	17.8	17.6	18.03
Small Commercial Exemption (Vote)	No	No	No	No	No	No	No	No	No	No	No
Residential Exemption (Vote)	No	No	No	No	No	No	No	No	No	No	No
Open Space Classification (Vote)	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Average All Residential (not just SFR)	1,015,725	906,518	761,788	710,074	708,436	703,602	679,625	660,704	634,923	616,378	598,557
Average Nominal Commercial Value	1,365,142	1,372,149	1,090,362	968,017	906,245	951,245	862,037	817,572	773,195	746,102	743,816
Nominal Commercial Value	256,646,700	257,064,100	204,988,100	183,923,300	170,374,100	179,785,300	163,787,100	152,885,900	145,360,600	138,774,900	138,349,700
Nominal Commercial Property Count	188	188	188	190	188	189	190	187	188	186	186
*SMTE Program utilizes the traditional residential exemption module to calculate the tax impact due to the exemption											



SUDBURY SELECT BOARD
Tuesday, December 3, 2024

PUBLIC HEARING
2: Sudbury Farms Change of Manager 2024

REQUESTOR SECTION

Date of request:

Requestor: RBSBW, Inc. d/b/a Sudbury Farms

Formal Title: As the Licensing Authority for the Town of Sudbury, in accordance with MGL c138, s. 15, vote to approve a Change of Manager for RBSBW, Inc. d/b/a Sudbury Farms, 439 Boston Post Road, from Kevin Fry to Michael Pedranti, as requested in an application dated October 22, 2024.

Recommendations/Suggested Motion/Vote: As the Licensing Authority for the Town of Sudbury, in accordance with MGL c138, s. 15, vote to approve a Change of Manager for RBSBW, Inc. d/b/a Sudbury Farms, 439 Boston Post Road, from Kevin Fry to Michael Pedranti, as requested in an application dated October 22, 2024.

Background Information:

Financial impact expected:\$75 Application Fee

Approximate agenda time requested: 15 minutes

Representative(s) expected to attend meeting: Michael Pedranti, Store Manager; Andrew Upton, Attorney

Review:

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

12/03/2024 7:00 PM



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
 www.mass.gov/abcc

AMENDMENT-Change of Manager

☒ **Change of License Manager**

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
RBSBW, Inc.	Sudbury	00014-PK-1250

2. APPLICATION CONTACT

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Andrew Upton	Attorney	[REDACTED]	[REDACTED]

3A. MANAGER INFORMATION

The individual that has been appointed to manage and control of the licensed business and premises.

Proposed Manager Name	Michael A. Pedranti [REDACTED]		
Residential Address	19 Dale Court, Attleboro, MA 02703		
Email	[REDACTED]	Phone	[REDACTED]
Please indicate how many hours per week you intend to be on the licensed premises		Last-Approved License Manager	
40+		Kevin Fry	

3B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen? ☒ Yes ☐ No *Manager must be U.S. citizen
 If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.
 Have you ever been convicted of a state, federal, or military crime? ☐ Yes ☒ No
 If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

3C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
2005	Present	Store Manager	Roche Bros (multiple locations)	Roger Bowles

3D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? ☐ Yes ☒ No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature [Signature] Date 10/17/24

APPLICANT'S STATEMENT

I, Kevin F. Barner the: ☐ sole proprietor; ☐ partner; ☒ corporate principal; ☐ LLC/LLP manager
 Authorized Signatory

of RBSBW, Inc.
 Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature:

Kevin F. Barner

Date:

10/16/2024

Title:

Treasurer

ENTITY VOTE

The Board of Directors or LLC Managers of

RBSBW, Inc.

Entity Name

duly voted to apply to the Licensing Authority of

Sudbury

City/Town

and the

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on

Oct 15, 2024

Date of Meeting

For the following transactions (Check all that apply):

☒ Change of Manager☐ Other

"VOTED: To authorize

Kevin F. Barner

Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

"VOTED: To appoint

Michael A. Pedranti

Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true copy attest,

Kevin F. Barner
Corporate Officer / LLC Manager Signature

Kevin F. BARNER
(Print Name)

For Corporations ONLY

A true copy attest,

Kevin F. Barner
Corporation Clerk's Signature

Kevin F. BARNER
(Print Name)

Sudbury Farms – Change of Manager 2024

Department Feedback

Department	Staff	Date	Comments
Building Department	Andrew Lewis	10/30/24	The Building Department has no issue
Fire Department	Asst. Chief Choate	10/31/24	I have no issues with Sudbury Farms.
Health Department	Vivian Zeng	10/29/24	The Health Department is ok on this application
Police Department	Chief Nix	10/29/24	No issues

**SUDBURY SELECT BOARD**

Tuesday, December 3, 2024

PUBLIC HEARING**3: Close public hearing****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Vote to close public hearing and resume Select Board meeting.

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

12/03/2024 7:00 PM



SUDBURY SELECT BOARD
Tuesday, December 3, 2024

CONSENT CALENDAR ITEM
4: Open ATM warrant 2025

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Open Annual Town Meeting warrant and announce Annual Town Meeting will commence Monday, May 5, 2025 at 7:30 PM at Lincoln-Sudbury Regional High School Auditorium. Town Meeting articles are due at the Select Board/Town Manager's office by 12:00 Noon Friday, Jan. 31, 2025.

Recommendations/Suggested Motion/Vote: Open Annual Town Meeting warrant and announce Annual Town Meeting will commence Monday, May 5, 2025 at 7:30 PM at Lincoln-Sudbury Regional High School Auditorium. Town Meeting articles are due at the Select Board/Town Manager's office by 12:00 Noon Friday, Jan. 31, 2025.

Background Information:

Financial impact expected:

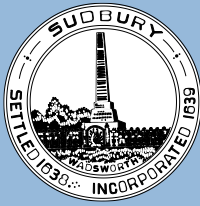
Approximate agenda time requested:

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

12/03/2024 7:00 PM

**SUDBURY SELECT BOARD**

Tuesday, December 3, 2024

CONSENT CALENDAR ITEM**5: Grant of Easement 5 Nolan Circle****REQUESTOR SECTION**

Date of request:

Requestor: Adam Burney

Formal Title: Vote to accept the Declaration of Restrictive Covenant and Grant of Easement regarding Stormwater Management System for the property at 5 Nolan Circle subject to the Stormwater Management Permit issued for the property.

Recommendations/Suggested Motion/Vote: Vote to accept the Declaration of Restrictive Covenant and Grant of Easement regarding Stormwater Management System for the property at 5 Nolan Circle subject to the Stormwater Management Permit issued for the property.

Background Information:

The Planning Board issued a decision to grant a Stormwater Management Permit for the property at 5 Nolan Circle. Condition II.F. indicates:

“Prior to completion of the project, a restrictive covenant requiring construction of the stormwater system in accordance with the Plan, and maintenance of the stormwater management system in accordance with the Operation and Maintenance Plan shall be recorded on the Premises. This covenant shall allow for the placement of municipal liens on the Premises if the owner fails to fully construct the system or fails to maintain the system and the Town needs to do so. The Town will provide template to the Applicant, who shall submit the covenant for review and approval of the Board or its representative prior to recording at the Middlesex South District Registry of Deeds.”

As such, through the stormwater covenant, the Owner identified agreed to provide such perpetual maintenance of the stormwater management system by imposing restrictive and protective covenants on the respective property. In the event the Owner fails to do so, an easement over the property is created to allow the Town, through its Department of Public Works, to perform such maintenance and charge and assess the Owner for the cost. The grant of easement provides the explicit right of the Town to enter upon private property to conduct inspections and to perform any required work.

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

12/03/2024 7:00 PM

**DECLARATION OF RESTRICTIVE COVENANTS AND
GRANT OF EASEMENT REGARDING
STORMWATER MANAGEMENT SYSTEM**

This Declaration of Restrictive Covenants and Grant of Easement (this “Restriction”) is made as of this 21 day of November 2024 by Landon Estates LLC (the “Owner”) of 111 Boson Post Road, Suite 213, Sudbury, MA 01776 (the “Property”) as more specifically described in that certain deed dated March 24, 2020 recorded with Middlesex South District Registry of Deeds at Book 77629, Page 187, in favor of the Town of Sudbury (the “Town”), a Massachusetts municipal corporation, by and through its Board of Selectmen, having an address of 278 Old Sudbury Road, Sudbury, MA 01776.

Whereas, the Owner’s predecessor in title applied to the Sudbury Planning Board for approval of a Stormwater Management Permit, for the Property (the “Project”) and the Planning Board, on April 10, 2019, issued a “Decision Stormwater Management Permit Greenscape Park Woodward Glen Off Powers Road, Sudbury, MA SWMP #18-18” (the “Permit”) recorded with the Middlesex South Registry of Deeds in Book 77530, Page 58 upon the Property shown on a plan entitled “Definitive Subdivision Plan for Greenscape Park Powers Road Sudbury, Massachusetts” prepared by Stamski and McNary, Inc. dated July 16, 2018, last revised June 25, 2019, and recorded with the Middlesex South Registry of Deeds as Plan No 163 of 2021, Sheet 2 of 11, to which plan reference is made for a more particular description of said the Property.

Whereas, the stormwater management system required to drain stormwater relating to the Project is to be located on the Property; and

Whereas, the Sudbury Planning Board’s decision to grant the Owner’s predecessor in title the Permit is contingent upon the Owner being responsible for the installation and perpetual maintenance of the stormwater management system located on the Property, including, without limitation, all catch basins, water quality units, pipes and manholes, drainage swales, water quality swales, recharge galleys, underground detention basins, basin outlet control structures, headwalls ,emergency overflow weirs, level spreaders, plunge pools, energy dissipators, and other structures, facilities, and/or appurtenances related thereto (as the same may be altered from time to time, the “Stormwater System”); and

Whereas, the Owner agrees to provide such installation and perpetual maintenance of the Stormwater System by imposing restrictive and protective covenants on the Property and by granting an easement over the Property and to allow the Town if the Owner fails to do so, to perform such installation maintenance and charge and assess the Owner for the cost thereof,

Now therefore, the Owner hereby declares the following covenants and grants to the Town the following easement:

1. The Owner, and/or its successors and assigns, shall be responsible, at its sole cost and expense, for constructing, installing, maintaining, operating, repairing, and replacing, the Stormwater System located on the Property for the purpose of allowing for the proper and efficient flow of stormwater as described in the Best Management Practices and the Operation and Maintenance Plan and the Stormwater Operations and Maintenance Manual prepared by Stamski & McNary, Inc., dated July 16, 2018, last revised August 28, 2018 on file with the Town, as the same may be amended or renewed from time to time with the prior written consent of the Town such consent not to be unreasonably withheld, delayed or conditioned.

2. The Owner hereby grants to the Town the non-exclusive, perpetual right and easement to enter the Property and any and all portions thereof for the purpose of inspecting the Stormwater System to determine compliance with the terms hereof, and to take any and all actions necessary or convenient to abate or remedy any violation hereof upon the terms and conditions set forth herein. Notwithstanding the above, the Town shall have no obligation to take any such actions.

3. In the event of a failure by the Owner to comply with the requirements of this Restriction resulting in the failure of the Stormwater System to function properly, the Town shall have the right to deliver to the then Owner of the Property a written notice (pursuant to the notice provision below) to remedy said violation specifying the work that is required in order to enable the Stormwater System to function properly and providing for a thirty (30) day time period in which to complete such work. If the remedy is of such a nature that the same cannot be reasonably completed within said thirty (30) day period, then the Town shall impose such other, additional timeframe upon the Owner as is reasonable under the circumstances. In the event the remedy is not completed in a manner reasonably satisfactory to the Town within said thirty (30) day period (or such other additional timeframe imposed by the Town), or the Owner shall fail to commence such remedy within the applicable period, or thereafter fail to prosecute the completion of same with diligence and continuity, then the Town may, but shall have no obligation to, enter upon the Property and remedy the failure described in its notice as set forth in Paragraph 4 below.

4. In connection with any such entry, the Town shall use reasonable efforts (a) to give prior notice to the Owner of same, except in the case of emergency, and (b) not to

unreasonably interfere with the current use of the Property, or with access to the Property, except to the extent as may be reasonably required in order to prosecute such remedy. The Town shall promptly restore or replace any portion of the areas outside the Stormwater System disturbed in the exercise of its rights hereunder to the condition it was in prior to undertaking such work, to the extent reasonably possible.

Prior to exercising any right to enter the Property under this Restriction, or, in the case of emergency, as soon as is practicable, the Town agrees to carry and keep in effect, at the Town's sole cost and expense, comprehensive general liability insurance covering the Property in commercially reasonable amount in light of the nature of the work to be undertaken which may be included under the Town's so-called blanket or master insurance policy covering other property or insureds in addition to those required hereunder. The Town shall also cause any party performing work on the Town's behalf on the Property and/or the Stormwater System in accordance with the terms of this Restriction to obtain and keep such insurance prior to entering upon the Property. Any insurance provided for above shall name the Owner as an additional insured. The Town's liability shall be limited pursuant to M.G.L. c. 258 and any all other applicable provisions of law.

5. The rights hereby granted to the Town include the right to enforce the obligations of the Owner set forth herein by appropriate legal proceedings and to obtain injunctive and other equitable relief against any violation, including, without limitation, relief requiring repair, maintenance or replacement of the Stormwater System (it being agreed that the Town has no adequate remedy at law), and shall be in addition to, and not in limitation of, any other rights and remedies available to the Town. The Town shall have the option to enforce said obligations, but does not have the obligation to do so. The actual expenses incurred by the Town in abating or remedying any violation hereof and in enforcing the duties of the Owner hereunder shall be paid by the Owner within thirty (30) days after delivery of written notice to the Owner by the Town accompanied by reasonable evidence of such expenses, and, if not paid within the time allowed, the Town may recover its costs by means of a municipal lien and/or betterment assessments on the Property in accordance with M.G.L. c. 80 and/or other applicable law. Any election by the Town as to the manner and timing of its right to enforce these covenants or otherwise exercise its rights hereunder shall not be deemed or construed to be a waiver of such rights.

6. Within twenty (20) days after written request therefor, the Town shall execute and deliver to the then Owner an estoppel certificate stating that to the best of the Town's knowledge as of the date of the certificate whether any default has occurred under this Restriction by the Owner, and if there are known defaults, specifying the nature thereof. Notwithstanding anything contained herein to the contrary, the issuance of an estoppel certificate shall in no event subject the Town to any liability whatsoever, notwithstanding the negligent or otherwise inadvertent failure of the Town to disclose correct and/or relevant information included in any such estoppel certificate, but the

Town shall be estopped from claiming or enforcing hereunder any then-existing default not set forth in such certificate, the same, if any, being waived upon the issuance of any such certificate.

7. No amendment, release or rescission of this Restriction shall be effective without the written approval of the Town.

8. This Restriction shall run with the Property and shall bind and inure to the benefit of the owners of the Property and their respective successors and assigns.

9. The covenants and obligations contained herein are for the benefit of and enforceable by the Town in perpetuity. The Owner acknowledges that said covenants, as they are held by the Town, constitute perpetual restrictions held by a governmental body, as those terms are defined in G.L. c. 184, §26, and are thus not subject to G.L. c. 184, §§27-30, and, in any event, shall be enforceable for a term of at least 99 years.

10. The Owner, its successors and assigns, solely during the period of its and their respective ownership of the Property, shall defend, indemnify and hold the Town harmless from any and all claims, damages, losses, costs and liabilities, including, without limitation, reasonable attorneys' fees, relating to the Stormwater System and/or the Owner's actions taken or the Owner's failure to take action as may be required under this Restriction, excluding in any event from the foregoing indemnity, any matter arising from the negligence or willful misconduct of the Town.

11. The Owner agrees to record this Restriction with the Middlesex South District Registry of Deeds within twenty (20) business days after the date hereof, but the failure to do so shall not affect the validity hereof. The Owner further agrees to provide the Town with a copy of the recorded Restriction within seven (7) business days after its recording.

12. All notices required or permitted hereunder shall be in writing and addressed to the parties as set forth above or at such other addresses as the parties may designate from time to time by notice given in accordance with the terms hereof. Notices may be given by hand delivery, or by recognized overnight delivery service, including the U.S. Postal Service, and shall be deemed given upon receipt in hand, or one (1) business day after deposit with such overnight delivery service, as applicable.

13. The Owner agrees to obtain from any mortgagee having a mortgage on the Property as of the date hereof a subordination to this Restriction, stating that such mortgages shall be subject to this Restriction. Such subordinations shall be obtained and recorded promptly.

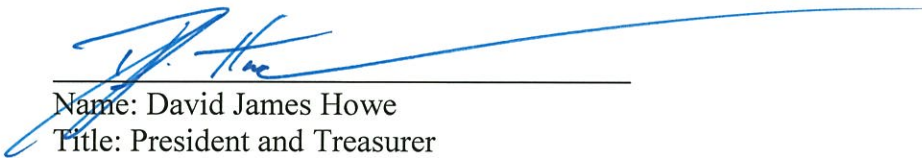
14. The recitals stated in the preamble of this Restriction are incorporated herein in their entirety.

[End of text. Signatures on next page.]

Attachment5.a: 11212024124514 (6444 : Grant of Easement 5 Nolan Circle)

Executed under seal as of this 21st day of ~~October~~ ^{NOVEMBER}, 2024.

PROPERTY OWNER:
Landon Estates LLC
By its Manager:
Howe Development Corp.


Name: David James Howe
Title: President and Treasurer
Duly Authorized

STATE OF _____

County: _____

On this _____ day of _____, 2024, before me, the undersigned notary public, David James Howe, President and Treasurer of Howe Development Corp., as Manager of Landon Estates LLC, the above-named person personally appeared and proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding document and acknowledged to me that he signed it voluntarily for its stated purpose on behalf of Landon Estates LLC.

Notary Public
My Commission Expires:

Attachment 5.a: 11212024124514 (6444 : Grant of Easement 5 Nolan Circle)

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of San Diego)

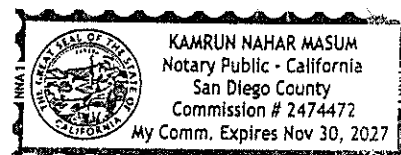
On 21st day of November 2024 before me, Kamrun Nahar Masum, notary public
(insert name and title of the officer)

personally appeared David James Howe,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature K. Masum (Seal)



ACCEPTANCE OF EASEMENT

On this _____ day of _____, 2024, the Town of Sudbury, acting by and through its Select Board pursuant to the provisions of G.L. c. 83, §§1 and 3, and any other enabling authority, hereby accepts the foregoing Grant of Easement for drainage purposes.

TOWN OF SUDBURY,
By Its Select Board

Jennifer Roberts, Chair

Daniel E. Carty, Vice Chair

Janie W. Dretler, Member

Lisa V. Kouchakdjian, Member

Charles Russo, Member

COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, ss

On this _____ day of _____, 2024, before me, the undersigned notary public,

_____, the
above-named member of the Select Board for the Town of Sudbury, personally appeared and proved to me through satisfactory evidence of identification, which was _____, to be the persons whose names are signed on the preceding document and acknowledged to me that they signed it voluntarily for its stated purpose as a members of the Select Board of the Town of Sudbury.

Notary Public
My Commission Expires:

**SUDBURY SELECT BOARD**

Tuesday, December 3, 2024

CONSENT CALENDAR ITEM**6: Accept donation to COD****REQUESTOR SECTION**

Date of request:

Requestor: Cameron LaHaise, COD chair

Formal Title: Vote to accept a \$750 donation from Camp Sewataro, LLC toward the annual Accessible Trick or Treat Halloween event, as requested by Cameron LaHaise, Commission on Disability chair.

Recommendations/Suggested Motion/Vote: Vote to accept a \$750 donation from Camp Sewataro, LLC toward the annual Accessible Trick or Treat Halloween event, as requested by Cameron LaHaise, Commission on Disability chair.

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

12/03/2024 7:00 PM

**SUDBURY SELECT BOARD**

Tuesday, December 3, 2024

CONSENT CALENDAR ITEM**7: Accept sculpture donation for Rail Trail****REQUESTOR SECTION**

Date of request:

Requestor: Marcia Rasmussen Planning & Community Dev. Dept.

Formal Title: Vote to recommend acceptance of a sculpture as a gift from the Friends of the BFRT and to recommend allocating up to \$15,000 from the \$500,000 voted under Article 47 at ATM 2022 for BFRT Phase 2D. In attendance will be Marcia Rasmussen, Planning Assistant for Rail Trails and/or John Drobinski, Chair of the RTAC (and possibly Len Simon).

Recommendations/Suggested Motion/Vote: Vote to recommend acceptance of a sculpture as a gift from the Friends of the BFRT and to recommend allocating up to \$15,000 from the \$500,000 voted under Article 47 at ATM 2022 for BFRT Phase 2D. In attendance will be Marcia Rasmussen, Planning Assistant for Rail Trails and/or John Drobinski, Chair of the RTAC (and possibly Len Simon).

Background Information:

This request is for consideration of a recommendation from the Rail Trails Advisory Committee for acceptance of a sculpture for the Bruce Freeman Rail Trail and allocation of funds up to \$15,000 from the 2022 Annual Town Meeting appropriation under Article 47. Also attached is a photograph of the sculpture concept.

At the November 6th Rail Trails Advisory Committee (RTAC) meeting, Amy Sarli presented Leonard Simon's sculpture project that will be funded in part by the Friends of the Bruce Freeman Rail Trail. The RTAC was asked to consider a recommendation to the Town Manager and the Select Board accepting the gift of the sculpture and to allow use of up to \$15,000 from the Community Preservation Funds approved at the 2022 ATM for installation of the sculpture.

Article 47 of ATM 2022 appropriated \$500,000 toward construction of Phase 2D, which included non-participating construction details, utility connections, graphic design, design and construction of art installations and rest area amenities in addition to construction oversight by the Town's consultant. A review of various contracts and expenditures associated with Article 47 of ATM 2022 indicates that approximately \$225,000 has been either spent or committed to date. An earmark or use of up to \$15,000 toward the sculpture project envisioned would be within the scope of the 2022 appropriation.

At the November 6, 2024 RTAC meeting, committee members voted unanimously to recommend acceptance of the sculpture as a gift and to recommend allocating up to \$15,000 from the \$500,000 voted under Article 47 at ATM 2022 for BFRT Phase 2D.

Financial impact expected:\$500,000 was appropriated in 2022 toward construction of BFRT Phase 2D; an earmark or dedication of up to \$15,000 is within the scope of the appropriation and will not negatively impact remaining funds for use toward completion of this project.

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

12/03/2024 7:00 PM



Initial concept of sculpture using former rails from the Framingham & Lowell rail line. Final sculpture may be approximately 5-ft. wide and 6-ft. tall. Locations being considered for installation include an area north of the BFRT/MCRT 'Diamond' intersection, or Parkinson Field access, or Broadacres Farm/Morse Road parking area.

**SUDBURY SELECT BOARD**

Tuesday, December 3, 2024

MISCELLANEOUS (UNTIMED)**8: Review of Sewataro financial statements****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Review of Camp Sewataro financial statements. Scott Brody, Owner & Director Camps Kenwood & Evergreen, to attend.

Recommendations/Suggested Motion/Vote: Review of Camp Sewataro financial statements. Scott Brody, Owner & Director Camps Kenwood & Evergreen, to attend.

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office Pending

Town Manager's Office Pending

Town Counsel Pending

Select Board Pending

Select Board Pending

12/03/2024 7:00 PM

CAMP SEWATARO, LLC
FINANCIAL STATEMENTS
AS OF SEPTEMBER 30, 2024
TOGETHER WITH
INDEPENDENT ACCOUNTANTS' REVIEW REPORT

CAMP SEWATARO, LLC**TABLE OF CONTENTS**

SEPTEMBER 30, 2024

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Statement of Revenues and Expenses _____	5
Statement of Cash Flows _____	6
Notes to Financial Statements _____	7
SUPPLEMENTARY INFORMATION:	
Schedule of Selling, General and Administrative Expense _____	14



INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To Management
Camp Sewataro, LLC
Sudbury, Massachusetts

We have reviewed the accompanying financial statements of Camp Sewataro, LLC (a sole member limited liability company), which comprise the statement of assets and liabilities—contractual basis as of September 30, 2024, and the related statements of revenues and expenses—contractual basis, and cash flows—contractual basis for the twelve months then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Managements' Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of Article 3 paragraph 3.2 of the contract between the Town of Sudbury, Massachusetts (a municipal corporation) and Camp Sewataro, LLC dated September 10, 2019 and subsequent amendments (the contract). Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountants' Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with the financial reporting provisions of Article 3 paragraph 3.2 of the contract. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements for them to be in accordance with the financial reporting provisions of Article 3 paragraph 3.2 and its subsequent amendments of the contract.

Basis of Accounting

We draw attention to Note A of the financial statements, which describes the basis of accounting. The financial statements are prepared in accordance with the financial reporting provisions of Article 3 paragraph 3.2 of the contract and subsequent amendments, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to comply with the financial reporting provisions of the contract referred to above. Our conclusion is not modified with respect to this matter.

Restriction on Use

Our report is intended solely for the information and use of the managements of Camp Sewataro, LLC and the Article 3 paragraph 3.2 of the contract with the Town of Sudbury, Massachusetts through its Board of Selectmen and is not intended to be, and should not be, used by anyone other than these specified parties.

Korbey Lague, PLLP

November 13, 2024

CAMP SEWATARO, LLC

STATEMENT OF ASSETS AND LIABILITIES - CONTRACTUAL BASIS
AS OF SEPTEMBER 30, 2024

ASSETS

	<u>2024</u>
Current Assets	
Cash	\$ 815,775
Employee Benefit Funding	<u>239</u>
Total Current Assets	<u>816,014</u>
 Property & Equipment	
Office Furniture	7,697
Equipment	115,237
Vehicles	<u>60,167</u>
Total Property & Equipment	<u>183,101</u>
Less: Accumulated Depreciation	<u>(119,634)</u>
Net Property & Equipment	<u>63,467</u>
 Non-Current Assets	
Right -of-Use Asset	<u>655,827</u>
Total Non-Current Assets	<u>655,827</u>
 Other Assets	
Intangible Assets	7,136
Accumulated Amortization	(951)
Prepaid Expenses	<u>14,856</u>
Total Other Assets	<u>21,041</u>
 Total Assets	 <u><u>\$ 1,556,349</u></u>

Attachment8.a: Camp Sewataro - Fin Stmt 9.30.2024 Final (6441 : Review of Sewataro financial statements)

CAMP SEWATARO, LLC

STATEMENT OF ASSETS AND LIABILITIES - CONTRACTUAL BASIS
AS OF SEPTEMBER 30, 2024

LIABILITIES AND MEMBER EQUITY

	<u>2024</u>
Current Liabilities	
Accounts Payable	\$ -
Accrued Expenses	6,190
Real Property -Annual Fee Commitment Current Portion	<u>106,090</u>
Total Current Liabilities	<u>112,280</u>
 Long Term Liabilities	
Real Property -Annual Fee Commitment Non-Current Portion	<u>549,737</u>
Total Long Term Liabilities	<u>549,737</u>
 Total Liabilities	<u>662,017</u>
 Members' Capital	
Members' Capital and Retained Equity	2,746,363
Member Draws	(2,376,454)
Net Income	<u>524,423</u>
Total Members Capital and Retained Equity (Deficit)	<u>894,332</u>
 Total Liabilities and Members' Equity	<u><u>\$ 1,556,349</u></u>

Attachment8.a: Camp Sewataro - Fin Stmt 9.30.2024 Final (6441 : Review of Sewataro financial statements)

See accompanying notes and independent accountants' review report.

CAMP SEWATARO, LLC

**STATEMENT OF REVENUE AND EXPENSES - CONTRACTUAL BASIS
FOR THE TWELVE MONTH PERIOD BEGINNING OCTOBER 1, 2023
THROUGH SEPTEMBER 30, 2024**

	<u>2024</u>
Revenue	
Tuition Revenue	\$ 4,385,580
Refunds	<u>(3,516)</u>
Net Tuition Revenue	4,382,064
 Selling, General and Administrative Expenses	 <u>3,869,636</u>
 Income (Loss) from Operations	 <u>512,428</u>
 Other Income (Expense)	
Misc. Income	260
Grant Income	11,513
Interest Income	<u>222</u>
Total Other Income (Expense)	11,995
 Net Income (Loss) Before Taxes	 524,423
 Net Income (Loss)	 <u><u>\$ 524,423</u></u>

Attachment 8.a: Camp Sewataro - Fin Stmt 9.30.2024 Final (6441 : Review of Sewataro financial statements)

CAMP SEWATARO, LLC

STATEMENT OF CASH FLOWS
FOR THE TWELVE MONTH PERIOD BEGINNING OCTOBER 1, 2023
THROUGH SEPTEMBER 30, 2024

	2024
Cash Flows from Operating Activities	
Net Income (Loss)	\$ 524,423
<i>Adjustments to Reconcile Net Income to</i>	
<i>Net Cash Provided by (Used in) Operating Activities:</i>	
Depreciation	20,820
(Increase) Decrease in:	
Prepaid Expenses	(14,856)
Increase (Decrease) in:	
Accounts Payable	
Accrued Expenses	(9,826)
Net Cash Provided by (Used in) Operating Activities	<u>520,561</u>
Cash Flows from Investing Activities	
Purchases of Property and Equipment	(5,839)
Net Cash Provided by (Used in) Investing Activities	<u>(5,839)</u>
Cash Flows from Financing Activities	
Owners Draws	(717,312)
Net Cash Provided by (Used in) Financing Activities	<u>(717,312)</u>
Net Increase (Decrease) in Cash	(202,590)
Cash, at Beginning of Year	1,018,604
Cash, at End of Year	<u><u>\$ 816,014</u></u>

Supplemental Information

Right-of-Use Asset Recognition: The initial recognition of the ROU asset and the related liability is a non-cash transaction and has no impact of the statement of cash flows.

CAMP SEWATARO, LLC
NOTES TO FINANCIAL STATEMENTS

For the 12 Month Period October 1, 2023, through September 30, 2024
(See Accountants' Review Report)

8.a

Note A - Summary of Significant Accounting Policies

This summary of significant accounting policies of Camp Sewataro, LLC (the Company) is presented to assist in understanding the Company's financial statements. The financial statements and notes are representations of the Company's management who are responsible for their integrity and objectivity. These accounting policies conform to generally accepted accounting principles and have been consistently applied in the preparation of the financial statements.

Business Activity

The Company is a Massachusetts, seasonal day camp for children in preschool through 8th grade. The camp provides diverse, structured outdoor-focused programing to foster social, and emotional learning, develop authentic friendships and exposure to nature.

Cash and Cash Equivalents

On September 30, 2024, cash consists of deposits in bank checking accounts; there are no cash equivalents.

Basis of Accounting

The Company has prepared the accompanying financial statements to present the assets, liabilities, revenues, expenses, and cash flows of Camp Sewataro, LLC pursuant to the provisions of Article 3 paragraph 3.2 of the contract dated September 10, 2019, as subsequently amended between Camp Sewataro, LLC and the Town of Sudbury Massachusetts. The contract specifies that Camp Sewataro, LLC prepare financial statements in which all assets are presented in accordance with accounting principles generally accepted in the United States of America and defines certain limitations expenditures to be used in the determination of net revenue to be used in the calculation of the management fee, and revenue share payments due to the Town of Sudbury.

Inventories

The company has no inventory.

Property and Equipment

Property and equipment are carried at cost. Depreciation of property and equipment is computed using straight-line and accelerated methods for financial reporting purposes at rates based on the following estimated useful lives:

	<u>Years</u>
Motor Vehicles	5
Machinery and Equipment	3 - 10
Furniture and Fixtures	3 - 10
Engineering Equipment	3 - 10
Buildings and Improvements	20 – 39

CAMP SEWATARO, LLC
NOTES TO FINANCIAL STATEMENTS

For the 12 Month Period October 1, 2023, through September 30, 2024
(See Accountants' Review Report)

8.a

Note A - Summary of Significant Accounting Policies (Continued)

Property and Equipment (Continued)

For federal income tax purposes, depreciation is computed using the accelerated cost recovery system and the modified accelerated cost recovery system. Expenditures for major renewals and betterments that extend the useful lives of property and equipment are capitalized. Expenditures for maintenance and repairs are charged to expense as incurred.

Use of Estimates

The presentation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts and disclosures of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Advertising

The Company follows the policy of charging the costs of advertising to expense as incurred.

Limited Liability Company / Income Taxes

The financial statements include only those assets, liabilities, and results of operations which relate to the business of the Company. The financial statements do not include any assets, liabilities, revenue, or expenses attributable to the members' individual activities. The Company files its income tax returns on the accrual basis as a Schedule C for federal and state income tax purposes. As such, the Company will not pay any federal income taxes, as any income or loss will be included in the federal tax returns of the individual member. Accordingly, no provision is made for federal income taxes in the financial statements.

Fair Values of Financial Instruments

The Company is required to disclose estimated fair values for its financial instruments. The carrying amounts of financial instruments including cash, and accounts payable and deferred revenue approximated fair value as of September 30, 2024.

Compensated Absences

The company does not accrue for compensated absences due to the seasonal nature of its employment and operations.

Attachment 8.a: Camp Sewataro - Fin Stmt 9.30.2024 Final (6441 : Review of Sewataro financial statements)

CAMP SEWATARO, LLC
NOTES TO FINANCIAL STATEMENTS

For the 12 Month Period October 1, 2023, through September 30, 2024
(See Accountants' Review Report)

8.a

Note A - Summary of Significant Accounting Policies (Continued)

Concentration of Credit Risk

The Company maintains cash balances at local financial institutions. The balances at times may exceed federally insured limits. Accounts that are held at local financial institutions are insured by the Federal Deposit Insurance Corporations (FDIC) up to \$250,000. As of September 30, 2024, Cash exceeded the FDIC insured limit by \$565,775

Revenue Recognition

The Company adopted Accounting Standards Update (ASU) No 2014-09, Revenue from Contracts with Customers (Topic 606) as of September 30, 2021. The ASU provides a single principles-based revenue recognition model with a five-step analysis of transactions to determine when and how revenue is recognized. The adoption of the ASU did not have an impact on the Company's results of operations.

Accounts Receivable

The Company's registration policy requires that all tuition be paid in full prior to the camper's attendance at the camp.

Subsequent Events

The Company's management has evaluated the subsequent events through November 13, 2024, the date on which the financial statements were available to be issued and found no significant events requiring disclosure.

Note B- Intangible Assets

As of September 30, 2024, intangible assets comprised of legal fees associated with securing a trademark.

Note C – Accounts Payable

There were no trade payables on September 30, 2024.

Note D – Accrued Expenses

The Company has the following accrued expenses on September 30, 2024:

Credit Card	\$ 16,016
Total Accrued Expenses	<u>\$ 16,016</u>

Attachment 8.a: Camp Sewataro - Fin Stmt 9.30.2024 Final (6441 : Review of Sewataro financial statements)

Note E – Long Term Contracts

On September 10, 2019, the Company entered into a long-term contract with the Town of Sudbury, a Massachusetts municipal corporation for a day camp operator and management of real property. Under the terms of this agreement, Camp Sewataro, LLC will manage the property located at 1 Liberty Ledge, Sudbury Massachusetts. The property consists of approximately 44.3 acres, various structures used for day-camp purpose's, together with tennis courts, basketball courts, swimming pool, a swimming pond, playing fields, horse riding stables and various other facilities used for day-camp purposes.

Control of the property will remain under the custody and control of the Town, acting by and through the Board of Selectmen. The term of the agreement is for three years beginning on September 10, 2019. The initial term may be extended for up to two (2) additional terms of five (5) years each by mutual written agreement of the Parties provided the Manger has substantially complied with all material terms and conditions of the agreement. Pursuant to the original agreement the contract was extended for an additional term of five (5) years (the extension term) commencing on September 10, 2022 and expiring on September 10, 2027.

The third amendment provides that each party shall continue to have the right to deliver a notice of intent to the other Party to further extend the Term for up to one (1) additional five (5) year period pursuant to the Agreement, provided that no such notice of intent to further extend the Term shall be delivered or be effective prior to January 1, 2027.

Under the terms of the agreement, a management fees will be paid to the Town of Sudbury comprised on an annual fee and a variable revenue share payment as follows:

Annual Fee

An annual fee pursuant to the third amendment to the original contract dated September 10, 2019 has increased to \$200,000 per each year for the extension term, paid in equal installments of \$100,000 each due on or before May 1st and December 1st of each year of the renewal term. Beginning with the first payment due on May 1, 2024, the annual fee will be increased by 3% per year.

Revenue Share

The revenue share payment is due on December 15th of each year and is calculated for the contract year ending September 30, 2024, as follows:

25.00% of the first \$1,000,000 of Net Revenue
33.33% of the Net Revenue above \$1,000,000

CAMP SEWATARO, LLC
NOTES TO FINANCIAL STATEMENTS

For the 12 Month Period October 1, 2023, through September 30, 2024
(See Accountants' Review Report)

8.a

Note E – Long Term Contracts (continued)

Revenue Share (continued)

On April 12, 2022, The Town of Sudbury and Camp Sewataro, LLC entered the third amendment to the original contract dated September 10, 2019. The significant modifications to the agreement follow:

- Extending the contract period commencing on September 10, 2022, and terminating on September 9, 2027, an additional 5-year term.
- The annual fee increased to \$206,000 per year to be paid in two equal installments of \$103,000 each, due on , May 1, 2024 and December 1, 2024, and on the same due dates for the subsequent extension period years.
- The annual fee will increase annually by 3% for each year after the first extension contract year ends September 30, 2024.
- The Revenue Share formula has changed to the following schedule commencing for the 2023 Camp Season as follows and continuing for the remainder of the Agreement
- - 25% of the first \$1,000,000 of Manager's Net Revenue; plus
 - 33.33% of all Managers Net Revenue in excess of \$1,000,000

Other operational amendments were made to increase the number of campers allowed, expansion of the public access areas, expanded camp season, public events, water quality enhancements, public swimming, and limitations on the deductible amount of fees paid to professional consultants to advise on camp operations.

Net revenue for purposes of calculating the revenue share calculation is defined as all revenues and receipts received during the fiscal year minus reasonable, usual, and customary operating expenses associated with day camp operations, programmatic activities on the property or other events on the property. There are specific restrictive provisions on compensation to the sole member and other expenditures. As of September 30, 2024, the restrictive covenants of the contract have been met.

The Revenue Chare Calculation

Net Income (Loss) From Operations	\$ 524,423
Adjustments	
Revenue Share Fiscal Year End 9/30/2023	92,956
2023 Sub-Contractor Payment Adjustment	2,213
Less:	
2023 Manager Compensation Limitation	(168,826)
Net Income Available to Revenue Sharing	<u>\$ 450,766</u>
Revenue Share Factor	
25% of First \$1,000,000	\$ 114,692
33.33% of Net Revenue above \$1,000,000	0
Total Revenue Share Payment	<u>\$ 114,692</u>

Attachment8.a: Camp Sewataro - Fin Stmt 9.30.2024 Final (6441 : Review of Sewataro financial statements)

Note F: Adoption of ASC 842 – Lease / Management Fee Accounting for Land

Effective October 1, 2024, Camp Sewataro LLC adopted ASC 842, "Leases," which requires lessees to recognize a lease liability and a right-of-use asset for all leases on the balance sheet. The new standard aims to increase transparency and comparability among organizations by requiring more comprehensive disclosures regarding lease obligations. Under the terms of the Contract for Day Camp Operator and Management of Real Property there exist a continuing obligation to make an annual fee o the Town of Sudbury for the use of the real property.

Lease / Management of Real Party Obligation Description:

- **Nature of Agreement:** Real Property Management
- **Agreement Term:** 3 years
- **Initial Payment:** Camp Year 2024 \$206,000, with an annual increase of 3%

Financial Impact: Upon adoption, the Company recorded a right-of-use asset and lease liability on its balance sheet.

1. Lease Management Fees ROU Asset and Liability Recognition:

- **Camp Year 2025:** \$212,180 (3% increase from Camp Year 2024)
- **Camp Year 2026:** \$218,545 (3% increase from Camp Year 2025)
- **Camp Year 2027:** \$225,102 (3% increase from Camp Year 2026)

2. Right-of-Use Asset: Simultaneously, a right-of-use asset was recognized, equating the real property management fee liabilities for the remining years of the current agreement.

3. Transition Method: The Company elected to adopt the new standard using the modified retrospective approach, applying the transition provisions at the beginning of the period of adoption, without restating comparative periods.

4. Practical Expedients: The Company elected the practical expedient package of three expedients that allows entities to:

- Not reassess whether any expired or existing contracts contain leases.
- Not reassess the lease classification for any expired or existing leases.
- Not reassess initial direct costs for any existing leases.

5. Other Disclosures:

- The weighted average remaining lease term and discount rate will be disclosed in the financial statements in accordance with ASC 842 requirements.
- The annual fee payments due are scheduled as above, with an increase applied annually.

This adoption of ASC 842 did not significantly impact our financial position or results of operations

CAMP SEWATARO, LLC
NOTES TO FINANCIAL STATEMENTS

For the 12 Month Period October 1, 2023, through September 30, 2024
(See Accountants' Review Report)

8.a

Note F – Retirement Plan

The Company, by a Joinder Agreement with K & E Camp Corporation has elected to provide 401(k) safe harbor plan benefits that allow employees to defer up to elective deferral limits established each year by the Internal Revenue Service. The Company's matching contribution shall be allocated to eligible participants, except for the manager. The matching formula is as follows:

Rate One:

100% of the Participant's matched employee contributions that are not more than 3% of the Participant's compensation plus;

Rate Two:

50% of the amount of the Participant's matched employee contributions that exceed 3% of the Participant's contributions but that do not exceed 5% of the participant's compensation.

As of September 30, 2024, the company's profit-sharing contributions related to the plan was \$15,914.

Attachment8.a: Camp Sewataro - Fin Stmt 9.30.2024 Final (6441 : Review of Sewataro financial statements)

SUPPLEMENTARY INFORMATION

CAMP SEWATARO, LLC

SCHEDULE OF SELLING, GENERAL AND ADMINISTRATIVE EXPENSES
FOR THE TWELVE MONTH PERIOD BEGINNING OCTOBER 1, 2023
THROUGH SEPTEMBER 30, 2024

	<u>2024</u>
Selling, General and Administrative Expenses	
Advertising	\$ 46,743
Auto Expense	287,962
Bank Charges	538
Camp Activities	147,473
Contract Services	92,969
Credit Card Processing	130,076
Depreciation & Amortization	20,820
Dues & Subscriptions	78,476
Employee Benefits	33,771
Insurance Expense	159,949
Rent & Revenue Share Paid to the Town of Sudbury	295,956
Office Expense	32,791
Payroll Processing	8,446
Pension Expense	15,914
Ponds and Pools	29,582
Professional Fees	32,066
Repairs & Maintenance	
Repairs & Maintenance - Building	39,326
Repairs & Maintenance Grounds	179,240
Repairs & Maintenance - Town Upgrades	<u>88,947</u>
Total Repairs & Maintenance	307,513
Salaries & Wages - Staff	1,822,688
Taxes - Other	187
Taxes - Payroll	199,483
Town Events	30,758
Transportation	13,518
Utilities	81,957
Total Selling, General and Administrative Expenses	<u><u>\$ 3,869,636</u></u>

Attachment 8.a: Camp Sewataro - Fin Stmt 9.30.2024 Final (6441 : Review of Sewataro financial statements)

**SUDBURY SELECT BOARD**

Tuesday, December 3, 2024

MISCELLANEOUS (UNTIMED)**9: Code of Conduct policy discusison****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Code of Conduct policy discussion. KP Law attorneys Lee Smith and Janelle Austin to attend.

Recommendations/Suggested Motion/Vote: Code of Conduct policy discussion. KP Law attorneys Lee Smith and Janelle Austin to attend.

Background Information:
attached documents

Financial impact expected:

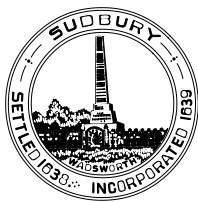
Approximate agenda time requested:

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

12/03/2024 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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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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- 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

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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.

- 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.

Select Board General Goals and Standards Policy

Date: _____

This document sets forth an aspirational standard of conduct for the Sudbury Select Board consistent with the laws of the Commonwealth of Massachusetts and the Town Charter. This General Goals and Standards Policy is designed to affirm the positive ways elected and appointed officials can treat one another, constituents, Town employees, and fellow community members.

Sudbury recognizes that all individuals, elected or appointed, are encouraged to engage in respectful behavior with their fellow elected and/or appointed officials, with those who work for the Town, those who volunteer their time and services to the Town, and with members of the public. Town officials will strive at every meeting, forum or other official interaction to treat every person fairly and with respect regardless of any differences of opinion.

Despite representing a wide variety of backgrounds, opinions, and goals, the Select Board, and other elected and appointed officials, must work to preserve and protect the present and the Town's future. This commonly-held goal is significant to the Town and the manner in which it operates despite, or even because, individuals may not agree on every issue.

In light of such principles, the Select Board adopts this Goals and Standards Policy to affirm its commitment to the community and establish specific goals for the manner in which the Town carries out its work.

As members of the Select Board, we will seek to:

- Inspire public confidence in our government by demonstrating honesty and integrity in our actions and statements.
- Remember that our primary responsibility, consistent with our role as the Chief Elected Officer of the Town and the requirements of the Conflict of Interest Law, is to all Sudbury residents and taxpayers.
- Treat fellow Board members, residents, Town officials, employees, public body members, and the public with common courtesy and respect while recognizing that there will be people who disagree with decisions made by elected and appointed officials, and the manner in which such decisions are implemented, and understanding that the people have the right to petition their government.
- Cooperate with the Chair of the Board in the conduct of meetings consistent with the Chair's authority to run meetings efficiently and effectively pursuant to G.L. c.30A, §18.
- Share with the Select Board timely pertinent information on municipal matters.
- Exercise due care when making decisions based upon the information available.
- Uphold the confidentiality of executive sessions and documents presented during the same and respect the privileged communication that exists in executive sessions as established by the Open Meeting Law and the Conflict of Interest Law.
- Respect the proper roles of elected officials as defined by state law and the Town Charter and Bylaws and support open and effective government.

- Recognize that the Town Charter vests in the Town Manager full responsibility for discharge of their professional duties, through the Select Board's active oversight, hold them responsible for acceptable results that align with the objectives of the Town.
- Direct questions to the Town Manager about administrative and operational matters, including the need for staff support, as applicable.
- Recognize the value in directing all concerns about staff performance to the Town Manager, in private.
- Accept differences of opinion as building blocks of our democratic process and respect the rights of all members of the Board and other Town officials to express their opinions.

Responsibility to Comply with this Code of Conduct:

We pledge that each member of the Select Board will:

- A. Be individually responsible to comply with this Code of Conduct.
- B. Take ownership of personal decision making.

**SUDBURY SELECT BOARD**

Tuesday, December 3, 2024

MISCELLANEOUS (UNTIMED)**10: Discussion on Town Forum****REQUESTOR SECTION**

Date of request:

Requestor: Town Manager Sheehan

Formal Title: Discussion on Town Forum including draft outline and related matters.

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

12/03/2024 7:00 PM

2024 TOWN FORUM MUNICIPAL FINANCE OUTLINE

Players and their Responsibilities:

- Select Board
- Town Manager
- Finance Director
- Director of Assessing
- Finance Committee
- Capital Improvement Advisory Committee (CIAC)
- Community Preservation Committee (CPC)

Proposition 2 ½

- History
- Levy Limit
- Override
- Debt and Capital Exclusions

Fiscal Year: July 1-June 30

Operating Budget vs. Capital Budget

- Procurement requirements: 30B

Budget Projection: Revenues and Expenditures

- Revenues: How We Pay for Things
 - Property Taxes:
 - Split tax rate
Residential, commercial/industrial, personal property, open space
 - Local Receipts
 - Intergovernmental (Local Aid or State Aid to Cities and Towns)
 - C. 90
 - c. 70
 - Circuit breaker
 - Other sources
- Expenditures: What we spend
 - Education
 - SPS
 - LSRHS

- Vocational
- Municipal
- Town-wide/Unclassified

Financial Condition of the Town

Budget guidance

Budget Instructions

Receive budget requests

Building the Operating and Capital Budgets

Town Meeting

- Finance Committee Report
- Limiting Motion > Vote
- Cost Center Presentations: Town Manager, SPS Supt., LSRHS Supt.
- Questions and Debate
- Vote

Community Preservation Act

Terms

- Levy, Levy Limit, Levy Ceiling
- Free Cash
- Stabilization Funds
- Enterprise Funds
- Revolving Funds: restrictions on use
- New Growth
- Raise and Appropriate
- Cherry Sheets
- Tax Classification
- Financial Policies
- Other Post-Employment Benefits (OPEB)
- Overlay

Recommended date and venue: Wednesday, December 11, 2024, virtual from Town Hall



MISCELLANEOUS (UNTIMED)
11: Update on combined facilities

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Update on discussions with Sudbury Public Schools regarding the future of the Combined Facilities memorandum of agreement.

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

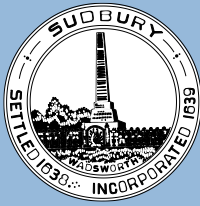
Approximate agenda time requested:

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

12/03/2024 7:00 PM

**SUDBURY SELECT BOARD**

Tuesday, December 3, 2024

MISCELLANEOUS (UNTIMED)**12: Fairbank Community Center optimization goal****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Discussion on Select Board goals including Fairbank Community Center optimization goal.
Possible vote.

Recommendations/Suggested Motion/Vote: Discussion on Select Board goals including Fairbank Community Center optimization goal. Possible vote.

Background Information:
attached goals 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

12/03/2024 7:00 PM

2025 Goals	Primary Category	Lisa Kouchakdjian	Jen Roberts	Dan Carty	Charles Russo	Janie Dretler	TOTAL SCORE	VOTES REC'D
Develop a long-term comprehensive plan to fund and manage the operating and capital budgets	Financial Management & Economic Resilience	3	5	5	5	5	23	5
Address and support staffing needs and succession planning	Financial Management & Economic Resilience	4	4			4	12	3
Determine funding options for construction of Phase 3A CSX/Rt. 20 of the Bruce Freeman Rail Trail and clarify responsibilities	Open Space, Recreation & Historic Assets		2		4	3	9	3
Utilization/Optimization of Fairbank Community Center programming	Town Services and Infrastructure	2	3		3		8	3
Seek membership in a Vocational Education district	Effective Governance and Communication	5		2			7	2
Expand (Normalize) and fund a Transportation Option, especially for vulnerable populations	Transportation, Mobility & Housing		1	3	2		6	3
Identify Economic Development strategies from Route 20 consulting study	Financial Management & Economic Resilience	1			1	2	4	3
Tracking progress on Capital projects and adapt	Effective Governance and Communication			4			4	1
Professional development for Select Board	Effective Governance and Communication					1	1	1
Revise and update the LS Agreement	Effective Governance and Communication			1			1	1

TOWN OF SUDBURY
Select Board 2025 Priority Goals and Deliverables
Approved October 8, 2024

Rank	Goal	Primary Category	Liaison/Staff assigned to goal
1	Develop a long-term comprehensive plan to fund and manage the operating and capital budgets	Financial Management and Economic Resilience	Town Manager; Select Board
2	Address staffing needs and succession planning	Financial Management and Economic Resilience	Town Manager; Select Board
3	Advance design and construction of Phase 3A-CSX/Rt 20 of the Bruce Freeman Rail Trail and clarify Mass Central Rail Trail responsibilities (DCR, utilities)	Open Space, Recreation and Historic Assets	Janie Dretler, Select Board Member
4	Utilization/Optimization of Fairbank Community Center programming	Town Services & Infrastructure	Charlie Russo, Select Board Member
5	Seek membership in a Vocational Education District	Effective Governance and Communications	Lisa Kouchakdjian, Select Board Member
6	Expand (Normalize) and fund a Transportation Option, especially for vulnerable populations	Transportation, Mobility & Housing	Dan Carty, Vice Chair

DELIVERABLES

GOAL 1: DEVELOP A LONG-TERM COMPREHENSIVE PLAN TO FUND AND MANAGE THE OPERATING AND CAPITAL BUDGETS

Deliverables:

Creating sustainable finances requires a disciplined approach to revenues and expenditures as well as consideration of short- and long- term implications of decisions. A Proposition 2 ½ override may eventually be necessary, but is not anticipated for FY26. Prior to consideration of an Override, all other reasonable measures must be considered, other revenue sources explored, and expenditures analyzed. Actions may include:

1. Regularly explore all revenue sources
2. Take advantage of State-provided options that are or may become available, such as but not limited to those under statutes like the Municipal Modernization Act and Municipal Empowerment Act
3. Regularly explore opportunities to outsource, privatize, or regionalize functions or otherwise gain efficiencies
4. Regularly explore opportunities to automate or restructure programs and tasks
5. Establish new enterprise funds where appropriate and transition subsidized enterprise funds to self-supporting

6. Request the Division of Local Services undertake a Financial Management Review
7. At the 2025 Annual Town Meeting, present a warrant article creating a pension stabilization fund and begin funding with Free Cash or other available funds
8. Continue to level fund the Other Post-Employment Benefits (OPEB) Trust Fund; increase contributions to the OPEB Trust when the Middlesex County Retirement System is fully funded
9. Promote economic development initiatives
10. Evaluate how Town Meeting and the Town Meeting process impact the Town's operations and its financial sustainability and explore efficiency initiatives
11. Evaluate the charter, bylaws, policies, and local traditions to identify where inefficiencies can be reduced or eliminated

GOAL 2: ADDRESS STAFFING NEEDS AND SUCCESSION PLANNING

Deliverables:

We are currently in one of the most challenging periods for recruiting and retaining employees. In addition, Sudbury is a mature organization with numerous employees, including many in supervisory positions, nearing retirement. There has been frequent turnover in the Town Manager position, with four permanent Town Managers in less than a decade. This lack of stability hinders the organization. It is important to plan for retirements and attrition, improve our retention efforts, and establish stability in the Town's leadership. Actions may include:

1. Continually ensure that employee compensation and benefits are comparable to and competitive with peer communities
2. Undertake actions to show employee appreciation and encourage retention
3. Undertake analysis and staffing studies to identify the need for additional resources
4. Beginning in the FY26 budget, include funding to support professional development across the organization
5. Identify and make available opportunities for employees to broaden their knowledge, skills, and opportunities
6. Encourage the use of interns and fellows
7. Identify internal candidates who could perform the role of Interim Town Manager
8. Identify internal candidates who could be considered for promotion to more responsible roles, up to and including Town Manager

GOAL 3: RAIL TRAILS

1. Advance design and construction of Phase 3A-CSX/Rt 20 of the Bruce Freeman Rail Trail
2. Clarification of Mass Central Rail Trail responsibilities (DCR, utilities)

Deliverables: (within two years)

1. Advance design and construction of Phase 3A-CSX/Rt 20 of the Bruce Freeman Rail Trail
 - A. Work with designer to complete Phase 3A 25% design
 - B. Secure a contract with design consultant to complete design, plans, and specifications
 - C. Pursue construction funding through the State's Transportation Improvement Program (TIP)

2. Clarification of Mass Central Rail Trail responsibilities (DCR, utilities)
3. Communicate project status to residents and public, including discussions with the Rail Trail Advisory Committee and DCR for updates

GOAL 4: UTILIZATION/OPTIMIZATION OF FAIRBANK COMMUNITY CENTER PROGRAMMING

Deliverables:

Define what Optimization & Improved Utilization of the Fairbank Community Center is. To do this:

1. Define Optimization & Improved Utilization of the Fairbank Community Center
2. Obtain and review current space usage/allocation (scheduling), program offerings, and Town Department usage.
3. Delineate and codify responsibilities between departments
4. Identify limiters, blockers, and opportunities
5. Coordinate with Open Space & Recreation Plan and Facility Condition Study
6. Review peer community centers for lessons (reservation systems, custodial policies, rental fees, etc.)
7. Proactively seek public engagement (last FlashVote on Fairbank was 2018, pre-renovation) to inform and engage town residents to obtain feedback and build town-wide consensus.
8. Consider a mission statement (e.g., the Beede Center in Concord has its own mission statement.)

GOAL 5: SEEK MEMBERSHIP IN A VOCATIONAL EDUCATION DISTRICT

Deliverables:

The Select Board shall develop a long-term plan to address the needs of students in the Town of Sudbury.

The long-term goal will achieve membership in a vocational education school. The Select Board will determine action steps and collaborate with the Town of Sudbury, Lincoln-Sudbury Regional High School, and Sudbury Public Schools administrations as necessary. Achievement of this goal will occur when the Select Board brings an article to Annual Town Meeting for membership to a vocational education school.

Action Steps:

- The Select Board shall designate a member of the Board (or establish a Subcommittee) to address the long-term goals.
- The Select Board designee (or Subcommittee) will communicate with vocational education schools and provide any information or documents in furtherance of the long-term goals. The designee shall communicate with vocational education schools to determine the prerequisites to becoming a member school district.
- The Select Board designee (or Subcommittee) shall regularly report to the full Select Board regarding its progress and make recommendations regarding revisions to the goal as necessary.
- The Board shall annually contact local vocational schools to determine options on membership.
- The Board shall annually contact Sudbury Public Schools and Lincoln-Sudbury Regional High School to determine student interest in vocational education.

GOAL 6: EXPAND (NORMALIZE) AND FUND A TRANSPORTATION OPTION, ESPECIALLY FOR VULNERABLE POPULATIONS

Deliverables:

1. Prior to FY2026 budget draft budget creation and presentation to Select Board by Town Manager, perform review of current transportation programs (Go Sudbury Uber, Go Sudbury Taxi, MWRTA Catch Connect, MWRTA Boston Shuttle) and decide if these, or variations thereof, are something the Town of Sudbury would like to continue, noting that funding for all will be exhausted prior to start of FY2026. If yes to any, determine desired timelines for service and related funding options. If no to all, determine ongoing viability and/or function of Transportation Committee and communicate the same.
2. Prior to FY2026 budget draft budget creation and presentation to Select Board by Town Manager discuss with possibility and likelihood of hiring of transportation-oriented staff resource and budget and funding options would be for the same.
3. Prior to Dec 31, 2024 request that Town Manager provide status of town-owned multi-passenger vehicles for potential usage beyond current application (e.g. use town vans for potential commuter rail shuttle). Vehicles to include, but are not limited to, Council on Aging and Park and Recreation vans.
4. Prior to Dec 31, 2024 set dates for 2025 quarterly meetings with Transportation Committee with purpose of receiving transportation program updates and deliver feedback and guidance, including potential ideas Select Board would like Committee to investigate (e.g. shuttles to commuter rails, bike share programs).
5. Prior to 2025 Annual Town Meeting article due date discuss creation of revolving fund for transportation programs and if deemed worthy submit Town Meeting article for the same.
6. Prior to 2025 Town Meeting encourage Town pursuit, via town staff and/or applicable committees, of transportation related grants and external funding, including pertinent options with and to economic development, Energy & Sustainability, Commission on Disability, Council on Aging, etc.
7. Prior to May 31, 2025, discuss extension of Transportation Committee and adjust charge and membership as warranted.
8. Prior to June 30, 2025 facilitate meeting with Planning Board to discuss transportation related Master Plan implementation items and set 2025 and beyond goals for the same. Also discuss and determine with Planning Board if Town of Sudbury would like to become member of, or potentially the lead community for, a Transportation Management Association (TMA).

Select Board Goal 4: OPTIMIZE UTILIZATION OF FAIRBANK COMMUNITY CENTER

Deliverables:

- As needed, develop policies that support management of the Community Center.
- Consider creation of Town Manager goal to optimize utilization of Community Center.
 - Further define “optimized utilization.”
 - Develop a strategy for resident/public usage.
 - Explore increased afterschool care programming through Park & Recreation (including possible transportation from SPS to Community Center).
 - Analyze needed budget and staffing levels to support operations.
- Request updates (2x annual) from departments in Community Center (Park & Recreation/Senior Center) about Community Center usage and programming.
- Solicit input (e.g. FlashVote 1x annual) from the public on satisfaction/preferences about Community Center usage and programming.

**SUDBURY SELECT BOARD**

Tuesday, December 3, 2024

MISCELLANEOUS (UNTIMED)**13: OML determination****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Vote on Open Meeting Law determination as provided by the Attorney General's office.

Recommendations/Suggested Motion/Vote: Vote on Open Meeting Law determination as provided by the Attorney General's office.

Background Information:
attached

Financial impact expected:

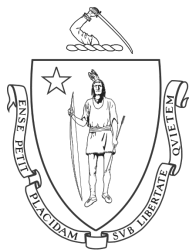
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

12/03/2024 7:00 PM



THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL
ONE ASHBURTON PLACE
BOSTON, MASSACHUSETTS 02108

ANDREA JOY CAMPBELL
ATTORNEY GENERAL

(617) 727-2200
www.mass.gov/ago

November 22, 2024

OML 2024 – 223

Brian Riley, Esq.
KP Law, P.C.
101 Arch Street
Boston, MA 02110

By email only: briley@k-plaw.com

RE: Open Meeting Law Complaint

Dear Attorney Riley:

This office received a complaint from Leonard Simon on February 9, 2024, alleging that the Sudbury Select Board (the “Board”) violated the Open Meeting Law, G.L. c. 30A, §§ 18-25. The complaint was originally filed with the Board on or about January 17, 2024, and you responded, on behalf of the Board, by letter dated January 25, 2024. The complaint alleges that a quorum of the Board deliberated outside of a properly posted meeting.

We appreciate the patience of the parties while we reviewed this matter. Following our review, we find that the Board did not violate the Open Meeting Law in the way alleged. In reaching this determination, we reviewed the original complaint, the Board’s response to the complaint, and the complaint filed with our office requesting further review. In addition, we reviewed relevant open session minutes of Board meetings held between March 21, 2023, and January 23, 2024, as well as text messages between Board members Charles Russo and Jennifer Roberts. We also reviewed video recordings of the Board meetings held on January 9, 2024, and January 23, 2024.¹ Finally, we spoke with Board member Janie Dretler on August 9, 2024.

¹ A video recording of the January 9, 2024, meeting is available at <https://cloud.castus.tv/vod/sudbury/video/65a022f7d751620008b459dd?page=HOME>; a video recording of the January 23, 2024, meeting is available at <https://cloud.castus.tv/vod/sudbury/video/65b1a25b907efc00087a97cf?page=HOME>.

FACTS

We find the facts as follows. The Board is a five-member public body; thus, three members constitute a quorum.

During a meeting held on March 21, 2023, a member of the Zoning Board of Appeals presented the Board with a proposed zoning warrant article which would ban the manufacture and sale of guns and ammunition in the Town of Sudbury. The Board discussed the legality of the article and whether it needed to be amended. The Board then unanimously voted to refer the article to the Planning Board.

On May 2, 2023, just prior to the start of Town Meeting, the Board held a properly posted meeting and agreed by majority vote not to support the zoning warrant article banning the manufacture and sale of firearms. At the May 2, 2023, Town Meeting, the zoning warrant article was defeated by the voters.²

Thereafter, the Town Manager drafted a firearms bylaw, which the Board first discussed during a meeting held on May 16, 2023. Board members suggested that they review and compare firearm bylaws in other local communities and recommend zoning restrictions. The Town Manager proposed that members examine the draft bylaw and make edits which could be discussed at the Board's next meeting.

During a June 27, 2023, meeting, the Board reviewed edits made to the firearms bylaw and discussed whether certain restrictions could be challenged and whether to receive public comment. The Town Manager recommended, and the Board agreed, that Town Counsel attend the next meeting to provide an opinion on the bylaw. During a July 11, 2023, meeting, the Board heard from Town Counsel who opined that a complete ban on firearms would likely be challenged and invite expensive litigation for the town. Each Board member then voiced their opinion as to whether they would support a ban on the sale of firearms.

During the month of July 2023, Board members Charles Russo and Jennifer Roberts texted with each other about the firearms bylaw and discussed their thoughts and opinions on how to continue forward with the firearms bylaw, whether additional research was needed, how surrounding towns were dealing with similar bylaws, and how to respond to public comment.

The Board continued to discuss the firearms bylaw during meetings held on September 26, 2023, and December 19, 2023. During the September meeting, the Board continued to edit the firearms bylaw discussing definitions, fire ranges, gun shops and insurance. The Board also discussed scheduling a meeting in November dedicated to the bylaw topic, but members suggested more time was needed to gather information from experts and professionals. During the December meeting, the Board discussed zoning districts and parcel setback considerations, and agreed that additional work on the bylaw was necessary.

² During the month of April 2023, Board members Charles Russo and Jennifer Roberts texted with each other about the zoning warrant article. The texts included their thoughts and opinions on the scope and limitations of the article.

The Board posted notice for a meeting to be held on January 9, 2024, at 7:00 P.M. The notice included 12 topics, one of which was “Update on status and next steps on the proposed firearms business use zoning bylaw (continued from 12/19/23 meeting).” As part of the packet for the January 9, 2024, meeting, Board Chair Janie Dretler³ included a memo from the complainant, Mr. Simon, which criticized three members of the Board (Mr. Russo, Ms. Roberts and Daniel Carty) for supporting the reduction of setbacks for gun shop locations and allowing gun shops near rail trails.

On the afternoon of January 9, 2024, Mr. Roberts called Ms. Dretler. The discussions that occurred during the telephone conversation are in dispute. Mr. Roberts explained that he merely expressed his displeasure with Ms. Dretler’s decision to include Mr. Simon’s memo in the Board packet. Ms. Dretler agreed that Mr. Russo expressed his displeasure with her decision to include the memo in the Board packet, but that Mr. Russo also shared his opinions with her on the firearms bylaw.

The January 9, 2024, meeting was held as planned and the Board discussed edits to the firearms bylaw. The Board heard from Planning and Community Development Director Adam Burney who explained that there were two possible locations in the industrial district which might be suitable for firearms business zoning. The Board agreed to continue the discussion to the next meeting as one member was absent.

During a January 23, 2024, meeting, the Board discussed the Open Meeting Law complaint at issue here and a draft response from town legal counsel which only referenced Mr. Russo’s recollection of the January 9, 2024, telephone conversation, i.e. that Mr. Russo was unhappy that the memo from Mr. Simon was included in the Board packet. Ms. Dretler stated that she recalled the telephone conversation differently and reiterated that Mr. Russo discussed the firearms bylaw with her.

DISCUSSION

The Open Meeting Law was enacted “to eliminate much of the secrecy surrounding deliberations and decisions on which public policy is based.” Ghiglione v. School Committee of Southbridge, 376 Mass. 70, 72 (1978). The Open Meeting Law requires that meetings of a public body be noticed and open to the public, unless an executive session is convened. G.L. c. 30A, §§ 20(a)-(b), 21. A “meeting” is defined, in relevant part, as “a deliberation by a public body with respect to any matter within the body’s jurisdiction.” G.L. c. 30A, § 18. The law defines “deliberation” as “an oral or written communication through any medium, including electronic mail, between or among a quorum of a public body on any public business within its jurisdiction; provided, however, that ‘deliberation’ shall not include the distribution of other procedural meeting [sic] or the distribution of reports or documents that may be discussed at a meeting, provided that no opinion of a member is expressed.” Id. For purposes of the Open Meeting Law, a “quorum” is a simple majority of the members of a public body. Id.

³ Although Ms. Dretler is still a member of the Board, she is no longer chair.

A public body may not engage in serial communication whereby a quorum communicates in a non-contemporaneous manner outside of a meeting on a particular subject matter within the public body's jurisdiction. See McCrea v. Flaherty, 71 Mass. App. Ct. 637 (2008) (finding that private serial communications violate the spirit of the Open Meeting Law and may not be used to circumvent the intent of the law); see also OML 2024-89; OML 2020-160; OML 2012-84.⁴ Relaying the same information through separate telephone calls or separate text messages to individual members of a public body does not insulate communication from the requirements of the Open Meeting Law. See OML 2020-160 (finding board violated Law when chair communicated to a quorum of the board by separate telephone calls); OML 2023-224 (finding planning board violated Law when member telephoned each of his fellow members separately to gauge interest in amendment of proposal to be discussed at next meeting).

The complaint alleges that a quorum of the Board deliberated in a serial fashion outside of a properly posted meeting. Here, Mr. Russo and Ms. Roberts texted with each in the summer of 2023, and discussed their thoughts and opinions on the firearms bylaw. Then, Mr. Russo spoke with Ms. Dretler via telephone on January 9, 2024. The discussions that occurred during the telephone conversation are in dispute as to whether Mr. Russo discussed the substance of the firearms bylaw or only his dissatisfaction regarding including the memo in the meeting packet. Regardless, we find insufficient facts to conclude that Mr. Russo's communications with Ms. Dretler were of the same nature, or an extension of the same communications, as those conveyed to Ms. Roberts via text message six months earlier. See OML 2024-208 (finding that separate text messages, although pertaining to the same general subject matter, were of a sufficiently different nature from each other so as not to constitute deliberation among a quorum). Therefore, we do not find that the communications constituted serial deliberation, and the Board did not violate the Open Meeting Law.

⁴ Open Meeting Law determinations may be found at the Attorney General's website, <https://www.mass.gov/the-open-meeting-law>.

CONCLUSION

For the reasons stated above, we find that the Board did not violate the Open Meeting Law. We now consider the complaint addressed by this determination to be resolved. This determination does not address any other complaints that may be pending with our office or the Board. Please feel free to contact the Division at (617) 963-2540 if you have any questions.

Sincerely,



KerryAnne Kilcoyne
Assistant Attorney General
Division of Open Government

cc: Leonard Simon – By email only: lensimon@comcast.net
Sudbury Select Board – By email only: selectboard@sudbury.ma.us
Sudbury Town Clerk – By email only: clerk@sudbury.ma.us

This determination was issued pursuant to G.L. c. 30A, § 23(c). A public body or any member of a body aggrieved by a final order of the Attorney General may obtain judicial review through an action filed in Superior Court pursuant to G.L. c. 30A, § 23(d). The complaint must be filed in Superior Court within twenty-one days of receipt of a final order.

**SUDBURY SELECT BOARD**

Tuesday, December 3, 2024

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

Date of request:

Requested by: Patty Golden

Formal Title: Vote to review and possibly approve open session minutes of 10/8/24.

Recommendations/Suggested Motion/Vote: Vote to review and possibly approve open session minutes of 10/8/24.

Background Information:
attached draft

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office Pending

Town Manager's Office Pending

Town Counsel Pending

Select Board Pending

Select Board Pending

12/03/2024 7:00 PM

SUDBURY SELECT BOARD

TUESDAY OCTOBER 8, 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 Janie Dretler, Select Board Member Charles Russo, Town Manager Andrew Sheehan (via telephone)

The statutory requirements as to notice having been compiled with, the meeting was convened at 7:02 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, Dretler-present, Russo-present, Roberts-present

Opening Remarks by Chair

- Recognized the one-year anniversary of the attack on Israel – 10.7.23
- Announced Halloween activities in Town

Reports from Town Manager

- Announced Town Offices closed on Monday, October 14th for Indigenous Peoples' Day/Columbus Day

Reports from Select Board

Vice-Chair Carty:

- Announced the passing of beloved Curtis School teacher, Betsy Joseph
- Announced SPS will be discussing capital projects, including two proposed roof projects

Board Member Dretler:

- Extended well wishes for a happy Jewish New Year
- Announced October is Domestic Violence Month; the Town continues to be vigilant and supportive of victims and survivors
- SPS School Committee approved space extensions for SED

Board Member Russo:

- Remembered the October 7th anniversary that caused much pain around the world and in this community
- Announced the beginning of deer-hunting season in Sudbury, the State and Federal lands
- Announced Ruth Brown of the Sudbury Historical Society was awarded on her 104th birthday

Board Member Kouchakdjian:

- Remembered the one-year anniversary of the Israel tragedy
- Extended condolences to family and friends regarding the passing of a great SPS teacher, Betsy Jacobs
- Announced the Accessible Halloween event, with information located on Town website
- Extended prayers for those impacted by the recent storms in Florida
- Announced National Disability Employment Month

Public Comments

Resident Manish Sharma, 77 Colonial Road, thanked the Select Board Members for their thoughtful opening remarks. He inquired about Park & Recreation funding opportunities and Town Budget documents.

Consent Calendar

1. Review draft 2025 Select Board meeting Schedule

2. Vote to sign the State Election Warrant which must be posted no later than Tuesday, October, 29

3. Vote to grant a 1-day All Alcohol license to Goodnow Library Foundation, Inc., to accommodate the Goodnow Library Foundation Annual Gala on Friday, October 18, 2024 from 5:30 PM to 7:30 PM at Goodnow Library, 21 Concord 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 Items 1_2 and 3, as detailed in tonight's Select Board Meeting packet. Board Member Kouchakdjian seconded the motion.

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

VOTED: To approve Consent Calendar Items 1, 2 and 3, as detailed in tonight's Select Board Meeting Packet

Miscellaneous

Vote to open joint meeting with the Planning Board to review the Housing Production Plan

Present: Planning Board Chair Stephen Garvin, Vice-Chair Justin Finnicum, Member John Sugrue, Member Anhu Shah, Director of Planning and Community Development Adam Burney

Also Present: Kadineyse Paz, Project Manager – JM Goldson

Vice-Chair Carty motioned to enter the joint meeting with the Planning Board to discuss the Housing Production Plan. Board Member Kouchakdjian seconded the motion.

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

VOTED: To enter the joint meeting with the Planning Board to discuss the Housing Production Plan

Planning Board Chair Garvin called the joint-meeting of the planning Board to order at 7:14 PM; Finnicum-present, Sugrue-present, Shah-present, Garvin-present

Mr. Burney confirmed the Town hired JM Goldson in conjunction with the Regional Housing Services Office to develop the Housing Production Plan and review how the Town currently manages affordable housing for residents, as how they will develop such housing going forward. He noted that Sudbury continues to be above the 10% Safe Harbor threshold and the Housing Plan considers strategies to help young families, young professionals and seniors in the mid to lower income levels maintain residence in the Town.

Ms. Paz presented the Sudbury Housing Production Plan PowerPoint presentation dated 10/8/24. She acknowledged the Town Project team which included the Sudbury Planning & Community Development Department and the HPP Steering Committee composed of representatives from various Town Boards/Committees and representatives from Goldson and the Regional Housing Services Office (RHSO).

Ms. Pas outlined the primary considerations of the HPP planning – the Overview, which touched on topics of:

- How we Got Here
- Draft Goals & Strategies
- Certification & Implementation of the HPP
- Benefits of an HPP

Key Housing Needs and Community Feedback topics were presented by Ms. Pas. She highlighted various types of housing including accessory dwelling units in Sudbury and the influence of Planning Policies, Zoning Strategies and local initiatives. Steps forward were highlighted in the PowerPoint presentation.

Mr. Finnicum stressed aspects of implementation and how to optimize the success of the plan in a Town Meeting format. He mentioned duplex housing “by right” and how such housing might be regulated.

Mr. Shah commented about the study maintaining the importance of duplex housing.

Mr. Sugrue agreed with presented housing strategies and goals in consideration of possible zoning amendments.

Mr. Garvin mentioned that the Planning Board was considering zoning changes and ways to modify housing regulations to encourage smaller housing developments, as exemplified by cluster and cottage-style homes. He indicated that accessory dwelling units (ADU) within the town’s Historic districts required further consideration and that the Town’s Master Plan addressed several of the housing types mentioned.

Mr. Finnicum mentioned co-housing developments as implemented in Concord and Acton; he suggested that members review this type of housing.

Mr. Burney stated that the Planning Board would be considering ADU strategies going forward.

Board Member Russo commented about buildable parcels in Town. Mr. Burney stated that the Housing Trust and the Steering subcommittee group participated in such discussion. Board Member Russo recommended that the old Fire Station and Frost Farm might be considered for such housing.

Vice-Chair Carty agreed that the old Fire Station, Frost Farm and the parcel on Rte. 20 could be considered for affordable housing. He stressed that maintenance of such properties and a measurable matrix implementation would be necessary.

Mr. Burney acknowledged Mr. Carty's concern about presenting a measurable matrix, and mentioned that housing preference given to local residents and veterans was a priority.

Board Member Dretler commented about the Liberty Ledge housing structures at the site, and the need to have further discussion regarding the site. She stressed the importance of transparency regarding housing owned by the Town.

Board Member Kouchakdjian stressed implementation of housing for people with disabilities and seniors who could age in place. She appreciated the presentation's identifying specific parcels owned by the Town which have the potential for housing development.

Mr. Burney confirmed that the presented HPP was included on the Town Website and welcomed everyone to contribute with related comments.

Chair Roberts confirmed that passage of new housing bylaws was not required at this time. Mr. Burney confirmed that there was no deadline presented. Chair Roberts noted that related comments from the public was encouraged and commented about measurable housing goals.

Mr. Garvin stated that the Planning Board would ensure that the housing topic would be a standing agenda item for Board discussion. Board Member Kouchakdjian requested that the Planning Department share edits with the Select Board regarding related updates and document editing being considered.

Close joint meeting with the Planning Board

Mr. Garvin closed the Planning Board meeting.

Vice-Chair Carty motioned to close the joint meeting with the Planning Board. Board Member Kouchakdjian seconded the motion.

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

VOTED: To close the joint meeting with the Planning Board

Vote whether to recommend adoption of the 2024 Housing Production Plan as presented by the Planning and Community Development Department

Board Member Dretler suggested providing a related public comment session when the 2024 HPP is included on a Select Board meeting agenda. She noted that such comments could be submitted to the Planning Department and to the Office of the Select Board before consideration of such voting by the Board. She further recommended that providing information about land restrictions on the Town Website would be beneficial.

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

Town Manager Sheehan addressed each of the Select Board 2025 Priority Goals and Deliverables, noting that an additional goal with deliverables was added.

Board Members agreed to conduct periodic discussions regarding the goals and associated deliverables.

Chair Roberts recommended that the DCR and the Rail Trail Committee provide a BFRT update at an upcoming Select Board meeting.

Chair Roberts recommended that the Fairbank Community Center goal be discussed at an upcoming Select Board meeting.

Board Member Kouchakdjian requested modifications to the Vocational Education goal language.

Vice-Chair Carty provided additional details regarding the Transportation goal.

Update and discussion on policy review by Policy Subcommittee

Vice-Chair Carty confirmed that he and Policy Subcommittee member Kouchakdjian reviewed some seventy policies and associated documentation and minutes. He stated that Board Members would receive a related spreadsheet by tomorrow. He referenced similar policies as documented by various neighboring communities.

Code of Conduct policy discussion and possible vote

Chair Roberts noted that the Code of Conduct policy was last updated in 2021. Board Members reviewed the proposed Code of Conduct policy and agreed to continue the discussion at the next Board meeting.

ARPA Update

Town Manager Sheehan noted there were no changes since the last ARPA review and information regarding fund reversal regarding Fire Station 2 would be determined soon.

Discuss topics to be assigned for Fall 2024 Select Board Newsletter

Board Members provided Fall 2024 Select Board Newsletter topics:

- Board Member Dretler – Interview with newly appointed DPW Director
- Board Member Kouchakdjian – Article regarding the Hosmer House
- Vice-Chair Carty – Article regarding the CPC process in consideration of a transportation article
- Chair Roberts – Article regarding the Town finance process leading up to Town Meeting

Vote to review and possibly approve open session minutes of 5/28/24 and 8/27/24

5/28/24 Minutes

Board Member Kouchakdjian requested that the meeting transcript be included in the meeting packet.

Board Member Kouchakdjian motioned to approve the May 28, 2024 Select Board Minutes, as edited. Board Member Dretler seconded the motion.

It was on motion 4-1; Dretler-aye, Kouchakdjian-aye, Carty-aye, Russo-no, Roberts-aye

VOTED: To approve the May 28, 2024 Select Board Minutes, as edited

8/27/24 Minutes

Board Member Kouchakdjian motioned to approve the August 27, 2024 Select Board Minutes, as edited. Board Member Dretler seconded the motion.

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

VOTED: To approve the August 27, 2024 Select Board Minutes, as edited

Upcoming agenda items

October 22, 2024 Agenda topics:

- Town Forum Discussion
- Camp Sewataro financials
- Remote meeting policy
- Fairbank Optimization discussion
- Code of Conduct Policy discussion
- Transportation topic

November – December Agenda topics:

- Town Meeting Articles
- Facilities Use Report
- Financial Policies Discussion
- Tax Classification Hearing – December 3
- Facilities Discussion

Adjourn

Vice-Chair Carty motioned to adjourn Open Session, enter Executive Session and not return to Open Session. Board Member Kouchakdjian seconded the motion.

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

VOTED: To adjourn Open Session, enter Executive Session and not return to Open Session

Open Session adjourned at 10:49 PM.



SUDBURY SELECT BOARD

Tuesday, December 3, 2024

MISCELLANEOUS (UNTIMED)**15: Upcoming agenda items****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Upcoming agenda items

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

12/03/2024 7:00 PM

POTENTIAL UPCOMING AGENDA ITEMS/MEETINGS

MEETING/EVENT	DESCRIPTION
Wed, Dec. 11, 7 pm	Town Forum – hybrid meeting at Town Hall
Dec. 17	Annual License Renewals
Feb. 4, 2025	Accept Town Meeting articles submitted by 1/31
Feb. 20 (tentative)	Capital night to review ATM articles with FinCom and CIAC (to be confirmed)
Future items/date to be determined	Remote Meeting Policy
	Town Forum
	FCC utilization and optimization
	Financial Policy review
	Facility condition assessment update
	Housing Production Plan (after planning board discussion votes)
	Combined Facilities working group update
	Economic Development Goal update
	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

Attachment15.a: Upcoming agenda.items 12.03.24 (6296 : Upcoming agenda items)