

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 a one-year space extension 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. Paz 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 suggested that the recommended buildable parcels should remain the two originally recommended by staff – adjacent to the fire station and Frost Farm – before the Housing Trust added more parcels to the list. Mr. Burney stated that the Housing Trust and the Steering subcommittee group participated in such discussion. Board Member Russo recommended that the Fire Station and Frost Farm might be considered for such housing.

Vice-Chair Carty agreed that the Fire Station parcel, 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 goal, 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 or 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.

SB Meeting 10/8/24 - Documents & Exhibits

1. Review draft 2025 Select Board meeting schedule

Attachments:

- 1.a 2025 DRAFT Select Board meeting schedule

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

Attachments:

- 2.a 11.5.2024 Warrant FINAL
- 2.b ICP_SUDBURY_Eng_375

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.

Attachments:

- 3.a GLF Gala One Day App_SB
- 3.b Department Feedback_Goodnow Gala 2024_1 Day Alcohol

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

Attachments:

- 6.a Final Draft of HPP 241001 (244) R

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

Attachments:

- 7.a SB Mission Statement and Values within Goal Categories
- 7.b Dretler goals
- 7.c 2025 Goals + Deliverables (2)
- 7.d SB 2025 Goals Updated for packet

8. Update and discussion on policy review by Policy Subcommittee

Attachments:

- 8.a Policy Subcommittee presentation for 10082024 SB meeting
- 8.b Copy of Combined_DanC_LisaK_Andy_Policies_with_updates_from_10042024_meeting
- 8.c SB review Combined_DanC_LisaK_Andy_Policies_with_updates_from_10042024_meeting

9. Code of Conduct policy discussion and possible vote

Attachments:

- 9.a CodeofConductforCommittees8-09
- 9.b KP-#906923-v2-SUDB-_Code_of_Conduct_Policy_2-15-24
- 9.c KP-^N906923-v2-SUDB-_Code_of_Conduct_Policy_2-15-24 Clean Verion 10.04.24

10. ARPA update

Attachments:

10.a ARPA Status 07-22-24 - AS Comments 2024-09-24

11. Discuss topics to be assigned for Fall 2024 - Select Board newsletter.

Attachments:

11.a SB Newsletter Previous Topics_09.30.24

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

Attachments:

12.a SB_draft1_5.28.24_min.for.review edited not yet approved

12.b 5.28 transcript LK

12.c SB_draft1_5.28.24_min.for.review.LK edits 9.23

12.d SB May 28 2024 meeting notes edits CGR

12.e SB_draft_08.27.24_for review.min

13. Upcoming agenda items

Attachments:

13.a Upcoming agenda.items 10.08.24