

SUDBURY SELECT BOARD

TUESDAY OCTOBER 22, 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

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, Dretler-present, Russo-present, Roberts-present

Opening Remarks by Chair

- Mentioned the Trunk-or-Treat event on Saturday evening was a great success; thanked Park & Recreation for their work
- Announced that the SPS Superintendent, Town Manager Sheehan and herself would be meeting to discuss the Combined Facilities MOA (Memorandum of Agreement) over the next several weeks

Reports from Town Manager

- Recognized resident Dan Cetrone, who addressed the vacant lot at Nobscot Road and Boston Post Road during Town Manager Office Hours; and who reached out to the property owners about cleaning the site; owners Jim and Scott Mitchell subsequently cleaned the site
- Announced BFRT work continues, MassDOT adjusted the lights at Peakham Road; such adjustments might continue for signal timing and operations of the light
- Thanked Goodnow Library Foundation for sponsoring the gala event on Friday evening which was well-attended
- Participated in a meeting of the MWRA Quarterly Metro-West Expansion Study Group last week; several towns to the north of Sudbury (including Acton, Lincoln, Concord, Littleton, Boxboro and Maynard) have been in serious conversations about MWRA connection; Sudbury Water District anticipates completion of water supply study by the end of the year and Water District Commissioners are not necessarily in favor of joining MWRA as the initial costs are very high (\$1.1 Billion)
- Pine Lakes neighborhood residents submitted comments to the Select Board and the Housing Authority regarding project discussions; the project is not under Select Board or Town Manager purview unless it becomes a Town Meeting Article

Reports from Select Board

Vice-Chair Carty

- Select Board Office Hours scheduled remotely for October 30th at noon; Chair Roberts and Board Member Kouchakdjian will be hosting
- “Sudbury Doing Good Fair” on Saturday, November 2, 2024, 11:00 AM to 2:00 PM at the Curtis Middle School; great displays and information
- Information regarding the SPS HVAC project would be forwarded to Town Manager Sheehan
- Confirmed he must leave tonight’s meeting no later than 10:15 PM due to a work assignment

Board Member Kouchakdjian

- Thanked the Board of Health Department for conducting a great Flu Clinic event recently
- Mentioned she is supporting/participating in the Accessible Halloween Event and filed a disclosure form with the Town Clerk to ensure that she is involved with the planning of the event; Camp Sewataro is sponsoring the event. She confirmed that she is able to maintain fairness and impartiality regarding such Camp Sewataro matters

Board Member Russo

- Trunk-or-Treat Event was great and thanked Park & Recreation
- Suggested safety measures during Halloween night, including flash lights and careful driving
- The Goodnow Foundation Event at the Library was a wonderful way to highlight the Library

Board Member Dretler

- Was impressed by the recent Flu Clinic and attendance at that event; including BOH staff and volunteers
- Regard item #6 on tonight’s meeting agenda, she filed a disclosure form with the Town Clerk regarding her part working with a DLS review in consideration of her employment with the MA Revenue Department, she confirmed she has no financial interest in the Sudbury review by DLS and would be able to fully participate in such review

Public comments

Resident Manish Sharma, 77 Colonial Drive, indicated that he did not receive Town finance records as requested. He noted that the commercial base in Sudbury is significant and suggested the Select Board Members consider difficulties associated with increased tax rates.

Consent Calendar

Vote to Grant a Special Permit to SMILE Mass, to Hold the “Gobble Wobble for SMILE MASS” on Saturday, November 23, 2024, from 10:00 A.M. through approximately 12:00 P.M., subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the race’s conclusion.

Vice-Chair Carty motioned to grant a Special Permit to SMILE Mass, to Hold the “Gobble Wobble for SMILE MASS” on Saturday, November 23, 2024, from 10:00 A.M. through approximately 12:00 P.M., subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the race’s conclusion, as presented in the Select Board agenda of 11/23/24. Board Member Russo seconded the motion.

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

VOTED: To grant a Special Permit to SMILE Mass, to Hold the “Gobble Wobble for SMILE MASS” on Saturday, November 23, 2024, from 10:00 A.M. through approximately 12:00 P.M., subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the race’s conclusion, as presented in the Select Board agenda of 11/23/24.

Miscellaneous

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

Present: Jeff Winston, Lynn Puorro, Terry Lockhart, Marty Greenstein, Nancy Brumbach of SudburyTV

Mr. Winston presented the “Sudbury Access Corp – FY 2024 Financial & Operating Reports - October 16, 2022”, which included topics:

Notable FY2024 Accomplishments

- Added programming
- Increased viewership – hundreds of viewing hours

FY 2024 SAC Annual Financial and Operating Reports

Mr. Winston presented the “2024 Programming Report – July 1, 2023 to June 30, 2024,” by Lynn Puorro which included the number of viewers for each program, section of programming – sports programming, Town committee/commission/board programming, outreach services, programming by channel, (including high-definition channels).

Board Members asked related questions and thanked the representatives for great broadcasting and increased programming coverage.

Ms. Puorro encouraged Board Members and residents to submit requests for recording various community-wide events.

Vice-Chair Carty motioned to accept Sudbury Access Corp (SAC) FY24 Financial and Operating Reports as required by their contract. Board Member Kouchakdjian seconded the motion.

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

VOTED: To accept Sudbury Access Corp (SAC) FY24 Financial and Operating Reports as required by their contract.

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

Town Manager Sheehan confirmed that collective bargaining agreements were in place for seven Town units, with the agreements ratified for the Police Sergeants unit and the Police Lieutenants unit as voted on by the Select Board.

Code of Conduct policy discussion and possible vote

Chair Roberts referenced Code of Conduct policy edits, applicable to all members of Sudbury Boards/ Commissions and Committees, whether appointed or elected.

Vice Chair Carty, member of the Select Board Policies Subcommittee referenced Section IV “Removal from Office for Appointed Officials.”

Chair Roberts indicated she would favor inclusion of policy language similar to language used by the Town of Wellesley Code of Conduct policy language. She confirmed that after amending such language, she would present her draft to Town Counsel and proceed to have Select Board Members review and discuss the Policy language.

Board Member Kouchakdjian recommended that Town Counsel be present when the Board next discusses the Code of Conduct policy.

Town Forum discussion

Vice-Chair Carty suggested a Town Financial Forum be considered. Town Manager Sheehan agreed that such a forum would help resident awareness regarding municipal budgeting factors, including topics covering expenditures, free cash, revolving funds and other topics.

Town Manager Sheehan confirmed that Finance Director Victor Garofalo would be involved with the Forum.

Board Members provided suggestions regarding material to be included. Vice-Chair Carty recommended the Forum be held in early December.

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

Present: Victor Garofalo, Town Finance Director

Town Manager Sheehan stated that DLS would be available to address financial functioning and capital management in Sudbury. He noted that DLS presents worthy recommendations based on best practice and would provide a free impartial consulting study for the Town. Mr. Garofalo acknowledged DLS representatives were busy and would likely not be able to present to the Select Board until sometime in January 2025.

Mr. Garofalo confirmed that he had worked with DLS, confirming that the DLS service is not an audit.

Chair Roberts commented that this is a great opportunity to receive a broader view regarding Town expenditures and investments.

Vice-Chair Carty motioned to authorize the Town Manager to request the Division of Local Services (DLS) undertake a Financial Management Review. Board Member Kouchakdjian seconded the motion.

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

VOTED: To authorize the Town Manager to request the Division of Local Services (DLS) undertake a Financial Management Review

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

Present: Victor Garofalo, Finance Director

Mr. Garofalo provided summary of the 2025 Town Trust Funds. He explained that the Goodnow Library Trustees increased the spending limit by \$10,000. Mr. Garofalo explained that the itemized Town investments have been performing well over the last two years.

Vice-Chair Carty confirmed that one of the listed trust funds dated back to the 1600s. Board Member Russo mentioned the investment originated by Benjamin Franklin. Board Member Dretler noted the long-standing funds were reflective of good financial management by the Town. Total is \$114,300 and approving individual limits.

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

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

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

ARPA update

Town Manager Sheehan presented several ARPA open-expenditure comments on the ARPA spreadsheet. He confirmed a balance of over \$80,000 not expended, in consideration of the Fire Department and Permanent Building Committee (PBC) being the largest outstanding amounts.

Board Member Dretler asked if the Board would consider using a portion of ARPA balance to fund the Camp Sewataro audit. Members discussed the suggestion.

Vote to review and possibly approve open session minutes of 9/10/24

Vice-Chair Carty motioned to approve the open session minutes of 9/10/24, as amended. Board Member Kouchakdjian seconded the motion.

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

VOTED: To approve the open session minutes of 9/10/24, as amended

Upcoming agenda items

November 6, 2024:

- Transportation update
- Town Forum Update
- Letter from ZBA

November 19, 2024:

- ATM Warrant articles
- Financial Condition of the Town

Upcoming Meeting Topics:

- Remote meetings
- Camp Sewataro financial review
- Housing Production Plan staff to edit meeting materials presented two weeks ago.
- Code of Conduct Policy
- Fairbank Utilization Goals

Adjourn

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

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

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

There being no further business to discuss in open session, the open session meeting ended at 9:29 PM.