

SUDBURY SELECT BOARD  
TUESDAY JANUARY 28, 2025  
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 on items not on agenda
<b>CONSENT CALENDAR</b>			
1.			Memo from Adam Burney, Director of Planning and Community Development to Select Board re: Route 20 Corridor Study update
2.		<i>VOTE</i>	Vote to approve the acceptance of the \$7,500 grant from Emerson Hospital, Christine Gallery Health Community Benefit Grant Program, to support the Great Meadows Public Health Collaborative in implementing the Opioid Project in the region, as requested by Vivan Zeng, Health Director.
3.		<i>VOTE</i>	Accept resignation of Peter Abair from the Historical Commission.
<b>MISCELLANEOUS</b>			
4.		<i>VOTE</i>	Town Manager goals
5.		<i>VOTE</i>	Discussion of potential Select Board-sponsored Annual Town Meeting warrant articles, including but not necessarily limited to: Sudbury 250th funding; Finance Committee Bylaw; Capital Bylaw; Town Meeting start time; Tall Pines easement; Vocational education-non-binding; Town Meeting Study Committee
6.			Discussion of potential Town Manager-sponsored Annual Town Meeting warrant articles, including but not necessarily limited to: Pension Stabilization Fund; Accrued Leave Fund, Pool Enterprise FY25 Budget Adjustment, Amend Weights & Measures Fees.
7.		<i>VOTE</i>	Revised Open Meeting Law determination as provided by the Attorney General's office.
8.		<i>VOTE</i>	Code of Conduct policy discussion.

*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
9.		<i>VOTE</i>	Vote to review and possibly approve the meeting minutes of 10/22/24 and 11/19/24.
10.			Upcoming agenda items
<b>EXECUTIVE SESSION</b>			
11.		<i>VOTE</i>	Vote to close Open Session and enter Executive Session to discuss strategy with respect to collective bargaining (Firefighters and Patrol Officers) or litigation if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares, pursuant to General Laws chapter 30A, §21(a) (exception 3).
12.		<i>VOTE</i>	Vote to close executive session and not resume open session.

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**SUDBURY SELECT BOARD**

Tuesday, January 28, 2025

**CONSENT CALENDAR ITEM****1: Route 20 Corridor Study update****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Memo from Adam Burney, Director of Planning and Community Development to Select Board re: Route 20 Corridor Study update

Recommendations/Suggested Motion/Vote: Memo from Adam Burney, Director of Planning and Community Development to Select Board re: Route 20 Corridor Study update

Background Information:  
attached memo provided by Adam Burney, Director of Planning & Community Development

Financial impact expected:

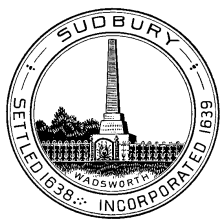
Approximate agenda time requested:

Representative(s) expected to attend meeting: Adam Burney

**Review:**

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

01/28/2025 7:00 PM



# Town of Sudbury

## Planning Board

PlanningBoard@sudbury.ma.us

Flynn Building  
278 Old Sudbury Road  
Sudbury, MA 01776  
978-639-3387  
Fax: 978-639-3314

www.sudbury.ma.us/planning

## MEMORANDUM

To: Andrew Sheehan  
Town Manager

From: Adam Burney, Director  
Department of Planning & Community Development

Date: 21 January 2025

RE: Route 20 Corridor Study Update

The Planning and Community Development Department issued a Request for Proposal for a Corridor Study of Route 20 (Boston Post Road) in late September 2024. This RFP was for a combined economic development and planning corridor study of Boston Post Road. The scope of work was intended to identify market trends and strategies that would aid the Town in supporting and expanding the local business community. Additionally, the scope of work included tasks for reviewing existing zoning, identifying areas where housing may be appropriate, and recommendations on how to more elegantly zone this corridor to support the goals of Sudbury, including economic development. A single response was received from BSC Group.

Additional ARPA funds were requested of the Select Board and approved in November. Shortly thereafter a contract was signed with BSC Group to perform the work. The project held a staff level kick-off meeting in mid-December to organize the process and confirm that the direction that BSC was moving was what the Town intended.

Background information and other technical data has been remitted to the BSC team and they have begun doing the necessary research and mapping to get into the heart of the project. If the proposed project schedule is held to one should expect to receive information relative to the progress in late February and the project should be concluding by the end of June 2025.

Please let me know if I can provide any additional information or be of further assistance.

**SUDBURY SELECT BOARD**

Tuesday, January 28, 2025

**CONSENT CALENDAR ITEM****2: Accept \$7500 grant from Emerson Hospital****REQUESTOR SECTION**

Date of request:

Requestor: Vivian Zeng, Public Health Director

Formal Title: Vote to approve the acceptance of the \$7,500 grant from Emerson Hospital, Christine Gallery Health Community Benefit Grant Program, to support the Great Meadows Public Health Collaborative in implementing the Opioid Project in the region, as requested by Vivian Zeng, Health Director.

Recommendations/Suggested Motion/Vote: Vote to approve the acceptance of the \$7,500 grant from Emerson Hospital, Christine Gallery Health Community Benefit Grant Program, to support the Great Meadows Public Health Collaborative in implementing the Opioid Project in the region, as requested by Vivian Zeng, Health Director.

**Background Information:**

The Great Meadows Public Health Collaborative has been awarded a \$7,500 grant through the Christine Gallery Health Community Benefit Grant Program at Emerson Hospital. The region includes the health departments of Bedford, Carlisle, Concord, Lincoln, Sudbury, Wayland, and Weston, with Sudbury serving as the lead. These funds will be used to bring the Opioid Project to the region. The Opioid Project is an interactive art and storytelling initiative aimed at reducing stigma, promoting prevention, and increasing awareness about opioid use disorder and recovery resources. (see attached grant application)

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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

01/28/2025 7:00 PM



**Christine Gallery Community Benefit Grant funds are for January 1, 2025-December 31, 2025**  
**Proposals must be emailed by Friday November 15, 2024**

Emerson Health is committed to collaborating with our community partners to improve the health status of all those it serves, address root causes of health disparities, and educate the community in prevention and self-care strategies. The Christine Gallery Community Benefit Grant, formerly known as the Emerson Health Community Benefit Grant, will provide awards up to \$7,500 for initiatives to improve community health. The review committee will take all requests into consideration and will award applicants based on need and alignment with priorities.

**About The Christine Gallery Community Benefit Grant**

Christine Gallery served as the Chief Strategy Officer at Emerson Health for over 25 years. Christine's commitment to advance the health needs of the community and make healthcare more accessible to all were inspiring. The grant program continues Christine's work and honors her memory by supporting local non-profits that improve the lives of the community.

**IMPORTANT DATES**

- **November 15, 2024— Proposals must be emailed to [CommunityBenefits@emersonhosp.org](mailto:CommunityBenefits@emersonhosp.org)**
- **December 20, 2024—** Awards announced
- **January 1, 2025 —** Project start up, and recipients awarded
- **January 31, 2026 —** Final report due with summary report and evaluation

**ELIGIBILITY**

- Eligible groups include, but are not limited to, service providers, health and community-based organizations and coalitions, municipalities, schools, and communities of faith.
- Previous Community Benefit Grant recipients are eligible to apply for a NEW project only.
- Applicant must serve people in one or more of the Emerson Health communities (Appendix A).
- Applicant must be a tax-exempt 501(c)(3) under the IRS code or a public entity. If applicant is not a 501(c)(3), they must have a Fiscal Agent who is a 501(c)(3) or partner with an agency with an IRS designation as a 501(c)(3), a Section 170, or other IRS non-profit designation.
- Project must address at least one of Emerson Health's priority focus area
- Collaboration among two or more partners is highly encouraged (not a requirement).
- Funding is not eligible for fundraising efforts or fundraising events.

**APPLICATION COMPONENT CHECKLIST**

***Please create one PDF document that includes each of the following application components and submit all together. If a component of the application is not submitted or done so incorrectly, it may not be reviewed.***

- |   |   |
|---|---|
| <input type="checkbox"/> Completed Cover Page questionnaire | <input type="checkbox"/> Signed Award Agreement |
| <input type="checkbox"/> Completed project narrative        | <input type="checkbox"/> W-9 Documentation      |
| <input type="checkbox"/> Completed budget                   |   |

**Contact for questions or additional information:**

[CommunityBenefits@emersonhosp.org](mailto:CommunityBenefits@emersonhosp.org)

## CHRISTINE GALLERY COMMUNITY BENEFIT GRANT APPLICATION COVER PAGE

*Please do not make any edits to the form and do not bold your answers*

**Submission Date:**

**Project Title:** *Healing Through Art: Substance Use Prevention Across Generations in Great Meadows*

**Lead Agency/Organization:** Great Meadows Public Health Collaborative

**Contact Person:** Kelli M. Calo

**Street Address:** 275 Old Lancaster Road

**City:** Sudbury

**State:** MA

**Zip:** 01776

**Phone:** (978) 501-5509

**Email:** [calok@sudbury.ma.us](mailto:calok@sudbury.ma.us)

**Website:** [www.greatmeadowspublichealth.org](http://www.greatmeadowspublichealth.org)

**Amount of Funding Requested:** \$7,500

*If your organization has a fiscal agent other than the applicant named above, please complete the following*

**Name of Fiscal Sponsor:** Sudbury Health Department

**Name of Fiscal Contact Person:** Vivian Zeng

**Address:** 275 Old Lancaster Road

**City:** Sudbury

**State:** MA

**Zip:** 01776

**Phone:** (978) 440-5479

**Email:** [zengv@sudbury.ma.us](mailto:zengv@sudbury.ma.us)

What communities will be involved in / impacted by your project? *Highlight or bold your answers*

Acton	Lancaster
Ayer	Lexington
<b>Bedford</b>	<b>Lincoln</b>
Berlin	Littleton
Bolton	Lunenburg
Boxborough	Maynard
<b>Carlisle</b>	Pepperell
Chelmsford	Shirley
<b>Concord</b>	Stow
Groton	<b>Sudbury</b>
Harvard	Townsend
Hudson	Westford

Funding will support projects that align with objectives and strategies from the 2024 Strategic Implementation Plan AND that serve populations most impacted. Please **highlight** the areas your project aligns with.

- **Mental Health**

- Increase awareness of clinical and non-clinical mental health support services
- **Decrease stigma that serves as a barrier to seeking mental health services**
- Improve social connection and address populations at risk of social isolation
- **Increase support for programs addressing substance use (emphasis on alcohol and marijuana)**
- Enhance understanding, education and support for the mental health needs of youth

- **Financial Stability**

- Increase connections to programs and agencies that can help improve food access
- Improve access to organizations and programs that assist in maintaining safe housing
- Increase access to resources, training and education that address financial stability and improve access to employment.

- **Populations Most Impacted Across Priority Areas**

- **Low-income households**
- **Migrant populations**
- **Older adults**
- **People of color**
- **People with disabilities**
- **Youth**
- **Lesbian, gay, bisexual, transgender, queer, intersex, and asexual (LGBTQIA+)**



## PROPOSAL NARRATIVE

*Please use this word document to complete narrative answers and limit your responses to questions 1-3 to six pages. Respond to the questions in the order they are asked and keep them as they appear. Responses must be single spaced using 12-point Calibri or Times New Roman font with one-inch margins. If these instructions are not followed, the application may not be reviewed.*

### 1. Project Introduction

#### a. **What is the mission of your organization OR What is the charge of your municipal department/committee?**

The Great Meadows Public Health Collaborative works in partnership to prevent illness, promote wellness, and protect the safety, health, and well-being of everyone in our communities through consistent, high-quality, and equitable public health services across our communities, including Bedford, Carlisle, Concord Lincoln, Sudbury, Weston, and Wayland. We aim to collaboratively pool resources, increase staff capacity and expertise, attract additional funding and deliver better health protections, programs and outcomes. We focus on addressing critical public health issues such as substance use prevention, mental health support, and the reduction of health disparities. Our goal is to foster healthier communities through collaboration, education, and targeted prevention strategies.

#### b. **Provide a clear description of your project. Explain how you will address the specific health priority and objectives above.**

The **Healing Through Art: Substance Use Prevention Across Generations in Great Meadows** seeks to create a safe and creative space for both youth and adults impacted by substance use. This multi-generational project will feature two workshops: one for adults affected by opioid use disorder (OUD) and a new youth-focused workshop addressing alcohol and marijuana use.

Both workshops will engage participants in art-making as a way of telling their stories, offering participants a medium to express the emotional and social impacts of substance use on their lives and families. The adult workshop will focus on opioids, while the youth workshop will focus on high school students reflecting on their experiences with alcohol and marijuana.

**Adult Workshop (Opioid Focus):** This 4-hour art making and audio storytelling workshop will engage adults impacted by opioid use disorder—those in recovery, those who have lost a love one to an overdose, first-responders/front-line workers and nonmedical caregivers. Participants create collages and share their personal stories about their experiences. Audio stories from this workshop will be easily accessed using a QR code. The art and audio stories bring to life the human costs of the epidemic. The goal is to humanize the opioid epidemic and reduce stigma around addiction and recovery.

**Youth Workshop (Alcohol and Marijuana Focus):** The youth component will focus on students aged 14-18, inviting them to share their experiences with alcohol and marijuana use, how it has affected them, and the impact on their families. Much of this workshop will take place remotely, allowing students to gather materials for their final artwork at their own pace. The second part of the workshop will be led by the founders of the Opioid Project to lead youth through the artwork and storytelling process. The goal for the youth workshop is to create opportunities for open dialogue on substance use prevention.

The final pieces of both projects, paired with audio (adult) and written (youth) reflections, will be displayed in community settings. The adult artwork will be displayed in community settings such as town

halls, libraries, community centers, senior center, coffee shops, and beyond. The youth artwork will be hosted by schools, recreation departments and other youth-centered community groups. By integrating both a youth and adult component into a single project, we aim to address the broad spectrum of substance use issues in our region, with a focus on reducing stigma, encouraging community dialogue, and fostering empathy and support across generations.

**c. Describe how your project will address Populations Most Impacted as defined above. Include anticipated number of people served by the project. Be sure to include the age range, language, gender and race within the description.**

This project will serve a broad spectrum of individuals across different age groups. The adult workshop will engage participants aged 19+, while the youth workshop will focus on high school students aged 14-18. However, the display will reach many more people in the community.

We anticipate engaging 20 participants directly through the workshops (10 adults and 10 youth) and reaching approximately an additional 500 individuals through public displays of the artwork. The project will aim to include diverse populations, including low-income households, people of color, and LGBTQIA+ individuals. Given the broad reach of those affected by the substance use disorders, the participants will likely represent a mix of ages, genders, and racial backgrounds.

**d. How does this project help you achieve your mission or add value to existing programs?**

This project aligns directly with the Great Meadows Public Health Collaborative's mission by addressing the urgent public health issues of substance use prevention and mental health support. By incorporating creative approaches such as art and storytelling into substance use prevention efforts, this project promotes healing, raises awareness, and enhances our existing programs. It serves as an ideal first initiative for the newly hired Regional Substance Use Prevention Coordinator, funded through pooled Opioid Settlement monies, providing a platform for the Coordinator to engage the community early on.

In addition, this project complements other regional initiatives, such as the "Hidden in Plain Sight" display, a program to help caring adults identify signs of substance use in youth and opportunities for meaningful conversations. Both initiatives contribute to reducing stigma, fostering open dialogue about substance use (opioids, alcohol, marijuana), and strengthening community connections by offering practical tools and opportunities for engagement and education.

**e. Present relevant and local data to document the identified need.**

According to data from the Massachusetts Department of Public Health, opioid overdose deaths remain a leading cause of death in the state, with over 2,000 opioid-related deaths in 2022. In Massachusetts, opioid-related overdose deaths decreased by approximately 10% in 2023. However, certain groups remain disproportionately affected, including people living in suburban and rural areas. This underscores the importance of continued prevention efforts in regions like Great Meadows, where communities might assume the opioid epidemic is a distant problem but are still experiencing its effects locally. The stigma associated with opioid use remains a significant barrier to individuals seeking treatment, particularly in smaller suburban communities like Bedford, Carlisle, Concord, Lincoln, and Sudbury.

According to the 2023 MetroWest Adolescent Health Survey, substance use among high school students in the region remains a significant concern, with 40% of students reporting lifetime alcohol use and 21% reporting drinking in the past 30 days. Additionally, 12% of students engaged in binge drinking, underscoring the importance of addressing alcohol misuse among youth. Marijuana use, while lower, is

also notable, with 18% of students reporting lifetime use and 10% having used marijuana in the past month. These figures highlight the pressing need for prevention efforts targeted at youth in the region to mitigate the risks associated with early substance use.

This project will address this critical need by fostering understanding and empathy within the community.

**f. Outline anticipated collaboration with other agencies, organizations, or entities, if applicable. Describe the specific role and responsibility of all identified collaborating partners.**

We will collaborate with schools, youth organizations, and community centers to recruit participants for both the youth and adult workshops. Schools and youth-focused programs will play a key role in integrating the youth workshop into educational initiatives aimed at substance use prevention.

For the adult workshop, we will work closely with local recovery centers, first responders, and organizations like Learn to Cope and MOAR (Massachusetts Organization for Addiction Recovery) to identify participants and provide support throughout the project.

We plan to partner with local galleries, coffee shops, libraries, and other public spaces to host the public art exhibits. We hope to engage with media outlets to assist in promoting the project to the broader community. Additionally, the GMPHC Shared Services Coordinator and Regional Substance Use Prevention Coordinator will oversee the workshops, working with the founders of *The Opioid Project* to facilitate the final art-making sessions.

**2. Goals and Project Measurement**

**a. Provide up to three SMART (specific, measurable, attainable, relevant, and timely) goals for the project. See Appendix B for guidance on developing SMART goals.**

**Goal 1:** By May 2025, hold both the adult and youth workshops, engaging at least 10 participants in each (youth ages 14-18 and adults ages 19+) across the GMPHC region.

**Goal 2:** Host public exhibits showcasing art and stories from both the adult and youth workshops at least once in 5 communities (Bedford, Carlisle, Concord, Lincoln, and Sudbury) by December 2025.

**b. Describe evaluation strategies and/or tools you will use to measure outcomes and achievement of project goals.**

We will use pre- and post-surveys to measure the emotional impact of the workshops on participants, with additional metrics for the public exhibit based on attendance and engagement tracked through QR code scans and social media analytics. We will also measure the success of the youth component by monitoring the number of youth participants and evaluating their feedback on the process and exhibit.

**3. Sustainability (Choose only 1 of the following questions to answer)**

**a. How will this project contribute to improved community health past the initial funding period?**

This project will contribute to lasting community health improvements by reducing stigma around substance use disorders and fostering greater empathy for those affected by addiction. The art and stories produced by this project will remain available to the region as educational resources (in fact, the region will own the final product). Additionally, the relationships built with recovery centers and youth organizations will open up future opportunities for collaboration on substance use prevention and mental health initiatives. By encouraging ongoing dialogue and understanding, this project lays the

groundwork for more comprehensive community health initiatives around substance use prevention and recovery.

- b. **How will this project and the results you see inform larger organizational decisions or programming?**

#### 4. Budget

- a. Complete an itemized budget for your proposed project. Include **line item costs** and a brief description of each. Include **justification** for each line item. **Justification is limited to two pages and should not include program details not already described elsewhere in your proposal.** Accuracy will be considered. Please check your math.

#### Budget Form

Itemize all expenses and summarize all revenue and in-kind support for the project.

SEE APPENDIX C FOR SAMPLE

Line Item	Amount requested in application	IN-KIND and OTHER SOURCES of funding (Source and Amount) <small>In-kind designates donated goods or services.</small>	TOTAL PROJECT COSTS
<b>Staff</b> (Indicate number of hours to be applied to this project and hourly rate.)	\$0	Regional Substance Use Prevention Coordinator: \$1,000  Shared Services Coordinator: \$1,000	\$2,000
<b>Contract Services</b> (hourly rate, number of hours.)	\$0	\$0	\$0
<b>Supplies/Equipment</b>	\$0	\$0	\$0
<b>Other Expenses</b>	Adult workshop: \$4,500  Youth workshop: \$2,500  Food/drinks for both workshops: \$500	\$0	\$7,500
<b><u>TOTAL</u></b>	\$7,500	\$2,000	\$9,500

#### JUSTIFICATION

The budget justification must explain the relevant details of each line item.

**Justification should not include program details that are identified elsewhere in your proposal.**

SEE APPENDIX C FOR SAMPLE

- **Adult Workshop (\$4500):** Covers facilitation, art supplies, and support for 10 adult participants in a 4-hour workshop focusing on opioid use disorder.

- **Youth Workshop (\$2500):** Covers remote facilitation, art supplies, and support for 10 youth participants in a workshop focused on alcohol and marijuana use.
- **Food (\$500):** Provides snacks and refreshments for both the adult and youth workshops, ensuring a welcoming environment for participants.

## Christine Gallery Community Benefit Award Agreement

If we receive a Christine Gallery Community Benefit Grant, we agree to the following:

- Attend 1 Check-in meeting with Emerson Health throughout the duration of the award period.
- To submit a Summary Report (template to be provided) and evaluation of outcomes to the Emerson Health Community Benefits Manager by January 31, 2026
- To include an Emerson Health logo and the following statement in all funded project descriptions, products, and related publicity:

***This project is funded through the Christine Gallery Community Benefit Grant Program.***

Lead Agency: Great Meadows Public Health Collaborative

Project Title: *Healing Through Art: Substance Use Prevention Across Generations in Great Meadows*

Signature of Authorized Signatory:

Date: October 15<sup>th</sup>, 2024

**SUDBURY SELECT BOARD**

Tuesday, January 28, 2025

**CONSENT CALENDAR ITEM****3: Accept resignation from SHC****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Accept resignation of Peter Abair from the Historical Commission.

Recommendations/Suggested Motion/Vote:

Background Information:  
attached resignation email

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

01/28/2025 7:00 PM



**From:** Peter Abair  
**Sent:** Tuesday, January 7, 2025 1:29 PM  
**To:** Town Manager  
**Cc:** Perry, Beth  
**Subject:** My appointment to SHC

Dear Chris and Andrew,

It is with regret that I need to decline appointment to the Sudbury Historical Commission.

I greatly looked forward to joining the Commission. I appreciated my conversations with you, Chris, and the rest of the Commission members. Getting involved again in Town affairs after a short break away was of great interest to me.

However, in December I was asked to serve as a member of the state's Economic Assistance Coordinating Council. I am in the process of finalizing this appointment. The Council meets on a quarterly basis, and involves considerable due diligence work between meetings, including site visits to employers seeking state tax incentives, as well as audits of past recipients. This new activity impacts my availability to serve on the SHC, as I also continue to serve on both a local church advisory and local youth sports board. Each meets monthly. The Commission has real work before it. Considering the EACC and prior commitments, I feel my ability to effectively meet Commission time and attention obligations would be adversely affected.

I want to thank Chris and the rest of the members for their time in interviewing me. I wish the Commission best as it pursues its important mission.

All the best,  
Pete Abair

Attachment3.a: SHC resignation (6480 : Accept resignation from SHC)



## MISCELLANEOUS (UNTIMED)

### 4: Town Manager goals

#### REQUESTOR SECTION

Date of request:

Requestor: Town Manager Sheehan

Formal Title: Town Manager goals

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

01/28/2025 7:00 PM

1/22/25

## TOWN MANAGER GOALS 2025

### Select Board Goals

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	<b>Financial Management and Economic Resilience</b>	Town Manager; Select Board
2	Address staffing needs and succession planning	<b>Financial Management and Economic Resilience</b>	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)	<b>Open Space, Recreation and Historic Assets</b>	Janie Dretler, Select Board Member
4	Utilization/Optimization of Fairbank Community Center programming	<b>Town Services &amp; Infrastructure</b>	Charlie Russo, Select Board Member
5	Seek membership in a Vocational Education District	<b>Effective Governance and Communications</b>	Lisa Kouchakdjian, Select Board Member
6	Expand (Normalize) and fund a Transportation Option, especially for vulnerable populations	<b>Transportation, Mobility &amp; Housing</b>	Dan Carty, Vice Chair

### Town Manager Goals

#### *Financial Management & Economic Resilience*

Evaluate and implement restructuring to improve <b>operating and</b> financial stability and efficiency	<b>2025; ongoing</b>
Evaluate reporting structures	<b>2025; ongoing</b>
Recruit <b>and fill</b> staff vacancies	<b>2025; ongoing</b>
Evaluate and streamline procurement processes	<b>2025</b>
Explore regionalization and shared services initiatives to reduce costs and/or improve services	<b>2025; ongoing</b>
Evaluate enterprise and revolving funds to eliminate general fund subsidies	<b>2025-2026</b>
Develop 15-year capital plan	<b>2025; ongoing</b>
Review and begin developing funding strategy for Facilities Condition Assessment recommendations	<b>2025; ongoing</b>
Evaluate new or expanded revenue sources	<b>2025; ongoing</b>
Evaluate and propose fee changes to remain consistent with the market	<b>2025; ongoing</b>
Continue to pursue grants and earmarks	<b>2025; ongoing</b>
Identify and close out stale appropriations	<b>2025; ongoing</b>
Ensure ARPA funds are spent consistent with US Treasury guidelines and schedules	<b>2025-2026</b>
Continue to foster strong relationships with legislators, external partners, colleagues, cities/towns	<b>2025; ongoing</b>
Develop a Financial & Budget Report to provide a clear and comprehensive understanding of the Town's financial performance and outlook	<b>2025</b>
Settle collective bargaining agreements that aid employee retention and recruitment and are respectful to the financial impact on taxpayers	<b>2025</b>

Attachment4.a: 2025 Town Manager Goals\_1.22.25 (6494 : Town Manager goals)

1/22/25

Evaluate employee compensation and benefits	2025; ongoing
Promote employee professional development	2025; ongoing
Seek a long-term solution to Combined Facilities Department	2025
Assist the Division of Local Services in its Financial Management Review	2025
Present a Pension Stabilization Fund to 2025 Annual Town Meeting	2025

### ***Open Space, Recreation & Historic Assets***

Support 250 <sup>th</sup> Committee's efforts	2025-2026
Secure conveyance of MBTA buildings (South Sudbury Train Station and Section Tool House) and begin to develop future use plans	2025
Continue to work with MassDOT and DCR to bring construction of Phase 2D of the Bruce Freeman Rail Trail and the Mass. Central Rail Trail to completion	2025
Continue to promote design of Phase 3 of the Bruce Freeman Rail Trail	2025-2026
Guide completion of significant planning efforts, including but not limited to: <ul style="list-style-type: none"> <li>• Open Space &amp; Recreation Plan</li> <li>• Field Needs Assessment</li> <li>• Facility Condition Assessment</li> <li>• Economic development/Route 20 corridor study</li> </ul>	2025-2026

### ***Town Services & Infrastructure***

Manage close out of the Eversource Transmission Line Project and ensure compliance with Grant of Location	2025
Encourage amendments to Wireless Communications zoning to improve cellular coverage throughout Town	2025-2026
Develop guidelines for use of Fairbank Community Center by outside users	2025
Expand program offerings across all user groups at Fairbank Community Center	2025
Define areas of responsibility and jurisdiction at Fairbank Community Center	2025-2026
Develop a recommendation on Phase 1/1A of the Sewer Project (Comprehensive Wastewater Management Plan)	2025
Continue to advance accessibility at all Town assets Endeavor to provide equal access to opportunities, resources, and facilities throughout Town	2025; ongoing
Continue to promote sustainability initiatives across all Town departments and within the Town as a whole	2025; ongoing

### ***Effective Governance & Communications***

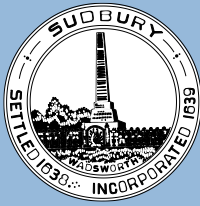
Continue to encourage a culture of civility, politeness, and decency	2025; ongoing
Explore alternative means of identifying and appointing members to volunteer committees	2025-2026
Promote community building initiatives, such as Earth Day, Pride Day, Holiday Village, 250 <sup>th</sup> activities, etc.	2025; ongoing
Assist Diversity, Equity & Inclusion Commission (DEIC) with consulting efforts	2025
Continue to assist Policy Subcommittee in updating and publishing Select Board policies	2025
Continue to explore ways to make Town Meeting more efficient and resident-focused	2025; ongoing

1/22/25

Expand efforts to broaden communication with residents, businesses, partners, and others	2025; ongoing
Promote emergency response training and preparedness	2025; ongoing
Continue to engage with the community at a wide range of events and settings	2025; ongoing
Renew Massachusetts Certified Public Purchasing Official (MCPPO) designation	2025
Continue efforts to secure permanent membership in a vocational high school	2025; ongoing
Evaluate the Charter, Bylaws, Policies, and local traditions to identify where inefficiencies can be reduced or eliminated	2025; ongoing

### ***Transportation, Mobility & Housing***

Aid in completion of the Housing Production Plan	2025
Develop a recommendation(s) for the future of GoSudbury and related transportation programs	2025
Ensure compliance with MBTA Communities Law	2025
Continue to work with MassDOT and DCR to bring construction of Phase 2D of the Bruce Freeman Rail Trail and Mass. Central Rail Trail to completion (also under Open Space, Recreation, & Historic Assets)	2025
Continue to promote design of Phase 3 of the Bruce Freeman Rail Trail (also under Open Space, Recreation, & Historic Assets)	2025-2026



SUDBURY SELECT BOARD

Tuesday, January 28, 2025

MISCELLANEOUS (UNTIMED)

5: Discussion on Town Meeting SB articles

REQUESTOR SECTION

Date of request:

Requestor: Chair Roberts

Formal Title: Discussion of potential Select Board-sponsored Annual Town Meeting warrant articles, including but not necessarily limited to: Sudbury 250th funding; Finance Committee Bylaw; Capital Bylaw; Town Meeting start time; Tall Pines easement; Vocational education-non-binding; Town Meeting Study Committee

Recommendations/Suggested Motion/Vote: Discussion of potential Select Board-sponsored Annual Town Meeting warrant articles, including but not necessarily limited to: Sudbury 250<sup>th</sup> funding; Finance Committee Bylaw; Capital Bylaw; Town Meeting start time; Tall Pines easement; Vocational education-non-binding; Town Meeting Study Committee

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

01/28/2025 7:00 PM

**ARTICLE XX. TRAILSIDE CIRCLE & BRIDLE PATH – RELEASE OF EASEMENT***(Consent Calendar)*

To see if the Town will vote to authorize the Select Board to release, terminate, and extinguish any and all rights the Town has in that certain 20 foot wide pedestrian access easement shown on a Plan of Land dated May 19, 1986, recorded in the Middlesex South District Registry of Deeds as Plan Number 1426 of 1986, and in Book 17488, Page 75, as reserved in a Quitclaim Deed recorded in said Registry in Book 83551, Page 110, and as granted to the Town and recorded in said Registry in Book 17488, Page 122; or act on anything relative thereto.

Submitted by the Select Board.

(Majority vote required)

SELECT BOARD REPORT: This Article authorizes the Select Board to release, terminate, and extinguish an easement allowing pedestrian access over certain properties on Trailside Circle and Bridal Path. The easement was reserved and granted to the Town in 1986 by the developer of the Tall Pines Subdivision at the time of its creation in order to allow public access between two pieces of conservation land on either side of the subdivision. The Select Board has determined that the easement is no longer necessary as the result of the construction of the Mass. Central Rail Trail which runs parallel to the easement area and will now provide access between the conservation land areas.

SELECT BOARD POSITION:

ARTICLE \_\_\_\_\_. To see if the Town will vote to amend Chapter 5 Boards and Committees, Article II Finance Committee of the General Bylaws by deleting the text shown in strikethrough and inserting the bolded text; or act on anything relative thereto.

§ 5-3 Composition and eligibility.

There shall be a Finance Committee consisting of nine **legal registered voters** of the Town, who shall be appointed by the Moderator as hereinafter provided. ~~No elective or appointive Town officer or Town employee shall be eligible to serve on said committee.~~ **Elected or appointed members of permanent boards and committees, as well as Town or school employees, shall be precluded from membership on the Finance Committee. Unless provided elsewhere in the Charter or Bylaws, a member of the Finance Committee shall be precluded from serving on any other committee, board or commission, whether elected or appointed. Employees of the Sudbury Public Schools, Lincoln-Sudbury Regional School District or the Town of Sudbury shall be precluded from serving on the Finance Committee.**

§ 5-4 Appointment; term; officers; recordkeeping.

The Moderator shall, at the Annual Town Meeting, appoint sufficient members to the Finance Committee for such terms of office as will result in a total membership of nine, with the terms of three of the total membership expiring each year. The terms of office of said members shall commence immediately upon qualification and shall expire at the close of final adjournment of the Annual Town Meeting at which their successors are appointed. Said committee shall choose its own officers and shall serve without pay. Said committee shall cause to be kept a true record of its proceedings.

§ 5-5 Vacancies.

The said Committee shall fill any vacancy which may occur in its membership, by vote, attested copy of which shall be sent by the Secretary to the Town Clerk. If any member is absent from five consecutive meetings of said committee, except in case of illness, their position shall be deemed to be vacant **by majority vote of said Committee** and shall be filled as herein provided. The term of office of any person so chosen to fill a vacancy shall expire at the final adjournment of the next succeeding Annual Town Meeting, and the Moderator thereof shall appoint their successor to complete the unexpired term of the member in whose office such vacancy originally occurred.

**SELECT BOARD REPORT:** The Select Board seeks to clarify that residents serving on the Finance Committee are precluded from serving on other boards and committees. This has been the practice and this article seeks to more clearly articulate that practice.



**ARTICLE \_\_\_\_.** To see if the Town will vote to express its support for vocational education and its support for the Select Board to seek a permanent vocation education partner; or act on anything relative thereto.

**SELECT BOARD REPORT:** The Sudbury Select Board recognizes the value of vocational education. Since Sudbury's departure from the Minuteman Regional Vocational Technical School District, Sudbury students interested in vocational education have been hampered in their ability to pursue a vocational option.

The Select Board seeks a vote in support of vocational education and support for the Board to seek permanent membership in a vocational education district. This vote is non-binding and is intended to gauge the support in the community as well as demonstrate to vocational districts the Town's interest. Before Sudbury would join a vocational district, a future Town Meeting would have to vote to authorize such admission and vote to appropriate whatever funds might be required to join. Town Meetings would have to annually vote to appropriate the Town's assessment in such a district.

ARTICLE \_\_\_\_\_. To see if the Town will vote to amend the General Bylaws, Chapter 68 Town Meetings, by deleting the text shown in strikethrough and inserting the bolded text; or act on anything relative thereto.

§ 68-2 Annual Business Meeting.

The Annual Business Meeting shall begin on the first Monday in May at such place as the Select Board shall determine. The Select Board, after a public hearing, may delay the start of the Annual Town Meeting for up to seven days, provided that it acts no later than the last day in February preceding. All sessions of the meeting shall begin at ~~7:30~~ **7:00** p.m. and, unless otherwise voted by 2/3 of those present and voting, shall be adjourned to ~~7:30~~ **7:00** p.m. of the next Monday, Tuesday, or Wednesday, whichever comes first (legal holidays excluded), upon completion of the article under discussion at 10:30 p.m.; except that any such meeting shall be adjourned before that time if a quorum shall be declared to have been lost, or at ~~8:30~~ **8:00** p.m. if a quorum has not been assembled by then.

**SELECT BOARD REPORT:** The Select Board is seeking ways to make Town Meetings more efficient in an effort to attract more participation. This article proposes to change the start time of Town Meetings to 7:00 PM from 7:30 PM and to change the time to declare failure to achieve quorum to 8:00 PM from 8:30 PM. The Board believes these changes, particularly the slightly earlier start time, will facilitate conducting the Town's business more expeditiously. A 7:00 PM start time also is consistent with the start time for the majority of municipal boards and committees in Sudbury.

ARTICLE \_\_\_\_\_. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$\_\_\_\_\_ to support the Sudbury 250 Committee in commemorating the 250<sup>th</sup> anniversary of the commencement of the American Revolution, which commemoration will extend not later than September 2026 upon which said Committee will be dissolved; or act on anything relative thereto.

**SELECT BOARD REPORT:** The Sudbury Select Board established the Sudbury 250 Committee to plan for the commemoration of the 250<sup>th</sup> anniversary of the commencement of the American Revolution. It is anticipated that many of the observances will take place in the early spring through late winter of 2025, although the Committee may plan later events, such as the July 4, 2026 observances.

The Committee will:

1. evaluate and make recommendations on how the Town should manage the commemoration of this historic event.
2. sponsor activities that commemorate and celebrate the place of Sudbury in the history of our nation.
3. ensure that all events are designed to involve and have outreach to all residents of Sudbury.

The Committee shall be dissolved on September 30, 2026, unless continued by a vote of the Select Board.

**SUDBURY SELECT BOARD**

Tuesday, January 28, 2025

**MISCELLANEOUS (UNTIMED)****6: Discussion of TMgr sponsored ATM articles****REQUESTOR SECTION**

Date of request:

Requestor: Chair Roberts

Formal Title: Discussion of potential Town Manager-sponsored Annual Town Meeting warrant articles, including but not necessarily limited to: Pension Stabilization Fund; Accrued Leave Fund, Pool Enterprise FY25 Budget Adjustment, Amend Weights & Measures Fees.

Recommendations/Suggested Motion/Vote: Discussion of potential Town Manager-sponsored Annual Town Meeting warrant articles, including but not necessarily limited to: Pension Stabilization Fund; Accrued Leave Fund, Pool Enterprise FY25 Budget Adjustment, Amend Weights & Measures Fees.

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

01/28/2025 7:00 PM

**WARRANT ARTICLE FORM****ARTICLE** \_\_\_\_\_**INSTRUCTIONS:**

- 1) Articles must be provided in MS Word format. Tables and spreadsheets must be provided in MS Excel.
- 2) Articles shall be emailed to the Select Board's Office ([sbadmin@sudbury.ma.us](mailto:sbadmin@sudbury.ma.us)) by the deadline provided.
- 3) Articles submitted by Boards and Committees must be signed by a majority or accompanied by a copy of the vote.
- 4) Please include a Warrant Report (in Word) briefly explaining the intent, purpose, and scope of article.
- 5) All monied articles must specify the dollar amounts requested.
- 6) Monied articles should have been submitted as either an operating or capital budget request. Include an explanation for any monied article that was not included as a capital or operating budget request.

**ARTICLE TITLE:** PENSION STABILIZATION FUND

ARTICLE \_\_\_\_\_. To see if the Town will vote to accept the provisions of Chapter 40, Section 5B of the Massachusetts General Laws and establish a Pension Stabilization Fund and to raise and appropriate, borrow or transfer from available funds the sum of \$175,000 to said fund; or act on anything relative thereto.

**TOWN MANAGER REPORT :** The Pension Stabilization Fund will be established as a reserve fund to hold funds to make county retirement assessments. The Pension Stabilization Fund will be separate and distinct from other stabilization funds. From time to time, the Administration will ask Town Meeting to transfer funds to the Pension Stabilization Fund from Free Cash or other sources.

By: Andrew Sheehan, Town Manager 

Approved by: \_\_\_\_\_  
Town Counsel

## WARRANT ARTICLE FORM

ARTICLE \_\_\_\_\_

**INSTRUCTIONS:**

- 1) Articles must be provided in MS Word format. Tables and spreadsheets must be provided in MS Excel.
- 2) Articles shall be emailed to the Select Board's Office ([sbadmin@sudbury.ma.us](mailto:sbadmin@sudbury.ma.us)) by the deadline provided.
- 3) Articles submitted by Boards and Committees must be signed by a majority or accompanied by a copy of the vote.
- 4) Please include a Warrant Report (in Word) briefly explaining the intent, purpose, and scope of article.
- 5) All monied articles must specify the dollar amounts requested.
- 6) Monied articles should have been submitted as either an operating or capital budget request. Include an explanation for any monied article that was not included as a capital or operating budget request.

**ARTICLE TITLE:** Accrued Leave Fund

To see if the Town will vote to establish a fund to offset the anticipated annual and future costs of Town employee accrued leave payments and to appropriate the sum of \$25,000 or any other sum, for such purpose and to determine whether such sum shall be raised in the tax levy, transferred from available funds, or by any combination of these methods, and to authorize the Town Manager to make payments from such fund in accordance with the Town Bylaw and collective bargaining agreements or do anything in relation thereto.

**WARRANT REPORT:**

This article would establish a fund by which the Town can maintain a reserve to deal with future costs of accumulated leave benefits for retiring Town employees. Such practice is highly endorsed and recommended by the Town's auditors and is sound business practice.

By: Andrew Sheehan, Town Manager



Approved by: \_\_\_\_\_  
Town Counsel

Attachment 6.b: accrued leave fund (6495 : Discussion of TMgr sponsored ATM articles)



**WARRANT ARTICLE FORM****ARTICLE** \_\_\_\_\_**INSTRUCTIONS:**

- 1) Articles must be provided in MS Word format. Tables and spreadsheets must be provided in MS Excel.
- 2) Articles shall be emailed to the Select Board's Office ([sbadmin@sudbury.ma.us](mailto:sbadmin@sudbury.ma.us)) by the deadline provided.
- 3) Articles submitted by Boards and Committees must be signed by a majority or accompanied by a copy of the vote.
- 4) Please include a Warrant Report (in Word) briefly explaining the intent, purpose, and scope of article.
- 5) All monied articles must specify the dollar amounts requested.
- 6) Monied articles should have been submitted as either an operating or capital budget request. Include an explanation for any monied article that was not included as a capital or operating budget request.

**ARTICLE TITLE:** FY25 Pool Enterprise Budget Adjustment

To see if the Town will vote to amend the votes taken under Article 6, FY25 Pool Enterprise Fund Budget, of the 2025 Annual Town Meeting, by adding to or deleting from line items thereunder, by transfer between or among accounts or by transfer from available funds; or act on anything relative thereto

**WARRANT REPORT:**

**TOWN MANAGER REPORT:** This article will allow flexibility to review all accounts within the FY25 Pool Enterprise Budget to make adjustments at the Annual Town Meeting as necessary

By: Andrew Sheehan, Town Manager



Approved by: \_\_\_\_\_  
Town Counsel



## SUDBURY SELECT BOARD

Tuesday, January 28, 2025

7

### MISCELLANEOUS (UNTIMED)

#### 7: OML determination

##### REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

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

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

Background Information:  
attached (continued from 12/3)

Financial impact expected:

Approximate agenda time requested:

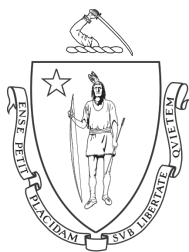
Representative(s) expected to attend meeting:

##### Review:

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

01/28/2025 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](http://www.mass.gov/ago)

December 19, 2024

**VIA EMAIL ONLY**

Janie Dretler  
 Sudbury Select Board  
[DretlerJ@sudbury.ma.us](mailto:DretlerJ@sudbury.ma.us)

**RE: Reconsideration of OML 2024 – 223**

Dear Ms. Dretler:

Our office received your December 5, 2024, email in which you request reconsideration of our November 22, 2024, determination, OML 2024-223, resolving a complaint filed by Leonard Simon with the Sudbury Select Board (the “Board”). In your letter, you request that the Division of Open Government (the “Division”) reconsider the determination, which concerned whether a quorum of the Board deliberated outside of a properly posted meeting.

There is no statutory right to reconsideration by the Office of the Attorney General of an Open Meeting Law determination or declination. While the Division generally will not reconsider past determinations, the Division may grant reconsideration where the request identifies a clerical or mechanical error in the determination or a significant legal or factual issue that the Division may have overlooked or misapprehended in resolving the complaint.

You have informed us that the determination incorrectly referenced a telephone conversation between two Board members as having occurred on January 9, 2024, when in fact the conversation occurred on December 19, 2023. In addition, the determination incorrectly referenced the memo that was discussed during the telephone conversation as having been included as part of the packet for the Board meeting held on January 9, 2024, when in fact the memo was included as part of the packet for the Board meeting held on December 19, 2023. Accordingly, we grant your request for reconsideration and reissue the determination to correct

Attachment 7.a: OML 2024-223 - Sudbury Select Board (1) (6486 : OML determination)

factual errors in our November 22, 2024, determination letter. However, these corrections do not alter our conclusion that a quorum of the Board did not deliberate outside of a properly posted meeting.

Sincerely,



KerryAnne Kilcoyne  
Assistant Attorney General  
Division of Open Government

cc: Leonard Simon – By email only: [lensimon@comcast.net](mailto:lensimon@comcast.net)  
Brian Riley, Esq. – By email only: [briley@k-plaw.com](mailto:briley@k-plaw.com)  
Sudbury Select Board – By email only: [selectboard@sudbury.ma.us](mailto:selectboard@sudbury.ma.us)  
Sudbury Town Clerk – By email only: [clerk@sudbury.ma.us](mailto:clerk@sudbury.ma.us)

Attachment 7.a: OML 2024-223 - Sudbury Select Board (1) (6486 : OML determination)



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

December 19, 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.<sup>1</sup> Finally, we spoke with Board member Janie Dretler on August 9, 2024.

<sup>1</sup> 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.<sup>2</sup>

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.

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<sup>2</sup> 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.

As part of the packet for the December 19, 2023, meeting, Board Chair Janie Dretler<sup>3</sup> included a memo from the complainant, Mr. Simon, which suggested that the Board create a subcommittee to study the issue of and make recommendations on gun shops in town. The memo also criticized Mr. Russo and his proposal for a zoning regulation that would permit the opening of gun shops in town.

On the afternoon of December 19, 2023, Mr. Russo called Ms. Dretler. The discussions that occurred during the telephone conversation are in dispute. Mr. Russo 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 December 19, 2023, meeting was held as planned and the Board convened at 7:00 P.M. During the meeting, the Board discussed zoning districts and parcel setback considerations with respect to the firearms bylaw and agreed that additional work on the bylaw was necessary.

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, Ms. Dretler included a memo from 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.

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 December 19, 2023, 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

<sup>3</sup> At the time of the December 19, 2023, meeting, Ms. Dretler was Chair of the Board. Although Ms. Dretler is still a member of the Board, she is no longer chair.

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.*

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.<sup>4</sup> 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 December 19, 2023. 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.

<sup>4</sup> 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](mailto:lensimon@comcast.net)  
Sudbury Select Board – By email only: [selectboard@sudbury.ma.us](mailto:selectboard@sudbury.ma.us)  
Sudbury Town Clerk – By email only: [clerk@sudbury.ma.us](mailto:clerk@sudbury.ma.us)

Attachment 7.a: OML 2024-223 - Sudbury Select Board (1) (6486 : OML determination)

**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, January 28, 2025

**MISCELLANEOUS (UNTIMED)****8: Code of Conduct policy discusison****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Code of Conduct policy discussion.

Recommendations/Suggested Motion/Vote: Code of Conduct policy discussion.

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

01/28/2025 7:00 PM



## TOWN OF SUDBURY

### CODE OF CONDUCT POLICY

#### 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 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

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:
  - Discriminatory Harassment Policy & 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. 18-25)
  - 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 their 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 bylaws 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.

Adopted by Select Board December 3, 2024

# Code of Conduct Policy



## FOR TOWN ELECTED AND APPOINTED OFFICIALS

### I. PURPOSE

The Town recognizes that all individuals elected and/or appointed by the Town must maintain and enforce respectful discourse with their fellow elected and/or appointed 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 a centralized standard of conduct for all elected and appointed officials in the Town.

### II. APPLICABILITY

This policy and all its sections shall apply to all elected and appointed officials acting on behalf of the Town and covers all of their actions and communications whether spoken or written including but not limited to all electronic communications including social media.

### III. CODE OF CONDUCT

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

The Town elected and appointed officials 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/Administrator or Town Staff.

Moreover, all elected and appointed officials must fully comply with the Town's Anti-Harassment and Anti-Discrimination Policy.

# Code of Conduct Policy



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 the local and state duties of a board/committee member.
- Never purport to represent the opinion of your board/committee except when specifically authorized by a recorded vote to do so.
- Accept your position as a means of unselfish public service, not to benefit personally, professionally or financially from your board/committee position.
- Recognize that the chief function of local government at all times is to serve the best interests of all of the people.
- 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, without limitation, the following:
  - Anti-harassment and Anti-discrimination Policy
  - Anti-fraud Policy
- Comply as fully as possible with all applicable laws, including, without limitation, the following:
  - The Open Meeting Law
  - Procurement Laws
  - The Ethics/Conflict of Interest Statute (G.L. c.268A).



# Code of Conduct Policy



## B. Conduct in Relation to other elected and appointed officials

- Treat all members of the board/committee to which you belong 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 chairman should you for any reason be unable or unwilling to continue to serve. Formal notice to resign from a board/committee requires written notification to the Town Clerk.
- Recognize that action at official legal meetings is binding and that you alone cannot bind the board/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 board/committee until you have had an opportunity to hear the pros and cons of the issue during a public meeting.
- Uphold the intent of executive session and respect the privileged 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 Administrator/Manager

- Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
- Give the Town Administrator/Manager full responsibility for discharging his or her disposition and/or solutions.

# Code of Conduct Policy



- Refrain from giving orders or directions to the Town Administrator/Manager for action as an individual board/committee member.
- Refrain from providing information to the Town Administrator/Manager that you would not be willing to share with other board/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 Administrator/Manager.
- Never publicly criticize an individual employee or a department. Concerns about staff performance should only be made to the Town Administrator/Manager through private communication.
- Officials who interact with Town staff must do so in a respectful manner and understand employees should not be expected to take direction from any individual official on any matter.

## IV. DISTRIBUTION AND EDUCATION

- The Town Clerk shall provide a copy of this policy, the Town's Anti-Harassment and Anti-Discrimination policy and the Anti-fraud policy to all elected and appointed officials upon its issuance and upon the subsequent appointment or re-appointment of any individual.
- Each individual shall sign a statement that they have 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.



# Code of Conduct Policy



## V. ENFORCEMENT

### A. Generally

In addition to any other remedies or enforcement options available under the law, each board/committee may vote to censure any elected member and the appointing authority may decline to reappoint an individual who violates any provision of this Code of Conduct.

If any elected or appointed official is accused of violating the Town's Anti-Harassment and Anti-Discrimination Policy, the Town Administrator/Manager shall refer the matter for investigation to the contact named in the Anti-harassment and Anti-Discrimination policy or a disinterested outside firm or individual qualified to investigate the alleged conduct. The Town Administrator/Manager shall not be obliged to obtain any additional authority; this Code shall be sufficient authority. The firm or individual to whom the matter is referred shall promptly investigate the matter and report back findings of fact and recommendations to the Town Administrator/Manager. The Town Administrator/Manager shall share the reported findings and recommendations with the elected official's board/committee. The board/committee shall then take such action as is authorized by law and as it deems fit in response to the matter.

If an elected or appointed official is accused of violating any other provision of this Code of Conduct, the board/committee that the official represents or if applicable the appointing authority may take such action as is authorized by law and as it deems fit or it may vote upon request of the Town Administrator/Manager or on its own to refer the matter to a disinterested outside firm or individual qualified to investigate the alleged conduct. This firm or individual shall promptly investigate the matter and report back findings of fact and recommendations to the Town Administrator/Manager. The Town Administrator/Manager shall share the reported findings and recommendations with the board/committee. The board/committee shall then take such action as is authorized by law and as it deems fit in response to the matter. These remedies shall be in addition to, and not in substitution for, any other remedies that may be available by law.

June 22, 2022

 /miiasocial

**MIIA**  
**Risk Management**  
 Work Safe. Be Safe.



# Code of Conduct



## GUIDELINES FOR TOWN BOARDS AND COMMITTEES

### I. PURPOSE

These guidelines serve as the standard for achieving and maintaining a high level of public confidence, trust, and professional respect with regard to how the Town of X (the "Town") and its officials conduct business. These guidelines are intended to define and create a centralized understanding with regard to standards of conduct.

The Select Board recognizes the importance of maintaining professional standards at all levels of the government, including for those who volunteer their time and services on behalf of the Town. The Select Board encourages other boards and committees of the Town who are not appointed by the Select Board to adopt these guidelines.

### II. APPLICABILITY

These guidelines apply to the Select Board; to all other Town boards, commissions, and committees appointed by the Select Board or the Town Manager/Town Administrator; and to all presiding officers, board members, commission members, committee members, public officials, and other representatives of the Town appointed by the Select Board, or Town Manager/Town Administrator while acting in their official capacity or while acting on behalf of the Town.

# CODE OF CONDUCT



## III. CODE OF CONDUCT

All members of the Select Board and all other individuals listed above assume the following obligations and commitments:

### A. Conduct Generally and in Relation to the Community

- Stay informed about the local and state duties of a board or committee member.
- Remember that you represent the Town at all times.
- Accept your position as a means of unselfish public service and do not attempt to benefit personally, professionally, or financially from your position.
- Recognize that the chief function of local government at all times is to serve the best interests of all of the people.
- Demonstrate respect for the public that you serve.
- Safeguard all confidential information, including, without limitation, privileged attorney-client communications.
- Seek no favors and understand that personal aggrandizement or profit secured by holding these positions is often dishonest and may be unlawful.
- Conduct yourself so as to maintain public confidence in our local government.
- Conduct official business in such a manner as to give the clear impression that you cannot be improperly influenced in the performance of your official duties.
- Unless specifically exempted (e.g., Executive Session), conduct the business of the public in a manner that promotes open and transparent government and maintains full compliance with the Open Meeting Law.
- Comply as fully as possible with all Town policies.
- Comply as fully as possible with all applicable laws, including, without limitation, the following:
  - The Open Meeting Law (G. L. c. 30A, §§ 18-25)
  - Procurement Laws (G. L. c. 30B)
  - The Ethics/Conflict of Interest Statute (G. L. c. 268A)
  - The Public Records Law (G.L. c. 66, § 10).



# CODE OF CONDUCT



## B. Conduct in Relation to Your Fellow Board/Commission/Committee Members

- Treat all members of the board/commission/committee with respect despite differences of opinion; professional respect does not preclude honest differences of opinion but requires respect within those differences.
- Recognize your responsibility to attend all meetings to assure a quorum and promptly notify the chair should you for any reason be absent from a given meeting or be unable or unwilling to continue to serve. Formal notice to resign from a board/commission/committee requires written notification to the Town Clerk.
- Recognize that action at official legal meetings is binding and that you alone cannot bind the board/commission/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 board until you have had an opportunity to hear the pros and cons of the issue during a public meeting.
- Uphold the intent of executive session and respect the privileged communication that exists in executive session.
- Make decisions only after the presentation and discussion of all facts applicable to a question.

## C. Conduct in Relation to the Town Manager/Town Administrator

- Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
- Give the Town Manager/Town Administrator full responsibility for making and implementing their decisions.
- Refrain from giving orders or directions to the Town Manager/Town Administrator for action as an individual Select Board member.
- Refrain from giving instructions to or requesting assistance from Town department heads, but rather channel all such activities through the full board/commission/committee and the Town Manager.
- Refrain from providing information to the Town Manager/Administrator that you would not be willing to share with other Board members.

# CODE OF CONDUCT



## D. Conduct in Relation to Town Staff

- Treat all staff as professionals and respect the abilities, experience, and dignity of each.
- Direct questions about Town staff or requests for additional background information to the Town Manager/Administrator.
- Avoid publicly criticizing an individual employee or a department; only raise concerns about staff performance to the Town Manager/Administrator through private communication.
- Ensure that all requests for staff support go through the Town Manager's/Town Administrator's office.

## IV. GUIDELINES FOR INDIVIDUALS SPEAKING AT PUBLIC MEETINGS

- The chair of the public body is responsible for conducting all public meetings in an orderly and peaceable manner.
- The public body may allow a public comment session during the open session of a public meeting. If public comment is posted on the meeting agenda, the session will last for no more than fifteen minutes. Each speaker during the public comment session shall be limited to a maximum of three minutes.
- Members of the public may speak only with the permission of the chair. To maintain an orderly and peaceable meeting, all speakers must identify themselves by name and address prior to speaking.
- All remarks shall be addressed to or through the chair or to the public body as a whole. Matters presented by speakers during a public comment session will not be debated or acted upon by the public body at the time they are presented.
- All persons addressing the public body must conduct themselves in a peaceable and orderly manner. Such persons may not make true threats of violence or incite imminent lawless conduct by others. Additionally, speakers are encouraged to refrain from making any personal, impertinent, unduly repetitive, slanderous, or profane remarks. Speakers are further encouraged to respect the views and opinions of others (including members of the public body and the general public) and to treat others as the speaker wishes to be treated.

# CODE OF CONDUCT



- Individuals in attendance at a public meeting may not interrupt recognized speakers or members of the public body. Further, such individuals are encouraged to refrain from engaging in disorderly or boisterous conduct, including the utterance of loud, threatening, or abusive language; whistling; stamping of feet; or other acts which disrupt or otherwise impede the orderly conduct of any meeting.
- If any person disrupts the proceedings of a meeting, the chair shall give the person a clear warning to cease such disruption. If, after a clear warning, the person continues to be disruptive, the chair may order the person to withdraw. If the person so ordered fails to withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.
- Whenever the public is allowed to participate in remote public meetings, the same rules and guidelines that apply to in-person meetings apply to their remote counterparts.
- Comments made during public comment sessions do not reflect the views or the positions of the public body before which the member of the public is speaking. Because of constitutional free speech principles, public bodies do not have the authority to prevent or limit all speech that may be upsetting or offensive during such sessions.

## V. DISTRIBUTION AND EDUCATION

- The Town Clerk shall provide a copy of these guidelines to all members upon its issuance and upon the subsequent appointment or re-appointment of any member.
- The Town Clerk shall maintain and distribute educational materials from the State Ethics Commission to members.
- The Town Clerk shall develop a schedule of training programs to educate the Board and members on the Conflict of Interest Law and ensure compliance with said Law.
- The Town Clerk shall educate the Board, members, and officials on the Conflict of Interest Law and ensure compliance with annual state mandated on-line training.

**SUDBURY SELECT BOARD**

Tuesday, January 28, 2025

**MISCELLANEOUS (UNTIMED)****9: Minutes review and approval****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Vote to review and possibly approve the meeting minutes of 10/22/24 and 11/19/24.

Recommendations/Suggested Motion/Vote: Vote to review and possibly approve the meeting minutes of 10/22/24 and 11/19/24.

Background Information:  
attached drafts of 10/22 and 11/19.

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

01/28/2025 7:00 PM

# SUDBURY SELECT BOARD

TUESDAY OCTOBER 22, 2024

7:00 PM

(Meeting can be viewed at [www.sudburytv.org](http://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 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 made adjustments to 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 30<sup>th</sup> 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.” Board Member Kouchakdjian, member of the Select Board Policies Subcommittee, commented that the Select Board Chair should consider possible dismissal of any Board/Commission/Committee member and then be considered by the Chair of the appointing body or Town Manager, Town Moderator, in the instance of prospective dismissals.

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 make edits to 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.

# SUDBURY SELECT BOARD

TUESDAY NOVEMBER 19, 2024

7:00 PM

(Meeting can be viewed at [www.sudburytv.org](http://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 7:01 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: Russo-present, Carty-present, Kouchakdjian-present, Dretler-present, Roberts-present

### Opening Remarks by Chair

- On 11/12/24 attended the great presentation “Parenting Today’s Super Connected Kids,” hosted by Dr. Jean Twenge at LSRHS
- Observed last night’s Finance Committee meeting, which included discussion with a DESE representative regarding the circuit breaker and also included members from the Park & Recreation Commission who addressed present challenges and opportunities

### Reports from Town Manager

- Provided update regarding posted alert that the Sudbury Water District will be working on Fairbank Road to replace a hydrant which affects services on Fairbank and adjoining roads for about six hours (see Water District webpage for additional information)
- Thanked all for participating in the recent housing FlashVote; a good response by about 961 people; Town is hoping to utilize the FlashVote process on a more frequent basis
- Announced the Sudbury Holiday Village is December 7<sup>th</sup> with additional information on the Town website; volunteers for the Holiday Village can sign up on the website

### Reports from Select Board

#### Vice-Chair Carty

- Announced CPC public hearing commences tomorrow night, with two proposals from the Sudbury Housing Trust, a proposal for a sculpture to be installed on the BFRT
- The Select Board Office Hours hosted by Chair Roberts and himself scheduled for Thursday evening, have been rescheduled to Thursday at noon due to the CPC meeting at 7:00 PM



- Announced the November 30, 2010 anniversary of Sudbury resident LT Scott Milley who was killed in military action – extended thoughts to the Milley family
- Announced the Milley Family Foundation annual fundraiser; Warriors 4 Warriors tournament between the Lincoln-Sudbury High School girls and boys hockey teams and the Concord-Carlisle High School girls and boys hockey teams on December 14, 2024

Board Member Dretler

Had no comments at this time.

Board Member Kouchakdjian

- Mentioned the informative presentation by Dr. Jean Twenge
- Wished all a wonderful Thanksgiving holiday

Board Member Russo

- Acknowledged most of MA being in a critical drought situation; cautioned all to be very careful with outdoor activities, such as enjoying firepits and related activities

Public Comments

Resident Manish Sharma, 77 Colonial Drive, awaiting documents regarding Town audit and tax related aspects, as previously requested. He thanked Vice-Chair Carty for recognizing the anniversary of Scott Milley, war hero. He thanked Board Member Kouchakdjian for presenting her Thanksgiving greetings to all. Mr. Sharma noted that he recently celebrated Diwali.

Consent Calendar

**1. Vote to approve a one-hour extension of the licensed closing hour and serving of alcoholic beverages for licensees who make application in advance to the Town Manager's Office: Lavender, 519A Boston Post Road on Wednesday, November 27, 2024 (Thanksgiving eve) and Tuesday, December 31, 2024 (New Year's Eve), on the condition that the kitchen remains open and food is served.**

**2. Vote whether to approve 1-day wine and malt license for a Holiday event at Date & Time, 5 Concord Road, on Thursday, December 5, 2024 from 6:30 PM to 9:00 PM, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.**

**3. Vote to accept the resignation of Diana Cebra, 20 Metacomet Way, from the Historical Commission, and send a letter of thanks for her service to the Town.**

**4. Vote to appoint Michael Hershberg, 5 Brooks Road, to the Earth Removal Board with a term ending 5/31/25.**

**5. Vote to confirm the Town Manager appointment of Peter Abair, 4 Blackmer Road, to the Historical Commission for a term to expire 5/31/25.**

**6. As the Local Licensing Authority, vote on whether to approve the application of Logus Craft Beer and Wine, Inc d/b/a Franco's Craft Beer, 365 Boston Post Rd, for a Change of d/b/a from Sudbury Craft Beer to Franco's Craft Beer, under G. L. Ch. 138, s.15, Alexandre Alvarenga, Owner/Manager.**

Vice-Chair Carty motioned to approve Consent Calendar items 1-6, as presented in the Select Board meeting packet presented tonight. 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 1-6, as presented in the Select Board meeting packet presented tonight

**Interview two candidates for the Permanent Building Committee (PBC). Following interviews vote whether to appoint John Mann, 61 Willard Grant Rd., Sudbury, to serve as a member of the Permanent Building Committee for a term expiring on May 31, 2027, and whether to appoint Kathleen Bell, 348 Old Lancaster Rd., Sudbury, to serve as a member of the Permanent Building Committee for a term expiring on May 31, 2026, pursuant to the recommendations of the Permanent Building Committee at its meeting of October 1, 2024.**

Present: John Mann, Kathleen Bell, Elaine Jones, PBC co-chair; Craig Blake, PBC co-chair

Candidate John Mann

Mr. Mann presented his related experience including his employment in the area of construction planning with projects in Boston and surrounding areas, with exposure to new technologies in the construction field.

Ms. Jones endorsed the appointment of Mr. Mann and noted that PBC members voted unanimously for the appointment of Mr. Mann.

Board Members thanked Mr. Mann for his willingness to become a member of the PBC.

Vice-Chair Carty motioned to appoint John Mann, 61 Willard Grant Rd., Sudbury, to serve as a member of the Permanent Building Committee for a term expiring on May 31, 2027. Board Member Kouchakdjian seconded the motion.

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

VOTED: To appoint John Mann, 61 Willard Grant Rd., Sudbury, to serve as a member of the Permanent Building Committee for a term expiring on May 31, 2027

Candidate Kay Bell

Mr. Blake stated PBC recommended the appointment of Ms. Bell. Ms. Jones added that PBC voted 3-2 in support of Ms. Bell's appointment to the PBC.

Ms. Bell detailed that she would offer her time and experience to the PBC and had followed Sudbury PBC projects for several years and wanted to add an additional prospective to PBC.



Board Member Russo thanked Ms. Bell for her volunteerism to the Town and mentioned her principal focus as a disability advocate. Ms. Bell maintained that she follows the mission of any Town commission/board or committee and also serves as a member on the League of Women Voters.

Ms. Jones explained there may be a third member PBC candidate.

Board Member Dretler stressed that Ms. Bell has been involved with Town committees/commissions and boards for many years and stressed that PBC needs volunteers who are willing to work and be resilient. Board Member Dretler commented that Ms. Bell brings practical experience to the PBC, in consideration of her efforts regarding the Fairbank Center and the Fire Station.

Vice-Chair Carty stated the PBC has a special charge and seeks members with particular skill sets. He indicated that direct experience matters in this case. He suggested the Board conduct a related discussion in executive session in consideration of associated difficulties when Ms. Bell was a member of the Commission on Disability.

Board Member Kouchakdjian stated she had worked with Ms. Bell for many years and strongly supported the appointment of Ms. Bell on the PBC.

Chair Roberts recognized the dedication of Ms. Kay while serving on various Town commissions/boards and committees.

Ms. Bell confirmed that she is also seeking membership on the Sudbury Housing Trust.

Vice-Chair Carty motioned to appointed Kay Bell to the PBC for a term expiring on May 31, 2026. Board Member Kouchakdjian seconded the motion.

It was on motion 3-2; Kouchakdjian-aye, Dretler-aye, Carty-no, Russo-no, Roberts-aye

VOTED: To appointed Kay Bell to the PBC for a term expiring on May 31, 2026

### **Town Manager Sheehan to provide the Financial Condition of the Town**

Town Manager Sheehan presented the “Financial Condition of the Town of Sudbury,” PowerPoint presentation, which included the following topics; Financial Forecasting, Financial Summary, Budget, Revenues, Expenditures, Identified Needs, Long-Term Sustainability, and Financial Policies.

Town Manager Sheehan thanked Town Finance Director Victor Garofalo and Assistant Town Manager and Human Resources Director Maryanne Bilodeau for their contributions to the “Financial Condition of the Town of Sudbury” presentation.

Mr. Sheehan and Mr. Garofalo provided answers to related Board Member questions.

Board Member Dretler opined that this was the best Town finance presentation that she had seen to date as Sudbury Select Board Member. She hoped that the Select Board could continue discussions regarding ways to boost revenue and economic growth in concert with the Planning Board and economic consultant in place with further progress for the Master Plan.

Board Member Kouchakdjian applauded Town Manager Sheehan and Finance Director Victor Garofalo regarding the most informative and thorough Financial Condition of the Town presentation.

Other Board Members concurred with the thoroughness of the “Financial Condition of the Town of Sudbury” presentation. Chair Roberts commented that the discussed presentation would also be of great importance to the Finance Committee.

### **Discussion of Camp Sewataro Financials**

Town Manager Sheehan commented that he had spoken to members of the Camp Sewataro team, who confirmed that such financials had not yet been received by the CPA.

Board Member Dretler referenced the agreement which was due by November 15, 2024.

Chair Roberts stated the financial audit would be of benefit going forward.

### **ARPA Update - return surplus ARPA funds and/or allocate ARPA funds**

Board discussion took place regarding return of surplus ARPA funds and allocation of ARPA funds.

Town Manager Sheehan summarized a potential listing of unclaimed ARPA funds totaling \$492,000 for:

- Feasibility Study for Haynes and Curtis School Roofing - \$100,000
- Economic Development Consultant - \$15,000
- Camp Sewataro Audit - \$25,000
- ConCom Vehicle - \$50,000
- Finance Department postage machine - \$15,000
- Fire Department Life Pack - \$64,000
- Additional funds for GOSudbury! Transportation Program - \$135,000
- Department of Public Works pick-up vehicle - \$88,000

Board Member Dretler motioned to authorize the Town Manager to enter into an ARPA grant agreement with the Sudbury 250 Committee in the amount of \$25,000. Board Member Kouchakdjian seconded the motion.

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

VOTED: To authorize the Town Manager to enter into an ARPA grant agreement with the Sudbury 250 Committee in the amount of \$25,000

Board Member Dretler motioned to authorize the Town Manager to enter into an ARPA grant agreement with the Transportation Committee in the amount of \$17,000. Board Member Kouchakdjian seconded the motion.

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

VOTED: To authorize the Town Manager to enter into an ARPA grant agreement with the Transportation Committee in the amount of \$17,000

Board Member Dretler motioned to return the following ARPA funds totaling \$424,512.29 to the unobligated category so said funds can be obligated to other ARPA-eligible uses: Police Medical Equipment: \$6,232.64; Park & Recreation Department van: \$14,467.50, and Fire Station #2: \$403,812.15. Board Member Kouchakdjian seconded the motion.

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

VOTED: To return the following ARPA funds totaling \$424,512.29 to the unobligated category so said funds can be obligated to other ARPA-eligible uses: Police Medical Equipment: \$6,232.64; Park & Recreation Department van: \$14,467.50, and Fire Station #2: \$403,812.15

Board Member Dretler motioned to obligate ARPA funds totaling \$492,000, as described in the Town Manager's Memo dated November 19, 2024. Board Member Kouchakdjian seconded the motion.

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

VOTED: To obligate ARPA funds totaling \$492,000 as described in the Town Manager's Memo dated November 19, 2024

**Discussion and possible vote on request for comments from Massachusetts Housing Partnership (MHP) on the Kanso Maynard 40B multifamily housing project**

Town Manager Sheehan referenced the Sudbury Select Board comment letter to the Massachusetts Housing Partnership, as drafted by Board Member Russo. The letter captured Board sentiment regarding the proposed Kanso Maynard 40B multifamily housing project; *"The Sudbury Select Board does not support this project as currently proposed. Evidence indicates that the development could increase flooding of existing homes and roads, impact the quality and quantity of the water supply, destroy natural habitat including damaging critical wetlands, and create multiple safety concerns. The safety concerns include traffic safety, and a too-high burden on both Sudbury and Maynard public safety departments, as well as flooding and water supply issues, which existing municipal budgets and infrastructure cannot safely accommodate. These issues are detailed in the memo provided by Sudbury Director of Planning and Community Development Adam Burney. While the proposed housing would be built in the Town of Maynard, the development would include nearly 6 acres of land in the Town of Sudbury. Additionally, the impacts noted above would unquestionably have real, unavoidable, and negative impacts on Sudbury residents and their property."*

*You should know that Sudbury supports the Massachusetts Housing Partnership's goals implementing innovative policy and financing solutions that provide affordable homes and better lives for the people of Massachusetts. This is evidenced by our 11.88% SHI level, a 2024 Town Meeting approval of the Chapter 40A so-called MBTA Communities Act, a 2020 Town Meeting approval of an Inclusionary Zoning bylaw, and a 2019 Town Meeting approval of a 40R district in North Sudbury. Sudbury has taken these actions to expand affordable housing opportunities in appropriately sized projects in appropriate locations."*

Town Manager Sheehan detailed proposed easement factors on property in Sudbury which would limit the use of the property along with likely extensive flooding in both Sudbury and Maynard. He stressed that Maynard does not have the water capacity for such a project. Town Manager Sheehan acknowledged such detailed communications justifying potential safety, environmental and water shortage aspects to the Massachusetts Housing Partnership, as provided by Director of Planning and Community Development, Adam Burney.

Board Member Russo motioned to approve the letter to the Massachusetts Housing Partnership to be sent by Staff, with edits proposed by Board Member Dretler. Vice-Chair Carty seconded the motion.

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

VOTED: To approve the letter to the Massachusetts Housing Partnership to be sent by Staff, with edits proposed by Board Member Dretler

### **Discuss potential 2025 Annual Town Meeting Articles**

Town Manager Sheehan presented a Preliminary List of Articles to be considered at the May 5, 2025 Annual Town Meeting:

- Trailside Drive/Bridle Path: extinguish pedestrian easement
- Establish a Pension Stabilization Fund pursuant to GL c. 40, s. 5B and transfer from available funds a certain sum
- Establish (revolving/special revenue/other) fund for Health Department Public Health Excellence grant
- Establish Fairbank Community Center rental revolving fund
- Amend General Bylaws, Chapter 68 Town Meetings, [for the purpose of efficiency and modernization]
- Amend General Bylaws, Chapter 5, s. 5-3 Composition and Eligibility (of the Finance Committee) to clarify that Finance Committee members are prohibited from serving on other permanent boards/committees
- Amend General Bylaws, Article 11 Capital Planning, consistent with the recommendations of the Review of Capital Improvement Program, April 2020, by the Division of Local Services
- Adopt chapter 140 of the Acts of 2024 relative to tax titles
- Adopt General Law Chapter 44, s. 63, sale or other disposal of realty; disposal of proceeds
- Amend General Bylaws, Chapter 170-2, relative to fees for Weights & Measures to reflect increases in the Town's assessment

Town Manager Sheehan confirmed that Adam Burney was planning to submit an Accessory Dwelling Unit (ADU) Bylaw article.

### **Discuss Select Board professional development**

Board Member Dretler stated it would be beneficial for Select Board Members to participate in professional development sessions.

Board Member Kouchakdjian thanked Board Member Dretler for bringing this topic to the Board and agreed it was important that such professional development training be recognized as a recorded public meeting in light of transparency and the community can learn as well. Chair Roberts agreed.

Town Manager Sheehan agreed to contact legal counsel regarding such training offerings. Board Member Dretler recommended that Code of Conduct training should be scheduled before the Board participates in the professional development offerings.

### Upcoming Agenda Items

12/3/24

- Review Select Board Minutes
- Tax Classification Hearing
- Open the Annual Town Meeting Warrant
- Sewataro financials
- Fairbank Center Select Board Goal
- Town Forum Update

### Upcoming Meetings

- Combined Facilities Update

### Adjourn

Vice-Chair Carty motioned to adjourn the Select Board Meeting. Board Member Kouchakdjian seconded the motion.

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

VOTED: To adjourn the Select Board Meeting

There being no further business, the Select Board Meeting adjourned at 11:02 PM.



## SUDBURY SELECT BOARD

Tuesday, January 28, 2025

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

Date of request:

Requested by: Patty Golden

Formal Title: Upcoming agenda items

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

## Review:

Select Board Office Pending

Town Manager's Office Pending

Town Counsel Pending

Select Board Pending

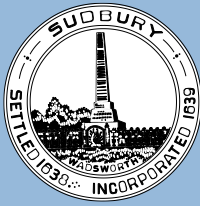
Select Board Pending

01/28/2025 7:00 PM

## POTENTIAL UPCOMING AGENDA ITEMS/MEETINGS

MEETING/EVENT	DESCRIPTION
Feb. 4, 2025	Accept Town Meeting articles submitted by 1/31
Feb. 24 (Mon.)	Capital night to review ATM articles with SPS, FinCom and CIAC
Feb. 25	Deadline to sign Annual Town Election warrant and send to print
March 24	Posting/Delivery deadline of Annual Town Election warrant
March 31 (Mon.)	Annual Town Election
April 1	Deadline to sign Annual Town Meeting Warrant and send to print
May 5-7 (Mon-Wed)	Annual Town Meeting at LSRHS
Future items/date to be determined	Remote Meeting Policy
	Discussion on Select Board handbook (Feb.)
	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
	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

Attachment 10.a: Upcoming agenda.items 01.28.25 (6470 : Upcoming agenda items)

**SUDBURY SELECT BOARD**

Tuesday, January 28, 2025

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

Date of request:

Requested by: Patty Golden

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

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

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

01/28/2025 7:00 PM



**SUDBURY SELECT BOARD**

Tuesday, January 28, 2025

**EXECUTIVE SESSION****12: Close executive session****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Vote to close executive session and not resume open session.

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

## Review:

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

01/28/2025 7:00 PM