

SUDBURY SELECT BOARD

TUESDAY DECEMBER 17, 2024

7:00 PM

(Meeting can be viewed at [www.sudburytv.org](http://www.sudburytv.org))

ZOOM Meeting

Present: Chair Jennifer Roberts arrived at 7:55 PM, 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.

Vice-Chair Carty announced the recording of the meeting and other procedural aspects included in the meeting. Vice-Chair Carty noted that Chair Roberts would be joining the meeting shortly.

**Call to Order**

Select Board Roll Call: Kouchakdjian-present, Dretler-present, Russo-present, Carty-present.

**Opening Remarks by Chair (Covered by Vice-Chair Carty)**

- Flag flying at high staff in memory of Francis X. Bellotti
- Congrats to all for hosting the Holiday Village Event
- Congrats to Town Manager Sheehan regarding the recent Town Forum
- Announced that Town Offices and DPW will have modified holiday work schedules
- Announced that Santa will be in Town tomorrow
- Announced tomorrow's Select Board Office Hours
- Announced that Sudbury U14 Cheerleaders recently won title
- SPS had budget hearing last night
- Last CPC hearing of the season will be tomorrow night.

**Reports from Town Manager**

- Town Manager Office Hours on December 23
- Thanked all who turned out for the Holiday Village events and thanked Leila Frank for coordinating the event
- Announced that State budget officials started planning the State budget – much uncertainty at State level; benchmarks lagging

**Reports from Select Board**

Board Member Kouchakdjian:

- Announced that she and Board Member Russo will be hosting Select Board Office Hours tomorrow

- Thanked Vice-Chair Carty, Town Manager Sheehan and Town Staff for a great Town Forum
- Holiday Village event was memorable; Board Member Dretler, Town Manager Sheehan and Select Board Office Supervisor Leila Frank provided holiday bow instruction at the event
- Wished all a joyous holiday season and a Happy New Year

Board Member Dretler:

- Participating in the Holiday Village Event was fun and thanked everyone for their help and participation

Board Member Russo:

- Wished all a happy holiday season
- Very special Holiday Village with great performances and food; event is expanding every year, post COVID
- Thanked Board Member Kouchakdjian and Staff for their work at the Holiday Village
- Mentioned a great Town Forum
- Reminder of Select Board Office Hours at noon tomorrow

### **Public Comments**

Resident Manish Sharma, 77 Colonial Road, thanked those involved with the Sudbury Holiday Village event. He also thanked Board Members, Town Manager, finance staff, and Finance Committee members for a great Town Forum. He noted that he had not yet received answers from the Director of Assessing; but indicated that overall, the Forum was great.

### **Consent Calendar**

**1. Vote to approve and sign the Whitfield Conservation Restriction from Matthew J. and Rebecca A. Whitfield of 27 Sawmill Lane, Sudbury, MA, acting by and through its Conservation Commission pursuant to M.G.L. Section 32 of Chapter 184 and Section 8C of Chapter 40, being a 5.819 +/- acre parcel shown as Assessor's Map F10, Parcel 0313.**

**2. Vote, as the Licensing Authority for the Town of Sudbury, to renew the Alcoholic Beverages, Common Victualler and Entertainment licenses until December 31, 2025, and the Motor Vehicle Classes 1, 2, and 3 licenses until January 1, 2026, as shown on the attached lists.**

Vice-Chair Carty motioned to approve Consent Calendar Item #1 and item #2, as listed in the Select Board meeting packet. Board Member Kouchakdjian seconded the motion.

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

VOTED: To approve Consent Calendar Item #1 and item #2, as listed in the Select Board meeting packet

### **Sudbury 250 Committee to provide quarterly report**

Present: Radha Gargeya, Chair of 250 Committee

Mr. Gargeya presented the “Sudbury 250 Committee Quarterly Update to the Sudbury Select Board – 2024 Quarter 4,” which included sections regarding:

- Outreach and engagements to date – The Colonial Faire on 9/28/24, the Sudbury Holiday Village on 12/7/24
- Budget and Finances
- Proposed 250 Events for 2025 and 2026

Robust discussion regarding sponsorship and fundraising took place.

Board Member Russo asked if all funding options had been explored, including State funding and associated grants.

Board Member Kouchakdjian suggested that the 250 Committee might consider contacting the LSRHS Humanities Coordinator who is actively involved with event planning. Board Member Kouchakdjian also recommended involving COD members to assist with access aspects. Mr. Gargeya stated that he wanted to see all residents participating in 250 events.

Vice-Chair Carty indicated that the drone idea costing some \$25,000 would not be practical. He recommended that the 250 Committee contact the Chamber of Commerce and all Town historic groups. Vice-Chair Carty mentioned that the 250 committee might consider unique ways to encourage contributions in combinations of 250; such as \$25.00, \$250.00, etc. He thanked Mr. Gargeya for all his work on the project.

Chair Roberts joined the meeting at approximately 7:45 PM and announced her presence.

### **Town Forum follow-up discussion**

Vice-Chair Carty thanked all Forum panelists, as well as those behind the scenes, and especially thanked the public who participated.

Town Manager Sheehan thanked all who came to the Forum at Town Hall as well as those who watched and participated remotely. He noted that resident comments were received and presented in the Q&A section of the presentation.

Board Member Russo stated that he was impressed with the topics presented and the depth of presentation within a rather limited amount of time.

Board Member Kouchakdjian agreed with comments made by Board Member Russo, and expressed her appreciation regarding the content and coordination of topics presented. She suggested that next time, it might be beneficial to intersperse questions between presentations. She encouraged residents to watch the Forum on SudburyTV.

Board Member Dretler commented that the Forum was a great learning opportunity for the community, and a useful tool for review at any time.

Chair Roberts indicated that the Forum was great and thanked all participants. She agreed that the Forum was a great resource for the future, as well as a finance refresher for all.

As the Select Board coordinator of the Forum, Vice-Chair Carty emphasized that Town Manager Sheehan, Finance Director Victor Garofalo, Director of Assessing Cynthia Gerry and Finance Committee Co-Chair Mike Joachim, did a majority of the work. He thanked all for the feedback provided.

**Interview Candidate for Sudbury Housing Trust. Following interview, vote whether to approve the appointment of Kathleen (Kay) Bell, 348 Old Lancaster Road, to the Housing Trust for a term expiring 5/31/25.**

Present: Candidate Kay Bell, 348 Old Lancaster Road

Ms. Bell explained that she began her involvement in Town government acting as members of Town Boards and Commissions about eight years ago and is very much interested in being a member of the Sudbury Housing Trust.

Board Member Dretler acknowledged that as member of the Sudbury Housing Trust, she felt that Ms. Bell would contribute much to the Trust, and that group voted unanimously to appoint Ms. Bell to the Trust.

Board Member Kouchakdjian stated that Ms. Bell is a dedicated member of any Board she might be on.

Vice-Chair Carty indicated his concern about the same people serving on several committees, which might not be the best idea.

Board Member Russo raised similar concerns, and indicated that the Housing Trust was likely the most appropriate group for Ms. Bell to be a member of.

Chair Roberts indicated that Ms. Bell would most likely provide needed support on the Sudbury Housing Trust.

Vice-Chair Carty motioned to approve the appointment of Kathleen (Kay) Bell, 348 Old Lancaster Road, to the Housing Trust for a term expiring 5/31/25. Board Member Kouchakdjian seconded the motion.

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

VOTED: To approve the appointment of Kathleen (Kay) Bell, 348 Old Lancaster Road, to the Housing Trust for a term expiring 5/31/25

**American Rescue Plan Act (ARPA): review and vote to approve ARPA grant agreement with Sudbury Public Schools regarding \$100,000 for feasibility study and authorize Town manager to apply any remaining ARPA funds to any lawfully executed contract**

Town Manager Sheehan stated that ARPA funding in the amount of \$100,000 would be allotted to the roof feasibility study required by MSBA, and MSBA will reimburse the Town for 30% of costs associated with the SPS roof project. Town Manager Sheehan detailed that there might be remaining funds after final numbers come in; thus, authorizing the Town Finance Director to apply any remaining ARPA funds to any other lawful purchase, contract, etc.

Board Member Kouchakdjian motioned to authorize the Town Manager to enter into an ARPA grant agreement with the Sudbury Public Schools in the amount of \$100,000 to fund the Haynes School roof feasibility study. Board Member Dretler seconded the motion.

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

VOTED: To authorize the Town Manager to enter into an ARPA grant agreement with the Sudbury Public Schools in the amount of \$100,000 to fund the Haynes School roof feasibility study.

Board Member Kouchakdjian motioned to authorize the Town Manager to obligate any remaining ARPA funds to any lawfully executed contract. Board Member Dretler seconded the motion.

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

VOTED: To authorize the Town Manager to obligate any remaining ARPA funds to any lawfully executed contract.

### **Discussion of the process for development and review of the Town Manager's Annual Goals**

Chair Roberts suggested Town Manager review be conducted around the June 25th time frame and in the course of the next month, January, establish Town Manager goals. Vice-Chair Carty agreed with the suggested process and timeline. Chair Roberts recommended that Select Board goals be finalized in the Fall. Board Members were in agreement.

Town Manager Sheehan stated he would provide the initial Town Manager Goals draft at the January 14, 2025 Select Board Meeting.

### **Discussion of potential Annual Town Meeting Warrant Articles**

#### **Finance Committee Article**

Town Manager Sheehan mentioned efficiency attempts regarding Finance Committee members being precluded from serving on other Boards. He noted that Counsel provided some related suggestions, as well as related language. Vice-Chair Carty was in favor of making some language changes to keep it consistent with CIAC restrictions.

Board Member Dretler asked that the Finance Committee handout/booklet be reviewed to ensure that it matches the State restrictions. Town Manager Sheehan indicated this might be a local bylaw which makes it different; he agreed to check this aspect.

Board Member Russo suggested that the Select Board get related feedback from the Finance Committee Members. Chair Roberts agreed to present this to the Finance Committee Chairs and the Town Moderator, and if there was sufficient consensus, then would support drafting such an article.

Town Manager Sheehan mentioned a potential article involving CIAC. Board Member Dretler acknowledged that the Combined Facilities Director is very involved in CIAC actions. Vice-Chair Carty opined about CIAC actually providing financial guidance for the Select Board and the Finance Committee.

Board Member Kouchakdjian commented that over the years, she found CIAC input valuable, especially with capital considerations and related efficiencies.

Chair Roberts stated that she appreciated CIAC input, and that timing could be amended so that CIAC could review times in a more effective manner.

Town Manager Sheehan stated that he would consult with the Finance Director and with CIAC as well. He noted there would still be time to make changes after January 31, 2025.

Other possible Articles discussed by Board Members at this time included:

- Complete Town Meeting within two nights and start the meetings earlier in the evening.
- Examine the Select Board Forum Requirement.
- Board Member Kouchakdjian recommended consideration of a Vocational school membership article.
- Board Member Dretler recommended additional funding for the 250 Committee article.

### **Review and discuss Remote Meeting Policy**

Board Member Kouchakdjian requested that this request be included on tonight's Select Board agenda.

Chair Roberts provided a summary of the remote meeting policy. She noted the remote policy is now in flux.

Board Members agreed that Town Counsel should be contacted regarding the policy.

Board Member Russo mentioned that additional consideration should be given to the hybrid meeting format and wanted to hear from Town Counsel regarding this aspect. Chair Roberts agreed with receiving more related information from town Counsel and then regroup to discuss as a Board again.

Town Manager Sheehan stated he would talk to Town Counsel about the policy.

### **Upcoming agenda items**

1/14/25 Meeting topics:

- Review additional Select Board minutes
- Continue discussions regarding possible Warrant Articles
- Continue vocational education discussion
- Town Manager goals
- Capital Night schedule

### **Adjourn**

Board Member Kouchakdjian motioned to adjourn the meeting. Board Member Russo seconded the motion.

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

VOTED: To adjourn the meeting

There being no further business, the meeting was adjourned at 10:43 PM.

## **SB Meeting 12/17/24 - Documents & Exhibits**

1. Vote to approve and sign the Whitfield Conservation Restriction from Matthew J. and Rebecca A. Whitfield of 27 Sawmill Lane, Sudbury, MA, acting by and through its Conservation Commission pursuant to M.G.L. Section 32 of Chapter 184 and Section 8C of Chapter 40, being a 5.819 +/- acre parcel shown as Assessor's Map F10, Parcel 0313.

### **Attachments:**

1.a CR 16687 - Approved for Local Signature 9.25.24 (CR Plan added)

2. Vote, as the Licensing Authority for the Town of Sudbury, to renew the Alcoholic Beverages, Common Victualler and Entertainment licenses until December 31, 2025, and the Motor Vehicle Classes 1, 2, and 3 licenses until January 1, 2026, as shown on the attached lists.

### **Attachments:**

2.a Memo to Board re Alcohol licensees 2025

2.b Tax Memo 2024

2.c Licensee Report 2024\_12.12.24

3. Sudbury 250 committee to provide quarterly report. Radha Gargeya, committee chair, to present.

### **Attachments:**

3.a 2024\_Q4\_Sudbury250\_SSB\_Report

3.b Sudbury250\_Compiled\_List\_of\_Events

3.c Community\_Invitation\_250th\_Celebrations

4. Interview candidate for Sudbury Housing Trust. Following interview, vote whether to approve the appointment of Kathleen (Kay) Bell, 348 Old Lancaster Road, to the Housing Trust for a term expiring 5/31/25.

### **Attachments:**

4.a Apply to Sud Hous Trust 2024 KB

4.b Bell\_Kay\_SHT\_2024.red

4.c Bell signed Recommendation Letter to SB for SHT 241212

6. American Rescue Plan Act (ARPA): review and vote to approve ARPA grant agreement with Sudbury Public Schools regarding \$100,000 for feasibility study and authorize Town manager to apply any remaining ARPA funds to any lawfully executed contract.

### **Attachments:**

6.a ARPA memo 2024-12-17

7. Discussion of the process for the development and review of the Town Manager's annual goals

### **Attachments:**

7.a Sheehan-Town-Manager-Contract-2024-11-06.signed

8. Discussion of potential Annual Town Meeting warrant articles

### **Attachments:**

8.a C. 5 Finance Committee

8.b C. 11 Capital Planning

8.c c. 68 Town Meetings

9. Review and discuss remote meeting policy

**Attachments:**

- 9.a Technology-Guidance-for-Boards-2021
- 9.b Remote Policy Draft with Edits 11.12.21 (changes from 11.16.21 incorporated)

**10. Upcoming agenda items**

**Attachments:**

- 10.a Upcoming agenda.items 12.17.24