

SUDBURY SELECT BOARD

TUESDAY JANUARY 14, 2025

7:00 PM

(Meeting can be viewed at www.sudburytv.org)

ZOOM Meeting

Present: Chair Jennifer Roberts, Vice-Chair Daniel Carty, Select Board Member Lisa Kouchakdjian, Select Board Member Janie Dretler, Town Manager Andrew Sheehan

Absent: Select Board Member Charles Russo

The statutory requirements as to notice having been compiled with, the meeting was convened at 7:01 PM, via Zoom telecommunication mode.

Vice-Chair Roberts announced the recording of the meeting and other procedural aspects included in the meeting.

Call to Order

Select Board Roll Call: Kouchakdjian-present, Dretler-present, Carty-present, Roberts-present

Opening Remarks by Chair

- Extended condolences to those who have suffered due to the fires in California
- Received request from FinCom that the Select Board share the goals document to them

Reports from Town Manager

- Wished all a Happy New Year and looking forward to a productive 2025
- Confirmed a fire on Powers Road this evening resulting in damage to structure, thankfully no injuries
- Announced Fire Chief John Whalen retiring on 2/3/25 after 14 years with the Sudbury Fire Department; thanked him and now looking forward to working with Chief Tim Choate
- Town Budget Articles to be voted on at Annual Town Meeting beginning 5/5/25

Reports from Select Board

Mr. Carty:

- Wished everyone a Happy New Year; now focusing on Annual Town Meeting Warrant
- Announced vacancies on Town Committees
- Office Hours to be held on 1/30/25 with Chair Roberts and himself
- Provided update on National Junior Hockey Championships, Sudbury's Teddy Stiga scored winning the game in overtime.

Ms. Kouchakdjian:

- Thanked Chair Roberts for expressing her thoughts to those affected by fires in CA
- Acknowledged that she has friends and family in CA; she hopes for the best

- LSHS School Committee settled contract with the Teachers Association

Ms. Dretler:

- Expressed appreciation that Ms. Kouchakdjian's family are safe in CA
- Requested that all Board Members be in attendance when various Town Committees/Boards provide presentations

Public Comments

Resident Manish Sharma, 77 Colonial Road, stated that he made a food contribution to the firefighters in CA; he asked that all pray for those affected by the extensive fires in CA. Mr. Sharma stated he has not received Town documents regarding operating aspects, including state contributions to Sudbury and state contributions to the Town. Asked for solar panel presentations for the town.

Resident Ashley Makridakis, 65 Peakham Road, stated that she hoped that Sudbury is able to get back to vocational school district status.

Resident Kay Bell, 348 Old Lancaster Road, stated that Minuteman, Keefe, and Assabet vocational schools are much improved and are cutting edge schools. She asked that the Select Board Members include the vocational education article on the upcoming Town Meeting Warrant.

Consent Calendar

Vote to accept the Declaration of Restrictive Covenants and Grant of Easement regarding the Stormwater Management System for the property at 40 Skyview Lane subject to the Stormwater Management Permit issued for the property.

Vote to authorize the Town Manager to sign the MSBA Initial Compliance Certification as well as any and all related contracts and documents required to comply with the Massachusetts School Board Authority Accelerated Repair Program relative to the partial roof replacement at General John Nixon Elementary School and a full roof replacement at Josiah Haynes Elementary School.

Vote to accept the resignation of Nancy Rubenstein, 57 Winsor Road, from the Zoning Board of Appeals (ZBA), and to send a letter of thanks for her service to the Town.

Vice-Chair Carty motioned to approve Consent Calendar Items 1, 2, and 3, as presented in tonight's Select Board Meeting Agenda. Ms. Kouchakdjian seconded the motion.

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

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

Energy Committee to present potential ATM article - Specialized/Opt-in Stretch Code

Present: Rami Alwan, Energy Committee Chair

Mr. Alwan shared the PowerPoint presentation “MA Municipal Opt-In Specialized Code-Sudbury,” authored by DOER (Massachusetts Department of Energy Resources, which included topics:

- Climate Act 2021 – focus on 2008 Global Warming Solutions Act, committing MA to achieving Net Zero emissions in 2050
- Building Energy Code’s role in reducing Emissions – especially in consideration of new construction
- Building Energy Code’s Role in Reducing Emissions – new buildings being the most feasible towards year 2050 compliance
- 2020 – comparing current grid – emissions at ~ 680 lbs/MV
- 2050 – comparing future grid – emissions at ~ 200 lbs/MV
- Base, Stretch and Specialized (3 Options) – recommending that Sudbury residents adopt the Stretch Code and seeking Select Board endorsement
- Massachusetts Building Energy Code Adoption by Municipality – Sudbury’s neighbors who have adopted the Building Energy Code – Stow, Acton, Concord, Maynard and Wayland
- From Green Community to Climate Leader – Green Communities Criteria and Climate Leaders Criteria, would open opportunities for Sudbury

Opt-In Energy Code

- Specialized Code – Fast Facts – The Specialized Stretch Code applies to New buildings only
- Intro to HERS (Home Energy Rating System) ratings in MA energy code
- Specialized vs. Stretch Code – Residential Low-Rise
- Specialized Residential Code: Solar PV Sizing
- Specialized vs. Stretch Code – Multi-Family
- Passive House Building Standards
- Affordable Housing and Passive House
- Multi-Family Incentives – Federal Tax credits exemplified via Energy Star Program and Zero Energy Ready
- Summary – Residential or commercial electric; Residential or commercial mixed; Multi-family
- Specialized Code – Commercial Building Pathways

Supplemental Information

- Accessory Dwelling Units (ADUs) – HERS can be performed on an ADU
- Thermal Energy Demand Intensity (TEDI)
- What about the grid?
- Resources

Board Members presented related queries.

Mr. Alwan announced the scheduling of two public outreach meetings; one in February for developers and another outreach session in March for residents.

Ms. Dretler suggested an energy draft article be sent to the Town Manager and to also be reviewed by Town Counsel in consideration of specificity of language. Ms. Dretler recommended the article be presented to the Planning Board for their support as well.

Mr. Carty stressed that related cost aspects should be emphasized with the public presentations. He mentioned that the Energy Committee might consider sponsoring the article for Town Meeting.

Ms. Kouchakdjian indicated her support of the energy article, adding that she would be willing to co-sponsor the article with the Energy and sustainability Committee. She suggested that the Energy Committee should present the article at Town Meeting.

Mr. Alwan agreed to send the draft article to the Board and Town Manager Sheehan by tomorrow.

Discussion of potential Annual Town Meeting Warrant Articles

Present: Radha Gargaya, Sudbury 250th Committee Chair

Chair Roberts indicated it might be difficult to vote on various Town Meeting Warrant Articles without Board Member Russo present.

Town Manager Sheehan presented the Town Meeting Warrant Articles:

Sudbury 250th Funding

Mr. Gargaya mentioned that a productive meeting with the Sudbury Chamber of Commerce took place, but would have a better idea about funding aspects after the Sudbury 250th Committee meets tomorrow. Ms. Dretler recommended that a related funding listing be submitted to the Select Board after the Sudbury 250th Committee meets tomorrow.

Town Manager Sheehan stated that a funding amount did not necessarily need to be included in final form, as changes could be made by the Board at a later time. Mr. Carty stated that he would like to hear more about the associated financials before making a decision.

Chair Roberts confirmed additional discussion would take place at the Select Board Meeting on 1/28/25.

Finance Committee Bylaw Article

Board Members agreed that clearer language would be included. Town Manager Sheehan confirmed a draft article was submitted to the Town Moderator for review.

Chair Roberts stated that discussion on this article would be continued to the Select Board Meeting on 1/28/25.

Capital Bylaw

Town Manager Sheehan suggested that modifications could be made to the existing threshold amount; he suggested that \$500,000 be considered as a single threshold amount.

Annual Business Meeting/Town Meeting – Town Meeting start time

Town Manager Sheehan confirmed that the draft article was submitted to the Town Moderator for review. Board Members agreed to continue discussion to the Select Board Meeting on 1/28/25.

Tall Pines Easement

Chair Roberts acknowledged that the Tall Pines Easement Article would be presented at the next Select Board Meeting on 1/28/25.

Vocational Education Article

Town Manager Sheehan presented draft article language. Ms. Kouchakdjian stressed the importance of the Select Board taking proactive steps to advance this article. Mr. Carty agreed that the vocational education goal was a Select Board priority, but was unsure about what the objective might be. Ms. Kouchakdjian asked if the Board Members would allow she and Town Manager Sheehan to contact the four vocational schools who might have more interest in town membership, if the Article was included on the Warrant and hopefully pass at town Meeting. She emphasized that once the Warrant closes, this article could not be added. Mr. Carty commented that he would like to hear from the districts and understand if a prospective membership opening would become available if this article was presented at Town Meeting.

Ms. Dretler opined that if the Vocational Education Article did not pass at the upcoming Town Meeting, it could be presented at a future Town Meeting.

Chair Roberts concurred that this has been a Select Board goal for at least two years; the Board supports it and is trying to find a good vocational school for Sudbury with demonstrated support. She mentioned the importance of having some financial information going forward with such a program, thus receiving information from the district vocational schools would be most important.

Chair Roberts recommended that the topic be discussed at the next Select Board Meeting on 1/28/25 and that as much related information be presented to the Board as possible within the next couple of weeks.

Ms. Dretler motioned to authorize Town Manager Sheehan to sign Warrant Articles: Hearing of Reports, Budget Adjustments and the Stabilization Fund, on behalf of the Select Board, as discussed. Mr. Carty seconded the motion.

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

VOTED: To authorize Town Manager Sheehan to sign Warrant Articles: Hearing of Reports, Budget Adjustments and the Stabilization Fund, on behalf of the Select Board, as discussed

Discussion on development and review of the Town Manager's Annual Goals

Town Manager Sheehan presented the "Town Manager Goals – 2025" noting that some of the goals were perpetual in nature.

Goals included:

- Financial Management & Economic Resilience
- Open Space, Recreation and Historic Assets
- Town Services & Infrastructure
- Sustainability
- Effective Governance & Communications

- Transportation, Mobility & Housing

Board Members complimented Town Manager Sheehan on a very comprehensive goals presentation. Mr. Carty suggested indicating which goals were continual/perpetual and to include deliverables.

Chair Roberts suggested adding various deliverables and providing a bit more information in association with sustainability advancements and possible inclusion of after-school care at the Fairbank Community Center.

Chair Roberts recommended continuing the discussion at the Select Board Meeting on 1/28/25.

Discussion and possible vote on Select Board Policies and Handbook

Mr. Carty presented the Sudbury Select Board Policies listing, as modeled from the Town of Stow policy prototype. He noted that he, Ms. Kouchakdjian and Town Manager Sheehan reviewed all policies covering a span of some 25 years. He also presented more recent policies and asked that Board Members consider “Current policies that the Subcommittee recommends be rescinded.”

Ms. Kouchakdjian commented that the Board could instruct the Subcommittee to create a handbook regarding policy. Ms. Dretler asked for a rough outline regarding what might be included in the proposed handbook.

Chair Roberts indicated that continued discussion regarding the topic could be included at a future Select Board meeting in February.

Vote to authorize the Town Manager to execute an intermunicipal agreement for a Transportation Dispatch Program with the towns of Acton and Littleton

Town Manager Sheehan provided details associated with the Transportation Dispatch Program which the Town of Sudbury has participated in before. He presented the outline of the dispatch program, which reflects a two-year agreement, with the communities of Littleton, Sudbury and Acton. He noted that Sudbury shall reimburse Acton in the amount of \$18,280.90 (funds have been reserved for this purpose).

Mr. Carty motioned to authorize the Town Manager to execute an intermunicipal, agreement for a Transportation Dispatch Program with the Towns of Action and Littleton. Ms. Kouchakdjian seconded the motion.

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

VOTED: To authorize the Town Manager to execute an intermunicipal, agreement for a Transportation Dispatch Program with the Towns of Action and Littleton.

Discussion on Vocational Education

Board Members agreed to continue discussion of this topic to the next meeting.

Vote to review and possibly approve the meeting minutes of 11/6/24

Mr. Carty motioned to approve the minutes of 11/6/24, as edited. Ms. Kouchakdjian seconded the motion.

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

VOTED: To approve the minutes of 11/6/24, as edited

Discuss and possible vote to approve proposed 2025 Municipal Update Newsletter Schedule of Deadlines for Select Board assignment, submission and approval

Board Members agreed to discuss the topic in greater detail at the 1/28/25 Select Board Meeting.

Mr. Carty motioned to approve the proposed 2025 Municipal Update Newsletter Schedule of Deadlines for Select Board assignment, submission and approval. Ms. Kouchakdjian seconded the motion.

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

VOTED: To approve the proposed 2025 Municipal Update Newsletter Schedule of Deadlines for Select Board assignment, submission and approval.

Upcoming agenda items

- Town Meeting Articles
- Town Manager Goals
- Revised determination from Attorney General's Office - Letter regarding the opening meeting law
- Code of Conduct Revisit

Adjourn

Mr. Carty motioned to adjourn the meeting, to go into Executive Session and not return to open session. Ms. Kouchakdjian seconded the motion.

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

VOTED: To adjourn the meeting, to go into Executive Session and not return to open session

There being no further business, the meeting was adjourned at 10:30 PM.

SB Meeting 1/14/25 - Documents & Exhibits

1. Vote to accept the Declaration of Restrictive Covenants and Grant of Easement regarding the Stormwater Management System for the property at 40 Skyview Lane subject to the Stormwater Management Permit issued for the property.

Attachments:

1.a 40 Skyview Lane - Declaration of Restrictive Covenants & Easement of SWMP 250108

3. Vote to accept the resignation of Nancy Rubenstein, 57 Winsor Road, from the Zoning Board of Appeals (ZBA), and to send a letter of thanks for her service to the Town.

Attachments:

3.a ZBA Resignation

4. Energy Committee to present potential ATM article - Specialized/Opt-in Stretch Code. Attending will be Rami Alwan, committee chair.

Attachments:

4.a Specialized code - DOER DP - Sudbury

5. Discussion of potential Annual Town Meeting warrant articles

Attachments:

5.a 250th Committee funding
5.b C. 5 Finance Committee
5.c C. 11 Capital Planning
5.d c. 68 Town Meetings 1.8.25

6. Discussion on development and review of the Town Manager's annual goals

Attachments:

6.a TownMgr Goals Memo 2025-01-14
6.b 2025 Town Manager Goals_1.10.25
6.c Sheehan-Town-Manager-Contract-2024-11-06.signed

8. Vote to authorize the Town Manager to execute an intermunicipal agreement for a Transportation Dispatch Program with the towns of Acton and Littleton.

Attachments:

8.a Transportation Dispatch IMA

9. Discussion on Vocational Education

Attachments:

9.a Voc ed resolution

10. Vote to review and possibly approve the meeting minutes of 11/6/24.

Attachments:

10.a SB_draft1_11.06.24_min.for.review

11. Discuss and possible vote to approve proposed 2025 Municipal Update Newsletter Schedule of Deadlines for Select Board assignment, submission and approval.

Attachments:

11.a SB Newsletter 2025 Schedule

12. Upcoming agenda items

Attachments:

12.a Upcoming agenda.items 01.14.25

14. Continue executive session to review and approve executive session meeting minutes pursuant to G.L. c. 30A, § 21(a)(7) “[t]o comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements” (“Purpose 7”), citing to the Open Meeting Law, G.L. c. 30A, §§ 22(f), (g).

Attachments:

14.a SB Executive Session 8.27.24.for review

14.b SB Executive Session 9.10.24.for review

14.c SB Executive Session 10.08.24.for review

14.d SB Executive Session 10.22.24.for review