

SUDBURY SELECT BOARD

TUESDAY JANUARY 28, 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, 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: Kouchakdjian-present, Dretler-present, Carty-present, Russo-present, Roberts-present

Opening Remarks from Chair

- Congratulated Chief Whalen on his retirement; enjoyed working with him on projects, including the new Fire Station and the Fairbank Community Center

Reports from Town Manager

- Announced he attended Lunar New Year Gala hosted by the Chinese-American Society of Sudbury, great event
- Congratulated Fire Chief John Whalen on his 45-year career, with his 14 years on the Sudbury Fire Department and 7 years as the Sudbury Fire Chief
- This week MA Department of Revenue (DOR) published bi-yearly Equalized Valuations for all cities and towns in MA, as of 1/24 noted that Sudbury valuation totals \$7.6 billion when compared to valuation of \$5.5 billion two years before

Reports from Select Board

Vice-Chair Dan Carty

- Extended Congratulations to Chief Whahlen on his retirement and wished him well
- Announced he would be hosting virtual Select Board Office Hours on Thursday evening, January 30th

Board Member Lisa Kouchakdjian

- Announced she attended the recent MMA conference; she provided detail about several interesting MMA Conference workshops and noted that she was honored to be appointed the Chair of the MMA Women's Elected Municipal Officials (WEMO)

- Acknowledged that the Secretary of Health and Human Services was the guest of honor at the WEMO luncheon during the MMA Conference

Board Member Janie Dretler

- Congratulated Ms. Kouchakdjian on her well-deserved WEMO Chair appointment
- Extended thanks and well wishes on the retirement of Chief Whalen and had attended his retirement event yesterday; she recognized that the Chief's family is involved in public safety also
- Attended the Martin Luther King Jr. Shabbat Rinah at Beth El, Sudbury on 1/17/25; acknowledged the guest speaker Rev. Dr. J. Anthony Lloyd of the Greater Framingham Community Church with the celebration of the life of Martin Luther King, Jr
- Thanked Sudbury clergy and Beth El congregation for sponsoring the Martin Luther King, Jr. event
- Attended the Sudbury Racial and Social Justice book event hosted by Sudbury for Racial and Social Justice at the Goodnow Library on 1/26/25

Board Member Charlie Russo

- Thanked Chief Whalen for advancing safety in Sudbury and best wishes on his retirement
- Acknowledged that incoming Fire Chief Tim Choate was the Assistant Fire Chief for some time and will do a great job as Fire Chief
- Noted that he viewed the last Select Board meeting and it complies with the Mulin Rule

Public Comments on items not on agenda

None

Consent Calendar

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

Board Members agreed to discuss Consent Calendar #1 later in the meeting.

Vote to approve the acceptance of the \$7,500.00 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.

Accept resignation of Peter Abair from the Historical Commission.

Mr. Carty motioned to approve Consent Calendar Items #2 and #3, as read and presented in tonight's meeting packet. Ms. Kouchakdjian seconded the motion. It was on motion 5-0; Dretler-aye, Carty-aye, Russo-aye, Kouchakdjian-aye, Roberts-aye

Town Manager Goals

After receiving suggestion from Board Members, Town Manager Sheehan stated that he included Town a timeline column in relation to the Financial Management & Economic Resilience section of the Town Manager's Goals document. He acknowledged that interaction with all Town department heads would be an essential part of achieving Town Manager goals.

Town Manager Sheehan addressed various aspects of additional community use at the Fairbank Community Center, especially in consideration of Park & Recreation and COA-sponsored activities.

Select Board Members suggested that Town Manager Sheehan present Town Manager progress to goals on a quarterly basis starting after Town Meeting in May

Mr. Carty motioned to accept Town Manager Goals, as presented by Town Manager Sheehan. Ms. Kouchakdjian seconded the motion. It was on motion 5-0; Carty-aye, Kouchakdjian-aye, Russo-aye, Dretler-aye, Roberts-aye

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

Town Manager Sheehan presented Select Board-sponsored Warrant Articles:

Article - Trailside Circle & Bridle Path – Release of Easement

Town Manager Sheehan confirmed that Town Counsel recommended mailing letters to the lot owners for signoff, before Town Meeting.

Mr. Carty motioned to advance the Town Meeting Article on Trailside Circle & Bridle Path – Release of Easement, and to authorize Town Manager Sheehan to take action, as needed. Ms. Kouchakdjian seconded the motion. It was on motion 5-0; Carty-aye, Kouchakdjian-aye, Russo-aye, Dretler-aye, Roberts-aye

Article - To see if the Town will vote to amend Ch. 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.

Board Members considered language changes/modifications.

Mr. Carty motioned to advance the Town Meeting Warrant Article for modification of Finance Committee structure in the general bylaws, and empower Town Manager Sheehan to take action accordingly. Ms. Kouchakdjian seconded the motion. It was on motion 5-0; Russo-aye, Dretler-aye, Kouchakdjian-aye, Carty-aye, Roberts-aye

Article – Amend Bylaws, C.11 Capital Planning - To change to single threshold of \$500,000

Town Manager Sheehan indicated that the only change to the bylaw involved “CIAC study the capital proposals which involve major tangible items with a total project cost of more than \$500,000 and which would likely require an article at Town Meeting for the project’s authorization.”

Ms. Kouchakdjian suggested involving CIAC earlier in the process.

Related Board discussion took place with Town Manager.

Mr. Carty motioned to advance the Town Meeting Warrant A Planning Bylaw and empower Town Manager Sheehan to take action as needed. Ms. Kouchakdjian seconded the motion. It was on motion 5-0; Russo-aye, Dretler-aye, Kouchakdjian-aye, Carty-aye, Roberts-aye

VOTED: To advance the Town Meeting Warrant A Planning Bylaw and empower Town Manager Sheehan to take action as needed

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.

Chair Roberts noted that at the previous Select Board meeting, members indicated that additional information was needed. Ms. Kouchakdjian confirmed that she received a follow-up conversation with Minuteman Vocational Education Superintendent Jeff Stulin who noted that Sudbury's inclusion of such a Town Meeting article might help with consideration of Sudbury being a member of that vocational education network. Ms. Kouchakdjian stated that Mr. Stulin agreed including his statement in writing.

Chair Roberts read in the words of the motion that the vocational education Warrant Article be potentially included on the Town Warrant, subject to inclusion of additional detail and context. Ms. Kouchakdjian moved in the words of the Chair. Ms. Dretler seconded the motion. It was on motion 4-1; Russo-aye, Dretler-aye, Carty-no, Kouchakdjian-aye, Roberts-aye.

VOTED: That the vocational education article be potentially included on the Town Warrant, subject to inclusion of additional detail and context.

Article – Amend General Bylaws C. 68 – Town Meetings

Town Manager Sheehan explained that the changes involved would amend the Town Meeting start time from 7:30 PM to 7:00 PM.

Board Members discussed the mentioned modifications.

Mr. Carty motioned to advance the Town Meeting Warrant Article regarding start time to 7:00 PM from 7:30 PM and to authorize Town Manager Sheehan to take action as needed. Ms. Kouchakdjian seconded the motion.

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

Article – Sudbury 250th Committee Funds

Chair Roberts stated that the Article could serve as a placeholder and if not needed, could be Indefinitely Postponed (IP'd). Mr. Russo agreed and commented that in April the final determination could be made. Chair Roberts included that the language should be changed to reflect: "a sum to be determined."

Mr. Carty motioned to advance the Town Meeting Warrant Article for the funding of the Sudbury 250 Committee, with the caveat that Town Manager Sheehan the blank dollar sign to "a sum to be determined," and to take any other action, as needed. Mr. Russo seconded the motion. It was on motion 5-0; Carty-aye, Russo-aye, Kouchakdjian-aye, Dretler-aye, Roberts-aye

VOTED: To advance the Town Meeting Warrant Article for the funding of the Sudbury 250 Committee, with the caveat that Town Manager Sheehan the blank dollar sign to "a sum to be determined," and to take any other action, as needed

Board Members considered the formation of a committee to optimize the Town Meeting process.

Chair Roberts recommended discussing the topic further at an upcoming Select Board meeting.

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.

Article – To see if the Town will vote to accept the provisions of Ch. 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 Sheehan mentioned that the idea was to plan ahead in anticipation of a shortfall. Related discussion took place.

Article – 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.

Town Manager Sheehan explained type of article would be within the operating budget in consideration of a mature employees (have seen several retirements this year and can expect more in the coming years). Town Manager Sheehan noted that such a fund would be setup as a capital appropriation, not a stabilization fund which would be outside of the capital budget – like a compensation reserve fund. Related Board discussion took place.

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

Town Manager Sheehan commented that this type of article would provide for installation of UV systems (likely \$50,000). Related Board discussion took place.

Town Manager Sheehan provided information about two other articles (state certifications) – one being a weights and measures article and another article to create a Fairbank Rental Revolving Fund to help pay for utilities, staff, and other expenses.

Ms. Dretler thanked Town Manager Sheehan, Finance Director Victor Garofalo and staff for being forward thinking.

Discussion on Sudbury Public School Committee vacancy and next steps moving forward

Chair Roberts addressed the recent school committee vacancy, and the resignation of Mary Stephens. Ms. Dretler suggested that definitive information should be shared with the Select Board before the Select Board makes a determination. Chair Roberts agreed and suggested that this topic be back on the Select Board meeting agenda for next week's meeting, after receipt of such information.

Revised Open Meeting Law determination as provided by the Attorney General's office

Chair Roberts explained the determination from the AGs office in connection with a previous complaint presented by resident Len Simon and the Attorney General's Office making the determination that no violation was

committed. That office followed up with a written letter regarding inaccuracies presented in a previous letter submitted, which was clarified with no reconsideration.

Code of Conduct policy discussion

Chair Roberts acknowledged that a resident mentioned Code of Conduct policy revisions from MIAA. She noted that key changes applied to appointed individuals and the action to refrain from criticizing staff.

Board Members agreed with Legal Counsel reviewing the revisions and to examine this topic further.

Consent Calendar Item 1

Mr. Russo asked about the previously submitted Rte. 20 zoning study from 2015, which reflected a commercial study and not a housing study.

All Board Members appreciated receiving related updates.

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

10/22/24 Minutes

Mr. Carty motioned to approve the 10/22/24 Select Board Minutes, as presented and amended. Ms. Kouchakdjian seconded the motion. It was on motion 5-0; Russo-aye, Dretler-aye, Kouchakdjian-aye, Carty-aye, Roberts-aye

VOTED: To approve the 10/22/24 Select Board Minutes, as presented and amended. Ms. Kouchakdjian seconded the motion

11/19/24 Minutes

Mr. Carty motioned to approve the 11/19/24 Select Board Minutes, as presented and amended. Ms. Kouchakdjian seconded the motion. It was on motion 5-0; Russo-aye, Dretler-aye, Kouchakdjian-aye, Carty-aye, Roberts-aye

VOTED: To approve the 11/19/24 Select Board Minutes, as presented and amended. Ms. Kouchakdjian seconded the motion

11. Upcoming agenda items

2/4/25 Meeting

- Acceptance of Town Meeting Articles
- School Committee Vacancy
- Vocational Warrant Article update/detail, if possible
- Chair Roberts recommended the Executive Session meeting be postponed to the next Select Board Meeting.

Future Agenda Items

- Town Manager Goals update - early May
- Code of Conduct feedback

Adjourn

Ms. Dretler motioned to adjourn the Select Board Meeting. Ms. Kouchakdjian seconded the motion. It was on motion 5-0; Carty-aye, Russo-aye, Kouchakdjian-aye, Dretler-aye, Roberts-aye

VOTED: To adjourn the Select Board Meeting

There being no further business, the meeting was adjourned at 10:28 PM.

SB Meeting 1/28/25 - Documents & Exhibits

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

Attachments:

1.a Economic Development RFP SB 28 Jan Meeting 250121

2. 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.

Attachments:

2.a CG-Grant-Application-GMPHC-Opioid_Project

3. Accept resignation of Peter Abair from the Historical Commission.

Attachments:

3.a SHC resignation

4. Town Manager goals

Attachments:

4.a 2025 Town Manager Goals_1.22.25

5. 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

Attachments:

5.a KP-#959724-v1-SUDB_Tall_Pines_-_Draft_TM_Article_Release_Easement

5.b C. 5 Finance Committee

5.c Voc ed resolution

5.d c. 68 Town Meetings 1.8.25

5.e 250th Committee funding

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.

Attachments:

6.a pension stabilization

6.b accrued leave fund

6.c pool enterprise budget adjustment

8. Revised Open Meeting Law determination as provided by the Attorney General's office.

Attachments:

8.a OML 2024-223 - Sudbury Select Board (1)

9. Code of Conduct policy discussion.

Attachments:

9.a Sudbury Code_of_Conduct_Policy_12-3-24

9.b MIIA-RISK-Code-of-Conduct-Policy-Elected-Officials-and-Appointed-Volunteer-Members-6.22.22

9.c MIIA_CodeOfConductGuidelinesForTownBoardsAndCommittees_7.11.23 (1)

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

Attachments:

10.a SB_draft1_10.22.24_min.for review

10.b SB_draft1_11.19.24_min.for review

11. Upcoming agenda items

Attachments:

11.a Upcoming agenda.items 01.28.25