

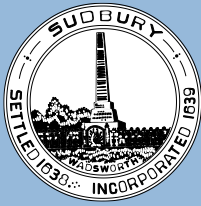
SUDBURY SELECT BOARD
TUESDAY APRIL 15, 2025
7:00 PM, ZOOM

Item #	Time	Action	Item
	7:00 PM		CALL TO ORDER
			Opening remarks by Chair
			Reports from Town Manager
			Reports from Select Board
			Public comments
CONSENT CALENDAR			
1.		<i>VOTE</i>	Vote to accept the Capital Article Closures and FY25 Budget to Actuals memo from Finance Director Victor Garofalo.
2.		<i>VOTE</i>	Vote to appoint Michael Fitzgerald to the Memorial Day Committee for a term ending 5/31/27, as requested by Jim Wiegel, committee chair.
3.		<i>VOTE</i>	Approve request of Tina Rivard, Public Works Director, to dispose of surplus vehicles with a combined value of more than \$10,000.
4.		<i>VOTE</i>	Vote to confirm appropriation of Lincoln-Sudbury Regional School District Excess & Deficiency funds.
MISCELLANEOUS			
5.		<i>VOTE</i>	Approve the appointment Robin Porcella as Town Accountant for an indefinite term of office beginning May 1, 2025, as recommended by Finance Director Victor Garofalo, to fill the vacancy to be created by the departure of Laurie Dell'Olio.
6.			Sudbury 250 committee to provide quarterly update. Committee chair, Radha Gargeya to attend.
7.		<i>VOTE</i>	Discuss and provide direction to Camp Sewataro relative to the summer resident swim program.
8.		<i>VOTE</i>	Code of Conduct policy discussion.
9.		<i>VOTE</i>	Discussion on Annual Town Meeting and warrant articles, including consent calendar and article positions.

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
10.		<i>VOTE</i>	Discussion on Town Manager review process.
11.			Discussion on Curtis Middle School civics projects.
12.		<i>VOTE</i>	Vote to review and possibly approve the minutes of 9/5/24, 1/24/25.
13.			Upcoming agenda items.
EXECUTIVE SESSION			
14.		<i>VOTE</i>	Vote to close Open Session and enter Executive Session to discuss strategy with respect to collective bargaining (Engineers) 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).
15.		<i>VOTE</i>	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).
16.		<i>VOTE</i>	Vote to close executive session and not resume open session.

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.

**SUDBURY SELECT BOARD**

Tuesday, April 15, 2025

CONSENT CALENDAR ITEM**1: Capital Article Closures and FY25 Budget to Actuals****REQUESTOR SECTION**

Date of request:

Requestor: Victor Garofalo Finance Director

Formal Title: Vote to accept the Capital Article Closures and FY25 Budget to Actuals memo from Finance Director Victor Garofalo.

Recommendations/Suggested Motion/Vote: Vote to accept the Capital Article Closures and FY25 Budget to Actuals memo from Finance Director Victor Garofalo.

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office Pending

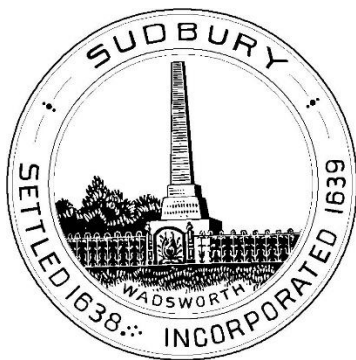
Town Manager's Office Pending

Town Counsel Pending

Select Board Pending

Select Board Pending

04/15/2025 7:00 PM



Victor Garofalo
Finance Director, Treasurer/Collector
garofalov@sudbury.ma.gov

April 7, 2025

To: Select Board
 From: Victor Garofalo, Finance Director
 Cc: Andrew Sheehan, Town Manager
 Re: Capital Article Closures and FY25 Budget to Actual

The attached worksheet (FY25 Budget to Actual GF 04-07-25), reflects all expenditures and revenue as of April 7, 2025. We are 9 months into the Fiscal Year, and the revenues and expenditures should show approximately 75% received and expended to date. There are certain line items where these amounts are more or less than the projected amount. Based on this information, I am not anticipating any issues for FY25.

- Real Estate & Personal Property Taxes – 4th quarter bills are due on May 1st.
- Tax Liens and Deferrals – This is a non-budgeted item, and the amounts received reflect prior year liens that have been collected in FY2025.
- Penalties and Interest – The excess amount shown is a reflection of the past due taxes and tax liens and deferrals that have been paid to date.
- Investment Income – The amount received to date is a reflection of the higher rates we are receiving at our banks and US Treasuries. The estimated amount we should receive for FY25 could be around \$1.5M.
- Public Works - % of Budget to date is high due to the current Snow Deficit of \$550K, which we will be doing a transfer from Free Cash at the ATM for this deficit.
- Employee Benefits and Property & Liability Insurance - % of Budget to date is high, as these annual amounts were paid in July 2024.

Also attached is a list of Capital Articles that were closed in FY2025. The capital articles were for previous Fiscal Year appropriations, in which these projects were completed. The remaining funds on these projects to be closed is \$700,162.85. It should be noted that many of these projects date back several years (5-10). Going forward we will be monitoring these capital projects more closely.

The closed capital articles of \$700,162.85, along with increase in investment income will result in a higher free cash number for FY26.

**TOWN OF SUDBURY
BUDGET & ACTUAL SUMMARY
FISCAL YEAR 2025 (as of April 5, 2025)**

REVENUES	Original Budget	Actual Revenue	Adjustments	Total Revenue	Difference Budget	% Over/ Under
Real Estate & Personal Property *	\$ 109,643,754	\$ 82,129,346	\$ -	\$ 82,129,346	\$ (27,514,408)	74.91%
Excise Taxes	3,725,000	3,197,852	-	3,197,852	(527,148)	85.85%
Tax Liens & Deferrals	-	328,591	-	328,591	328,591	0.00%
In Lieu of Taxes	41,000	8,533	-	8,533	(32,467)	20.81%
Intergovernmental	7,695,442	5,774,435	-	5,774,435	(1,921,007)	75.04%
Penalties and Interest	211,000	224,463	-	224,463	13,463	106.38%
Licenses and Permits	795,000	883,186	-	883,186	88,186	111.09%
Fines and Forfeitures	8,000	10,938	-	10,938	2,938	136.73%
Other Departmental Revenue	793,251	529,013	-	529,013	(264,238)	66.69%
Earnings on Investments	105,000	1,145,489	-	1,145,489	1,040,489	1090.94%
TOTAL REVENUES	\$ 123,017,447	\$ 94,231,846	\$ -	\$ 94,231,846	\$ (28,785,601)	76.60%
Transfers In	824,494	824,494	-	824,494	-	100.00%
TOTAL REVENUES & TRANSFERS	\$ 123,841,941	\$ 95,056,340	\$ -	\$ 95,056,340	\$ (28,785,601)	76.76%

**TOWN OF SUDBURY
BUDGET & ACTUAL SUMMARY
FISCAL YEAR 2025 (as of April 5, 2025)**

EXPENDITURES	Original Budget	Actual Expenditures	Encumbrances	Total Expenditures	Remaining	% of Budget
Education - Sudbury Public Schools (SPS)	\$ 45,785,871	\$ 31,474,739	\$ 1,290,394	\$ 32,765,133	\$ 13,020,738	71.56%
Education - LS Regional High School (LS)	29,497,481	22,135,336	7,227,989	29,363,324	134,157	99.55%
Education - Vocational	450,000	155,332	49,088	204,420	245,580	45.43%
General Government	3,817,526	2,625,291	40,333	2,665,623	1,151,903	69.83%
Public Safety	10,399,288	7,454,785	13,044	7,467,829	2,931,459	71.81%
Public Works	6,370,755	4,703,951	788,564	5,492,515	878,240	86.21%
Human Services	1,031,178	742,118	3,031	745,149	286,029	72.26%
Culture & Recreation	1,716,739	1,259,607	12,153	1,271,760	444,979	74.08%
Total Town Departments	\$ 99,068,838	\$ 70,551,159	\$ 9,424,594	\$ 79,975,753	\$ 19,093,085	80.73%
Reserve Fund	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000	0.00%
Town-Wide Operating	191,205	148,239	28,548	176,787	14,418	92.46%
Town Debt Service	4,897,465	4,897,465	-	4,897,465	(0)	100.00%
Employee Benefits (Town and SPS)	15,925,519	13,839,020	-	13,839,020	2,086,500	86.90%
Property and Liability Insurance	561,895	534,768	-	534,768	27,128	95.17%
State and County Charges	310,312	205,155	-	205,155	105,157	66.11%
OPEB Trust Contribution (Town and SPS)	650,000	650,000	-	650,000	-	100.00%
Real Estate & Personal Property - Overlay *	347,910	347,910		347,910	-	100.00%
Total Operating Budget	\$ 23,184,306	\$ 20,622,556	\$ 28,548	\$ 20,651,104	\$ 2,533,202	89.07%
TOTAL EXPENDITURES:	\$ 122,253,144	\$ 91,173,715	\$ 9,453,142	\$ 100,626,857	\$ 21,626,287	82.31%

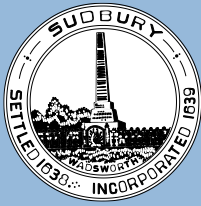
* Real Estate & Personal Property Overlay shown as expenditure

Capital Articles Closed - Completed

Project Description	Balance Remaining
ATM 98/5 STRET ACC PY ARTICLE	500.00
ATM 99/15 WASTEWATER STUDY	2,528.58
ATM 00/12 TOWNWIDE STUDY	3,000.00
ATM 18/4 TWIDE SPACE NEEDS SPS	3,410.00
PY ATM 19/4 SEL CAPITAL EXP	11,462.70
ATM 00/15 LITTLE LEAGUE CAPITAL	4,999.97
ATM13/19TRAFFIC CENTER IMPROVE - CAPITAL	672.46
STM 10/18 BROADACRE - CAPITAL	15,794.56
ATM 19/25 SEWATARO - CAPITAL	23,168.29
ATM 20/17 CSX CORRIDOR - CAPITAL	3,645.46
ATM 22/4 CAPITAL BUDGET	50,000.00
NIXON ROOF	56,756.56
LORING PARSONAGE MUSE - CAPITAL	55,640.00
STM 10/17 ART 14 MST PLN PYA	7,753.57
ATM 22/4 CAPITAL BUDGET	2,025.04
ATM 17/4 CAR REPLACE PYA	2,280.63
PYA ATM 21/4 CAPITAL EXP	2,508.77
FIRE CAPITAL ARTICLE	883.60
ATM 16/14A - CAPITAL	9,848.68
STM 97/4 - CAPTIAL	5,368.13
ATM 20/32 SPS PYGRND- CAPITAL	219.33
PY ART ATM 20/4 CAP LSRHS	1,952.25
STM 10/17 ART 4 SEC SYS LSRHS	5,915.00
ATM 23/21 LSRHS CAMERA SYSTEM	8,718.00
ATM 22/28 LRHS FENCE REPL	9,950.00
ATM 23/4 CAPITAL BUDGET - LSRH	10,486.00
PY ATM 19/4 LS CAPITAL EXP	15,505.00
STM 10/17 ART. 16 LS COOLING T	32,282.00
PYA ATM 21/4 CAPITAL EXP	40,351.00
ATM 17/4 GPS SURVEY PYA	1,776.07
PY ATM 20/26 OLD SUD	16,000.00
ATM 22/46 OLD FRAM RD XTENSN	64,814.00
ATM 17/21 DPW ROLLING PY	324.14
ATM 16/13 PY CAP ART	414.50
PY ATM 15/27 DPW ROLL STOCK	675.00
ATM 08/06 PR YR CAP STREETS&RD	2,959.18
ATM 15/18 CAP IT PY ARTICLE	3,191.06
ATM 12/05 PR YR STS CAPITA BUD	3,652.01
ATM 21/17 PYA MARLBORO	4,573.70

Capital Articles Closed - Completed

Project Description	Balance Remaining
ATM 10/05 PR YR CAP STREETS&RD	6,816.96
ATM 11/05 PR YR CAP STREETS&RD	8,941.79
ATM 22/41 ROADSIDE MOWER	3,775.00
ATM 14/13 PR YR CAPITAL	1,220.00
ATM 14/18 PR YR LORING SCH	5,899.21
STM 10/17 ART 3 PY SECUR ACCES	6,138.84
ATM 13/05 PR YR CAP BUDGET	12,464.59
ATM 13/18 PRIOR YEAR FAIRBANK	14,925.54
ATM 14/22 ENERGY IMPR	680.52
ATM 16/18 NIXON TRAFFIC - CAPITAL	8,420.00
ATM 22/4 CAPITAL BUDGET	30,225.00
PY ATM 18/4 VARIOUS SITE IMPR	812.06
ATM 15/18 CAP IT PY ARTICLE	1,256.00
PY ATM 19/4 REC CAPITAL EXP	3,060.34
PY ATM 18/4 INSTALL 2ND WELL	45,000.00
ATM 18/28 CUTTING FIELD - CAPITAL	64,521.41
Total Projects Closed	700,162.85

**SUDBURY SELECT BOARD**

Tuesday, April 15, 2025

CONSENT CALENDAR ITEM**2: Memorial Day Committee appointment****REQUESTOR SECTION**

Date of request:

Requestor: Jim Wiegel, committee chair

Formal Title: Vote to appoint Michael Fitzgerald to the Memorial Day Committee for a term ending 5/31/27, as requested by Jim Wiegel, committee chair.

Recommendations/Suggested Motion/Vote: Vote to appoint Michael Fitzgerald to the Memorial Day Committee for a term ending 5/31/27, as requested by Jim Wiegel, committee chair.

Background Information:

Attached application and memo from Jim Wiegel, committee chair

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

04/15/2025 7:00 PM

9 April 2025

Town of Sudbury

Select Board

Sudbury, MA 01776

Dear Select Board,

The Sudbury Memorial Day Committee met at the American Legion Post 191 on 21 March at 6:30 PM. At that time, members voted unanimously to appoint Mike Fitzgerald to the committee. Please formally appoint Mike Fitzgerald to our committee.

Best regards,



Jim Wiegel

Chairman

Sudbury Memorial Day Committee

Attachment2.a: M. Fitzgerald Appointment Letter signed (6572 : Memorial Day Committee appointment)

TOWN OF SUDBURY

APPLICATION FOR APPOINTMENT

SELECT BOARD
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

FAX: (978) 443-0756
E-MAIL: selectboard@sudbury.ma.us

Board or Committee Name: Memorial Day Committee

Name: Michael Fitzgerald

Address: 245 Water Row

Email Address: mfitzrad@outlook.com

Home phone: _____

Work or Cell phone: 617 875-8230

Years lived in Sudbury: 8

Brief resume of background and pertinent experience:

Long standing member of multiple governance boards and committees with BNY Mellon, Eagle Investment Systems and ServiceNow (Stock NOW). Founder of Field and Hive Foundation here in Sudbury. Supporting veterans as the commander of Sudbury Legion Post 191. Decorated veteran serving in the US Navy in multiple wars and conflicts supporting both United States and NATO.

Municipal experience (if applicable):

Educational background:

University of Miami - no Degree

Reason for your interest in serving:

I have a personal goal to support the history and remembrance of the town of Sudbury and its community. Additionally, I aim to support first responders and military personnel, ensuring the remembrance of the sons and daughters who have made the ultimate sacrifice.

Times when you would be available (days, evenings, weekends):

Available at all times unless personal conflict

Do you or any member of your family have any business dealings with the Town? If yes, please explain:
No



(Initial here that you have read, understand and agree to the following statement)

I agree that if appointed, I will work toward furtherance of the committee's mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

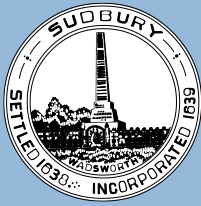
I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature



Date

31 8 2025

**SUDBURY SELECT BOARD**

Tuesday, April 15, 2025

MISCELLANEOUS (UNTIMED)**3: Disposal of surplus vehicles****REQUESTOR SECTION**

Date of request:

Requestor: DPW Director Tina Rivard

Formal Title: Approve request of Tina Rivard, Public Works Director, to dispose of surplus vehicles with a combined value of more than \$10,000.

Recommendations/Suggested Motion/Vote: Approve request of Tina Rivard, Public Works Director, to dispose of surplus vehicles with a combined value of more than \$10,000.

Background Information:
attached list of surplus vehicles and school department items

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

04/15/2025 7:00 PM



ENGINEERING • HIGHWAY • PARKS & GROUNDS • TRANSFER STATION • TREES & CEMETERY

275 Old Lancaster Road, Sudbury, MA 01776 T: (978) 440-5421 F: (978) 440-5404



March 11, 2025

Mr. Andrew J. Sheehan
Town Manager
278 Old Sudbury Road
Sudbury, MA 01776

Subject: Salvage Equipment

Dear Mr. Sheehan,

I hereby request your approval to dispose by sale, salvage or trade of the following pieces of equipment as outlined under Town Bylaw Article XII, Town Property:

- | | |
|--|----------|
| 1. 2008 International 7300 VIN 1HTWAAARX8J654992 | \$5,000 |
| 2. 2015 Chevrolet Silverado 3500 VIN 1GB3KYC82FF186044 | \$5,000 |
| 3. 2015 Chevrolet Silverado 3500 VIN 1GB4KYC84FF544927 | \$5,000 |
| 4. 2011 Volvo VHD42F VIN 4V5K39EF5BN294633 | \$10,000 |
| 5. 2018 Patch Trailer VIN 1K9BU2024JN246328 | \$2,000 |

This equipment no longer provides a service to the Town of Sudbury.

If you need anything else, please feel free to contact me.

Regards,

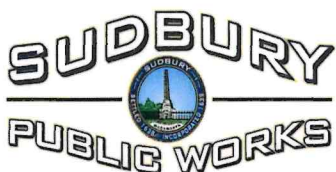
SUDBURY PUBLIC WORKS DEPARTMENT

Tina Rivard, Director

Enclosures

cc: Christopher Casto, Director of Operations

Attachment 3.a: Salvage Equipment 2025 - vehicles with trade value (6590 : Disposal of surplus vehicles)



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275 Old Lancaster Road, Sudbury, MA 01776 T: (978) 440-5421 F: (978) 440-5404



March 12, 2025

Mr. Andrew J. Sheehan
Town Manager
278 Old Sudbury Road
Sudbury, MA 01776

Subject: Salvage Equipment

Dear Mr. Sheehan,

I hereby request your approval to dispose by sale, salvage or trade of the following pieces of equipment as outlined under Town Bylaw Article XII, Town Property:

1. Round and Rectangular Tables – Quantity 40
2. Wooden Desks – Quantity 12
3. Toddler Seats – Quantity 120
4. Desks – Quantity 100

This equipment no longer provides a service to the Town of Sudbury.

If you need anything else, please feel free to contact me.

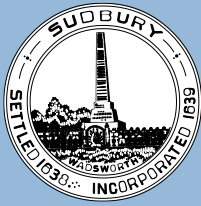
Regards,

SUDBURY PUBLIC WORKS DEPARTMENT

Tina Rivard, Director

Enclosures

cc: Christopher Casto, Director of Operations



SUDBURY SELECT BOARD
Tuesday, April 15, 2025

CONSENT CALENDAR ITEM
4: LSRD Excess & Deficiency funds

REQUESTOR SECTION

Date of request:

Requestor: Andrew Sheehan Town Manager

Formal Title: Vote to confirm appropriation of Lincoln-Sudbury Regional School District Excess & Deficiency funds.

Recommendations/Suggested Motion/Vote: Vote to confirm appropriation of Lincoln-Sudbury Regional School District Excess & Deficiency funds.

Background Information:
attached memo from Kevin Mahoney, District Treasurer

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

04/15/2025 7:00 PM

April 9, 2025

Selectboard, Town of Sudbury
278 Old Sudbury Rd
Sudbury, MA 01776

Re: Appropriation of Excess and Deficiency funds

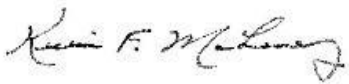
The Lincoln Sudbury Regional School District FY2024 Excess and Deficiency was certified in the amount of \$ 1,093,627 by the MA Department of Revenue on October 9, 2024. This certification remains valid through June 30, 2025. A decision to appropriate these funds for use may only be done during this period in which it is certified.

On April 8, 2025, the Lincoln Sudbury Regional School Committee voted unanimously, to appropriate up to \$475,000 from excess and deficiency to be used for the following purposes: up to \$275,000 to be transferred to the LS FY25 Budget to mitigate deficits and \$200,000 to be transferred to the LS Stabilization Fund for the purpose of large capital asset replacement and/or renovation. The LS Stabilization Fund is currently valued at \$1,952,723.71.

This action will result in an amendment (increase) to the FY 2025 Lincoln Sudbury Regional approved budget. Under CMR 41.05 (5), the treasurer must submit the proposed amendment to the members of the regional district within seven (7) days of the school committee vote for local appropriating authority approval. If the Town of Sudbury takes no further action after 45 days from the date of the vote, the action of the school committee will be deemed approved.

Conversely, the Town of Sudbury may confirm approval through a statement by the Select Board and or through a Town Meeting before the expiration of the 45-day period. The Lincoln Sudbury Regional School Committee will not take action on this appropriation unless both towns have positively endorsed the appropriation. This action will not change the assessment already established with the Town of Sudbury.

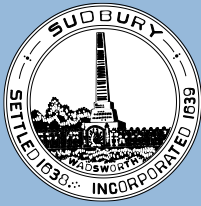
Respectfully submitted,



Kevin F Mahoney
District Treasurer

cc: Lincoln Sudbury Regional School Committee
Andrew Stephens, Superintendent/Principal
Kirsteen Patterson, Director of Finance and Operations
Andrew Sheehan, Town Manager

Attachment 4.a: Sudbury - LSRSD E & D appropriation Treasurers Notice 2025 (6597 : LSRD Excess & Deficiency funds)

**SUDBURY SELECT BOARD**

Tuesday, April 15, 2025

MISCELLANEOUS (UNTIMED)**5: Town Accountant appointment****REQUESTOR SECTION**

Date of request:

Requestor: Victor Garofolo, Finance Director

Formal Title: Approve the appointment Robin Porcella as Town Accountant for an indefinite term of office beginning May 1, 2025, as recommended by Finance Director Victor Garofalo, to fill the vacancy to be created by the departure of Laurie Dell'Olio.

Recommendations/Suggested Motion/Vote: Approve the appointment Robin Porcella as Town Accountant for an indefinite term of office beginning May 1, 2025, as recommended by Finance Director Victor Garofalo, to fill the vacancy to be created by the departure of Laurie Dell'Olio.

Background Information:

Attached memo from Finance director Victor Garofalo

Financial impact expected:

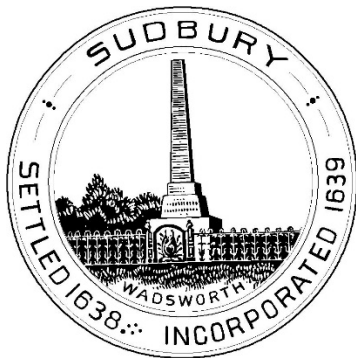
Approximate agenda time requested:

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

04/15/2025 7:00 PM



Victor Garofalo
Finance Director, Treasurer/Collector
garofalov@sudbury.ma.gov

April 10, 2025

To: Select Board

Cc: Andrew J. Sheehan, Town Manager

From: Victor Garofalo, Finance Director

Re: Appointment Request for Town Accountant

Vote Request

To approve the appointment of Robin Porcella as Town Accountant for an indefinite term of office beginning May 1, 2025, as recommended by Finance Director Victor Garofalo, to fill the vacancy to be created by the departure of Laurie Dell'Olio.

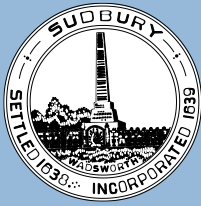
For your consideration

Robin is a finance professional with thirty years of experience, of which twenty-six have been spent working in municipal accounting for the Town of Sudbury. Robin has a Bachelor's Degree in Business Management from Franklin Pierce College.

Experience – Town of Sudbury (1998 – current)

- Accounting Clerk, Treasurer/Collector's office: November 1998 – August 2001
- Payroll/Benefits Clerk, Accounting office: August 2001 – October 2006
- Assistant Town Accountant: October 2006 – June 2015
- Financial Analyst, Treasurer's office: June 2015 – November 2018
- Assistant Town Accountant: November 2018 - Present

Robin's appointment is further recommended by Town Manager Andrew Sheehan and Laurie Dell'Olio current Town Accountant. Robin brings with her a combination of experience, skills, personality and work ethic. I am very pleased to bring forth her appointment to the Select Board for consideration, and I am confident that Robin will make a great Town Accountant for the Town of Sudbury.

**SUDBURY SELECT BOARD**

Tuesday, April 15, 2025

MISCELLANEOUS (UNTIMED)**6: 250 committee update****REQUESTOR SECTION**

Date of request:

Requestor: Radha Gargeya committee chair

Formal Title: Sudbury 250 committee to provide quarterly update. Committee chair, Radha Gargeya to attend.

Recommendations/Suggested Motion/Vote:

Background Information:
attached documents

Financial impact expected:

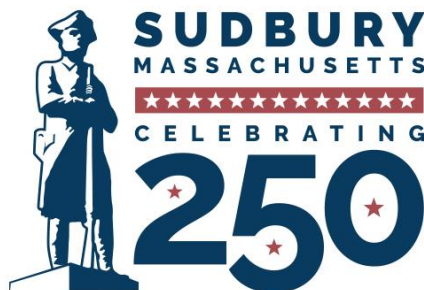
Approximate agenda time requested: 30 minutes

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

04/15/2025 7:00 PM



3/28/2025

Dear Chair Roberts, Select Board, and Town Manager Sheehan:

Greetings from the Sudbury 250 Committee (The Committee).

The Committee will present its 2025 1st Quarter report to the Select Board at a time that is opportune for the board.

In the 1/24/2025 letter to you, I shared that we had a shortfall of \$2,298.

I will give a quick update on a few developments, which, in the end, may still leave with a shortfall around \$2000 to \$5000.

- Lincoln and Sudbury are sharing the prize money for the high school student essay announced at the LS School Committee meeting on 3/25/2025.
- The cost of the musical performance for 4/19/2025 has been reduced by \$250.
- One of the events is cancelled due to scheduling issues.
- Other events are still being planned and their costs are not finalized.
- The following two efforts could bring in money:
 - o The Committee is applying for MA 250 grant.
 - o The Committee is seeking donations, sponsorships, or help selling Sudbury 250 merchandise from area businesses.

Given all this information, it is prudent to estimate the shortfall to be between \$2000 and \$5000. It is even possible that The Committee could be in the black. The Committee will give the Select Board periodic updates, including quarterly reports, which will further define the progress of the events and the finances.

Regards.

- *Radha Gargeya, Chair, Sudbury 250 Committee*
<https://sudbury.ma.us/sudbury250/>

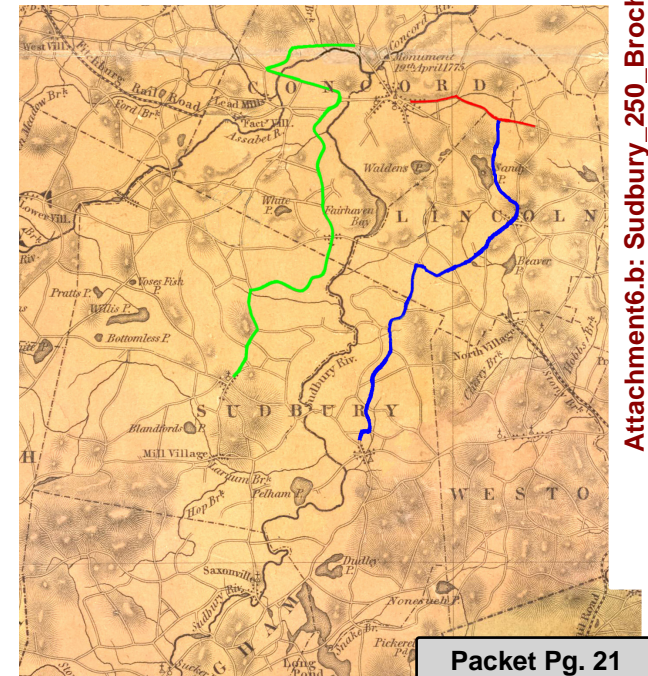
The Lexington Alarm reached Sudbury sometime between 3:00 and 4:00am on April 19, 1775.

The Sudbury Companies mustered and marched to Concord. The (East) Sudbury Companies first engaged the British at Merriam's Corner, about a mile east of Concord, on the road to Lexington.

Two Sudbury men, 78-year-old Deacon Josiah Haynes and 22-year-old Asahel Reed, were killed during the Battles of Lexington and Concord.

Sudbury sent more fighting men to the Battle of Concord than any other town.

The map below shows the probable routes the Minute Militia took to reach Concord from their starting points in Sudbury, which included Way and Maynard at the time.



SUDBURY & THE AMERICAN REVOLUTION: A TIMELINE

Sudbury Town Meeting 1774

At the meeting on January 10, 1774, in response to the Boston Tea Party, the Town wrote a strong letter of condemnation including the sentiment of no taxation without representation and the promise of all in our power to aid and assist Boston.

At a meeting on July 4, 1774, the Town asked its Ministers to arrange a Contribution to defray the Town's part of the Charges of the Committee of Congress.

On September 12, 1774, Town Meeting voted to purchase gun powder, rifles, bayonets, and flints, and on October 17, 1774, the Town voted to reimburse Ezekiel Howe for purchase of the arms voted in the September meeting.

Sudbury and the Battles of Lexington and Concord

On November 14, 1774, Sudbury ordered its Militia Companies to choose officers and organized two Minuteman Companies. The Sudbury Militia Companies were led by Captain Aaron Haynes, Captain Joseph Smith, and Captain Moses Stone. The Sudbury Minuteman Companies were led by Captain John Nixon and Captain Nathaniel Cudworth.

On March 20, 1775, two British spies passed through Sudbury on their way to Concord.

On March 29, 1775, the Massachusetts Committee of Safety ordered roughly one-third of the military supplies stored in Concord be moved to Sudbury.

The town established companies of minute men, ready to respond promptly. Unlike officers with commissions, these men were elected to their positions. Two companies were formed on each side of the river, and a troop of horse was established from both precincts. An alarm company was also formed for individuals exempt from military service. The names of these companies were:

- North Militia Company, West Side
Captain Aaron Haynes, 60 men.
- East Militia Company, East Side
Captain Joseph Smith, 75 men.
- South Militia Company (Lanham District)
Captain Moses Stone, 92 men.
- Troop of Horse, Both Sides
Captain Isaac Loker, 21 men.
- Minute Company, West Side
Captain John Nixon, 58 men
- Minute Company, East Side
Captain Nathaiel Cudworth, 40 men

Below is a Call Roll for Capt. Nixon's troop, formed March 13th, 1775. They mustered six times before April 19th, 1775.

Call Roll of Capt. Nixon's Troop
Men, They enlisted March 13th 1775

No.	March 13 th 1775	March 21 st	March 28 th	April 4 th	April 11 th	April 18 th	April 19 th
Ino. Nixon Cap	1	1	1	1	1	1	1
David Moor Lieut	1	1	1	1	1	1	1
Archel Wheeler, D ^o	1	1	1	1	1	1	1
Josiah Langdon Corp	1	1	1	1	1	1	1
Wm. L. Goddard Corp	1	1	1	1	1	1	1
August. Moore, D ^o	1	1	1	1	1	1	1
Elijah Willis D ^o	1	1	1	1	1	1	1
Abner Robbins D ^o	1	1	1	1	1	1	1

The Sudbury 250 Committee was established by the Sudbury Select Board to plan for the commemoration of the 250th anniversary of the commencement of the American Revolution.

The Sudbury 250 Committee is planning presentations on several aspects of the American Revolution and life in Sudbury at that time. Programs include woman soldier Deborah Sampson, Ezekiel Howe, Colonial music, the transportation of cannons through Sudbury, what life was like in colonial Sudbury, untold and under-told stories, and more.

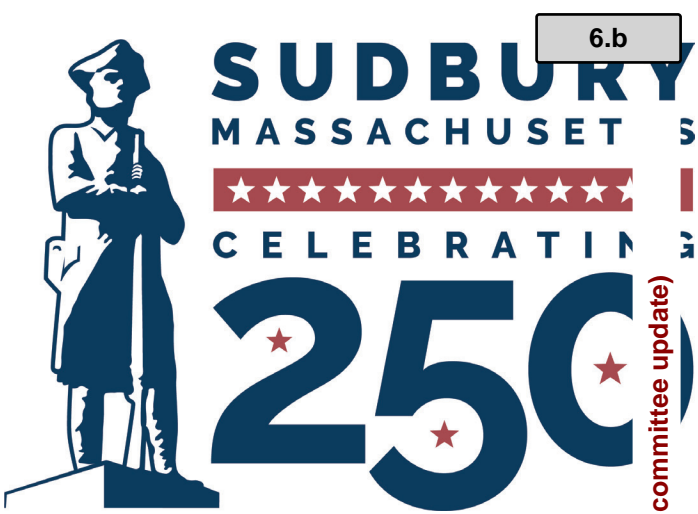
The Sudbury 250 Committee is working with area schools to engage students and staff with their local history and the American story. Multiple concerts, kids story hours and book lists at libraries are also being planned.

The Sudbury Historical Society is selling 250th merchandise and the Wayside Inn is planning additional Semiquincentennial activities in Sudbury. Details can be found at:

- <http://www.sudbury01776.org/>
 - <https://www.wayside.org/events/>
- For more information about the Sudbury 250 Celebrations, please visit:
- <https://sudbury.ma.us/sudbury250/>



Find this brochure and more at the Sudbury 250 Committee webpage.



250 years ago, a new nation was brought forth based on democratic principles. Since its founding in 1639, Sudbury has been helping to develop and shape these principles.

Join us in celebrating the self-governance that would later be known as “of the people, by the people, for the people.” While the fighting of the Revolution never came into Sudbury’s borders, there were a few other war- related events in 1775 and 1776 that occurred in Sudbury:

- Crown spies passed through in early 1775 to document the roads and distances.
- Concord dispersed stores to Sudbury and other towns to reduce the risk of one single store of military supplies.
- The Sudbury Companies marched to Concord on April 19, 1775 to confront the Redcoats.
- The Noble Artillery train of heavy weaponry followed Old Connecticut Path, partly through Sudbury, in

EVENTS PLANNED

April 19, 2025: 250th anniversary of the muster of Sudbury Minute Militia and the march to Concord. We will mark the occasion with a concert of period music.

July 4, 2025: Sudbury 250 float joins the Sudbury Independence Day Parade.

September 27, 2025: Sudbury 250 sponsors the *Colonial Faire and Muster of Fyfe & Drum* at the Wayside Inn with living history demonstrations of life in colonial New England.

October 25, 2025: The *Battle of Red Horse Tavern*, a re-enactment of a colonial battle to control the crossroads.

January 26, 2026: Celebration of the Noble Artillery train, which transported cannons captured at Fort Ticonderoga to Dorchester Heights by Colonel Knox, for whom Fort Knox is named. The arrival of the cannons forced the British to evacuate Boston on March 17, 1776.

Spring 2026: *Sudbury 250 Day:* Celebrate 250 years of Independence with a party for the whole town.

July 4, 2026: Dramatic reading of the Declaration of Independence after the Sudbury Independence Day Parade. In the evening, there will be a drone light show.

We hope to see you there!

The Sudbury 250 Committee was established by the Sudbury Select Board to plan for the commemoration of the 250th anniversary of the commencement of the American Revolution. In addition to the listed **EVENTS PLANNED**, the 250 Committee is planning presentations on several aspects of the American Revolution and life in Sudbury at that time. Subjects include George Washington, the women soldiers of the Revolution, Ezekiel Howe, the transportation of cannons through Sudbury, what life was like in colonial Sudbury, British spies in Sudbury, untold and under-told stories, and more.

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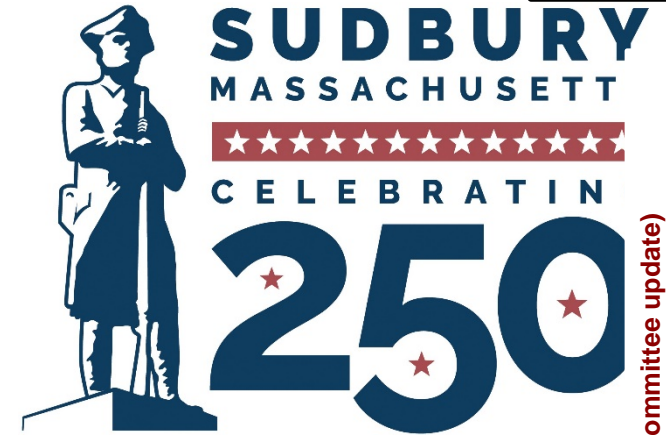
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- The muster and march proceeded to Concord on April 19, 1775.
- British spies passed through in early 1775 to document the roads and distances.
- The Noble Artillery train of heavy weaponry followed Old Connecticut Path, partly through Sudbury, January 1776.
- Concord dispersed stores to Sudbury and other towns to reduce the risk of one single store of military supplies.



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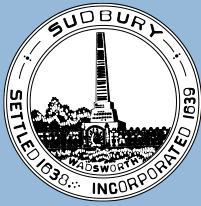
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Sudbury sent more fighting men to the Battle of Concord than any other town.

The map below shows the Town of Sudbury in 1776. It included today's Wayland and much of Maynard.





SUDBURY SELECT BOARD

Tuesday, April 15, 2025

7

MISCELLANEOUS (UNTIMED)

7: Camp Sewataro summer swim program

REQUESTOR SECTION

Date of request:

Requestor: Andrew Sheehan, Town Manager

Formal Title: Discuss and provide direction to Camp Sewataro relative to the summer resident swim program.

Recommendations/Suggested Motion/Vote: Discuss and provide direction to Camp Sewataro relative to the summer resident swim program.

Background Information:

Move to reaffirm to 20-day resident swim program at Camp Sewataro OR Move to approve the 10-day resident swim program at Camp Sewataro.

attached memo from Camp Sewataro

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

04/15/2025 7:00 PM



To Town Manager Sheehan and Members of the Sudbury Select Board:

Per the Camp Operator Contract - Third Amendment, adopted in 2023, Camp Sewataro is committed to operating a Summer Swim Program for Sudbury Residents. According to the contract, the swim program 'shall not decrease in any year... to be less than the number of days of availability set forth on Exhibit D' of said contract. That number of days was 20. Last year, an outbreak of blue-green algae forced us to close the swimming pond (for both Resident and Camp use) mid-summer.

We have spent the off-season working very closely with Sudbury's Conservation Coordinator, Lori Capone and the Conservation Commission, as well as our lake management company, Water & Wetland, to establish a new set of testing procedures and treatment guidelines that we hope will help to prevent another lengthy closure, but like all other forces of nature, algal blooms are outside of our control.

We are also aware that Members of the Select Board have requested a cost/benefit analysis of Resident Swim. Briefly, the average number of swimmers that attended our 6 days of Resident Swim in the summer of 2024 was 12, and the staffing cost of running the program for a single day was \$1000. We expect those costs to be consistent in the summer of 2025.

Given these variables, we wanted to touch base with the Board as we plan for Resident Swim in the summer of 2025. While we are happy to plan and staff for another 20 days of Resident Swim, we thought it prudent to touch base with the Select Board to ensure that it is in everyone's best interest and that it is the will of the Board that we do so.

Below are two calendars with proposed 2025 swim dates - Option 1 offers 20 days of swimming. Option 2 offers 10. Obviously, should the Select Board choose to move forward with the second option, we do have the option to reschedule swim days in the event that weather or something similar and outside of our control forces an all day closure. This option also provides more opportunities for routine pond maintenance and treatment. We are also happy to consider any and all other ideas presented by the Town Manager and Select Board.

Option 1: 20 Swim Days

June						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

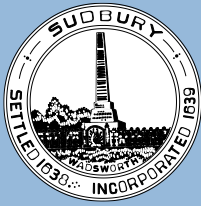
August						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1					

Option 2: 10 Swim Days

June						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1					



SUDBURY SELECT BOARD

Tuesday, April 15, 2025

8

MISCELLANEOUS (UNTIMED)

8: Code of Conduct policy discusison

REQUESTOR SECTION

Date of request:

Requestor: Town Manager Andrew Sheehan

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

04/15/2025 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. It serves as the standard for achieving and maintaining a high level of public confidence, trust, and professional respect with regard to how the Town and its officials conduct business.

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

This policy applies to the Select Board; to all boards, commissions, and committees appointed by the Select Board or the Town Manager; 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, while acting in their official capacity or while acting on behalf of the Town.

III. CODE OF CONDUCT

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

A. Conduct Generally and in Relation to the Community

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Deleted: This policy is intended to apply to all Members acting on behalf of the Town of Sudb covers all of their actions and communications whether spoken or written, including, but not li to, all electronic communications including soc media and any other form of "press" interaction (newspapers, for example).

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Deleted: act honestly, conscientiously, reason and in good faith at all times with regard to the responsibilities, the interests of the Town, and welfare of its residents.¶
Members must refrain from communicating or in a disrespectful, abusive and/or threatening r towards members of the community, other ele appointed officials, the Town Manager or Tow

4/10/25

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- Be well informed concerning local and state duties as a committee Member.

• Remember that you represent the Town at all times.

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- 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.

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- 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 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)

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- The Ethics/Conflict of Interest Laws (G.L. c.268A)

- The Public Records Law (G.L. c. 66, s. 10)

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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 giving instructions to or requesting assistance from Town department heads, but rather channel all such activities through the full board, committee, or commission, and the Town Manager.
- 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.
- Direct questions about Town staff or requests for additional background information to the Town Manager.
- Avoid criticizing an individual employee or a Town department. Raise concerns about staff performance to the Town Manager through private communication.
- Ensure that all requests for staff support go through the Town Manager.
- 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. 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 15 minutes. Each speaker during the public comment session shall be limited to no more than three minutes.

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Deleted: <#>Refrain from giving instructions to requesting assistance from Town staff but rather channel all such activities through the Town Manager

Deleted: <#>Never publicly criticize

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- 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 other (including members of the public body and the general public) and to treat others as the speaker wishes to be treated.
- 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 their 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 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 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.

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V. 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.

VI. 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 or upon reappointment.
- 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.
- The Town Clerk shall maintain and distribute educational materials from the State Ethics Commission to members.

Adopted by Select Board _____.

4/10/25

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TOWN OF SUDBURY

CODE OF CONDUCT POLICY

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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



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.

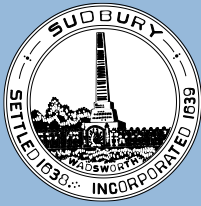
CODE OF CONDUCT



- 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, April 15, 2025

MISCELLANEOUS (UNTIMED)**9: Discussion of ATM articles****REQUESTOR SECTION**

Date of request:

Requestor: Chair Roberts

Formal Title: Discussion on Annual Town Meeting and warrant articles, including consent calendar and article positions.

Recommendations/Suggested Motion/Vote: Discussion on Annual Town Meeting and warrant articles, including consent calendar and article positions.

Background Information:
latest spreadsheet

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

04/15/2025 7:00 PM

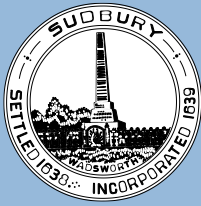
Annual Town Meeting Articles

#	Article Title	Sponsor/ Submitted by	Category	Article Presenter	SB Position Vote	SB Position	Date SB voted	FinCom Position Vote	FinCom Position	Funding Source	Requested Amount	Required Vote	Consent Calendar (Y/N)
1	Hear Reports	Select Board	Finance/Budget	TBD		Report at Town Meeting	4/1/25					Majority	
2	FY25 Budget Adjustments	Select Board	Finance/Budget	Sheehan		No Position	4/1/25		No Position	Free Cash		Indefinitely Postpone	Y
3	FY26 Budget	Town Manager	Finance/Budget	Sheehan	5-0	Support	3/25/25	8-1	Support	Tax Levy		Majority	
4	FY26 Capital Budget	Town Manager	Finance/Budget	Sheehan	5-0	Support	3/25/25	9-0	Support	Tax Levy	\$1,219,400	Majority	
5	FY26 Transfer Station Enterprise Fund Budget	Town Manager	Finance/Budget	Sheehan	5-0	Support	3/25/25	9-0	Support	Enterprise		Majority	Y
6	FY26 Pool Enterprise Fund Budget	Town Manager	Finance/Budget	Sheehan	5-0	Support	3/25/25	9-0	Support	Enterprise		Majority	Y
7	FY26 Recreation Field Maintenance Enterprise Fund Budget	Town Manager	Finance/Budget	Sheehan	5-0	Support	3/25/25	9-0	Support	Enterprise		Majority	y
8	FY25 Snow & Ice Transfer	Finance Director	Finance/Budget	Garofalo		Report at Town Meeting	4/1/25			Free Cash		Majority	Y
9	Unpaid Bills of Prior Fiscal Years	Town Accountant	Finance/Budget	DellOlio		No Position			No Position	Free Cash		Indefinitely Postpone	Y
10	Chapter 90 Highway Funding	Director of Public Works	Finance/Budget	Rivard	5-0	Support	3/11/25	9-0	Support	C. 90		Majority	Y
11	FY26 Revolving Fund Spending Limits	Finance Director	Finance/Budget	Garofalo	5-0	Support	3/25/25	9-0	Support	Revolving Funds		Majority	Y
12	FY26 Transfer into Stabilization Fund	Select Board	Finance/Budget	Carty	5-0	Support	3/11/25	9-0	Support	Free Cash	\$400,000	Majority	Y
13	Transfer into Capital Stabilization Fund	Town Manager	Finance/Budget	Sheehan	5-0	Support	4/1/25	9-0	Support	Free Cash	\$700,000	Majority	
14	FY25 Pool Enterprise Fund Budget Adjustment	Town Manager	Finance/Budget	Sheehan		Report at Town Meeting	4/1/25			Pool Enterprise		Majority	
15	Create Pension Stabilization Fund	Town Manager	Finance/Budget	Sheehan	4-1	Support	4/1/25	1-8	Oppose	Free Cash	\$175,000	Two-thirds	
16	Create Accrued Leave Fund	Town Manager	Finance/Budget	Sheehan	4-1	Support	4/1/25	1-8	Oppose	Free Cash	\$25,000	Majority	
17	Establishment of a Fairbank Community Center Revolving Fund	Town Manager	Finance/Budget	Sheehan	5-0	Support	3/25/25	9-0	Support		\$75,000	Majority	Y
18	Establishment of a Public Health Revolving Fund	Board of Health	Finance/Budget	Zeng/Sheehan	5-0	Support	3/25/25	9-0	Support		\$50,000	Majority	Y
19	Establishment of Electric Vehicle Charging Revolving Fund	Facilities Director	Finance/Budget	Duran/Sheehan	5-0	Support	3/25/25	9-0	Support		\$150,000	Majority	Y
20	Trailside Circle & Bridle Path - release of easement	Select Board	Other		5-0	Support	3/11/25		No Position			Majority	Y
21	Accept MGL C. 200A - Disposition of Unclaimed Property	Finance Director	Finance/Budget	Garofalo	5-0	Support	3/25/25	9-0	Support			Majority	Y
22	Adopt Hero Act, Clause 221	Board of Assessors	Finance/Budget	Assessors	5-0	Support	3/25/25	8-0	Support		\$1,500	Majority	Y
23	Amend General Bylaws C. 5, Finance Committee	Select Board	Other	Sheehan	5-0	Support	3/25/25	7-1-1	Support			Majority	Y
24	Amend Bylaws, C. 11 Capital Planning	Select Board	Other	Sheehan				2-6-1	Oppose			Indefinitely Postpone	
25	Amend General Bylaws C. 68, Town Meetings	Select Board	Other	Sheehan	5-0	Support	3/25/25		No Position			Majority	Y
26	Amend C. 170 - Weights & Measures Fees	Town Manager	Finance/Budget	Sheehan	5-0	Support	3/25/25	9-0	Support		\$8,529	Majority	
27	Adopt Opt-In Specialized Stretch Energy Code	Energy and Sustainability Committee	Other	Rami Alwan	4-1	Support	4/1/25					Majority	
28	Modification of Zoning Bylaw Section 5500 Accessory Dwelling Units in Residence Districts and Section 7110 Definitions and word usage	Planning Board	Other	Burney	5-0	Support	4/1/25		No Position			Majority	
29	Purchase of Fire Engine	Fire Chief	Finance/Budget	Choate	5-0	Support	3/25/25	9-0	Support	Free Cash	\$725,000	Majority	
30	Ambulance Replacement	Fire Chief	Finance/Budget	Choate	5-0	Support	3/25/25	9-0	Support	Debt	\$500,000	Two-thirds	
31	Roads, Culvert, Drainage, Consultant & Construction	Director of Public Works	Finance/Budget	Rivard	5-0	Support	3/25/25	9-0	Support	Free Cash	\$950,000	Majority	
32	Dump Truck with Plow & Spreader	Director of Public Works	Finance/Budget	Rivard	5-0	Support	3/25/25	9-0	Support	Free Cash	\$146,000	Majority	Y
33	6-wheel Dump Truck with Slide-in Sander	Director of Public Works	Finance/Budget	Rivard	5-0	Support	3/25/25	9-0	Support	Free Cash	\$382,000	Majority	y
34	Atkinson Pool Renovation Additional Funds	Facilities Director	Finance/Budget	Duran						Debt	\$0	Two-thirds	
35	DPW Emergency Operations Center Cost Share	Facilities Director	Finance/Budget	Duran	5-0	Support	3/25/25	8-0-1	Support	Free Cash	\$125,000	Majority	

Annual Town Meeting Articles

#	Article Title	Sponsor/ Submitted by	Category	Article Presenter	SB Position Vote	SB Position	Date SB voted	FinCom Position Vote	FinCom Position	Funding Source	Requested Amount	Required Vote	Consent Calendar (Y/N)
36	SPS - School Classroom Instructional Equipment Replacement	SPS School Committee	Finance/Budget	Crozier	5-0	Support	3/25/25	9-0	Support	Tax Levy	\$100,000	Majority	y
37	SPS - ELA Curriculum Implementation	SPS School Committee	Finance/Budget	Crozier	5-0	Support	3/25/25	6-3	Support	Free Cash	\$250,720	Majority	Y
38	SPS - HVAC Capital Improvement Engineering Study	SPS School Committee	Finance/Budget	Duran	5-0	Support	3/25/25	8-1	Support	Free Cash	\$152,000	Majority	Y
39	SPS - Fire Alarm, Emergency Lighting and Bi-Directional Amplification System Design Fees	SPS School Committee	Finance/Budget	Duran	5-0	Support	3/25/25	9-0	Support	Free Cash	\$190,000	Majority	Y
40	SPS - Haynes Elementary Roof Replacement and Repair	SPS School Committee	Finance/Budget	Duran				9-0	Support	Debt		Indefinitely Postpone	
41	SPS - Nixon Elementary Roof Replacement and Repair	SPS School Committee	Finance/Budget	Duran				9-0	Support	Debt		Indefinitely Postpone	
42	Sudbury 250th Committee Funds	Select Board	Finance/Budget	Gargeya		Report at Town Meeting	4/1/25		TBD	Free Cash		Majority	Y
43	MBTA Buildings - Funding for Acquisition	Town Manager	Finance/Budget	Sheehan		Report at Town Meeting	4/1/25		TBD			Majority	
44	Community Preservation Act Fund - Fairbank Community Center and Haskell Field Landscape Master Plan	Community Preservation Committee	Community Preservation	Cline	5-0	Support	3/25/25	4-5	Oppose	CPC	\$500,000	Majority	Y
45	Community Preservation Act Fund - Hop Brook	Community Preservation Committee	Community Preservation	Cline	5-0	Support	3/25/25	8-0-1	Support	CPC	\$90,000	Majority	Y
46	Community Preservation Act Fund - Sudbury Housing Authority Allocation	Community Preservation Committee	Community Preservation	Cline	2-3		4/1/25			CPC	\$450,000	Majority	
47	Community Preservation Act Fund - Sudbury Housing Trust Allocation	Community Preservation Committee	Community Preservation	Cline	5-0	Support	3/25/25	9-0	Support	CPC	\$690,000	Majority	Y
48	Community Preservation Act Fund - Hosmer House Collection	Community Preservation Committee	Community Preservation	Cline	5-0	Support	3/25/25	9-0	Support	CPC	\$119,500	Majority	Y
49	Community Preservation Act Fund - Hosmer House Envelope & HVAC	Community Preservation Committee	Community Preservation	Cline	4-1	Support	3/25/25	6-3	Support	CPC	\$640,000	Majority	Y
50	Community Preservation Act Fund - Hosmer House Roof	Community Preservation Committee	Community Preservation	Cline	5-0	Support	3/25/25	6-3	Support	CPC	\$386,000	Majority	Y
51	Community Preservation Act Fund - Regional Housing Services Office (RHSO) Membership Fee	Community Preservation Committee	Community Preservation	Cline	5-0	Support	3/25/25	9-0	Support	CPC	\$43,000	Majority	Y
52	Community Preservation Act Fund - Return of Unspent Funds	Community Preservation Committee	Community Preservation	Cline	5-0	Support	3/25/25	9-0	Support	CPC	\$425,346	Majority	Y
53	Community Preservation Act Fund - General Budget and Appropriations	Community Preservation Committee	Community Preservation	Cline	5-0	Support	3/25/25	9-0	Support	CPC	\$746,993	Majority	Y
54	Decrease CPA surcharge	Petition	Finance/Budget	Nam	0-4-1		4/1/25					Majority	
55	Means tested tax exemption	Petition	Finance/Budget	Tyler	5-0	Support	4/1/25					Majority	
56	Walkway Funding and Taking	Petition	Finance/Budget	Tyler	0-5		4/1/25					Majority	

Attachment9.a: 2025 TM Article List.4.2.25 (6562 : Discussion of ATM articles)

**SUDBURY SELECT BOARD**

Tuesday, April 15, 2025

MISCELLANEOUS (UNTIMED)**10: Discussion on Town Manager review process****REQUESTOR SECTION**

Date of request:

Requestor: Chair Roberts

Formal Title: Discussion on Town Manager review process.

Recommendations/Suggested Motion/Vote:

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

04/15/2025 7:00 PM

2024 Town Manager Annual Review Timeline

Complete	Steps	Town Manager Annual Review	Date
X	Step 1	Select Board reviews overall Town Manager review process and timeline, including 360 evaluation questions	1/23/24
X	Step 2	360 evaluations sent to Town Manager direct reports. Town Manager 1 yr anniversary is 2/14/2024.	2/13/24
Feb 19-23 SCHOOL VACATION WEEK			
X	Step 3	360 evaluations due from direct reports	3/1/24
	Step 4	360 evaluation responses reviewed by Select Board and Town Manager	3/12/24
	Step 5	Town Manager to send self-evaluation to Select Board	3/20/24
	Step 6	Town Manager to review self-evaluation and goals with Select Board	3/26/24
	Step 7	Select Board to turn in individual Town Manager evaluations	3/27/24
	Step 8	Select Board quantitative data (and qualitative?) combined in one report	3/28/24
	Step 9	Select Board provides evaluation to Town Manager	4/2/24

D. **Vacation:** Effective July 1, 2023, the Town Manager shall be entitled to twenty-five (25) days of vacation each fiscal year, to be prorated in any year in which the Town Manager works less than twelve months. Unused earned vacation may be carried over subject to a maximum accrual carry-over of twenty-five (25) days.

E. **Sick Leave, Personal Leave and Bereavement Leave:** Effective start date the Town Manager shall be entitled annually to: 1) personal days consistent with town policies; and 2) sick leave and bereavement leave in accordance with the Town of Sudbury Employee Handbook, all to be prorated in any fiscal year in which the Town Manager works less than twelve months.

F. **General Benefits:** In addition, the Town Manager shall be entitled to such other benefits generally provided to Town non-union department heads, subject to this Agreement.

G. **Holidays:** The Town Manager shall be entitled the same Holidays as other Town non-union employees, which is currently thirteen (13).

SECTION VIII: GOALS & OBJECTIVES

A. The Board shall annually review and evaluate the Town Manager's accomplishment of the goals and objectives discussed below. This review and evaluation shall be in accordance with specific criteria developed jointly from time to time by the Board and the Town Manager.

B. The first annual review will occur after one year of employment. This review and evaluation shall include a "360-degree assessment" with solicited subjective feedback from one of the Town's School Superintendents and four (4) senior managers chosen randomly in a process conducted by the Town Manager and Select Board. Any costs associated with implementing the "360-degree assessment" shall be borne by the Town. Further, the Town

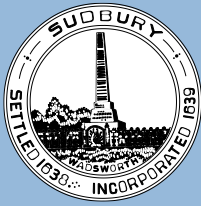
Manager will provide a written assessment of his goals and performance as part of the Board's consideration. The Chair of the Board or their designee shall provide the Town Manager with a written statement of the findings of the Board and provide an adequate opportunity for the Town Manager to discuss his evaluation, and the results of the "360-degree assessment" with the Board. The "360-degree assessment" will occur with the annual review.

C. Annually, the Board and the Town Manager shall define such goals and performance objectives, which they determine necessary for the proper operation of the Town and the attainment of the Board's policy objectives and shall further establish a relative priority among the various goals and objectives, and said goals and objectives shall be reduced to writing. The goals and performance objectives shall generally be attainable within the time limits specified, within the annual operating and capital budgets and appropriations provided by the Town and within existing circumstances and external conditions affecting the Town. The goals and performance objectives may or may not coincide with the broader goals set by the Select Board for themselves and the Town.

SECTION IX: EXPENSES

A. **Automobile Expenses:** The Town Manager shall be provided with an annual vehicle allowance of \$7,000 paid in bi-weekly installments. This allowance shall provide for all necessary travel mileage, tolls, and related costs. Reimbursement for work-related parking costs shall be paid upon submittal of receipts by the Manager.

B. **Professional Development:** The Town shall pay the Town Manager's registration fee(s) and related expenses for the International City/County Management Association (ICMA)'s Annual Conference, ICMA Local Government Reimagined Conference,

**SUDBURY SELECT BOARD**

Tuesday, April 15, 2025

MISCELLANEOUS (UNTIMED)**11: Curtis Middle School civics projects****REQUESTOR SECTION**

Date of request:

Requestor: Dan Carty

Formal Title: Discussion on Curtis Middle School civics projects.

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

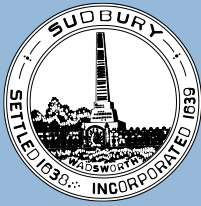
Approximate agenda time requested:

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

04/15/2025 7:00 PM

**SUDBURY SELECT BOARD**

Tuesday, April 15, 2025

MISCELLANEOUS (UNTIMED)**12: Minutes review and approval****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Vote to review and possibly approve the minutes of 9/5/24, 1/24/25.

Recommendations/Suggested Motion/Vote:

Background Information:
drafts attached

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

04/15/2025 7:00 PM

SUDBURY SELECT BOARD
TUESDAY JANUARY 24, 2025

8:45 AM

(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

Also Present: Town Clerk Beth R. Klein

The statutory requirements as to notice having been complied with, the meeting was convened at 8:45 AM, 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 by Chair

- Announced the Sudbury DEI (Diversity, Equity and Inclusion) Commission meeting scheduled for January 29, 2025 at the Flynn Building; she invited all to attend, especially Select Board Members via in-person or virtually

Reports from Town Manager

- No reports at this time

Reports from Select Board

Vice-Chair Carty:

- No reports at this time

Board member Kouchakdjian:

- Will be attending the DEI meeting on January 29

Board member Dretler:

- Will also be attending the DEI meeting on January 29th; recommends the meeting be posted in consideration of a Select Board quorum

Board member Russo:

- No reports at this time

Public Comments

No public comments presented.

Miscellaneous

Direct the Town Clerk to place the vacant office for Sudbury Public School Committee member on the March 31, 2025 Annual Town Election ballot by January 24, 2025. This is 15 days prior to the last day to return nomination papers to the Board of Registers for certification as set forth in the attached memo.

Chair Roberts explained that former School Committee Member Mary Stephens submitted her resignation. Chair Roberts confirmed that a vote from the Select Board Members at this meeting would direct the posting of the School Committee vacancy.

Board Member Dretler motioned to direct the Town Clerk to place the vacant office for Sudbury Public School Committee member on the March 31, 2025 Annual Town Election ballot, by January 24, 2025. Board Member Kouchakdjian seconded the motion.

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

VOTED: To direct the Town Clerk to place the vacant office for Sudbury Public School Committee member on the March 31, 2025 Annual Town Election ballot by January 24, 2025

Chair Roberts stated that she and School Committee Chair Nicole Burnard, would be meeting to discuss next steps required in order to fill the vacancy during the interim period before the Annual Town Election.

Town Clerk Beth Klein confirmed the Select Board Members must provide their signatures electronically on the "Add Elected Vacancy to Town Ballot" memo for the vacant office of Sudbury School Committee with an expiration term of May, 2027.

Adjourn

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

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

VOTED: To adjourn the meeting

There being no further business, the Select Board meeting was adjourned at 11:05 AM.

SUDBURY SELECT BOARD

THURSDAY, SEPTEMBER 5, 2024

ANNUAL SELECT BOARD GOAL SETTING MEETING

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

Present: Chair Jennifer Roberts, Vice-Chair Daniel Carty, Select Board Member Lisa Kouchakdjian, Select Board Member Charles Russo, Select Board Member Janie Dretler, Town Manager Andrew Sheehan, Mel Kleckner, Facilitator – UMass Collins Center for Public Management

The statutory requirements as to notice having been complied with, the meeting was convened at 5:37 PM, at the Sudbury Police Station Meeting Room.

Chair Roberts announced the recording of the meeting and other procedural aspects. Select Board roll call: Kouchakdjian-present, Carty-present, Dretler-present, Russo-present, Roberts-present

Opening Remarks by Chair – none

Reports from Town Manager – none

Reports from Select Board

Vice-Chair Carty – none

Board Member Russo – none

Board Member Dretler

- Board of Health - sponsored overdose presentation this evening at the Sudbury Grange Hall

Board Member Kouchakdjian - none

Public Comments

Manish Sharma, 77 Colonial Drive, spoke of Town finance items and possible financial rebates for the Sudbury Public Schools.

Review of Mission/Values Statements/Priority Goal Categories

Mr. Kleckner read the following:

“Select Board Mission Statement: The Select Board, as the chief policy making body for the Town of Sudbury, Massachusetts, will maximize and ensure the quality of life and well-being of Sudbury residents, today and in the future. To accomplish this, the Select Board shall set strategic direction, appoint certain boards, establish policies, and develop goals that deliver the highest quality municipal services in a fiscally responsible manner to the community that it serves and advance its values. The Select Board relies upon the Town Administration, volunteers, residents, and other stakeholders to implement the policies and initiatives while promoting an atmosphere of mutual respect, collaboration, and inclusion.”

Mr. Kleckner referenced his outline document (compilation from various communities) reflecting values grouped within goal categories:

Effective Governance and Communications

- Protect and enhance the professionalism of the Town's staff, boards, and committees.
- Foster respectful civic engagement; promote transparency and effective communications.
- Protect and promote a climate of acceptance, equity, inclusion and belonging.

Town Services and Infrastructure

- Encourage responsible long-term capital management and strategic planning to support, maintain, and enhance Town infrastructure and services.
- Protect and enhance educational excellence.
- Ensure equitable access to Sudbury facilities, programs, information, and services.
- Promote and ensure public health and safety within the community.

Financial Management and Economic Resilience

- Protect and enhance Sudbury's fiscal health and financial stability.

Open Space, Recreation and Historic Assets

- Protect and enhance the unique sense of place offered by the Town.

Transportation, Mobility and Housing

- Encourage and pursue a wide range of housing options that accommodate the diverse needs of individuals across age and socio-economic demographics.
- Promote access to transportation options and advocate for bicycle and pedestrian alternative travel.

Environmental Health and Wellness

- Promote and enhance Sudbury's environmental resources and sustainability.

Review of Progress on 2024 Goals

Mr. Kleckner presented the Select Board 2024 Goals.

Board Members discussed the elimination of various goals from last year (namely the MBTA Communities Zone goal) and spoke of combining and changing the language associated with those goals. Board Members concurred that the most of the top five 2024 goals would continue as 2025 Select Board goals.

Mr. Kleckner noted that it was not unusual to consider that last years' goals remain a priority for the Select Board.

Identification of 2025 Goals

Summary of Town Manager and Department Head Input

Town Manager Sheehan summarized the long-term comprehensive plan to fund and manage the Operating and Capital Budgets Goal, with focus on maximizing revenues and reviewing expenditures. He noted that with inflationary times on the increase, the operating and capital budgets are affected.

Mr. Kleckner stated that Town department head comments expressed concerns about cooperation and cohesiveness between Select Board Members. He noted that another department head comment involved communication.

Chair Roberts stated that the information within the Town website is complete and continually providing updates, in addition to quarterly updates and Select Board Office hours held on a monthly basis.

Board Member Kouchakdjian recommended that the Select Board participate in Professional Development (PD) and ethics training. Board Members concurred.

Mr. Kleckner indicated that staff expressed concerns regarding succession planning and related workload. He commented that related health/safety aspects, work space, etc., were general municipal concerns. Town Manager Sheehan commented that the health concerns are also reflective of the times and the general tenor of the world and nation.

Board Member Dretler acknowledged that office improvements were made in the Health Department, SPS and Recreation department offices in the Fairbank Community Center. She recognized staff who work in the Flynn Building. Town Manager Sheehan anticipated the completion of the Combined Facilities report in the next several months which addresses Town buildings.

Vice-Chair Carty stated that the emotional safety aspect increases employee stress which can lead to health issues.

Chair Roberts asked what the Select Board could do to help the staffing aspect. Town Manager Sheehan responded that vocal Select Board support would help with consideration of funding for such improvements.

Board Members discussed the elimination of various goals from last year and spoke of combining and changing the language associated with those goals.

Discussion of SMART Goals

Mr. Kleckner stressed the importance of SMART Goals when considering goal-setting for the Town, and the adherence to the Select Board Mission Statement and Values.

Mr. Kleckner spelled out the acronym SMART: S = Specific, M = Measurable, A = Attainable, R = Relevant, T = Time Bound, and such importance to the goal process.

Break

Board Member Dretler motioned to recess for ten minutes and return to the meeting at 7:00 PM. Vice-Chair Kouchakdjian seconded the motion.

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

VOTED: To recess and return to the meeting at 7:00 PM.

Ranking of 2025 Select Board Goals

Board Members resumed the meeting at approximately 7:00 PM.

Board Members discussed individual priority choices. Chair Roberts advocated for language-specific goals and noted that a 6th goal item might be considered by the Board

Mr. Kleckner presented the “Possible 2025 Goal” chart with associated categories.

Select Board Discussion

Board Member Kouchakdjian stressed the importance of retaining the Vocational Education Goal, adding that six or seven students and their families were interested in Vocational school placement. Board Member Dretler commented that Select Board Member Kouchakdjian should not be responsible for all communications with the vocational schools and suggested that this goal be regarded as an operational task. Board Member Russo commented that when Select Board members help with a particular Select Board goal, it keeps the goal on Select Board radar and provides for informational updates. Board Member Russo mentioned that he is in favor of vocational education placements in Sudbury, but would not be in favor of inclusion as a 2025 Select Board Goal.

Vice-Chair Carty stated that the LSRHS Agreement states that LS is responsible for such placement in Sudbury. He recommended that a clarifying LSRHS documentation be submitted to the Board and the Town Manager.

Board Member Kouchakdjian opined that this would be a good time to modify the Vocational Education Goal language to read: “To seek Vocational Education placement.”

Town Manager Sheehan agreed that the Vocational Education Goal was an educational issue and an 8th grader seeking such placement is not a Select Board or Town Administration task.

Chair Roberts suggested that a mechanism be put in place for the Select Board to be notified of such placements.

Board Member Russo provided summary of his goal listing:

Town Building/Property Management Plan

Board Member Russo commented about the timeliness of the completed Facilities Town Building Assessment report for determination of an associated Management Plan timeline.

Utilization/Optimization of Fairbank Community Center Building

Economic Development

Board Member Russo commented about inclusion of the Master Plan, Open Space, Recreation, Housing Production Plan, and perhaps having the economic development goal included in the Town property management plan.

BFRT Process/Completion

Board Member Russo spoke of the gap time between the Eversource project completion and the partnership between the Town and MA DCR.

Town Wastewater Plan

Board Member Russo noted that a wastewater plan would help direct any economic development for the Rte. 20 Corridor planning. He added that several neighboring towns have completed such economic development plans for Rte. 20.

Staffing Needs and Succession Planning

Board Member Russo recognized that various Select Board goals are linked to such planning.

Chair Roberts agreed with Fairbank Community Center optimization, with Park & Recreation addressing after school care programs. She indicated that she wanted to retain the economic development topic as a separate Select Board Goal.

Board Member Kouchakdjian provided summary of her goal listing:

She provided detail about restructuring of the goals as they presently appear.

Fiscal Sustainability Goal

To include language regarding the operating and capital budgets, staffing needs-succession plan.

Building a More Inclusive Sudbury Goal

To include DEI, Transportation, Housing, ADA Transition Plan, Municipal Vulnerability Planning

Energy and Sustainability Goal

To include environmental health/wellness aspects, and stretch code implementation

Recreation Goal

Include policies to enhance Sudbury recreation – rail trails, Fairbank Community Center Optimization

Economic Development Goal

To be part of the Recreation Goal or to stand alone

Governance Goal

To advance Select Board functions (Professional Development to be shared with the community). Possible inclusion of the Vocational Education goal.

Chair Roberts stated that the presented goal outline might be too general and somewhat broad, when compared to the current goal-setting process.

Board Member Kouchakdjian stressed the importance of Board Member self-assessments. Vice-Chair Carty agreed with the self-assessment need.

Vice-Chair Carty presented a summary of his goal listing:

Long-Term Comprehensive plan to fund and manage Operating and Capital Budgets Goal

He stressed the importance of providing milestones and deliverables.

Town Properties Management Program Goal

To track progress of capital projects and maintain project portfolios and plans.

Expand and fund a Transportation Option Goal

To be in coordination with housing production planning and the Master Plan.

Vocational Education Access Options Goal

As directed by the LSRHS Regional Agreement

Updating of the LSRHS Agreement Goal

Chair Roberts stated that the KPI process could be utilized with the operationalization of the Capital Plan.

Board Member Kouchakdjian mentioned the benefit of a separate goal to address capital and fiscal sustainability.

Board Member Dretler presented a summary of her goal listing:

Develop a Long-Term Comprehensive Plan to fund and manage the Operating and Capital Budgets Goal

Vocational Education Access Options Goal

Address Staffing needs and Succession Planning Goal

Rail Trail Development and Completion Goal

Economic Development Goal

To focus on the Rte. 20 study

Board Member Dretler stressed the importance of complete staffing, which might result in an override. She mentioned the importance of working with Town Counsel to establish PD programming for the Board Members.

Mr. Kleckner stated that the next step in the goal setting process would be for each Board Member to submit their written goal listing to him.

Break

Board Member Kouchakdjian motioned to recess for ten minutes. Vice-Chair Carty seconded the motion.

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

VOTED: To recess and return to the meeting at 8:47 PM.

The meeting resumed at 8:47 PM. After reviewing Board Member listings, Mr. Kleckner read the Select Board order of Goals:

- Long-Term Comprehensive plan to fund and manage Operating and Capital Budgets
- Staffing Needs and Succession Planning
- Utilization/Optimization of Fairbank Community Center Programming

- Vocational Education Access Options
- Expand (Normalize) and fund a Transportation Option, especially for vulnerable populations

Mr. Kleckner indicated that he would further analyze the Select Board voting results; he stated that he would provide the Board with related suggestions.

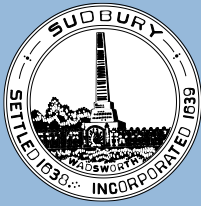
Chair Roberts confirmed that related discussion would resume at an upcoming Select Board meeting, with possible inclusion of a 6th Select Board Goal.

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

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

VOTED: To adjourn the Select Board meeting

There being no further business, the meeting ended at 8:54 PM.



SUDBURY SELECT BOARD

Tuesday, April 15, 2025

MISCELLANEOUS (UNTIMED)**13: 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:

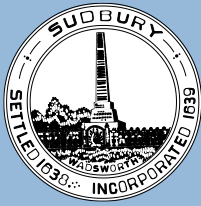
Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

04/15/2025 7:00 PM

POTENTIAL UPCOMING AGENDA ITEMS/MEETINGS

MEETING/EVENT	DESCRIPTION
April 29	Joint facilities discussion with SPS, FinCom, CIAC
	Financial Policies
	Atkinson Pool update
	Alcohol License change of category
May 5-7 (Mon-Wed)	Annual Town Meeting at LSRHS
Future items/date TBD	Discussion on Select Board handbook
	MSBA funding discussion (SPS roofs)
	Policies to be rescinded (May)
	Town Manager Goals check-in (After ATM)
	Planning: Route 20 Corridor Study Findings, Housing Production Plan, Economic Development (May 20)
	Town Meeting Committee
	MWRTA appointment (to replace Deb Galloway)
	Remote Meeting Policy (<i>not needed until June 2027</i>)
	Fairbank Community Center utilization and optimization
	Combined Facilities working group update
	Economic Development Goal update
	ADA transition plan
	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
	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
	Wireless overlay district update

Attachment 13.a: Upcoming agenda.items 04.15.25 (6558 : Upcoming agenda items)

**SUDBURY SELECT BOARD**

Tuesday, April 15, 2025

EXECUTIVE SESSION**14: 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 (Engineers) 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 (Engineers) 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:

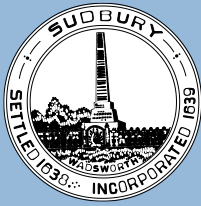
Approximate agenda time requested:

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

04/15/2025 7:00 PM

**SUDBURY SELECT BOARD**

Tuesday, April 15, 2025

EXECUTIVE SESSION**15: Review/approve exec session minutes****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: 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).

Recommendations/Suggested Motion/Vote: 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).

Background Information:

Financial impact expected:

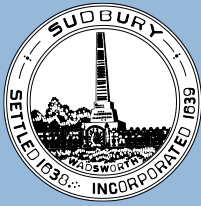
Approximate agenda time requested:

Representative(s) expected to attend meeting: Chair Roberts

Review:

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

04/15/2025 7:00 PM

**SUDBURY SELECT BOARD**

Tuesday, April 15, 2025

EXECUTIVE SESSION**16: 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

04/15/2025 7:00 PM