

SUDBURY SELECT BOARD

TUESDAY APRIL 15, 2025

7:00 PM

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

ZOOM MEETING

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

Chair Roberts called the meeting to order at 7:03 PM

Roll call: Russo-present, Carty-present, Kouchakdjian-present, Dretler-present, Roberts-present

Opening Remarks by Chair

- Announced tomorrow's hybrid CPC Public Hearing meeting will be at Town Hall from 7:00-9:00 PM
- Noted that the Finance Committee (FinCom) voted about several Town Meeting Articles at their meeting last night

Reports from Town Manager

- Acknowledged occurrence of several electric outages on Sunday evening, April 13, with tree limbs falling on electric wires
- Announced Annual Town Meeting on Monday, May 5; Warrant being mailed to all homes and also available on the Town website.

Reports from Select Board

Vice-Chair Carty:

- Announced Select Board Office Hours will be held tomorrow, with Board Members Roberts and Russo at 12 Noon

Board Member Kouchakdjian:

- Noted there were brief electrical outages in her neighborhood on Sunday evening
- Recognized the last Select Board Office Hours tomorrow for Chair Roberts
- Wished all a great spring vacation next week

Board Member Russo:

- Announced he would be conducting Select Board Office Hours tomorrow with Chair Roberts
- Wished all a happy tax day

Board Member Dretler:

- Noted that FinCom voted against Article 54 at their meeting last night.

- Much support for the Atkinson Pool Town Meeting Article was presented at the recent Park and Recreation Commission meeting

Public Comments

Resident Manish Sharma, 77 Colonial Road, suggested the Select Board and Town Manager Sheehan look into securing additional funding from the State. He confirmed he filed a complaint against SPS and LSRHS administrative offices regarding related business management practices.

Consent Calendar

- 1. Vote to accept the Capital Article Closures and FY25 Budget to Actuals memo from Finance Director Victor Garofalo.**
- 2. 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. Approve request of Tina Rivard, Public Works Director, to dispose of surplus vehicles with a combined value of more than \$10,000.**
- 4. Vote to confirm appropriation of Lincoln-Sudbury Regional School District Excess & Deficiency funds.**

Board Members agreed to address item #1 later in the meeting.

Vice-Chair Carty motioned to approve Consent Calendar items #2, #3 and #4. Board Member Kouchakdjian seconded the motion.

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

VOTED: To approve Consent Calendar Items #2, #3 and #4

MISCELLANEOUS

5. 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.

Mr. Garofalo stated that Ms. Dell'Olio would be stepping down, and he recommends that Robin Porcella fill the Town Accountant vacancy. He noted that Ms. Porcella has been in the Finance Department for many years and would be a great candidate to fill the position.

Board Member Kouchakdjian motioned to 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. Board Member Dretler seconded the motion.

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

VOTED: To 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 250th Committee to provide quarterly update

In attendance were Town Historian and 250th Committee Member Jan Hardenbergh, and 250th Committee Chair Radha Gargeya

Mr. Gargeya mentioned that associated grants would be announced in May, requesting State Legislation funding to support the many 4th of July Sudbury 250th events.

Mr. Gargeya also detailed the many events taking place on April 19 to celebrate this special Patriot's Day.

7. Discuss and provide direction to Camp Sewataro relative to the summer resident swim program

Present: Scott Brody, Camp Sewataro Operator; Kristen Drummey, Camp Sewataro Community Liaison

Ms. Drummey mentioned a cost analysis associated with the summer resident swim program for 20 days last year. She noted that now was the time to understand how to manage the program with staff.

Mr. Brody stated the intent would be to try increasing the monitoring/testing cadence and be more proactive with algae treatment. He indicated he would strive to come up with a better plan this summer. Board Member Russo agreed with increased testing.

Board Member Kouchakdjian mentioned that an average of 12 residents presented at the summer resident swim program last summer. Ms. Drummey suggested that residents sign up in advance for this year's swimming time to determine staff coverage.

Board Member Dretler hoped that last year would not be repeated. She stressed the importance of advertising and perhaps charging something to help offset some of the costs which impact Town finances and the Camp finances.

Board Members agreed that community swim be limited to 20 days again this summer.

Mr. Brody stated that he appreciated the Select Board's input on this matter.

Consent Calendar #1 - Vote to accept the Capital Article Closures and FY25 Budget to Actuals memo from Finance Director Victor Garofalo.

Vice-Chair Carty thanked Town Manager Sheehan and Finance Director Victor Garofalo for presenting this item; he inquired about the process of closing an article as well as why we have a \$550,000 snow deficit with very little snow this year. Mr. Garofalo explained that approximately \$700,000 in closed articles took place and that Free Cash funding would be available next year for article funding.

Mr. Garofalo stated he would be submitting a list of open project related articles to the Select Board. He acknowledged that all items were in line historically, with exception of Enterprise funding.

Vice-Chair Carty motioned to accept the Capital Article Closures and FY25 Budget to Actuals memo from Finance Director Victor Garofalo. Board Member Kouchakdjian seconded the motion.

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

VOTED: To approve Consent Calendar Item #1

8. Code of Conduct policy discussion

Town Manager Sheehan presented related edits to the Code. The edits to the Code of Conduct reflected a more expectation approach, rather than a directive approach.

Board Members discussed other edits, including public comment timelines at Select Board meetings, and applicability guidelines.

Town Manager Sheehan agreed to include Board member comments presented at this meeting; and send all edits/comments to Town Counsel for review and then back to the Select Board for further review.

9. Discussion on Annual Town Meeting and Warrant Articles, including Consent Calendar and Article positions

Town Manager Sheehan stated that at their meeting last night, FinCom took a number of positions on various Town Meeting Articles: supported the Snow & Ice Transfer Article, supported the Atkinson Enterprise Fund, did not take positions on the energy stretch code article or the Atkinson Pool renovations article, supported the article related to CPA funding of the – Fairbank and Haskell Field landscape Master Plan, were opposed to the CPA House Trust Allocation Article, Article #54 – Decrease in SPA surcharge, Article #56 – Walkway Funding and Taking. They did not take a position on Article #42 – Sudbury 250th Committee Funds because funding figures were not yet available.

Town Manager Sheehan noted that bids on Atkinson Pool Renovations are due tomorrow.

FinCom supported CPA funding – Fairbank and Haskell Field landscape Master Plan (45), Opposed CPA – Housing Trust Allocation. Did not take position on 250th because did not have figures. FinCom opposed #54 – decrease in CPA surcharge or 56 Walkway Funding.

Article #8 – FY25 Snow & Ice Transfer

Vice-Chair Carty motioned to support Article #8. Board Member Kouchakdjian seconded the motion.

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

VOTED: To support Article #8

Article #42 – Sudbury 250th Committee Funds

Vice-Chair Carty motioned to support Article #42, in the amount of \$15,000. Board Member Kouchakdjian seconded the motion.

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

VOTED: To support Article #42

Article #14 – FY25 Pool Enterprise Fund Budget Adjustment - \$25,000

Vice-Chair Carty motioned to support Article #14, in the amount of \$25,000. Board Member Kouchakdjian seconded the motion.

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

VOTED: To support Article #14

Article #43 - MBTA Buildings

Town Manager Sheehan detailed that Town Counsel was seeking related State commitment, or Article #43 would be Indefinitely Postponed (IP'd).

10. Discussion on Town Manager review process

Chair Roberts confirmed the Town Manager review process should take place after Town Meeting. She stated that she would like to provide related comments and vote on the Town Manager review, in consideration of the fact that her term on the Select Board would end after Town Meeting.

Board Members agreed to Chair Roberts participation in the Town Manager review process (submission of her comments and voting recommendations) to be submitted before she leaves office.

11. Discussion on Curtis Middle School civics projects

Vice-Chair Carty noted this topic was not just about Curtis but also LS and he gets a number of request from students and was curious if others did as well. He added that the Select Board try to reach out to schools to get requests in earlier.

Board Members agreed that submittal of civics projects should take place in the fall or winter months.

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

9/5/24 Select Board Minutes

Vice Chair Carty motioned to approve the 9/5/24 Select Board Minutes, as amended. Board Member Kouchakdjian seconded the motion.

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

VOTED: To approve the 9/5/24 Select Board Minutes, as amended

1/24/25 Select Board Minutes

Vice Chair Carty motioned to approve the 1/24/25 Select Board Minutes, as amended. Board Member Kouchakdjian seconded the motion.

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

VOTED: To approve the 1/24/25 Select Board Minutes, as amended

13. Upcoming agenda items

4/29/25 Meeting:

- Atkinson Pool Update
- Alcohol license - change of category
- Executive Session to take place at 6:30 PM (Executive Session not to take place this evening)
- Transportation Committee Update

14. Adjourn

Vice-Chair Carty motion to adjourn the Select Board meeting of April 15, 2025. Board Member Kouchakdjian seconded the motion.

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

VOTED: To adjourn the Select Board meeting of April 15, 2025

There being no further business, the Select Board meeting ended at 9:44 PM.

SB Meeting 4/15/25 - Documents & Exhibits

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

Attachments:

- 1.a Select Board Memo 04-07-25
- 1.b FY25 General Budget Actual 04-5-25
- 1.c Closed Articles FY25 04-5-25

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

Attachments:

- 2.a M. Fitzgerald Appointment Letter signed
- 2.b Mike Fitzgerald_Memorial Day Com_Application

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

Attachments:

- 3.a Salvage Equipment 2025 - vehicles with trade value
- 3.b Salvage Equipment 2025 - school department items in Barn

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

Attachments:

- 4.a Sudbury - LSRSD E & D appropriation Treasurers Notice 2025

5. 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.

Attachments:

- 5.a Robin Porcella - Appointment Town Accountant

6. Sudbury 250 committee to provide quarterly update. Committee chair, Radha Gargeya to attend.

Attachments:

- 6.a 2025_Q1_pre_report_update_SSB
- 6.b Sudbury_250_Brochure_2025_03_26
- 6.c Sudbury_250_Brochure_2024_09_20

7. Discuss and provide direction to Camp Sewataro relative to the summer resident swim program.

Attachments:

- 7.a 2025 Resident Swim

8. Code of Conduct policy discussion.

Attachments:

- 8.a Code_of_Conduct_Policy_2025-04-10
- 8.b Sudbury Code_of_Conduct_Policy_12-3-24
- 8.c MIIA_CodeOfConductGuidelinesForTownBoardsAndCommittees_7.11.23 (1)

9. Discussion on Annual Town Meeting and warrant articles, including consent calendar and article positions.

Attachments:

9.a 2025 TM Article List.4.2.25

10. Discussion on Town Manager review process.

Attachments:

10.a TMgr Review timeline 2024

10.b Sheehan-Town-Manager-Contract-pg5-6

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

Attachments:

12.a SB_draft1_1.24.25_min.for.review

12.b SB_draft1_09.05.24_goalsetting for review

13. Upcoming agenda items.

Attachments:

13.a Upcoming agenda.items 04.15.25

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

Attachments:

15.a SB Executive Session 12-21-21_approved_no_release

15.b SB Executive Session 5.07.24_min for review

15.c SB Executive Session draft for review 2.25.25

15.d SB Executive Session for review 3.25.25