

## SUDBURY SELECT BOARD

TUESDAY JUNE 24, 2025

7:00 PM

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

### ZOOM Meeting

Present: Chair Lisa Kouchakdjian, Vice-Chair Janie Dretler, Select Board Member Dan Carty, Select Board Member Charles Russo, Select Board Member Radha Gargeya, Assistant Town Manager/Finance Director Victor Garofalo

Chair Kouchakdjian called the Select Board meeting to order at 7:01 PM.

Roll call was taken: Dretler-present, Carty-present, Russo-present, Gargeya-present, Kouchakdjian-present

### **Opening Remarks by Chair**

Chair Kouchakdjian:

- Recognized that tonight's Select Board meeting is being held remotely due to excessively hot weather conditions
- Cautioned all to be very careful in the hot weather and stay hydrated; she noted that Fairbank Community Center serves as a cooling center for the Town
- Recognized that Assistant Town Manager/Finance Director Victor Garofalo is standing in for Town Manager Sheehan

### **Reports from Town Manager**

Assistant Town Manager/Finance Director Victor Garofalo:

- Commented this time officially represents the final week of FY25; the procuring of specific equipment for DPW and the Fire Department begun, as approved at Town Meeting
- Announced the Town hired a Management Analyst to begin work the first week of August
- Updated the Atkinson Pool project; Phase 1 (tile and grout work) to commence on August 16<sup>th</sup> and be completed by November 15 to December 1; due to delay in supply availability, Atkinson Pool dehumidification work would be delayed, and likely completed by May 2026

### **Reports from Select Board**

Vice-Chair Dretler:

- Recommended that all stay cool
- Thanked Town Manager Sheehan and Assistant Town Manager/Finance Director Garofalo for drafting and distributing a most impressive Town financial report

Board Member Carty:

- Recommended that all residents stay cool and check on their neighbors during this extensive hot weather
- Invited all to attend the 4<sup>th</sup> of July parade and Road Race

Board Member Gargeya:

- Recommended that everyone be cautious during extremely hot days, and remember that the Library also serves as a Town cooling center
- Thanked the Sudbury Chamber of Commerce for their contribution to find the Sudbury 250<sup>th</sup> Anniversary parade float; asked for volunteers to ride on the 250<sup>th</sup> float
- Announced SPS School Committee are setting goals at this time, including budget and forecasting preparations with consideration of the Framingham Community Center electricity billing aspects

Board Member Russo:

- Echoed that everyone must stay cool and hydrated during this period of excessive heat
- Announced resident public comment period regarding the athletic field survey is due by the 29<sup>th</sup> of June
- Congratulated Sudbury Cultural Council Award winners; focus on local participants
- Announced an impressive new interactive exhibit at the Loring Parsonage, as sponsored by the Sudbury Historical Society

### **Public Comments**

None

### **Consent Calendar**

#### **Vote to approve request for modification of Phoenix Cell Tower at 180 Raymond Road, as requested in a letter dated June 15, 2025 by Phoenix Tower International**

Vice-Chair Dretler motioned to approve the Consent Calendar, as presented in the current Select Board packet. Mr. Carty seconded the motion.

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

VOTED: To approve the Consent Calendar, as presented in the current Select Board packet

#### **Interview candidate for Sudbury Housing Trust. Following interview, vote whether to appoint Jeffrey Levine, to the Housing Trust for a term expiring 5/31/27**

Present: Jeffrey Levine, 42 Chanticleer Road

Mr. Levine detailed his background as a lawyer and experience serving on the Sudbury Council of Aging and Housing Production Committee for some time.

Vice-Chair Dretler noted that the Housing Trust voted unanimously to appoint Mr. Levine to the COA.

Vice-Chair Dretler motioned to appoint Jeffrey Levine to the Housing Trust for a term expiring 5/31/27. Mr. Gargeya seconded the motion.

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

VOTED: To appoint Jeffrey Levine to the Housing Trust for a term expiring 5/31/27

**Discussion on Camp Sewataro audited Financial Statements, and vote to accept report**

Present: Camp Sewataro Director Scott Brody

Mr. Garofalo presented an overview of the Camp Sewataro audited Financial Statements. He confirmed that the Town hired an independent audit company (Clifton Larson Allen, LLP) to conduct such audit with Town ARPA funds. He noted that there were no misstatements or deficiencies found in the audit, and included five management recommendations regarding: bonus policies, credit risks, bank statement process, budgeting aspects and credit card management.

Mr. Gargeya recommended that Mr. Brody produce a PDF financial statement at the end of every month.

Mr. Carty noted that the audit was a good one and that the Camp business was mostly done by customer's credit card. There were extensive credit cards fees but were more than made up by the very low amount spent on advertising.

Vice-Chair Dretler indicated that such audits played an important role in determining steps forward; she requested that this topic be included on future Select Board meeting agendas.

Mr. Russo noted he was pleased to see an excess of \$600,000 being received by the Town.

Mr. Brody stated that he was proud of the Audit results and appreciated the recommendations as suggested by Clifton Larson Allen, LLP and the Select Board.

Vice-Chair Dretler motioned to accept the Camp Sewataro audited Financial Statements. Mr. Carty seconded the motion.

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

VOTED: To accept the Camp Sewataro audited Financial Statements

**Policy discussion**

Chair Kouchakdjian suggested that many existing policies be rescinded and included as an agenda item for the July Select Board meeting.

Mr. Russo agreed that many policies should be rescinded, such as the performance review policy and Town vehicle policies, with some needed policy updates. He suggested a spreadsheet type presentation.

Mr. Carty agreed this would be a good opportunity to address several antiquated policies. Chair Kouchakdjian stated that many of the policies to be rescinded were operational in nature.

**Discussion on Select Board's liaison and committee assignments for 2025-26**

Chair Kouchakdjian noted that her current membership terms on MAGIC (Minuteman Advisory Group on Interlocal Coordination) and MAPC (Metropolitan Area Planning Council) had not expired, and she wanted to continue on those boards.

Chair Kouchakdjian requested Board approval to be the liaison on the Town Manager Evaluation Subcommittee and the LSRHS Regional Agreement Subcommittee.

Board Members supported the requested liaison assignments as presented by the Chair.

Vice-Chair Dretler motioned to accept the revisions to the liaison and committee assignments for 2025-26 as discussed at tonight's Select Board meeting. Mr. Carty seconded the motion.

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

VOTED: To accept the revisions to the liaison and committee assignments for 2025-26 as discussed at tonight's Select Board meeting

### **Town Manager Evaluation discussion**

Chair Kouchakdjian confirmed that the 360 Town Manager evaluation survey was distributed and would be submitted from various department heads by July 1. She noted that individual Board Member evaluation forms would be distributed to Board Members on August 13<sup>th</sup> and would be due by August 26. Board Members agreed to continue related discussion to the next Select Board meeting. Member Carty stated that it was important to have all member reviews in the packet verbatim.

### **Discussion on potential articles for a Fall Town Meeting**

Mr. Garofalo maintained an additional Town Meeting would be necessary in consideration of the two school roof projects. He explained that roof estimates and design plans for the Haynes and Nixon Schools were received today; not allowing enough time for submitting a proposal to the MSBA (MA School Building Authority) by the deadline this week. He noted that the next filing submission date is August 28.

Mr. Garofalo indicated that a Special Town Meeting could possibly take place in December or January.

Mr. Russo asked if the roof estimates submitted today were increased from the initial estimates. Mr. Garofalo confirmed that one of the roof estimates came in significantly greater. Board Members agreed to discuss the topic further at an upcoming Select Board meeting.

### **Professional Development discussion**

Chair Kouchakdjian recommended that a Select Board Professional Development session take place during a Select Board meeting in August.

Mr. Gargeya recommended that each Board Member submit a professional development topic of possible interest to the Town Manager's Office.

### **Discussion on Select Board Handbook**

Chair Kouchakdjian offered to draft a Select Board Handbook, especially in consideration of "onboarding" new Select Board members.

After some related discussion, Board Members concurred that Chair Kouchakdjian would develop the proposed handbook independently and present a draft to the Board at a future Select Board meeting.

**Vote to review and possibly approve the minutes of 3/25/25 and 4/1/25**

**3/25/25 Select Board Minutes**

Mr. Russo requested the addition of a paragraph to the 3/25/25 Select Board minutes.

Vice-Chair Dretler motioned to accept the 3/25/25 Select Board minutes, as edited. Mr. Carty seconded the motion.

It was on motion 4-0-1; Dretler-aye, Carty-aye, Gargeya-abstain, Russo-aye, Kouchakdjian-aye

VOTED: To accept the 3/25/25 Select Board minutes, as edited

**4/1/25 Select Board Minutes**

Vice-Chair Dretler motioned to accept the 4/1/25 Select Board minutes, as edited. Mr. Carty seconded the motion.

It was on motion 4-0-1; Dretler-aye, Carty-aye, Gargeya-abstain, Russo-aye, Kouchakdjian-aye

VOTED: To accept the 4/1/25 Select Board minutes, as edited

**Upcoming agenda items**

**July 15:**

- Review of 360 Town Manager evaluation surveys
- Review Select Board Newsletter Assignments

**August 12:**

- Consider DLS Presentation
- Approval of Select Board Office Hours schedule
- Discuss possible Town Forum topics

**Adjourn**

Vice-Chair Dretler motioned to adjourn the Select Board meeting. Mr. Carty seconded the motion.

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

VOTED: To adjourn the Select Board meeting

There being no further business, the meeting was adjourned at 8:58 PM.

## **SB Meeting 6/24/25 - Documents & Exhibits**

1. Vote to approve request for modification of Phoenix Cell Tower at 180 Raymond Road, as requested in a letter dated June 15, 2025 by Phoenix Tower International.

**Attachments:**

- 1.a Feeley Field Cell Tower 250618
- 1.b Modify cell tower 180 Raymond Rd
- 1.c US-MA-1000 TMO 4DEB010E\_A and E\_CDs\_Anchor\_CD Rev 0\_03282025

2. Interview candidate for Sudbury Housing Trust. Following interview, vote whether to appoint Jeffrey Levine, to the Housing Trust for a term expiring 5/31/27.

**Attachments:**

- 2.a Levine\_Jeffrey\_SHT 2025
- 2.b Levine\_J\_resume 2025
- 2.c Levine LoR signed

3. Discussion on Camp Sewataro audited Financial Statements, and vote to accept report.

**Attachments:**

- 3.a Camp Sewataro Management Letter and Financial Statements

4. Policy discussion

**Attachments:**

- 4.a SUDBURY SELECT BOARD POLICIES

5. Discussion on Select Board's liaison and committee assignments for 2025-26

**Attachments:**

- 5.a Select Board Liaison Assignments 2024-2025 052824
- 5.b Select Board Liaison Assignments 2025-2026 061025
- 5.c 3. DRAFT Select Board Liaison Assignments 2025-2026 061025\_JD
- 5.d MWRTA letter re Towns Rep to Authority's Advisory Board

6. Town Manager evaluation discussion

**Attachments:**

- 6.a 2025 Town Manager Annual Review Timeline
- 6.b Town of Sudbury - Town Manager 360 Assessment (Annual Evaluation - 2025)

10. Vote to review and possibly approve the minutes of 3/25/25 and 4/1/25.

**Attachments:**

- 10.a SB\_draft1\_3.25.25\_min for review
- 10.b SB\_draft1\_4.1.25\_min for review

11. Upcoming agenda items

**Attachments:**

- 11.a Upcoming agenda.items 06.24.25