

## SUDBURY SELECT BOARD

TUESDAY JULY 15, 2025

7:00 PM

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

Hybrid Meeting

Sudbury Police Station, 75 Hudson Road

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

Chair Kouchakdjian called the meeting to order at 7:00 PM

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

### **Opening Remarks by Chair**

Chair Kouchakdjian:

- Acknowledged a wonderful July 4<sup>th</sup> Parade; she thanked the Sudbury Chamber of Commerce and all others who made the event possible
- Shared concern about the deadly flood in Texas; she expressed thoughts and prayers for those impacted

### **Reports from Town Manager**

Town Manager Sheehan:

- Provided update regarding clean energy credits and solar power aspects being hampered by newly adopted legislation
- Announced that Finance Director Victor Garofalo and his team are closing out FY25 accounts; Town Revenues came in higher than expected; the Free Cash number to be noted in October will help to plan for the future
- Announced that Finance Director Garofalo is putting together the 15-year finance plan, and will likely complete the plan in several months
- Acknowledged that a natural gas contract in place for the next 41 months, and will help to decrease such utility rates at Sudbury schools and other Town buildings

### **Reports from Select Board**

Vice-Chair Dretler:

- Attended a great concert on June 18 put on by the Park & Recreation Department
- Attended the League of Women Voters presentation on remote open town meetings
- She thanked Town Manager Sheehan for being responsive to resident concerns, comments and questions

Board Member Carty:

- Congratulated Mike and Libby Hamill and others who worked on the 4<sup>th</sup> of July Parade which was great
- Cautioned all to be careful when going over the Rail Trail crossings, mostly people on bikes, especially when approaching the crossings that have not been labeled yet

Board Member Gargeya:

- Expressed his concern regarding the deadly flash flood tragedy in Texas with the loss of children at summer camp; he thanked the first and post-responders and others who work to save lives
- Acknowledged a great 4<sup>th</sup> of July Parade; the 250<sup>th</sup> anniversary float was made possible by the landscape company A Blade of Grass and Sudbury Park & Recreation
- Thanked Chair Kouchakdjian, Vice Chair Dretler and Town Manager Sheehan for their participation in the Sudbury 4<sup>th</sup> of July Parade
- As liaison to the Diversity, Equity and Inclusion Commission (DEI), he attended the July 10<sup>th</sup> meeting and mentioned the important work being done by that group. Members of DEI will plan to present the DEI quarterly status report at an upcoming Select Board meeting
- Recognized consultant Dr. Raul Fernandez been working with DEI

Board Member Russo:

- HOPEsudbury will be sponsoring the annual backpack drive for kids who need back to school supplies; further information on the website
- Announced an upcoming lecture with a Harvard University design professor Alex Krieger, sponsored by the Sudbury Historical Society and titled “A Small Town is an American Ideal,” on July 17<sup>th</sup> at the Loring Parsonage at 6:30 PM
- Select Board Hours will be August 13<sup>th</sup> at noontime

### **Public Comments**

Resident Manish Sharma, 77 Colonial Road, requested review of Town finances to include outstanding invoices.

### **Consent Calendar**

#### **Vote whether to approve the annual Select Board's re-appointments of those listed (all of which are subject to acceptance)**

Town Manager Sheehan referenced the “2025 Board/Committee Reappointments – Appointed by Select Board,” dated 7/15/25. The list included: Capital Improvement Advisory Committee, Community Preservation Committee, Constable, Diversity, Equity and Inclusion Commission, Earth Removal Board, Energy & Sustainability Committee, Land Acquisition Review Committee, Permanent Building Committee, Ponds and Waterway Committee, Rail Trails Advisory Committee, SuAsCo River Stewardship Council, Sudbury Housing Trust, Town Historian, and Zoning Board of Appeals.

Vice-Chair Dretler motioned to approve the annual Select Board's re-appointments of those listed as yes in response column (all of which are subject to acceptance). Mr. Carty seconded the motion.

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

VOTED: To approve the annual Select Board's re-appointments of those listed (all of which are subject to acceptance)

**Pursuant to General Bylaws, Article 1 Town Meetings, vote to hold a Public Hearing at the Select Board meeting of July 15, 2025, 7:15 PM, for the purpose of determining whether a Fall Town Meeting should occur, and to publicize the same**

Vice-Chair Dretler motioned to open the Public Hearing for the purpose of determining if a Fall Town Meeting should occur. Mr. Carty seconded the motion.

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

VOTED: To open the Public Hearing for the purpose of determining if a Fall Town Meeting should occur

Town Manager Sheehan acknowledged that Town bylaw calls for voting to hold a Fall Town Meeting at this time. He mentioned that consideration of SPS new roofs would not be ready for Fall meeting presentation. He mentioned that the Board might consider having a Special Town Meeting in December or January to address voting on the SPS roofs.

Board Members inquired about an alternative location to hold a Special Town Meeting, such as at Curtis Middle School. Member Carty asked if this had been properly noticed as per town bylaw.

Vice-Chair Dretler motioned to hold a Fall Town Meeting in September, October or November 2025; per Town Bylaw. Mr. Carty seconded the motion.

It was on motion 0-5; Carty-no, Dretler-no, Russo-no, Gargeya-no, Kouchakdjian-no

VOTED: Not to hold a Fall Town Meeting in September, October or November 2025

**Vote to close Public Hearing and resume Select Board meeting**

Vice-Chair Dretler motioned to close the Public Hearing for the purpose of determining whether a Fall Town Meeting should occur, and to publicize the same; and to resume the Select Board meeting. Mr. Carty seconded the motion.

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

VOTED: To close the Public Hearing for the purpose of determining whether a Fall Town Meeting should occur, and to publicize the same; and to resume the Select Board meeting

**CONTINUATION OF PUBLIC HEARING: Application of DashaSolutions LLC, DBA Pinspiration, 435 Boston Post Road, Unit 11, Sudbury, for a Restaurant License for the Sale of All Alcoholic Beverages, under G. L. Ch. 138, s.12, Rashida Garcia-Dancey, Manager. The premises proposed to be licensed (i.e., 435 Boston Post Road, Unit 11) is a single floor 2500 sq ft space with a single entrance and 50 maximum seated capacity. There is a back door for removing trash and accepting shipments.**

Chair Kouchakdjian explained that the applicant requested that the hearing be continued.

Vice-Chair Dretler motioned to continue the Public Hearing: Application of DashaSolutions LLC, DBA Pinspiration, 435 Boston Post Road, Unit 11, Sudbury, for a Restaurant License for the Sale of All Alcoholic Beverages, under G. L. Ch. 138, s.12. Mr. Carty seconded the motion.

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

VOTED: To continue the Public Hearing: Application of DashaSolutions LLC, DBA Pinspiration, 435 Boston Post Road, Unit 11, Sudbury, for a Restaurant License for the Sale of All Alcoholic Beverages, under G. L. Ch. 138, s.12

**Interview four applicants to the Rail Trails Advisory Committee: Michael Anderegg, 44 Normandy Drive, Chris Menge, 9 Fern Trail, Jason Wellemeyer, 133 Goodman's Hill Rd, and Rob Williams, 11 Bradley Pl. Vote to appoint two individuals as full members for terms expiring 5/31/28 and 5/31/27.**

Present: Rail Trails Advisory Committee Chair John Drobinski, 94 Woodside Road

Present: Michale Anderegg, 44 Normandy Drive

Mr. Anderegg noted he lived in Sudbury for years and has supported the rail trail for a long time.

Board Members considered modifying the Rail Trail Committee mission statement in consideration of satisfying quorum requirements and scheduling of regular meetings. Vice-Chair Dretler suggested that Mr. Anderegg considering attending Rail Trail Advisory Committee meetings until the Board makes the mission statement modifications.

Board Members thanked Mr. Anderegg for his continued support.

Present: Chris Menge, 9 Fern Trail

Mr. Menge confirmed he has been member of the Friends of the BFRT for many years. He detailed that he had worked on other related projects, such as rail trail access/ADA accessibility and trail connections to the MCRT, and possible connections to Meadow Walk.

Board Members thanked Mr. Menge for his volunteerism and agreed with Mr. Menge's recommendation for further connections along the rail trails.

Vice-Chair Dretler motioned to appoint Chris Menge as a member of the Rail Trail Advisory Committee for a term expiring 5/31/28. Mr. Carty seconded the motion.

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

VOTED: To appoint Chris Menge as a full member of the Rail Trail Advisory Committee for a term expiring 5/31/28.

Mr. Drobinski confirmed that he interviewed the four candidates presented at this meeting and recommended that the Select Board consider appointing those candidates.

Vice-Chair Dretler motioned to appoint Jason Wellemeyer as a full member of the Rail Trail Advisory Committee for a term expiring 5/31/27. Mr. Carty seconded the motion.

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

VOTED: To appoint Jason Wellemeyer, 133 Goodman's Hill Road, as a full member of the Rail Trail Advisory Committee for a term expiring 5/31/27

Mr. Drobinski thanked former RTAC members Frank Vitale and Lana Szwarc for their contributions.

Board Members agreed to address the RTAC mission statement at the next Select Board meeting.

### **Rail Trails Advisory Committee update**

Present: RTAC Chair John Drobinski, Planning and Community Development Department Assistant Marcia Rasmussen

Ms. Rasmussen detailed that Phase 2D of the trails project is nearing completion, with remaining items to be addressed, including removal of invasive plantings, two interpretative signs to be swapped, replacement of drinking stations, and several other items to be addressed by MassDOT and DCR.

Ms. Rasmussen explained that responsibility for fencing was to be considered. She confirmed that MassDOT approved the sculpture installation at the Morse Field Parking area, with parking plans advancing at the Parkinson Field.

Town Manager Sheehan stated that the Town was not in a position to assume responsibility for related projects with MassDOT purview.

Ms. Rasmussen listed Phase 3 updates:

- Intermunicipal Agreement with Framingham was finalized. Fuss and O'Neill completed design work and submitted the related invoice in FY25
- Proposal for Chiswick Park land being leased for rail trail parking, noting the owner is supportive of a long-term lease
- Stormwater management plan progressing

Town Manager Sheehan explained that related weekly update meetings are scheduled, and four access points along the trails have been identified. The Friends of the BFRT are considering submittal of such proposal to CPC.

It was noted that the Rail Trails Advisory Committee (RTAC) is working with the Commission on Disability (COD) regarding proposed ADA bike programs on the trails, and the Cultural Commission is considering art work/murals along the trail.

COD Member Karyn Jones mentioned that the ADA bike programs would be available to Sudbury residents before inclusion to the greater community.

Chair Kouchakdjian applauded the success of various Boards and communities working together on the trail projects.

**Discuss Policy recommendations provided by Policy Subcommittee**

Chair Kouchakdjian thanked Town Manager Sheehan for his valued assistance with the policy project. Mr. Gargeya thanked the Policy Subcommittee for their valued assistance.

Comprehensive Select Board review and discussion regarding rescinding policies took place.

Mr. Carty motioned to rescind the Advertising and Directional Signs Policy, Selectmen's Rules and Regulation policy regarding site plans, Board of Selectmen budget policies, Electronic sign board policy, Road opening policy, Email Communications policy, Code of Conduct for Committees created whose members are appointed by the Board of Selectmen, Portable sign permit 2007 form & policy, Permission to grant alcohol sales during polling hours, Procedure for adding agenda items, Board of Selectmen Chairman and Vice-Chairman responsibilities, Town Manager evaluation procedure/policy. Vice-Chair Dretler seconded the motion.

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

VOTED: To rescind policy listing as presented by Dan Carty; fee policies not to be rescinded at this time.

Board Members agreed to archive older policies. Town Manager Sheehan agreed to research fee-related policies for Select Board review.

**Annual Town Meeting de-brief**

Mr. Gargeya mentioned the possibility of April Town Meeting in consideration of cost saving. Board Members discussed the benefits and disadvantages associated with an April Town Meeting schedule.

Town Manager Sheehan commented that such a schedule would force the Town to consider all budget considerations by December 31. He noted that State aspects are not realized until springtime.

Mr. Garofalo concurred that State financials present additional fiscal year information in spring, and such a schedule would present added complications around holiday seasons and the new year.

Mr. Russo suggested that additional Town Meeting efficiencies could be considered for the first hour of Town Meeting. Town Manager suggested bundling all rolling stock into one capital article. Vice Chair Dretler concurred and suggested the possibility of placing those articles on the Consent Calendar. Mr. Carty noted that grouping Consent Calendar articles could also contribute to a more efficient Town Meeting.

**Review Town Manager 360 assessment responses and discuss Town Manager Evaluation process**

Board Members agreed that overall, good (constructive) 360 assessment responses were received. Mr. Carty suggested that the Town Manager provide brief summary on received Town Manager comments.

Chair Kouchakdjian indicated that she was pleased with the submitted assessments, and the evaluation process would be continuing with item 5.

**Professional Development discussion**

Chair Kouchakdjian confirmed that Board Members submitted Professional Development preferred training topics.

Board Members agreed to conduct a professional development session with the theme being goal setting.

Town Manager Sheehan agreed to contact Mel Kleckner to conduct such goal-setting/professional development training.

**Discussion on Select Board Handbook and formation of a subcommittee**

Chair Kouchakdjian referenced select board handbooks from various communities, and she suggested that the Board form a Select Board Handbook subcommittee.

Vice-Chair Dretler recommending drafting an outline to share with the Board.

Vice-Chair Dretler motioned to form a subcommittee to draft a Board and Committee Handbook. Mr. Gargeya seconded the motion.

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

VOTED: To form a subcommittee to draft a Board and Committee Handbook

**Vote to review and possibly approve minutes of 4/15/25 and 4/29/25**

**4/15/25 Minutes**

Vice-Chair Dretler motioned to approve 4/15/25 Select Board minutes, as edited. Mr. Carty seconded the motion.

It was on motion 4--10; Carty-aye, Dretler-aye, Russo-aye, Gargeya-abstain, Kouchakdjian-aye

VOTED: To approve 4/15/25 Select Board minutes, as edited

**4/29/25 Minutes**

Vice-Chair Dretler motioned to approve 4/29/25 Select Board minutes, as edited. Mr. Russo seconded the motion.

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

VOTED: To approve 4/29/25 Select Board minutes, as edited

**Upcoming agenda items**

**8/12/25 meeting**

- Town Forum discussion
- Rail Trail Sculpture update
- Town Manager Self-Evaluation
- RTAC Update

Future meetings

- DLS materials to get in advance – likely in September
- High level discussion on Select Board goals
- Upcoming Camp Sewataro contract
- Town Hall and CPA funding for related projects – vision for Town Hall
- Capital Planning Priorities

Adjourn

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

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

VOTED: To adjourn the Select Board meeting

There being no further business, the Select Board meeting adjourned at 10:41 PM.



## **7/15/25 SB Meeting - Documents & Exhibits**

1. Vote whether to approve the annual Select Board's re-appointments of those listed (all of which are subject to acceptance).

**Attachments:**

- 1.a Board\_Committee\_Reappointments\_2025\_v3
- 1.b TM reappointments memo 2025

5. Interview four applicants to the Rail Trails Advisory Committee Michael Anderegg, 44 Normandy Drive, Chris Menge, 9 Fern Trail, Jason Wellemeyer, 133 Goodmans Hill Rd, and Rob Williams, 11 Bradley Pl. Vote to appoint two individuals as full members for terms expiring 5/31/28 and 5/31/27.

**Attachments:**

- 5.a Chris Menge Rail Trails Committee Application
- 5.b Jason Wellemeyer\_Rail Trail Advisory Application
- 5.c Michael Anderegg Rail Trails Committee application
- 5.d Rob Williams Rail Trails Committee Application

6. Rail Trails Advisory Committee Update. Chair John Drobinski in attendance.

**Attachments:**

- 6.a Update Sudbury Rail Trails Memo - 250715

7. Discuss Policy recommendations provided by Policy Subcommittee.

**Attachments:**

- 7.a SUDBURY SELECT BOARD POLICIES

9. Review Town Manager 360 assessment responses and discuss Town Manager Evaluation process.

**Attachments:**

- 9.a 2025 Town Manager Annual Review Timeline
- 9.b Response 1 Town of Sudbury 2025 Town Manager 360 Assessment - Google Forms
- 9.c Response 2 Town of Sudbury 2025 Town Manager 360 Assessment - Google Forms
- 9.d Response 3 Town of Sudbury 2025 Town Manager 360 Assessment - Google Forms
- 9.e Response 4 Town of Sudbury 2025 Town Manager 360 Assessment - Google Forms

10. Professional Development discussion

**Attachments:**

- 10.a Professional Development topics (1)
- 10.b FlashVote Training Info Sheet (1 page) 2025

11. Discussion on Select Board Handbook and formation of a subcommittee

**Attachments:**

- 11.a List of Municipality Handbooks

12. Vote to review and possibly approve minutes of 4/15/25 and 4/29/25.

**Attachments:**

- 12.a SB\_draft1\_4.15.25\_min.for review
- 12.b SB\_draft1\_4.29.25\_min.for review

13. Upcoming agenda items

**Attachments:**

- 13.a Upcoming agenda.items 07.15.25