

IN SUDBURY SELECT BOARD

TUESDAY SEPTEMBER 30, 2025

7:00 PM

Sudbury Police Department, 75 Hudson Road

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

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, 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 Lisa Kouchakdjian:

- The Colonial Fair held this past weekend was a great success
- Town Flu Clinic scheduled for October 4th at Curtis Middle School, 9:00 AM – 12:00 PM; registration available on the Town website
- The Sudbury Fire Dept. will be conducting an Open House during Fire Prevention Week on October 5th from 11:00 AM – 2:00 PM
- She and Board Member Carty will sponsor virtual Select Board Office Hours on October 15th at 12:00 PM
- Sudbury Commission on Disability and The Rail Trail Advisory Committee are bringing various adaptive bikes to the Broadacres parking lot on Saturday, October 25th from 11:00 AM – 3:00 PM
- Rail Trail Event – “Tales From the Rail Trail,” sponsored by the Friends of BFRT with Len Simon and Friends of Goodnow Library on October 19th at the Goodnow Library Community Room at 3:00 PM.
- Sudbury Holiday Village event on December 6th at the Fairbank Community Center, 11:00 AM – 3:00 PM
- Handbook Subcommittee (she and Vice-Chair Dretler) have met several times recently and a draft will be presented to the Board after feedback is received from Town Manager Sheehan
- The Policy Subcommittee (she and Board Member Carty) continue with finalization of policy update to present to Board Members
- She will be providing the Board with the LSRHS Agreement draft update after Counsel review
- Participated in the recent WEMO (Women Elected Municipal Officials) symposium; Bonnie Heupel of MA Dept. of Environmental Protection addressed WEMO
- Registration for the MMA (MA Municipal Association) Conference opens on October 1.

Reports from Town Manager

Town Manager Andrew Sheehan:

- Announced Town's Free Cash is certified at 9.3 million dollars (to be used for one-time purchases and reserves), which reflects revenues exceeding projections and expenditures coming in lower than anticipated

Select Board Reports

Vice-Chair Dretler:

- Recognized Yom Kippur; wished Sudbury Jewish community a meaningful fast and renewal
- Attended Cultural Committee meeting; a related artwork Warrant Article to be submitted to CPA
- Communicating with Adam Burney (Planning and Community Development Director) and Town Manager regarding an Open Space Forum to take place January or February 2026

Board Member Carty:

- Reported that GoSudbury! Taxi and Uber transportation modes have been scaled back; Catch Connect services have increased
- Transportation information fair scheduled for 10/16/25, 3:00 pm at the Sudbury Senior Center
- Thanked Chair Kouchakdjian for providing Select Board Policy Subcommittee update in her opening remarks this evening

Board Member Gargeya

- Reported 250th Anniversary events were successful and well-attended (he was present at the events on 9/21/25 - Ticonderoga Cannon event in commemoration of the movement of the cannon to Dorchester Heights under command of Henry Knox (firing and colonial music at the Wayside Inn grounds; he and Town Historian Jan Hardenberg were present at the events on 9/27/25 – Colonial Faire and Fife with Drum Muster at the Wayside Inn grounds, organizers John Neuhauser and Ellie Hutchinson
- Thanked all participants and contributors at the Colonial Faire Concert including Leila Frank who created impressive posters; efforts by the Sudbury Public Safety, DPW and EMTs; donations received in amounts of \$500, and \$800 reflective of 250th Anniversary merchandise sold at the event

Board Member Russo:

- Extended well-wishes to those in the Sudbury community who celebrate Yom Kippur
- Reported the Chamber of Commerce Rte. 20 event was well-attended; additional outreach being planned
- Announced that grant applications due by October 16th for local artists, to include artists in neighboring communities

Public Comment

Resident Kay Bell, 348 Old Lancaster Road, announced the Sudbury Fire Department Open House on October 5th - theme being "Is Sudbury ready for Climate Change." Ms. Bell acknowledged that she would be at the event representing the Medical Reserve Corp (MRC); she asked that potential MRC volunteers – community members - join MRC for emergency response training. Additional information on the Sudbury website.

Resident Janine Taylor requested to have the DEI discussion moved earlier on the agenda if possible.

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.

Present: Rashida Garcia-Dancey

Vice-Chair Dretler read in the motion to re-open the public hearing for 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. Board Member Carty moved in the words of the Vice-Chair. Board Member Gargeya seconded the motion.

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

VOTED: To re-open the public hearing for 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

Ms. Garcia-Dancey provided project updates. Town Manager Sheehan confirmed that outstanding permitted had been satisfied.

Vice-Chair Dretler asked if DashaSolutions LLC, DBA Pinspiration staff had been TIP trained. Ms. Garcia-Dancey responded that such training is taking place.

Vice-Chair Dretler motioned to close the evidentiary part of the open hearing for 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. Board Member Gargeya seconded the motion.

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

VOTED: To close the evidentiary part of the open hearing for 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

Vice-Chair Dretler motioned to approve the application for 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. Board Member Carty seconded the motion.

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

VOTED: To approve the application for 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

Vice-Chair Dretler motioned to close the public hearing for 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. Board Member Carty seconded the motion.

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

VOTED: To close the public hearing for 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

Consent Calendar

- 2. Vote to reappoint two members to the Cultural Council: Rich Gallup, 11 Shady Hill Lane, and Anna Ryan, 54 Cider Mill Road, both with terms expiring 5/31/2026, as requested by Erica Puccio, SCC chair.**
- 3. Vote to confirm the Town Manager appointment of Bessie (Elizabeth) Struck, 655 Boston Post Road, Apt. 1104, to the Commission on Disability, with a term expiring 5/31/28.**
- 4. Vote to Grant a Special Permit to Margaret Hale to hold the "Witches Ride" on Sunday, October 26, 2025 from 2:30 PM through approximately 4:00 PM, subject to compliance with conditions outlined by the Police and Fire Departments, DPW and Park and Recreation, subject to receipt of a certificate of liability.**
- 5. Vote to Grant a Special Permit to the Sudbury Historical Society to hold the Sudbury Historical Society Road Race on Tuesday, November 11, 2025 from 10:00 AM through approximately 12:00 PM, subject to compliance with conditions outlined by the Police and Fire Departments, DPW and Park and Recreation, subject to receipt of a certificate of liability.**
- 6. Vote to approve the proposed adjustments to fees for Select Board licenses and permits, as outlined in the memo from the Assistant Town Manager dated Sept. 26, 2025, with changes effective Oct. 1, 2025, and the phased adjustments as presented for FY2026 and FY2027.**
- 7. Vote to accept the following expenditure limits for the Town Trust Funds for Fiscal Year 2026: Goodnow Library \$35,000; Rhodes Memorial \$500; Lydia Raymond \$200; Forrest Bradshaw \$100; Cheri-Anne Cavanaugh \$1,000; Raymond Scholarship \$1,000; Discretionary/Charity \$4,500; Sept. 11 Memorial \$2,000; Perpetual Care \$70,000, for a total of \$114,300, as requested by Victor Garofalo, Asst. Town Manager/Finance Director.**
- 8. Vote to accept two grants from MetroWest Health Foundation in the amounts of \$7,500 each towards two intern stipends for a Social Work Intern and a Public Health Intern, as requested by Vivian Zeng, Health Director.**

Vice-Chair Dretler motioned to approve Consent Calendar items 2, 3, 4, 5, 7 and 8, as included in the Select Board meeting packet for this meeting. Board Member Carty seconded the motion.

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

VOTED: To approve Consent Calendar items 2, 3, 4, 5, 7 and 8, as included in the Select Board meeting packet for this meeting

Members agreed to discuss Consent Calendar item #6 later in the meeting.

9. Interview two applicants to the Sudbury Cultural Council (SCC). Vote whether to appoint Hilary Ledebuhar, 54 Pokonoket Ave, Sudbury, and Frank Mawhinney, 65 Linda Ave, Framingham, both for terms expiring 10/30/28, as requested by SCC chair.

Present: Hilary Ledebuhar, 54 Pokonoket Ave, Sudbury; Frank Mawhinney, 65 Linda Ave, Framingham

Ms. Ledebuhar provided aspects regarding her related musical background. Members thanked Ledebuhar for her volunteerism.

Vice-Chair Dretler motioned to appoint Hilary Ledebuhar to the Sudbury Cultural Council for a term expiring 10/30/28. Board Member Carty seconded the motion.

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

VOTED: To appoint Hilary Ledebuhar to the Sudbury Cultural Council for a term expiring 10/30/28

Mr. Mawhinney confirmed that he manages two local eating establishments; including Duck Soup. Board Members thanked Mr. Mawhinney for his volunteerism.

Vice-Chair Dretler motioned to appoint Frank Mawhinney to the Sudbury Cultural Council for a term expiring 10/30/28. Board Member Carty seconded the motion.

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

VOTED: To appoint Frank Mawhinney to the Sudbury Cultural Council for a term expiring 10/30/28

10. Vote to open a joint meeting with the Diversity, Equity, and Inclusion Commission (DEIC).

Present: DEIC Co-Chair Janine Taylor, Co-Chair Safa Khan, Isaac Tesfay, Thomas Plihcik

Chair Kouchakdjian read in the words of the motion. Vice-Chair Dretler moved in the words of the Chair. Board Member Carty seconded the motion to vote to open a joint meeting with the Diversity, Equity, and Inclusion Commission (DEIC).

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

VOTED: To open a joint meeting with the Diversity, Equity, and Inclusion Commission (DEIC)

DEIC Chair Taylor opened the DEIC meeting with the Select Board. DEIC members announced their presence: Khan-present, Tesfay-present, Plihcik-present, Taylor-present

Ms. Taylor presented the 2024-2025 DEIC Annual Report, identifying Commission accomplishments in the areas of: cultural and religious holiday recognition at Sudbury schools, conducted community conversations regarding hate crimes and participation with other Town boards/commissions/committees. Ms. Taylor noted that DEIC consultant Dr. Raul Fernandez provided the DEIC with a document titled: "Recommendations Regarding the Scope of Goals for the Sudbury Diversity, Equity, and Inclusion (DEI) Commission.

Ms. Taylor addressed DEIC challenges which included: membership stability, time restraints and clarity regarding role expectations, with focus on two or three goals per year with anticipated support from Staff. DEIC addressed continued discussion with Select Board and transparency via updates and collaboration with other Town departments; as well as conversations with other neighboring communities DEI organizations.

Vice-Chair Dretler advised the DEIC to schedule regular monthly meetings to be posted on the Town website, to further define agenda items and post meeting minutes online. The Select Board recommended that the DEI agenda item titled “open dialogue,” be identified as “future agenda topics” to prevent any Open Meeting Law concerns, and to identify panelists. Board Member Gargeya provided detail regarding the agenda posting process.

DEIC and the Select Board discussed future joint meetings on a quarterly basis. DEIC agree to meet again with the Select Board in January.

Select Board Members recommended that DEIC establish positive communications with Sudbury schools via contact with Superintendents and school committees while paying close attention to privacy aspects, especially not naming specific students.

Ms. Khan provided update regarding an event with District Attorney Marian Ryan on 11/10/25 and the Wayland Festival where the Human Rights Commission tabled on 10/4/25 in Wayland. She detailed that the next meeting of DEIC will be held on 10/9/25 at the Sudbury Police Station.

Mr. Plihcik recommended DEIC members review what was discussed at this evening’s joint meeting, and come back to the Select Board in January.

11. Vote to close joint meeting with Diversity, Equity and Inclusion Commission (DEIC) and resume Select Board meeting.

Ms. Taylor motioned to adjourn the DEIC joint meeting. Mr. Plihcik seconded the motion.

It was on motion 4-0; Khan-aye, Tesfay-aye, Plihcik-aye, Taylor-aye

VOTED: To adjourn the DEIC joint meeting

Vice-Chair Dretler motioned to close the joint meeting with DEIC and resume the Select Board meeting. Board Member Carty seconded the motion.

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

VOTED: To close the joint meeting with DEIC and resume the Select Board meeting

12. Update on Succession Planning, Goal 2

Town Manager Sheehan addressed topics associated with Goal 2 – Succession Planning; increased vacancies due to retirements (currently 4-5) encourage a more defined succession plan. He stressed that working through related recruitment can sometimes take longer than anticipated.

Town Manager Sheehan detailed that professional development is an important part of the plan, and identifying employees within departments be given additional job opportunities.

Board Members presented related comments.

13. Update on Vocational Education, Goal 5

Town Manager Sheehan recommended formation of a related stabilization fund for this purpose, which would perhaps be more inviting when seeking a vocational education partner/vocational school. Board Members generally agreed with a concept of a stabilization funding plan but wanted to discuss further.

Chair Kouchakdjian suggested the Board review the topic in several months.

14. Review and vote to adopt Investment Policy

Finance Director Victor Garofalo acknowledged an initial Investment Policy discussion with the Select Board last August. He addressed Member queries at that August meeting, particularly the timing of creating such funding. It was agreed that such funding would not be established before January of 2026.

Mr. Garofalo acknowledged that changes had been made to the initial Investment Policy.

Vice-Chair Dretler motioned to adopt the Investment Policy, as presented. Board Member Carty seconded the motion.

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

VOTED: To adopt the Investment Policy, as presented

15. Legislative Forum Topics - discussion on preparation for Nov. 18 meeting with legislators

Board Members discussed Legislative forum topics including: vocational education, transportation – micro-transit options, CPA funding for walkways/trails, the necessity for Town volunteer CORI checks, housing repair considerations, especially for those with severe disabilities, Municipal Empowerment Act updates, Hager Dam, state earmarks and crime lab aspects.

16. Review and possibly approve the minutes of 8/12/25

Vice-Chair Dretler motioned to approve the Select Board Minutes of 8/12/25, as edited. Board Member Carty seconded the motion.

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

VOTED: To approve the Select Board Minutes of 8/12/25, as edited

17. Discussion on joint meetings with other committees/commissions

Chair Kouchakdjian suggested scheduling several joint meetings with other committees/commissions to help with efficiency and transparency. Board Members agreed to consider one or two such joint meetings this Fall.

Town Manager Sheehan suggested joint meetings for consideration of Capital Plan and financial condition of the Town presentations.

18. Upcoming agenda items

Board Members considered several additional agenda items:

- Update on Policies
- DLS Report
- State Police Lab
- MOA for Facilities Director
- Town Forum Update
- Economic Development Committee – for future discussion

Consent Calendar – Review of Item #6 - Vote to approve the proposed adjustments to fees for Select Board licenses and permits, as outlined in the memo from the Assistant Town Manager dated Sept. 26, 2025, with changes effective Oct. 1, 2025, and the phased adjustments as presented for FY2026 and FY2027.

Board Member Russo asked for summary. Town Manager Sheehan responded that such adjustments in Town fees centered on alcohol licenses, auto-related fees and the like, which have not been changed since 2008. He noted that Staff member James Goudie provided a related survey for Board review.

Vice-Chair Dretler motioned to approve the proposed adjustments to fees for Select Board licenses and permits, as outlined in the memo from the Assistant Town Manager dated Sept. 26, 2025, with changes effective Oct. 1, 2025, and the phased adjustments as presented for FY2026 and FY2027. Board Member Carty seconded the motion.

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

VOTED: To approve the proposed adjustments to fees for Select Board licenses and permits, as outlined in the memo from the Assistant Town Manager dated Sept. 26, 2025, with changes effective Oct. 1, 2025, and the phased adjustments as presented for FY2026 and FY2027

Adjourn

Vice-Chair Dretler motioned to adjourn the Select Board meeting. Board Member 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 11:35 PM.

SB Meeting 9/30/25 - Documents & Exhibits

1. 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.

Attachments:

- 1.a Pinspiration Alcohol License Application_SB
- 1.b Department Feedback - Pinspiration

2. Vote to reappoint two members to the Cultural Council: Rich Gallup, 11 Shady Hill Lane, and Anna Ryan, 54 Cider Mill Road, both with terms expiring 5/31/2026, as requested by Erica Puccio, SCC chair.

Attachments:

- 2.a SCC reappts recommendation

3. Vote to confirm the Town Manager appointment of Bessie (Elizabeth) Struck, 655 Boston Post Road, Apt. 1104, to the Commission on Disability, with a term expiring 5/31/28.

Attachments:

- 3.a ApplicationforAppointment_COD.redact
- 3.b COD email

4. Vote to Grant a Special Permit to Margaret Hale to hold the "Witches Ride" on Sunday, October 26, 2025 from 2:30 PM through approximately 4:00 PM, subject to compliance with conditions outlined by the Police and Fire Departments, DPW and Park and Recreation, subject to receipt of a certificate of liability.

Attachments:

- 4.a Walk Run Application - Witches Ride - 10.26.25 - Redacted
- 4.b Walk Run - Witches Ride - Departmental Approvals - 10.26.25

5. Vote to Grant a Special Permit to the Sudbury Historical Society to hold the Sudbury Historical Society Road Race on Tuesday, November 11, 2025 from 10:00 AM through approximately 12:00 PM, subject to compliance with conditions outlined by the Police and Fire Departments, DPW and Park and Recreation, subject to receipt of a certificate of liability.

Attachments:

- 5.a Walk Run Application (Updated) - Sudbury Historical Society - 11.11.25 - Redacted
- 5.b Walk Run - SHS - Departmental Approvals - 11.11.25

6. Vote to approve the proposed adjustments to fees for Select Board licenses and permits, as outlined in the memo from the Assistant Town Manager dated Sept. 26, 2025, with changes effective Oct. 1, 2025, and the phased adjustments as presented for FY2026 and FY2027.

Attachments:

- 6.a Select Board Memo - Fee-Permit Increase 09-26-25

7. Vote to accept the following expenditure limits for the Town Trust Funds for Fiscal Year 2026: Goodnow Library \$35,000; Rhodes Memorial \$500; Lydia Raymond \$200; Forrest Bradshaw \$100; Cheri-Anne Cavanaugh \$1,000; Raymond Scholarship \$1,000; Discretionary/Charity \$4,500; Sept. 11

Memorial \$2,000; Perpetual Care \$70,000, for a total of \$114,300, as requested by Victor Garofalo, Asst. Town Manager/Finance Director.

Attachments:

7.a Trust Funds - Select Board Meeting

8. Vote to accept two grants from MetroWest Health Foundation in the amounts of \$7,500 each towards two intern stipends for a Social Work Intern and a Public Health Intern, as requested by Vivian Zeng, Health Director

Attachments:

8.a Metrowest Health Foundation Grant Watson

8.b MWF Letter Rachel Markowitz

9. Interview two applicants to the Sudbury Cultural Council. Vote whether to appoint Hilary Ledebuhr, 54 Pokonoket Ave, Sudbury, and Frank Mawhinney, 65 Linda Ave, Framingham, both for terms expiring 10/30/28, as requested by SCC chair.

Attachments:

9.a SCC recommendation

9.b Hilary_Ledebuhr_Resume_2025.docx

9.c Ledebuhr_redacted_2025

9.d Frank Mawhinney_SCC_2025

10. Vote to open a joint meeting with the Diversity, Equity, and Inclusion Commission (DEIC). Update to be provided.

Attachments:

10.a DEI_Commission_Sept30

10.b DEI_Commission_SB_Report_Sept2025

10.c WaylandHateCrimesForumFlyer (9.16.25)

12. Update on Succession Planning, Goal 2

Attachments:

12.a Succession Planning goal memo 2025-09-30 FINAL

13. Update on Vocational Education, Goal 5

Attachments:

13.a Vocational Education goal memo 2025-09-30 FINAL

14. Review and vote to adopt Investment Policy.

Attachments:

14.a Sudbury Investment Fund Policy Final 09-30-25

16. Vote to review and possibly approve the minutes of 8/12/25.

Attachments:

16.a SB_draft1_8.12.25_min for review

18. Upcoming agenda items

Attachments:

18.a Upcoming agenda.items 09.30.25