

SUDBURY SELECT BOARD
TUESDAY JANUARY 20, 2026
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 on items not on agenda
CONSENT CALENDAR			
1.		<i>VOTE</i>	Vote to grant a one-day Wine & Malt license to Sudbury Meeting House, to accommodate a Southern Rail Concert Fundraiser on Saturday, January 31, 2026 from 6:00 PM to 9:00 PM at First Parish of Sudbury, 327 Concord Road, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability insurance.
2.		<i>VOTE</i>	Approve Determination and Consent Pursuant to the Rules of Professional Conduct Governing Members of the Massachusetts Bar relative to KP Law's review of proposed revisions to the Lincoln Sudbury Regional School Agreement.
3.			Disclosure of Engineering Union Collective Bargaining Agreement
4.		<i>VOTE</i>	Review and vote designating Pelham Island Road, Landham Road, and Woodside Road as the U.S. Bicycle Route 1 through Sudbury.
5.		<i>VOTE / SIGN</i>	Vote to accept the Declaration of Restrictive Covenant and Grant of Easement regarding Stormwater Management System for the property at 7 Fox Hill Drive subject to the Stormwater Management Permit issued for the property
MISCELLANEOUS			
6.		<i>VOTE</i>	Vote to determine if Earth Removal Board member Bill Ray can act impartially in a matter that he is determined to have a conflict of interest in per Massachusetts Ethics Law.
7.		<i>VOTE</i>	Interview candidate for appointment to the Earth Removal Board. Following interview, vote to appoint Kirsten Roopenian of 45 Harness Lane, to the Earth Removal Board to serve the balance of a one-year term that expires on May 31, 2026

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
8.		<i>VOTE</i>	Joint meeting with the Diversity, Equity, and Inclusion Commission (DEIC). DEIC to provide update
9.			Discussion and possible vote on DEI Commission's mission statement
10.			Sudbury 250th Committee update
11.		<i>VOTE</i>	Discuss and vote to approve Board and Committee Handbook
12.		<i>VOTE</i>	Discussion of Potential 2026 Annual Town Meeting Warrant Articles; vote on articles sponsored by the Board and vote to authorize Town Manager to submit articles on Board's behalf
13.		<i>VOTE</i>	Update on Town Forum
14.		<i>VOTE</i>	Liberty Ledge/Sewataro Subcommittee update and discussion regarding next steps
15.		<i>VOTE</i>	Designate Select Board member or staff to prepare Annual Town Report
16.			Discuss topic assignments for Winter Municipal Update Newsletter
17.		<i>VOTE</i>	Review and Approve Minutes: October 22, 2025 November 4, 2025 November 12, 2025 December 9, 2025
18.			Upcoming Agenda Items
EXECUTIVE SESSION			
19.		<i>VOTE</i>	Vote to enter executive session to review, approve and possibly release 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): October 7, 2025 October 14, 2025 October 28, 2025 November 12, 2025 December 2, 2025

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, January 20, 2026

CONSENT CALENDAR ITEM

1: One-Day License: Sudbury Meeting House

REQUESTOR SECTION

Date of request:

Requested by: James Goudie

Formal Title: Vote to grant a one-day Wine & Malt license to Sudbury Meeting House, to accommodate a Southern Rail Concert Fundraiser on Saturday, January 31, 2026 from 6:00 PM to 9:00 PM at First Parish of Sudbury, 327 Concord Road, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability insurance.

Recommendations/Suggested Motion/Vote: Vote to grant a one-day Wine & Malt license to Sudbury Meeting House, to accommodate a Southern Rail Concert Fundraiser on Saturday, January 31, 2026 from 6:00 PM to 9:00 PM at First Parish of Sudbury, 327 Concord Road, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability insurance.

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

01/20/2026 7:00 PM



Town of Sudbury

Office of Selectmen
www.sudbury.ma.us

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776-1843
978-639-3381
Fax: 978-443-0756
Email: BOSAdmin@sudbury.ma.us

APPLICATION FOR ONE-DAY LIQUOR LICENSE (NON-PROFIT)

Non-profit organizations hosting an event in Sudbury are eligible to apply for a one-day liquor license. All licensees must purchase their alcoholic beverages from a licensed Massachusetts wholesaler, manufacturer, winery shipment licensee, farmer brewery, farmer distillery or holder of a Special Permit issued by the ABCC.*

Application processing can take up to four weeks as approval from the Fire, Police, Building and Board of Health departments are required prior to Board of Selectmen approval. Processing begins after all required materials are received, so please plan accordingly.

Name of Responsible Manager: Thomas Kruskal

Address of Responsible Manager: 136 Lincoln Street, Sudbury

Phone: [REDACTED] Email: [REDACTED]

Non-Profit Organization Name: Sudbury Meetinghouse, Inc.

Name & Purpose of Event: Southern Rail concert - fundraiser

Name(s) of Brewery/ Distillery/Winery/Wholesaler/Manufacturer to provide alcohol:
Atlas Distributing, LLC; United Liquors, LLC; American Craft Brewery, LLC; Jack's Abby Brewery, LLC

License Type Requested: ☒ \$75 Wine & Malt – OR – ☐ \$75 All Alcohol

Event Date: January 31, 2026 Event Time: 6 to 9 PM

Event Venue: First Parish of Sudbury

Event Address: 327 Concord Rd., Sudbury

Documents Enclosed:

- ☒ Certificate of Liquor Liability
 - a. \$1,000,000 minimum amount
 - b. "Town of Sudbury" listed as additional insured
- ☒ Proof of bartender(s) training/certification. (For example, a TIPS certificate.)
- ☒ Application fee: \$75 check payable to Town of Sudbury.

Please submit completed application and materials to:
Board of Selectmen's Office, 278 Old Sudbury Rd., Sudbury, MA 01776

December 18, 2025

Date

[Signature]
Applicant Signature

*For a complete list of Authorized Alcohol Providers for 1-Day licenses, please visit
<https://elicensing.state.ma.us/CitizenAccess/GeneralProperty/PropertyLookup.aspx?isLicensee=Y>. Under
Licensing Entity select "Alcoholic Beverages Control Commission" and under License Type select either
Wholesaler, Manufacturer, Direct Wine Shipper, Farmer Brewer, Farmer Distiller and/or Farmer Winery.

REC'D TOWN OF SUDBURY
DEC 31 2025 AM 11:05

Attachment1.a: One-Day Application - SMH - 1.31.26 - Redacted (6885 : One-Day License: Sudbury Meeting House)



A 360TRAINING COMPANY

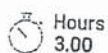
CERTIFICATE OF COMPLETION

This certifies that

Thomas Kruskal

is awarded this certificate for

TIPS Concessions Alcohol Training



Hours
3.00



Completion Date
07/22/2025



Expiration Date
07/21/2028



Certificate #
000038923888

Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE

6504 Bridge Point Parkway, Suite 100 | Austin, TX 78730 | www.360training.com

(CUT HERE)

(CUT HERE)



Issued: 07/22/2025
Certificate #: 000038923888

Thomas Kruskal
136 Lincoln rd
Sudbury MA 01776

CERTIFIED

Expires: 07/21/2028



A 360TRAINING COMPANY

Phone: 800-438-8477
www.gettips.com

This card was issued for successful completion of the TIPS program.

Signature _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM

1.a

12/30/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Gaslamp Insurance Services
DBA Event Helper Insurance Services
PO Box 1549
Grass Valley CA 95945

CONTACT NAME: Event Helper Customer Service

PHONE (A/C, No, Ext): (855) 493-8368

FAX (A/C, No):

E-MAIL ADDRESS: info@theeventhelper.com

INSURED

Sudbury Meetinghouse INC
c/o Thomas Kruskal
327 Concord Rd, Rd
Sudbury MA 01776

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Lloyds Syndicate 2623 82% AA-1128623

INSURER B: Lloyds Syndicate 623 18% AA-1126623

INSURER C:

INSURER D:

INSURER E:

INSURER F:

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y	N	EH-771325-L4326606	01/31/2026 12:01 AM	02/01/2026 12:01 AM	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES \$ 100,000
	<input type="checkbox"/> Host Liquor Liability						MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> Retail Liquor Liability						PERSONAL & ADV INJURY \$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE \$ 2,000,000
<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC							PRODUCTS - COMP/OP AGG \$ 2,000,000
OTHER:							Deductible \$ 1,000
AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT (Ea accident) \$
<input type="checkbox"/> ANY AUTO							BODILY INJURY (Per person) \$
<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS							BODILY INJURY (Per accident) \$
<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY							PROPERTY DAMAGE (Per accident) \$
<input type="checkbox"/> AUTOS ONLY							\$
UMBRELLA LIAB <input type="checkbox"/> OCCUR							EACH OCCURRENCE \$
EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE							AGGREGATE \$
DED <input type="checkbox"/> RETENTION \$							\$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY							PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N N/A							E.L. EACH ACCIDENT \$
If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder listed below is named as additional insured per attached CG 20 26 04 13. Attendance: 100, Event Type: Dinner. Policy includes a 36 month Extended Reporting Period. Damage to Premises Rented (Other than Fire) included in the Each Occurrence Limit shown above.

CERTIFICATE HOLDER

Town of Sudbury
278 Concord Rd
Sudbury MA 01776

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

Schedule

Name of Additional Insured Person(s) or Organization(s):

Town of Sudbury
278 Concord Rd
Sudbury, MA 01776

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

- A. **SECTION II - WHO IS AN INSURED** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
1. in the performance of your ongoing operations; or
 2. in connection with your premises owned by or rented to you.
- However:
1. the insurance afforded to such additional insured only applies to the extent permitted by law; and
 2. if coverage provided to the Additional Insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.
- B. With respect to the insurance afforded to these Additional Insureds, the following is added to **SECTION III - LIMITS OF INSURANCE**:
- If coverage provided to the Additional Insured is required by a contract or agreement, the most we will pay on behalf of the Additional Insured is the amount of insurance:
1. required by the contract or agreement; or
 2. available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

One-Day Liquor License Application Departmental Approval

Organization: Sudbury Meeting House

Event Date: 1/31/2026

Department	Staff	Date	Comments
Building Department	Andrew Lewis	1/7/2026	The Building Department has approved this application.
Fire Department	Assistant Chief Gordon	12/31/2025	The Fire Department has approved this application.
Health Department	Vivian Zeng	1/8/2026	The Health Department has approved this application.
Police Department	Chief Nix	12/31/2025	The Police Department has approved this application.



SUDBURY SELECT BOARD
Tuesday, January 20, 2026

CONSENT CALENDAR ITEM

2: Approve Determination Relative to KP Law's Review of LS Agreement

REQUESTOR SECTION

Date of request:

Requested by: James Goudie

Formal Title: Approve Determination and Consent Pursuant to the Rules of Professional Conduct Governing Members of the Massachusetts Bar relative to KP Law’s review of proposed revisions to the Lincoln Sudbury Regional School Agreement.

Recommendations/Suggested Motion/Vote: Approve Determination and Consent Pursuant to the Rules of Professional Conduct Governing Members of the Massachusetts Bar relative to KP Law’s review of proposed revisions to the Lincoln Sudbury Regional School Agreement.

Background Information:

Financial impact expected:

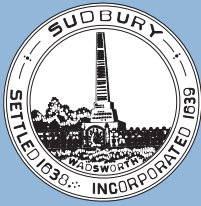
Approximate agenda time requested:

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

01/20/2026 7:00 PM



SUDBURY SELECT BOARD

Tuesday, January 20, 2026

CONSENT CALENDAR ITEM**3: Disclosure of Collective Bargaining Agreement**REQUESTOR SECTION

Date of request:

Requested by: James Goudie

Formal Title: Disclosure of Engineering Union Collective Bargaining Agreement

Recommendations/Suggested Motion/Vote: Disclosure of Engineering Union Collective Bargaining Agreement

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

01/20/2026 7:00 PM

**Memorandum of Agreement
Between the Town of Sudbury and the
Association of Engineers, Architects and Draftsmen
Local #105 of the International Federation of
Professional and Technical Engineers, AFL-CIO
March 21, 2025**

The Town of Sudbury (Town) and the Sudbury Association of Engineers, Architects and Draftsmen, Local #105 of the IFPTE (hereinafter the "Union"), hereby agree to a successor to the current collective bargaining agreement dated July 1, 2021 to June 30, 2024 collective bargaining agreement to be effective from July 1, 2024 to June 30, 2027.

ALL ITEMS are tentative until approved by the Select Board.

The terms and conditions of the parties' collective bargaining agreement dated July 1, 2021 to June 30, 2024 shall remain in effect, except as modified below:

Item A: Article IX Section 1 Salary Schedule shall be amended to reflect the following changes:

Effective 7/1/24, all steps on the salary schedule shall be increased by three percent (3.0%);
Effective 7/1/25, all steps on the salary schedule shall be increased by two and one-half percent (2.5%);
Effective 7/1/26, all steps on the salary schedule shall be increased by two percent (2%);

Item B: Amend Appendix A Salary Schedules

Replace E3: *Engineering Aide III w/ Liaison to Planning* position with *Project and Construction Administrator* position

Item C: Amend Article XXXV Stipend

Increase Stipend for Individual responsible for stamping and signing land survey plans for recording at the Registry of Deeds to \$3,000. (PE or PLS License Stipend)

Item D: Amend Article XXXIV – Deferred Compensation

Deferred Compensation shall be increased by \$50 beginning July 1, 2024, contingent upon budgetary constraints and confirmation with Finance on Budgetary impact.

Item E: Housekeeping: ARTICLE XXIV SAFETY, HEALTH AND WORK ENVIRONMENT
Section 2, first sentence change "insure" to "ensure".

Item F: Housekeeping: Change any reference to gender to the employee.

Item G: Town Manager will draft a memo to the union clarifying Town Counsel Access related to subpoenas for depositions or court proceedings related to union members' work performed for Town.

Article XL Duration of Agreement:

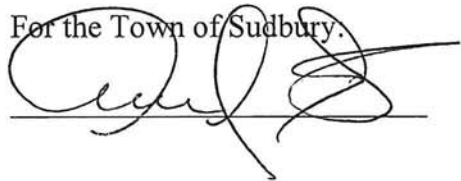
Replace "July 1, 2021 through June 30, 2024" with: "July 1, 2024 through June 30, 2027."

The terms of this MOA will be incorporated into the body of the parties' collective bargaining agreement by the Town and it shall be made available to the Union for review prior to printing. The phrase "on the date of execution of this agreement" will be replaced with the actual date of execution of this agreement. The integration process will not delay the process of executing and funding this agreement.

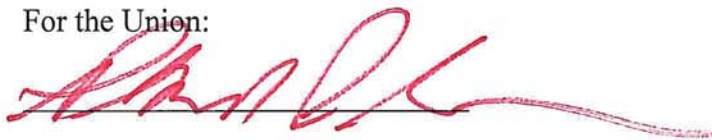
This Agreement is subject to funding and ratification by the Town and ratification by the Union.

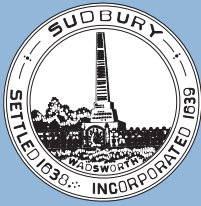
Signed this 30 day of Dec 2025

For the Town of Sudbury.



For the Union:





SUDBURY SELECT BOARD
Tuesday, January 20, 2026

CONSENT CALENDAR ITEM

4: Designate Routes as the U.S Bicycle Route 1

REQUESTOR SECTION

Date of request:

Requested by: James Goudie

Formal Title: Review and vote designating Pelham Island Road, Landham Road, and Woodside Road as the U.S. Bicycle Route 1 through Sudbury.

Recommendations/Suggested Motion/Vote: Review and vote designating Pelham Island Road, Landham Road, and Woodside Road as the U.S. Bicycle Route 1 through Sudbury.

Background Information:

Financial impact expected:

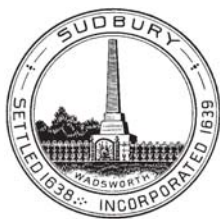
Approximate agenda time requested:

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

01/20/2026 7:00 PM



Town of Sudbury

Rail Trails Advisory Committee

railtrails@sudbury.ma.us

Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776
978-639-3387
Fax : 978-639-3314

<https://sudbury.ma.us/bfrr/>

To: Andy Sheehan, Town Manager
From: Marcia Rasmussen, Interim Rail Trail Coordinator
Date: January 8, 2026

Re: Rail Trails Advisory Committee (RTAC) recommendation on requested designation of certain roads in Sudbury as U.S. Bicycle Route 1 and draft letter to MassDOT

At the January 7th RTAC meeting, committee members reviewed the attached presentation, discussed the requested action and unanimously voted to recommend to the Town Manager and Select Board that the Town of Sudbury support designation of certain roads in Sudbury as US Bicycle Route 1. This is a bicycle route mapping project and is part of a national effort (through the American Association of State Highway and Transportation Officials - AASHTO) to expand the US Bicycle Route system. This effort is being led by MassDOT, East Coast Greenway Alliance (ECGA), MassBike, and the Adventure Cycling Association. Getting this route designated will provide a defined bicycling route for cyclists traveling across Massachusetts, connecting existing U.S. Bicycle Route 1 in New Hampshire to Rhode Island.

The identified roads include: Pelham Island Road at the Wayland town line, Landham Road, and Woodside Road to the Framingham city line where it intersects with Eaton Road.

Background information on U. S. Bicycle Route designation:

1. There is no inherent liability for local agencies per the federal Transportation Research Board:
http://onlinepubs.trb.org/onlinepubs/nchrp/nchrp_lrd_53.pdf
2. To view AASHTO information on the U.S. Bicycle Route System:
<https://route.transportation.org/us-bicycle-routes/>
3. Signage is nice, but not required. There are a number of ways a route can be designated including maps, signs, pavement markings, downloadable GPS coordinates, etc.
4. The choice of roads for a U.S. Bicycle Route is a tradeoff between low traffic, direct routing, access to services (bike shops, motels, campgrounds, etc.), access to points of interest, and scenic roads. The best route for a family weekend bike ride may not be the best route for someone on a multi-day long distance bicycle trip.
5. Long distance bicycle tourists are experienced road riders and used to varying quality of road surface, absence of paved shoulders, and car and truck traffic. The number of cyclists who might use a given route is difficult to predict, but five to ten riders per day (1,000-2,000 per

season) would be considered a significant increase in usage once a route is designated.

6. A change in the route can be proposed to MassDOT once the Mass Central Rail Trail (across Route 20 and over the Sudbury River) and Bruce Freeman Rail Trail Phase 3 are completed and MassDOT, in turn, propose the change to AASHTO. AASHTO has accepted every new route and route change requested by state DOTs. Route changes can be made twice per year.
7. Designating a U.S. Bicycle Route does not impose any constraints or restrictions on the use of a road, street, trail or right-of-way. Its current or future status or use for any other purpose is not changed.
8. There is no requirement that roads for U.S. Bicycle Routes meet the guidelines in the AASTHO Guide for Bicycle Facilities. This was explicitly considered and it has been written into the process that there are no specific requirements for road or trail standards. It is recognized that local "engineering judgment" will determine when a road is suitable for inclusion in a U.S. Bicycle Route designation. The RTAC noted the lack of a suitable alternative route in South Sudbury.

In considering this recommendation, the RTAC noted that bicycle tourism is a growing industry in Massachusetts which could favorably contribute to the economy of the local community; and the RTAC has reviewed the proposed route and found it to be a suitable route connecting Wayland to Framingham through Sudbury, noting that there is low traffic volume on these roads and no suitable alternative route.

In recommending this designation, the RTAC notes that MassDOT will be responsible to get the route officially designated by AASHTO as soon as this can be achieved, and authorizes the posting of signs within the Sudbury right-of-way identifying the route through the community once the official designation has been made. The RTAC further notes that as soon as an alternative path over the Mass Central Rail Trail and the Bruce Freeman Rail Trail is completed that MassDOT submit this alternative route to AASHTO for designation as the U.S. Bicycle Route through Sudbury.

Please let me know if you have any questions or require additional information.

Draft Letter to MassDOT re: U.S. Bicycle Route System

Mr. Peter Sutton, Transportation Program Planner
Massachusetts Department of Transportation - Office of Transportation Planning
10 Park Plaza – Suite 4150
Boston, MA 02116
Or via email to: peter.sutton@state.ma.us

Dear Pete Sutton,
The Town of Sudbury would like to offer its support for the designation of proposed U.S.

Bicycle Route 1 (USBR 1) through Sudbury. We recognize that bicycle tourism is a growing industry in North America, contributing \$75 billion a year to the economies of communities that provide facilities for such tourists. As a community, Sudbury stands to benefit from this opportunity both economically and from the health and environmental related benefits of encouraging bicycle travel in our region.

The American Association of State Highway and Transportation Officials (AASHTO) has designated a bicycle route corridor through Massachusetts to be developed as **USBR 1**, which connects New Hampshire to the north to Rhode Island to the south. Sudbury lies within that corridor and we have investigated the proposed route and found it to be suitable for bicycle tourists.

This letter is being sent to you to indicate our support for designating USBR 1 through Sudbury using Pelham Island Road (at the Wayland town line), Landham Rd. and Woodside Rd. (to the Framingham town line).

The proposed route for USBR 1 will provide a benefit to the Sudbury community and we endorse having the route mapped and signed, thereby promoting bicycle tourism in our area. Therefore, Sudbury hereby expresses its support for the designation USBR 1, and requests that the appropriate officials nominate the route for AASHTO designation as soon as this can be achieved.

Sincerely,

Sudbury Select Board

Building Bicycle Tourism with the U.S. Bicycle Route System



Attachment4.b: USBR 1 MA Sudbury - PowerPoint (6888 : Designate Routes as the U.S

The U.S. Bicycle Route System



- Developing national network of numbered and signed bicycle routes
- Officially approved by state transportation agencies and AASHTO
- Coordinated by Adventure Cycling Association



Adventure Cycling Association

- Non-Profit Mission: *To inspire, empower, and connect people to travel by bike*
 - 47K mile route network + maps + organized tours
 - *Adventure Cyclist* magazine
 - National advocacy
- 53,000 members
- Adventure Cycling Route Network provided a blueprint for the first U.S. Bicycle Routes

Currently: 24,000 USBR miles in 35 states



NATIONAL CORRIDOR PLAN

The goal of the United States Bicycle Route System is to connect America through a network of numbered interstate bicycle routes.

23,186 miles designated (not including ferries)

Nov. 2024



50,000+ miles when complete

The U.S. Bicycle Route System History

4.b



- 1982: First routes designated
- 2004: Project restarted & task force created
- 2005: Adventure Cycling pledged staff support
- 2008: AASHTO approved process & corridor plan
- 2011: First new route designated since 1982
- 2014: 38 miles of USBR 1 designated in MA
- 2016: 66 miles of USBR 7 designated in MA

Attachment4.b: USBR 1 MA Sudbury - PowerPoint (6888 : Designate Routes as the U.S

Jurisdictional support required

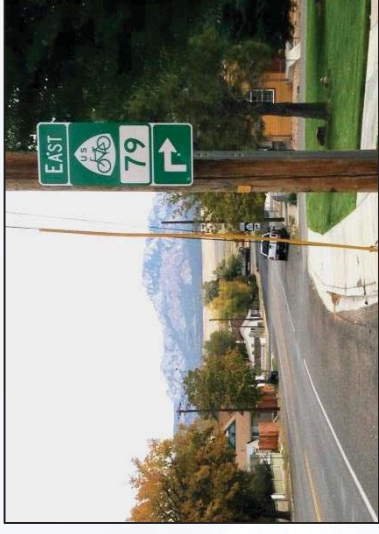
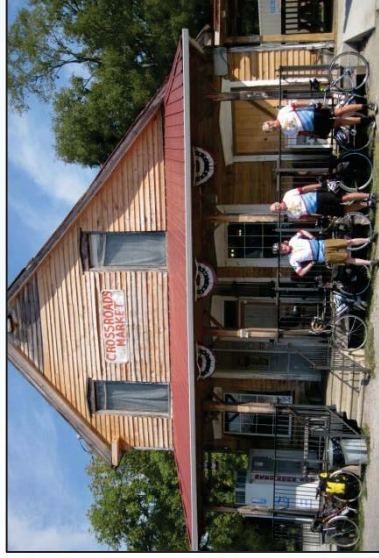
4.b



- 35 “pavement owners” to fully designate USBR 1 in Massachusetts from New Hampshire to Rhode Island
- Each agency must notify MassDOT that they support designation
- Adventure Cycling volunteers doing local outreach with support from MassBike and East Coast Greenway

Packet Pg. 22

Designation of U.S. Bicycle Route 1 in Sudbury

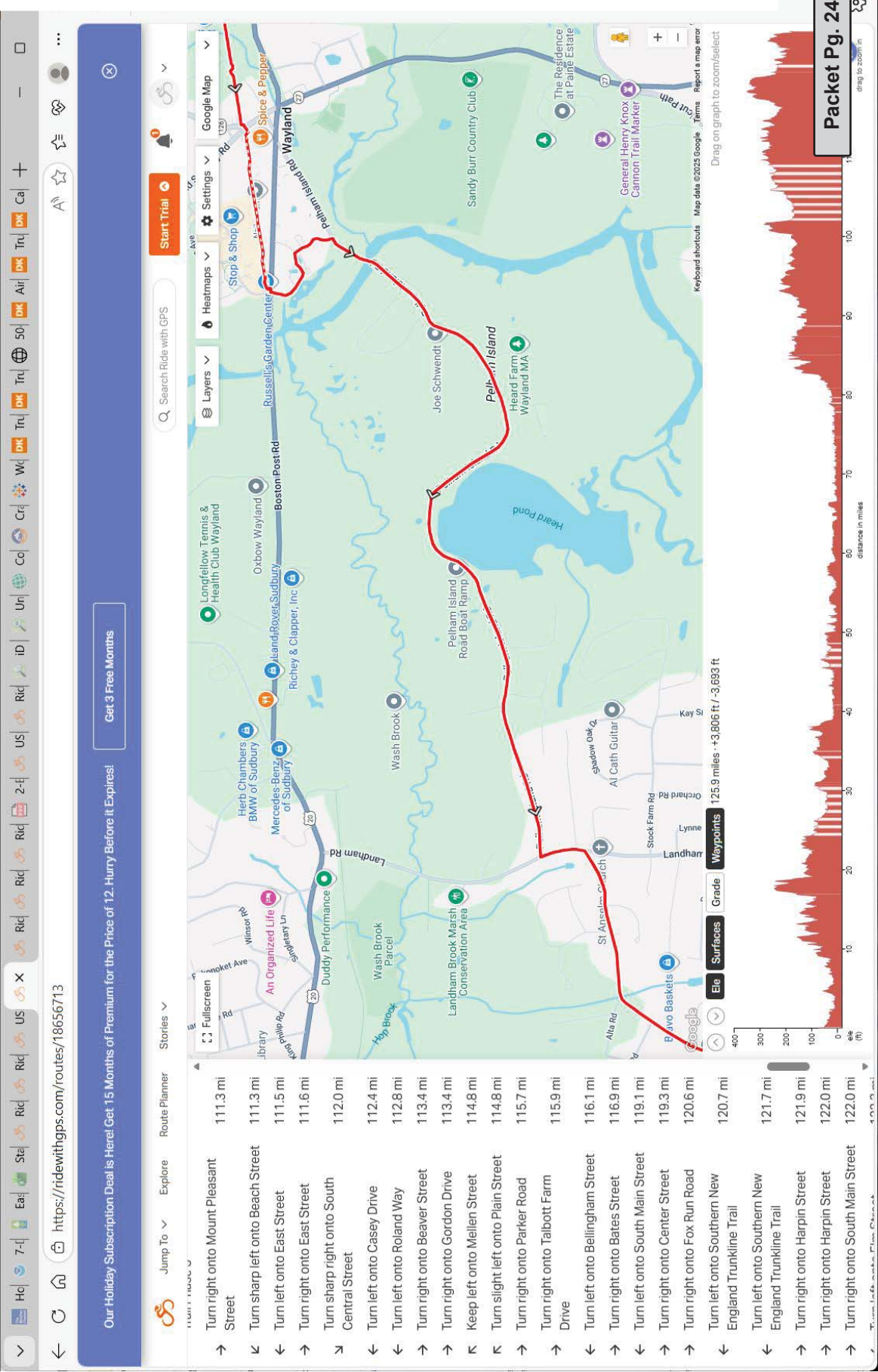


- USBR 1 and East Coast Greenway would be co-designated
- Route through Sudbury from Wayland on Pelham Is. Rd.
- Follows Landham Rd., Woodside Rd. and Eaton Rd. into Framingham
- Wayland has already approved the route

Proposed designation of USBR 1 in Sudbury

<https://ridewithgps.com/routes/18656713>

Attachment4.b: USBR 1 MA Sudbury - PowerPoint (6888 : Designate Routes as the U.S



Jurisdictional actions/issues



- MassDOT needs a support letter or support resolution from Sudbury
- Local agencies have the final say so when they request a change to the route, it is accepted/negotiated.
- There are no costs, requirements, or constraints placed on local agencies – this is simply a mapping project.

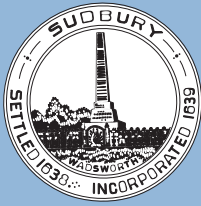
Benefits of the USBR designation



- Improved routes for bicycle travelers
- Positive health/environmental impacts
- Economic development via bicycle tourism for smaller communities

Kerry Irons
USBK volunteer coordinator
Adventure Cycling Association
irons54vortex@gmail.com
989-513-7871 or 616-298-7883

Ellie Zachary
Advocacy & Routes Coordinator
Adventure Cycling Association
ezachary@adventurecycling.org
317-645-6976 800-755-2453

**SUDBURY SELECT BOARD**

Tuesday, January 20, 2026

CONSENT CALENDAR ITEM**5: DRC and GOE - 7 Fox Hill Drive****REQUESTOR SECTION**

Date of request:

Requested by: James Goudie

Formal Title: Vote to accept the Declaration of Restrictive Covenant and Grant of Easement regarding Stormwater Management System for the property at 7 Fox Hill Drive subject to the Stormwater Management Permit issued for the property

Recommendations/Suggested Motion/Vote: Vote to accept the Declaration of Restrictive Covenant and Grant of Easement regarding Stormwater Management System for the property at 7 Fox Hill Drive subject to the Stormwater Management Permit issued for the property

Background Information:

The Planning Board issued a decision to grant a Stormwater Management Permit for the property at 7 Fox Hill Drive Condition II.F. indicates:

“Prior to completion of the project, a restrictive covenant requiring construction of the stormwater system in accordance with the Plan, and maintenance of the stormwater management system in accordance with the Operation and Maintenance Plan shall be recorded on the Premises. This covenant shall allow for the placement of municipal liens on the Premises if the owner fails to fully construct the system or fails to maintain the system and the Town needs to do so. The Town will provide template to the Applicant, who shall submit the covenant for review and approval of the Board or its representative prior to recording at the Middlesex South District Registry of Deeds.”

As such, through the stormwater covenant, the Owner identified agreed to provide such perpetual maintenance of the stormwater management system by imposing restrictive and protective covenants on the respective property. In the event the Owner fails to do so, an easement over the property is created to allow the Town, through its Department of Public Works, to perform such maintenance and charge and assess the Owner for the cost. The grant of easement provides the explicit right of the Town to enter upon private property to conduct inspections and to perform any required work.

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office	Pending
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Town Manager's Office	Pending
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Town Counsel	Pending
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Select Board	Pending
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Select Board	Pending
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01/20/2026 7:00 PM

**DECLARATION OF RESTRICTIVE COVENANTS AND
GRANT OF EASEMENT REGARDING
STORMWATER MANAGEMENT SYSTEM**

This Declaration of Restrictive Covenants and Grant of Easement (this “Restriction”) is made as of January ____, 2026 by Prop 22 Development LLC (the “Owner”) of 7 Fox Hill Drive, Sudbury, MA 01776 (the “Property”), as more specifically described in that certain deed dated March 28, 2023 recorded with Middlesex South District Registry of Deeds Registered Land Document No. 01935339 on Certificate of Title No. 281758 in favor of the Town of Sudbury (the “Town”), a Massachusetts municipal corporation, by and through its Select Board, having an address of 278 Old Sudbury Road, Sudbury, MA 01776.

Whereas, the Owner applied to the Sudbury Planning Board for approval of a Stormwater Management Permit, for the Property (the “Project”) and the Planning Board, on December 15, 2021, issued a “Decision Stormwater Management Permit #21-13” (the “Permit”), which permit is recorded with said Deeds as Document No. 01906353 with Certificate of Title No. 275665, as Modified by “Decision Stormwater Management Permit Modification #24-02”, recorded with said Deeds herewith, upon the Property shown as Lot 43 Fox Hill Drive, Sudbury, MA on a plan entitled “Proposed Stormwater Management Plan” prepared by Hancock Associates, dated July 2, 2021, last revised February 28, 2024 and recorded with the Middlesex South District Registry of Deeds herewith, to which plan reference is made for a more particular description of said the Property.

Whereas, the stormwater management system required to drain stormwater relating to the Project is to be located on the Property; and

Whereas, the Sudbury Planning Board’s decision to grant the Owner the Permit is contingent upon the Owner being responsible for the perpetual maintenance of the stormwater management system located on the Property, including, without limitation, infiltration system, drainage basins, catch basins, drainage pipes, outlets, spillways, structures and facilities and/or appurtenances related thereto (as the same may be altered from time to time, the “Stormwater System”); and

Whereas, the Owner agrees to provide such perpetual maintenance of the Stormwater System by imposing restrictive and protective covenants on the Property and by granting an easement over the Property and to allow the Town if the Owner fails to do so, to perform such maintenance and charge and assess the Owner for the cost thereof,

Now therefore, the Owner hereby declares the following covenants and grants to the Town the following easement:

1. The Owner, and/or its successors and assigns, shall be responsible, at its sole cost and expense, for constructing, installing, maintaining, operating, repairing, and replacing, the Stormwater System located on the Property for the purpose of allowing for the proper and efficient flow of stormwater as described in the Best Management Practices and the Operation and Maintenance Plan and the Stormwater Operations and Maintenance Manual entitled "Stormwater Operation and Maintenance Plan " prepared by Hancock Associates, on file with the Town, as the same may be amended or renewed from time to time with the prior written consent of the Town such consent not to be unreasonably withheld, delayed or conditioned.

2. The Owner hereby grants to the Town the non-exclusive, perpetual right and easement to enter the Property and any and all portions thereof for the purpose of inspecting the Stormwater System to determine compliance with the terms hereof, and to take any and all actions necessary or convenient to abate or remedy any violation hereof upon the terms and conditions set forth herein. Notwithstanding the above, the Town shall have no obligation to take any such actions.

3. In the event of a failure by the Owner to comply with the requirements of this Restriction resulting in the failure of the Stormwater System to function properly, the Town shall have the right to deliver to the then Owner of the Property a written notice (pursuant to the notice provision below) to remedy said violation specifying the work that is required in order to enable the Stormwater System to function properly and providing for a thirty (30) day time period in which to complete such work. If the remedy is of such a nature that the same cannot be reasonably completed within said thirty (30) day period, then the Town shall impose such other, additional timeframe upon the Owner as is reasonable under the circumstances. In the event the remedy is not completed in a manner reasonably satisfactory to the Town within said thirty (30) day period (or such other additional timeframe imposed by the Town), or the Owner shall fail to commence such remedy within the applicable period, or thereafter fail to prosecute the completion of same with diligence and continuity, then the Town may, but shall have no obligation to, enter upon the Property and remedy the failure described in its notice as set forth in Paragraph 4 below.

4. In connection with any such entry, the Town shall use reasonable efforts (a) to give prior notice to the Owner of same, except in the case of emergency, and (b) not to unreasonably interfere with the current use of the Property, or with access to the Property, except to the extent as may be reasonably required in order to prosecute such remedy. The Town shall promptly restore or replace any portion of the areas outside the Stormwater System disturbed in the exercise of its rights hereunder to the condition it was in prior to undertaking such work, to the extent reasonably possible.

Prior to exercising any right to enter the Property under this Restriction, or, in the case of emergency, as soon as is practicable, the Town agrees to carry and keep in effect, at the Town's sole cost and expense, comprehensive general liability insurance covering the Property in commercially reasonable amount in light of the nature of the work to be undertaken which may be included under the Town's so-called blanket or master insurance policy covering other property or insureds in addition to those required hereunder. The Town shall also cause any party performing work on the Town's behalf on the Property and/or the Stormwater System in accordance with the terms of this Restriction to obtain and keep such insurance prior to entering upon the Property. Any insurance provided for above shall name the Owner as an additional insured. The Town's liability shall be limited pursuant to M.G.L. c. 258 and any all-other applicable provisions of law.

5. The rights hereby granted to the Town include the right to enforce the obligations of the Owner set forth herein by appropriate legal proceedings and to obtain injunctive and other equitable relief against any violation, including, without limitation, relief requiring repair, maintenance or replacement of the Stormwater System (it being agreed that the Town has no adequate remedy at law), and shall be in addition to, and not in limitation of, any other rights and remedies available to the Town. The Town shall have the option to enforce said obligations, but does not have the obligation to do so. The actual expenses incurred by the Town in abating or remedying any violation hereof and in enforcing the duties of the Owner hereunder shall be paid by the Owner within thirty (30) days after delivery of written notice to the Owner by the Town accompanied by reasonable evidence of such expenses, and, if not paid within the time allowed, the Town may recover its costs by means of a municipal lien and/or betterment assessments on the Property in accordance with M.G.L. c. 80 and/or other applicable law. Any election by the Town as to the manner and timing of its right to enforce these covenants or otherwise exercise its rights hereunder shall not be deemed or construed to be a waiver of such rights.

6. Within twenty (20) days after written request therefor, the Town shall execute and deliver to the then Owner an estoppel certificate stating that to the best of the Town's knowledge as of the date of the certificate whether any default has occurred under this Restriction by the Owner, and if there are known defaults, specifying the nature thereof. Notwithstanding anything contained herein to the contrary, the issuance of an estoppel certificate shall in no event subject the Town to any liability whatsoever, notwithstanding the negligent or otherwise inadvertent failure of the Town to disclose correct and/or relevant information included in any such estoppel certificate, but the Town shall be estopped from claiming or enforcing hereunder any then-existing default not set forth in such certificate, the same, if any, being waived upon the issuance of any such certificate.

7. No amendment, release or rescission of this Restriction shall be effective without the written approval of the Town.

8. This restriction and grant of easement shall run with the Property and be binding upon the owners of the Property and their respective successors and assigns for the benefit of the Town.

9. The covenants and obligations contained herein are for the benefit of and enforceable by the Town in perpetuity. The Owner acknowledges that said covenants, as they are held by the Town, constitute perpetual restrictions held by a governmental body, as those terms are defined in G.L. c. 184, §26, and are thus not subject to G.L. c. 184, §§27-30, and, in any event, shall be enforceable for a term of at least 99 years.

10. The Owner, its successors and assigns, solely during the period of its and their respective ownership of the Property, shall defend, indemnify and hold the Town harmless from any and all claims, damages, losses, costs and liabilities, including, without limitation, reasonable attorneys' fees, relating to the Stormwater System and/or the Owner's actions taken or the Owner's failure to take action as may be required under this Restriction, excluding in any event from the foregoing indemnity, any matter arising from the negligence or willful misconduct of the Town.

11. The Owner agrees to record this Restriction with the Middlesex South District Registry of Deeds within twenty (20) business days after the date hereof, but the failure to do so shall not affect the validity hereof. The Owner further agrees to provide the Town with a copy of the recorded Restriction within seven (7) business days after its recording.

12. All notices required or permitted hereunder shall be in writing and addressed to the parties as set forth above or at such other addresses as the parties may designate from time to time by notice given in accordance with the terms hereof. Notices may be given by hand delivery, or by recognized overnight delivery service, including the U.S. Postal Service, and shall be deemed given upon receipt in hand, or one (1) business day after deposit with such overnight delivery service, as applicable.

13. The Owner agrees to obtain from any mortgagee having a mortgage on the Property as of the date hereof a subordination to this Restriction, stating that such mortgages shall be subject to this Restriction. Such subordinations shall be obtained and recorded promptly.

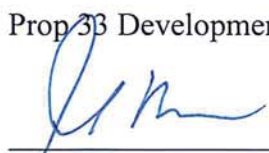
14. The recitals stated in the preamble of this Restriction are incorporated herein in their entirety.

[End of text. Signatures on next page.]

Executed under seal as of this 14th day of January, 2026.

PROPERTY OWNER:

Prop 33 Development LLC



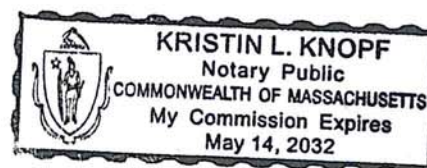
By: Gary Bennos, Manager

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this 14th day of January, 2026, before me, the undersigned notary public, Gary Bennos, Manager of Prop 33 Development LLC, personally appeared and proved to me through satisfactory evidence of identification, which was MA LLC, to be the person whose name is signed on the preceding document and acknowledged to me that he signed it voluntarily on behalf of Prop 33 Development LLC for its stated purpose in the aforesaid capacity.

Notary Public
My Commission Expires:



ACCEPTANCE OF EASEMENT

On this _____ day of January, 2026, the Town of Sudbury, acting by and through its Select Board pursuant to the provisions of G.L. c. 83, §§1 and 3, and any other enabling authority, hereby accepts the foregoing Grant of Easement for drainage purposes.

TOWN OF SUDBURY,
By Its Select Board

Lisa V. Kouchakdjian

Janie W. Dretler

Daniel E. Carty

Radha R. Gargeya

Charles G. Russo

COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, ss

On this _____ day of January, 2026, before me, the undersigned notary public, _____, the above-named member of the Select Board for the Town of Sudbury, personally appeared and proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding document and acknowledged to me that s/he signed it voluntarily for its stated purpose as a member of the Select Board of the Town of Sudbury.

Notary Public
My Commission Expires:



SUDBURY SELECT BOARD

Tuesday, January 20, 2026

MISCELLANEOUS (UNTIMED)**6: Conflict of Interest Determination - Earth Removal Board**REQUESTOR SECTION

Date of request:

Requested by: James Goudie

Formal Title: Vote to determine if Earth Removal Board member Bill Ray can act impartially in a matter that he is determined to have a conflict of interest in per Massachusetts Ethics Law.

Recommendations/Suggested Motion/Vote: Vote to determine if Earth Removal Board member Bill Ray can act impartially in a matter that he is determined to have a conflict of interest in per Massachusetts Ethics Law.

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

01/20/2026 7:00 PM

**DISCLOSURE BY NON-ELECTED MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST
AND DETERMINATION BY APPOINTING AUTHORITY
AS REQUIRED BY G. L. c. 268A, § 19**

	MUNICIPAL EMPLOYEE INFORMATION
Name:	William Ray
Title or Position:	Earth Removal Board Member
Municipal Agency:	Earth Removal Board
Agency Address:	Sudbury, MA 01776
Office Phone:	617-515-8373
Office E-mail:	billray@aol.com
	My duties require me to participate in a particular matter, and I may not participate because of a financial interest that I am disclosing here. I request a determination from my appointing authority about how I should proceed.
	PARTICULAR MATTER
Particular matter E.g., a judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, or finding.	Please describe the particular matter. Participate in an ERB hearing on the Eversource Maynard Power Station to allow removal of earth for equipment upgrade project.
Your required participation in the particular matter: E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other.	Please describe the task you are required to perform with respect to the particular matter. I am needed to vote on approving the application as a four member quorum is required and other members also have potential conflict of interest.
	FINANCIAL INTEREST IN THE PARTICULAR MATTER
Write an X by all that apply.	<input checked="" type="checkbox"/> I have a financial interest in the matter. <input type="checkbox"/> My immediate family member has a financial interest in the matter. <input type="checkbox"/> My business partner has a financial interest in the matter. <input type="checkbox"/> I am an officer, director, trustee, partner or employee of a business organization, and the business organization has a financial interest in the matter. <input type="checkbox"/> I am negotiating or have made an arrangement concerning future employment with a person or organization, and the person or organization has a financial interest in the matter.

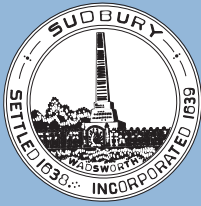
Financial interest in the matter	<p>Please explain the financial interest and include a dollar amount if you know it.</p> <p>As a named abutter to the project, I potentially have a conflict of interest as it pertains to how the project could have an affect on the value of my property.</p>
Employee signature:	<i>William Ray</i>
Date:	December 22, 2025

DETERMINATION BY APPOINTING OFFICIAL

	APPOINTING AUTHORITY INFORMATION
Name of Appointing Authority:	
Title or Position:	
Agency/Department:	
Agency Address:	
Office Phone:	
Office E-mail	
	DETERMINATION
Determination by appointing authority:	As appointing official, as required by G.L. c. 268A, § 19, I have reviewed the particular matter and the financial interest identified above by a municipal employee. I have determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee.
Appointing Authority signature:	
Date:	
Comment:	

Attach additional pages if necessary.

The appointing authority shall keep this Disclosure and Determination as a public record.

**SUDBURY SELECT BOARD**

Tuesday, January 20, 2026

MISCELLANEOUS (UNTIMED)**9: Discussion of DEIC Mission Statement****REQUESTOR SECTION**

Date of request:

Requested by: James Goudie

Formal Title: Discussion and possible vote on DEI Commission's mission statement

Recommendations/Suggested Motion/Vote: Discussion and possible vote on DEI Commission's mission statement

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

01/20/2026 7:00 PM

KIRSTEN ROOPENIAN

45 Harness Lane ♦ Sudbury, Massachusetts 01776
Kdagne1@aol.com ♦ 978.443.7630 (Home)

EDUCATION

Bachelor of Arts in Political Science / History - 1979
BOSTON COLLEGE, Chestnut Hill, Massachusetts

Experience Highlights

Town of Sudbury, Sudbury, Massachusetts

Administrative Assistant, Conservation Department, 2014 -2021

Responsible for all aspects of administrative support for department including permitting, communications, processing, all day-to-day operations for Coordinator.

Selectman 1998-2004

Elected to serve as Selectman for local government serving the needs of 18,000 constituents. Leveraged strong management capabilities and extensive professional administrative expertise to partner with Town Manager and Board of Selectmen in successfully balancing and allocating \$67M budget. Played key role as contributing member to Strategic Planning Committee responsible for developing Master Plan; developed and submitted site plan for business district for review and approval.

- Spearheaded key initiative to pass Town Manager Act, leading to substantial restructuring of town's government.
- Instrumental in town's recapture and maintenance of AAA credit rating.
- Served as Chair of Capital Investment Planning Committee, preparing detailed budget for Finance Committee justifying funds request for town's capital costs.
- Supported town's establishment of Community Preservation Act at 3% level.
- Cultivated productive working relationship with schools as Legislative Liaison during Education Reform discussions.
- Allocated grant money to public school teachers to encourage and support implementation of innovative teaching enhancements.
- Earned Governor's "Outstanding Volunteer Award" in 2004 for community service.

LOTUS DEVELOPMENT, Cambridge, Massachusetts 1984-1989

Senior Executive Assistant, Sales Planning

IBM CORPORATION, Waltham / Newton, Massachusetts 1980-1984

Administrative Assistant

SIMMONS COLLEGE, Boston, Massachusetts 1979-1980

Assistant Director of Student Activities,

COMMUNITY SERVICE & AFFILIATIONS

Vice President / Board of Directors, Sudbury Education Resource Fund (SERF)

School Council Member / Fundraising Chair / PTO Volunteer, Sudbury Public Schools

Continued...

Bd. Of Directors/ Founding Member, HOPEsudbury (humanitarian outreach program granting funds to residents in need and supporting beneficiaries through annual telethon). Comprehensive web site: www.hopesudbury.org.

September 11 Memorial Garden Committee, aided in the project to provide stone memorial with surrounding garden. Raised funds, secured site, built garden, with contributions and work donated by community.

Sudbury Citizens Academy – Taught class on local government, secured grant, developed curriculum.

Planning Board – elected position overseeing implementation of zoning, subdivision, and land development bylaws and regulations. Approves zoning and land development applications (site plan review), responsible for Town Master plan implementation, support for applicable initiatives within the planning environment.

Community Preservation Committee, study and submit applications for the implementation of projects falling within the categories for the Community Preservation Act to Town meeting for approval. The applications provide funds for Open Space/Recreation, Historic and Community Housing.



SUDBURY SELECT BOARD

Tuesday, January 20, 2026

MISCELLANEOUS (UNTIMED)**7: Interview Candidate for Appointment - K. Roopenian - Earth Removal Board**REQUESTOR SECTION

Date of request:

Requested by: James Goudie

Formal Title: Interview candidate for appointment to the Earth Removal Board. Following interview, vote to appoint Kirsten Roopenian of 45 Harness Lane, to the Earth Removal Board to serve the balance of a one-year term that expires on May 31, 2026

Recommendations/Suggested Motion/Vote: Interview candidate for appointment to the Earth Removal Board. Following interview, vote to appoint Kirsten Roopenian of 45 Harness Lane, to the Earth Removal Board to serve the balance of a one-year term that expires on May 31, 2026

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

01/20/2026 7:00 PM

Sudbury Diversity, Equity, and Inclusion Commission

Quarterly Update to the Select Board

January 20, 2026

This quarterly update highlights new activities, initiatives, and developments undertaken by the Sudbury Diversity, Equity, and Inclusion Commission since our last update to the Select Board in September 2025.

Regional Collaboration: *Building Connections – Effective Tools for Community Conversations*

The Commission is collaborating with seven Human Rights/DEI Commissions (Arlington, Brookline, Cambridge, Lexington, Needham, Newton, and Watertown) to sponsor a free, virtual workshop titled ***Building Connections: Effective Tools for Community Conversations***.

Led by [Essential Partners](#), this two-session workshop is designed to equip participants with practical tools to foster productive, respectful dialogue across differences. The sessions will take place on two consecutive Sundays: March 1 & March 8, from 3 – 4:30 pm.

Each participating community has been allocated **25** seats. The Sudbury DEI Commission will be offering a reserved seat to each member of the Select Board and encourages Board participation in this regional learning opportunity.

Additionally, we plan to extend invitations to:

- Sudbury Chief of Police
- Sudbury Director of Human Resources
- Sudbury Social Workers
- School Superintendents (LSRHS & SPS)
- School Committee Chairs (LSRHS & SPS)
- Town Manager or staff liaison to DEI Commission
- Commission on Disability liaison to DEI Commission
- Goodnow Library, Director
- Sudbury Pride 01776 – Member of Steering
- Sudbury for Racial & Social Justice – Member of Steering
- Sudbury Interfaith Clergy Association

Youth Engagement: Planned Student Essay Competition (In Development)

The Commission is in the planning phase of launching a community-wide essay competition open to students attending LSRHS and other high school-aged youth residing in Sudbury. This initiative is being developed in partnership with LSRHS and Sudbury for Racial and Social Justice, both of whom have expressed strong interest and enthusiasm.

Key elements under consideration include:

- Essay prompts developed by LSRHS and school-based, student-led groups
- Partnership between the DEI Commission and Sudbury for Racial and Social Justice. While Sudbury for Racial and Social Justice does not currently have funding available, they have expressed willingness to collaborate, and prize funding will be sought from alternative sources
- Proposed awards of \$500 (first place), \$300 (second place), and \$100 (third place)
- A joint review committee composed of representatives from the DEI Commission and Sudbury for Racial and Social Justice

The Commission is hoping to formally launch this initiative in the coming month and will share additional details as planning is finalized.

Engagement with Sudbury Police Department

Last October, the Commission held an in-person meeting at the Sudbury Police Department. Chief Nix joined the meeting as a guest and engaged in a productive discussion with Commission members.

Topics discussed included the Citizens Academy, community self-defense initiatives, and the role of the police in the community. While Chief Nix declined an ongoing advisory role, he agreed to participate in Commission meetings or designate a representative when agenda items arise that would benefit from his input.

Community Forum on Food Insecurity

In November, the Commission hosted a panel discussion focused on food insecurity in Sudbury. Panelists included:

- Sudbury Food Pantry Representative Laura Howrey

- Town Social Worker Kirstin Wilcox
- Sudbury resident Elizabeth (Bessie) Struck

The forum provided important insight into the reality of food insecurity in Sudbury, including the fact that some of those affected are our neighbors and friends. Panelists helped dispel the common misconception that food insecurity is limited to less affluent communities, highlighting instead how it can impact individuals and families across a range of circumstances. The discussion also created an opportunity for residents to learn how to get involved, support local efforts, and access resources. In addition, the forum strengthened relationships between the Commission and other town stakeholders working to address these challenges.

Commission Membership and Collaboration Updates

- **New Member:** Kimberly Lezak was unanimously appointed by the Commission, subsequently confirmed by the Select Board, and sworn in this past December.
- **Commission on Disability (COD):** The Commission on Disability voted to appoint Bessie Struck as a liaison to the DEI Commission. She has expressed enthusiasm for collaboration and shared that the COD is actively discussing potential ideas to bring forward to the Commission.
- **Sudbury for Racial and Social Justice:** Susan Berry, representing Sudbury for Racial and Social Justice, attended a Commission meeting to explore opportunities for collaboration, particularly around amplifying shared perspectives related to the Tri-District school calendar.

Staff Liaison

Last month, James Goudie was appointed as the staff liaison to the DEI Commission, serving in the Town Manager's stead. Already, James has been actively engaged and supportive in this role. He also brings a history of involvement in DEI work in his personal life within his own community, and we anticipate that his experience and perspective will strengthen the Commission's work moving forward.

The Commission appreciates the Select Board's continued engagement and looks forward to sharing further updates as these initiatives progress.

Sudbury Diversity, Equity, and Inclusion Commission

Annual Report to the Select Board

2024–2025

Introduction

The Sudbury Diversity, Equity, and Inclusion (DEI) Commission is proud to present our 2024–2025 Annual Report, reflecting on our work, our challenges, and our vision for the future. Our mission remains clear and unwavering: to champion diversity, ensure equity, and cultivate inclusion for every member of our community.

This past year, the Commission continued to serve as a voice for equity in Sudbury—working to advance equity for historically marginalized residents where open dialogue and understanding can flourish.

Resident Engagement & Advocacy

Over the past year, we have actively responded to community needs and concerns, particularly when historically marginalized groups faced challenges. Highlights include:

- **Advocated for recognition of cultural and religious holidays in the school calendars.** We urged the School Committees and superintendents to recognize important holidays such as Eid, Lunar New Year, and Diwali in the school calendar. Our letter, published in the [Sudbury Weekly](#), called for thoughtful and inclusive dialogue that leads to meaningful action.
- **Co-sponsoring this fall a community conversation** with Sudbury PD, Wayland HRDEIC, and Wayland PD featuring DA Marian Ryan. The event will focus on:
 - Hate crime trends in Middlesex County
 - Updates on enforcement
 - Preventive strategies to strengthen community safety
- **Advocated for the inclusion of Supporting advocacy for gender-expansive policies** in our schools by providing a platform for residents to share their perspectives.
- **Issued public statements** affirming Sudbury’s values when Indian residents in the MetroWest and other areas, following incidents of theft and concerns for their safety, were met by some with skepticism and a lack of empathy.
- **Amplified voices from local partners**, including the Sudbury Special Education Parent Advisory Committee (SEPAC) and town social workers.

These actions reinforced our role as both an advocate and a convener for community dialogue.

Key Accomplishments

- **Engaging Expert Support:** Retained DEI consultant Dr. Raul Fernandez to assess our goals and provide a strategic roadmap (see attached report).
 - **Community Initiatives:** Supported and participated in Town events such as Family Pride Day and Eid-Al-Fitr.
 - **Restructuring for Impact:** Streamlined our membership to create a more nimble and diverse body.
 - **Regional Partnerships:** Initiated conversations with the Concord and Wayland DEI Commissions and encouraged our Select Board to engage with Concord's Select Board to learn from their process for removing Tercentenary Markers.
-

Challenges Faced

While progress was made, the Commission encountered ongoing challenges:

- **Membership Stability:** Attrition and inconsistent participation limited continuity and momentum.
 - **Limited Capacity:** Time constraints among members affected project follow-through.
 - **Role Clarity:** At times, the Commission's scope and influence were unclear, impacting strategic focus.
 - **Community Engagement:** Community advisors' attendance/participation in meetings fell short of our expectations.
-

Recommendations from Our Consultant

From his assessment, Dr. Fernandez advised:

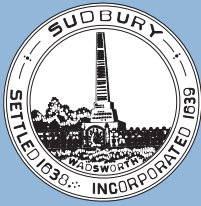
1. Focusing on 2–3 strategic goals per year.
2. Securing dedicated staff or consultant support to sustain initiatives.

3. Clarifying the Commission's advisory role and responsibilities.
4. Leveraging the expertise of individual members more effectively.
5. Establishing measurable accountability metrics.

Proposed Goals for the Coming Year

1. Strengthen Our Infrastructure
 - Establish a consistent meeting schedule and reporting process to the Select Board.
 - Re-engage advisory (non-voting) members as outlined in our 2020 mission statement:
 - Sudbury Police Chief or delegate
 - Town Manager or delegate
 - Sudbury Public Schools and/or Lincoln-Sudbury Regional High School employee
 - One member nominated by the Sudbury Clergy Association
 - Commission on Disability member
 - Select Board liaison
 - Formalize a structure for two-way dialogue with the Select Board and other town commissions.
2. Deepen Community Engagement
 - Continue amplifying resident voices and serve as a conduit for community members—especially in the absence of a dedicated DEI professional in town.
 - Host or co-host 1–2 annual community events to foster connection, dialogue, and visibility for DEI priorities.
 - Build partnerships with other town commissions and officers to support DEI efforts.
3. Increase Transparency and Collaboration
 - Request periodic updates from town departments and community leaders on DEI-related activities, data, and initiatives.
 - Use these insights to identify opportunities for support, collaboration, and shared learning.

The Sudbury DEI Commission remains committed to building a more inclusive community. With the Select Board's partnership, we can focus our efforts, expand our impact, and ensure that Sudbury is a place where everyone feels valued, respected, and heard.

**SUDBURY SELECT BOARD**

Tuesday, January 20, 2026

MISCELLANEOUS (UNTIMED)**12: Potential ATM Articles****REQUESTOR SECTION**

Date of request:

Requested by: James Goudie

Formal Title: Discussion of Potential 2026 Annual Town Meeting Warrant Articles; vote on articles sponsored by the Board and vote to authorize Town Manager to submit articles on Board's behalf

Recommendations/Suggested Motion/Vote: Discussion of Potential 2026 Annual Town Meeting Warrant Articles; vote on articles sponsored by the Board and vote to authorize Town Manager to submit articles on Board's behalf

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

01/20/2026 7:00 PM

TOWN OF SUDBURY
SUDBURY DIVERSITY, EQUITY, AND INCLUSION COMMISSION

Original version approved by the Select Board: 11/17/20; Amended 04/06/21, 02/02/22

Latest version approved 09/27/22 (creation as ongoing Commission)

Mission:

The Select Board created the Sudbury Diversity, Equity, and Inclusion (DEI) Commission to support diversity and foster equity, inclusion, and belonging for every member of the Sudbury community, respecting all aspects of individuals' identities. The Commission will also critically consider intersections among these groups to facilitate learning, understanding, and unity.

The Commission shall consist of up to thirteen voting members and up to six non-voting Advisory members. The Commission shall make recommendations to the Sudbury Select Board on policies and programs to measure, promote, and increase diversity, equity, and inclusion of Sudbury's historically disenfranchised populations. The Commission will offer programming and promote awareness of various DEI subjects to help identify and eliminate conscious or unconscious bias and prejudice, reject discrimination, and build a more inclusive community where everyone feels a sense of belonging.

Goals:

The Commission will meet at least monthly and share a quarterly update with the Select Board which will then oversee the implementation of any recommended actions.

The Commission will focus on the following goals:

- a. Provide DEI training for members of the DEI Commission and other boards, committees, and commissions, as requested by such groups.
- b. Gather first-hand experiences related to DEI from individuals who live, work, visit, or attend school in Sudbury.
- c. Solicit feedback and provide input to the Town manager related to Town departments as well as to commissions, boards, and committees, as requested by such groups.
- d. Collaborate with groups focused on DEI-related matters.
- e. Facilitate DEI discussions and education forums for town residents.
- f. Identify ways to promote awareness, engagement, and community building around diverse experiences to create a more inclusive community.
- g. Partner with the Select Board and Town to identify DEI-related challenges and brainstorm solutions.

Membership:

The Sudbury, Diversity, Equity, and Inclusion Commission shall be appointed by the Select Board according to the following list and will be reflective of the diversity of the Sudbury community. All appointments are staggered over three (3) years. Members may be reappointed when their terms are complete.

The membership will be established through an open application process for all residents of the town and students or parents of students who attend school in Sudbury. The Select Board's Office will notify all residents and students of membership openings, including faith communities, local civic organizations,

Town boards, commissions, and committees, local media (print, digital, and social media) and any other outlet that can help reach the broadest range of residents and students.

At the first meeting following May 31st each year, the voting members of the Commission shall elect leadership (a Chair and Vice-Chair or Co-Chairs and a Clerk) from among its voting members. The Chair or Co-Chairs will schedule/run meetings and be the designated communications link(s) with the Select Board and Town Manager. Voting members may serve as communication liaisons to other Town committees, commissions, and boards.

Membership (voting members) will include:

- Sudbury residents, including students or parents of students attending Sudbury schools. Students or parents of students attending Sudbury schools may be residents of other municipalities (up to 13 members)
- Persons of color and individuals with diverse life experiences and non-traditional backgrounds are encouraged to apply.

Areas of expertise/experience for voting members may include but not be limited to:

- Business representatives
- Education
- Parent or caregiver
- Student
- Human Resources
- Immigration law
- Medical and Healthcare
- DEI practitioner
- Real estate/Affordable Housing
- Social Work

Advisory (non-voting members):

- Sudbury Police Chief or delegate from Sudbury Police Department.....(1)
- Town of Sudbury Town Manager or delegate.....(1)
- Sudbury Public School and/or Lincoln Sudbury Regional High School employee.....(1)
- One member nominated by the Sudbury Clergy Association.....(1)
- Commission on Disability Member.....(1)
- Select Board liaison.....(1)

The Commission consists of a group of voting members and a smaller group of Advisory members. Voting members must be available and willing to attend most scheduled meetings. They may draw upon the expertise of Advisory members, who will be requested to attend meetings and /or discuss topics for which their expertise is needed. Voting members may elect a Clerk who will ensure that full minutes and a list of members in attendance are kept of each meeting and promptly submitted to the Commission for approval, filing with the Town Clerk, posting to the Town's website, and disseminating to the Advisory membership.

Meetings will be open to the public, recorded, and will include community wide surveys and discussion groups.

Compliance with State and Local Laws and Town Policies:

The members of the Sudbury Diversity, Equity, and Inclusion Commission are responsible for conducting their activities in a manner which follows all relevant state and local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, and Conflict of Interest Law, as well as all Town policies which affect Commission membership. In particular, all appointments are subject to the following:

The Code of Conduct for Select Board Appointed Committees

The Town's Email Communication for Committee Members Policy

Anyone appointed to serve on a Town committee by the Select Board agrees that they will use the email communication in strict compliance with the Town of Sudbury's email policy and further understands that any use of email communication outside of this policy can be considered grounds for removal from the Commission by the Select Board.

Use of the Town Website

The Commission will keep minutes of all meetings and post minutes and other Commission materials on the Town's website. The Commission will post notice of meetings on the Town's website as well as at the Town Clerk's Office.



December 23, 2025

Dear Chair Lisa and Members of the Select Board,

On behalf of the Sudbury School Committee, I am writing to follow up on a discussion held at our December 18, 2025 School Committee meeting regarding the Select Board's Diversity, Equity, and Inclusion (DEI) Commission and its charge.

During our meeting, the School Committee reviewed the mission, goals, and structure of the DEI Commission and discussed whether, and in what capacity, the Sudbury School Committee and/or Sudbury Public Schools might appropriately interact with or support the Commission's work. We fully recognize that the DEI Commission is an advisory body to the Select Board, that its members are appointed by the Select Board, and that its charge is established by, and under the authority of, the Select Board.

In an effort to ensure our understanding was accurate and to promote clarity around respective roles and responsibilities, I contacted both the Massachusetts Association of School Committees (MASC) and legal counsel for guidance. We were advised that, under Massachusetts law and established municipal governance principles, the Sudbury School Committee, Sudbury Public Schools, and the Superintendent do not have the authority to advise an advisory commission of the Select Board. Likewise, an advisory body established by the Select Board does not have authority to advise the School Committee or Sudbury Public Schools. Each body's advisory relationships are limited to its appointing authority.

Similarly, the School Committee does not have purview over matters that fall under the authority of the Select Board, just as the Select Board does not have purview over matters that are within the statutory authority of the School Committee. Accordingly, we were advised that a formal advisory relationship between the School Committee or Sudbury Public Schools and the Select Board's DEI Commission would not be consistent with Massachusetts municipal governance law.

Counsel further advised that, if a Sudbury Public Schools employee were to participate as a non-voting advisory member of the DEI Commission, the Commission's charge should clearly state that such participation is in the individual's personal capacity as an SPS employee and

does not constitute representation of, or advice on behalf of, the Sudbury School Committee or Sudbury Public Schools.

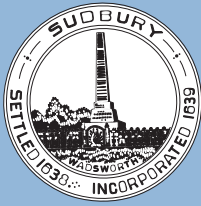
We were also advised that, while a formal advisory role would not be appropriate, there could potentially be a liaison relationship for the limited purpose of information-sharing, allowing each body to better understand work being done across the Town, without creating an advisory or supervisory role that would exceed statutory authority.

In reviewing the DEI Commission's charge, the School Committee also noted Goal (b), which states that the Commission will "gather first-hand experiences related to DEI from individuals who live, work, visit, or attend school in Sudbury." To support clarity for community members and for the Commission itself, and based on guidance shared with us by MASC and legal counsel, it may be helpful for the charge to specify that when concerns or experiences related to the schools are raised, individuals are guided to the appropriate school or School Committee channels. This would help ensure that feedback is directed to the body with the legal authority and responsibility to respond, while maintaining clear and respectful boundaries between boards.

The School Committee remains committed to advancing equity, inclusion, and belonging within Sudbury Public Schools, consistent with our legal responsibilities, including our obligation to provide a free appropriate public education (FAPE) to all students and to implement the Committee's Educational Equity policy. This work is supported by multiple district- and school-based structures, including the Special Education Parent Advisory Council (SEPAC), the LGBTQ+ Parent Advisory Council, school councils composed of SPS staff and community members, and equity teams within our schools. We share the goal of constructive collaboration and hope that this clarification is helpful in supporting clear expectations, effective communication, and continued partnership across Town boards and committees.

Thank you for your time and consideration. We look forward to continued collaboration in the spirit of mutual respect and shared commitment to the Sudbury community.

Sincerely,
Karyn Jones
On behalf of the Sudbury School Committee



SUDBURY SELECT BOARD

Tuesday, January 20, 2026

MISCELLANEOUS (UNTIMED)**10: 250th Committee Update**REQUESTOR SECTION

Date of request:

Requested by: James Goudie

Formal Title: Sudbury 250th Committee update

Recommendations/Suggested Motion/Vote: Sudbury 250th Committee update

Background Information:

Financial impact expected:

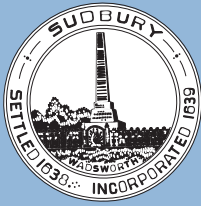
Approximate agenda time requested:

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

01/20/2026 7:00 PM



SUDBURY SELECT BOARD

Tuesday, January 20, 2026

MISCELLANEOUS (UNTIMED)**14: Liberty Ledge/Sewataro Subcommittee Update**REQUESTOR SECTION

Date of request:

Requested by: James Goudie

Formal Title: Liberty Ledge/Sewataro Subcommittee update and discussion regarding next steps

Recommendations/Suggested Motion/Vote: Liberty Ledge/Sewataro Subcommittee update and discussion regarding next steps

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

01/20/2026 7:00 PM

TOWN OF SUDBURY

BOARD AND COMMITTEE HANDBOOK



Prepared and Adopted by the Sudbury Select Board
[Insert Date]





WELCOME!

Serving on a board or committee in the Town of Sudbury is both an honor and a civic duty. The Town values the commitment of residents who volunteer their time and expertise to participate in local governance. This handbook is intended to guide both appointed and elected officials in carrying out their responsibilities with integrity, transparency, and effectiveness.

Members are expected to fulfill their roles in accordance with Massachusetts General Law, including the Open Meeting Law (M.G.L. c. 30A), the Conflict of Interest Law (M.G.L. c. 268A), and the Public Records Law (M.G.L. c. 66), as well as the Sudbury Town Charter, the Town's General Bylaws, and established principles of good governance. This document provides clear guidance on legal obligations, operational procedures, and ethical expectations for all local boards, committees, commissions, and task forces.

The content draws on established municipal practices from many other committee handbooks across the Commonwealth, and is tailored to reflect Sudbury's structure, values¹, and aspirations. It also includes links to key state and local resources to support lawful and effective participation in town government.

Sudbury strives to ensure that all residents, regardless of age, background, ability, or experience, have an equal opportunity to serve and be heard in local government. Diversity of thought and experience strengthens our community and enriches decision-making. The Select Board sincerely appreciates everyone who is willing to serve in Sudbury's town government.

¹ [Select Board Mission Statement and Values](#)

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DRAFT

1. Overview of Town Government

Form of Government

Sudbury operates under the **Open Town Meeting** form of government. Legislative authority is vested in Town Meeting, while executive functions are divided between the **Select Board** and the **Town Manager**, as provided under Sudbury's Town Charter² and Bylaws³.

Governing Bodies

- **Town Meeting** – Comprises all registered voters. Holds authority to appropriate funds, pass bylaws, and authorize capital expenditures.
- **Select Board** – Five-member elected body serving as the chief policy-making authority. Oversees the Town Manager, and most appointed boards. The Select Board is also the licensing authority for the Town of Sudbury.
- **Town Manager** – Appointed by the Select Board. Oversees day-to-day municipal operations, staff, budgeting, and implementation of policy.
- **Other elected bodies and officers include:**
 - Board of Assessors
 - Board of Health
 - Goodnow Library Trustees
 - Lincoln-Sudbury School Committee
 - Planning Board
 - Park and Recreation Committee
 - Sudbury Housing Authority
 - Sudbury School Committee
 - Town Moderator

Appointed Boards and Committees

- For simplicity, we will refer to boards, committees, commissions, and similar public bodies as “committees” throughout this handbook. Committees form the backbone of Sudbury's participatory government, allowing residents to contribute to policy, oversee municipal services, and shape the town's future.
- Each entity functions under its own legislative or bylaw authority, as defined in the Town Charter, State statutes, or by action of Town Meeting. From time to time, the Select Board may exercise its authority to establish committees or commissions based upon need.

² [Sudbury Town Charter: Town Manager Act 1993](#)

³ [Town Bylaws](#)

- Members are expected to act in the town's best interest, exercising independent judgment while respecting the role of town staff and fellow volunteers.

2. Roles and Responsibilities

General Responsibilities of All Members

Members of municipal committees are considered municipal employees under the Conflict of Interest law, Chapter 268A of the Massachusetts General Laws (M.G.L.), which is enforced by the State Ethics Commission.

Orientation and Training

- All new members shall attend an orientation session covering ethics, open meeting, and public records law.
- Ongoing training sessions may be provided as laws and best practices evolve.
- Training should also include awareness of implicit bias, cultural competency, and equitable participation to ensure all residents feel welcome and respected.

Additional resources and guidance are available from the Town Clerk, Town Counsel, and Massachusetts state agencies.

Orientation

Every appointed member of every committee must be sworn in by the Town Clerk and will receive this handbook and summaries of the Open Meeting and Conflict of Interest Laws at that time. Committee members shall be re-sworn if, and when, their appointments are renewed. This can take place during normal office hours or at other times when the Town Clerk is available. The act of being sworn in is more than a mere formality; taking the oath of office is required prior to participating in a meeting requiring a vote.

The Select Board recognizes that no one is instantly an expert in the workings of municipal government. New members should contact their Chair for an orientation to the committee's role, responsibilities and recent issues. New members should also seek guidance from other committee members or Town staff when questions arise. You may also contact the Select Board's office with questions at 978-639-3381 or selectboardsoffice@sudbury.ma.us.

All committee members are expected to:

- Review and understand the committee's charge.

- Prepare for and attend all scheduled meetings.
- Conduct themselves in a respectful, professional, and impartial manner.
- Follow applicable laws, including the Open Meeting Law, Conflict of Interest Law, and Public Records Law.
- Maintain confidentiality where required and avoid unauthorized disclosure of sensitive information.
- Refrain from speaking or acting on behalf of the board/committee/commission without authorization.
- Disclose any potential conflicts of interest promptly.

Participation is a commitment. Members who are frequently absent or inactive may be asked to resign or may not be reappointed at the end of their term.

Chair Responsibilities

The Chair is elected annually by committee members unless otherwise prescribed. Responsibilities include:

- Calling and presiding over meetings in accordance with the Open Meeting Law.
- Preparing and reviewing meeting agendas in coordination and collaboration with staff.
- Ensuring that meetings are conducted in an orderly, fair, and efficient manner.
- Facilitating discussion and ensuring all members have an opportunity to speak.
- Communicating with staff, other committees, and the public as needed.
- Ensuring that the committee remains focused on its charge.

In the Chair's absence, the Vice Chair (if applicable) or another member may preside, as allowed by the committee's rules or past practice.

Vice Chair Responsibilities

The Vice Chair is typically elected annually by the committee. Responsibilities include:

- Serve as Chair in the Chair's absence. See above.
- Any other responsibilities as assigned by any committee or as dictated by town bylaws.

Clerk Responsibilities (as designated or required)

The Clerk is typically elected annually by the committee. Responsibilities include:

- Recording accurate meeting minutes and submitting them for approval.
- Coordinating with staff to ensure minutes are posted on the Town website.

- Keeping track of votes and actions taken.
- Assisting the Chair with public notices or correspondence, as appropriate.
- Preparing correspondence on behalf of the committee.

Committee Liaisons

Refer to [Select Board Liaison and Work Assignments Policy](#)

Staff Liaisons

Some committees are supported by Town staff who serve as liaisons. These staff members:

- Provide subject matter expertise and administrative support.
- Assist with agenda preparation and posting of notices.
- Do not vote or direct committee decisions.
- May serve as a liaison between the committee and Town departments.

Staff support may vary based on the committee's role and available resources. Committees should direct questions or requests through the assigned liaison or department head.

3. Legal and Ethical Requirements

Members of committees in Sudbury must comply with state laws as well as local policies that govern transparency, accountability, and ethical conduct.

Open Meeting Law (OML)

The Massachusetts Open Meeting Law (M.G.L. c. 30A, §§18–25) applies to all municipal committees.

Key Requirements:

- **Public Notice:** Meetings must be posted at least 48 hours in advance (excluding weekends and legal holidays). Notices must include date, time, location, and a list of anticipated topics.
- **Quorum and Deliberation:** A quorum of members may not deliberate outside of a posted meeting, including via email, text, or social media. Deliberation includes any exchange of ideas or opinions relevant to the committee's business.
- **Remote Participation:** Remote meeting requirements were relaxed during the Covid-19 pandemic and remain in effect. Remote participation is allowed under specific conditions in accordance with Town and state policy. A quorum must still be present, either physically or virtually. Under remote participation rules, all votes must be by roll call.

- **Executive Session:** May only be held for limited purposes (e.g., litigation, personnel matters). Requires specific procedures and documentation. For more information, refer to this link: [Reasons for Convening Executive Session](#)
- **Minutes:** Accurate minutes must be maintained and approved. They must include the date, time, and location of the meeting, names of members present, summary of discussions, decisions made, and all votes taken.

Violations of the Open Meeting Law may be reported to the Attorney General's Office and may result in public censure or other legal remedies.

For more information, refer to this link: [Open Meeting Law](#).

Conflict of Interest Law

The Massachusetts Conflict of Interest Law (M.G.L. c. 268A) governs the conduct of all municipal employees and officials, including volunteer committee members.

Required Actions:

- **Annual Acknowledgment:** All members must annually acknowledge receipt of the Summary of the Conflict of Interest Law.
- **Mandatory Training:** Every two years, members must complete online training provided by the State Ethics Commission.
- **Disclosure of Conflicts:** Members must disclose any financial or personal interest in a matter before the committee. Some matters may require recusal or a written disclosure to the Town Clerk or appointing authority.

Examples of violations include:

- Participating in decisions that may financially benefit oneself or an immediate family member.
- Accepting gifts or favors intended to influence one's official actions.
- Using a committee position to secure unwarranted privileges.

For additional guidance, contact the State Ethics Commission⁴ or the Town Clerk's Office.

⁴ [State Ethics Commission](#)

Public Records Law

The Massachusetts Public Records Law (M.G.L. c. 66) provides that nearly all records made or received by a public official or committee are public records.

Applies To:

- Meeting agendas and minutes
- Emails and text messages related to official business
- Correspondence, reports, and memoranda

Members are encouraged to use official Town committee email accounts when conducting committee business to ensure records can be properly retained and accessed.

For more information, refer to: [A Guide to the Massachusetts Public Records Law](#)

Disability Accommodation

The Town of Sudbury makes reasonable accommodation with respect to the known physical or mental limitations of a qualified applicant, appointed or elected official, or employee with a disability unless such action would cause an undue hardship to the Town, as required by law.

All programs, services, and activities provided or made available by the Town through its departments or committees, must be accessible to persons with disabilities, in accordance with the provisions of the Americans with Disabilities Act.

Agendas, minutes, and public materials should be available in accessible formats upon request. Chairs should confirm meeting locations are ADA-compliant and that hybrid participation is offered when feasible.

Any questions about how to make reasonable accommodations for persons requesting the same should be referred to the Town Manager's office.

Public agencies are required to provide interpretive services and are responsible for the cost. Requests for such services should be made at least seven (7) days in advance of the meeting or event. Upon receiving a request for an interpreter for deaf or hard-of-hearing meeting participants, contact MCDHHReferrals@massmail.state.ma.us or fill out a request form at the following link: [Massachusetts Commission for the Deaf and Hard of Hearing](#).

Code of Conduct and Civil Discourse

Committees are expected to operate in a respectful and professional manner. This includes:

- Listening actively and allowing diverse viewpoints
- Avoiding personal attacks or disparaging remarks
- Fostering a welcoming environment for all participants
- Respecting members of the public and Town staff

For more information, refer to: [Code of Conduct](#)

4. Operations and Best Practices

Agendas and Meeting Preparation

Agendas must be prepared by the Chair (or designee) and posted with the Town Clerk at least 48 business hours before the meeting. Agendas should:

- Clearly list all topics reasonably anticipated to be discussed.
- Indicate whether items are for discussion, vote, or both.
- Follow a logical order of business.

Members should review all materials in advance and come prepared to engage in discussion and decision-making.

Refer to Appendix A for sample meeting agenda.

To post an agenda, begin by contacting your staff liaison or the IT Department at infosystems@sudbury.ma.us to have your meeting date added to the Town website and to obtain a Zoom link when one is required. After confirming the meeting details, prepare an agenda that includes all requisite information, following the guidance provided above and the attached template. Once the agenda is complete, submit it to the Town Clerk's Office for posting at least forty-eight business hours before the meeting and copy your staff contact on the submission. The Town Clerk email address is clerk@sudbury.ma.us. When the Town Clerk has posted the agenda, share the finalized posting with your staff contact or the IT Department so it can be added to the website.

Revising an Agenda/Notice

If something else comes to the attention of the public body Chair after the posting deadline but before the meeting AND that matter was not something the Chair could or should have reasonably anticipated prior to the posting deadline, the Chair is required to update the meeting notice as soon as possible. The new

agenda should be clearly marked as REVISED. The same steps to post the meeting need to be followed to post the revised agenda. This must be done before the meeting occurs.

Conducting Meetings

Meetings must follow the posted agenda and adhere to Open Meeting Law requirements. The Select Board encourages all committees to offer a remote option to the public and committee members. Committees should work with SudburyTV to have their meetings recorded.

Refer to [Remote Participation for Public Meetings](#)

Key practices during remote/hybrid meetings:

- Start and end meetings on time.
- Conduct a roll call of all members when opening the meeting.
- Allow all members the opportunity to speak.
- Encourage clarity, civility, and conciseness.
- Avoid side conversations or distractions during meetings.
- Mute all devices to avoid unneeded distractions and interruptions.
- Use motions and votes to take official actions.

Chairs are encouraged to follow basic parliamentary procedure (e.g., Robert's Rules of Order) to maintain order and fairness.

Disruption

In the event an individual or group of individuals attending a meeting causes a disruption, the committee chair has several options available. One option is for the chair to call for a recess or break in the meeting to allow people to cool off. If members of the audience are still disruptive after the break, the chair may decide to continue the meeting to another time, date and place, and adjourn the meeting.

If one or two individuals are disruptive or insist upon speaking without permission of the chair, Massachusetts law provides that the chair may order the person or persons to withdraw from the meeting. Unless the committee chair believes that audience members represent a threat to the physical well-being of other committee members or the public, removal of the individual(s) by the police should be used only as a last resort.

Canceling a meeting

In the event a meeting is canceled, notice of cancellation should be posted with the office of the Town Clerk and at clerk@sudbury.ma.us. Posting the cancellation of meetings is highly recommended to alert in advance interested

members of the public, other members of the public body, SudburyTV, and other interested parties.

Also, as a matter of courtesy, the person responsible for reserving the location space should be notified so that the space can be released for another purpose, if necessary.

Canceling a meeting after it was scheduled to start:

It is necessary to inform the Town Clerk's Office when a posted meeting was not held, either due to lack of a quorum or any other unforeseen reason. It is strongly recommended that a minority of members of a public body not "meet" in the absence of a quorum, and further, that such a group avoid discussion about any business within the jurisdiction of the public body, or any other matter.

When the public body has cancelled a meeting after it was scheduled to start, it must send a cancellation notice indicating the reason(s) for the cancellation, such as "no quorum", or any other reason why the meeting could not be held. [Town of Sandwich p. 9]

Arranging a location

Meetings should be held, whenever possible, in Town-owned public, accessible places in the town. Several options are available.

Building	Address	Hybrid Capability	Contact
Town Hall, Lower Level	322 Concord Rd.	Yes -capacity 50	Select Board Office
Flynn Building, Silva Room	278 Old Sudbury Rd.	Yes-capacity 20	Select Board Office
Police Station Training Room	75 Hudson Rd.	Yes- capacity 30	Police Chief
Fairbank Community Center, Multi-Purpose Room	40 Fairbank Rd.	No	Senior Center Office

Minutes

It is expected that committees will post their meeting minutes on their page on the Town website.

Minutes must include:

- Date, time, and location of the meeting
- Names of members present/absent
- Summary of discussion topics
- Record of motions and votes taken (including roll call if remote)
- Time of adjournment

Draft minutes should be reviewed and approved at a subsequent meeting, then posted to the Town website. Committees without staff support are responsible for submitting approved minutes to the Town Clerk's Office.

If a member wasn't present for a meeting, they are able to vote to approve/accept prior meeting minutes.

Link: [Minutes Policy](#)

Quorum, Motions, and Voting

Quorum

A quorum is the minimum number of members required to conduct official business, typically a simple majority of the full membership.

- No decisions may be made without a quorum.
- All votes must be recorded in the minutes.
- Members may not vote on matters in which they have a conflict of interest. (Unless they file a written disclosure with the Town Clerk's Office after consultation with State Ethics) Tie votes result in no action taken.

Motions

Once recognized by the Chair, any member of a committee may make a motion for consideration and action. Some boards prefer motions be made in the affirmative; that is up to the individual committee. The following are examples of acceptable forms of motions. The specifics can be customized to fit the purpose:

- I move to approve the meeting minutes of [date], as edited.
- I move to grant the XXXXX permit, as shown on the plans dated XXXXX, subject to the following conditions [add specific conditions].

- I move to deny the XXXXX permit, as shown on the plans dated XXXXX, for the following reasons [insert reasons] and with the following findings [insert specific findings]

Following a motion, the motion must be seconded by another member of the committee. Discussion does not proceed if there is no second to the motion. If there is no second, the motion fails. During Discussion, the Chair will grant each member of the committee the privilege to comment, ask questions or otherwise deliberate on the motion.

Members of the public may be invited to comment on a motion under discussion at the discretion of the Chair. The Chair may set standards and limits for comments received from the public. There is no town bylaw or state statute that requires a Chair to entertain public comment, except as may be required for public hearings as discussed later in this handbook.

The member who made the motion may withdraw or revise the terms of the motion prior to the Chair's calling of a vote of the committee. The revised wording of the motion requires a second. Any future discussion or public comment of the revised motion is allowed at the discretion of the Chair.

Voting

The Chair will call for a vote once the Chair is satisfied that discussion and deliberations are concluded. No votes on motions made in open public session or Executive Session shall be made by secret ballot.

A voice vote of "Aye" or "Yes" will be counted in the affirmative. A voice vote of "Nay" or "No" will be counted in the negative. Members who choose to abstain from a vote will declare "Abstain." A motion is passed or approved only when a simple majority of participating members vote in the affirmative. A motion fails if the vote is tied— an equal number of members voting Yes or NO.

NOTE: Some statutes may require a supermajority or other quantum of vote for a decision to be adopted. For example, four (4) votes in favor of a motion would constitute a supermajority on the 5-member Planning Board or Zoning Board of Appeals. For a committee that meets with seven (7) members, such as the Conservation Commission, a favorable vote of five (5) members constitutes a supermajority if all seven members are present. Further, the quantum of vote required may be of those present and voting or may be based on number of membership regardless of presence. Each committee should consult applicable statutes.

Following the vote, the Chair will announce the number of votes cast in the Affirmative and Negative, note any abstentions, and declare if the motion is approved or has failed.

Subcommittees

Subcommittees may be formed to focus on specific tasks. They must comply with Open Meeting Law and post their own meetings.

Subcommittees do not have decision-making authority unless specifically delegated by the full committee and allowed by law or the committee's charge.

5. Communication Guidelines

Representing the Committee

Only the Chair, or another member authorized by vote, may speak on behalf of the committee to the public, media, or other bodies. Members should:

- Clarify when they are expressing personal opinions.
- Avoid representing committee positions that have not been formally voted.

Internal Communication

Committee-related communications (email, text, or otherwise) between a quorum of members outside of a posted meeting may violate the Open Meeting Law.

- Avoid "reply all" emails.
- Do not deliberate outside of meetings.

Use Town email accounts to ensure transparency and compliance with the Public Records Law.

Email, Texting, Telephone or Other Communication Technologies

A committee may only conduct administrative business outside of a posted meeting, such as notifying members of a scheduled meeting and agenda. Substantive discussions or deliberations on public business involving a quorum of members or "serial" discussions that occur via email, in person, or via telephone or other electronic technologies will be deemed a violation of the Open Meeting Law.

There is no distinction in law between written and electronic records. The ease by which email messages are sent and forwarded may inadvertently facilitate the improper discussion of public policy issues. While it is important for committees to be responsive to inquiries from citizens, members must be careful that their replies do not become quorum discussions among the members, which would violate the Open Meeting Law.

Members are also advised that email or text messages written or received in the capacity of a committee member may be considered public records which may be made available for public inspection in the same manner as hardcopy documents.

All electronic mail sent and received to a committee member may be a public record subject to inspection and disclosure and scheduled retention and disposition, no matter the ownership of the device. Employees and committee members acting in their official capacities should have no expectation of privacy in their use of electronic mail.

Interactions with Town Staff

Committee members should work through the staff liaison or department head when seeking assistance. Individual members may not direct staff to act outside the committee's collective decision-making authority.

Civic Engagement and Community Outreach

- Meetings should begin with an opportunity for public comment, consistent with the agenda and committee guidelines.
- Use the Town of Sudbury's website and official channels to keep the public informed of meetings, projects, and opportunities for input.
- Publish annual reports summarizing the committee's work, recommendations, and goals for the next year.

6. Appointment, Terms, and Resignations

Appointment Process

Most committee members are appointed by the Select Board. Applicants may be asked to complete an application, attend an interview, and review the committee's charge prior to appointment. Information not included in the below FAQ.

Inclusive Recruitment and Participation:

The Select Board encourages applications from residents across all backgrounds, professions, and lived experiences. Town staff and committees should take active steps to reach underrepresented populations and remove barriers to participation, such as offering remote attendance, flexible meeting times, and accessible materials.

Please refer to [Volunteer Opportunities](#) for a [Committee Application](#).

Terms of Service

Terms may vary depending on the committee. Members may be reappointed based on performance, attendance, and interest in continuing to serve.

Resignation or Removal

Members may resign at any time by notifying the Town Clerk and the committee Chair in writing. The vacancy will be advertised, and a replacement may be appointed to complete the term.

Members may be removed for cause by the appointing authority, including repeated unexcused absences, misconduct, or failure to perform duties.

Vacancies in Elected Positions

Whether caused by resignation or failure to elect, a vacancy in an elected committee, with the exception of the Select Board, shall be filled in accordance with GL c. 41, s. 11.

7. Resources and Support

Town Staff Support

Each committee should work with its designated staff liaison or department. General support is also available from:

- Town Manager's Office: general operations and policy
- Town Clerk: Open Meeting Law, Public Records, Ethics
- IT Department: technical assistance and email

Training Opportunities

Members are encouraged to take advantage of available training, including:

- Massachusetts Municipal Association (MMA)
- State Ethics Commission Online Training and information
- Massachusetts Attorney General Online Training and information
- Massachusetts Secretary of State Online Training and information

New members should contact support staff and/or their committee Chair regarding any potential orientation process.

Key Documents and Policies

Important resources can be found at www.sudbury.ma.us, including:

- [Town of Sudbury Charter](#)
- [Town of Sudbury Bylaws](#)
- [Agenda posting instructions](#)
- [Select Board Policies](#)
- [List of elected and appointed committees](#)
- Meeting agendas and minutes
- [Annual Town Reports](#)
- [How to conduct a public hearing](#)

Other important resources:

- [Massachusetts Open Meeting Law](#)
- [Massachusetts Ethics Commission](#)
- [Office of the Inspector General](#)
- [Department of Revenue, Division of Local Services](#)

8. Appendix

Sample Meeting Agenda

Town of Sudbury
[Committee Name]
Agenda – [Date]
Location: [Room/Zoom link]
Time: [Start Time]

1. Call to Order
2. Public Comment
3. Review and Approval of Minutes
4. Discussion Items:
 - a. [Topic 1]
 - b. [Topic 2]
5. New Business
6. Adjourn

Sample Meeting Minutes

Town of Sudbury
[Committee Name]
Minutes – [Date]

Present: [List members]
Absent: [List members]
Also Present: [Staff/Guests]

Meeting called to order at [Time] by Chair [Name].

Motions/Votes:

Motion by [Member] to approve minutes of [Date]. Seconded by [Member]. Vote: 5–0.

Discussion:

The committee discussed [summary of topic].

The committee voted [summary of outcome].

Meeting adjourned at [Time].

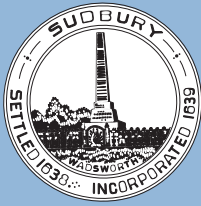
Submitted by: [Clerk Name]

Key Contacts

Role	Contact
Town Manager's Office	(978) 639-3381
Town Clerk	(978) 639-3351
IT Department	(978) 639-33
Town Website	www.sudbury.ma.us

Common Acronyms

- **OML** – Open Meeting Law
- **MMA** – Massachusetts Municipal Association
- **AG's Office** – Attorney General's Office
- **M.G.L.** – Massachusetts General Laws

**SUDBURY SELECT BOARD**

Tuesday, January 20, 2026

MISCELLANEOUS (UNTIMED)**11: Discussion of Board and Committee Handbook****REQUESTOR SECTION**

Date of request:

Requested by: James Goudie

Formal Title: Discuss and vote to approve Board and Committee Handbook

Recommendations/Suggested Motion/Vote: Discuss and vote to approve Board and Committee Handbook

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

01/20/2026 7:00 PM

ATM 2026
Potential Warrant Articles

1	Establish vocational education stabilization fund
2	Establish pension stabilization fund
3	Amend the Other Post Employment Benefits (OPEB) trust by creating an OPEB Fund Declaration of Trust
4	Authorize filing of special legislation allowing for digital publication of legal notices
5	Establish Charter Review Committee
6	Amend Charter re ballot questions/pro-con
7	Establish Town Meeting Study Committee
8	Amend Revolving Fund Bylaw, Chapter 25, Article II: uses and spending limits for teen center, youth center, animals/dogs/ACO, others
9	Establish Sudbury Public Schools (SPS) Solar Revolving Fund
10	Authorize Curtis Middle School Solar Canopy
11	Authorize Haskell Field Solar Canopy
12	Authorize Police Station Solar Canopy
13	Amend Capital Planning Bylaw
14	Funding for transportation - \$100,000 from Free Cash
15	Broadacres Conservation Restriction
16	Ollie's Law: Animal Control/Kennels; 2 articles
17	Amend Fire Department bylaws on fees, fire lanes, and fire alarms; multiple individual articles
18	Amend Council on Aging bylaw
19	Commission on Disability: Non-Binding Resolution
20	Funding for Lincoln-Sudbury Regional High School (LSRHS) Roof
21	Funding for walkways - Petition article
22	Establish Sidewalk Stabilization Fund
23	Amendments to LSRHS Regional Agreement
24	250th Proclamation
25	Funding for Liberty Ledge/Camp Sewataro

Attachment 12.a: Potential 2026 ATM articles (6895 : Potential ATM Articles)

WARRANT ARTICLE FORM**ARTICLE _____****INSTRUCTIONS:**

- 1) Articles must be provided in MS Word format. Tables and spreadsheets must be provided in MS Excel.
- 2) Articles shall be emailed to the Select Board's Office (sbadmin@sudbury.ma.us) by the deadline provided.
- 3) Articles submitted by Boards and Committees must be signed by a majority or accompanied by a copy of the vote.
- 4) Please include a Warrant Report (in Word) briefly explaining the intent, purpose, and scope of article.
- 5) All monied articles must specify the dollar amounts requested.
- 6) Monied articles should have been submitted as either an operating or capital budget request. Include an explanation for any monied article that was not included as a capital or operating budget request.

ARTICLE 1: HEAR REPORTS

To see if the Town will vote to hear, consider and accept the reports of the Town Boards, Commissions, Officers and Committees as printed in the 2025 Town Report or as otherwise presented; or act on anything relative thereto.

By: __Select Board_____

WARRANT ARTICLE FORM**ARTICLE** _____**INSTRUCTIONS:**

- 1) Articles must be provided in MS Word format. Tables and spreadsheets must be provided in MS Excel.
- 2) Articles shall be emailed to the Select Board's Office (sbadmin@sudbury.ma.us) by the deadline provided.
- 3) Articles submitted by Boards and Committees must be signed by a majority or accompanied by a copy of the vote.
- 4) Please include a Warrant Report (in Word) briefly explaining the intent, purpose, and scope of article.
- 5) All monied articles must specify the dollar amounts requested.
- 6) Monied articles should have been submitted as either an operating or capital budget request. Include an explanation for any monied article that was not included as a capital or operating budget request.

ARTICLE TITLE: FY27 Stabilization Fund

To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of \$350,000, or any other sum or sums, to be added to the Stabilization Fund established under Article 12, of the October 7, 1982 Special Town Meeting, pursuant to General Laws Chapter 40, Section 5B; or act on anything relative thereto

WARRANT REPORT:

Based on the Select Board's Budget and Financial Policies, the Town's goal is to maintain in the Stabilization Fund an amount equal to 5% of the total projected general fund operating revenues for the last fiscal year. This Fund protects the Town in case of a severe emergency and is beneficial in supporting the Town's AAA bond ratings, which in turn results in lowering borrowing costs.

By: Andrew Sheehan, Town Manager

Approved by: _____
Town Counsel

WARRANT ARTICLE FORM ARTICLE ____

ARTICLE TITLE: AMEND GENERAL BYLAW C. 11, CAPITAL PLANNING

To see if the Town will vote to amend General Bylaw Chapter 11, Capital Planning by deleting the text shown in strikethrough and inserting the bolded text in section 11.2 where indicated:

§ 11-2 Duties.

The CIAC shall study all capital proposals which involve major tangible items with a total project cost of more than ~~\$100,000 in a single year or over \$200,000 in multiple years~~ **\$500,000** and which would likely require an article at Town Meeting for the project's authorization. The CIAC shall make a report with recommendations to the Finance Committee and the Select Board on these proposals.

SELECT BOARD REPORT: The existing bylaw establishes two spending thresholds for capital requests. This article proposes to replace the two thresholds with a single threshold of \$500,000. For any capital request less than \$500,000, the request would be funded within the Town Manager's Capital Operating Budget and any capital request above \$500,000 would be funded outside of the Town Manager's Capital Operating Budget, typically as a separate warrant article.

This change would bring the Capital Planning bylaw into better conformity with the financial management authority established in the Town Charter. It would allow the Capital Improvement Advisory Committee (CIAC) to focus on the larger capital requests that have greater impact on the Town's finances and on the Town's taxpayers.

By: Select Board: _____

Approved by: _____

Town Counsel

ARTICLE XX. FUNDING FOR TRANSPORTATION PROGRAMS

To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum of \$100,000, or any other sum or sums, for the purposes of continuing the operation of local Transportation Programs, including all incidental and related expenses; or act on anything relative thereto.

SELECT BOARD REPORT: The Town of Sudbury has operated a number of transportation programs. These have included Go Sudbury! Taxi program, Go Sudbury! Uber, and Catch Connect. The transportation programs have been funded with legislative earmarks, grants, American Rescue Plan Act (ARPA) funds, and local funds. The program has provided thousands of rides to Sudbury's financially vulnerable, residents with a disability, those aged 50+, essential workers, and military veterans in need of transportation to and from healthcare and social service appointments, shopping, community resources, and places of employment. Approval of this article will provide funds to continue the operation of the transportation program into and through fiscal year 2027.

By: Select Board

Approved by:

Town Counsel

WARRANT ARTICLE FORM

ARTICLE _____

ARTICLE TITLE: VOCATIONAL EDUCATION STABILIZATION FUND

ARTICLE _____. To see if the Town will vote to create, in accordance with the provisions of Chapter 40, Section 5B of the Massachusetts General Laws, a Vocational Education Stabilization Fund; and to raise and appropriate, borrow or transfer from available funds the sum of \$200,000 to be placed in said fund; or act on anything relative thereto.

[2/3rds vote]

SELECT BOARD OR TOWN MANAGER REPORT: The Vocational Education Stabilization Fund will be established as a reserve fund to hold funds to pay all or a portion of a buy-in fee for admission to a vocational education district. The Vocational Education Stabilization Fund will be separate and distinct from other stabilization funds. Subject to the availability of funds, the Town will appropriate annually to the Vocational Education Stabilization Fund so that over time it achieves a target balance of 2% of the prior fiscal year's general fund operating budget. The fund will be used to pay all or a portion of a buy-in fee for admission into a vocational education district. The balance need not be sufficient to cover 100% of the buy-in fee. If the balance in the fund exceeds the amount of the buy-in fee, funds may be used to pay annual capital and operating assessments or for any other purpose allowed under G.L. c. 40, §5B. The Town may adjust the target balance based on conversations with potential vocational education partners, the results of feasibility studies, or other relevant information.

By: **Select Board or Town Manager** _____

Approved by: _____
Town Counsel

ARTICLE XX. FUNDING FOR LIBERTY LEDGE/CAMP SEWATARO STUDY

To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum of \$20,000, or any other sum or sums, for the purposes of conducting studies of the Town-owned property known as Liberty Ledge/Camp Sewataro, including all incidental and related expenses; or act on anything relative thereto.

SELECT BOARD REPORT:

By: Select Board

Approved by:

Town Counsel

ARTICLE XYZ. SIDEWALK STABILIZATION FUND

To see what sum the Town will vote to raise and appropriate, or appropriate from available funds, to be placed in a special Stabilization Fund established under this article for the purpose of creating new, maintaining and renovating old, or repairing existing sidewalks within the Town of Sudbury; towards the purchase, lease or debt service payments for equipment to support this purpose, or towards the payment of contractors to manage or complete the work of sidewalk creation, renovation, and repair.

The intent of this fund is to set aside money in years when the existing Capital Stabilization Fund is fully funded at its goal of 2% of the Town's General Fund budget, as outlined in the Financial Policies Manual. In years when the Capital Stabilization Fund is fully funded, the standard annual funding amount for the Capital Stabilization Fund (as described below) would be diverted to the Sidewalk Stabilization Fund. In years when the Capital Stabilization Fund requires funding the Sidewalk Stabilization Fund will not be funded or will be funded with what is left over from the standard annual appropriation after fully funding the Capital Stabilization Fund.

The Capital Stabilization Fund, since its initial establishment as the Rolling Stock Replacement Stabilization Fund as Article 24 at Annual Town Meeting 2014, has averaged an annual contribution of \$321,317. Since the Rolling Stock fund was repurposed at Annual Town Meeting 2019, "for the purpose of funding capital projects," its standard annual funding amount has been \$250,000 per year in five of the seven Annual Town Meetings since then, with some variation upward at ATMs 2022 and 2025. The goal of funding the Capital Stabilization Fund to 2% of the Town's prior year General Fund budget was achieved in Fiscal Year 2026.

The Sidewalk Stabilization Fund proposes an approach similar and complementary to the Capital Stabilization Fund. This approach has the added benefit of maintaining an annual budget line item dedicated to capital stabilization, whether or not the Capital Stabilization Fund is fully funded.

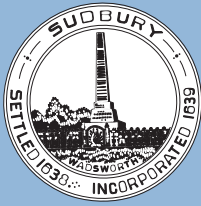
Submitted by the Select Board. (Two-thirds vote required)

SELECT BOARD REPORT: M.G.L. Ch.40, Section 5B authorizes municipalities to create special purpose stabilizations funds. The Department of Revenue noted these funds can be established to help towns think strategically so they can add to or replace assets as part of a long-term financial plan and avoid operating in reactive or crisis mode. Creation of a special purpose stabilization fund and an appropriation to the fund requires two-thirds vote of Town Meeting, and the vote must clearly define the purpose of each fund established. The purpose of the Sidewalk Special Purpose Stabilization Fund is to allow for funds to be set aside and accumulated so that the ability of the Public Works Department to create, renovate, and repair

sidewalks is enhanced as those costs can be charged to this special stabilization fund. This fund would be complementary to the existing Capital Stabilization Fund.

SELECT BOARD POSITION: The Select Board supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.



SUDBURY SELECT BOARD

Tuesday, January 20, 2026

MISCELLANEOUS (UNTIMED)**13: Update on Town Forum**REQUESTOR SECTION

Date of request:

Requested by: James Goudie

Formal Title: Update on Town Forum

Recommendations/Suggested Motion/Vote: Update on Town Forum

Background Information:

Financial impact expected:

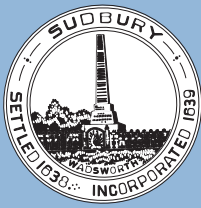
Approximate agenda time requested:

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

01/20/2026 7:00 PM



SUDBURY SELECT BOARD

Tuesday, January 20, 2026

MISCELLANEOUS (UNTIMED)**8: Joint Meeting with DEIC**REQUESTOR SECTION

Date of request:

Requested by: James Goudie

Formal Title: Joint meeting with the Diversity, Equity, and Inclusion Commission (DEIC). DEIC to provide update

Recommendations/Suggested Motion/Vote: Joint meeting with the Diversity, Equity, and Inclusion Commission (DEIC). DEIC to provide update

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

01/20/2026 7:00 PM

Liberty Ledge / Sewataro Select Board Subcommittee Draft Summary Compilation

Prepared for: Select Board

January 15, 2026

DRAFT

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I. Executive Summary

Liberty Ledge / Sewataro was acquired in 2019 following Town Meeting approval and an affirmative Proposition 2½ debt exclusion vote. The acquisition authorized use for municipal purposes.

Key points:

- Town Meeting approved purchase, funding, and broad categories of use; it did not approve site design, specific programming, or permanent fixed uses.
- The Select Board can study, plan, and propose scenarios but cannot commit funds or impose permanent changes without a Town Meeting vote.
- Future Town Meeting or voter approval is required for:
 - Capital expenditures
 - Lease agreements
 - Sale of land
 - Permanent legal restrictions

The subcommittee's role is to report at each Select Board meeting and prepare a draft written summary compilation to the Select Board, no later than March 9, 2026 ensuring decisions are informed, lawful, and transparent.

II. Subcommittee Charge

Purpose and Scope of Work

On January 6, 2026, the Select Board ("Board") established a subcommittee to be known as the Liberty Ledge / Sewataro Select Board Subcommittee to advise the Board by analyzing existing materials, planning studies, comparable municipal projects, and relevant expert perspectives related to the use and long-term implications of the property.

The subcommittee is advisory and analytical in nature. It is established to provide a sound basis for informed deliberation by the Select Board.

The subcommittee will report at each Select Board meeting and prepare a draft written summary compilation to the Select Board, no later than March 9, 2026. The compilation shall outline findings and issues requiring further study or policy direction and is intended to inform the Board's discussion of next steps for planning and decision-making related to the property.

III. 2019 Liberty Ledge / Sewataro Land Acquisition History

1. [Sewataro Appraisal Report #10520](#) The Appraisal Report prepared by LandVest, Inc., dated February 20, 2019.
2. [Select Board Letter of Intent](#) (April 18, 2019)
3. [Camp Sewataro Statement of Profit and Loss](#) (April 26, 2019) submitted by prior property owner/camp manager.
4. Letter from the Taylor Family to the Board of Selectmen concerning the sale of Camp Sewataro. Click here for the [Taylor Family Letter to the Board of Selectmen – May 3, 2019](#).
5. [Town of Sudbury Camp Sewataro Camp Sewataro - Actual Debt December 14, 2021](#) (Select Board agenda packet, April 12, 2022 - p. 3)
6. [2023-2027 Projected Income, Expenses, Revenue \(submitted by property manager\)](#) (Select Board agenda packet, April 12, 2022 - p. 8)
7. [Article 25 Camp Sewataro Acquisition](#) - 2019 Annual Town Meeting (May 7, 2019)
8. [2019 Annual Town Meeting proceedings](#) (Article 25 – Camp Sewataro Acquisition, pages 45-53)
9. [2019 Annual Town Meeting audio](#) (Article 25 - Camp Sewataro Acquisition, starting at minute 0:56:00)
10. [Special Town Election Results](#) (June 9, 2019)
11. [Public Forum on acquisition of Camp Sewataro](#) (May 28, 2019)
12. [Future Use of Camp Sewataro Property FlashVote Poll](#) (June 24-26, 2019)
13. [Sewataro Purchase & Sale Agreement](#) (August 20, 2019)
14. [Sewataro License Agreement](#) (August 20, 2019)
15. [Driveway Plan](#) (September 11, 2019)
16. [Health Department Inspection Memo](#) (September 13, 2019)
17. [Property Information: Public Access and Existing Buildings Sewataro Public Access Fairbank Community Center Presentation](#) (March 2020)
18. [2022 Annual Town Meeting Article 16 - Land Use Study](#)
19. [2022 Annual Town Meeting proceedings](#) (ARTICLE 16 - Funding of a Land Use Consultant for the Sewataro/Liberty Ledge Property, pages 20-23)
20. [2022 Annual Town Meeting audio](#) (ARTICLE 16 - Funding of a Land Use Consultant for the Sewataro/Liberty Ledge Property, starting at minute 2:08:45)
21. [Town Manager presentation](#) (December 16, 2025)
22. [Liberty Ledge / Sewataro Select Board Subcommittee charge](#) (voted January 6, 2025)
23. [Recorded deeds, easements, restrictions - Book 73541 / Page 408 and Book 73541 / Page 404 \[Add to website\]](#)
24. [Current inventory of buildings/structures and town-owned inventory](#)

IV: 2019 Request for Proposal

An RFP for Management of Camp Sewataro was issued on July 10, 2019.

2019 Requests for Proposals

RFP Documents (please click links to view)

- Camp Sewataro RFP and Addenda
 - RFP Response 1: K&E Camp Corp. – Scott Brody (personal and financial info redacted)
 - RFP Response 2: Marcus Lewis Enterprises Inc. (personal and financial info redacted)
 - RFP Response 3: Metrowest YMCA (personal and financial info redacted)
- Staff Evaluations of Sewataro RFP Proposal Responses
- Town Manager recommendation memo dated August 8, 2019 [INSERT LINK]

V: Camp Sewataro LLC Property Management Agreement and Amendments

Camp Sewataro LLC contract (September 13, 2019)

The Board of Selectmen voted to enter into a Day Camp Operator and Management of Real Property contract with Camp Sewataro, LLC (Manager Scott Brody). Camp Sewataro is a privately operated, traditional day camp serving children ages 3–15. The camp is independently run and is not a Town of Sudbury program. Please click below to view the contract and supporting exhibits.

- Sewataro Camp Operator Contract – Executed, without exhibits
 - Exhibit 1: Sewataro Camp Operator Contract
 - Exhibits 2-6: Sewataro Camp Operator Contract
- First Amendment to the Day Camp Operator and Management of Real Property Contract (January 28, 2020)
- Second Amendment to Sewataro Camp Operator Contract (June 9, 2020)
- Third Amendment to Camp Operator Contract (April 12, 2022)

VI. Camp Sewataro LLC Annual Financial Statements and Audit

- Camp Sewataro Financial Statements (Archive)
- Camp Sewataro audited Financial Statements (June 2025) (Select Board Agenda Packet p. 23-24)

VII. Information related to ADA Accessibility and Water Quality Management of Property

- Town Counsel Opinion regarding Title II or Title III Applicability (October 6, 2022)
- Swim program: This program began in 2024 and is managed by the camp property manager. The program is not a Town of Sudbury program. Working with the Sudbury Health Department, adjustments have been made to water management in order to mitigate shutdowns due to Cyanobacteria and other issues as identified in ongoing water testing.
 - Water Testing (3/23/22)
 - 3/23/22 UPDATE: Camp Sewataro E. coli report, samples taken 3-7-22:
 - Water Testing Certificate of Analysis 3/8/22
 - Sudbury Town department feedback:
 - Conservation Agent: I have no comments relative to this recent water testing result.
 - Health Director: Their second E. coli report was favorable. Warmer weather tests from here on in will be critical.
 - 1/20/22 UPDATE: Results of water testing performed on ponds located on the Sewataro property 1/3-1/10/22:
 - Water Testing Certificate of Analysis 1/11/22
 - Water Quality Results Summary
 - Water Quality Results Memo from Town Manager 1/21/22
 - Water Testing Memo from Town Manager 1/6/22
- Town Project Page - Camp Sewataro
- Select Board members regarding Sewataro Dec 2021

VIII. Additional information

Sudbury reports:

- Sudbury Town-wide Athletic Field Evaluation and Needs Assessment Study (September 5, 2025)
- Sudbury Housing Production Plan (Adopted by the Planning Board on April 30, 2025, the Select Board on June 10, 2025, and approved by the State's Executive Office of Housing and Livable Communities (EOHLC) effective October 9, 2025) 7B. Study Parcels - 3. Liberty Ledge: Parcel ID C08-0115. (page 24-25).
- Sudbury Route 20 Corridor Study Final Report (2025)
- Sudbury Climate Mobilization Action Plan (2023)
- Sudbury Master Plan (Adopted by the Planning Board on April 28, 2021)
- Sudbury ADA Self-Evaluation Plan (2021)
- Sudbury Open Space and Recreation Plan (2009 OSRP) (see references to Liberty Ledge, pp: 36, 40, Appendix pp. 2, 6) OSRP is currently being updated by BSC Group.

- [Sudbury Town Charter](#)
- [Sudbury General, Special, and Zoning Bylaws](#)

Other reports and resources:

[Mass.gov](#)

- [M.G.L. c. 30B §16 \(Real Property\)](#)
- [M.G.L. c. 40 §15 / §3 \(Town Meeting authority over land\)](#)
- [Massachusetts Office of the Inspector General: Chapter 30B Manual: Procuring Supplies, Services and Real Property](#)
- [Massachusetts Office of the Inspector General: Using Data to Guide Municipal Decisions](#)
- [Massachusetts Office of the Inspector General: Advisory on Municipal Golf Course Management Contracts](#)

Public Private Partnerships

- [Public-Private Partnerships \(P3's\) Team](#)
- [Ten Principles for Successful Public/Private Partnerships \(Urban Land Institute\)](#)

Maps/GIS

- [Massachusetts Interactive Property Map](#)
- [MapsOnline Sudbury](#)

IX. Authority and Governance

Select Board Authority:

- Conduct planning studies
- Appoint advisory groups
- Gather public input
- Explore scenarios within authorized uses

Actions Requiring Town Meeting/Voter Approval:

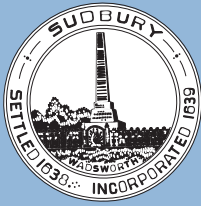
- Capital construction or major expenditures
- Lease or sale of land
- Permanent changes in use
- Imposition or removal of legal restrictions

X. Comparative Municipal Practices

Acton	NARA Park <u>NARA Park Master Plan 2016-2026</u>
Amherst	Hickory Ridge <u>2022 Town of Amherst Hickory Ridge</u> <u>Hickory Ridge: Planning for the Future</u>
Brewster	Cape Cod Sea Camps <u>Cape Cod Sea Camps: Final Comprehensive Plans</u>
Concord	MCI Concord <u>Reimagine MCI Concord: Vision Plan</u>
Dunstable	Dunstable Town Center <u>Dunstable Town Center Visioning Project</u>
Lincoln	DeCordova Flint Homestead
Maynard	Maynard Golf Course <u>2025 Maynard Golf Course Advisory Task Force</u> <u>2013 Maynard Country Club Reuse Analysis</u>
Medfield	<u>Medfield State Hospital</u>
Nahant	<u>Nahant Town Owned Land Study Committee</u>
North Andover	<u>Stephens Estate</u> <u>Stevens Estate Long Term Advisory Committee</u>
Northborough	<u>Evaluation of Potential Redevelopment for Private Reuse of Selected Town-Owned Properties Northborough, MA</u>
Smithfield, RI	<u>Camp Shepard</u>

Sudbury	<ul style="list-style-type: none"> • Broadacres: <u>Broadacres Farm Acquisition</u> • Cold Brook Crossing: <u>Melone Gravel Pit Property Reuse Planning</u> • Meadow Walk: <ul style="list-style-type: none"> ◦ <u>Select Board / Planning Board Joint Letter</u> ◦ <u>Raytheon Redevelopment National Development</u>
Stow	<u>Stow Acres Golf Course: Vision Planning</u>
Wayland	<u>Rt. 20 Visioning</u> <u>Wayland Route 20 South Landfill Visioning Committee</u>

DRAFT



SUDBURY SELECT BOARD

Tuesday, January 20, 2026

MISCELLANEOUS (UNTIMED)**15: Designation of SB Member to Prepare Annual Report**REQUESTOR SECTION

Date of request:

Requested by: James Goudie

Formal Title: Designate Select Board member or staff to prepare Annual Town Report

Recommendations/Suggested Motion/Vote: Designate Select Board member or staff to prepare Annual Town Report

Background Information:

Financial impact expected:

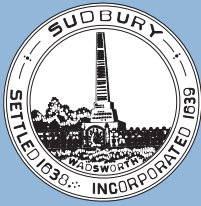
Approximate agenda time requested:

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

01/20/2026 7:00 PM



SUDBURY SELECT BOARD

Tuesday, January 20, 2026

MISCELLANEOUS (UNTIMED)**16: Winter 2026 Select Board Newsletter Topic Discussion**REQUESTOR SECTION

Date of request:

Requested by: Leila S. Frank

Formal Title: Discuss topic assignments for Winter Municipal Update Newsletter

Recommendations/Suggested Motion/Vote: Discuss topic assignments for Winter Municipal Update Newsletter

Background Information:

List of previous topics attached

Financial impact expected:N/A

Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting:

Review:

Select Board Office Pending

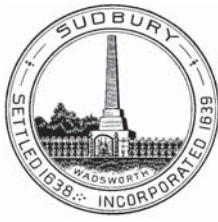
Town Manager's Office Pending

Town Counsel Pending

Select Board Pending

Select Board Pending

01/20/2026 7:00 PM



Town of Sudbury

Office of Select Board

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776-1843
978-639-3381
Fax: 978-443-0756

sbadmin@sudbury.ma.us

Date: January 12, 2026
To: Select Board
From: Leila Frank
Re: **Winter 2026 Select Board Newsletter Topics**

To help facilitate discussion of topics for the upcoming Select Board Newsletter, below is a list of topics from previous editions.

FALL 2025

Sudbury's 9/11 Memorial
Amy Stimac/Goodnow
MCRT
Rt 20 Corridor Study

SUMMER 2025

New Sustainability Coordinator Eric Simms
Summer Work Behind the Scenes
Park & Recreation
Senior Center Director Nickole Boardman

SPRING 2025

Atkinson Pool
Senior Center
State of the Town
Sudbury 250

WINTER 2025

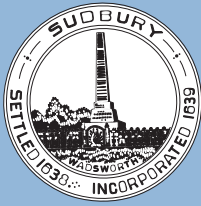
Community Preservation Act
Transporting Sudbury
Sudbury History Center
Municipal Empowerment Act
New DPW Director Tina Rivard

FALL 2024

Hosmer House
Path to Annual Town Meeting

WINTER 2026 NEWSLETTER DEADLINES

SB Meeting to Discuss Topic Assignments- Tuesday, January 20
Submission Deadline- Monday, February 23
SB Meeting Approval- Tuesday, March 17



SUDBURY SELECT BOARD

Tuesday, January 20, 2026

MISCELLANEOUS (UNTIMED)**17: Review and Approve Minutes**REQUESTOR SECTION

Date of request:

Requested by: James Goudie

Formal Title: Review and Approve Minutes: October 22, 2025 November 4, 2025 November 12, 2025
December 9, 2025

Recommendations/Suggested Motion/Vote: Review and Approve Minutes:

October 22, 2025

November 4, 2025

November 12, 2025

December 9, 2025

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

01/20/2026 7:00 PM

IN SUDBURY SELECT BOARD

TUESDAY OCTOBER 22, 2025

7:00 PM, ZOOM

REMOTE MEETING

(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:

- “Livable Communities” hybrid event October 23, 2025 at Goodnow Library – 7:00 PM to 8:30 PM
- Accessible “Trick O’ Treat,” October 31, 2025 in the Meadowbrook neighborhood, 5:00 PM – 7:00 PM; all welcome
- Sudbury Holiday Village scheduled for December 6, 2025 at the Fairbank Community Center

Reports from Town Manager

Town Manager Andrew Sheehan:

- Thanked all who attended the Sherman’s Bridge meeting recently – good turnout by Sudbury and Wayland residents – options are being considered, additional information will be presented soon

Reports from Select Board

Vice-Chair Janie Dretler:

- Nothing further to report at this time

Board Member Dan Carty:

- Nothing further to report at this time

Board Member Radha Gargeya:

- Extended best wishes to those who celebrate Diwali and the Festival of Lights

- Attended the MMA breakfast meeting on October 17 as did Finance Director Victor Garofalo; topic focus was review of FY25 State revenues and first quarter FY26 revenue indicators

Board Member Charles Russo:

- Extended well wishes to Sudbury sport teams nearing the end of the sports season
- Adaptive Cycling event to take place Saturday, October 25th on the BFRT at the Broadacres parking lot at 11:00 AM – 3 PM
- Attended the Jamie Eldridge session last evening with Board Member Gargeya; interesting to view municipal topics from a different perspective

Public Comment

Resident Manish Sharma, 77 Colonial Road, wished all community members a happy Diwali. Expressed concern that Select Board members did not have access to proposed cost estimates for the two school roof projects. He noted that Home Depot has competitive roofing material costs which the Town should consider.

He mentioned the Town's relationship with the AICPA Board, and asked for related financials. He suggested that someone be appointed representative for the LS and SPS food services.

Resident Alicia Carrillo, 68 Basswood Avenue, expressed concern about Sherman's Bridge proposals and requested that the Select Board postpone the appointment of a resident to a seat on the Community Preservation Committee (CPC) due to confusion associated with CPC review of candidate applications.

Consent Calendar

1. Vote to correct the reappointment expiration dates of two Cultural Council members: Rich Gallup, 11 Shady Hill Lane, and Anna Ryan, 54 Cider Mill Road, both with terms expiring 10/31/2026, as requested by Erica Puccio, SCC chair.

2. Vote to archive Selectmen's Policies and Procedures document formerly adopted 8/23/1999.

3. Vote to grant a one-day Wine & Malt license to Goodnow Library Association, to accommodate a Donor Event on Wednesday, November 12, 2025 from 6:00 PM to 7:00 PM at Goodnow Library, 21 Concord Road, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability insurance.

Board Member Carty recommended continued archiving of individual Select Board Policies and Procedure documents.

Vice-Chair Dretler motioned to approve Consent Calendar Items 1, 2, and 3; as presented in this evening's meeting packet. Board Member Gargeya seconded the motion.

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

VOTED: To approve Consent Calendar Items 1, 2 and 3; as presented in this evening's meeting packet.

4. PUBLIC HEARING: Application of Sudbury Wine, Spirits, and Provisions LLC, 410 Boston Post Road, Sudbury, MA 01776, for a change of Ownership Interest in Sudbury Wine, Spirits, and Provisions.

Present: Attorney Josh Fox, Representative for Owners

Vice-Chair Dretler motioned to open the Public Hearing: Application of Sudbury Wine, Spirits, and Provisions LLC, 410 Boston Post Road, Sudbury, MA 01776, for a change of Ownership Interest in Sudbury Wine, Spirits, and Provisions. Board Member Carty seconded the motion.

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

VOTED: To open the Public Hearing: Application of Sudbury Wine, Spirits, and Provisions LLC, 410 Boston Post Road, Sudbury, MA 01776, for a change of Ownership Interest in Sudbury Wine, Spirits, and Provisions.

Mr. Fox explained that the owners of Sudbury Wine, Spirits, and Provisions LLC, Joe and Maryanne Saia, are preparing to transfer the LLC into two Revocable Trusts for each of them for estate planning reasons. He confirmed the owners would retain 50/50 ownership.

Vice-Chair Dretler asked if another level of approval was required for the transfer. Mr. Fox responded that ABCC required a signed document by the two owners.

Board Member Russo asked if the Town loses any rights by signing this agreement. Town Manager Sheehan responded not.

Vice-Chair Dretler motioned to close the evidentiary portion of the Public Hearing. Board Member Carty seconded the motion.

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

VOTED: To close the evidentiary portion of the Public Hearing.

Vice-Chair Dretler motioned to approve the Application of Sudbury Wine, Spirits, and Provisions LLC, 410 Boston Post Road, Sudbury, MA 01776, for a change of Ownership Interest in Sudbury Wine, Spirits, and Provisions. Board Member Carty seconded the motion.

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

VOTED: To approve the Application of Sudbury Wine, Spirits, and Provisions LLC, 410 Boston Post Road, Sudbury, MA 01776, for a change of Ownership Interest in Sudbury Wine, Spirits, and Provisions.

5. Vote to appoint David Kaplan, 112 Puritan Lane, to the vacant at large seat on the Community Preservation Committee to complete a 3-year term which began June 1, 2024, and expires May 31, 2027.

Present: Candidate David Kaplan, 112 Puritan Lane

As a one-year resident of Sudbury, Mr. Kaplan stated that he enjoys the rail trails in Town as well as the school system. He noted that he has interest in the preservation of agricultural lands such as the Broadacres Farm and has interest in affordable housing in Sudbury, as well.

Vice-Chair Dretler mentioned that she watched the CPC meeting, where Mr. Kaplan was interviewed and voted on unanimously. She added that the vacancy was advertised for some time.

Town Manager Sheehan confirmed that related advertising postings were advertised since May 23, 2025.

Board Member Carty recognized that in the future, such postings include a date certain for application submittal deadline. He stated that this aspect could be fine-tuned when reviewing Select Board Policy Regulations.

Vice-Chair Dretler motioned to appoint David Kaplan, 112 Puritan Lane, to the vacant at large seat on the Community Preservation Committee to complete a 3-year term which began June 1, 2024, and expires May 31, 2027. Board Member Carty seconded the motion.

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

VOTED: To appoint David Kaplan, 112 Puritan Lane, to the vacant at large seat on the Community Preservation Committee to complete a 3-year term which began June 1, 2024, and expires May 31, 2027

6. Vote to call a Special Town Meeting on Monday, December 1, 2025, open the Warrant for same, and close the Warrant on Nov. 3, 2025.

Town Manager Sheehan stated that a Special Town Meeting was proposed for December 1, 2025, for vote primarily on the Sudbury roof replacements for the Haynes School and Nixon School.

Related procedural questions were posed by Board Member Carty. Town Manager Sheehan provided clarification.

Vice-Chair Dretler motioned to call a Special Town Meeting on Monday, December 1, 2025, open the Warrant for same, and close the Warrant on Nov. 3, 2025. Board Member Carty seconded the motion.

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

VOTED: To call a Special Town Meeting on Monday, December 1, 2025, open the Warrant for same, and close the Warrant on November 3, 2025.

7. Select Board review and discussion of 5- and 15-year Capital Improvement Plan. Vote to open joint meetings with committees in attendance with a quorum.

Present: Finance Committee Members, Combined Facilities Director, Public Works Director, Police Chief, Fire Chief, Parks & Recreation Director, IT Director, Sustainability Coordinator, SPS Superintendent, LSRHS Superintendent

FinCom Co-Chair Mike Ferrari opened the joint meeting with the Select Board and other Boards. Joachim-present, Poch-present, Sorett-present, Lynch-present, Bettinelli-present, Fries-present, Baranowsky-present, Ferrari-present.

Other representatives from Town departments and Boards were present, without quorum.

Town Manager Sheehan acknowledged that this was the first such extensive (15-year Capital Improvement Plan) being presented.

Town Manager Sheehan and Assistant Town Manager/Finance Director Victor Garofalo presented the “15-Year Capital Plan.”

Town Manager Sheehan detailed that each Town department was tasked with review of facilities, vehicles, equipment and infrastructure needs. He added that capital needs were included in the master spreadsheet and monthly meetings were conducted to discuss project timelines, related costs and possible funding sources in the boarding timeline (15-year timeline) as well as the yearly timeline.

Town Manager Sheehan presented capital funding sources to include: Tax Levy, Free Cash, Stabilization Funds, Overlay Surplus, Debt-in levy or excluded, Capital or Debt Exclusions, Community Preservation Act, Other funds: e.g., Ambulance, Enterprise, etc.

Town Manager Sheehan and Assistant Town Manager Garofalo presented next steps, which included: refinement of plans to coordinate with available funding, finalize funding strategies, present FY27 capital request, gather input from Select Board/Finance Committee/CIAC and to provide an annual review and update of the plan, the first such input session taking place in January.

It was noted that the 15-year capital plan delineated 600 assets and approximately \$192 million in potential costs over the 15 years. Assistant Town Manager Garofalo commented that many calculations and priorities could change as the plan/s are refined.

In consideration of Capital Asset Planning, the group discussed the importance of reviewing maintenance, repair, replacement and setting guidelines for dealing with funding shortage.

Board Member Gargeya acknowledged that the Capital Improvement Plan presented tonight took many hours of preparation and thought. Hew asked if the FY27 Capital Budget included funding from the MSBA. Assistant Town Manager/Finance Director Garofalo responded the Budget did not include MSBA funding, as the 11.3-million-dollar school roof projects must be presented this way, and the same for the roof project at LSRH.

Board Member Carty stated that he appreciated tonight’s extensive Capital Improvement Plan review and noted that the last time such a thorough review took place was in 2020 and noted there is an opportunity here to improve what was presented in the past. Board Member Carty favored the possible funding sources as presented this evening and inquired about the capabilities of the Asset Software which the Town now owns. Town Manager Sheehan responded that the Asset Software captured every asset

component of the Town and included related maintenance and replacement schedules for all assets and aids in maintaining the buildings. Assistant Town Manager/Finance Director Garofalo noted the capabilities also included positioning various assets to be considered in a staggered fashion in order to help with balancing projects and funding schedules.

Member Russo thanked everyone for the work involved with the presented Capital Improvement Plan; he stressed the importance of asset priorities and suggested establishing a public input process for various projects (such as considering putting related capital projects on the Town website). Town Manager Sheehan explained that including such projects on the Town website is the plan.

CIAC Member Tom Travers stated that the presentation was a great way to start this long-range planning project and stressed the importance of considering manpower and space planning when reviewing future capital projects. Town Manager Sheehan said that such topic would be discussed later in the process and now the consideration would be inventory.

The group discussed facility asset management via the spreadsheet. FinCom Member Eric Poch noted that the planning described this evening was a great way to proceed with great tools, he shared his concern regarding high rates and full asset base of today and added that the first year's projected spending was extremely high. It reflected 462% of the annual average. He recommended that maintenance costs be moved from capital planning to an operating budget as soon as possible. Mr. Poch said he would send along some of his notes to be shared with Town Manager Sheehan. FinCom Member John Baranowsky addressed present value formulas and future cost projections; he offered to work with Town administration to address such concerns offline.

FinCom and the Select Board discussed the new capital asset management spreadsheet; Assistant Town Manager Garofalo detailed that all listed items were for existing assets.

Chair Kouchakdjian confirmed that the Town had waited for this type of comprehensive planning for a long time and thanked Town Manager Sheehan and Assistant Town Manager Garofalo for all efforts expended to present an excellent plan going forward.

Town Manager Sheehan stated he was very pleased with tonight's attendance by many Town committee members and thanked all for the feedback received. He suggested if anyone had further questions, to send them to him. He thanked Mr. Garofalo for his tremendous efforts and also thanked all department heads who helped.

FinCom Co-Chair Joachim closed the FinCom meeting. Co-Chair Ferrari seconded the motion. Roll vote was taken to close the meeting: Joachim-aye, Poch-aye, Sorett-aye, Lynch-aye, Bettinelli-aye, Fries-aye, Baranowsky-aye, Ferrari-aye.

8. Review proposed 2026 Select Board meeting schedule, and make edits if necessary.

Board Member Carty recommended the Board add a Select Board meeting on January 6, 2026. Board Member Russo suggested that the January 6th meeting be kept as a placeholder and if it needed to be cancelled for any reason, it could be. Board Member Gargeya appreciated the Board recognize the LSRHS meetings as well when scheduling Select Board meetings. Chair Kouchakdjian offered to share

the Select Board calendar with LSRHS and to request that they avoid scheduling on days the Select Board is scheduled to meet.

Vice-Chair Dretler motioned to accept the 2026 Select Board Calendar as identified, with the addition of a January 6, 2026, Select Board meeting. Board Member Carty seconded the motion.

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

VOTED: To accept the 2026 Select Board Calendar as identified, with the addition of a January 6, 2026 Select Board meeting.

9. Upcoming agenda items

- Future Meeting - Vocational Education aspects as presented by Board Member Gargeya
- Future Meeting – Possible remaining litigation monies from the Eversource project – Board Member Russo
- In the next two meetings – Town Meeting Articles discussion, Wireless Overlay District – Board Member Carty
- Future Meeting – Review of DLS Report, Policy Subcommittee updates
- Future Meeting – Distribution of Subcommittee Handbook shortly – Chair Kouchakdjian
- Town Manager Sheehan announced the DLS Report was received yesterday – to discuss at the November 18th meeting

10. Close Regular Session, and vote to enter into Executive Session for the purpose of discussing collective bargaining matters related to negotiation strategy for all Town unions, wherein strategy discussion with respect to collective bargaining in open session may have a detrimental effect on the bargaining position of the public body pursuant to MGL chapter 30a §21(a)(3).

Vice-Chair Dretler motioned to close Regular Session, and vote to enter into Executive Session for the purpose of discussing collective bargaining matters related to negotiation strategy for all Town unions, wherein strategy discussion with respect to collective bargaining in open session may have a detrimental effect on the bargaining position of the public body pursuant to MGL chapter 30a §21(a)(3); and not return to open session. Board Member Carty seconded the motion.

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

VOTED: To close Regular Session, and vote to enter into Executive Session for the purpose of discussing collective bargaining matters related to negotiation strategy for all Town unions, wherein strategy discussion with respect to collective bargaining in open session may have a detrimental effect on the bargaining position of the public body pursuant to MGL chapter 30a §21(a)(3); and not return to open session.

There being no further business, the meeting was adjourned at 9:55 PM.

IN SUDBURY SELECT BOARD

TUESDAY NOVEMBER 4, 2025

7:00 PM

Sudbury Town Hall

(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 7:03 PM.

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

Opening Remarks by Chair

- Attended most interesting MAGIC meeting today; focus on Arts and Culture planning
- Yesterday received draft revisions of LS Regional Agreement sent by Attorney Mark Terry; Department of Elementary and Secondary Education (DESE) will review draft
- Recognized Veterans Day and those residents and their families who served the country; she noted that municipal offices will be closed on Veteran's Day
- Select Board Office Hour to be held on November 6th remotely at 7:00 PM; hosted by Vice-Chair Dretler and Board Member Gargeya
- Sudbury Holiday Village to be held on December 6th from 11:00 AM to 3:00 PM at the Fairbank Community Center

Reports from Town Manager

- Town website includes changes to the Sherman Bridge design plan, reflecting Sudbury and Wayland resident input from the Sherman Bridge session several weeks ago
- At the 11/18 Select Board meeting will present the Financial Condition of the Town presentation to include municipal finance aspects.
- Legislative delegation presentation at the 11/18 Select Board meeting
- Recognized Town department quick response to a fallen tree on vehicle at 29 Hudson Road; car was crushed, driver not seriously injured.

Reports from Select Board

Vice-Chair Dretler

- Witnessed DPW working on Fairbank Road, and rushed to action at the fallen tree and crushed car incident; thanked staff
- Attended and volunteered at the Adaptive Cycling demonstration session at Broadacre Farm – off the BFRT - great turnout, beautiful day
- Attended Fall Feast Day at Noyes School, which introduced kids to bike trails at the BFRT and MCRT
- Attended “Issues with Long-Term Care,” part of series presented at the Fairbank Community Center (sponsored by COA) on 11/29

Board Member Carty

- Thanked Chair Kouchakdjian for mentioning Veteran’s Day
- Annual Hope Sudbury Telethon begins Friday, 11/7; additional information on Hope Sudbury website

Board Member Gargeya

- Thanked all Veterans who served the country
- Attended Sudbury 250th Event – Battle of Red Horse Tavern (oldest tavern in the country) where two battles were fought
- SPS School meetings and information sessions regarding MSBA approval of school roof projects
- Select Board Office Hours with Vice-Chair Dretler and himself at 7:00 PM on 11/6

Board Member Russo

- Extended his thanks to all who took part in the Adoptive Cycling event, sponsored by the Commission on Disabilities and the Rail Trail Advisory Committee; very well attended
- Remembered Veteran’s Day and all those who served their country; Road Race beginning at Curtis School

Public Comment

Resident Manish Sharma, 77 Colonial Road, asked about State rebates and financing for the school roof projects. He spoke about the Town improving interest rates with financial institutions.

Consent Calendar

1. Vote to approve a one-hour extension of the licensed closing hour and serving of alcoholic beverages for licensees who make application in advance to the Town Manager's Office: Lavender, 519A Boston Post Road on Wednesday, November 26, 2025 (Thanksgiving Eve) and Wednesday, December 31, 2025 (New Year's Eve), on the condition that the kitchen remains open and food is served.

2. Vote to accept the Declaration of Restrictive Covenant and Grant of Easement regarding Stormwater Management System for the property at 631 Boston Post Road subject to the Stormwater Management Permit issued for the property.

3. Vote to accept two donations from the Sudbury Foundation: (1) \$30,000 toward Basic Needs Gift Card Program (Health Dept); and (2) \$11,000 toward Adaptive Cycling Culture (Commission on Disability). Said funds to be expended under the direction of the Health Director and Commission on Disability Chair.

4. Vote to confirm the Town Manager appointment of Annika Hardy, 41 Concord Road, to the Commission on Disability for a term expiring 5/31/28.

5. Vote to Grant a Special Permit to SMILE Mass, to hold the "Gobble Wobble" on Saturday, November 22, 2025, from 10:00 AM through approximately 1:00 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 insurance liability

6. Vote to accept \$30,000 grant from The Sudbury Foundation toward basic needs for vulnerable residents. Funds to be dispersed at the direction of the Health Director.

Vice-Chair Dretler motioned to approve Consent Calendar Items 1-6, as presented in tonight's Select Board meeting packet. 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 1-6, as presented in tonight's Select Board meeting packet

7. Discussion on Master Plan Update by the Planning Board

Present: Adam Burney, Director of Planning and Community Development

Mr. Burney reviewed aspects of the presented "Sudbury Master Plan – Action Items," which included Actions with Town advocacy groups/departments and proposed timeframes – short-term (within 5 years), mid-term (5-10 years), ongoing and long-term (more than 10 years). He shared several related high-level updates:

Route 20 Corridor

Mr. Burney confirmed that the Route 20 Corridor study was completed in June and reflected many related recommendations, including additional planning for economic development in Town, which would help businesses in Sudbury.

Mr. Burney commented that such planning for the Route 20 Corridor would consider connectivity, zoning aspects which would include housing, commercial properties and historical considerations. He mentioned collaboration with the State. He stressed the important factors including: expanding the village business zoning district, adding a minimum public space allocation, addition of a definition for various medical related centers, revision of sign bylaw (Section 3200), consideration of removal of the Water Resources Protection Overlay District and adding requirements for EV charging stations.

In relation to Route 20 Corridor advancements, Mr. Burney mentioned the continued pursuit of a municipal wastewater system; construction of connecting sidewalks along Route 20 and added pedestrian crossings; improved lighting (especially at the Horse Pond Road intersection); collaboration with

MassDOT to allow the Town to take control of Route 20 between Fire Station #2 and Massasoit Avenue; pursue measures for connection of the Chiswick Park roadway to Route 20 and Union Avenue to create a complete street; to improve pedestrian/bicycle/vehicular interconnections between commercial properties and to consider relocating utility lines underground along the corridor.

Economic Development

Mr. Burney acknowledged that a Town Economic Development staff person would be in place soon, and a Strategic Development Plan for Route 20 would be worked on. Mr. Burney noted that potential zoning bylaw amendments would be considered in order to advance economic development.

Transportation and Connectivity

Mr. Burney commented about the expansion of Catch Connect services; currently there is no cost for those transportation services. He added that the Catch Connect service includes door to door rides from 8:00 AM to 6:00 PM.

Mr. Burney mentioned that there will be added pedestrian crossings around the Route 20 area, with improved lighting at the Horse Pond Road intersection.

Historical and Cultural Identity

Mr. Burney explained that the Sudbury Historical Districts Commission is working with consultant Peter Benton to draft guidelines for specific historic districts in Town.

Natural Environment

Mr. Burney stressed the importance of making stormwater management and water protection a priority in Town.

Conservation and Recreation Land

Mr. Burney explained that the Bruce Freeman Rail Trail is not officially open yet, but Phase 3 of the project is in process and various items are being finalized with the State; consideration of applications and potential funding sources for rail trail connections throughout Town.

Town Facilities, Services and Infrastructure

Mr. Burney recognized that a Town facilities inventory had been released for public review. He added that the facilities study provided a baseline and basis for capital planning regarding facilities and services.

Housing

Mr. Burney noted that the Sudbury Housing Trust is moving forward with the Hudson Road housing project. He added that several potential housing plans are being considered at this time.

Resiliency

Mr. Burney mentioned that the Sustainability and Resiliency Committee is making progress with related initiatives as passed at Town Meeting.

Public Health and Social Wellbeing

Mr. Burney stated that a Master Plan Implementation Committee will likely be in place in 2026 and topics regarding employment, available transportation around Town, and expanded health services will be communicated to residents.

Related discussion with Select Board members took place.

8. Discussion regarding vacancy on Sudbury School Committee

Board Members discussed the process for replacing outgoing SPS Committee member Mandy Sim.

Chair Kouchakdjian thanked Town Manager Sheehan for providing the Board with information regarding how other communities address such School Committee replacements. She acknowledged that Select Board members would present their own questions to School Committee candidates at an upcoming joint meeting with the SPS School Committee to make for the selection of a new Committee member.

9. Discussion on next steps for Eversource litigation funds

Board Member Carty recused himself from the discussion.

Town Manager Sheehan detailed that a balance of \$150,331.00 remained in litigation funding. He confirmed that Eversource satisfied all related requirements.

Board Member Russo motioned to allocate \$150,331.00 remaining in litigation funding to the Free Cash account. Board Member Gargeya seconded the motion.

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

VOTED: To allocate \$150,331.00 remaining in litigation funding to the Free Cash account

10. Update on Vocational Education goal. Member Radha Gargeya to provide update.

Board Member Gargeya presented the MA Vocational Letter he drafted to Mr. Dave Koffman, Senior Executive and legislative Director of the Massachusetts Municipal Association (MMA), which included excerpt from the Boston Globe Article “Mass vocational schools are straining at the seams. They say they need more State funds to keep up with the demand,” dated 10/9/24.

Board Members provided comment and agreed to sign the letter of request for possible funding sources needed to expand vocational education opportunities.

Town Manager Sheehan noted that the letter would likely be considered at the annual MMA meeting in January, 2026.

Board Members agreed to sign the letter and to include cc notations to legislators and DESE.

11. Move to approve the proposed adjustment to Fire Department, Town Clerk, Cemetery and Public Works permits and fees, as outlined in the memo from the Assistant Town Manager, Finance Director, dated October 31, 2025 with changes to take effect on November 5, 2025, except the Road Opening Fee which will take effect July 1, 2026.

Board Members confirmed they reviewed the proposed increase in municipal fees as described. Board Member Russo indicated that he was pleased to see such modifications.

Town Manager noted that Finance Director Victor Garofalo and Management Analyst James Goudie-Murray worked diligently on this proposal.

Board Members discussed proposed charges associated with cemetery fees and provided several revisions.

Vice-Chair Dretler motioned to approve the proposed adjustment to Fire Department, Town Clerk, Cemetery and Public Works permits and fees, as outlined in the memo from the Assistant Town Manager, Finance Director, dated October 31, 2025 and discussed at tonight's Select Board Meeting, with changes to take effect on November 5, 2025, except the Road Opening Fee which will take effect July 1, 2026. 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 adjustment to Fire Department, Town Clerk, Cemetery and Public Works permits and fees, as outlined in the memo from the Assistant Town Manager, Finance Director, dated October 31, 2025 and discussed at tonight's Select Board Meeting, with changes to take effect on November 5, 2025, except the Road Opening Fee which will take effect July 1, 2026

12. Vote to sign the December 1, 2025 Special Town Meeting Warrant and notify the Town Clerk of Ballot Questions for the December 16, 2025 Special Town Election.

Town Manager Sheehan thanked staff for working expediently on this Warrant, which reflects a total of 9 articles (including the Citizen's Petition article regarding Town walkways) and main focus on SPS roof project for the Haynes and Nixon schools and three other articles regarding solar canopies in various Town locations, as submitted by Combined Facilities Department. He noted that two articles deal with liquor licenses and increase in fees for tax demands.

Board Member Carty stated the warrant articles would be discussed in greater detail at the next Select Board meeting. He opined about why the two roof articles were not submitted by the School Department. Town Manager Sheehan responded that the two articles reflect a collaboration effort with SPS.

Combined Facilities Director noted that the roof projects are now in the design phase and a vendor began review of the design; she noted that tax credits could still be in effect.

Town Manager Sheehan stated that Town Counsel would be providing any required edits.

Vice-Chair Dretler motioned to sign the December 1, 2025 Special Town Meeting Warrant and notify the Town Clerk of Ballot Questions for the December 16, 2025 Special Town Election. Board Member Carty seconded the motion.

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

VOTED: To sign the December 1, 2025 Special Town Meeting Warrant and notify the Town Clerk of Ballot Questions for the December 16, 2025 Special Town Election

13. Discussion of potential Select Board warrant articles for 2026 Annual Town Meeting.

Board Members discussed property Conservation Restrictions and transportation funding.

Town Manager Sheehan confirmed that additional information would be provided at the next Select Board meeting on November 18.

14. Review the Select Board Fall 2025 Newsletter articles and approve for distribution.

Chair Kouchakdjian thanked Kirsten Roopenian of the Planning Board and Planning Staff member Beth Perry for helping with her article. Board Member Gargeya offered to edit his article.

Vice-Chair Dretler motioned to approve the Select Board Fall 2025 Newsletter articles and approve for distribution. 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 Fall 2025 Newsletter articles and approve for distribution

15. Review and possibly approve meeting minutes of 9/30/25.

Vice-Chair Dretler motioned to approve the Select Board Meeting Minutes of 9/30/25, 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 Meeting Minutes of 9/30/25, as edited

16. Upcoming agenda items.

- Cultural Council agenda item to be included on the Select Board 11/12/25 agenda
- School representatives/School committees and Finance Committee members to be invited to next meeting
- Update on Citizen's Petition - petitioner to present at future meeting.
- KPI recommendation for big projects in Town to be included in State of Town presentation per Board Member Carty
- Facilities Working Group update at future meeting, per Board Member Carty
- Options regarding the process involved with building a new elementary school at future meeting, per Vice-Chair Dretler

Adjourn

Board Member Carty motioned to adjourn the Select Board meeting. Board Member Russo 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 Select Board meeting was adjourned at 10:26 PM.

IN SUDBURY SELECT BOARD
WEDNESDAY NOVEMBER 12, 2025

7:00 PM - ZOOM

(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, Town Manager Andrew Sheehan

Also Present: Town Counsel David Jenkins

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

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

Opening Remarks by Chair

- Reminded everyone that the next Select Board Meeting is scheduled for November 18th to begin earlier at 6:30 PM in consideration of a full agenda, including the Annual legislative update with Senator Eldridge and Representative Carmine Gentile, and the Financial Condition of the Town as presented by Town Manager Sheehan among other agenda items that night

Town Manager Sheehan and Select Board Members had no further comments.

Public Comment

There were no public comments.

Miscellaneous

Move to find that Frank Mahwinney is not in conflict of GL c. 268A, s. 20(d) provided that he recuses himself from voting on the particular matter before the Cultural Council in which he has a financial interest.

Town Manager Sheehan acknowledged that the presented matter involves a conflict-of-interest disclosure and the topic is time-sensitive in consideration that the Cultural Council (of which Mr. Mahwinney is a member) meets next week.

Town Manager Sheehan noted that a 20(c)-disclosure form was completed by Mr. Mahwinney prior to Attorney Lee Smith's review of the disclosure, and Mr. Smith confirmed that the 20(d) disclaimer was preferable for matters before public body and form 20(c) is appropriate for matters not before public

body for which one serves and, in this case, the Cultural Council is considering a grant that Mr. Mahwinney is involved in and he is a member of the Cultural Council.

Town Manager Sheehan stated the matter is brought before the Select Board in order to allow Mr. Mahwinney to participate in the matter even though there is conflict.

Board Member Carty asked if it was common that all members of the Council file such disclaimer and acknowledged Mr. Mahwinney's conflict. Town Manager Sheehan indicated that he did not see such action from any other Board.

Mr. Gargeya stated that all other related correspondence stated that the decision is impartial by all those on the Council.

Town Manager Sheehan shared the opinion from Town Counsel Lee Smith dated November 6, 2025 and comes before the Select Board as the appointing authority.

Board Member Russo stated that all involved handled the issue in a transparent manner, which was the correct approach. Mr. Russo detailed that the Council has a type of matrix for scoring items, which adds to the level of objectivity during the process. He added that the Council is "a self-selecting group," which makes the potential for conflict greater. Mr. Russo stated that in this case, everything is "above board," and Mr. Mahwinney is a great candidate.

Town Manager Sheehan confirmed that Mr. Mahwinney submitted form 20(d) today.

Vice-Chair Dretler motioned to find that Frank Mahwinney is not in conflict of GL c. 268A, s. 20(d) provided that he recuses himself from voting on the particular matter before the Cultural Council in which he has a financial interest. Board Member Carty seconded the motion.

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

VOTED: to find that Frank Mahwinney is not in conflict of GL c. 268A, s. 20(d) provided that he recuses himself from voting on the particular matter before the Cultural Council in which he has a financial interest.

Vice-Chair Dretler recommended that the Cultural Council record all their meetings by SudburyTV and perhaps make the meetings hybrid going forward.

Vote to close Open Session and enter Executive Session to conduct strategy session in preparation for negotiations with nonunion personnel and/or to conduct contract negotiations with nonunion personnel, namely the Town Manager, pursuant to General Laws chapter 30A, §21(a)(exception 2).

Vice-Chair Dretler motioned to close Open Session and enter Executive Session to conduct strategy session in preparation for negotiations with nonunion personnel and/or to conduct contract negotiations with nonunion personnel, namely the Town Manager, pursuant to General Laws chapter 30A, §21(a)(exception 2). 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 Open Session and enter Executive Session to conduct strategy session in preparation for negotiations with nonunion personnel and/or to conduct contract negotiations with nonunion personnel, namely the Town Manager, pursuant to General Laws chapter 30A, §21(a)(exception 2).

There being no further business, open session ended at 7:14 PM.

IN SUDBURY SELECT BOARD
TUESDAY DECEMBER 9, 2025
7:00 PM – REMOTE MEETING
JOINT MEETING WITH
SUDBURY SCHOOL COMMITTEE
(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, Town Manager Andrew Sheehan

Chair Kouchakdjian called the meeting to order at 7:02 PM.

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

Also Present: SPS School Committee Members – Karyn Jones, Nichole Burnard, Jessica McCreary, Elizabeth Sues

Karyn Jones called the SPS School Committee meeting to order; Roll Call: Burnard-present, Jones-present, McCreary-present, Sues-present

Vice-Chair Dretler motioned to open a joint meeting with the Sudbury School Committee to meet with candidates, deliberate, and vote to fill a Committee vacancy. Board Member Carty seconded the motion.

It was on motion 9-0; Carty-aye, Dretler-aye, Russo-aye, Gargeya-aye, Kouchakdjian-aye, Burnard-aye, Jones-aye, McCreary-aye, Sues-aye

VOTED: To open a joint meeting with the Sudbury School Committee to meet with candidates, deliberate, and vote to fill a Committee vacancy

Opening Remarks by Chair

- Welcomed Sudbury School Committee Members and School Committee candidates to the joint meeting
- Explained the candidates would be presented and interviewed in the order of application submission

Candidates

Candidate Ellen Lederer-Defrancesco, 54 Blackmer Road, Sudbury

Ms. Lederer-Defrancesco stated she is currently an ESL educator in Framingham, was a former PTA president with years of classroom experience and related policy work. She has lived in Sudbury for a year.

Question: Ms. Burnard asked how the School Committee should use community feedback in consideration of best educational practices.

Answer: Ms. Lederer-Defrancesco responded that the Committee must listen to all comments/feedback and act in complete transparent fashion and all voices must be heard.

Question: Board Member Carty asked about personnel management experience the candidate has.

Answer: Ms. Lederer-Defrancesco stated she had experience with selecting/interviewing school superintendents and also had considerable human resource/personnel management experience in the private sector businesses.

Question: Ms. McCready inquired about the candidate's view regarding School Committee goals.

Answer: Ms. Lederer-Defrancesco responded that her primary goal was to foster trust, collaboration and open, transparent communications.

Question: Vice-Chair Dretler asked about how to advance a more collaborative approach between Town officials and school officials, especially in consideration of school budget.

Answer: Ms. Lederer-Defrancesco responded that educating all about the budget process is very important.

Question: Ms. Sues asked how to approach school budget cuts in a challenging budget season.

Answer: Ms. Lederer-Defrancesco responded that prioritizing and distinguishing between needs and wants is most important, and one must study future budget items.

Question: Board Member Gargeya asked about how to obtain related knowledge and prepare for School Committee responsibilities in a short period of time.

Answer: Ms. Lederer-Defrancesco stated that she was willing to research and loves to meet and talk to people when information gathering.

Question: Ms. Jones asked about healthy collaboration and deliberation with School Committee Members.

Answer: Ms. Lederer-Defrancesco responded that listening is key in order to maintain a strong team approach.

Question: Board Member Russo asked if there was anything the candidate would add or change regarding the SPS goals listed on the website.

Answer: Ms. Lederer-Defrancesco noted that collaboration between parents and teachers should be recognized as well as acknowledging student goals.

Question: Chair Kouchakdjian inquired about the candidates' top three SPS priorities.

Answer: Ms. Lederer-Defrancesco responded – transparency (with emphasis on budget choices), communication, and technology implementations.

Question: Board Member Russo asked if the candidate would consider running for the permanent School Committee position.

Answer: Ms. Lederer-Defrancesco responded in the affirmative.

Candidate Julie Durgin-Sicree, 80 Woodmere Drive, Sudbury

Ms. Durgin-Sicree stated she is a senior HR leader with some 20 years of related experience in med-tech industry. She has lived in Sudbury for ten years.

Question: Ms. Burnard asked how the School Committee should use community feedback in consideration of best educational practices.

Answer: Ms. Durgin-Sicree responded that active listening, surveys, supportive data and partnership are key.

Question: Board Member Carty asked what personnel management experience the candidate has.

Answer: Ms. Durgin-Sicree responded people leadership and review of performance represents a large part of what she does.

Question: Ms. McCready inquired about the candidate's view regarding School Committee goals.

Answer: Ms. Durgin-Sicree responded that important goals included community engagement – ensuring that families are partners; advancing trust and transparency.

Question: Vice-Chair Dretler asked about how to advance a more collaborative approach between Town officials and school officials, especially in consideration of school budget.

Answer: Ms. Durgin-Sicree stressed the importance of sharing priorities, considering available funding, maintaining transparency, objectivity and dealing cooperatively with the Town.

Question: Ms. Sues asked how to approach school budget cuts in a challenging budget season.

Answer: Ms. Durgin-Sicree highlighted the importance of objectivity, to examine criteria with focus on stakeholder perspectives and overall knowledge.

Question: Board Member Gargeya asked about how to obtain related knowledge and prepare for School Committee responsibilities in a short period of time.

Answer: Ms. Durgin-Sicree explained that she works with scientists and asking thoughtful questions is imperative and the use of sources including: related data, advisory group inputs, parental input and asking for recommendations is important.

Question: Ms. Jones asked about healthy collaboration and deliberation with School Committee Members.

Answer: Ms. Durgin-Sicree responded that such collaboration must always support service to students and the community and actively listening to what other School Committee members are saying. She noted that understanding differences in opinion can be beneficial.

Question: Board Member Russo asked if there was anything the candidate would add or change regarding the SPS goals listed on the website.

Answer: Ms. Durgin-Sicree suggested the addition teacher input on the website, including monitoring and encouraging teacher performance.

Question: Chair Kouchakdjian inquired about the candidates' three top SPS priorities.

Answer: Ms. Durgin-Sicree itemized the three priorities: Budget – tough choices – must prioritize student learning aspects. Advance community engagement and trust. Support educators and staff through changes including evolving technology and confirm that goals are sustainable.

Question: Board Member Russo asked if the candidate would consider running for the permanent School Committee position.

Answer: Ms. Durgin-Sicree responded in the affirmative

Candidate Tyler Steffey, 5 Checkerberry Circle, Sudbury

Mr. Steffey stated that he is a career teacher, student advocate and is currently a middle school principal. He confirmed he was a former member of the Sudbury School Committee and has lived in Sudbury for seven and a half years.

Question: Ms. Burnard asked how the School Committee should use community feedback in consideration of best educational practices.

Answer: Mr. Steffey stressed the importance of continuing to listen to and collaborate with the community.

Question: Board Member Carty asked what personnel management experience the candidate has.

Answer: Mr. Steffey responded that as a school administrator with a student population of 650 students, he has extensive experience in supervising and managing the success and training of individuals.

Question: Ms. McCreedy inquired about the candidate's view regarding School Committee goals.

Answer: Mr. Steffey stressed the importance of fiscal stewardship and school management goals. He also mentioned consideration of long-term budget planning and inclusivity.

Question: Vice-Chair Dretler asked about how to advance a more collaborative approach between Town officials and school officials, especially in consideration of school budget.

Answer: Mr. Steffey responded that the School Committee serves the students as well as harmonizing with other Town Boards/Commissions/Committees to advance that mission. He stressed it would be "unethical" not to harmonize.

Question: Ms. Sues asked how to approach school budget cuts in a challenging budget season.

Answer: Mr. Steffey responded the other local communities also have deficits in this area and it would necessary and it was important to review student impacts and guide the Superintendent in cost cutting (especially in regarding to programs outside the school day and to seriously analyze all data.

Question: Board Member Gargeya asked about how to obtain related knowledge and prepare for School Committee responsibilities in a short period of time.

Answer: Mr. Steffey stressed the importance of listening to the School Committee, Select Board and Finance Committee without judgement, and was willing to catch up with all related matters.

Question: Ms. Jones asked about healthy collaboration and deliberation with School Committee Members.

Answer: Mr. Steffey indicated it was important to consider what is most important and necessary for the students.

Question: Board Member Russo asked if there was anything the candidate would add or change regarding the SPS goals listed on the website.

Answer: Mr. Steffey indicated that one important goal would be to include the educational needs of the Boston students and their families.

Question: Chair Kouchakdjian inquired about the candidates' three top SPS priorities.

Answer: Mr. Steffey responded that the transparent budget was imperative, stressed the importance of effectively working with the diverse student population and to continue supporting Superintendent Crozier through his evaluation and deal with difficult issues.

Question: Vice-Chair Dretler inquired about the current "surprise deficit" presented to the Town.

Answer: Mr. Steffey stated a deficit should not be a surprise and stewardship must be considered over time and it was most important to consider how such deficit happened and try to rectify it.

Question: Board Member Russo asked if there was anything the candidate would add or change regarding the SPS goals listed on the website.

Answer: Mr. Steffey indicated that he was not interested in serving beyond the temporary assignment term and stressed that he was ready to fill the current post.

Ms. Sues motioned to appoint Julie Durgin-Sicree for appointment to the Sudbury School Committee for a term ending May 26, 2026. Ms. Jones seconded the motion.

It was on motion 7-2; Burnard-no, Carty-no, Dretler-aye, Gargeya-aye, McCreary-aye, Russo-aye, Sues-aye, Jones-aye, Kouchakdjian-aye

VOTED: To appoint Julie Durgin-Sicree for appointment to the Sudbury School Committee for a term ending May 26, 2026

Adjourn

Ms. Jones motioned to close the Sudbury School Committee meeting. Ms. Burnard seconded the motion.

It was on motion 4-0; Burnard-aye, Jones-aye, McCreedy-aye, Sues-aye

VOTED: To close the Sudbury School Committee meeting

SUDBURY SELECT BOARD
TUESDAY DECEMBER 9, 2025

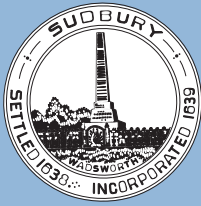
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Vice-Chair Dretler motioned to adjourn the Select Board meeting. Mr. Carty seconded the motion.

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 9:04 PM.



SUDBURY SELECT BOARD

Tuesday, January 20, 2026

MISCELLANEOUS (UNTIMED)**18: Upcoming Agenda Items**REQUESTOR SECTION

Date of request:

Requested by: James Goudie

Formal Title: Upcoming Agenda Items

Recommendations/Suggested Motion/Vote: Upcoming Agenda Items

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

01/20/2026 7:00 PM

POTENTIAL UPCOMING AGENDA ITEMS/MEETINGS

MEETING/EVENT	DESCRIPTION
February 2026	Joint Meeting with the Energy and Sustainability Committee
	Review and Update Alcohol Rules and Regulations
Future items/TBD	Camp Sewataro financial review
	Vocational Education discussion
	State Police crime lab
	Town Manager project portfolio
	Annual goal setting
	Combined facilities working group update
	Steps for embarking on a new school building (Added to CIP)
	School civics projects (Jan 2026)
	Fairbank Community Center utilization and optimization
	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.
	KPI policy discussion follow up
	MWRA Expansion Study
	Broadacres Property: next steps
	Bike shuttle program
	Pets in cemeteries
	Review/approve/release Executive Session minutes re: Eversource
	Quarterly review of approved Executive Session Minutes for possible release (February, May, August and November).
	Solar Panels
	Town Hall renovation
	Work Session with Town Counsel: Select Board/Town Manager Code of Conduct and other procedural training - Policy Subcommittee
	Remote Meeting Policy (not needed until June 2027)



SUDBURY SELECT BOARD

Tuesday, January 20, 2026

EXECUTIVE SESSION**19: Executive Session - Minutes**REQUESTOR SECTION

Date of request:

Requested by: James Goudie

Formal Title: Vote to enter executive session to review, approve and possibly release 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): October 7, 2025 October 14, 2025 October 28, 2025 November 12, 2025 December 2, 2025

Recommendations/Suggested Motion/Vote: Vote to enter executive session to review, approve and possibly release 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):

October 7, 2025

October 14, 2025

October 28, 2025

November 12, 2025

December 2, 2025

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

01/20/2026 7:00 PM