

IN SUDBURY SELECT BOARD

TUESDAY OCTOBER 7, 2025

7:00 PM

Sudbury Police Station

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

Present: Chair Lisa Kouchakdjian, Vice-Chair Janie Dretler, Select Board Member Dan Carty (remotely)
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:

- Sherman's Bridge Project Visioning Workshop at Fairbank Community Center, October 9th at 6:30 PM
- Town Offices will be closed on October 13th for Indigenous Peoples Day/Columbus Day
- She and Board Member Carty will conduct Select Board Office Hours virtually at noon on October 15
- Transportation Fair on October 16th at the Fairbank Community Center, 1:00 PM to 3:00 PM
- Park & Recreation Commission Trunk or Treat event on October 18th, registration via Town website
- "Creating Livable Communities – Set-up Housing In Sudbury" presentation at the Goodnow Library on October 23rd, 7:00 PM to 8:30 PM
- Rail Trail Adaptive Cycling Event on October 25th at the Broadacres parking lot, from 11:00 AM to 3:00 PM
- Sudbury Holiday Village on Dec. 6th at Fairbank Community Center
- Select Board policy handbook subcommittee will meet on October 14

Reports from Town Manager

Town Manager Andrew Sheehan:

- Work continues at the Atkinson Pool since being shut down for repairs in mid-August; the Fairbank Community Center roof project is complete; solar roofing is being explored; tiling work around the Atkinson Pool is progressing; at this time the project is on schedule and within budget – updates to be provided

- FY25 budget closed; auditors will be reviewing those records for several months for presentation of findings to the Board and public in the Winter
- Impacts of certain executive orders and what possible affects might be on local funds

Select Board Reports

Vice-Chair Dretler:

- October is Domestic Violence Awareness Month, Sudbury Center lit in purple in remembrance of those who lost their lives to domestic violence
- Domestic Violence Round Table conducting the “Shine a Light Vigil” on Thursday, October 23rd at the Sudbury United Methodist Church at 7:00 PM

Board Member Carty:

- Noted he was unable to participate in the scheduled January 21st Select Board Office Hour; asked if another Board Member could cover that date

Board Member Gargeya:

- Recognized the SPS SMILE (Summer Math Intervention Literacy Engagement) and ESY (Extended School Year) Programs went very well
- SPS was recognized by a Department of Elementary and Secondary Education Award for 2025 MCAS Performance as one of the 63 other school districts in Massachusetts whose students have met or exceeded pre-pandemic MCAS performance.

Board Member Russo:

- Reminded that hunting season is in place from October 1st to December 31st and noted the Town website will detail granting of such permit at various sites in Town
- Eversource provided post-construction report/documentation and EMF (Electric Magnetic Fields) testing results which were far lower than expected
- Addition of “Scout,” a chat box to help better serve the Town

Public Comment

Resident Manish Sharma, 77 Colonial Road noted that the SPS roofing expense has increased by 50%, he recommended the Town seek additional price estimates on roofing material. He added that he had not received information from the SPS or LSRHS regarding food vendors and associated grants.

Consent Calendar

1.Move to accept, on behalf of the Town, a donation from Desert Horse Grant in the amount of \$500, as part of the Heritage Tree and Bench Program and as approved by the Director of the Department of Public Works and the Director of the Park and Recreation Department.

2.Vote to confirm the Town Manager's appointment of Dan Scudder, 31 Brewster Rd., to the September 11th Memorial Garden Oversight Committee with a term through 5/31/27.

Vice-Chair Dretler motioned to approve Consent Calendar Items #1 and #2, 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 and #2, as presented in this evening's meeting packet.

Discussion and question of voting to accept Sudbury Access Corp (SAC) FY25 Financial and Operating Reports as required by their contract. In attendance will be Lynn Puorro, SudburyTV Executive Director, and Jeff Winston of SAC.

Present: Jeff Winston, SAC; Lynn Puorro, SudburyTV Executive Director; Nancy Brumback and Terry Lockhardt – SAC Board of Directors

Mr. Winston presented the FY2025 SAC Annual Financial Reports, dated 10/1/25, which included:

- Notable FY2025 Accomplishments
- Current Meeting Coverage by SudburyTV
- Community Programs Regularly Covered
- Major Public Events Covered
- Major Educational Events Covered
- FY26 Budget

Mr. Winston commented about public broadcasting challenges for SAC when considering possible changes in the future.

Ms. Puorro presented “SudburyTV Fiscal Year 2025 Programming Report – July 1, 2024 to June 30, 2025,” and highlighted upcoming events for 2026.

Board Members expressed their gratitude for all the hard work and great programming by SAC.

Board Member Gargeya expressed his appreciation for the fine Sudbury 250th Anniversary events covered by SudburyTV.

Vice-Chair Dretler motioned to accept Sudbury Access Corp (SAC) FY25 Financial and Operating Reports as required by their contract. Board Member Gargeya seconded the motion.

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

VOTED: To accept Sudbury Access Corp (SAC) FY25 Financial and Operating Reports as required by their contract.

Review and discuss Select Board Policies - update discussion

Board Member Carty presented Select Board Policies update with current policies listed in chronological order. He acknowledged the rescinding of a number of policies rescinded at the July and August Select Board meetings.

Town Manager Sheehan mentioned that fees are usually regarded separately from Select Board Policies. Chair Kouchakdjian acknowledged that removing fee scheduling from Select Board Policies would help with clarity and conciseness of the Select Board Policy Manual.

Chair Kouchakdjian noted that the Select Board Policy Subcommittee met on September 22nd and September 30th and discussion regarding Camp Sewataro use was discussed as well as a proposed investment policy adopted to replace/rescind several existing policies:

- Investment Guidelines
- Town Trust Fund Investment Policy, Appendix 1
- Sudbury Trust Program Policy
- Community Preservation Act (CPA) Trust Investment Policy

Board Member Russo motioned to rescind the four (4) listed policies, as discussed at this meeting. Board Member Gargeya seconded the motion.

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

VOTED: To rescind the four (4) mentioned policies, as discussed at this meeting.

Board Member Carty offered to provide a listing of Select Board Policies rescinded by the Board during the last four Select Board meetings.

Vice-Chair Dretler mentioned that a Sewataro usage policy was never adopted by the Board. Board Members were in agreement.

Chair Kouchakdjian commented that next steps involved the Board examining current policies. Board Members agreed that the Policy Subcommittee composed of Chair Kouchakdjian, Board Member Carty, as well as, Town Manager Sheehan would proceed with review of existing policies, with Town Manager Sheehan getting feedback from other departments, as necessary. Board Member Carty recommended that after Town Manager Sheehan and Staff consider examination of various policies, he and Chair Kouchakdjian would resume review.

Begin periodic review of Financial Policies Manual

Chair Kouchakdjian lead discussion reflecting an initial Financial Policies Manual discussion to be reviewed on a regular basis going forward. Town Manager Sheehan identified several financial policies that the Finance Director Victor Garofalo could consider for the Board Members to review and discuss at an upcoming Select Board meeting, along with related policy language. Town Manager Sheehan mentioned several areas involving proposed policies:

- Overall reserves of 10-12% of the prior year General Fund Budget
- Free Cash in the suggested amount of 3%-5%, which DLS (Division of Local Services) had revised to 5%-7%. Related Board discussion took place
- Stabilization Funds
- Overlay Surplus
- Forecasting

- Protection of Bond Rating and AAA rating maintenance
- Investments
- Capital Assets –
- Capital Improvement Plan – (to be discussed in further detail at the next Select Board meeting)
- Target for Capital Spending
- OPEB

Town Manager Sheehan confirmed that many of the items mentioned would be reviewed again in December after DLS (Division of Local Services) provides recommendations.

Board Members indicated appreciation regarding the financial policies as detailed by Town Manager Sheehan and Finance Director Victor Garofalo.

Review list of topics to be discussed with the Legislative delegation

Select Board Members listed the topics to present to the Legislators, as considered at the last Select Board meeting, which included:

1. Millionaires' Tax: distribution for transportation, general education, vocational education
2. Micro-transit bills: a. Senate Bill 2366 and House Bill 3658: establish special commission to study existing micro-transit b. House 4054: create dedicated micro-transit fund for rural and underserved communities
3. Community Preservation Act: Broaden allowable uses to include walkways and repair of affordable housing
4. Impact of federal funding changes on health and education funding
5. CORI reform: centralized database
6. Hager Pond Dam
7. Earmarks: how can we be more competitive
8. Housing for moderate/severe disabilities
9. State Police Crime Lab: disposition process; local influence over decision
10. Municipal Empowerment Act: support for MEA, particularly local revenue options

Board Member Russo suggested adding SudburyTV – SAC advocacy for continued programming in the future. Board Members agreed to add the SudburyTV - SAC item for legislative advocacy for the valued public access programming. Board Members agreed to add the item to the list.

Board Member Carty recommended adding the subject of collaboration/integration of micro-transportation modes across transit authority boundaries. Board Members were in agreement.

Begin discussion of potential Select Board warrant articles for 2026 Annual Town Meeting

Select Board Members started initial discussion of 2026 Annual Town Meeting Warrant Articles to be sponsored by the Select Board.

Several possible Warrant Articles were discussed, including modification of the Kennel Bylaw, and revolving fund bylaw update.

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

Board Member Gargeya addressed possible conflicts with the LSSC meeting on Tuesdays as well. Radha mentioned that LSSC meets on Tuesdays. Chair Kouchakdjian indicated that no obvious scheduling conflicts were present with SPS meeting dates. Chair Kouchakdjian recommended that the Board meet three times in the summer rather than meeting two times as the Board did this past summer. Board Members agreed to add a third summer meeting on June 30, 2025.

9. Upcoming agenda items

In addition to mentioning various agenda items as included in the Select Board Meeting Packet for this October 7, 2025, Board Members discussed inviting other Town Committees to several upcoming Select Board meetings. Town Manager Sheehan commented that by extending an invitation to attend such meetings, quorums would not be mandatory. Board Members agreed that such invitation could be extended to several other committees for the October 22, 2025, meeting.

It was noted that the Select Board meeting scheduled for November 18, 2025, would also be a remote meeting, and an invitation to other Town committees could be considered as well.

Vice-Chair Dretler recommended that the Camp Sewataro financials agenda topic be included in a November meeting agenda.

10. Vote to review and possibly approve the minutes of 9/9/25.

Vice-Chair Dretler motioned to approve the Select Board minutes of 9/9/25, as edited. 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 the Select Board minutes of 9/9/25, as edited

Vote to 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 read in the words of the motion to 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 Russo moved in the words of the Vice-Chair. Board Member Gargeya seconded the motion.

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

VOTED: To 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 open session business, open session adjourned at 9:28 PM.

Vote to close executive session and not resume open session.

Adjourn

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

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

VOTED: To adjourn the Select Board meeting

There being no further business, the Select Board meeting adjourned at 9:28 PM.

Documents & Exhibits

- 1.** Move to accept, on behalf of the Town, a donation from Desert Horse Grant in the amount of \$500, as part of the Heritage Tree and Bench Program and as approved by the Director of the Department of Public Works and the Director of the Park and Recreation Department.

Attachments:

- 1.a Heritage Park Plaque Donation Memo
- 1.b Heritage Park Plaque Application Redacted

- 2.** Vote to confirm the Town Manager's appointment of Dan Scudder, 31 Brewster Rd., to the September 11th Memorial Garden Oversight Committee with a term through 5/31/27.

Attachments:

- 2.a Application-for-Appointment Memorial Garden - Dan Scudder.redact

- 3.** Discussion and question of voting to accept Sudbury Access Corp (SAC) FY25 Financial and Operating Reports as required by their contract. In attendance will be Lynn Puorro, SudburyTV Executive Director, and Jeff Winston of SAC.

Attachments:

- 3.a SAC_FY2025 report

- 4.** Review and discuss Select Board Policies - update discussion

Attachments:

- 4.a SUDSBURY SELECT BOARD POLICIES Prototype Webpage 10072025.htm

- 5.** Begin periodic review of Financial Policies Manual

Attachments:

- 5.a Financial Policies Final Approved by Select Board 02.07.23

- 6.** Review list of topics to be discussed with the Legislative delegation

Attachments:

- 6.a Legislative Delegation Topics 2025

- 7.** Begin discussion of potential Select Board warrant articles for 2026 Annual Town Meeting

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

Attachments:

- 8.a DRAFT 2026 Select Board meeting schedule

- 9.** Upcoming agenda items

Attachments:

- 9.a Upcoming agenda.items 10.07.25

- 10.** Vote to review and possibly approve the minutes of 9/9/25.

Attachments:

- 10.a SB_draft1_9.09.25_min.for.review

11. Vote to 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).

Attachments:

11.a Sheehan empl contract 2024

12. Vote to close executive session and not resume open session.