IN SUDBURY SELECT BOARD

TUESDAY SEPTEMBER 15, 2026

7:00 PM

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

ZOOM Meeting

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

CALL TO ORDER

Chair Dretler called the meeting to order at 7:01 PM.

Chair Dretler recognized the presence of Board Members Lisa Kouchakdjian, Radha Gargeya, Dan Carty, Charles Russo and Janie Dretler.

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

Opening Remarks by Chair

- Thanked members of the 9/11 Memorial Garden Committee, and Staff for conducting the most thoughtful 25th anniversary commemoration event last Friday; she extended her appreciation for the great turnout including Select Board Members

Reports from Town Manager

- Thanked Town Clerk and Staff for a well-run primary election on September 1st, and extended appreciation for work in preparing for the November 3rd State election; additional information can be found on the Town website
- Reservations for the Fairbank Community Center multi-purpose room will begin tomorrow, September 16
- Concord Road line-painting work by DPW will take place on the night of 9/16; Old Sudbury Road culvert work will begin next week, and some associated traffic/road delays are expected

Reports from Select Board

Vice-Chair Radha Gargeya

- Thanked all for attending the memorable 9/11 25th anniversary event; acknowledged the presence of all Select Board Members
- Acknowledged that invitations to the second annual Community Read Aloud of the United States Constitution to be held on September 16 for the U.S. Constitution Day on September 17 the Lincoln IDEA group is organizing the event and are sending invitations to Sudbury DEI members, Sudbury Select Board Members and he is forwarding invitation to members of the 250 Committee; the event will take place at the Lincoln Auditorium at 7:00 pm – to be moderated by Dr. Katina Fontes.
- Announced the group discussion – "Creating a More Perfect Union" scheduled for September 22, 2026 at the Hartwell Multipurpose Room in Lincoln.

Board Member Lisa Kouchakdjian

- Thanked Vice-Chair Gargeya for the mentioned invitation, and thanked the 9/11 Memorial Garden Committee for the very special 25th anniversary commemoration, the Police and Fire Departments and the many who attended the event; detailed that the ceremony reflected on the three Sudbury lives lost and recommended that all view the YouTube video by Stuart Beebe at the 20th anniversary and noted that SudburyTV covered the 25th anniversary for all to view
- Announced that Board Member Carty and herself (members of the Select Board Policy Subcommittee) met yesterday and continue to make related progress

Board Member Dan Carty

- Thanked all involved with the very moving 9/11 Memorial event, especially the 9/11 Garden Committee and Staff; people read the names of those lost and recognition of their families who also attended the event

Board Member Charlie Russo

- Thanked all who contributed to the 9/11 event, especially Staff and the Memorial Garden volunteers; grateful to see family members of victims in attendance
- Announced National Voter Registration Day today, stated now is the time to register to vote for those who have not done so; State Warrants should be received soon via mail
- Announced the Sudbury Pan-Mass Challenge for Kids (ages 2 to 14 years old) on September 27th at Curtis Middle School

Public Comment

No Comments

A. Consent Calendar

1. Vote to grant a one-day Wine & Malt license to the Goodnow Library Foundation, to accommodate their Gather for Goodnow fundraiser for the Library on Wednesday, September 16, 2026 from 5:30 PM to 8:30 PM at the Goodnow Library, 21 Concord Road, subject to the use of a TIPS-trained bartender and a receipt of Certificate of Liability insurance

2. Vote to grant a one-day Wine & Malt license to the BINA Farm Center, to accommodate their fundraising cultivation event on Sunday, September 19, 2026 from 4:00 PM to 8:00 PM at the BINA Farm Center, 30 Field Road, subject to the use of a TIPS-trained bartender and a receipt of Certificate of Liability insurance

3. Vote to grant a Special Permit to St. Vincent de Paul, St. Anselm Conference, to hold the Walk for the Poor on Saturday, October 3, 2026 from 9:00 AM through approximately 12:00 PM subject to Police Department safety requirements, proof of insurance coverage and the assurance that any litter will be removed at the event's conclusion

4. Vote to grant a Special Permit to the Sudbury Historical Society, to hold the Sudbury Historical Society Road Race on Wednesday, November 11, 2026 from 10:00 AM through approximately 12:00 PM subject to Police Department safety requirements, proof of insurance coverage and the assurance that any litter will be removed at the event's conclusion

5. Declaration of Easement and Protective Covenant for 21 Nolan Circle

6. Vote to approve the MassDEP grant for Sudbury to host a regional Municipal Assistance Coordinator (MAC) position for a 3-year term

Board Members agreed to discuss Consent Calendar Item #6 later.

Vice-Chair Gargeya motioned to approve Consent Calendar Items #1 thru 5, as presented. Board Member Kouchakdjian seconded the motion.

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

VOTED: To approve Consent Calendar Items #1 thru 5, as presented

6. Vote to approve the MassDEP grant for Sudbury to host a regional Municipal Assistance Coordinator (MAC) position for a 3-year term

Present: Sustainability Coordinator Eric Simms

Town Manager Andy Sheehan confirmed that the $40,000 MassDEP grant would cover health insurance/dental insurance, phone stipend, resulting in a net positive situation of the Town. Board Member Carty asked why this Municipal Assistance Coordinator position was being regarded as an employee position and not a contractor assignment. Finance Director Garofalo responded the position was established as a requirement of the State and no funds from the Town of Sudbury are required.

Finance Director Garofalo detailed that the Municipal Assistance Coordinator would be in Sudbury one day per week in the Flynn Building.

Sustainability Coordinator Eric Simms, stated that the MAC would provide technical assistance in areas including solid waste aspects, hazardous waste aspects and related strategies.

Vice-Chair Gargeya motioned to approve Consent Calendar Item #6 – to approve the MassDEP grant for Sudbury to host a regional Municipal Assistance Coordinator (MAC) position for a 3-year term, as discussed. Board Member Kouchakdjian seconded the motion.

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

VOTED: To approve Consent Calendar Item #6 – to approve the MassDEP grant for Sudbury to host a regional Municipal Assistance Coordinator (MAC) position for a 3-year term, as discussed

B. Miscellaneous

1. Appoint Patricia Maxon, 18 Windsor Road, as an Alternate for the Council on Aging with a term to expire 5/31/2029

Board Members agreed to discuss this agenda item at the next Select Board meeting.

2. Review request for Thomas Rader of 53 Candy Hill Road (Parcel ID: G10-0024) to acquire a portion of Town-owned land at 280 Old Sudbury Road (Parcel ID: H09- 0062)

Present: Thomas Rader, Owner – 53 Candy Hill Road

Mr. Rader explained his request to acquire a portion of Town-owned land at 280 Old Sudbury Road in combination with a private land transaction with his neighbor. He detailed that part of the area in question is conservation-restricted, within the 100 ft. buffer near a small body of water. Mr. Rader explained that the two transactions would "normalize" his lot and would follow the existing natural stone wall.

Vice-Chair Gargeya asked about benefits and risks to the Town. Town Manager Sheehan responded that there would not be a clear benefit to the Town and such request would require approval at Town Meeting along with several other steps.

Chair Dretler stated that this was the first time that such request was presented to the Board and further consideration would be needed.

Board Member Russo mentioned that a similar request was made regarding property on Brimstone Lane, creating a double lot which might have future implications. Board Member Russo requested that Staff input would be preferred.

Board Member Carty agreed with comments made by Member Russo and stressed the importance associated with future implications associated with such approval.

Board Member Kouchakdjian asked about possible negative effects on the Town and mentioned the land being in close proximity to schools. She recommended that additional information be submitted.

Chair Dretler noted that aspects associated with "conforming vs. nonconforming" status would have to be studied further. She commented that additional information would be needed and Staff would be in contact with Mr. Rader; she recommended that Board Members submit any related questions to the Town Manager.

3. Review and discuss Financial Management Policies

Town Manager Sheehan referenced the "Town of Sudbury, Massachusetts Financial Policies Manual," noting that suggestions/edits to the existing Manual were included. He acknowledged that the Financial Management Policies draft would be discussed over the next several Select Board meetings.

Town Manager Sheehan presented the Manual Introduction section with proposed editing to address the related objectives:

- Sustaining a consistent level of service and value for residents and enhancing these as needed and as resources allow
- Safeguarding financial integrity and minimizing risk through a comprehensive system of internal controls
- Ensuring the quality, preservation and maintenance of capital assets
- Conforming to general law, uniform professional standards, and municipal best practices
- Protecting and enhancing the Town's credit rating
- Promoting transparency, accountability and public disclosure
- Reviewing and updating these policies every three years to access thresholds, targets, and ongoing relevance.

Town Manager Sheehan mentioned the Division of Local Services (DLS) report submitted a year ago .

Board Members conducted comprehensive discussion regarding Financial Management Policies, which included:

- Free Cash

Vice-Chair Gargeya provided a Free Cash graph presentation by year to cover the past several years.

Radha provided a free cash graph presentation by year. Board Members asked for Radha to distribute the graph to the Board. Board Member Russo indicated that reviewing the past ten years was sufficient. Board Member Carty stated that the Town is in a better Free Cash position when compared to previous years.

Town Manager Sheehan acknowledged that positive revenue numbers, strong excise tax numbers, and the closing of tax titles help to reflect prudent financial outcomes. He stressed that free cash is not an appropriation but is a result of conservative budgeting practice.

- Stabilization Funds

Finance Director Garofalo stated that the General Stabilization Fund could support capital expenses and suggested leaving such fund at 2%. He indicated that the purpose of stabilization funding was good practice for the future to be especially considered in lean times.

Board Member Kouchakdjian commented that stabilization funding could be regarded as saving accounts and stressed the special education fund. Finance Director Garofalo responded that he was waiting to hear from the schools regarding the topic, which includes circuit breakers.

Finance Director Garofalo confirmed that continued discussion regarding free cash would be continued to the next Select Board Meeting on September 29, 2026.

Vice-Chair Gargeya outlined three important, related principles:

- To budget in a conservative fashion; keeping in mind long-term capital planning in preparation of good financial years and lean financial years
- To use free cash strategically
- To always keep in mind the long-term capital plan which define policy

Finance Director Garofalo confirmed that the principles outlined by Vice-Chair Gargeya are always mentioned and considered at all times and at all related financial meetings/discussions both Town-wide and State-wide.

Chair Dretler thanked Town Manager Sheehan, Finance Director Garofalo and Select Board Members for conducting such a thoughtful and in-depth discussion at this meeting in order to advance progress of the updated Financial Policy manual with edits and recommendations. She noted that valuable Finance Committee input will also be beneficial.

4. Review and discuss proposed amendments to c. 68, Town Meeting Bylaw

Town Manager Sheehan presented the "Town Meeting Improvements – Recommendations on c. 68 of the General Bylaws" memorandum to the Select Board, dated August 11, 2026 with edits/recommendations as requested by the Board regarding related discussion at their June 2, 2026 meeting. Town Manager Sheehan also presented "A Report on Town Meeting: What can we do to Make Town Meeting More Effective and Accessible," League of Women Voters – Acton Area, June 2024.

Town Manager addressed the redlined/edited version of the memo in order to consider ways to improve the efficiency of Town Meetings in order to increase participation at such meetings. He outlined the following aspects associated with Chapter 68 of the Town's General Bylaws, including:

- Section 68-2 – Annual Business Meeting – which currently details that an annual town meeting be held beginning the first Monday in May and continue with consecutive weeknight meetings. Town Manager detailed that if the Town wants to consider alternative days and times for Town Meeting, this section would have to be revised via deleting the existing bylaw language or leaving the existing language mostly the same but allowing the Select Board to change the date of Town Meeting by announcing it in terms of a possible final date for the Town Meeting to be held.
- Section 68-3 – Fall Town Meeting – The existing Bylaw requires that by the end of July, the Select Board must vote at a public hearing to determine if a Fall Town Meeting will be held in September, October, or November; which is not a common requirement when comparing what is done in other local communities, and rather call a Town Meeting whenever necessary. Town Manager Sheehan recommended that Town Meeting be asked to delete S. 68-3
- Section 68-6 – Warrant articles for Annual Town Meeting – Town Manager Sheehan recommended Town Meeting be asked to rename this section as "Warrant articles for Town Meetings." Town Manager Sheehan further confirmed that in accordance with S. 68-6, the Sudbury Bylaw requires "Except as hereinafter specified, the Warrant for any Special Town Meeting shall be closed at least 25 days prior to the scheduled date of the meeting; provided further, that there shall be at least 10 days between the call of any Special Town Meeting and the closing of the Warrant therefore." Town Manager Sheehan explained that after comparing more

than a dozen communities, such requirements were not found. Town Manager Sheehan recommended that Town Meeting be asked to delete the fourth and fifth sentences of S. 68-6

- Sections 68-9, 68-11, and 68-14 – related to sections regarding and referencing Town Moderator, presiding officer, moderator and chair, which becomes somewhat confusing. Town Manager Sheehan recommended Town Meeting be asked to insert the term "Moderator" in place of presiding officer or chair in sections 68-9, 68-11, and 68-14.
- Section 68-16 – Limitations on speech – Town Manager Sheehan noted that the Board might want to consider the time limitations given to speakers at town meeting in order to expedite town meetings.
- Article III. Annual Town Forum – Section 68 -25 – Town Manager Sheehan detailed that the annual Town Forum might be further considered in light of necessity at particular time. He confirmed that the Board could decide to conduct a Town Forum even if not mandated by a Bylaw.
- Commentary on Town Meeting Preliminaries – Town Manager Sheehan detailed that such preliminaries such as proclamations, state of the town, Finance Committee Report for example could be curtailed via coordination with the Moderator.

Board Member Kouchakdjian stated that she would be in favor of finding a way to encourage more residents to attend Town Meeting and maybe consider a Saturday Town Meeting in consideration that during COVID it was successful. She commented about a lack of decorum at the last Town Meeting and indicated that a strong statement regarding decorum might be considered and added security with clickers, one clicker per person.

Board Member Russo agreed with possible elimination of conducting a mandatory public hearing at a prescribed time regarding fall town meetings. He agreed with town moderator language modifications and indicated that a mandatory town forum mandate is probably no longer useful. Board Member Russo mentioned that town meeting preliminaries could be curtailed in consideration of efficiency, and indicated that some certainty around scheduling of town meetings might be necessary.

Vice-Chair Gargeya suggested that flexibility with town meeting dates might be preferrable and agreed with changes regarding fall town meetings scheduling and preparations, as presented by Town Manager Sheehan.

Board Member Carty indicated that it might be a good idea to try conducting a weekend town meeting in the month of May and conduct further discussion about the matter. He noted that elimination of a fall town meeting could help reduce town meeting fatigue. Board Member Carty indicated that time limitations regarding public speaking at town meeting should be considered with caution and that further discussion regarding town forums should take place.

Chair Dretler acknowledged that if changes are made to Town Meeting scheduling, such change would affect when Town officials take office.

Chair Dretler noted that ceremonial/preliminary activities at town meetings tend to attract a certain percentage of residents regarding attendance at town meetings. She stated that related discussion regarding proposed amendments to c. 68 would continue.

5. Approve Meeting Minutes:

April 8, 2026 Minutes

April 9, 2026 Minutes

June 2, 2026 Minutes

June 16, 2026 Minutes

Board Member Carty stated that Select Board Minutes for 4/8/26, 4/9/26, 6/2/26 and 6/16/26 were approved at the August 11th Select Board Meeting.

6. Amend Meeting Minutes:

June 30, 2026

Chair Dretler commented that Sheila Cusolito was not a voting member of the Sudbury Housing Authority and such statement would be edited, as discussed at this evening's meeting.

Board Member Carty motioned to approve the amended Select Board Minutes of 6/30/26. Board Member Kouchakdjian seconded the motion.

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

VOTED: To approve the amended Select Board Minutes of 6/30/26

7. Upcoming Items

- Continue Financial Policy discussion
- Continue discussion regarding Youth Committee
- Approve 2027 Select Board Meeting Schedule
- 250th Committee update regarding approval of the last Committee meeting minutes and executive session minutes to be approved after Sept. 30th when the committee dissolves

Adjourn

Vote to close Open Session and enter Executive Session: pursuant to G.L. c. 30A, § 21(a)(7) to release previously approved executive session meeting minutes "[t]o comply with, or act under the authority of, any general or special law or federal grant in-aid requirements" (Purpose 7):

March 17, 2016

October 26, 2016

May 22, 2017

Vice-Chair Gargeya motioned to close Open session and enter into Executive Session: pursuant to G.L. c. 30A, § 21(a)(7) to release previously approved executive session meeting minutes "[to] comply with, or act under the authority of, any general or special law or federal grant in-aid requirements" (Purpose 7):

March 17, 2016, October 26, 2016 and May 22, 2017. Board Member Kouchakdjian seconded the motion.

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

VOTED: To close Open session and enter into Executive Session: pursuant to G.L. c. 30A, § 21(a)(7) to release previously approved executive session meeting minutes "[t]o comply with, or act under the authority of, any general or special law or federal grant in-aid requirements" (Purpose 7): March 17, 2016, October 26, 2016 and May 22, 2017

There being no further business to discuss in open session, open session convened at 10:18 PM.