

Goodnow Library  
Board of Trustees  
**AGENDA**  
Tuesday, April 2, 6:30 p.m.  
Small Conference Room  
21 Concord Road, Sudbury

Call to order/Notice of meeting recording

Attendance

Public Comment\*

Written reports

- Approve minutes
- Director's report
- Foundation report
- Financial report

Report from chair on warrant article for EV chargers

Discussion items

- Farmer's Market letter of support (vote)
- Director's evaluation
- Board self-assessment
- Date for May meeting

Items suggested for next agenda

Any other items not known 48 hours in advance of the meeting

Adjournment

*\*Next meeting: Tuesday, May 7, 2024 6:30PM*

*\*May be rescheduled due to ATM*

*\*The Trustees invite residents of Sudbury to comment on matters related to the library. Please sign in and wait to be recognized by the Chair. State your name, address, and any relevant affiliation. Limit remarks to three minutes. The purpose of public comment is for Trustees to hear perspectives to inform their effective governance of the Goodnow Library. Public comment is not a discussion, debate, or dialogue; therefore, commenters should not expect a response. The public comment period is 15 minutes total.*

**Goodnow Library Board of Trustees**  
**Minutes - DRAFT**  
**Tuesday, March 5, 2024, 6:30pm**  
**Recording of the proceeding can be found at [sudburytv.org](http://sudburytv.org).**

**Call to order:** Katina called the meeting to order at 6:29 pm

**Attendance:** All trustees were in attendance.

**Public Comment:**

*There were no public comments.*

**Written Reports:**

*Minutes*

Lissa motioned and Ingrid seconded approval of the Feb 6, 2024 minutes. The minutes were unanimously approved.

*Director's Report*

Historical Room - Katina and Esme met with Facilities this morning (March 5) about how to finish up the historical room. Architect to draw up the plans and then get an estimate of the cost of the work.

Smart Lockers - Met with the rep for Bibliotheca. Their system interfaces with the checkout system that the library already has. The other vendor's system didn't interface seamlessly. Will look at it in Framingham.

Farmers Market - The timing of the first 2 markets would depend on the timing of the funding, among other things.

*Financial Report*

See attached document.

**Updates:**

*Warrant Articles*

EV Charger Warrant Article

The article wasn't on the Town Warrant. It's not clear why. At the last Select Board Meeting, there was a discussion about the process for articles getting on the warrant. The process seems to be unclear. Katina (as the Chair of the Trustees, via the Bylaws) has asked for Town Counsel's opinion. There has been no reply as of yet.

#### Evaluation for Director / Board Self-Evaluation

Evaluation for Director - Will use the same form as last year. Will start the process in April.

Board Self-Evaluation - Katina had given 2 ideas/options. There was a preference for the Dalhousie one. She will adapt it for our group and bring it back at a future meeting.

#### **Future Agenda Items:**

Followup on EV Chargers

#### **Adjournment:**

Natalie motioned and Lily seconded to adjourn at 7:15pm. There was unanimous approval to adjourn. The meeting adjourned.

#### **Documents used during the meeting:**

1. Trustees' Agenda 2024-3-5
2. Goodnow Library Trustees Meeting Minutes - 2023-2-6
3. Director's Report (including Finance Report) - 2024-3-5

**Next Meeting: Tuesday, April 2, 2024 6:30pm**

## Director's Report April 2, 2024

### Overview

Smart Lockers: key staff met with the 3M/Bibliotheca rep to discuss implementing their product, smartlockers at the library (with the Sudbury Foundation grant money). Our next step is to visit locations where this model is installed to talk to staff about work flow.

Family Pride: for the past two years the library has partnered with the Coop Preschool to host this event. However, due to a number of complications the event is on hiatus this year while we regroup. The library will continue with Pride related programs for all ages throughout the month of June.

Farmer's Market: we are working with the Sustainability Coordinator, Health Director, and others to write a new grant for piloting a Farmer's Market in Sudbury at the library. It is due April 24. I have attached a previous grant request, which does a good job of laying out the big picture for the plan. The library's role would be to host and provide an educational/engagement component with programs for all ages. I am requesting a letter of support from the trustees.

Community Room AV upgrade: this project is almost complete. It got took its maiden voyage last Thursday for the Town Forum on firearm safety.

Most of the rest of the month was taken up by my vacation, so this section is shorter than usual.

### Facilities:

Historical Room: Katina, myself and Jill Rizotti (GLF) met with Sandra Duran to kick off the final phase of this project, which is to remove selected existing shelving, install specialized cabinets, and built a shell around those cabinets that matches the existing wood of the room. Sandra recommended getting an architect. We shared our drawings with her and she shared procurement law charts. Jill reminded the group how important this project is to the library and the need for a high-quality result. Since that meeting, Sandra has let us know she has not been able to find an architect to do the work, and I suggested millwork drawings. She reminded me about procurement levels. No further information to share.

Space Use Analysis: Sandra recently informed town department heads about an upcoming project to hire a firm to assess the use of space in town buildings. They will be looking at how efficient (or not) space is used, both physically and programmatically, then give us an analysis with recommendations. More information to come, as it is received.

### Foundation:

The person they had offered the development director job backed out, so the search was reopened. Luckily, they had a great interview with a new candidate and may have good news soon.

The GLF is continuing to talk with donors about the endowment.

They are planning an evening donor reception with a program TBD on Thursday May 23rd. All trustees are invited and encouraged to attend.

They have hired an investment advisor firm, Monument Group in Concord, to provide professional advice and oversight of the Fidelity accounts. The finance committee did a thorough search of advisor firms that would handle a relatively small account such as theirs. Given that they have turnover in the board and especially in the treasurer's position they feel that this consistent oversight will reassure donors that the GLF is looking after their money well. This will be important especially as larger sums are raised for the endowment.

New board members are Craig Forester and Michelle Delaney.

In general, the board has really stepped up to keep things moving along while they search for a new director. Lots of good energy and ideas!

### **Coming up:**

See the library [event calendar](#) for a multitude of programs, such as Reading to Rico, 50+ Jobseekers, maximizing Yard Sale profits, NOW Lab programs, and Library Candyland!

4/2-4/5: I will be in Columbus at the Public Library Association conference.

4/8: meetings for the Indigenous History grant, and the Farmer's Market

4/10: Partnership with COA: "Strategies for Disability Inclusion: Creating an Inclusive Culture for All"

4/11: Sudbury Doing Good planning, and Sudbury Foundation local non-profits meetings

FY24					
Account Name	Budget	Expensed YTD FY24	Available FY24	% Spent FY24	75%
<b>Town Funds</b>					
General Expense	\$ 10,000.00	\$ 3,010.95	\$ 6,989.05	30%	
Contracted Services	\$ 52,000.00	\$ 32,405.67	\$ 19,594.33	62%	
Library Materials	\$ 216,302.00	\$ 164,007.84	\$ 52,294.16	76%	
Automation	\$ 63,000.00	\$ 61,058.06	\$ 1,941.94	97%	
<b>Total Expenses</b>	<b>\$ 341,302.00</b>	<b>\$ 260,482.52</b>	<b>\$ 80,819.48</b>	<b>76%</b>	
Carry Forward	\$ 46,581.93	\$ 3,004.43	\$ 43,577.50	6%	
Salaries	\$ 1,034,638.00	\$ 723,208.55	\$ 311,429.45	70%	
<b>Total Town Funds</b>	<b>\$ 1,422,521.93</b>	<b>\$ 986,695.50</b>	<b>\$ 435,826.43</b>	<b>69%</b>	

Account Name	Budget	Expensed YTD FY24	Available FY24	% Spent FY24	Revenue FY24
<b>Trust &amp; Miscellaneous Revenue</b>					
Goodnow Funds	\$ 35,000.00	\$ 25,353.69	\$ 9,646.31	72%	\$ -
Bradshaw - Hist	\$ 100.00	\$ -	\$ 100.00	0%	N/A
CPA - Hist Reno	\$ 129,971.72	\$ 3,809.20	\$ 126,162.52	0%	N/A
Lopater - Books	\$ -	\$ -	\$ -	0%	N/A
Raymond	\$ 100.00	\$ 105.96	\$ (5.96)	106%	N/A
Rhoades - Garden.	\$ 600.00	\$ 57.52	\$ 542.48	10%	N/A

<b>State Aid &amp; Revolving Funds</b>					
Library Services Revolving	\$ 25,000.00	\$ 14,858.65	\$ 10,141.35	59%	\$ 26,280.20
Meeting Room Revolving	\$ 10,500.00	\$ 335.43	\$ 10,164.57	3%	\$ 2,485.95
State Aid	\$ 35,000.00	\$ 24,675.66	\$ 10,324.34	71%	\$ -

Accelerating Climate Resilience Municipal Grant Program  
FY2024 Invitation for Proposals

## Appendix A: Application Form

### 1. APPLICANT INFORMATION

Project name: **Locally Grown Sudbury**

Lead Municipality: **Town of Sudbury**

Municipal Staff Project Manager: **Dani Marini-King**

Title: **Sustainability Coordinator**

Work Phone: **978-440-5459**

Work Email: **MariniD@sudbury.ma.us**

Note: Project Manager is the person who will be the day-to-day contact for the project and who will represent the municipality in regular communication with MAPC.

Please attach a signed authorization from the Chief Executive Officer identifying the individual named above.

#### PROJECT PARTNER(S)

Name(s) of Partner Municipalities, Non-Profits, and/or Community-Based Organizations:

**Health Department and Goodnow Library**

Partner Point of Contact, Name and Title: **Vivian Zeng, Director of Public Health**

Partner Point of Contact Work Phone: **978-443-2209**

Partner Point of Contact Work Email: **ZengV@sudbury.ma.us**

Partner Point of Contact, Name and Title: **Esme Green, Library Director**

Partner Point of Contact Work Phone: **978-443-1035 x5515**

Partner Point of Contact Work Email: **GreenE@sudbury.ma.us**

Please list additional partners as part of your response to Question 5 below. Letters of Support can be included as attachments to this application.

## CAPACITY

Please summarize the Project Manager's and project partners' capacity to participate in the proposed work, and in the Resilience Community of Practice (RCOP).

The Project Manager and project partners are very excited about this proposal and at the possibility of highlighting the connection between climate resilience, public health, and public education to the residents of Sudbury. They will participate in the planning and execution for all of the listed deliverables, and will identify additional staff, community partners, and other volunteers who would be helpful in developing the educational materials and engaging the community. The Project Manager is able to fully participate in the bi-monthly Resilience Community of Practice (RCOP) and is excited at the opportunity to learn from and share with other potential grantees. Due to the nature of the project partners' roles within the Town, they may not be as available to attend every RCOP meetings. But the Project Manager will keep the project partners up to date with what is discussed during the RCOP meetings if/when they are unavailable to attend.

## 2. PROJECT DETAILS

Project Title: **Locally Grown Sudbury**

Grant Amount Request: **\$39,000**

Total Project Cost: **\$39,000**

- *Matching funds or additional grants the Team plans to pursue, if the total project cost exceeds the grant amount requested:*

The total project cost will not exceed the grant amount requested. However, Town staff and volunteers will be providing over 300 hours of an in-kind match in the planning and implementation of this effort.

MAPC Subregion ([click here for list](#)): **MAGIC**

Location/Address of the Project (if applicable): **The project will be Town-wide, and the Sudbury Grown Fairs will likely be held at Goodnow Library, 21 Concord Road, Sudbury, MA 01776. Locations for the other workshops, demonstrations, and forums will be decided upon during the planning process.**

Which type of project is it?

- Technical Assistance/Design
- Capital Project
- Capacity Building



Which climate risk(s) does the proposal address?

- Sea Level Rise
- Extreme Heat or Urban Heat Island Impacts
- Flooding
- Extreme Weather Events
- Other Climate Impacts. Please provide: **Food Insecurity, Public Health**

### 3. PROJECT DESCRIPTION

In three to five pages, please provide more information on your project by responding to the following:

1. Provide a brief summary of your overall project (300 words max).

The Town of Sudbury is proposing to develop and implement Locally Grown Sudbury to bring climate resilience, food security, and public health education to the residents of Sudbury. This project will include two (2) Sudbury Grown Fairs, a Climate Resilient Food Security Engagement Series, and a Farmers' Market Feasibility Plan. The Sudbury Grown Fair will be held in Spring 2024 and Fall 2024, bringing locally grown, nutritious foods to the community in order to increase access to healthier food options. To ensure that these foods are as accessible as possible, the Town is proposing to provide \$50 coupon booklets to climate vulnerable households so that products at the Sudbury Grown Fair may be acquired at a free or reduced rate. In addition, the Town is proposing to implement a Climate Resilient Food Security Engagement Series in order to help support local farms, educate the public on the overlap of climate change and food access, and provide tools and resources for residents to become more climate resilient and sustainable in their homes. Lastly, the Town intends to develop a Farmers' Market Feasibility and Implementation Plan to create a roadmap for establishing a consistent farmers' market in the community to ensure that healthier foods are easier to access.

2. Describe the specific tasks and deliverables that will be completed as part of this proposed project.

#### Deliverable 1: Planning Meetings

If funded, the Town of Sudbury will establish a Locally Grown Sudbury core team to lead the planning and implementation of this project. The core team at a minimum will include the Sustainability Coordinator, the Library Director, and the Director of Public Health. Other core team members may include additional municipal staff and Goodnow Library staff, Sudbury Food Pantry staff/volunteers, and other members of the community. This core team will meet

monthly to organize two (2) Sudbury Grown Fairs, to implement a Climate Resilient Food Security Engagement Series, and to guide the development of a Farmers' Market Feasibility and Implementation Plan.

#### Deliverable 2: Sudbury Grown Fair (Spring and Fall 2024)

As mentioned above, during the planning meetings, the core team will be organizing two (2) Sudbury Grown Fairs. The Town of Sudbury does not currently have a farmers' market, so the Town is interested in hosting two events to: 1.) bring locally grown, nutritious foods to the community so they have access to healthier food options, and 2.) better understand whether or not residents would regularly support a farmers' market in the community. The first Sudbury Grown Fair will be held in Spring 2024, and the second Sudbury Grown Fair will be held in Fall 2024. By hosting a Fair in the Spring and the Fall, the Town hopes to display the different seasonal fruits and vegetables that are available so residents can make more informed decisions when purchasing and consuming these foods during these times of the year.

An important component of the Locally Grown Sudbury project is ensuring that these deliverables are as accessible and equitable as they can be. To ensure that these foods will be accessible, the Town is proposing to provide \$50 coupon booklets to climate vulnerable households to be used at the Sudbury Grown Fairs. During the planning meeting, the core team will define who these climate vulnerable households are, determine who might qualify for a coupon booklet, and strategize the best way to distribute these resources. In addition to this, the Town is also proposing to offer transportation and childcare amenities to ensure that these events are easier to participate in.

Other components of this deliverable include outreach to advertise the event, including flyers and newspaper ads, designing and printing the above-mentioned coupon booklets, and designing and purchasing Sudbury Grown reusable bags. The reusable bags will be used in the outreach strategy for the event and to reduce waste at the Spring and Fall Sudbury Grown Fairs.

#### Deliverable 3: Climate Resilient Food Security Engagement Series

In addition to the Sudbury Grown Fairs, the core team will also plan and implement a Climate Resilient Food Security Engagement Series. This engagement series is meant to help support local farms, educate the public on the overlap of climate change and food security, and provide tools and resources for residents to become more climate resilient in their homes. To help support local farms, in the weeks leading up to each Sudbury Grown Fair, the Town is proposing to issue a weekly spotlight on the local farmers and growers who will be participating in the event. This spotlight will include a history of the farm/organization, list the different products that are grown or sold their, and provide an opportunity for residents to become more familiar with these locally grown and nutritious food options available to them. In order to better educate the public on the overlap of climate change and food security, the

Town is proposing to distribute newsletters and establish a speaker series covering climate resilient food security topics. Some articles in the newsletter distribution may include information on how climate change will impact food access, how our food purchasing choices contribute to greenhouse gas (GHG) emissions and global climate changes, tips for starting a gardening, and how health impacts the ability to adapt to climate hazards. The speaker series will provide an opportunity for the Town to bring in subject matter experts to further engage the community on these topics and allow hands-on learning experiences that residents can utilize in their own homes. Some workshops that may be hosted as a part of this project include but are not limited to canning fruits and vegetables to preserve healthy foods for the winter, the basics of gardening, how to compost at home, and fruits and vegetables by the season. And finally, in addition to the tools and resources provided through the workshops and demonstrations, the Town is also proposing to host a Community Book Read of *Animal, Vegetable, Miracle* by Barbara Kingsolver, Camille Kingsolver, and Steven L. Hopp. The book, *Animal, Vegetable, Miracle*, discusses the ecological costs of growing, transporting, and purchasing food from industrial farms, and models a family improving their diet and ecological footprint by eating only the foods that they have grown themselves. If funded, the Town will purchase copies of *Animal, Vegetable, Miracle* so that residents may borrow copies of the book from Goodnow Library and participate in the Community Read over the summer.

#### Deliverable 4: Farmers' Market Feasibility and Implementation Plan

The final deliverable included in the Locally Grown Sudbury proposal is the development of a Farmers' Market Feasibility and Implementation Plan. As noted above, the Town of Sudbury does not currently host a farmers' market but is interested in learning if the community would regularly support and utilize one. Over the course of this project, the core team will use the data gathered as a result of the other deliverables included in this effort, to determine whether there is enough interest and support to establish a consistent farmers' market in the community. The Sudbury Grown Fairs and Climate Resilient Food Security Engagement Series will serve as opportunities to host conversations with the community members on how often they would shop at a farmers' market, what products would they be hoping to buy, and what format would work best to host this type of market. Based on this feedback and data gathering, the core team will develop the Farmers' Market Feasibility and Implementation Plan which will include, but is not limited to, the following information:

- Description of what a farmers' market is and how it can make Sudbury more climate resilient
- Definition of "local" and radius limit for selecting farmers/growers to invite to the farmers' market
- List and brief description of farms and other growers in the area that fall within that radius
- Summary of the Sudbury Grown Fairs with lessons learned
- Summary of the Climate Resilient Food Security Engagement Series with suggestions for additional outreach and education opportunities
- Strategy for implementing a farmers' market in Sudbury with recommendations for:

- Scheduling (weekly, monthly, quarterly, etc.)
  - Location
  - Time
  - Hiring additional staff
  - Outreach and engagement to farmers/growers
  - Outreach and engagement to the community
  - Budget
3. Describe the climate risk your project addresses, and how your project strengthens resilience in the face of the climate risk.

The Town's proposed project is aiming to reduce flooding and extreme heat climate risks, while also increasing food security and health of the community. What we eat, how that food is produced, and how it is transported/purchased affects not just our health, but also the health of the environment. When food is grown, processed, transported, distributed, consumed, and disposed of, each of these steps contributes to greenhouse gas (GHG) emissions. Methane from cattle's digestive processes, nitrous oxide from fertilizers used for crop production, refrigeration and transport of food, industrial processes such as the production of paper and aluminum for packaging, and the management of food waste all produce these GHG emissions that trap the sun's heat and contribute further to climate change. Rising global temperatures and sea levels caused by climate change can result in more heat waves, droughts, floods, and wildfires. These climate risks can destroy crops, erode soil and deplete soil nutrients, and can shift the growing season. All of these conditions can make it difficult for farmers to grow food, disrupting agricultural production, and making it difficult for people to access food. These effects have already been seen, and climate change will continue to contribute to food shortages and higher food prices across the globe. Inequities in the food system are linked to poor diet and health. And with poor diet and health, individuals can have a reduced ability to adapt to climate change. Climate change further limits access to affordable healthy food, and this will only worsen as climate conditions continue to degrade. With food shortages, food prices will increase, putting more people at risk of food and nutrition insecurity, chronic hunger, and loss of livelihoods. Some diet-related conditions, such as obesity, heart attack, stroke, and diabetes, will also rise. While this project will not immediately reduce flooding or extreme heat, highlighting the correlation between climate change, food access, and health, and by making it easier for the community to purchase locally sourced goods or grown their own food, the Town can help to reduce local GHG emissions and improve our carbon footprint. Because local food does not have to travel as far to get to residents' plates, this reduces the distance that food travels, reduces the emissions produced during the transportation process, and prevents the foods from being exposed to chemicals, gasses, or waxes for preservation. This promotes more sustainable agricultural practices, providing healthier environments and healthier foods for the community to consume.

4. Identify which program priorities your project addresses and explain how your project relates to the identified priorities.

- Nature-based solutions
- Climate resilience policy, including regulations, zoning, and permitting
- Innovative financing or infrastructure investment
- Climate coalitions/convenings or increased municipal staff capacity
- Social resilience or cohesion
- Synergies between climate adaptation and mitigation
- Local food systems or community agriculture
- District-scale climate pilots
- Public outreach, marketing, or arts and culture

The Town of Sudbury's proposed project addresses social resilience and cohesion, local food systems or community agriculture, and public outreach, marketing, or arts and culture. By encouraging the community to eat local, and providing easier opportunities to access these local foods, the Town can provide a space for residents to meet the people that grow their food. This improves social resilience because the community can ask questions about farming methods and pesticide use, and can also get recommendations for meals to make with the food that they are purchasing. Putting a face behind the food we eat can create a better understanding of where our food comes from and can bring the community together. Additionally, by bringing local farmers into the community, the Town hopes to put a spotlight on these farmers and growers, and increase community support for and of them. This helps to support the local economy and support community agriculture. Providing coupon booklets to low-income and climate vulnerable populations allows these community members to also be able to support local food systems by making it easier to access locally grown, nutritious foods at the Sudbury Grown Fair. And finally, this proposed project also supports public outreach, marketing, or arts and culture by providing an engagement series centered around educating the public on the overlap of climate change, food access, and public health, while also providing demonstrations and resources to allow the community to be more climate and food resilient in their own homes.

5. Describe the project team, including partners. Will the hiring of a consultant or vendor be required, and if so, what type and to perform which tasks? Name the consultant or vendor if known. Letters of Support from partners can also be included as attachments to this application.

The project team will include Dani Marini-King (Sustainability Coordinator), Vivian Zeng (Director of Public Health), and Esme Green (Director of Goodnow Library). Other municipal and library staff will support the project to varying degrees across the different deliverables and sub-tasks. The lead coordinator at the Sudbury Community Food Pantry will also be a valuable resource for this proposed project in connecting the Town with climate vulnerable individuals to receive coupon booklets for the Sudbury Grown Fairs and to invite to participate in the engagement series. A consultant or vendor will not be required for this project, however subject matter experts/advisors will be utilized during the engagement series. These subject matter experts will be determined during the core team planning meetings, and will lead climate resilient, agricultural, and/or public health related workshops and demonstrations.

6. Describe how the project advances implementation of a local or regional planning effort (e.g., Municipal Vulnerability Preparedness workshop, Climate Action/Resilience Plan, Natural Hazard Mitigation Plan, Master Plan, Open Space and Recreation Plan, Housing Production Plan, etc.).

The proposed project advances the implementation of many local planning effort. The Town of Sudbury recently completed it's 2023 Climate Mobilization Action Plan (CMAP), which centers climate resilience at it's focus. Several objectives in the CMAP will be advanced if this project is funded including:

1. Partnering with organizations to support sustainable agriculture.
2. Mobilizing volunteers to support community agriculture.
3. Providing resources, including financial assistance, to support community agriculture for low-income residents.
4. Improving mental and physical health outcomes for low-income communities, communities of color, and those with disabilities.
5. Lowering and stabilizing costs related to basic living needs for low-income communities, communities of color, and those with disabilities.
6. Increasing access to healthy foods and a clean environment for low-income communities, communities of color, and those with disabilities.
7. Upholding the fundamental human right to clean, healthy, and adequate food.

Additionally, this project will advance goals and objectives from the Town's 2009-2013 Open Space and Recreation Plan (OSRP), the 2019 Municipal Vulnerability Preparedness (MVP) Summary of Findings Report, 2020 Hazard Mitigation Plan (HMP), and 2021 Master Plan. The Town's OSRP recommends expanding and promoting eco-tourism opportunities in Sudbury, including hiking, canoeing/kayaking, walking, biking, and agricultural uses. This proposed project will help to further this local effort by providing the Sudbury Grown Fair to bring in tourists from other communities. Both MVP and HMP detail wanting to provide communication resources and education to improve social resilience. And in the Master Plan,

the Town details the importance of reducing the Town’s carbon footprint and dependency on fossil fuels.

7. Please describe the communities who will most benefit from your project. Using the Climate Vulnerability Indicators in Figure 1 (page 6) or another related tool, describe how the project will or will not directly benefit populations that are disproportionately vulnerable to climate change due to systemic inequities.

While the Town hopes that everyone in the community will benefit from this proposed project, the climate vulnerable individuals and families should see the most benefit by getting better access to healthy, locally grown foods, and by being given the tools and resources to grow their own food. The aging population, Latinx population, Black population, Asian population, and Indigenous population will all stand to benefit by having healthier, local foods be more accessible to them. Similarly, those with linguistic isolation or without a vehicle may also stand to gain by having opportunities to build more social cohesion within the community through these engagement events. Additionally, the community will have the opportunity to reduce the prevalence of cardiovascular disease and diabetes by increasing access to and education of healthier foods.

The Sudbury Food Pantry provided the data in the table below to show how many families have visited the pantry since 2015. The number of families visiting this regional food pantry has increased steadily since 2016, showing the need for more equitable food access in Sudbury and its surrounding communities.

**Sudbury Food Pantry Family Visits, January 2015 – August 2023**

Year	Jan	Feb	Mar	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
<b>2015</b>	218	190	248	249	210	221	254	243	237	242	305	240	<b>2,857</b>
<b>2016</b>	244	223	241	241	238	203	230	222	244	227	277	234	<b>2,824</b>
<b>2017</b>	269	234	246	242	258	228	243	292	252	272	322	247	<b>3,105</b>
<b>2018</b>	252	257	252	231	267	170	254	255	258	285	331	269	<b>3,081</b>
<b>2019</b>	296	280	275	297	294	209	272	303	303	327	381	286	<b>3,523</b>
<b>2020</b>	341	298	324	328	261	298	266	277	277	282	378	317	<b>3,647</b>
<b>2021</b>	272	256	322	338	301	352	304	230	352	347	494	477	<b>4,045</b>
<b>2022</b>	352	423	519	418	445	400	462	470	480	488	592	553	<b>5,602</b>
<b>2023</b>	474	501	648	511	549	526	441	459					<b>4,109</b>

8. Describe the public engagement completed or planned, including involvement with or leadership from the communities that will be most impacted by the project. Discuss any anticipated challenges regarding public support and/or political will for the project.

The Town has communicated with leadership at the Sudbury Community Food Pantry to gather data on families who have visited the pantry over the past few years. This data has been useful to understand the need for equity with access to healthy food. In the coming weeks and months, the Town will continue to discuss the possibility of implementing a farmers' market in the community and how to gain support from the community. The biggest challenges with this proposed project will be to build trust and buy-in with local farmers and growers so that they are willing to participate in events like this. There may be some hesitation from these farmers and growers if they are unsure whether or not residents will show up and purchase their goods. Additionally, the Town will need to engage the residents to ensure that there is good attendance and participation in these events and the engagement series.

9. Describe the plan for monitoring, maintenance, and/or follow-up. For technical assistance projects, that could include sharing updates on implementation during future municipal meetings. For capital projects, that could include a maintenance schedule for green infrastructure. For capacity building initiatives, that could include proposed follow-up with stakeholders.

The development of the Farmers' Market Feasibility and Implementation Plan will provide a roadmap to host consistent events that will bring locally grown, healthy, nutritious foods to the community. Additionally, educational materials in the form of newsletter articles, workshops, and demonstrations will help educate the public on the overlap of climate resilience and healthy food access. These materials will be uploaded to the Town's website so that they can continue to be accessed once the project ends. And the Town will be able to further engage with stakeholders and community members who participate in the Fair and engagement series to host additional learning opportunities.

10. For Capital Improvement and/or Construction Projects:

- Complete **Appendix B - Permitting and Regulatory Approval** for construction projects, and
- Describe contingency plan for permitting and/or construction delays:

The Town of Sudbury's proposed Locally Grown Sudbury project is capacity building only, and will not require permitting/regulatory approval or a contingency plan for permitting/construction delays.





Planning for Fall Sudbury Grown Fair												
Community engagement for Fall Sudbury Grown Fair												
Distribute additional coupon booklets for Fall Fair as needed												
Organize transportation, childcare, and public safety amenities for Fall Fair												
Host the Sudbury Grown Fair, Fall 2024												
Distribute surveys and questionnaires regarding interest in future farmers' markets												
Develop a Farmers' Market Feasibility and Implementation Plan												

2. A detailed budget for the project indicating how the funds will be used.
- Describe the budget for each task proposed in Section 3.
  - Describe the staff and other personnel time committed to the project.
  - Matching funds are not required for this grant. However, if the total project cost exceeds the grant proposal, describe the matching funds and their respective status and certainty.

**Locally Grown Sudbury, Proposed Budget**

Tasks	Sub-Task/Descriptions	Grant Request	Staff Time (Hours)
Locally Grown Sudbury Planning Meetings	Monthly Meetings with the Locally Grown Sudbury core team to plan two Sudbury Grown Fairs, implement a Climate Resilient Food Security Engagement Series, and to guide the development of a Farmers' Market Feasibility and Implementation Plan.	\$ -	90
Sudbury Grown Fairs	<b>Coupon Booklet for Climate Vulnerable Households</b> - Provide \$50 vouchers to climate vulnerable households to purchase fruits, vegetables, and other locally sourced goods at the Sudbury Grown Fair. A total of 400 vouchers for use at both Fairs. The Locally Grown Sudbury core team will determine metrics for qualifying to receive a coupon booklet.	\$ 25,000.00	20
	<b>Outreach Materials</b> - Develop and circulate flyers, newspaper ads, and other materials to advertise the Spring and Fall Sudbury Grown Fair. Also, create and print coupon booklet to be used at the Fairs.	\$ 1,000.00	20

Climate Resilient Food Security Engagement Series	<b>Transportation and Childcare Amenities</b> - Provide transportation, childcare, and other needed assistance so that residents can participate at the Sudbury Grown Fair.	\$ 1,000.00	30
	<b>Sudbury Grown Bags</b> - Purchase and distribute recycled bags for use at the Sudbury Grown Fairs to reduce waste.	\$ 1,500.00	5
	<b>Public Safety Amenities</b> - Provide safety barriers, bathroom amenities, and other public safety materials to ensure the Sudbury Grown Fairs are safe to attend.	\$ 1,000.00	15
	<b>Guest Speakers/Subject Matter Advisors</b> - Provide stipends for guest speakers and/or subject matter advisors to give presentations or demonstrations on climate resilience, food security, agriculture, and/or public health related topics to the community.	\$ 3,000.00	10
	<b>Workshop and Speaker Series Materials</b> - Provide materials for workshops and demonstrations, such as seeds, canning equipment, informational booklets, etc., and/or provide funding to film and circulate speaker series videos.	\$ 2,500.00	30
	<b>Newsletters</b> - Develop and circulate newsletter articles highlighting climate resilience, food security, agriculture, and/or public health related topics to the community.	\$ 500.00	20
	<b>Community Read: Animal, Vegetable, Miracle by Barbara Kingsolver, Camille Kingsolver, and Steven L. Hopp</b> - Initiate a Community Read of Animal, Vegetable, Miracle (or another sustainability/agriculturally themed book) to highlight the benefits of eating locally and growing your own food. Purchase 50 copies of Animal, Vegetable, Miracle to be rented out at Goodnow Library.	\$ 1,000.00	30
	<b>Outreach Materials</b> - Develop and circulate flyers, newspaper ads, and other materials to advertise the various workshops, demonstrations, and speakers during the engagement series, as well as publicize the community read.	\$ 1,000.00	30
	<b>Transportation, Childcare, and Other Amenities</b> - Provide transportation, childcare, and other needed assistance so that residents can participate at the Sudbury Grown Fair.	\$ 1,000.00	30
	Create a Farmers' Market Feasibility and Implementation Plan utilizing data and feedback gathered over the course of this project. The plan will provide a roadmap to implement a consistent farmers' market in the community.	\$ -	15
<b>Surveys and Questionnaires</b> - Develop and circulate surveys and/or questionnaires to gather feedback on the interest in supporting more local food fairs and farmers' markets.	\$ 500.00	15	
<b>Farmers Market Feasibility and Implementation Plan</b>			

**Total Grant Request \$ 39,000.00**

## Appendix B: Permitting and Regulatory Approval for Construction Projects

*Adapted from the Executive Office of Energy and Environmental Affairs MVP Action Grant RFR.*

1. Project Site Ownership: *If the project is not municipally owned, please demonstrate readiness of transfer of ownership or landowner approval of use for the construction site. Letters of Support can be included as attachments to this application.*      **N/A**

2. Indicate the level of planning readiness for the construction project:      **N/A**

Conceptual Design

50-75% Design

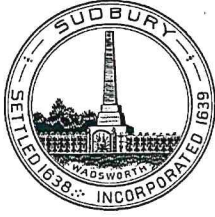
Construction Documents

3. Please complete the following table to indicate the permitting and regulatory review of the construction project as well as your planned dates for securing authority.

Environmental Permits, Licenses, Approvals	Required (Y/N)	Filing Date	Issue/Decision Date
MEPA Review (ENF or EIR)	N		
Waterways (Chapter 91)	N		
Wetlands Protection Act (Order of Conditions, Request for Determination of Applicability, etc.)	N		
Army Corps (USACE) Permit (Section 10 or 404)	N		
FEMA Conditional Letter of Mapping Revision (CLOMR)	N		
CZM Federal Consistency Review	N		
Chapter 91 Waterways Permit or License	N		
Water Quality Certification	N		
Endangered Species Consultation (State or Federal)	N		
Water Management Act Permit	N		
Dam Safety Chapter 253 Permit	N		
MHC Historic Review (including Underwater Historical Resources)	N		
Other:	N		

**Municipal or Special District Coordination Considerations**

<b>Construction Permits and Approvals</b>	<b>Required (Y/N)</b>	<b>Filing Date</b>	<b>Issue/Anticipated Issue Date</b>
Planning Board	N		
Conservation Commission	N		
Zoning Board	N		
Sewer Extension Permit	N		
Utility Relocation	N		
Local Historical Commission	N		
Public Water Supply Tie-in	N		
Public Wastewater Tie-in	N		
Other:	N		



# Town of Sudbury

Office of the Town Manager

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978-639-3381  
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[townmanager@sudbury.ma.us](mailto:townmanager@sudbury.ma.us)

September 14, 2023

Van Du  
Metropolitan Area Planning Council  
60 Temple Place  
Boston, MA 02111  
[vdu@mapc.org](mailto:vdu@mapc.org)

**Re: Locally Grown Sudbury - Town of Sudbury's Accelerating Climate Resilience Grant Application**

Dear Van Du,

I, Andrew J. Sheehan, hereby authorize Dani Marini-King, the Town of Sudbury Sustainability Coordinator, to act as the lead municipal Staff Project Manager for Sudbury's proposed Accelerating Climate Resilience Grant application, Locally Grown Sudbury. If selected to receive this funding, Mrs. Marini-King will be the day-to-day contact for the project and will represent the Town of Sudbury in regular communication with the Metropolitan Area Planning Council on these efforts.

Vivian Zeng, Director of Public Health, and Esme Green, Director of Goodnow Library, are also hereby authorized to act as project partners alongside Mrs. Marini-King to further support the Locally Grown Sudbury proposed project.

Sincerely,

Andrew J. Sheehan  
Town Manager

# Goodnow Library Board of Trustees Self-Evaluation (Spring 2024) DRAFT

Mark the response that best reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).

**Please submit by April 30.** (Adapted from the Dalhousie University Board Self-Evaluation Questionnaire.)

1. Our organization has a three to five-year strategic plan or a set of clear long range goals and priorities.

*Mark only one oval.*

1   2   3   4   5

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2. The board's meeting agenda clearly reflects our strategic plan or priorities.

*Mark only one oval.*

1   2   3   4   5

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3. The board ensures that the Library's accomplishments and challenges are communicated to the public.

*Mark only one oval.*

1   2   3   4   5

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4. Trustees and members of the public have access to reports on how the Library has used its financial and human resources.

*Mark only one oval.*

1   2   3   4   5

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5. Board members are aware of what is expected of them.

*Mark only one oval.*

1   2   3   4   5

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6. The agenda of board meetings is well planned so that we are able to get through all necessary board business.

*Mark only one oval.*

1   2   3   4   5

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7. It seems like most board members come to meetings prepared.

*Mark only one oval.*

1   2   3   4   5

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8. We receive written reports to the board in advance of our meetings.

*Mark only one oval.*

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. All board members participate in important board discussions.

*Mark only one oval.*

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

10. We do a good job encouraging and dealing with different points of view.

*Mark only one oval.*

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

11. We all support the decisions we make.

*Mark only one oval.*

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12. The board has planned and led the orientation process for new board members.

*Mark only one oval.*

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

13. The board has a plan for further board development.

*Mark only one oval.*

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

14. Our board meetings are always interesting.

*Mark only one oval.*

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

15. Our board meetings are frequently fun.

*Mark only one oval.*

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

16. There is a clear understanding of where the board's role ends and the Library Director's begins.

*Mark only one oval.*

1   2   3   4   5

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17. There is good two-way communication between the board and the Library Director.

*Mark only one oval.*

1   2   3   4   5

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18. The board trusts the judgment of the Library Director.

*Mark only one oval.*

1   2   3   4   5

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19. The board provides direction to the Library Director by setting new policies or clarifying existing ones.

*Mark only one oval.*

1   2   3   4   5

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20. The board has discussed as communicated the kinds of information and level of detail it requires from the Library Director on what is happening in the organization.

*Mark only one oval.*

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

21. The board has developed formal criteria and a process for evaluating the Library Director.

*Mark only one oval.*

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

22. The board has formally evaluated the Library Director within the past 12 months.

*Mark only one oval.*

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

23. The board provides feedback and shows its appreciation to the Library Director on a regular basis.

*Mark only one oval.*

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

24. I am aware of what is expected of me as a board member.

*Mark only one oval.*

1   2   3   4   5

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25. I have a good record of meeting attendance.

*Mark only one oval.*

1   2   3   4   5

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26. I read the minutes, reports, and other materials in advance of our board meetings.

*Mark only one oval.*

1   2   3   4   5

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27. I am familiar with what is in the bylaws and governing policies.

*Mark only one oval.*

1   2   3   4   5

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28. I frequently encourage other board members to express their opinions at board meetings.

*Mark only one oval.*

1 2 3 4 5

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29. I am encouraged by other board members to express my opinions at board meetings.

*Mark only one oval.*

1 2 3 4 5

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30. I am a good listener at board meetings.

*Mark only one oval.*

1 2 3 4 5

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31. I follow through on things I have said I would do.

*Mark only one oval.*

1 2 3 4 5

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32. When I have a different opinion than the majority, I raise it.

*Mark only one oval.*

1   2   3   4   5

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33. I support board decisions once they are made even if I do not agree with them.

*Mark only one oval.*

1   2   3   4   5

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34. I promote the work of the Library in the community whenever I have a chance to do so.

*Mark only one oval.*

1   2   3   4   5

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35. I stay informed about issues relevant to our mission and bring information to the attention of the board.

*Mark only one oval.*

1   2   3   4   5

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36. Other comments/feedback?

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