



Town of Sudbury

Planning Board

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MINUTES

JOINT MEETING WITH SELECT BOARD

SEPTEMBER 13, 2021 AT 7:00 PM

VIRTUAL MEETING

Planning Board Members Present: Chair Stephen Garvin, Vice Chair Justin Finnicum, Clerk John Hincks, Anuraj Shah, and John Sugrue

Select Board Members Present: Chair Jennifer Roberts, Vice Chair Charles Russo, Daniel Carty, Janie Dretler, and William Schineller

Others Present: Director of Planning and Community Development Adam Duchesneau, Town Manager Henry Hayes, Jr., and Krista Moravec from the Horsley Witten Group

Ms. Roberts opened the Select Board meeting at 7:01 PM.

Discussion: Master Plan Implementation Committee and Town Forum

Mr. Garvin opened the Planning Board at 7:11 PM.

Mr. Schineller motioned to open a joint meeting with Planning Board to discuss the Master Plan Implementation Committee and Town Forum. Ms. Dretler seconded the motion. Roll Call Vote: Ms. Roberts – Aye, Mr. Russo – Aye, Mr. Carty – Aye, Ms. Dretler – Aye, and Mr. Schineller – Aye.

Mr. Hincks motioned to open a joint meeting with Select Board to discuss the Master Plan Implementation Committee and Town Forum. Mr. Finnicum seconded the motion. Roll Call Vote: Mr. Garvin – Aye, Mr. Finnicum – Aye, Mr. Hincks – Aye, Mr. Shah – Aye, and Mr. Sugrue – Aye.

Mr. Duchesneau presented related goals, including a shared understanding of the Town Forum, and consensus on organization of the Implementation Committee and Working Groups. He announced that the Master Plan Town Forum would be held on Thursday, October 21, 2021 at 7:00 PM via Zoom.

The Select Board and Planning Board discussed various aspects of the Town Forum including the Town's Comprehensive Wastewater Management Plan Forum as an example of a virtual forum; the Horsley Witten Group's summary of the Master Plan; related Action Items; and the budget. It was noted that Town staff and/or Planning Board members could add to the Horsley Witten Group's presentation.

Mr. Garvin confirmed the Town Forum planning represented a collaborative effort between himself, Mr. Russo, and Mr. Duchesneau.

Mr. Schineller stated the Master Plan was owned by the Planning Board and the Planning Board should assume the lead role in terms of implementation.

It was noted that Town staff and/or Planning Board members could add to the Horsley Witten Group's Master Plan Forum presentation.

Mr. Hincks motioned for the 2021 Town Forum to be conducted by having the Horsley Witten Group present the Master Plan materials in general; for Mr. Garvin to act as the Master of Ceremonies and the first point of response on all questions; for Mr. Garvin to appoint, as appropriate, Planning Board member/s to respond to inquiries; and for Ms. Roberts to act as the point of contact for the Select Board, and that Ms. Roberts appoint, as appropriate, the Select Board member/s to respond to policy-related questions.

Mr. Carty recommended amending the motion noting the Town Forum should be kicked off by Mr. Russo in accordance with established procedures.

Mr. Carty motioned for the 2021 Town Forum to be conducted by having Mr. Russo introduce the Town Forum; for the Horsley Witten Group to present the Master Plan materials in general; for Mr. Garvin to act as the Master of Ceremonies, and the first point of response on all questions; for Mr. Garvin to appoint, as appropriate, Planning Board member/s to respond to Master Plan inquiries; and for Ms. Robert to act as the point of contact, and that Ms. Roberts appoint, as appropriate, the Select Board member/s to respond to Master Plan policy-related questions. Mr. Finnicum seconded the amended motion.

Select Board Member Roll Call Vote: Ms. Roberts – Aye, Mr. Russo – Aye, Mr. Carty – Aye, Ms. Dretler – Aye, and Mr. Schineller – Aye.

Planning Board Member Roll Call Vote: Mr. Garvin – Aye, Mr. Finnicum – Aye, Mr. Hincks – Aye, Mr. Shah – Aye, and Mr. Sugrue – Aye

Implementation Committee Discussion

The Select Board and Planning Board members discussed the three options associated with a Master Plan Implementation Committee:

- Model driven by the Select Board
- Model driven by the Planning Board
- Model driven by an Independent Steering Committee

The Select Board and Planning Board agreed the model driven by an Independent Steering Committee was the preferred option.

Discussion continued regarding a working group model and qualifications involved with membership.

Mr. Hincks motioned for the Planning Board to be authorized to implement the Independent Steering Committee, using a working group model, with details to be defined, and later approved. Mr. Russo seconded the motion.

Select Board Member Roll Call Vote: Ms. Roberts – Aye, Mr. Russo – Aye, Mr. Carty – Aye, Ms. Dretler – Aye, and Mr. Schineller – Aye.

Planning Board Member Roll Call Vote: Mr. Garvin – Aye, Mr. Finnicum – Aye, Mr. Hincks – Aye, Mr. Shah – Aye, and Mr. Sugrue – Aye

Ms. Roberts asked if the Planning Board would be owning the Implementation Committee function and would work towards advancing the Action Items associated with the Master Plan. Mr. Finnicum emphasized the accountability factor, noting the Planning Board was accountable to the Select Board, as the working groups and Implementation Committee would be accountable to the Planning Board, and the Planning Board would report to the Select Board regarding Master Plan Action Item implementation progress.

Ms. Roberts suggested a summary document/outline be drafted by Mr. Duchesneau, Select Board Vice Chair Mr. Russo, and Planning Board Chair Mr. Garvin, and then distributed to both the Select Board and Planning Board.

Mr. Carty motioned to close the joint meeting with Planning Board. Ms. Dretler seconded the motion. Roll Call Vote: Ms. Roberts – Aye, Mr. Russo – Aye, Mr. Carty – Aye, Ms. Dretler – Aye, and Mr. Schineller – Aye.

Mr. Hincks motioned to close the joint meeting with Select Board. Mr. Finnicum seconded the motion. Roll Call Vote: Mr. Garvin – Aye, Mr. Finnicum – Aye, Mr. Hincks – Aye, Mr. Shah – Aye, and Mr. Sugrue – Aye.

Mr. Garvin adjourned the meeting at 8:48 PM.