



SUDBURY SELECT BOARD
TUESDAY MAY 28, 2024
7:00 PM, ZOOM

Item #	Time	Action	Item
	7:00 PM		CALL TO ORDER
			Opening remarks by Chair
			Reports from Town Manager
			Reports from Select Board
			Public comments
CONSENT CALENDAR			
1.		<i>VOTE</i>	Vote to authorize the Town Manager to sign Inter-Municipal Agreement (IMA) amendment for the Regional Housing Services Office (RHSO) to update the FY25 budget effective July 1, 2024. as requested by Liz Rust of RHSO.
2.		<i>VOTE</i>	Vote to accept the resignation of Brenda Erickson from the Council on Aging (COA), and send a thank you letter for her service to the Town.
3.		<i>VOTE</i>	Vote to appoint LSRHS History Teachers Tim Cobbett and Sandy Crawford to the Sudbury 250 Committee, both for a term expiring 9/30/26, as requested by committee chair Radha Gargeya.
4.		<i>VOTE</i>	Vote to accept a \$500 donation from the Guild for Human Services, Inc. to the Commission on Disability, in support of the April 10, 2024 Lisa Drennan event, as requested by Cameron LaHaise, COD chair.
5.		<i>VOTE</i>	Vote to Grant a Special Permit to the Sudbury July 4th Road Race, to hold the "Sudbury July 4th Road Race" on Thursday, July 4, 2024 from 7:00 A.M. through approximately 12:00 P.M., subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the race's conclusion.
MISCELLANEOUS			
6.		<i>VOTE</i>	Discussion and potential vote on liaison and committee membership assignments for 2024-25
7.		<i>VOTE</i>	Discussion and vote whether to consolidate election polling locations to one location at the Fairbank Community Center Gym, as requested by Town Clerk Beth Klein.

These agenda items are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. Some items may be taken out of order or not be taken up at all. The Chair will strive to honor timed items as best as possible. The Chair reserves the right to accept public comment on any item and may establish time limits.

Item #	Time	Action	Item
8.			Discussion on after-school care.
9.			Discussion on Select Board office hours.
10.		<i>VOTE</i>	ARPA: Move to reallocate \$36,000 from Mental Health Counselor Services to Per Diem Nursing Services and close out the Mental Health Counselor Services allocation; and close out the unexpended balance of \$32,381 from LSRHS ventilation upgrades.
11.		<i>VOTE</i>	Review the Select Board Spring 2024 Newsletter articles and approve for distribution.
12.			Upcoming agenda items
EXECUTIVE SESSION			
13.		<i>VOTE</i>	Vote to close Open Session and enter Executive Session to conduct strategy session in preparation for negotiations with nonunion personnel and/or to conduct contract negotiations with nonunion personnel, namely the Town Manager, pursuant to General Laws chapter 30A, §21(a)(exception 2).
14.		<i>VOTE</i>	Also, discuss strategy with respect to potential litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares (Eversource), pursuant to General Laws chapter 30A, §21(a)(3).
15.		<i>VOTE</i>	Vote to close Executive Session and not resume Open Session.

These agenda items are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. Some items may be taken out of order or not be taken up at all. The Chair will strive to honor timed items as best as possible. The Chair reserves the right to accept public comment on any item and may establish time limits.



SUDBURY SELECT BOARD
Tuesday, May 28, 2024

CONSENT CALENDAR ITEM

1: RHSO FY25 amendment

REQUESTOR SECTION

Date of request:

Requestor: Liz Rust, RHSO

Formal Title: Vote to authorize the Town Manager to sign Inter-Municipal Agreement (IMA) amendment for the Regional Housing Services Office (RHSO) to update the FY25 budget effective July 1, 2024. as requested by Liz Rust of RHSO.

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

05/28/2024 7:00 PM

AGREEMENT

THIS AGREEMENT is entered into by and between the Towns of Acton, Bedford, Concord, Lexington, Lincoln, Maynard, Natick, Sudbury, Wayland and Weston, hereafter referred to collectively as the “Municipalities,” this 1st day of July 2023, as follows:

WHEREAS, the Municipalities desire to share the services and costs of a common Regional Housing Services Office; and

WHEREAS, the Town of Concord is willing and capable of hosting a Regional Housing Services Office; and

WHEREAS, each of the Municipalities has authority to enter into this Agreement pursuant to G.L. c. 40, s. 4A;

NOW, THEREFORE, the Municipalities, in mutual consideration of the covenants contained herein, intending to be legally bound, agree under seal as follows:

1. Term. The term of this Agreement shall commence on July 1, 2023 and shall expire after a term of three years on June 30, 2026, unless earlier terminated as set forth herein. Any municipality may withdraw from the Agreement as defined below. The Agreement may be renewed for additional three-year terms as voted by each municipality through its respective Board of Selectmen by January 1 of the year of the expiring term.
2. Lead Municipality. During the Term of this Agreement, the Town of Concord shall act as the lead municipality. The Town of Concord shall perform or provide the following:
 - a. Issue Requests for Proposals for Consultants to provide housing administrative services described in Exhibit A: Core Housing Services, attached and incorporated herein, for all the Municipalities;
 - b. Enter into contracts with Consultants to provide said housing administrative services;
 - c. Manage the Consultant contracts;
 - d. Receive invoices from the Consultants and make payments in a timely manner for services rendered;
 - e. Provide office space and related utilities for the Consultants to operate the Regional Housing Services Office;
 - f. Administer the collection, accounting and use of funds provided by the Municipalities to fund the Consultant contracts;
 - g. Provide overall program oversight and related administration;
 - h. Provide conflict resolution in accordance with Section 10 below.
3. Duties of the Regional Housing Services Office. During the Term of this Agreement, the Regional Housing Services Office shall perform the housing administrative services as described in Exhibit A: Core Housing Services for an annual allocation of hours as indicated in Exhibit B: Fee Structure, attached and incorporated herein.

4. Funding Structure and Payment. The Town of Concord shall annually request funds from the Municipalities for the upcoming year by July 1 with payment due within 30 days of the written request and the Municipalities shall provide annual funding to the Town of Concord pursuant to the Fee Structure, attached as Exhibit B: Fee Structure. Funding for supplemental services not included in Exhibit A: Core Housing Services and for additional hours in excess of the allotted hours in Exhibit B: Fee Structure shall be requested separately, at the discretion of the Town of Concord and the individual municipality. The Town of Concord shall hold all funds in a separate revolving fund account in trust for each Municipality and shall not disburse such funds for any purpose other than payment of invoices from the contracted Consultants for services rendered and other program expenses. Any municipality may borrow or lend hours to other Municipalities upon written agreement between the impacted municipalities, provided that the total number of hours available to the Regional Housing Services Office remains constant.

5. Subsequent Year Adjustments. The annual allocation of hours in Exhibit B: Fee Structure shall be reviewed and adjusted, if necessary, annually, three (3) months prior to end of each year of the Term of this Agreement. The Town of Concord shall provide to all Municipalities a record of the actual hours of services provided to each municipality and propose an amended Exhibit B in order to make any adjustments necessary for the following year of the Term, which shall be adopted as the Municipalities may agree, in accordance with Section 14.

6. Indemnification. Notwithstanding the final sentence of G.L. c. 40, §4A, to the extent permitted by law, each Municipality (the “Indemnifying Municipality”) separately agrees to indemnify the Town of Concord, including all officials, officers, employees, agents, servants and representatives, from and against any claim arising out of the duties performed by the Regional Housing Services Office pursuant to the Agreement in or on behalf of the Indemnifying Municipality for any claim of liability, loss, damages, costs and expenses for personal injury or damage to real or personal property by reason of any negligent act or omission by the Regional Housing Services Office while performing services for the Indemnifying Municipality. As to any claim or occurrence, the express indemnification set forth above shall be town-specific: Acton's obligations shall be limited to the services provided for Acton; Bedford's obligations shall be limited to the services provided for Bedford; Concord's obligations shall be limited to the services provided for Concord; Lexington's obligations shall be limited to the services provided for Lexington; Lincoln's obligations shall be limited to the services provided for Lincoln; Maynard's obligations shall be limited to the services provided for Maynard; Natick’s obligations shall be limited to the services provided for Natick; Sudbury’s obligations shall be limited to the services provided for Sudbury; Wayland's obligations shall be limited to the services provided for Wayland; and Weston's obligations shall be limited to the services provided for Weston. The Indemnifying Municipality’s obligation to indemnify under this Section shall be limited to and benefited by the immunities and the limits on liability that would be applicable under M.G.L. c. 258 and any other law or statute limiting the liabilities of municipalities as if the negligent act or omission had been made by an employee of the Indemnifying Municipality. Furthermore, the Indemnifying Municipalities shall not be liable for any claims arising from:

- a. Violations of state or federal civil rights statutes;

- b. Violations of state or federal discrimination statutes;
- c. Wrongful termination claims;
- d. Violations of any state or federal statute dealing with employment practices;
- e. Claims that are covered by any insurance policy.

7. Termination. (Subsection A) Any Municipality, by a vote of its respective Board of Selectmen or Select Board, may withdraw from and terminate this Agreement at the end of any year with the provision of at least two months' prior written notice to the Town of Concord. No such termination shall affect any obligation of indemnification that may have arisen hereunder prior to such termination. Upon such termination, the Town of Concord shall prepare full statements of outstanding unpaid financial obligations under this Agreement and present the same to the terminating Municipality for payment within thirty (30) days thereafter. The Town of Concord, by a vote of its respective Select Board, may terminate this Agreement upon the provision of at least one-month prior written notice to the participating Municipalities. After termination of this Agreement, the Town of Concord shall remain liable to the participating Municipalities for any portion of the payments received not earned. (Subsection B) Any Municipality may withdraw at the end of any fiscal year in which the municipal legislative body has not appropriated funds sufficient to support that municipality's participation in the subsequent fiscal year, provided that in such an event, the municipality shall give as much notice to other subscribers to this Inter-Municipal Agreement as the circumstances allow.

8. Advisory Committee. There shall exist an Advisory Committee comprised of one (1) representative from each municipality, whom shall be appointed by the Town Manager/Administrator of the municipality. The Advisory Committee shall endeavor to meet on a quarterly basis in August, November, February and May. The Town of Concord shall prepare and send to each municipality a quarterly status report prior to the quarterly meeting.

9. Conflict Resolution. The Advisory Committee may hold additional meetings to discuss and resolve any conflicts that may arise including, but not limited to, disagreements regarding the needs of each municipality and changes to the annual allocation of hours as indicated in Exhibit B: Fee Structure. Any recommendations made to the Director of the Regional Housing Services Office must be made by a majority vote. Any unresolved issues shall be decided by the Town Manager of the Town of Concord.

10. Additional Communities. The Advisory Committee may vote at any time to amend this Agreement to add an additional municipality or municipalities by unanimous vote and approval of the Lead Municipality, so long as there are no more than ten (10) member communities. If voted and approved as provided in this Section, the participation of said municipality or municipalities is effective as of July 1 of the fiscal year next after the vote is taken unless otherwise agreed among all parties. Any such additional municipality must be adjacent to at least one municipality participating in this Agreement unless waived by a majority of the Town Managers of the originally participating communities.

11. Financial Safeguards. The Town of Concord shall maintain separate, accurate and comprehensive records of all services performed for each of the Municipalities hereto, and

all funds received from the Municipalities. The Town of Concord shall issue a financial report for each fiscal year to each of the Municipalities by December 31 of the following fiscal year.

12. Assignment. None of the Municipalities shall assign or transfer any of its rights or interests in or to this Agreement, or delegate any of its obligations hereunder, without the prior written consent of all of the other Municipalities.

13. Amendment. This Agreement may be amended only in writing signed by all Municipalities duly authorized thereunto.

14. Severability. If any provision of this Agreement is held by a court of appropriate jurisdiction to be invalid, illegal or unenforceable, or if any such term is so held when applied to any particular circumstance, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement, or affect the application of such provision to any other circumstances, and the remaining provisions hereof shall not be affected and shall remain in full force and effect.

15. Governing Law. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the Commonwealth of Massachusetts.

16. Headings. The paragraph headings herein are for convenience only, are no part of this Agreement and shall not affect the interpretation of this Agreement.

17. Notices. Any notice permitted or required hereunder to be given or served on any Municipality shall be in writing signed in the name of or on behalf of the Municipality giving or serving the same. Notice shall be deemed to have been received at the time of actual receipt of any hand delivery or three (3) business days after the date of any properly addressed notice sent by mail as set forth below:

Town of Acton
 Town Manager
 472 Main Street
 Acton, MA 01720

Town of Bedford
 Town Manager
 10 Mudge Way
 Bedford, MA 01730

Town of Concord
 Town Manager
 Town House, P.O. Box 535
 22 Monument Square
 Concord, MA 01742

Town of Lexington
 Town Manager
 1625 Massachusetts Avenue
 Lexington, MA 02420

Town of Lincoln
 Town Administrator
 Town of Lincoln
 16 Lincoln Road
 Lincoln, MA 01773

Town of Maynard
 Town Administrator
 Town of Maynard
 195 Main St
 Maynard, MA 01754

Town of Natick
 Town Administrator
 13 East Central Street
 Natick, MA 01760

Town of Sudbury
 Town Manager
 278 Old Sudbury Road
 Sudbury, MA 01776

Town of Wayland
 Town Manager
 41 Cochituate Road
 Wayland, MA 01778

Town of Weston
 Town Manager
 P.O. Box 378
 Weston, MA 02493

18. Complete Agreement. This Agreement constitutes the entire Agreement between the Municipalities concerning the subject matter hereof, superseding all prior agreements and understandings. There are no other agreements or understandings between the Municipalities concerning the subject matter hereof. Each Municipality acknowledges that it has not relied on any representations by any other Municipality or by anyone acting or purporting to act for another Municipality or for whose actions any other Municipality is responsible, other than the express, written representations set forth herein.

[SIGNATURE PAGES FOLLOW EXHIBIT B]

Exhibit A
Core Housing Services

1. Monitoring
 - Monitoring Database of Affordable Housing Developments and residents
 - Monitor ownership units
 - Monitor rental developments
 - Assist with resales of ownership units
 - Maintain municipal inventory records with the Subsidized Housing Inventory maintained by the Department of Housing and Community Development
2. HOME administration
 - Assist in the preparation of the Annual Action Plan and Annual CAPER documents
 - Monitor HOME Units
 - Consult on HOME funded projects
3. Local Support
 - Provide valuations to assessors for restricted ownership units
 - Meet with staff and housing entities
 - Consult on projects
 - Prepare and Review project documents
4. Regional Activities
 - Assist communities with regional linkages
 - Maintain and support RHSO website, including public and private pages
 - Provide programs and referrals to residents
 - Administer Programs on behalf of all communities

[SIGNATURE PAGES FOLLOW EXHIBIT B]

Exhibit B Fee Structure

The participating municipalities will proportionally share the total cost of operating the Regional Housing Services Office. The proportional share is determined based on the percentage of hours planned to support each municipality for core services as represented in the fee schedule.

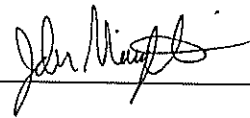
Membership Fee Schedule Chart for FY24

FY24 Membership Fee Schedule			
	Hours	% of hrs	Pro rata \$
Acton	477	10%	\$39,971
Bedford	453	9%	\$37,960
Concord	775	16%	\$64,942
Lexington	477	10%	\$39,971
Lincoln	366	8%	\$30,669
Maynard	159	3%	\$13,324
Natick	298	6%	\$24,971
Sudbury	1,121	23%	\$93,935
Wayland	147	3%	\$12,318
Weston	501	10%	\$41,982
Total	4,774	100%	\$400,043

This fee structure does not include payment for supplemental services which will be proposed and invoiced outside of this agreement or payment for additional hours in excess of the allotted hours.

Hereon duly authorized and executed as a sealed instrument,

TOWN OF ACTON
By its Town Manager



Date: June 5, 2023

Attachment1.a: Regional Housing Services Office IMA - FY24 fully executed (6232 : RHSO FY25 amendment)

Hereon duly authorized and executed as a sealed instrument,

TOWN OF BEDFORD
By its ^{Mayor} Town Manager

Colleen Doyle

Date: June 12, 2023

Attachment 1.a: Regional Housing Services Office IMA - FY24 fully executed (6232 : RHSO FY25 amendment)

Hereon duly authorized and executed as a sealed instrument,

TOWN OF CONCORD
By its Town Manager

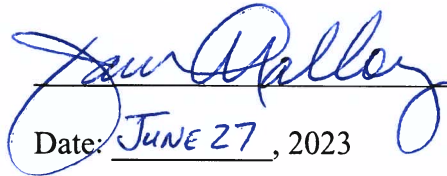
[Handwritten Signature]

Date: June 6, 2023

Attachment 1.a: Regional Housing Services Office IMA - FY24 fully executed (6232 : RHSO FY25 amendment)

Hereon duly authorized and executed as a sealed instrument,

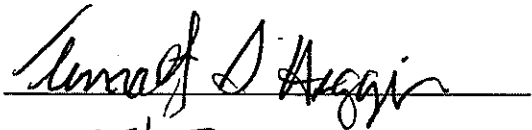
TOWN OF LEXINGTON
By its Town Manager


Date: JUNE 27, 2023

Attachment 1.a: Regional Housing Services Office IMA - FY24 fully executed (6232 : RHSO FY25 amendment)

Hereon duly authorized and executed as a sealed instrument,

TOWN OF LINCOLN
By its Town Administrator



Date: 05/23, 2023

Attachment 1.a: Regional Housing Services Office IMA - FY24 fully executed (6232 : RHSO FY25 amendment)

Hereon duly authorized and executed as a sealed instrument,

TOWN OF MAYNARD
By its Town Administrator



Date: June 6, 2023

Attachment1.a: Regional Housing Services Office IMA - FY24 fully executed (6232 : RHSO FY25 amendment)

Hereon duly authorized and executed as a sealed instrument,

TOWN OF NATICK
By its Town Administrator



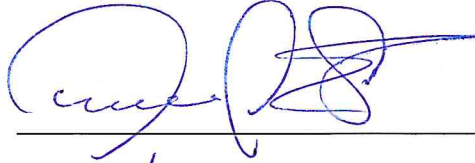
Date: May 22, 2023

Attachment1.a: Regional Housing Services Office IMA - FY24 fully executed (6232 : RHSO FY25 amendment)

Hereon duly authorized and executed as a sealed instrument,

TOWN OF SUDBURY

By its Town Manager



Date: 5/22, 2023

Attachment 1.a: Regional Housing Services Office IMA - FY24 fully executed (6232 : RHSO FY25 amendment)

Hereon duly authorized and executed as a sealed instrument,

TOWN OF WAYLAND
By its Town Manager



Michael McCool

Date: June 6, 2023

Attachment 1.a: Regional Housing Services Office IMA - FY24 fully executed (6232 : RHSO FY25 amendment)

Hereon duly authorized and executed as a sealed instrument,

TOWN OF WESTON
By its Town Manager



Date: 5-17, 2023

Attachment 1.a: Regional Housing Services Office IMA - FY24 fully executed (6232 : RHSO FY25 amendment)

AMENDMENT

The agreement entered into by and between the Towns of Acton, Bedford, Concord, Lexington, Lincoln, Maynard, Natick, Sudbury, Wayland and Weston (collectively the “Municipalities”), dated July 1, 2023, effective July 1, 2023 (the “Agreement”) to share services of a Regional Housing Services Office provided by the Town of Concord (the “Agreement”), which is incorporated herein by reference, is hereby amended, effective July 1, 2024, as described below.

WHEREAS, the Town of Concord agrees to provide the services described in the Agreement, and NOW,

- Exhibit B. Fee Structure. This Exhibit is deleted and replaced in its entirety with the Membership Fee Schedule Chart for FY25, attached hereto as Exhibit B.

- [SIGNATURE PAGES FOLLOW EXHIBIT B]

Exhibit B

Membership Fee Schedule Chart for FY25

The participating municipalities will proportionally share the total cost of operating the Regional Housing Services Office. The proportional share is determined based on the percentage of hours planned to support each municipality for core services as represented in the fee schedule.

This fee structure does not include payment for additional supplemental services which will be proposed and invoiced outside of this agreement or payment for additional hours in excess of the allotted hours.

FY25 Membership Fee Schedule			
	Hours	% of hrs	Pro rata \$
Acton	504	10%	\$39,922
Bedford	479	10%	\$37,942
Concord	845	17%	\$66,933
Lexington	530	11%	\$41,981
Lincoln	383	8%	\$30,337
Maynard	170	4%	\$13,466
Natick	321	7%	\$25,426
Sudbury	925	19%	\$73,269
Wayland	164	3%	\$12,990
Weston	530	11%	\$41,981
Total	4,851	100%	\$384,248

Attachment 1.b: RHHSO IMA Amendment - FY25 (6232 : RHHSO FY25 amendment)

Hereon duly authorized and executed as a sealed instrument,

TOWN OF ACTON

By its Town Manager

Date: _____, 2024

Attachment 1.b: RHISO IMA Amendment - FY25 (6232 : RHISO FY25 amendment)

Hereon duly authorized and executed as a sealed instrument,

TOWN OF BEDFORD

By its Town Manager

Date: _____, 2024

Attachment 1.b: RHISO IMA Amendment - FY25 (6232 : RHISO FY25 amendment)

Hereon duly authorized and executed as a sealed instrument,

TOWN OF CONCORD

By its Town Manager

Date: _____, 2024

Attachment 1.b: RHISO IMA Amendment - FY25 (6232 : RHISO FY25 amendment)

Hereon duly authorized and executed as a sealed instrument,

TOWN OF LEXINGTON

By its Town Manager

Date: _____, 2024

Attachment 1.b: RHISO IMA Amendment - FY25 (6232 : RHISO FY25 amendment)

Hereon duly authorized and executed as a sealed instrument,

TOWN OF LINCOLN

By its Town Administrator

Date: _____, 2024

Attachment 1.b: RHISO IMA Amendment - FY25 (6232 : RHISO FY25 amendment)

Hereon duly authorized and executed as a sealed instrument,

TOWN OF MAYNARD

By its Town Administrator

Date: _____, 2024

Attachment 1.b: RHSO IMA Amendment - FY25 (6232 : RHSO FY25 amendment)

Hereon duly authorized and executed as a sealed instrument,

TOWN OF NATICK

By its Town Administrator

Date: _____, 2024

Attachment 1.b: RHISO IMA Amendment - FY25 (6232 : RHISO FY25 amendment)

Hereon duly authorized and executed as a sealed instrument,

TOWN OF SUDBURY

By its Town Manager

Date: _____, 2024

Attachment 1.b: RHISO IMA Amendment - FY25 (6232 : RHISO FY25 amendment)

Hereon duly authorized and executed as a sealed instrument,

TOWN OF WAYLAND

By its Town Manager

Date: _____, 2024

Attachment 1.b: RHISO IMA Amendment - FY25 (6232 : RHISO FY25 amendment)

Hereon duly authorized and executed as a sealed instrument,

TOWN OF WESTON

By its Town Manager

Date: _____, 2024

Attachment 1.b: RHISO IMA Amendment - FY25 (6232 : RHISO FY25 amendment)



SUDBURY SELECT BOARD
Tuesday, May 28, 2024

CONSENT CALENDAR ITEM

2: Accept COA resignation

REQUESTOR SECTION

Date of request:

Requestor: Debra Galloway

Formal Title: Vote to accept the resignation of Brenda Erickson from the Council on Aging (COA), and send a thank you letter for her service to the Town.

Recommendations/Suggested Motion/Vote: Vote to accept the resignation of Brenda Erickson from the Council on Aging (COA), and send a thank you letter for her service to the Town.

Background Information:
attached memo from COA

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

05/28/2024 7:00 PM



Sudbury Senior Center

Town of Sudbury, Massachusetts

40 Fairbank Road • Sudbury, Massachusetts • 01776-1681

Phone: (978) 443-3055 • Fax: (978) 443-6009 • E-mail: senior@sudbury.ma.us
www.sudburyseniorcenter.org

May 16, 2024

Sudbury Select Board
Town of Sudbury
278 Old Sudbury Road
Sudbury, MA 01776

Dear Members of the Select Board,

The Board of the Sudbury Council on Aging has received a letter of resignation from COA Member Brenda Erickson. Brenda has been a member since December 2023. We thank Brenda for her service.

Sincerely,

Debra Galloway, Director

for the Sudbury Council on Aging

Attachments: Resignation letter

f:\coa board\membership\select board letter re board appointee to fill vacancy 2024.doc

Attachment2.a: select board letter re coa resignation 2024 (6244 : Accept COA resignation)



SUDBURY SELECT BOARD

Tuesday, May 28, 2024

CONSENT CALENDAR ITEM

3: Appoint new members to 250 Committee

REQUESTOR SECTION

Date of request:

Requestor: Radha Gargeya, chair

Formal Title: Vote to appoint LSRHS History Teachers Tim Cobbett and Sandy Crawford to the Sudbury 250 Committee, both for a term expiring 9/30/26, as requested by committee chair Radha Gargeya.

Recommendations/Suggested Motion/Vote: Vote to appoint LSRHS History Teachers Tim Cobbett and Sandy Crawford to the Sudbury 250 Committee, both for a term expiring 9/30/26, as requested by committee chair Radha Gargeya.

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

05/28/2024 7:00 PM

From: Radha Gargeya
Sent: Tuesday, May 21, 2024 5:01 PM
To: Sudbury 250 Committee <Sudbury250@sudbury.ma.us>
Subject: Fwd: Sudbury 250 Committee

FYI only.

(Please do not reply-all per OML guidelines.)

- Radha

Begin forwarded message:

From: Andrew Stephens <andrew_stephens@lsrhs.net>
Date: May 21, 2024 at 4:47:47 PM EDT
To: Radha Gargeya
Cc: Timothy Cobbett <timothy_cobbett@lsrhs.net>, Joshua Gilman <joshua_gilman@lsrhs.net>
Subject: Sudbury 250 Committee

Hi Radha,

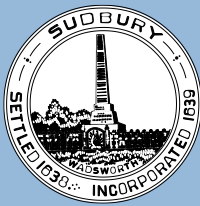
I am happy to let you know that Tim Cobbett will take lead with the 250 committee with Josh in support to ensure as much as possible that we have a rep at as many meetings as possible. Sandy Crawford and I will be administrative liaisons with them. One snag is that the 11:00am meeting time will be a challenge though for both of them as it is during the school day.

Nonetheless, I wanted to introduce you all and appreciate your work with this endeavor.

Thanks,
Andrew

--

Andrew Stephens, Ed.D. (he/him/his)
Superintendent / Principal
Lincoln-Sudbury Regional High School
(978) 443-9961 x2370
andrew_stephens@lsrhs.net



SUDBURY SELECT BOARD

Tuesday, May 28, 2024

CONSENT CALENDAR ITEM

4: Accept donation to COD

REQUESTOR SECTION

Date of request:

Requestor: Cameron Lahaise, COD chair

Formal Title: Vote to accept a \$500 donation from the Guild for Human Services, Inc. to the Commission on Disability, in support of the April 10, 2024 Lisa Drennan event, as requested by Cameron LaHaise, COD chair.

Recommendations/Suggested Motion/Vote: Vote to accept a \$500 donation from the Guild for Human Services, Inc. to the Commission on Disability, in support of the April 10, 2024 Lisa Drennan event, as requested by Cameron LaHaise, COD chair.

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Approximate agenda time requested:

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Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

05/28/2024 7:00 PM



SUDBURY SELECT BOARD
Tuesday, May 28, 2024

CONSENT CALENDAR ITEM
5: 2024 Sudbury July 4 Road Race

REQUESTOR SECTION

Date of request:

Requestor: Deb Bernstein

Formal Title: Vote to Grant a Special Permit to the Sudbury July 4th Road Race, to hold the “Sudbury July 4th Road Race” on Thursday, July 4, 2024 from 7:00 A.M. through approximately 12:00 P.M., subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the race’s conclusion.

Recommendations/Suggested Motion/Vote: Vote to Grant a Special Permit to the Sudbury July 4th Road Race, to hold the “Sudbury July 4th Road Race” on Thursday, July 4, 2024 from 7:00 A.M. through approximately 12:00 P.M., subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the race’s conclusion.

Background Information:
Please see attached.

Financial impact expected:n/a

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

- Select Board Office Pending
- Town Manager's Office Pending
- Town Counsel Pending
- Select Board Pending
- Select Board Pending

05/28/2024 7:00 PM

Addendum to Charitable Race Application

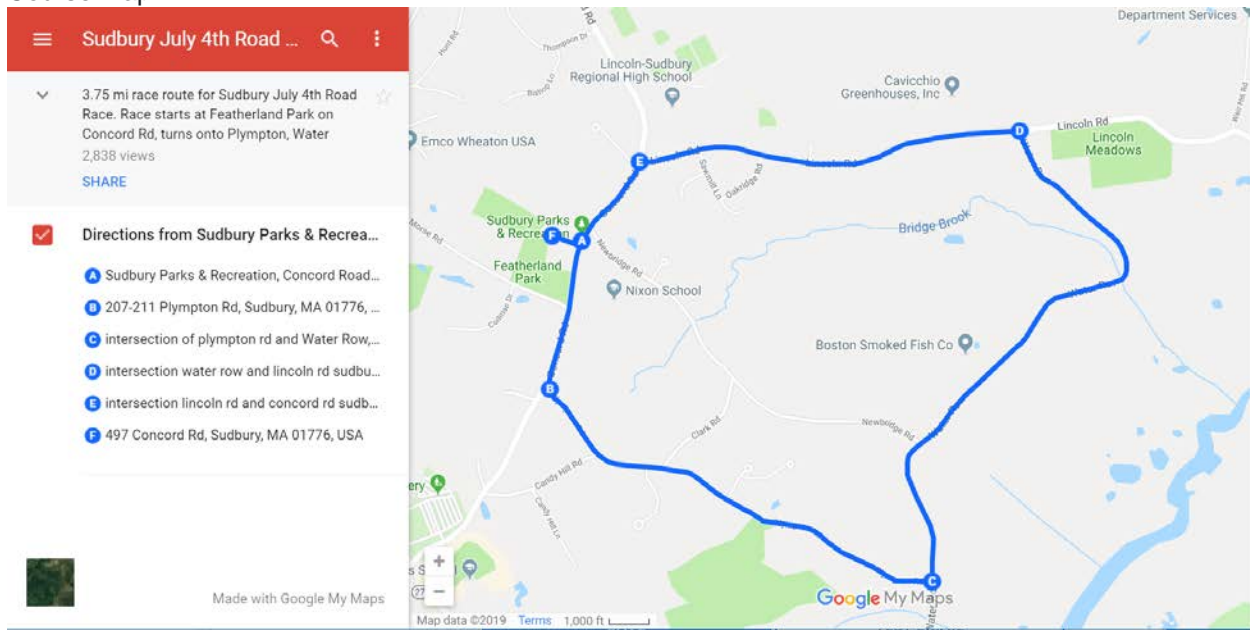
Sudbury July 4th Road Race 2024

Course is run counter-clockwise. Race starts at Featherland Park, location "A" on map below. Concord Road is closed to cars until the runners have turned onto Plympton Road (location "B").

Cones will be placed to give runners a lane on Concord Road from Lincoln Road (location E) to Featherland (location A). Police will direct runners and traffic at location E and location A. No cars will be allowed in Featherland from location A to the finish line (location F).

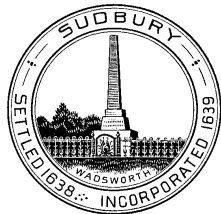
Sudbury Fire Department has been contacted to provide an ambulance at Featherland Park.

Course Map:



Additional points:

- We will also have a kids fun run at the softball field, co-hosted with Sudbury Family Network.
- Race committee will be placing road race information placards at several spots across town
- Police chief and Fire chief have been contacted
- Insurance binder – we obtain insurance every year thru USA Track & Field for at least 1,000,000\$. We name Town of Sudbury as additional insured. Insurance approval is pending and we will forward the documentation to you as soon as we have it.
- This race has been held in Sudbury every year since 1965. Thank you for your support!



TOWN OF SUDBURY

Office of Select Board

www.sudbury.ma.us

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

Email: SBadmin@sudbury.ma.us

APPLICATION FOR A CHARITABLE WALK/RELAY PERMIT ON A PUBLIC WAY

Written permission to conduct a fundraising walk or relay race in any public street, public sidewalk or public way within the Town must be obtained from the Select Board prior to the event. The Chief of Police will determine the appropriate public safety requirements for this event and the cost of such special duty officers, if any required, will be borne by the applicant. The Town of Sudbury requires a Certificate of Insurance of no less than \$1,000,000, naming the Town as an additional insured. All cleanup from the event will be completed by the applicant within 8 hours after the stated ending time or applicant will be billed for the Town's cost to clean up. Application processing can take up to four weeks as approval from the Police, Building and Park & Recreation departments may be required prior to Select Board approval. Processing begins after all required materials are received, so please plan accordingly.

Organization Name _____

Event Name _____

Organization Address _____

Name of contact person in charge _____

Telephone Number(s) of contact _____ (cell) _____

Email address _____

Date of event _____ Rain Date _____

Starting time _____ Ending time _____

Route of the race/relay and portion of the road requested to be used (please indicate on map and attach to this application) _____

Anticipated number of participants _____

Assembly area (enclose written permission of owner if private property to be used for assembly) _____

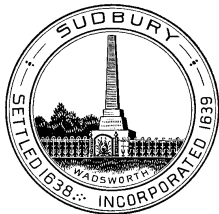
Organization that proceeds will go to _____

Any other important information _____

The undersigned applicant agrees that the applicant and event participants will conform to applicable laws, by-laws and regulations as well as any special requirement that may be made as a condition of the granting of permission pursuant to this application. I/we agree to hold the Town of Sudbury harmless from any and all liability and will defend the Town of Sudbury in connection therewith.

Signature of Applicant _____ Date _____

Attachment5.a: CharitableWalkApplication 4July 2024_SB (6252 : 2024 Sudbury July 4 Road Race)



TOWN OF SUDBURY

Office of Select Board

www.sudbury.ma.us

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

Email: SBadmin@sudbury.ma.us

CONTINUED: APPLICATION FOR A CHARITABLE WALK/RELAY PERMIT...

Application Checklist:

- Application Form
- Map of Route
- Evidence of Certificate of Insurance (please see details above)

Please submit completed application and materials to:

Office of Select Board

278 Old Sudbury Rd.

Sudbury, MA 01776

Fax: 978-443-0756

Email: SBadmin@sudbury.ma.us

2024 Sudbury July 4 Road Race

Tuesday, July 4, 2024

Department Feedback

Department	Staff	Date	Comments
Fire Department	Asst Chief Choate	5/23/24	No issues with the Fire Dept.
Highway Department	Dan Nason	5/23/24	The Public Works Department does not have an issue with this event assuming no Department resources (labor, equipment, vehicle, barricades, cones, etc.) are requested or required for said event.
Park & Recreation	Dennis Mannone	5/22/24	All set.
Police Department	Chief Nix	5/22/24	We have no issues and will support the event as we have for some time.



SUDBURY SELECT BOARD

Tuesday, May 28, 2024

MISCELLANEOUS (UNTIMED)

6: Liaison and committee assignments for 2024-25

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discussion and potential vote on liaison and committee membership assignments for 2024-25

Recommendations/Suggested Motion/Vote:

Background Information:
attached current list 2023-24

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

05/28/2024 7:00 PM

SUDBURY SELECT BOARD LIAISON AND COMMITTEE ASSIGNMENTS 2023-2024

Approved: 5/30/23, 6/13/23

<i>Chair Dretler</i>	<i>Vice Chair Kouchakdjian</i>	<i>Member Carty</i>	<i>Member Roberts</i>	<i>Member Russo</i>
Town Manager/Town Departments	Board of Health	Board of Assessors	Chamber of Commerce	Cultural Council
Town Moderator	Capital Improvement Advisory Committee (CIAC)	Goodnow Library Trustees	Commission on Disability	Design Review Board
Lincoln Board of Selectmen	ConCom	Historical Commission	Council on Aging	Earth Removal Board
Town Historian	L-S Regional High School	Historical Districts Commission	Diversity, Equity, and Inclusion Commission	Land Acquisition Review Committee
Memorial Day Committee	Park and Recreation Commission	Sudbury Public Schools Committee	Energy and Sustainability Committee	Planning Board
Rail Trail Advisory Committee	Permanent Building Committee	Sudbury Water District	Finance Committee	Ponds & Waterways
	Sudbury Housing Authority			Zoning Board of Appeals

MEMBER OF COMMITTEE(S):
M.A.G.I.C.
Sudbury Housing Trust

M.B.T.A.	Community Preservation Committee (CPC)	Local Emergency Planning Committee: CERT/MRC
Transportation Committee	Housing Production Plan Working Group	September 11 Memorial Garden Oversight Committee

Attachment6.a: FINAL_Select Board Liaison Assignments 2023-2024 062723 (6167 : Liaison and



SUDBURY SELECT BOARD

Tuesday, May 28, 2024

MISCELLANEOUS (UNTIMED)

7: Consolidate election polling locations

REQUESTOR SECTION

Date of request:

Requestor: Town Clerk Beth Klein

Formal Title: Discussion and vote whether to consolidate election polling locations to one location at the Fairbank Community Center Gym, as requested by Town Clerk Beth Klein.

Recommendations/Suggested Motion/Vote: Discussion and vote whether to consolidate election polling locations to one location at the Fairbank Community Center Gym, as requested by Town Clerk Beth Klein.

Background Information:

In 2024 a new gym was completed at the Fairbank Community Center. There have been two elections in the new gym which were successful. The Town Clerk is requesting that the polling place for Precincts 4 and 6 be changed to the Fairbank Community Center Gym. This would allow all Sudbury voters to vote in the same location, reduce costs and ease the running of elections. Due to the decrease of voters who vote in person on election day, this would be a better use of Town resources.

It is recommended that the Select Board vote to designate the Fairbank Gym as the new polling place for Precinct 4 and 6.

MGL 54, sec. 24. "When a polling place in a voting precinct is changed from one location to another, the board of election commissioners in the city of Boston, the aldermen in any other city or the selectmen in any town shall cause printed descriptions of such polling place to be posted in such public places in such precinct as they determine and shall give notice by mail to each residence of one or more registered voters therein."

Financial impact expected:cost savings from reducing two polling places to one.

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

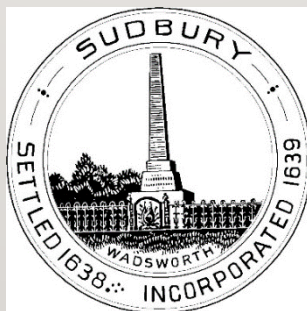
Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending

Select Board
Select Board

Pending
Pending

05/28/2024 7:00 PM

TOWN OF SUDBURY POLLING PLACE CONSOLIDATION



TOWN CLERK / CHIEF ELECTION OFFICIAL

BETH R. KLEIN, CMC, CMMC

MAY 28, 2024

EXECUTIVE SUMMARY

Recommendation:

That the two current voting locations:

- Precincts 1, 2, 3 and 5 at the Fairbank Community Center, and
- Precincts 4 and 6 at the Town Hall, 322 Concord Rd

be consolidated to a single voting location at the Fairbank Community Center.

The result would be:

Greater convenience to voters, simplification of election management, and cost savings to the Town of Sudbury.

WHY CONSOLIDATE AT FAIRBANK

- **The new Fairbank Gym is twice the size of the old gym and will easily fit six precincts. It has central air conditioning – Lower Town Hall does not have air conditioning.**
- **The Fairbank gym is newly renovated, completely ADA compliant, multiple restrooms. Separate breakroom for election workers. Town Hall only has one ADA compliant bathroom located in the polling place and no breakroom for election workers.**
- **Abundance of parking at Fairbank including handicap parking.**
- **Parking at Town Hall on election day has always been difficult, because it is shared with the Noyes school employees and parents.**
- **There are plans for the Sudbury Town Hall building to be renovated which will eventually make it inaccessible for elections.**
- **Fairbank has a generator in case of power outage**

PROPOSED CONSOLIDATION: SIX PRECINCTS INTO ONE LOCATION AT FAIRBANK GYMNASIUM 13,495 REGISTERED VOTERS



Attachment 7.a: Polling consolidation plan 2024 (6224 : Consolidate election polling

MARCH 25, 2024 ATE

EXAMPLES OF CONSOLIDATION: OTHER TOWNS UTILIZATION OF GYMNASIUMS AS ONE POLLING LOCATION

DUXBURY, MA **Six** Precincts in High School Gymnasium **12,000 Registered Voters**

WESTBOROUGH, MA **Six** Precincts in High School Gymnasium **13,300 Registered Voter**

SHARON, MA **Five** Precincts in High School Gymnasium **13,161 Registered Voters**

AUBURN, MA **Five** Precincts in High School Gymnasium **12,500 Registered Voters**

EASTON, MA **Seven** Precincts in High School Gymnasium **17,500 Registered Voters**



BENEFITS OF A SINGLE POLLING LOCATION

- **Surrounding communities have found that consolidation of precincts has proven to be cost effective and has resulted in a more efficient Election Day process. Less election equipment is needed if there is only one polling place. i.e. AutoMark Ballot Marking Machine is required for each polling place.**
- **One location reduces voter confusion. Voters can be directed to their correct precinct without having to leave the building.**
- **Setting up at only one location will be faster and easier. Will ease the work demand on the Town Clerk staff.**
- **Being in one central location will reduce the amount of police details, custodial overtime and election workers required.**
- **Candidates and their supporters can be at one place to campaign and to obtain unofficial election results quickly when the polls close.**
- **Consolidation would enable the Town Clerk or the Assistant Town Clerk to oversee all precincts simultaneously and therefore, be at the polling location overseeing all precincts to quickly mitigate and resolve any voting issues that may arise on Election Day.**

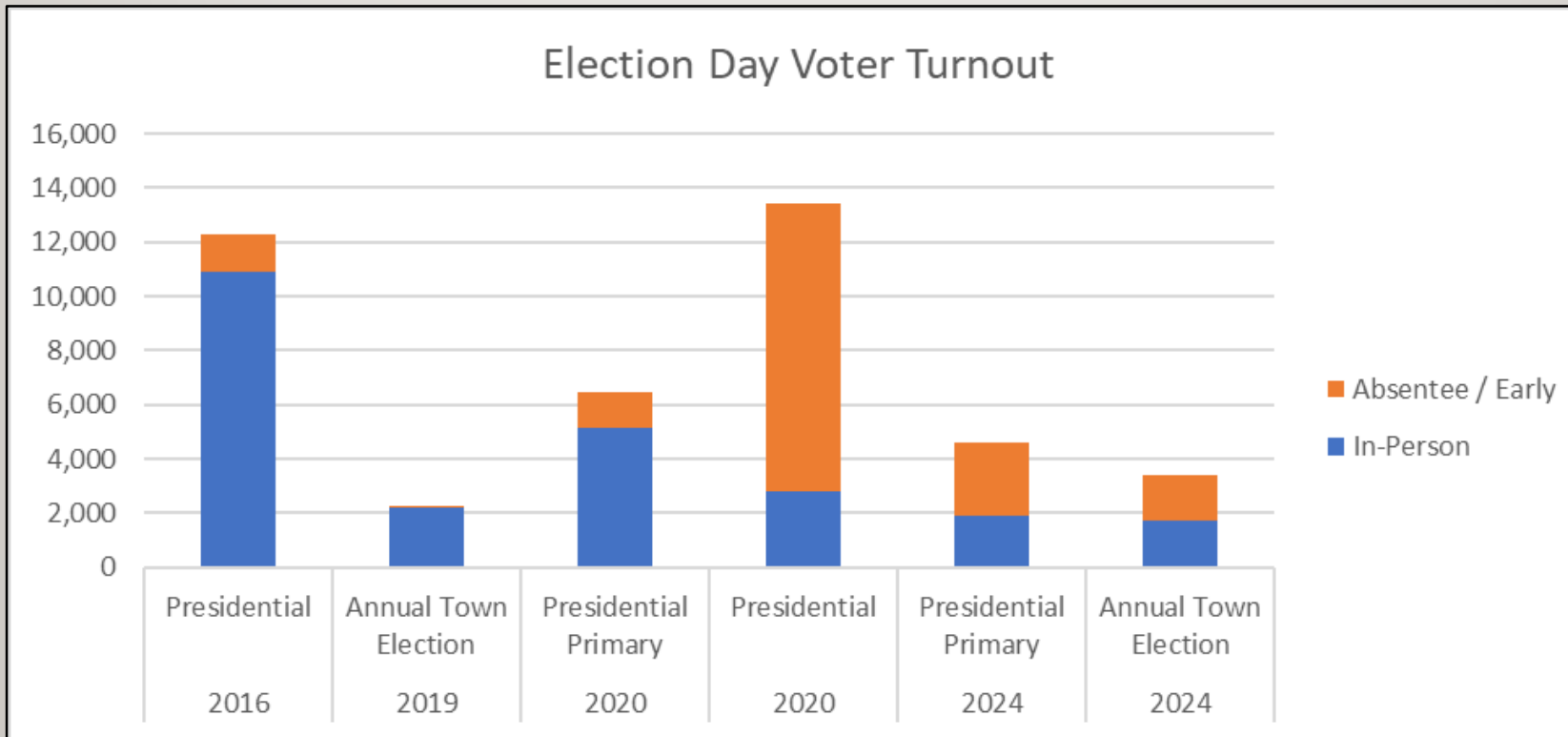
PARKING CONSIDERATIONS

Haskell Field Lot - to be the designated voter parking on Election Day

- **Parking capacity is adequate due to the decline of In-Person voting and corresponding increase in Mail-In and Early Voting. Since mail in voting started in 2020, there has been almost a 50% decrease in election day voting.**
- **More signage will be located on Fairbank Rd. directing voters where to park.**
- **There are crossing lights on Fairbank Rd. and a traffic detail on election day.**
- **The parking lot in front of the new Park and Recreation Center entrance is scheduled to be completed by Summer 2024 and will provide additional parking capacity.**

CHANGE IN ELECTION DAY TURNOUT

Year	Election	In-Person		Absentee / Early		Total
2016	Presidential	10,920	89.1%	1,335	10.9%	12,255
2019	Annual Town Election	2,200	98.5%	34	1.5%	2,234
2020	Presidential Primary	5,156	79.4%	1,335	20.6%	6,491
2020	Presidential	2,800	20.9%	10,599	79.1%	13,399
2024	Presidential Primary	1,895	41.4%	2,684	58.6%	4,579
2024	Annual Town Election	1,709	50.6%	1,671	49.4%	3,380



COST SAVINGS TO THE TOWN

- **Fewer police officers will be needed on Election Day – only two instead of three or four officers. Estimated cost savings for police details = \$1,600-\$2,400 per election**
- **Fewer election staff will be needed on Election Day with consolidation. Estimated cost savings for election staff = \$1700.00- \$1900.00 per election**
- **A corresponding reduction in potential overtime hours for Facilities and other Town staff as delivery of election equipment and election staff meals to one central location will better utilize resources.**

ACTION TIMELINE

COMPLETED:

- The State Elections Division has approved Fairbank for a polling consolidation plan.

NEXT:

- The Select Board (SB) is required to vote on the consolidation change (*per MGL Ch. 54.Sec,24*) at least 20 days before the State Primary (9/3/2024), or no later than August 12, 2024. I would respectfully request the SB to vote as early as possible.
- Early approval by the SB will allow Precinct 4 & 6 households to be notified as soon as possible with their new polling location. This information will be communicated with a postcard mailing to every precinct 4 and 6 household and posted in each precinct. E-mail notices to those residents signed up to receive notifications and social media.
- Information will be also be posted on the Town Clerk web page as well as the State website <https://www.sec.state.ma.us/WhereDo/VoteMA/ball/MyElectionInfo.aspx>



SUDBURY SELECT BOARD
Tuesday, May 28, 2024

MISCELLANEOUS (UNTIMED)

8: After-school care discussion

REQUESTOR SECTION

Date of request:

Requestor: Member Lisa K

Formal Title: Discussion on after-school care.

Recommendations/Suggested Motion/Vote: Discussion on after-school care.

Background Information:

Lisa would like to address the Board regarding the need for enhanced and expanded after-school care.

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

05/28/2024 7:00 PM



SUDBURY SELECT BOARD
Tuesday, May 28, 2024

MISCELLANEOUS (UNTIMED)

9: Discussion on office hours

REQUESTOR SECTION

Date of request:

Requestor: Vice Chair Carty

Formal Title: Discussion on Select Board office hours.

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

05/28/2024 7:00 PM



SUDBURY SELECT BOARD
Tuesday, May 28, 2024

MISCELLANEOUS (UNTIMED)

10: Vote ARPA funding and reallocation

REQUESTOR SECTION

Date of request:

Requestor: Town Manager Sheehan

Formal Title: ARPA: Move to reallocate \$36,000 from Mental Health Counselor Services to Per Diem Nursing Services and close out the Mental Health Counselor Services allocation; and close out the unexpended balance of \$32,381 from LSRHS ventilation upgrades.

Recommendations/Suggested Motion/Vote: ARPA: Move to reallocate \$36,000 from Mental Health Counselor Services to Per Diem Nursing Services and close out the Mental Health Counselor Services allocation; and close out the unexpended balance of \$32,381 from LSRHS ventilation upgrades.

Background Information:

The reallocation/re-obligation of certain ARPA funds will reflect the true needs and make some ARPA funds available for other purposes. See attached memo.

Financial impact expected:

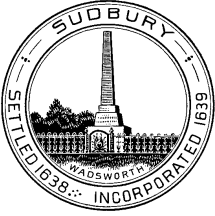
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

- Select Board Office Pending
- Town Manager's Office Pending
- Town Counsel Pending
- Select Board Pending
- Select Board Pending

05/28/2024 7:00 PM



Andrew J. Sheehan
Town Manager

TOWN OF SUDBURY
Office of the Town Manager
www.sudbury.ma.us

278 Old Sudbury Road
Sudbury, MA 01776-1843
Tel: 978-639-3381
Fax: 978-443-0756

Email: townmanager@sudbury.ma.us

MEMORANDUM

TO: Select Board
FROM: Andrew J. Sheehan, Town Manager
DATE: May 28, 2024
SUBJ.: ARPA Funds

On February 27, 2024, I updated the Board on the status of ARPA funds. At that meeting, the Board voted to reallocate \$50,000 to Fire Station #2 for improvements to the original structure. Since then, the Board voted on several other allocations, including funds for the roof of Fire Station #3, classroom instructional equipment for Sudbury Public Schools, Atkinson Pool repairs, and the match for the Community Transit Grant. Most recently, the Board on February 2, 2024, voted to reduce the Park & Recreation Department's allocation for a van from \$225,000 to \$150,000, making available \$75,000 for other purposes;

On February 27, 2024, I mentioned that several prior obligations could eventually be reduced or closed out because the actual need was less than the original obligations. At that meeting, I did not ask the Board to vote on other reallocations or obligations, as the purpose was an update rather than formal action.

It is now appropriate to take formal action on some of those reallocations.

I respectfully request the Board vote the following:

- Mental Health Counselor Services: Reallocate \$36,000 from Mental Health Counselor Services to Per Diem Nursing Services and close out the Mental Health Counselor Services allocation. This is at the request of the Health Director. This will make \$130,000 available for other purposes;
- LSRHS Ventilation Upgrades: Close out the unexpended balance of \$32,381 from LSRHS ventilation upgrades. The LSRHS administration informs us the project is complete and these unexpended funds will not be needed. These funds will be available for other purposes.

Recommended Vote: Move to reallocate \$36,000 from Mental Health Counselor Services to Per Diem Nursing Services and close out the Mental Health Counselor Services allocation; and close out the unexpended balance of \$32,381 from LSRHS ventilation upgrades.

As discussed in the past, ARPA funds are a welcome source of one-time funds. They should not be used to fund operating or ongoing costs. Doing so creates a structural deficit.

We are evaluating needs for the remaining unallocated/unobligated funds. I will return to the Board in the coming months with recommendations for the use of those funds.

Town of Sudbury
 ARPA Funds
 April 1, 2024

Total Allotment:	5,875,013.78
Distributions Received as of 12/13/2022:	5,875,013.78
Final Distribution*	-

* Final Distribution received 9/29/22

Select Board Allocations (as of 4/24/2024):

Project	Allocation	Expenditures	Unexpended
Additional Social Worker Services	170,000.00	36,242.71	133,757.29
Basic needs gift cards (Jail Diversion Prog., Senior Center, Social Work Dept)	20,000.00	19,585.95	414.05
Mental Health Counselor	166,000.00	-	166,000.00
Health - Nursing Services	50,000.00	26,006.70	23,993.30
SPS: Summer academic program	520,000.00	445,743.96	74,256.04
SPS: Social and Emotional Learning	420,000.00	361,868.80	58,131.20
LSRHS: Ventilation system upgrades	100,000.00	67,619.00	32,381.00
Fairbank Community Center: Water line replacement	131,431.18	131,431.18	-
Fire: Equipment	31,205.44	31,205.44	-
Fairbank Community Center construction funding to provide contingency funds/other funding in light of higher project bidding results	1,868,568.82	1,868,568.82	-
HOPESudbury Community Resource Fund	75,000.00	75,000.00	-
Police - Medical Equipment	9,500.00	6,477.36	3,022.64
Health - Sudbury Community Food Pantry COVID-19 mitigation	100,000.00	100,000.00	-
Fire Station #2 living/office addition increased project costs	766,500.00	290,611.18	475,888.82
Health - Funds to hire a consultant/trainers to assist with development of the DEI Commission's mission and action steps.	15,000.00	-	15,000.00
Housing - COVID Small Grant Program for deferred maintenance due to COVID loss of income, available to homeowners and small landlords (\$75k):	75,000.00	72,985.68	2,014.32
Police - Body Camera/Cruiser Camera Program	150,000.00	143,616.55	6,383.45
Consultant - Economic Development Consultant	35,000.00	-	35,000.00
Info Systems - Website - scan of all documents	35,000.00	-	35,000.00
Info Systems - Website - skilled web developer	40,000.00	13,400.00	26,600.00
Fire - Opioid impacts offset	12,500.00	-	12,500.00
Housing - Tenant rental assistance program for residents impacted by COVID (\$125k):	200,000.00	199,999.97	0.03
Park & Rec - 2021 Ford Transit Passenger Van	150,000.00	-	150,000.00
Hybrid Meeting Equipment	78,000.00	78,000.00	-

\$50,000 of this amount relates to upgrades of original portion of Fire Station #3.

Attachment 10.b: ARPA Status 4-24-24_5.22.24 (6251 : Vote ARPA funding and reallocation)

FB Community Center AV Design \$	\$13,460.00	-	13,460.00
Atkinson Pool Repair	\$275,500.00	-	275,500.00
Community Transit Grant Match	\$17,000.00	-	17,000.00
Fire Station #3 Roof	\$85,000.00	-	85,000.00
SPS Classroom Equipment	\$100,000.00	-	100,000.00
Total Allocated Projects (as of 2/1/2024)	<u>5,709,665.44</u>	<u>3,968,363.30</u>	<u>1,741,302.14</u>

Unallocated (as of 4/24/24) 165,348.34

Allocated as of 4/24/2024	5,709,665.44
Expenditures as of 4/24/2024	3,968,363.30
Unexpended as of 4/24/2024	<u>1,741,302.14</u>

Attachment 10.b: ARPA Status 4-24-24_5.22.24 (6251 : Vote ARPA funding and reallocation)



SUDBURY SELECT BOARD
Tuesday, May 28, 2024

MISCELLANEOUS (UNTIMED)

11: Spring 2024 Select Board Newsletter Articles Approval

REQUESTOR SECTION

Date of request:

Requested by: Leila S. Frank

Formal Title: Review the Select Board Spring 2024 Newsletter articles and approve for distribution.

Recommendations/Suggested Motion/Vote:

Background Information:
Draft newsletter attached.

Financial impact expected:N/A

Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting:

Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

05/28/2024 7:00 PM

FROM THE SELECT BOARD

Spring 2024

Town of Sudbury

Fire Station 2 Construction Complete

BY JANIE DRETLER,
SELECT BOARD

Fire Station 2 construction is complete, and it is a smashing success! I recently met with Fire Chief John Whalen at the newly renovated Fire Station on Route 20, located near the Meadow Walk complex, to tour the new building. Thank you, Chief Whalen, and to all our firefighters and emergency responders for the work they do on our behalf every day.

The town of Sudbury recently completed its state-of-the-art fire station located on Route 20. The new facility, built to enhance the old and outdated station and to provide space for an ambulance, is a testament to the town's commitment to enhancing public safety and emergency response services for its residents.

The construction of the fire station was a long-awaited project that aimed to increase the town's medical response capabilities by housing an Advanced Life Support (ALS) ambulance and provide a more efficient and effective environment for the dedicated firefighters who serve the community. The new station boasts modernized accommodations including four bunk rooms, a kitchen/day room, two offices, an exercise room, and laundry room for the firefighters on duty, as well as a first aid center. The new building is approximately 2,500 sq. ft.

The fire station project was originally funded with an appropriation of \$4.3M at the 2021 Annual Town Meeting ([Article 16](#)). Due to inflation and supply chain disruptions stemming from the COVID pandemic, the project was supplemented with an additional 2022 Town Meeting ([Article 24](#)) appropriation of \$995,000, and \$770,000 of ARPA funding, for a total construction cost of approximately \$6M.



SB 1



Packet Pg. 64



Attachment 11.a: Select Board Newsletter Articles Spring 2024 (6099 : Spring 2024 Select Board Newsletter Articles Approval)

Fire Station 2, Continued

One of the key features of the fire station is its strategic location on Route 20, a major thoroughfare that allows for quick response times to emergencies throughout Sudbury and the surrounding areas. The convenient access to Route 20 enables the fire department to reach different parts of the town promptly, ensuring timely assistance during critical situations.

With improved facilities and resources at their disposal, the firefighters in Sudbury are better equipped to handle emergencies ranging from fires to medical incidents with precision and their exceptional professionalism. The new fire station building not only elevates the town's emergency response capabilities but also instills a sense of security and reassurance among its residents.

In addition to its operational advantages, the fire station serves as a symbol of the town's commitment to investing in essential services that benefit the overall well-being of the community. It stands as a beacon of resilience and preparedness, ready to serve and protect the people of Sudbury in times of need.

As Sudbury embraces this milestone in its public safety infrastructure, the residents can take pride in knowing that their town is equipped with a top-notch fire station built to the highest standards of safety, efficiency, and reliability. The completion of the new facility marks a significant chapter in Sudbury's history, signaling a bright and safe future for all who call it home.

FROM THE SELECT BOARD

The Transfer Station

A Local Asset to Improve Our Environment & Foster Sustainability

BY LISA KOUCHAKDJIAN, SELECT BOARD

Having just recently celebrated Earth Day, every year at this time we are reminded of our responsibility to protect our planet and our atmosphere. Over the last number of years, awareness regarding the importance of this issue has grown. Countries around the world, lawmakers, different industries, including manufacturing, transportation, and fossil fuel companies all play pivotal roles in helping to improve our environment and foster sustainability efforts.

What can we do on a local level to take care of our planet?

Can what we do on the local level make a difference?

One asset we have in Sudbury is our Transfer Station. The Transfer Station is operated and managed by the Department of Public Works. Located on Route 20, the Transfer Station offers the disposal of common household items and limited hazardous waste. Items that may be recycled include newspapers, mixed paper, cardboard, glass, aluminum cans, plastic, automobile batteries, used motor oil, and scrap metal.

In a recent conversation with our Public Works Director Dan Nason, Dan shared that approximately 25% of the town's residents purchase stickers to the Transfer Station. During our conversation, Dan stated the [Transfer Station Webpage](#) is a great place for community members to learn about the benefits offered by the Transfer Station.

In addition to the trash and recycling services offered by the Transfer Station, Dan indicated there are other benefits to the community including the Put N' Take and the book room. A list of items that may not be left at the Put-N-Take may be found [here](#). The Put N' Take closes a half hour earlier than the Transfer Station. There is also a book room where residents can leave books they no longer need, or take books for their enjoyment.

During our conversation Dan shared some of the challenges associated with the Transfer Station including the cost to manage and operate the facility. With an increase in residents using the Transfer Station, however, some of those costs can be offset.

I recently had the opportunity to pose the above two questions to our Town of Sudbury Sustainability Coordinator, Dani Marini-King. Dani shared that local, grassroots efforts can shine a light on the importance of environmental issues and help to make change at higher industrial levels of our society. Improving the societal culture through consumption and behavior changes can enhance climate resiliency and sustainability. How we act on the local level can make a difference and improve our environment.



FROM THE SELECT BOARD

Transfer Station, Continued

Recycling Guide

In The Bin

Every recycling program in Massachusetts accepts the items below. Make sure they are empty and clean.



Dani shared that the Transfer Station is a great tool to support sustainability efforts on the local level. It is a wonderful introduction for people to focus on what kinds of waste they generate. Residents can take ownership of the waste they generate. The Put N' Take and book room foster a recognition of the importance of reuse. One person's trash is another person's treasure.

Many residents utilize private refuse companies for their trash and recycling services. Hauled recycling is mostly single stream. Using the Transfer Station for recycling allows residents to participate in the appropriate disposal and sorting of items suitable for recycling. Big trucks used by multiple hauling companies in town also contribute to greenhouse gas emissions in our community.

Importantly, using the Transfer Station is a great way to teach our children about preserving and protecting our environment. Having our young people learn that they can and should be an active participant in helping to improve our environment to keep our planet safe and our air quality clean, is vitally important.

To use the Transfer Station, you must have an annual pass sticker on your vehicle. There are two membership options, the Transfer Station Sticker, or the Recycle-Only Sticker. The Transfer Station Sticker cost is \$180 per year, in addition to a pay as you throw process where residents purchase yellow bags from local businesses and dispose of their trash in those bags. Although there is an additional cost for the trash bags, with appropriate recycling, the amount of trash generated is less.

The recycle-only sticker, with no waste disposal access, cost is \$35 per year. During our conversation, our Sustainability Coordinator stated that the recycle-only sticker is a great way for people to begin using the Transfer Station. Dani also shared that the more people that use the Transfer Station and purchase stickers, the more likely we are to manage the cost of the stickers.

Using our Transfer Station is a way for us as a community to show respect for our environment and model good stewardship towards our planet. The Transfer Station is open three days a week on Tuesdays, Thursdays, and Saturdays from 8:00 a.m. to 3:00 p.m.

To learn more about our Transfer Station, please visit sudbury.ma.us/transferstation/

Not In The Bin

Many items you'd think belong in your recycling bin don't. Putting them in does more harm than good. Not sure? Check the Smart Recycling



ACCEPTABLE MATERIALS:

- Food & Beverage cans
- Plastic bottles, jars, jugs and tubs (NO OTHER SHAPES unless listed on www.RecycleSmartMA.org)
- Glass bottles & jars
- Paper & Cardboard





SUDBURY SELECT BOARD

Tuesday, May 28, 2024

MISCELLANEOUS (UNTIMED)

12: Upcoming agenda items

REQUESTOR SECTION

Date of request:

Requestor: Chair Roberts

Formal Title: Upcoming agenda items

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

05/28/2024 7:00 PM

POTENTIAL UPCOMING AGENDA ITEMS/MEETINGS

MEETING/EVENT	DESCRIPTION
June 11	Discussion to consider policy recommendations from subcommittee
	Fire dept ambulance fees
	2024 annual reappointments
	DEI discussion
June 25	GHG Emissions Inventory presentation – Sustainability Coordinator
Future items/date to be determined	MWRA Expansion Study
	Liaison status update on LS agreement
	Broadacres Property: next steps
	Bike shuttle program
	Pets in cemeteries
	Quarterly review of approved Executive Session Minutes for possible release (February, May, August and November).
	Solar Panels ??
	Work Session with Town Counsel: Select Board/Town Manager Code of Conduct and other procedural training - Policy Subcommittee



SUDBURY SELECT BOARD

Tuesday, May 28, 2024

EXECUTIVE SESSION

13: Exec session re: negotiation with nonunion personnel

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

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

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

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

- Select Board Office Pending
- Town Manager's Office Pending
- Town Counsel Pending
- Select Board Pending
- Select Board Pending

05/28/2024 7:00 PM



SUDBURY SELECT BOARD

Tuesday, May 28, 2024

EXECUTIVE SESSION

14: Executive Session to discuss Eversource litigation

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Also, discuss strategy with respect to potential litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares (Eversource), pursuant to General Laws chapter 30A, §21(a)(3).

Recommendations/Suggested Motion/Vote: Also, discuss strategy with respect to potential litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares (Eversource), pursuant to General Laws chapter 30A, §21(a)(3).

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

05/28/2024 7:00 PM



SUDBURY SELECT BOARD
Tuesday, May 28, 2024

EXECUTIVE SESSION

15: Close Executive Session

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to close Executive Session and not resume Open Session.

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

05/28/2024 7:00 PM