

IN BOARD OF SUDBURY SELECTMEN

TUESDAY, OCTOBER 1, 2019

TOWN HALL– LOWER LEVEL

Present: Chairman Daniel E. Carty, Vice-Chairman Patricia Brown, Selectman Janie Dretler, Selectman Jennifer Roberts, Selectman William Schineller (via conference call) and Interim Town Manager Maryanne Bilodeau.

The statutory requirements as to notice having been complied with, the meeting was convened at 7:10 p.m. at the Town Hall – Lower Level.

Chairman Carty called the meeting to order.

Opening Remarks by Chairman

Chairman Carty announced the Broadacres Farm purchase and stated that the town is seeking a consultant to help implement the community three-hour Broadacres charrette which will focus on the purposing of Broadacres Farm. Consultant bids are due by noon, October 7, 2019, and questions/information can be forwarded to Adam Duchesneau, Director of Planning and Development, 978-639-3387, email: duchesneau@sudbury.ma.us.

Chairman Carty provided Sudbury Master Plan Update Topics – Community Conversations to take place in the next several weeks from 7:00 p.m. to approximately 8:30 p.m. at Lower Level - Town Hall:

- Thursday, October 10, 2019 - Transportation, Mobility & Connectivity
- Tuesday, October 15, 2019 - Economic Resilience, Town Services & Infrastructure
- Tuesday, October 24, 2019 – Public Health, Housing and Equity
- Monday, October 28, 2019 – Historic and Cultural Resources
- Tuesday, October 29, 2019 – Natural Resources, Open Space and Recreation

Chairman Carty announced Board of Selectmen office hours with Vice-Chairman Brown and Selectman Roberts will be Monday, October 7, 2019 at the Goodnow Library from 7:00 p.m. to 8:00 p.m.

Public Safety Day will be October 5, 2019 from 11:00 a.m. to 2:00 p.m. at the Fire Station. Touch-a-Truck, fun family activities and pizza will be included. Hazardous Waste Day is Saturday, November 9, 2019 at the DPW from 8:00 a.m. to 11:30 a.m. More information is on the Town website.

Chairman Carty mentioned the Sudbury Health Department will be conducting flu vaccine clinics for residents on Thursday, October 10th at the Fairbank Community Center Gym. Clinics for seniors will be from 11:00 a.m. to 2:00 p.m., and 5:00 p.m. to 7:00 p.m. for residents aged five and older. A second flu clinic for all ages will be Wednesday, October 16th at the Curtis Middle School from 2:00 p.m. to 7:00 p.m. Residents must supply their insurance cards before receiving the vaccine.

On Wednesday, October 2, 2019 the League of Women Voters will be sponsoring a Rank Choice Voting Forum at Town Hall at 7:30 p.m.

Chairman Carty announced that the Park and Recreation Commission is seeking a new member. He detailed that this is an elected position and a temporary appointment would fill the post due to the resignation of a Commission member whose term expires on May 31, 2019.

Reports from Town Manager

Interim Town Manager Bilodeau had no reports.

Reports from Selectmen

Vice-Chairman Brown mentioned Selectmen Office Hours will be October 7. Selectman Roberts stated that she and several other Selectmen attended the Bruce Freeman Rail Trail (BFRT) ribbon-cutting ceremony in West Concord on Friday, September 27. She noted that Representative Gentile, Senator Barrett and representatives from the Friends of the BFRT spoke.

Selectman Roberts stated that she attended the Historic Commission Broadacres Farm site walk on September 27. She explained the purpose of the site walk was to consider historical significance of the site. The Historical Commission has determined that there is significance, particularly with the house. She reminded the Board that the Broadacres Forum will take place in November.

Selectman Dretler stated that she also attended the BFRT ribbon-cutting event and recognized the comments presented regarding economic value and BFRT contribution to the community.

Selectman Dretler stated that a Fairbank Working Group meeting took place last Friday and another meeting is scheduled for Thursday, October 3. She attended the Master Plan information table at Fall Fest last Saturday at Meadow Walk with Dave Henkels of the Conservation Commission and Susan Asbedian-Ciaffi from CIAC (Capital Improvement Advisory Committee).

Selectman Dretler announced a Homelessness Symposium is scheduled for tomorrow at the Grange and the Sudbury-Wayland-Lincoln Domestic Roundtable will host a panel discussion honoring domestic violence survivors on Wednesday, October 23, from 3:00 p.m. to 4:30 p.m. at the Police Station. She noted that the Permanent Building Committee is seeking volunteers.

Selectman Schineller extended a Happy New Year to the Jewish community, and noted that the Sudbury Water District rescheduled their project work in consideration of Rosh Hashanah. Selectman Schineller encouraged BFRT updates and suggested that all such updates be posted on the Town website. He stressed that all Fairbank Working Group meetings be updated for the Board and the public. He reiterated the importance of complete transparency.

Citizen's comments on items not on agenda

There were no citizen's comments.

Interview candidate for Community Preservation Committee (CPC)

Present: Resident Anuraj Shah of 257 Concord Road

Mr. Shah introduced himself and stated he has a background in architecture, and settled in Sudbury in 2015 with his family.

Selectman Schineller thanked Mr. Shah for the commitment of time, skill and effort that he is offering by volunteering to be a member of the Community Preservation Committee (CPC).

Selectman Roberts asked Mr. Shah about his construction and architecture background. Mr. Shah stated that working in the construction field helped to bridge the gap between architectural practice and construction personnel. The dual background is most helpful with successful project completion. Selectman Roberts commented that Mr. Shah's background would be most helpful to CPC.

Vice-Chairman Brown stated that she is the Selectmen's representative on the CPC and was most impressed by Mr. Shah's interview at the CPC meeting. She also has heard Mr. Shah speak at Historical Commission meetings and was impressed by his analytical approach.

Selectman Dretler stated that Mr. Shah brings valuable skills to CPC as well as other Town committees. She noted that in consideration of matching CPC funding next year, Mr. Shah would be a most valued member.

Chairman Carty echoed the Board comments and was very impressed with Mr. Shah and his related background.

Selectman Dretler motioned to approve the appointment, and Selectman Roberts seconded the motion.

It was on motion unanimously, Brown – aye, Roberts – aye, Dretler - aye, Schineller – aye and Carty – aye.

VOTED: To approve the appointment of Anuraj Shah, 257 Concord Road, as an at-large representative to the CPC for a term ending 5/31/22.

Interview candidate for the Council on Aging

Present: Resident Carolyn Markuson, 61 Hickory Road

Ms. Markuson introduced herself and informed that Board that she became a resident of Sudbury in 1990, was the Director of Library and Instructional Materials for the Brookline Public Schools, opened her own consulting firm (Biblio-Tech Corporation) and designed the school libraries in Sudbury, except the Haynes School Library. She was a consultant for the State Department in Washington and a liaison to the international school market and traveled around the world. She is retired but is still active with some Town libraries. She has been associated with the Friends of COA and enjoys it.

Selectman Dretler stated that the COA-sponsored programs are great and thanked Ms. Markuson for her great contribution to COA.

Vice-Chairman Brown stated that Ms. Markuson was never an official member of the Fairbank Community Center Task Force; however, she took the minutes and she (Brown) was very grateful. She thanked Ms. Markuson for her contributions to COA and her willingness to be an official member.

Selectman Schineller thanked Ms. Markuson for her contributions and stated that she would be a great asset to the Council on Aging. He asked if she could try integrating Town library participation/resources with various COA programs. Ms. Markuson responded in the affirmative, and stressed the importance of handicapped access as well as trained traveling staff to such programs and events.

Selectman Roberts affirmed she was most impressed by Ms. Markuson's background and experience.

Chairman Carty emphasized the outstanding background and involvement of Ms. Markuson and that she would make an excellent member of COA.

Chairman Carty motioned to approve the appointment, and Selectman Dretler seconded the motion.

It was on motion unanimously, Brown – aye, Roberts – aye, Dretler – aye, Schineller – aye and Carty – aye.

VOTED: To approve the appointment of Carolyn Markuson, 61 Hickory Road, to the Council on Aging for a term ending 5/31/22.

Meet with Community Paradigm Associates regarding Town Manager search process

Present: Bernard Lynch, Principal; Community Paradigm Associates, Sharon Flaherty and John Petrin of Community Paradigm Associates.

Mr. Lynch spoke of the updated Town Manager Recruitment Projected Timeline which would begin on October 1st rather than on September 1. He acknowledged that the Town Manager market is very tough and competitive at

this time, and affirmed that in the past three years half of the state's town managers have changed. He mentioned that the generational aspect with baby boomers leaving positions has much to do with the current trend.

Mr. Lynch reviewed the primary steps in the search process:

- Meet with department heads to gather information about the Town and what they want to see in a Sudbury Town Manager and share that with candidates.
- Interview Board members in the next couple of weeks.
- Gather citizen input and conduct a community forum.

Mr. Lynch stated that the objective is to create a candidate profile that fits the needs of the Town. He confirmed the team studies the input which helps market the position and assists in providing a checklist for the appointed screening committee to consider. Very active recruiting takes place once the screening committee is formed, including review of candidates' resumes and choosing seven or eight to present as final candidates. Mr. Lynch recommended a four-week timeframe for advertising and active recruitment, adding that the process could be shortened somewhat. Mr. Lynch affirmed the process usually is completed within fourteen to sixteen weeks. Mr. Lynch reviewed the updated schedule with the Board and detailed that candidate interviewing would begin the week of December 16th with a candidate to be presented the week of December 23rd. An alternative to this schedule (in consideration of the holidays) was to select a candidate by January 13, 2020 to be followed by finalization of contract.

Interim Town Manager Bilodeau noted that the start date would likely be extended from the January 13th date due to posting and related matters. Mr. Lynch recognized the statement made by Interim Town Manager Bilodeau and confirmed that some candidates might have to provide a 30-day to 60-day notice (occasionally 90-day) notice to their current employer. In consideration of notices, Mr. Lynch indicated that a Town Manager start date of late March or early April was realistic.

Selectmen Dretler commented on the importance of availability of Screening Committee members. Mr. Lynch stated that the role of the Screening Committee members would include several evening meetings, spending a day performing interviews and being prepared to make a decision.

Selectman Dretler stated that the Town was in good hands with Interim Town Manager Bilodeau.

Mr. Lynch discussed the Screening Committee selection process with the Board. Chairman Carty stressed that citizen participation is critical. Selectman Roberts added that representation from the business community and clergy was included in the last Screening Committee formation.

Interim Town Manager Bilodeau suggested that the Board consider that she and Chairman Carty work on the advertising and other related aspects, which will help progress the timeline.

Selectman Roberts asked if the Paradigm team wanted the Board to select the preferred Town Manager Recruitment Timeline, as she delineated the differences between the two proposals. Mr. Lynch addressed those changes. Chairman Carty responded that the list of activities on both Projected Timelines did not correspond with BOS meeting dates, however, the interviewing of senior staff is a function of the consulting team with coordination from the Interim Town Manager, not the Board of Selectmen. Mr. Lynch explained the timeline for Search Committee members was mid-November.

Vice-Chairman Brown commented that when selecting the last Town Manager, there was no Planning Board Search Committee representation as none of the Planning Board members were available for the full day of interviewing. She noted that she was in favor of the altered schedule in consideration of Thanksgiving. Interim Town Manager Bilodeau added that alternative snow/storm dates would also require planning.

Mr. Lynch stated that the preferred size of the Search Committee was seven members. Interim Town Manager Bilodeau explained that open meeting law regulations did not apply to the Search Committee (per Town Counsel) so there was more flexibility in scheduling.

Selectman Dretler indicated that the Historical Commission and the Housing Trust should be represented on the Committee.

Chairman Carty said that representation from the Planning Board, Finance Committee (FinCom), Sudbury Public Schools (SPS), Lincoln-Sudbury Regional High School (LSRHS), Park & Recreation, Council on Aging (COA) and a member at-large were essential.

Vice-Chairman Brown noted that Chamber of Commerce inclusion was important.

Selectman Roberts agreed that Historical Commission representation was necessary. She added that there was only one member at-large member included in the last Search Committee. Vice-Chairman Brown explained that clergy did not come forward at the last formation of a search committee and the Board solicited requests from the business community at that time.

Selectman Schineller mentioned that representation by the Historical Commission and/or the Sudbury Historical Society as well as the business community (Chamber of Commerce) are important.

Mr. Lynch suggested that he would interview each Board member to get a sense of their priorities. He also spoke of the importance of conducting a Community Forum to be taped as a public meeting. Chairman Carty recommended that public participation at such a forum should be encouraged by all advertising mediums.

Selectman Dretler noted that evening meetings are difficult for seniors. She suggested that committees/boards not included in the last search committee should be considered for this Committee, such as a member from the Historic Districts Commission or the Historical Commission.

Vice-Chairman Brown commented that the Conservation Commission was not represented on the last Committee.

Selectman Roberts asked about the ability to view potential Search Committee profiles. Mr. Petrin suggested that the Board think about specific members of the proposed Search Committee groups and consider who might be able to express the needs/wants of the Town and be able to present the three final candidates for the Board to consider.

Selectman Schineller mentioned some of the skills/attributes that members on the Search Committee should be considering.

An extensive Search Committee discussion took place.

Ms. Flaherty suggested the Board eliminate the Housing Trust, COA or ConCom.

The Board and Paradigm team agreed that the composition of the Search Committee will include: Planning Board, FinCom, SPS, LSRHS, COA, Sudbury Housing Trust, Historical Commission and Chamber of Commerce.

Mr. Lynch reiterated that he would interview each Board member by phone or in person. He stated that Board members could sit in the back of the room for the public forum, which would be taped, and stressed that Paradigm would be conducting the forum. Chairman Carty recommended that the public be given contact information if they cannot attend the Forum. Mr. Lynch stated that such contact information would be advertised and circulated.

Selectman Roberts suggested that Board member interviews and profile comments be shared with the Board. Mr. Lynch stated that those comments will be shared in efforts to review and strengthen the candidate profile.

The Board agreed to meet with Paradigm Associates on October 29. Mr. Lynch suggested that editing of materials would be done before the October 29 meeting.

Interim Town Manager Bilodeau affirmed that she would be reaching out to committees/Chamber of Commerce tomorrow and start the process for scheduling of the Forum.

Discussion on status of EEE letter to state

Selectman Roberts stated that the EEE letter was reviewed by the Bill Murphy, Health Director, and Carol Bradford of the Board of Health did sign the letter.

Chairman Carty made several language edits to the letter.

Interim Town Manager Bilodeau recommended that language changes be made and put on the next meeting agenda under Consent Calendar for the Board's approval.

Discussion on 2020 Board of Selectmen meeting dates

Vice-Chairman Brown recommended amending the BOS January meetings in consideration of conflicts with LSRHS school committee dates.

The Board discussed future meeting dates.

Citizen's comments (cont.)

There were no citizen comments

Discuss upcoming agenda items

Interim Town Manager Bilodeau outlined the upcoming BOS meetings and proposed agendas:

October 8 – Goal Setting Meeting to begin at 8:40 a.m.

Interim Town Manager Bilodeau dictated the goal setting topics suggested by Selectman Roberts, including:

- Effective Governance
- Economic Resiliencies
- Town Services
- Transportation
- Open Space/Historic Aspect
- Environmental Aspects/health, wellness

The Board agreed with the category topics

October 11 – Executive Session and Open Session, to include:

- Sewataro related topics

October 22

- Financial Meeting – joint meeting with Finance Committee to include Policies update, DLS presentation
- Brief update from Chris Claussen of Quarry North
- Tax Classification
- Capital Planning
- Sudbury Access Corp.

October 29

- Meeting with Community Paradigm Associates (Town Manager Search Firm)

November 5

- Meeting to interview candidates for committee appointments

Approve regular session minutes of 1/26/16, 2/23/16, 3/7/16, 4/11/16, 5/2/16, 9/26/16, 3/6/17, and 12/4/17

Vice-Chairman Brown suggested several amendments for minutes from March 7, 2016, April 11, 2016 and May 2, 2016.

Chairman Carty motioned to approve the regular session minutes of December 4, 2017. Vice-Chairman Brown seconded the motion.

It was on motion one abstain and four in favor.

Carty – aye, Brown – aye, Dretler – aye, Schineller – aye and Roberts – abstain.

VOTED: To approve the regular session minutes of December 4, 2017.

Chairman Carty motioned to approve the regular session minutes of March 7, 2016 as amended by Vice-Chair Brown. Selectman Dretler seconded the motion.

It was on motion one abstain and four in favor.

Carty – aye, Brown – aye, Dretler – aye, Schineller – aye and Roberts – abstain.

VOTED: To approve the regular session minutes of March 7, 2016 as amended.

Chairman Carty motioned to approve the regular session minutes of April 11, 2016 as amended by Vice-Chairman Brown. Vice-Chairman Brown seconded the motion.

It was on motion one abstain and four in favor.

Carty – aye, Brown – aye, Dretler – aye, Schineller – aye and Roberts – abstain.

VOTED: To approve the regular session minutes of April 11, 2016 as amended.

Chairman Carty motioned to approve the regular session minutes of May 2, 2016 as amended by Vice-Chair Brown. Selectman Dretler seconded the motion.

It was on motion one abstain and four in favor.

Carty – aye, Brown – aye, Dretler – aye, Schineller – aye and Roberts – abstain.

VOTED: To approve the regular session minutes of May 2, 2016 as amended.

There being no further business, the meeting adjourned at 9:35 p.m.

Attest: _____

Maryanne Bilodeau
Interim Town Manager-Clerk