

IN BOARD OF SUDBURY SELECTMEN

TUESDAY, SEPTEMBER 24, 2019

TOWN HALL– LOWER LEVEL

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

The statutory requirements as to notice having been complied with, the meeting was convened at 7:15 p.m. at the Town Hall – Lower Level.

Chairman Carty called the meeting to order.

Opening Remarks by Chairman

Chairman Carty read an announcement from the Board of Health nurse, Phyllis Schilp, communicating that the emergency dispensing site for the Town is located at the Curtis Middle School. The Town-wide flu clinic will be at Curtis Middle School on October 16 from 2:00 p.m. to 7:00 p.m., and residents receiving the flu vaccine (those 5 years old and older) should have their insurance cards present.

Chairman Carty mentioned that Master Plan Community Conversations series will be conducted by the Master Plan Steering Committee (MPSC) and the Horsley Witten Group consultants, and the first series topic will take place on Thursday October 10, 7:00 p.m. at the Lower Town Hall. Residents are encouraged to submit suggestions regarding Complete Street projects for CPA funding.

The Sudbury League of Women Voters is sponsoring a public forum Wednesday, October 2, 7:30 p.m. at Town Hall. The topic is “What is Ranked Choice Voting?”

Chairman Carty thanked everyone involved with the Community Information Fair held last weekend. He also noted that SPS School Committee sponsored a presentation by Betsy Graham, Wellness Program Coordinator, on health and wellness in the Sudbury Schools. Vaping was the main focus of the presentation and Chairman Carty detailed that today Governor Baker banned the sale of vaping products in the state until January 25, 2020.

Reports from Town Manager

Interim Town Manager Bilodeau announced S&P has confirmed the Town’s bond rating.

Reports from Selectmen

Vice-Chairman Brown announced that the Community Preservation Commission (CPC) has extended the deadline for submission of FY21 project applications to October 10, 2019 at 2:00 p.m.

She attended the Community Information Fair held last weekend and was most impressed by the Emergency Response Team presentation. Volunteers are needed and she encouraged the public to volunteer.

Selectman Schineller stated the Park & Recreation Commission had their first meeting after being off for the summer. The Commission is seeking a new member and will be presenting candidate(s) to be interviewed by the Board. Selectmen Schineller noted that the Fairbank Community Center continues to be a high priority for Park & Recreation, and Davis Field being the second priority.

Selectman Roberts announced Voter Registration Day and the Goodnow Library sponsored a related event. Anyone interested can register online at the Secretary of State website in order to vote in state and national elections.

Selectman Dretler announced that a Fairbank Working Group meeting took place last Friday and another meeting is scheduled for the upcoming Friday. Last Saturday she and Chairman Carty conducted Selectmen's Office Hours at Pete's Coffee which was well-attended, and residents presented relevant questions.

Selectman Dretler agreed that the Community Information Fair was well-done and very interesting. She stated that more than forty tables were part of the Fair and thanked the Sudbury Foundation and Goodnow Library for hosting the event. She announced that the Fall Fest at Meadow Walk will be Saturday, September 28th from 12:00 p.m. to 4:00 p.m. with a Master Plan table at the event. She will be part of that information table with other participants. The Fall Fest activities will include food, games, pony rides and entertainment.

Selectman Dretler announced that the Policemen's Academy begins its series tomorrow night at 7:00 p.m. and thanked everyone for their participation.

Citizen's comments on items not on agenda

Resident Len Simon, 40 Meadowbrook Circle, requested that the Board amend policies/procedures to post online materials in the Board of Selectmen meeting packet 48 hours before the meeting. He indicated that this procedure would allow residents to review the materials and perform independent research if desired.

Update on Master Plan by Horsley Witten Group

Present: Krista Moravec from Horsley Witten, and Adam Duchesneau, Director of Planning & Community Development

Ms. Moravec provided a Master Plan progress update, stressing that the Master Plan is a community-written document with public input being of utmost importance, and the Master Plan Steering Committee (MPSC) is helping lead the effort with representation from Town boards, committees, commissions and citizens-at-large.

Chairman Carty stated that he and Selectman Dretler are members of MPSC and deferred to other members of the Board to provide comments.

Selectman Schineller asked about the associated economic consultants, and Ms. Moravec confirmed that the Horsley Witten Group had economic consultants working with them on the Sudbury Master Plan. Selectman Schineller would like to see further economic development to address the proportion of property taxes paid by residential properties. He further mentioned traffic and congestion, and the excitement when new transportation modes are introduced in Sudbury. He asked whether the schools are being represented in the MPSC. Ms. Moravec responded in the affirmative. Mr. Duchesneau added that LS and SPS have representation in MPSC.

Vice-Chairman Brown agreed that transportation is a huge issue for Sudbury in consideration of its impact on residential streets as well as congestion. She questioned if the Master Plan addresses regional transportation planning. A second issue she mentioned was demographics and achieving a balance between adding new services and the resulting budget increases for an aging population. The Town also has an expired Open Space and Recreation Plan as well as an expired Master Plan. She was also looking forward to seeing resident response and involvement in the Master Planning process.

Selectman Roberts echoed the concerns of her fellow Selectmen and stressed economic development and re-development in consideration of maintaining the historical character of the Town were important areas for her. Improving Rte. 20 for aspects of ease of travel and pedestrian safety were priorities. Selectman Roberts stated that the Town values open land and must also address demographic needs including maintaining affordable housing and avoiding another Sudbury Station-type development.

Chairman Carty presented the Sudbury Master Plan Update Community Conversations schedule:

Transportation, Mobility and Connectivity	October 10, 2019
Economics Resilience, Town Services and Infrastructure	October 15, 2019
Public Health, Housing and Equity	October 24, 2019
Historic and Cultural Assets	October 28, 2019
Natural Environment, Open Space and Recreation	October 29, 2019

Chairman Carty mentioned that being a member of the Master Plan Steering Community has allowed him the opportunity to appreciate the current state of Sudbury and visualize the achievable Sudbury. He noted the dramatic shift in Town population and mentioned the changes in vehicle types and technology.

Selectman Dretler noted that two residents from age 55+ Sudbury communities attended the last Selectmen Office Hours and provided related questions.

Selectman Roberts commented that all populations in Town must be recognized and suggested brainstorming ways that young families can be heard. Selectman Dretler stated the Master Plan Update Community Conversations will take place from 7:00 a.m. to 8:30 p.m. in Lower Town Hall, which might encourage young families to attend.

Chairman Carty stressed that decisions regarding the Town are made by residents who attend such meetings. Selectman Roberts asked Ms. Moravec about Town participation with the Master Plan events thus far. Ms. Moravec responded that the residents are very engaged as reflected in Town committees and boards. She mentioned that the “meetings in a box” concept encourage committee participation for those groups not represented in the Master Plan Steering Committee, adding that she would be happy to meet with various Town groups.

Ms. Moravec noted that Horsley Witten has conducted meetings that are more conducive to various groups, such as a daytime meeting at COA for seniors, on-line surveys for family input, and other meeting hours to allow for more groups to be involved. She stressed the importance of various groups meeting together.

Chairman Carty mentioned that the challenge is communications. Ms. Moravec mentioned communication modes such as e-news, schools, Senior Center, the Library, op-eds. Mr. Duchesneau included the Town website, flyers and social media. Interim Town Manager Bilodeau stated the importance of providing postings in various Town departments. Ms. Moravec mentioned some of the Master Plan tools used at the recent Community Information Fair.

Resident Len Simon, 40 Meadowbrook Circle, acknowledged traffic comments made by Vice-Chairman Brown and noted that an important solution could include the utilization if the Bruce Freeman Rail Trail as a viable transportation option.

Update on Bruce Freeman Rail Trail (BFRT) Design Project

Present: Beth Suedmeyer, Environmental Planner, and Michael Trepanier, MassDOT Project Manager and Trails Coordinator

Ms. Suedmeyer provided update on the BFRT design and distributed an updated schedule for the structural component.

Chairman Carty questioned the scheduling of the 25% design phase to be completed by May, 2020. Ms. Suedmeyer confirmed that the existing schedule targeted May 2020 for the 25% design hearing, but that this could happen in April if the MassDOT review could be expedited.

Vice-Chairman Brown questioned related beaver damage to river frontage in January, 2016 and the Board and the Town was not aware of the amended contract until spring of 2017. Ms. Suedmeyer responded that the VHB contract was amended to accommodate the increased project scope. Vice-Chairman Brown pointed out that the new contract was with Jacobs and not with VHB. Ms. Suedmeyer clarified that while the contract with VHB included the bridge type studies, the contract for bridge sketch plans was with Jacobs. The increased FEMA flood plain involvement was discovered as part of that work.

Mr. Trepanier stated that he has worked with Ms. Suedmeyer for many years at MassDOT. Governor Baker formed the Trails teams two years ago along with a new grant program. He (Trepanier) oversees development of trail pedestrian and bicycle programs. The BFRT was high priority for the state and Sudbury is a critical component for completion. He explained the next round of grant determination opens in November and encouraged Sudbury to submit a grant application.

Chairman Carty asked if staff was working on the draft RFP for the BFRT 100% completion phase. Ms. Suedmeyer acknowledged that such a draft had been started. Vice-Chairman Brown requested that the Board be informed of these developments, and stated that the Board should be informed of progress rather than learning of it from other organizations' minutes. Selectman Dretler commented that work on drafts did not create communication issues. Ms. Suedmeyer asserted that she had no awareness of public comments made by other organizations, and that the process has been totally transparent. Chairman Carty mentioned that the Board was appreciative of communication efforts. Selectman Dretler supported the suggestion of more frequent updates in public session.

Interim Town Manager Bilodeau inquired about the next update. Ms. Suedmeyer recommended that such updates be presented quarterly. The Board agreed with the BFRT update schedule.

Selectman Schineller asked if MassDOT would provide maintenance assistance once the BFRT was completed. Mr. Trepanier responded maintenance would not be provided but in approximately 20 years, repaving of trails might be funded by MassDOT. Selectman Schineller queried about bicycle speed. Mr. Trepanier stated that bicycle speed limitation is difficult to enforce.

Selectman Roberts asked if a completion date of December, 2022 was realistic. Ms. Suedmeyer responded that the date of June, 2022 is proposed.

Vice-Chairman Brown asked Mr. Trepanier to explain the phrase "the state is obligated to this." Mr. Trepanier referred to the CIP (Capital Investment Plan) update and stated that the "obligation" term locks in the federal funds for the project and all final requirements are met.

Chairman Carty stated that the Town must pay design costs and the state provides the construction aspect. When asked when construction would begin, Mr. Trepanier confirmed that adding spring of 2023 is realistic.

Chairman Carty asked how long the construction phase would last. Mr. Trepanier and Ms. Suedmeyer agreed that the construction phase would take approximately two years.

Selectman Dretler inquired about possible roadblocks to the timeline. Mr. Trepanier responded that small funding increments from the Town could slow the process, but Sudbury has provided considerable funding.

Vice-Chairman Brown requested information regarding project ranking and related criteria by MassDOT. Mr. Trepanier noted that a standard Project Selection Criteria is established when the project was initiated and the state is improving on comparative criteria, comparing project type to the same project type.

Chairman Carty emphasized the importance of early and frequent communication.

Mr. Tom Michelman of Arlington, and member of the Friends of BFRT, thanked Ms. Suedmeyer and Mr. Trepanier for the information presented and apologized for any miscommunication that his organization might have caused. He stated that he would further research that aspect and looked forward to working with the Board.

Resident Len Simon, 40 Meadowbrook Circle, thanked Ms. Suedmeyer and Mr. Trepanier for the provided update and inquired about the revised timeline. Chairman Carty responded that the timeline graph is somewhat confusing as it is explained on an automatic program feature and went on to explain the feature.

Resident Sylvia Arnold, 11 Hadley Road, asked who maintains the trails. Chairman Carty responded the Town is responsible for maintenance. Selectman Roberts asked what type of maintenance is required. Ms. Arnold commented that foliage must be cut back, leaves must be removed from the trail, and scheduled landscaping would be necessary.

Ms. Suedmeyer confirmed that DPW handles the cutting of vegetation and periodic trail sweeping, adding that snow plowing would not be provided at this time.

Discussion and vote whether to adopt the Tier 1 Complete Streets Policy, and to authorize submission of the policy to the MassDOT for approval pursuant to the Complete Streets Program

Present: Adam Duchesneau, Director of Planning & Community Development

Mr. Duchesneau stated that the Sudbury Complete Streets Policy draft (Tier 1) is awaiting Board approval to ensure that the Town be eligible for funding. He outlined an overview of the policy:

- Establish Town improvements policies/bylaws
- Provide safe streets while maintaining roadway character
- Projects to address safety for all residents, with exceptions being right-of ways and historic areas.
- Best practices and network approach to schools and to all transportation

Mr. Duchesneau noted that the implementation of Complete Street projects would follow the guidance of Town Manager/Advisory Group, DPW, Engineering, and department heads.

Selectman Roberts commented that some Complete Street implementations have been made in Sudbury. Mr. Duchesneau recognized the Town has taken steps without policy in place such as sidewalks on some streets and crosswalks with flashing lights. Chairman Carty mentioned the bike lane on Landham Road.

Mr. Duchesneau stated there would be two rounds of Complete Streets funding in the spring and fall. Vice-Chairman Brown indicated that the Complete Streets policy shows commitment but cannot force or mandate, as exemplified by street sidewalks.

Mr. Duchesneau stated that Complete Streets policy would not be applicable to Rte. 20 which is a state roadway, but could be included on a prioritization plan. He added that transportation connectivity will be a topic at the Master Plan Community Conversation meeting in October.

Selectman Dretler mentioned that a consultant at the working group meeting last week identified several areas of Town Complete Streets projects.

Selectman Schineller motioned, and Selectman Dretler seconded the motion.

It was on motion unanimously

VOTED: To adopt the Tier 1 Complete Streets Policy, and to authorize submission of the policy to the Massachusetts Department of Transportation for approval pursuant to the Complete Streets Program.

Discussion of CPC funds voted at 2008 Annual Town Meeting (Article #32)

Chairman Carty asserted that he wanted to have CPA funds (\$420,000) appropriated at 2008 Town Meeting for the CSX line be reverted back to the Town since funds have not been used to date. Representative Carmine Gentile had been working to revert the funds for many years, and asked the Board if they believed that continued holding of the funds was the right thing to do. He stated that it was wrong to sit on this money and not use it.

Selectman Roberts asked how much CPC funding is available to present at May Town Meeting. Vice-Chairman Brown replied that the CPC numbers are not yet confirmed, and Sherrill Cline (CPC Chair) scheduled a meeting for Representative Gentile to provide update on the proposed legislation.

Selectman Dretler questioned where the proposed reversions might go and stressed that CSX is still an open project, and she was not ready to discuss the topic without legal input.

Selectman Schineller suggested that if the funds could not be used as originally voted upon in a timely fashion, the Park and Recreation Commission might have a funding need in consideration of a filtration system for the Atkinson pool.

Selectman Roberts had issue reverting CPA funding if such funds could not be used for the BFRT. She wanted to hear what Representative Gentile had to say and wished to wait six months before voting to revert the funds.

Vice-Chairman Carty stated that project funding should not be open-ended, and stressed that he had no desire to extend the BFRT if funds are not appropriated within six months.

Vice-Chairman Brown detailed CPA funding and its history.

Resident Charles Russo, 30 Juniper Road, indicated two options. First, if Representative Gentile's legislation is rejected, then the funds should be reverted. The second option was for the Town to allocate the funds as designated. The Board needs to be more consistent and bargain in a different manner.

Resident Louis Arnold, 11 Hadley Road, commented that the 2008 vote was approved by the residents and wanted the funds to remain in place.

Tom Michelman of Arlington and Chairman of the Friends of BFRT, stated that he reached out to Representative Gentile and commented that Bill #1790 would be heard between October and November and hoped it would pass. The Town of Southamptn, MA is in a similar situation. He offered to call the officials in Southamptn for an update.

Resident Dick Williamson, 21 Pendleton Road, noted the Board had recently voted to acquire the CSX section of the BFRT and the Town wanted the acquisition as well.

Resident Len Simon, 40 Meadowbrook Circle, affirmed that much activity has been going on with CSX who has changed their position and now is willing to partner with Sudbury and Framingham. He mentioned that other Towns use CPA funds to advance rail trails project and the Town of Sudbury should be no different.

Selectman Roberts agreed that there has been renewed energy regarding CSX and the Town may be pleasantly surprised in six months.

LS academy update

Present: Ellen Joachim, Chairman of Lincoln-Sudbury (LS) Regional High School Committee.

Vice-Chairman Brown provided an update regarding the LS Academy. Since the update in July, the Sudbury Historical Commission determined that they would not implement a demolition delay on the building to be used for LS Academy and so building permits could be issued. Responses to bids for the construction are expected by the end of October. While Superintendent Wong believes project costs can be covered from cost avoidance (tuition for out of district placements avoided when students attend LS Academy), the certification of LS FY19 financials must be completed to allow the use of excess and deficiency (E&D) for operating costs. The business manager wants the auditor to review the LS FY19 financials, and then he will submit the application to DLS in mid-October. LS will come before this Board and request permission to use E&D funds from FY19 to cover the \$300,000 in operating costs for this year. Superintendent Wong expects that Academy tuition savings will be used to cover capital cost. Ms. Joachim affirmed that savings from the Academy will be used to replenish E&D as a one-time practice.

Selectman Roberts mentioned that the Historical Commission would be reviewing the LS Academy process and asked Ms. Joachim how the LS Academy program was working at the First Parish Church space. Ms. Joachim responded that the program is going well at First Parish, but the preference is to be closer to the LS campus.

Selectman Dretler thanked Vice-Chairman Brown for the complete summary. Chairman Carty stated that the Board looks forward to the next LS Academy update.

Discussion on Town Forum

Vice-Chairman Brown informed the Board that Broadacres facilitator requests have been sent out by the Planning Department. She added that Interim Town Manager Bilodeau and staff would determine who the selected facilitator/firm would be.

Selectman Roberts acknowledged that timing is good for a Broadacres Forum.

Discuss topics to be assigned for the Fall 2019 Board of Selectmen Newsletter

The Board selected the following topics:

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| • Town Manager Search | Chairman Carty |
| • Update on Complete Streets | Selectman Dretler |
| • Wayside Inn Road Bridge | Vice-Chairman Brown |
| • Camp Sewataro Update | Selectman Schineller |
| • EEE Status (under consideration) | Selectman Roberts |

Chairman Carty stated that the completed articles would be submitted by October 7th and approved by the Board at the October 22nd Selectmen meeting.

Goal setting discussion

Chairman Carty stated that the morning goal setting session will be October 8 at the Police Station. He and Interim Town Manager Bilodeau met with Bob Halpin, the facilitator for the session, adding that senior staff had been notified of the goal setting session.

Selectman Schineller recommended consolidating several category topics, and Chairman Carty agreed. Interim Town Manager Bilodeau mentioned that a category did not necessarily have to have a goal.

Citizen's comments (cont.)

There were no citizen comments.

Discuss upcoming agenda items

Interim Town Manager Bilodeau stated that items to be included on the October 1st agenda include:

- Interviewing prospective CPC, COA candidates and a PBC volunteer
- Quarry North Update
- Budget Strategies Task Force
- Transportation Committee appointment of Adam Duchesneau as member
- EEE Letter approval, as composed by Selectman Roberts
- Approval of Minutes
- Included for October 8th BOS meeting was:
 - Goal Setting Meeting
 - Camp Sewataro topics

An Executive Session meeting is scheduled for October 11.

Ms. Bilodeau stated that the October 22 meeting agenda will include:

- Tax classification
- Joint Meeting with Finance Committee
- Policy updates
- Sudbury Access Corporation

Selectman Dretler suggested that CIAC (Capital Improvement Advisory Committee) be included at the October 22nd meeting.

Consent Calendar

Vote to approve the regular session minutes of 8/6/19

Vice-Chairman Brown stated that she was not present at the 8/6/19 meeting. Selectmen Roberts moved to approve the regular session minutes of 8/6/19. Chairman Carty seconded the motion.

It was on motion one abstain and four in favor

Carty-aye, Dretler-aye, Schineller-aye, Roberts-aye and Brown-abstain

VOTED: To approve the regular session minutes of 8/6/19

Vote to accept donations to the Park and Recreation Program Contributions and Donations account

Selectman Roberts moved and Chairman Carty seconded the motion.

It was on motion unanimously

VOTED: To accept on behalf of the Town the following donations: \$250 from Middlesex Savings Bank, \$1,000 from Roche Brothers, and \$250 from Project Coding Schools, for a total of \$1,500 to be deposited to the Park and Recreation Program Contributions and Donations account #191448/483100, as requested by Frank Livera, Acting Director of Parks, Recreation & Aquatics.

Vote to accept two Mass. Council on Aging (MCOA) grants for events at the Sudbury Senior Center

Selectman Roberts moved and Chairman Carty seconded the motion.

It was on motion unanimously

VOTED: To accept two Mass. Council on Aging (MCOA) cost reimbursement grants of \$250 and \$150 to support the Go4Life FitWalk event and a Falls Prevention event at the Sudbury Senior Center, as requested by Debra Galloway, Senior Center Director.

Vote to accept AFG Grant funds

Selectman Roberts moved and Chairman Carty seconded the motion.

It was on motion unanimously

VOTED: To accept AFG Grant funds for \$78,096 with a Town portion of \$2,342.88, for the replacement of the Fire Department's 27-year-old SCBA Air Compressor/Filling Station.

Vote to approve award of contracts for engineering services and installation of an Aspirating Smoke Detection (ASD) System at the Loring Parsonage

Selectman Roberts moved and Chairman Carty seconded the motion.

It was on motion unanimously

VOTED: To approve award of contracts by the Interim Town Manager pursuant to Art. 34 of the 2019 ATM for engineering services and subsequent installation of an Aspirating Smoke Detection (ASD) System at the Loring Parsonage under the direction of the Facilities Director.

There being no further business, the meeting adjourned at 11:22 p.m.

Attest: _____
Maryanne Bilodeau
Interim Town Manager-Clerk