

SUDBURY BOARD OF SELECTMEN

TUESDAY DECEMBER 8, 2020

(Meeting can be viewed at www.sudburytv.org)

Present: Chairman Janie Dretler, Vice-Chairman Jennifer Roberts, Selectman Daniel E. Carty, Selectman William Schineller, Selectman Charles Russo, Town Manager Henry L. Hayes, Jr., Assistant Town Manager/HR Director Maryanne Bilodeau

The statutory requirements as to notice having been complied with, the meeting was convened at 7:00 p.m., via Zoom telecommunication mode.

CALL TO ORDER/ROLL CALL

Chair Dretler conducted roll call and made announcement regarding the recording of the meeting and other procedural aspects included in the meeting.

Roll Call: Russo-aye, Carty-aye, Schineller-aye, Dretler-aye

Opening remarks by Chairman

Chair Dretler Reported:

- Selectmen's Office Hours: Wednesday, September 9 at 12:00 p.m. via Zoom, with Chair Dretler and Selectman Schineller
- "Stock the Shelves Food Drive" ongoing until December 11; canned and nonperishable items can be dropped off at the Fairbank Community Center, from 8:30 a.m. to 4:00 p.m.

Chair Dretler reviewed agenda items.

Reports from Town Manager

Town Manager Hayes reported:

- Governor Baker announced a statewide roll back to Phase 3 Step 1 to begin Sunday, December 13, 2020. Outdoor gatherings are limited to 50, and require BOH (Board of Health) approval for gatherings over 25. Indoor capacity requirements will be reduced back to 40% and restaurant restrictions include 6 person-maximum seating, and time limits at tables. There are many workplace protocol changes. The Health Department will be working with all sectors to comply.
- The Health Department will be formulating COVID vaccine strategies as more guidance is received from the MA Department of Public Health. The Governor is expected to have a press conference on Wednesday to discuss preliminary vaccine information. The BOH will be utilizing the web site and social media to inform the public.
- COVID continues to affect businesses throughout all sectors. Many businesses voluntarily closed to contain the spread, meet quarantine guidelines, and protect their customers. The Town appreciates these efforts and encourages such businesses to call the Health Department regarding questions or concerns about frequently changing protocols.

- Testing is becoming more widely available. Stop the Spread testing sites are open to the general public, two in Framingham. Links to the DPH (Department of Public Health) website can be found on the Town webpage. Please be aware that registration and test result waiting times are highly variable.
- MASK UP, avoid gatherings and travel; plan holidays carefully to protect you and your families.

Chair Dretler acknowledged the arrival of Vice-Chair Roberts at 6:06 p.m. – Roberts-aye.

Reports from Selectmen

Selectman Carty reported:

- Attended SPS (Sudbury Public Schools) and LSRHS (Lincoln-Sudbury Regional High School) meetings and noted that both groups are conducting budget-related conversations at this time. COVID testing materials have been sent by the State to SPS.
- SPS is within \$52,000 of the Town Manager's budget recommendation.
- SPS potential summer program to make up for interruption of regular school scheduling due to COVID-19, which is not included in the proposed budget.
- LSRHS meeting tonight, LS Agreement on the agenda. COVID testing is in progress at that school
- Requested update from Chair Dretler and Vice-Chair Roberts regarding Sudbury Housing Trust and Sudbury Housing Authority regarding the Sudbury Boy Scout property near Nobscot Reservation
- Reminder to discuss the Meadow Walk Liquor license which was not voted on at the last Board meeting.

Selectman Russo reported:

- Farmer's Daughter Restaurant held a pop-up over the weekend, and spoke of the personalized service during the holiday season as many Sudbury businesses are doing
- Reminded all to shop local in Sudbury

Selectman Schineller reported:

- Recognized Town staff and Leila Frank for the efforts involved with organizing the holiday ornament event, as well as the Goodnow Library

Vice-Chair Roberts reported:

- Mentioned the Board consider proposed joint meeting dates with the Finance Committee
- Endorsed the opening statements provided by Town Manager Hayes, regarding continued use of recommended COVID precautions/prevention methods, especially the wearing of face coverings. She mentioned her observance of outdoor playdates, where those groupings are not wearing masks.
- Mentioned that elective surgeries have been curtailed due to COVID, and that presents serious concern for people living in pain
- Mentioned new COVID-related restrictions for businesses. She stated: Wear a Mask!

Citizen Comments

Resident and member of the Finance Committee, Susan Berry, 4 Dawson Drive, thanked the Board and Town staff for the installation of the light on Landham Road.

Ratify and Confirm votes taken at the 12/1/20 tax classification hearing

Chair Dretler read the tax classification motions to be ratified:

The Sudbury Board of Selectmen votes in accordance with M.G.L., Ch. 40, Sec. 56, as amended, the percentage of local tax levy which will be borne by each class of real and personal property, relative to setting the Fiscal Year 2021 tax rates and sets the Residential Factor at 0.9752, with a corresponding CIP shift of 1.33. This motion serves to ratify and confirm the same vote taken on December 1, 2020.

Selectman Schineller moved in the words of the motion. Vice-Chair Roberts seconded the motion.

Town Manager Hayes clarified the Board was ratifying the tax classification votes because at the time the Sudbury tax classification hearing was held (December 1), the MA Department of Revenue (DOR) had not provided confirmation of Town materials. The next day confirmation was provided by DOR, with no changes made.

It was on motion 5-0; Roberts-aye, Russo-aye, Carty-aye, Schineller-aye, Dretler-aye

VOTED: In accordance with M.G.L., Ch. 40, Sec. 56, as amended, the percentage of local tax levy which will be borne by each class of real and personal property, relative to setting the Fiscal Year 2021 tax rates and sets the Residential Factor at 0.9752, with a corresponding CIP shift of 1.33. This motion serves to ratify and confirm the same vote taken on December 1, 2020.

Vote not to adopt a Residential Exemption pursuant to M.G.L. c. 59, § 5C for Fiscal Year 2021. This motion serves to ratify and confirm the same vote taken on December 1, 2020.

Selectman Schineller moved in the words of the motion. Selectman Russo seconded the motion.

It was on motion 5-0; Carty-aye, Russo-aye, Roberts-aye, Schineller-aye, Dretler-aye

VOTED: Not to adopt a Residential Exemption pursuant to M.G.L. c. 59, § 5C for Fiscal Year 2021. This motion serves to ratify and confirm the same vote taken on December 1, 2020.

Vote not to adopt a Small Commercial Exemption pursuant to M.G.L. c. 59, § 5I for Fiscal Year 2021. This motion serves to ratify and confirm the same vote taken on December 1, 2020.

Selectman Schineller moved in the words of the motion. Selectman Russo seconded the motion.

It was on motion 5-0; Russo-aye, Carty-aye, Schineller-aye, Roberts-aye, Dretler-aye

VOTED: Not to adopt a Small Commercial Exemption pursuant to M.G.L. c. 59, § 5I for Fiscal Year 2021. This motion serves to ratify and confirm the same vote taken on December 1, 2020.

In accordance with Chapter 169 of the Acts of 2012, the total Fiscal Year 2021 funding cap on exemptions granted by the Sudbury Means Tested Senior Tax Exemption Program shall be. 0.5115847% of the FY 2021 Residential Property Tax Levy. This motion serves to ratify and confirm the same vote taken on December 1, 2020.

Selectman Schineller moved in the words of the motion. Vice-Chair Roberts seconded the motion.

It was on motion 5-0; Roberts-aye, Schineller-aye, Carty-aye, Russo-aye, Dretler-aye

VOTED: In accordance with Chapter 169 of the Acts of 2012, the total Fiscal Year 2021 funding cap on exemptions granted by the Sudbury Means Tested Senior Tax Exemption Program shall be 0.5115847% of the FY 2021 Residential Property Tax Levy. This motion serves to ratify and confirm the same vote taken on December 1, 2020.

Discussion of DLS Review of Capital Improvement Program (April 2020)

Present: Finance Director Dennis Keohane

Chair Dretler acknowledged when DLS (Division of Local Services) presented in April 2020, the Board did not discuss the recommendations and are doing so now.

Chair Dretler referenced the DLS Report with related spread sheets (Capital Targets Workbook), the S&P Global Rating Report, and the Five – Fifteen Year Capital Plan dated March 5, 2020. She referenced an excel spreadsheet which she drafted outlining the main headings within the DLS Report.

Vice-Chair Roberts recommended that the Board discuss some of the main themes in the DLS Report, which may require the formation of a group to further examine recommendations to incorporate into the Board of Selectmen Financial Policies. She recommended that the Board discuss steps moving forward.

Chair Dretler shared the financial spreadsheet draft with the Board including the following topics:

- Financial Policies
- Capital Planning Procedures
- Funding Strategies
- Capital Forecast

Chair Dretler lead the Board discussion about spreadsheet subtopics, and proposed recommendations. She queried about methods of implementation, such as policy creation, delivery date, and resources necessary; noting that she drafted goals for each of the sections itemized.

Chair Dretler commented about the related financial documents that the Finance Department uses on a daily basis.

Mr. Keohane explained the documents he submitted to the Board, including a template draft to align with DLS recommendations. He noted that the other documents he provided addressed existing investment policies, which should be reviewed and updated.

Selectman Schineller asked if this new version incorporated DLS and prior draft of financial policies. Mr. Keohane responded that nothing he has included is especially eye-opening or concerning and his template addresses the overlay piece, the investment piece, insurance and retirement funding.

Selectman Russo indicated that Town financial policies need updating and should be more transparent so that the residents can clearly understand what is being proposed.

Selectman Dretler suggested the Board work on a more detailed capital request form to detail where funding comes from within the 5 to 15-year plan.

Detailed discussion continued.

Discussion and review of Financial Policies

Selectman Schineller indicated that the financial spreadsheet should include an updated asset list or asset tracking tool, which would be fundamental to transparency and identifying a target for a type of stabilization plan. Selectman Russo echoed the sentiment expressed by Selectman Schineller.

Mr. Keohane recommended that the OPEB (Other Postemployment Benefit) continue to be highlighted until fully funded. Selectman Carty commented that this review helps create a good standard for the BOS, and was pleased that the Board is addressing this financial area once again.

Selectman Carty asked about the Town increasing taxes or re-allocation of funds.

Selectman Russo suggested caution in relation to transfer of funding in consideration of possible COVID impacts. Mr. Keohane stressed that relocating such funds requires a vote.

Areas of focus addressed by the Board included budgeting and funding strategies, which included the following recommendations:

- Aligning capital plan with funding schemes that do not rely on exclusions
- Continuing to build reserves – capital related special purpose stabilization funds
- Closing the Melone fund and transfer its balance to the capital stabilization fund, which requires a Town Meeting vote.

Chair Dretler recommended further study and review of the report presented by Mr. Keohane as an agenda item for the January 15, 2021 BOS meeting.

Citizen's Comments (cont.)

Resident and Vice-Chair of the Finance Committee Eric Poch, endorsed the BOS addressing these financial concerns at this time. He stressed that the Town must consider transparency, prioritization, and discipline, and consider how to match usage with sources. A full asset listing would be necessary, with thoughts to replacement costs.

Vote to adjourn meeting

Selectman Russo motioned to adjourn the meeting. Selectman Schineller seconded the motion.

It was on motion 5-0; Russo-aye, Schineller-aye, Carty-aye, Roberts-aye, Dretler-aye.

VOTED: To adjourn the meeting

There being no further business, the meeting was adjourned at 10:18 p.m.

12/8/20 - Documents & Exhibits

1. Ratify and confirm votes taken at 12/1/20 tax classification hearing.

Attachments:

1.a Motions Dec 8

2. Discussion of DLS Review of Capital Improvement Program (April 2020).

Attachments:

2.a Sudbury_Capital_Report 4-6-2020

2.b Capital_Targets_Sudbury 4-6-2020

2.c RatingsDirect_SummarySudburyMassachusettsGeneralObligationNote_45127789_Jun-12-2020 (002)

2.d Dretler_2020 04 DLS Recommendations

2.e FY21 Categorized 5 and 15 Year Capital Plan 3-5-2020 (1)

3. Discussion and review of financial policies

Attachments:

3.a mmranddkfinpolicies

3.b BOS Financial Policies 2019 mmranddkfinpolicies8-6-1-SchinellerEditsDennis20191113

3.c Selectmen Policiesfinal_TOC_4