

SUDBURY SELECT BOARD

TUESDAY JUNE 1, 2021

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

Present: Chair Jennifer Roberts, Vice-Chair Charles Russo, Select Board Member Daniel Carty, Select Board Member William Schineller, Select Board Member Janie Dretler, Town Manager Henry L. Hayes, Jr.

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

Chair Roberts announced the recording of the meeting and other procedural aspects included in the meeting.

Call to Order/Roll Call

Select Board Roll Call: Russo-present, Dretler-present, Carty-present, Schineller-present, Roberts-present

Opening remarks by Chair:

- Cited importance of Memorial Day and remembered heroes
- Conservation Commission seeking new members
- Street Sweeping began on May 27 – residents asked not to park on street
- Honor to take over as Chair and thanked her colleagues
- Thanked Janie Dretler for her leadership as Chair during a very challenging time

Reports from Town Manager:

- Attended Memorial Day events in Lincoln and Sudbury; Medal of Liberty Ceremony in Lincoln honored 16 fallen heroes and their families
- Sewataro Sounds of Summer event on July 3; check the Town website Monday, June 7 for details and (free) ticket information.
- Bill Murphy received MA Environmental Health Associations 2021 President's Award
- Episode 19 Municipal Minutes with Veteran's Agent Mike Hennessey and Assistant Stanley Spear

Reports from Select Board

Vice-Chair Russo:

- Attended the Medal of Liberty ceremonies in Lincoln on Memorial Day – 16 recipients of the Medal of Liberty
- Letter of support submitted to MPO (Metropolitan Planning Organization) for continued funding for the BFRT on the TIP (Transportation Improvement Program) listing for 2022
- Developments in Town – 999 Concord Road (former horse farm) 11 homes currently being reviewed by the Planning Board; 74-80 Maynard Road (open parcel between Broadacres and SVT conservation land); nine homes currently being reviewed by the Conservation Commission
- Bowker General Store redevelopment

Board Member Dretler:

- Thanked Jennifer Roberts for assuming Chair responsibilities
- She and her family attended the Wadsworth Cemetery Memorial Day ceremonies

Board Member Schineller:

- He had reached out about BFRT (Bruce Freeman Rail Trail) to legislators
- PBC (Permanent Building Committee) and user groups are re-engaging regarding the Fairbank Community Center project
- Historical Commission received additional grant from MA Historical Commission to help fund the continued Historic Property Inventory project

Board Member Carty:

- Mentioned Memorial Day events
- Transportation Committee aspects to be discussed later in the meeting

Citizens comments on items not on agenda

Resident Len Simon, 40 Meadowbrook Circle, commented about the Town Manager's recent writing titled "vision and community leadership." From that document, Mr. Simon provided an edit, asserting that the Select Board is the primary policy body, but not a legislative group; and addressed the distinction between a Town Manager and a Town Administrator.

FY20 Audit Presentation as requested by Finance Director Dennis Keohane. Renee Davis and Jessica Greene of Powers & Sullivan to attend

Present: Renee Davis and Jessica Greene of Powers & Sullivan, Finance Director Dennis Keohane

Ms. Davis presented the FY20 PowerPoint presentation, which covered topics including:

- Audit Objectives
- Audit Process – last year all work was done remotely – Preliminary Audit, Year-End Audit Work
- COVID-19 Audit Considerations – New Audit Risk Consideration, utilization of a secure portal. Year 2021 will reflect much of these considerations
- Annual Comprehensive Financial Report (ACFR)
- Power & Sullivan Audit Opinion
- Management's Discussion and Analysis
- Basic Financial Statement
- Notes to Basic Financial Statements
- Financial Position
- General fund Budgetary Results (revenues exceeded budget by \$1.7 million - expenditures were under budget by \$1.1 million)
- General Fund Balance
- Community Preservation Major fund
- General Capital Project Major Fund (new this year)

- Non-major Governmental funds (smaller funds, governmental funds)
- Enterprise Funds
- OPEB – Long-Term Liabilities
- Single Audit/Uniform Guidance
- Management Letter

Ms. Davis provided additional detail regarding the Management Letter, noting there were no material weaknesses or significant deficiencies. The two prior year comments were resolved, and a new comment/recommendation involved the timeliness of Actuarial Information for OPEB Financial Reporting and Disclosure.

Board Members thanked the consultants and agreed that Finance Director Dennis Keohane and Town Manager Henry Hayes provided excellent financial information in preparation of the audit.

Board Member Dretler requested that the FY20 Audit PowerPoint slides be sent to the Board. Ms. Davis agreed to do so.

Vice-Chair Russo thanked the consultants, Finance Director Keohane and Town Manager Hayes for their efforts. He asked if all communities attain the AAA rating. Ms. Davis stated many communities are not AAA rated.

Ms. Davis commended Town Management for getting all financials in order.

Chair Roberts asked about OPEB levels and reasonable expectations regarding a timeline. Ms. Davis acknowledged that the recording of OPEB numbers was a somewhat recent requirement, and explained that OPEB measures must be recorded every two years.

Board Member Carty stated that keeping a AAA bond rating and having to report no deficiencies during a pandemic showed him that Dennis and Henry know what they are doing when it comes to municipal finance.

Board Member Schineller requested clarification regarding pension payments and OPEB payments. Ms. Davis responded the health insurance bill must be made (pay as you go), and Moody/A&P does consider the reserve number.

Citizen Comments

Resident Manish Sharma, 77 Colonial Road, inquired about available interest and which pension fund index was being used. He asked if there might be additional financial opportunities for the Town.

Financial Policies Update

Present: Finance Director Dennis Keohane

Chair Roberts summarized the reserves section was reviewed at the last Board meeting.

Discussion commenced with the Forecasting for Revenues and Expenditures section.

Mr. Keohane provided detail regarding new growth considerations, and Enterprise Funding; including a goal to contribute 3% to 5% in order to plan for equipment and other future needs

Other topics covered by the Financial Policies Subcommittee included:

- Expenditure Guidelines
- Debt Management/Exclusions
- Overlay Surplus

Related discussion took place with edits being agreed upon by Board Members.

Board Member Carty suggested receipt of overlay balance before the yearly hearing. Members agreed to receive the balance in the overlay account from the Assessors Department prior to the Annual Tax Classification Hearing.

Mr. Keohane stated that financial policies can always be amended at any time.

Chair Roberts stressed the importance of reviewing upcoming capital projects, and applying the finance policies as testing practice.

Board Member Schineller and Chair Roberts expressed appreciation regarding responses to the Q&A section of the financial policies, as submitted by Mr. Keohane.

Chair Roberts noted that the upcoming Financial Policies discussion would include capital assets and funding.

Public Comment

Resident Manish Sharma, 77 Colonial Road, inquired about solar projects.

Resident and Finance Committee Member Susan Berry, 4 Dawson Drive, mentioned debt within the levy amount and restricted debt.

Discussion on draft letter to ISO New England

Board Member Carty recused himself from the discussion.

Board Member Schineller presented the draft letter to ISO New England. The letter included details regarding the high voltage transmission line proposed by Eversource.

Board Member Schineller questioned that ISO may not have awareness about the Eversource lease, which would expire in twenty to twenty-five years; nor aware of the fact that the proposed Eversource line is an underground line. Board Member Schineller suggested that the letter would suggest that ISO consider who might be responsible for the relocating that line after the lease term expires.

Board Member Schineller emphasized that the intention of the letter is to promote the protection of Sudbury natural resources and residents. Board Members provided various edits to the draft letter.

Board Member Dretler suggested that the letter clearly pose the question to ISO: “who will pay to relocate the line, if in 25 years it is relocated.”

Chair Roberts asked where Board Member Schineller obtained his PTF documentation. Board Member Schineller responded that such documentation came from the ISO website. Chair Roberts stated she would review the documented PTF numbers before signing the letter. Board Member Schineller agreed to provide the ISO website information. Board Member Dretler commented that the ISO documentation should be shared with residents as well.

Board Members agreed to have Town Counsel review the draft letter.

Public Comment

Resident Len Simon, 40 Meadowbrook Circle, indicated that a letter to ISO would be pointless, and suggested that any such communication be delayed.

At 10:40 p.m. Chair Roberts motioned that the Board take a five-minute recess. Vice-Chair seconded the motion.

It was on motion 4-0; Russo-aye, Schineller-aye, Dretler-aye, Roberts-aye

VOTED: That the Board take a five-minute recess.

COVID-19 emergency measures continuation discussion (including remote participation)

At 10:45 p.m., Chair Robert initiated discussion regarding continuation of COVID-19 emergency measures; the ability for Boards/committees to meet remotely. She noted that if related legislation did not pass, the Board meeting on June 15th would be in-person.

Discussion topics included:

- Ability of extended SudburyTV coverage
- Level of comfort of Sudbury Boards/Commissions
- Willingness to return to live meetings as soon as possible
- Blending of meeting methods (including a hybrid approach)

Vice-Chair Russo suggested that FlashVote be utilized.

Chair Roberts recommended that she and Town Manager Hayes would be meeting with SudburyTV to discuss what might be done. She asked for public comment as well.

Review open session minutes of 5/4/21 and 5/22/21 and possibly vote to approve minutes.

5/4/21 Minutes

Chair Roberts read in the words of the motion. Board Member Dretler moved in the words of the Chair. Board Member Carty seconded the motion.

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

VOTED: To approve open session minutes of 5/4/21, as edited.

5/22/21 Minutes

Chair Roberts read in the words of the motion. Board Member Dretler moved in the words of the Chair. Board Member Carty seconded the motion.

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

VOTED: To approve open session minutes of 5/22/21, as edited.

Review the Select Board's Spring 2021 Newsletter articles and approve for distribution

Board Member Carty motioned to approve the Select Board's Spring 2021 Newsletter articles for distribution. Board Member Schineller seconded the motion.

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

VOTED: To approve the Select Board's Spring 2021 Newsletter articles for distribution.

Citizen's Comments

There were no citizen's comments

Upcoming Agenda Items

June 15

- Liaison Assignments
- MWRTA Advisory Board Member appointment (Sandy Lasky as temporary advisory Board member)
- Transportation Committee appointment renewals
- Assessment of Town Manager review process and goals
- ISO Letter
- Select Board Office Hours – June schedule

Future Meetings

- Financial Policies
- Sewataro Planning in Fall – Update from Subcommittee – June 15th
- Jeff Winston – OARS
- Fall Town Meeting determination by July

Consent Calendar

Grant a Special Permit to the Sudbury July 4th Road Race, to hold the "Sudbury July 4th Road Race" on Sunday, July 4, 2021 from 7:00 A.M. through approximately 12:00 P.M.

Chair Roberts read in the words of the motion. Board Member Dretler moved in the words of the Chair. Board Member Carty seconded the motion.

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

VOTED: To Grant a Special Permit to the Sudbury July 4th Road Race, to hold the "Sudbury July 4th Road Race" on Sunday, July 4, 2021 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

Grant a Special Permit to the National Multiple Sclerosis Society, to Hold the "Bike MS: Minuteman Ride" on Saturday, September 18, 2021, from 9:00 A.M. through approximately 3:00 P.M.

Chair Roberts read in the words of the motion. Board Member Dretler moved in the words of the Chair. Board Member Carty seconded the motion.

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

VOTED: To grant a Special Permit to the National Multiple Sclerosis Society, to Hold the “Bike MS: Minuteman Ride” on Saturday, September 18, 2021, from 9:00 A.M. through approximately 3:00 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

Approve award of FY22 contacts by the Town Manager upon receipt of favorable and acceptable bid-quotations for cleaning services for the Goodnow Library, Town Hall/Flynn building, and the Police Station, and nay subsequent renewal options.

Chair Roberts read in the words of the motion. Board Member Dretler moved in the words of the Chair. Board Member Carty seconded the motion.

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

VOTED: To approve award of FY22 contacts by the Town Manager upon receipt of favorable and acceptable bid-quotations for cleaning services for the Goodnow Library, Town Hall/Flynn building, and the Police Station, and nay subsequent renewal options.

Eagle Scout recognitions

Board Member Carty confirmed he would be present at the high honor event. Chair Roberts stated that she would be in attendance also.

Chair Roberts read in the words of the motion. Board Member Dretler moved in the words of the Chair. Board Member Carty seconded the motion.

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

VOTED: To enter into the Town record and congratulate Max Samuel Fishman, Colin Matthew Heye, James Edwin Howrey, David Lind Morgan, and Christopher Edward Rotondo of Scout Troop 63 for having achieved the high honor of Eagle Scout.

Re-appoint Dorothy Ann Bisson, 290 Dutton Road, Republican, to the Board of Registrars of voters for a term to expire May 31, 2023

Chair Roberts read in the words of the motion. Board Member Dretler moved in the words of the Chair. Board Member Carty seconded the motion.

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

VOTED: To re-appoint Dorothy Ann Bisson, 290 Dutton Road, Republican, to the Board of Registrars of voters for a term to expire in May 31, 2023.

Appoint Tatiana Vitvitsky, 55 Hudson Road, as the Sudbury Housing Authority (SHA) Tenant Board Member for a five-year term expiring 5/31/2026

Chair Roberts read in the words of the motion. Board Member Dretler moved in the words of the Chair. Board Member Carty seconded the motion.

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

VOTED: To appoint Tatiana Vitvitsky, 55 Hudson Road, as the Sudbury Housing Authority (SHA) Tenant Board Member for a five-year term expiring 5/31/2026, as requested by Sheila Cusolito, SHA Executive Director

Approve the Town Manager reappointments of Christopher Hagger, 233 Nobscot Road, and Diana E. Warren, 32 Old Framingham Road, Unit 30, to the Historical Commission for terms expiring 5/31/24

Vice-Chair Russo asked about two applications submitted to the Historical Commission. Town Manager Hayes stated that the applications submitted by Katherine McGrath and Nick Pernice, were applications for alternate member appointments.

Board Member Dretler had raised some concerns about Historical Commission votes on Eversource-related consultant funding, and Historical Commission votes on past minutes.

Resident and Historical Commission Chair Chris Hagger, 233 Nobscot Road, stated that several such funding/budgetary votes were rescinded by the Commission; and five sets of minutes were approved, and four additional minute sets would be approved at the June meeting.

Chair Roberts read in the words of the motion. Board Member Dretler moved in the words of the Chair. Vice-Chair Russo seconded the motion.

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

VOTED: To approve the Town Manager reappointments of Christopher Hagger, 233 Nobscot Road, and Diana E. Warren, 32 Old Framingham Road, Unit 30, to the Historical Commission for terms expiring 5/31/24

Vote to Adjourn Meeting

Chair Roberts read in the words of the motion. Board Member Dretler moved in the words of the Chair. Board Member Russo seconded the motion.

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

VOTED: To adjourn the meeting

There being no further business, the meeting was adjourned at 11:27 p.m.

6/1/21 Documents & Exhibits

1. FY20 Audit Presentation as requested by Finance Director Dennis Keohane. Renee Davis and Jessica Greene of Powers & Sullivan to attend.

Attachments:

- 1.a Sudbury FY2020 CAFR
- 1.b Sudbury FY2020 Management Letter
- 1.c Sudbury FY2020 SEFA

2. Financial policies update. Chair Roberts and Board Member Schineller to report.

Attachments:

- 2.a Draft Policy Intro 04.29.21
- 2.b Select Board Financial Policies WORKING DRAFT 2021 04.29.21
- 2.c FinancialPolicyDecisionsForConsideration 04.29.21
- 2.d DennisQandA-051821

3. Discussion on draft letter to ISO New England as requested by Board member Schineller.

Attachments:

- 3.a ISO-NE-Select-Board-Letter

4. COVID-19 emergency measures continuation discussion (including remote participation).

Attachments:

- 4.a Continuation of Emergency Measures 052521
- 4.b Emergency Order - Open Meeting Law

5. Review open session minutes of 5/4/21 and 5/22/21 and possibly vote to approve minutes.

Attachments:

- 5.a SB_draft1_5.04.21_min_for_review
- 5.b SB_draft_min_5.22.21_PG_for_review

6. Review the Select Board's Spring 2021 Newsletter articles and approve for distribution.

Attachments:

- 6.a Sudbury Municipal Update Newsletter_SB_Spring 2021_v3

8. Upcoming Agenda Items

Attachments:

- 8.a POTENTIAL UPCOMING AGENDA ITEMS_6.1.21

9. Vote to approve the Town Manager reappointments of Christopher Hagger, 233 Nobscot Road, and Diana E. Warren, 32 Old Framingham Road, Unit 30, to the Historical Commission for terms expiring 5/31/24.

Attachments:

- 9.a SHC_TM reappts

10. Vote to Grant a Special Permit to the Sudbury July 4th Road Race, to hold the "Sudbury July 4th Road Race" on Sunday, July 4, 2021 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.

Attachments:

- 10.a July 4th Road Race 2021_SB
- 10.b 4th of July Race Approvals 2021
- 10.c 4th of July Race Approvals_Health

11. Vote to grant a Special Permit to the National Multiple Sclerosis Society, to Hold the “Bike MS: Minuteman Ride” on Saturday, September 18, 2021, from 9:00 A.M. through approximately 3:00 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.

Attachments:

- 11.a Bike MS_Minuteman Ride 2021_SB
- 11.b Bike MS Approvals 2021

13. Vote to enter into the Town record and congratulate Max Samuel Fishman, Colin Matthew Heye, James Edwin Howrey, David Lind Morgan, and Christopher Edward Rotondo of Scout Troop 63 for having achieved the high honor of Eagle Scout.

Attachments:

- 13.a Eagle Scout recognition request

14. Vote to re-appoint Dorothy Ann Bisson, 290 Dutton Rd., Republican, to the Board of Registrars of voters for a term to expire in May 31, 2023.

Attachments:

- 14.a BISSON_Republican_2020

15. Vote to appoint Tatiana Vitvitsky, 55 Hudson Road, as the Sudbury Housing Authority (SHA) Tenant Board Member for a five-year term expiring 5/31/2026, as requested by Sheila Cusolito, SHA Executive Director.

Attachments:

- 15.a SHA backup