

SUDBURY SELECT BOARD  
TUESDAY FEBRUARY 3, 2026  
7:00 PM, HYBRID MEETING  
TOWN HALL, LOWER LEVEL  
322 CONCORD ROAD, SUDBURY MA 01776

Click the link below to join the Select Board meeting via Zoom:

<https://zoom.us/j/360217080>

For audio only, call the number below and enter the meeting ID on your telephone keypad.

Dial-in number: 978-639-3366 or 470-250-9358

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>	Review and vote designating Pelham Island Road, Landham Road, and Woodside Road as the U.S. Bicycle Route 1 through Sudbury.
2		<i>VOTE</i>	Approve Determination and Consent Pursuant to the Rules of Professional Conduct Governing Members of the Massachusetts Bar relative to KP Law's review of proposed revisions to the Lincoln Sudbury Regional School Agreement.
3		<i>VOTE</i>	Vote to accept the grant awarded by Emerson Hospital in the amount of \$3,000 to support Sudbury Social Workers
4		<i>VOTE</i>	Vote to accept the donation of \$4,500 for the purpose of hiring a landscape designer to assist with the design and approvals required to install a gifted bench to the Town at the Heritage Park.
5		<i>VOTE</i>	Receive report on grants received by the Sustainability Coordinator

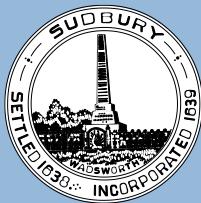
MISCELLANEOUS

6		<i>VOTE / SIGN</i>	Discussion and possible vote to endorse a resolution in support of Massachusetts 'Paint Stewardship Legislation' bills H.886 and S.647
7		<i>VOTE</i>	Joint meeting with the Energy and Sustainability Committee. Update to be provided.

*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		VOTE	Vote to accept the FY26 Budget to Actuals memo from Finance Director Victor Garofalo
9		VOTE	Liberty Ledge/Camp Sewataro Subcommittee update and discussion regarding next steps
10			Discussion of Sewataro Resident Swim Program
11		VOTE	Discussion and possible vote to issue a Request for Proposals for Town Counsel services
12		VOTE	Discussion and possible vote to update Alcohol Rules and Regulations
13		VOTE	Discuss and vote to approve Board and Committee Handbook
14			Discussion of Community Preservation Annual Town Meeting Articles
15		VOTE	Vote to acknowledge receipt of 2026 Annual Town Meeting articles submitted before January 30, 2026 and to refer all articles to Town Counsel for review and comments as to form; Vote on order of articles, and designate articles for the consent calendar; vote to refer any Zoning Bylaw amendments and street acceptance articles to the Planning Board; and, related discussion
16		VOTE	Review and Approve Minutes: <ul style="list-style-type: none"> <li>November 18, 2025</li> <li>December 1, 2025</li> <li>December 2, 2025</li> <li>December 16, 2025</li> <li>January 6, 2026</li> </ul>
17			Upcoming Agenda Items
<b>EXECUTIVE SESSION</b>			
18		VOTE	Vote to enter executive session to review, approve and possibly release executive session meeting minutes pursuant to G.L. c. 30A, § 21(a)(7) “[t]o comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements” (“Purpose 7”), citing to the Open Meeting Law, G.L. c. 30A, §§ 22(f), (g): <ul style="list-style-type: none"> <li>October 7, 2025</li> <li>October 14, 2025</li> <li>October 28, 2025</li> <li>November 12, 2025</li> <li>December 2, 2025</li> <li>January 6, 2026</li> </ul>

*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, February 3, 2026

### CONSENT CALENDAR ITEM

#### 1: Designate Routes as the U.S Bicycle Route 1

##### REQUESTOR SECTION

Date of request:

Requested by: James Goudie

Formal Title: Review and vote designating Pelham Island Road, Landham Road, and Woodside Road as the U.S. Bicycle Route 1 through Sudbury

Recommendations/Suggested Motion/Vote: Review and vote designating Pelham Island Road, Landham Road, and Woodside Road as the U.S. Bicycle Route 1 through Sudbury

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

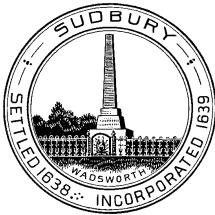
Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

02/03/2026 7:00 PM

# Departmental Approval

## Designation of Pelham Island, Landham, and Woodside as the U.S Bicycle Route 1

Department	Staff	Date	Comments
Department of Public Works, and Police	Tina Rivard and Chief Nix	1/29/2026	<p>“Myself, Chief Nix, and QinRui met to discuss and briefly review the proposed bicycle route. We do not currently have a formal position on the proposed roadways being considered for the U.S. Bicycle Route.</p> <p>With the Select Board meeting scheduled for next week, we do not have sufficient time to adequately evaluate the proposed route or provide additional recommendations for alternative routes beyond what is currently under consideration.</p> <p>Please let me know if you need any additional context or follow-up. We would be happy to re-evaluate the existing proposed route and provide feedback and possibly propose alternative routes if we could better understand the programming needs, what data was used to evaluate these roadway networks to be considered, additional traffic data used to assess these areas, and information on who came up with this route and their expertise on roadway evaluations.”</p>
Fire Department	Chief Choate	1/26/2026	The Fire Department has approved this application.



# Town of Sudbury

## Rail Trails Advisory Committee

railtrails@sudbury.ma.us

Flynn Building  
278 Old Sudbury Road  
Sudbury, MA 01776  
978-639-3387  
Fax : 978-639-3314

<https://sudbury.ma.us/bfrt/>

**To:** Andy Sheehan, Town Manager  
**From:** Marcia Rasmussen, Interim Rail Trail Coordinator  
**Date:** January 8, 2026

**Re:** Rail Trails Advisory Committee (RTAC) recommendation on requested designation of certain roads in Sudbury as U.S. Bicycle Route 1 and draft letter to MassDOT

At the January 7<sup>th</sup> RTAC meeting, committee members reviewed the attached presentation, discussed the requested action and unanimously voted to recommend to the Town Manager and Select Board that the Town of Sudbury support designation of certain roads in Sudbury as US Bicycle Route 1. This is a bicycle route mapping project and is part of a national effort (through the American Association of State Highway and Transportation Officials - AASHTO) to expand the US Bicycle Route system. This effort is being led by MassDOT, East Coast Greenway Alliance (ECGA), MassBike, and the Adventure Cycling Association. Getting this route designated will provide a defined bicycling route for cyclists traveling across Massachusetts, connecting existing U.S. Bicycle Route 1 in New Hampshire to Rhode Island.

The identified roads include: Pelham Island Road at the Wayland town line, Landham Road, and Woodside Road to the Framingham city line where it intersects with Eaton Road.

Background information on U. S. Bicycle Route designation:

1. There is no inherent liability for local agencies per the federal Transportation Research Board:  
[http://onlinepubs.trb.org/onlinepubs/nchrp/nchrp\\_lrd\\_53.pdf](http://onlinepubs.trb.org/onlinepubs/nchrp/nchrp_lrd_53.pdf)
2. To view AASHTO information on the U.S. Bicycle Route System:  
<https://route.transportation.org/us-bicycle-routes/>
3. Signage is nice, but not required. There are a number of ways a route can be designated including maps, signs, pavement markings, downloadable GPS coordinates, etc.
4. The choice of roads for a U.S. Bicycle Route is a tradeoff between low traffic, direct routing, access to services (bike shops, motels, campgrounds, etc.), access to points of interest, and scenic roads. The best route for a family weekend bike ride may not be the best route for someone on a multi-day long distance bicycle trip.
5. Long distance bicycle tourists are experienced road riders and used to varying quality of road surface, absence of paved shoulders, and car and truck traffic. The number of cyclists who might use a given route is difficult to predict, but five to ten riders per day (1,000-2,000 per

season) would be considered a significant increase in usage once a route is designated.

6. A change in the route can be proposed to MassDOT once the Mass Central Rail Trail (across Route 20 and over the Sudbury River) and Bruce Freeman Rail Trail Phase 3 are completed and MassDOT, in turn, propose the change to AASHTO. AASHTO has accepted every new route and route change requested by state DOTs. Route changes can be made twice per year.
7. Designating a U.S. Bicycle Route does not impose any constraints or restrictions on the use of a road, street, trail or right-of-way. Its current or future status or use for any other purpose is not changed.
8. There is no requirement that roads for U.S. Bicycle Routes meet the guidelines in the AASTHO Guide for Bicycle Facilities. This was explicitly considered and it has been written into the process that there are no specific requirements for road or trail standards. It is recognized that local "engineering judgment" will determine when a road is suitable for inclusion in a U.S. Bicycle Route designation. The RTAC noted the lack of a suitable alternative route in South Sudbury.

In considering this recommendation, the RTAC noted that bicycle tourism is a growing industry in Massachusetts which could favorably contribute to the economy of the local community; and the RTAC has reviewed the proposed route and found it to be a suitable route connecting Wayland to Framingham through Sudbury, noting that there is low traffic volume on these roads and no suitable alternative route.

In recommending this designation, the RTAC notes that MassDOT will be responsible to get the route officially designated by AASHTO as soon as this can be achieved, and authorizes the posting of signs within the Sudbury right-of-way identifying the route through the community once the official designation has been made. The RTAC further notes that as soon as an alternative path over the Mass Central Rail Trail and the Bruce Freeman Rail Trail is completed that MassDOT submit this alternative route to AASHTO for designation as the U.S. Bicycle Route through Sudbury.

Please let me know if you have any questions or require additional information.

#### Draft Letter to MassDOT re: U.S. Bicycle Route System

Mr. Peter Sutton, Transportation Program Planner  
 Massachusetts Department of Transportation - Office of Transportation Planning  
 10 Park Plaza - Suite 4150  
 Boston, MA 02116  
 Or via email to: [peter.sutton@state.ma.us](mailto:peter.sutton@state.ma.us)

Dear Pete Sutton,  
 The Town of Sudbury would like to offer its support for the designation of proposed U.S.

Bicycle Route 1 (USBR 1) through Sudbury. We recognize that bicycle tourism is a growing industry in North America, contributing \$75 billion a year to the economies of communities that provide facilities for such tourists. As a community, Sudbury stands to benefit from this opportunity both economically and from the health and environmental related benefits of encouraging bicycle travel in our region.

The American Association of State Highway and Transportation Officials (AASHTO) has designated a bicycle route corridor through Massachusetts to be developed as **USBR 1**, which connects New Hampshire to the north to Rhode Island to the south. Sudbury lies within that corridor and we have investigated the proposed route and found it to be suitable for bicycle tourists.

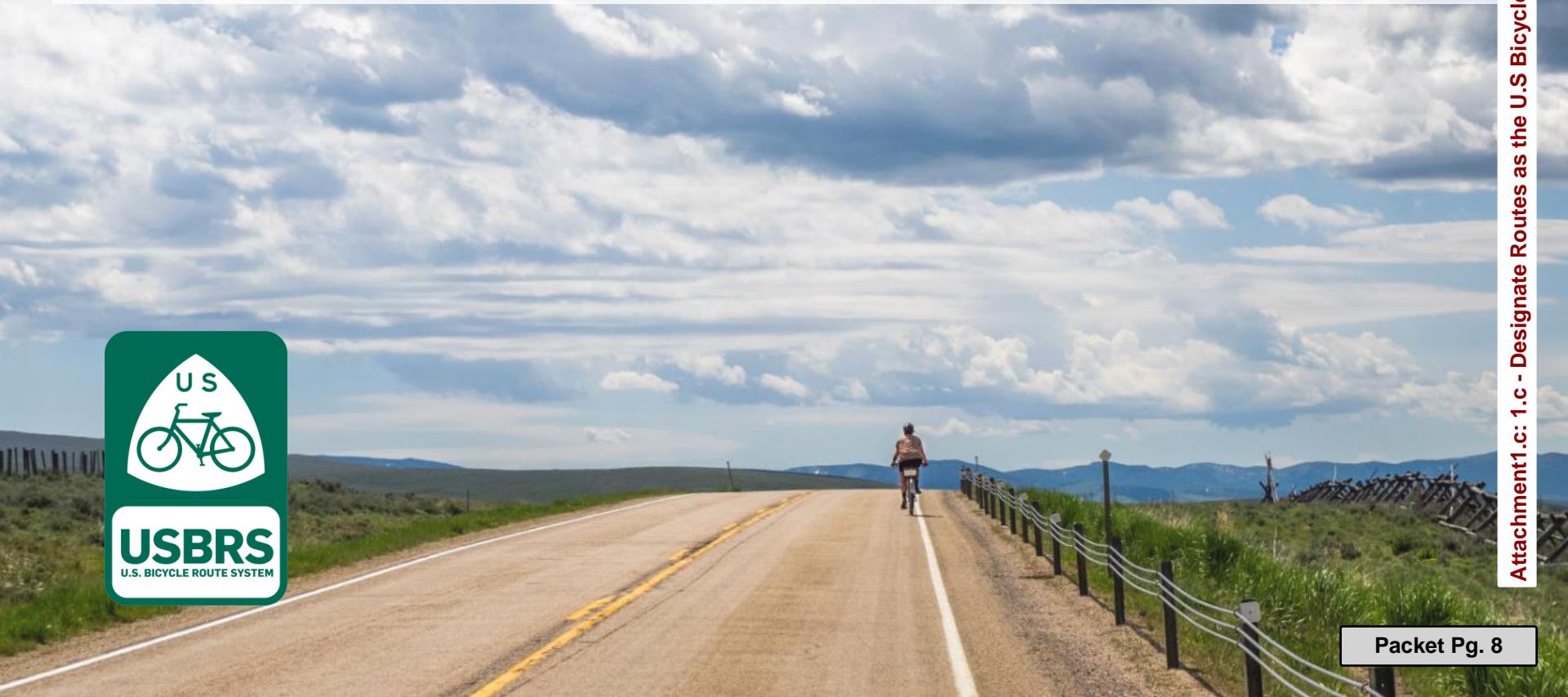
This letter is being sent to you to indicate our support for designating USBR 1 through Sudbury using Pelham Island Road (at the Wayland town line), Landham Rd. and Woodside Rd. (to the Framingham town line).

The proposed route for USBR 1 will provide a benefit to the Sudbury community and we endorse having the route mapped and signed, thereby promoting bicycle tourism in our area. Therefore, Sudbury hereby expresses its support for the designation USBR 1, and requests that the appropriate officials nominate the route for AASHTO designation as soon as this can be achieved.

Sincerely,

Sudbury Select Board

# Building Bicycle Tourism with the U.S. Bicycle Route System



# The U.S. Bicycle Route System



- Developing national network of numbered and signed bicycle routes
- Officially approved by state transportation agencies and AASHTO
- Coordinated by Adventure Cycling Association



# Adventure Cycling Association

- Non-Profit Mission: *To inspire, empower, and connect people to travel by bike*
  - 47K mile route network + maps + organized tours
  - *Adventure Cyclist* magazine
  - National advocacy
- 53,000 members
- Adventure Cycling Route Network provided a blueprint for the first U.S. Bicycle Routes

# Currently: 24,000 USBR miles in 35 states



50,000+ miles when complete

# The U.S. Bicycle Route System History



- 1982: First routes designated
- 2004: Project restarted & task force created
- 2005: Adventure Cycling pledged staff support
- 2008: AASHTO approved process & corridor plan
- 2011: First new route designated since 1982
- 2014: 38 miles of USBR 1 designated in MA
- 2016: 66 miles of USBR 7 designated in MA

# Jurisdictional support required



- 35 “pavement owners” to fully designate USBR 1 in Massachusetts from New Hampshire to Rhode Island
- Each agency must notify MassDOT that they support designation
- Adventure Cycling volunteers doing local outreach with support from MassBike and East Coast Greenway

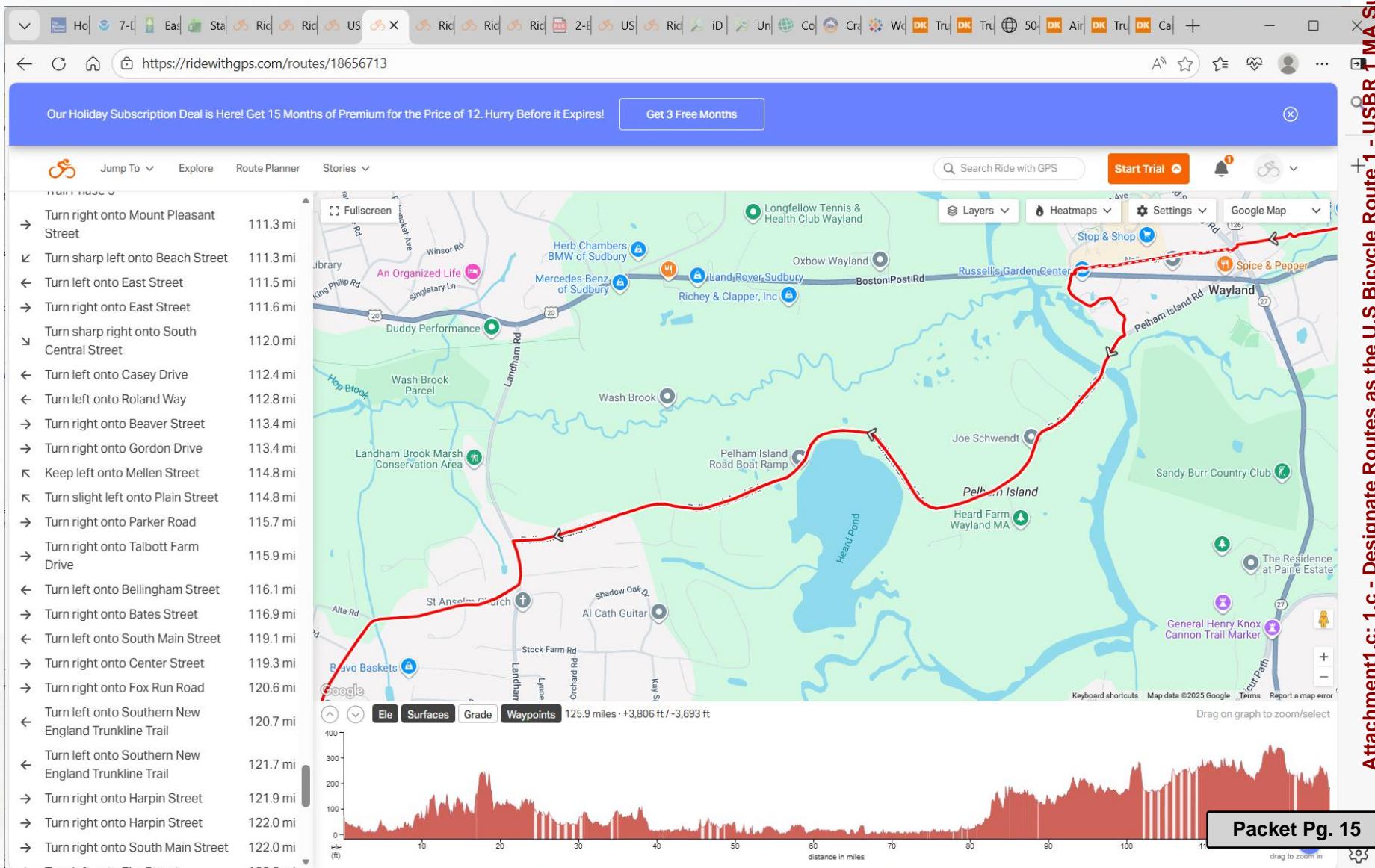
# Designation of U.S. Bicycle Route 1 in Sudbury



- USBR 1 and East Coast Greenway would be co-designated
- Route through Sudbury from Wayland on Pelham Is. Rd.
- Follows Landham Rd., Woodside Rd. and Eaton Rd. into Framingham
- Wayland has already approved the route

# Proposed designation of USBR 1 in Sudbury

<https://ridewithgps.com/routes/18656713>



# Jurisdictional actions/issues



- MassDOT needs a support letter or support resolution from Sudbury
- Local agencies have the final say so when they request a change to the route, it is accepted/negotiated.
- There are no costs, requirements, or constraints placed on local agencies – this is simply a mapping project.

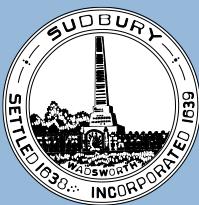
# Benefits of the USBR designation



- Improved routes for bicycle travelers
- Positive health/environmental impacts
- Economic development via bicycle tourism for smaller communities

Kerry Irons  
USBR volunteer coordinator  
Adventure Cycling Association  
[irons54vortex@gmail.com](mailto:irons54vortex@gmail.com)  
989-513-7871 or 616-298-7883

Ellie Zachary  
Advocacy & Routes Coordinator  
Adventure Cycling Association  
[ezachary@adventurecycling.org](mailto:ezachary@adventurecycling.org)  
317-645-6976 800-755-2453



## SUDSBURY SELECT BOARD

Tuesday, February 3, 2026

### CONSENT CALENDAR ITEM

#### 2: Approve Determination Relative to KP Law's Review of LS Agreement

##### REQUESTOR SECTION

Date of request:

Requested by: Maria Cataloni

Formal Title: Approve Determination and Consent Pursuant to the Rules of Professional Conduct Governing Members of the Massachusetts Bar relative to KP Law's review of proposed revisions to the Lincoln Sudbury Regional School Agreement.

Recommendations/Suggested Motion/Vote: Approve Determination and Consent Pursuant to the Rules of Professional Conduct Governing Members of the Massachusetts Bar relative to KP Law's review of proposed revisions to the Lincoln Sudbury Regional School Agreement.

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

02/03/2026 7:00 PM



*The Leader in Public Sector Law*

101 Arch Street, Boston, MA 02110  
 Tel: 617.556.0007 | Fax: 617.654.1735  
[www.k-plaw.com](http://www.k-plaw.com)

January 28, 2026

**Lee S. Smith**  
 lsmith@k-plaw.com

BY ELECTRONIC MAIL

Hon. Lisa V. Kouchakdjian and  
 Members of the Select Board  
 Flynn Building  
 278 Old Sudbury Road  
 Sudbury, MA 01776

Re: Intermunicipal Agreement for Review of Regional School District Agreement

Dear Members of the Select Board:

We have been requested by the Town of Sudbury to review proposed revisions to the regional agreement for the Lincoln-Sudbury Regional School District (“Agreement”), of which the Town of Lincoln is a member. As you are aware, KP Law, P.C. also serves as Town Counsel for the Town of Lincoln.

Our relationship with the towns of Lincoln and Sudbury as Town Counsel creates interests that require disclosure pursuant to the Rules of Professional Conduct of the Massachusetts Bar, which rules require us to obtain the express permission of the appointing authority of both towns before we can represent either town in this matter. The purpose of this letter is to make such disclosure and to request that you, as our appointing authority, determine whether you will permit such representation. In addition, while the State Ethics Commission has determined that KP Law, P.C. and its individual attorneys are not “municipal employees” pursuant to the Conflict of Interest Law, we provide this letter to dispel any appearance of a conflict on the firm’s behalf in this matter.

MULTIPLE REPRESENTATION REQUIREMENTS – RULE 1.7

The representation of multiple clients is regulated under the Massachusetts Rules of Professional Conduct. The relevant provision, Rule 1.7, states that an attorney may not represent multiple clients if the interests of one client are directly adverse to those of another client, or if the representation of one client may be materially limited by the responsibilities of the attorney to another client or their own interests. If, however, the attorney reasonably believes that the representation of either client will not be adversely affected, and each of the clients consents after consultation, the attorney may represent the client in such a situation. Where representation of multiple clients in a single matter is undertaken, we are also required to disclose and explain the implications of the common representation and the advantages and risks involved.



Hon. Lisa V. Kouchakdjian and  
 Members of the Select Board  
 January 28, 2026  
 Page 2

MULTIPLE REPRESENTATION DISCLOSURE

It is our belief that our position as Town Counsel for the towns of Lincoln and Sudbury, and our work regarding revisions to the Agreement, for the purposes and under the conditions described in this letter, does not create a conflict of interest and will not affect the exercise of our independent professional judgment on behalf of the Town of Sudbury as Town Counsel. It is our further opinion that this joint representation may provide the advantage of cost effectiveness and efficiency if the Towns request guidance on the same issues and, if the towns so decide, they can also share the costs of such joint guidance. Regional school district agreements are regulated closely by state law and regulations promulgated by the Department of Elementary and Secondary Education. In that context, in our opinion, while leaving policy decisions to the towns, we are able to advise on the application to the Agreement of the relevant law and regulations, the content of the Agreement, the process for revising the Agreement, the scope of potential revisions, and the implications thereof, without impacting our representation of and obligations to each town. Of course, if discussions between the towns break down over the content of the revisions and those issues cannot be resolved, KP Law would be required to cease representing both parties with respect to the Agreement. It is, however, for you to determine whether the representation described herein can be provided without impairing the integrity of the firm's services to the Town of Sudbury.

Accordingly, I request that the Select Board, as our appointing authority, consent to our simultaneous representation of the towns of Lincoln and Sudbury with respect to revisions to the Agreement. Should you so consent, I ask that you sign the enclosed determination as required by the Rules of Professional Conduct and return it by e-mail or first class mail.

Thank you for your consideration. Please contact me with any further questions.

Very truly yours,

Lee S. Smith

LSS/EMB/caa  
 1013878/28800/0001

## DETERMINATION

It is hereby determined, pursuant to Rule 1.7 of the Massachusetts Rules of Professional Conduct, that the Town of Sudbury consents to KP Law, P.C. representing the towns of Lincoln and Sudbury with regard to revisions to the Lincoln-Sudbury Regional School District Agreement, as disclosed in the enclosed letter dated January 28, 2026.

TOWN OF SUDBURY  
By its Select Board

Dated: \_\_\_\_\_

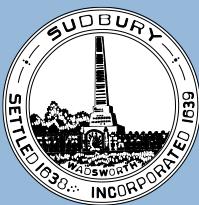
\_\_\_\_\_  
Lisa V. Kouchakdjian, Chair

\_\_\_\_\_  
Janie W. Dretler, Vice Chair

\_\_\_\_\_  
Daniel E. Carty, Member

\_\_\_\_\_  
Radha R. Gargeya, Member

\_\_\_\_\_  
Charles G. Russo, Member



## SUDBURY SELECT BOARD

Tuesday, February 3, 2026

### CONSENT CALENDAR ITEM

#### 3: Accept Emerson Hopsital Grant

##### REQUESTOR SECTION

Date of request:

Requested by: Maria Cataloni

Formal Title: Vote to accept the grant awarded by Emerson Hospital in the amount of \$3,000 to support Sudbury Social Workers

Recommendations/Suggested Motion/Vote: Vote to accept the grant awarded by Emerson Hospital in the amount of \$3,000 to support Sudbury Social Workers

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

02/03/2026 7:00 PM

**From:** [Magnuson, Kelsey](#)  
**To:** [Lurie, Nina](#); [Wilcox, Kirstin](#)  
**Subject:** Christine Gallery Community Benefit Grant  
**Date:** Friday, December 12, 2025 12:56:40 PM  
**Attachments:** [Outlook-Logo.Desc.png](#)  
[Outlook-Facebook.png](#)  
[Outlook-Twitter.png](#)  
[Outlook-Instagram.png](#)  
[Outlook-LinkedIn.png](#)  
[Outlook-TikTok.png](#)

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Hi Nina and Kirstin,

Thank you for submitting your application to the Christine Gallery Community Benefit Grant Program. We appreciate the time and effort you took to explain your programming and the importance to our community. With so many applications, we are not able to fund everyone at the level requested. However, your project is extremely important and we want to show our support with awarding you \$3,000 toward the Connection Project.

Emerson Health will share the exciting news on Emerson's social media sites. We encourage you to do the same and ask that you tag Emerson on any social media by using @EmersonHealth.

You can expect to receive the check in early February. Please let me know if you have additional questions.

Thank you,

**Kelsey Magnuson**

Community Benefits and Events Manager

**Emerson Health**

310 Baker Ave

Concord, MA 01742

Office: 978.287.1193

Cell: 802.558.1871



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Gallery Community Benefit Grant funds are for January 1, 2026-December 31, 2026  
**Proposals must be emailed by Friday November 7, 2025**

Emerson Health is committed to collaborating with our community partners to improve the health status of all those it serves, address root causes of health disparities, and educate the community in prevention and self-care strategies. The Christine Gallery Community Benefit Grant, formerly known as the Emerson Health Community Benefit Grant, will provide awards up to \$7,500 for initiatives to improve community health. The review committee will take all requests into consideration and will award applicants based on need and alignment with priorities.

#### **About The Christine Gallery Community Benefit Grant**

Christine Gallery served as the Chief Strategy Officer at Emerson Health for over 25 years. Christine's commitment to advance the health needs of the community and make healthcare more accessible to all were inspiring. The grant program continues Christine's work and honors her memory by supporting local non-profits that improve the lives of the community.

#### **IMPORTANT DATES**

- **November 7, 2025— Proposals must be emailed to [CommunityBenefits@emersonhosp.org](mailto:CommunityBenefits@emersonhosp.org)**
- **December 12, 2025— Awards announced**
- **January 1, 2026 — Project start up, and recipients awarded**
- **January 31, 2027 — Final report due with summary report and evaluation**

#### **ELIGIBILITY**

- Eligible groups include, but are not limited to, service providers, health and community-based organizations and coalitions, municipalities, schools, and communities of faith.
- Previous Community Benefit Grant recipients are eligible to apply for a NEW project only.
- Applicant must serve people in one or more of the Emerson Health communities (Appendix A).
- Applicant must be a tax-exempt 501(c)(3) under the IRS code or a public entity. If applicant is not a 501(c)(3), they must have a Fiscal Agent who is a 501(c)(3) or partner with an agency with an IRS designation as a 501(c)(3), a Section 170, or other IRS non-profit designation.
- Project must address at least one of Emerson Health's priority focus area
- Collaboration among two or more partners is highly encouraged (not a requirement).
- Funding is not eligible for fundraising efforts or fundraising events.

#### **APPLICATION COMPONENT CHECKLIST**

*Please create one PDF document that includes each of the following application components and submit all together. If a component of the application is not submitted or done so incorrectly, it may not be reviewed.*

- |   |   |
|---|---|
| <input type="checkbox"/> Completed Cover Page questionnaire | <input type="checkbox"/> Signed Award Agreement |
| <input type="checkbox"/> Completed project narrative        | <input type="checkbox"/> W-9 Documentation      |
| <input type="checkbox"/> Completed budget                   |   |

Contact for questions or additional information:[CommunityBenefits@emersonhosp.org](mailto:CommunityBenefits@emersonhosp.org)**CHRISTINE GALLERY COMMUNITY BENEFIT GRANT APPLICATION COVER PAGE***Please do not make any edits to the form and do not bold your answers***Submission Date:** November 7<sup>th</sup>, 2025**Project Title:** The Connection Project**Lead Agency/Organization:** Sudbury Health Department**Contact Person:** Nina Lurie and Kirstin Wilcox**Street Address:** 275 Old Lancaster Road**City:** Sudbury**State:** MA**Zip:** 01776**Phone:** (978) 440-5479**Email:** [lurien@sudbury.ma.us](mailto:lurien@sudbury.ma.us) and [wilcoxk@sudbury.ma.us](mailto:wilcoxk@sudbury.ma.us)**Website:** sudbury.ma.us/health/**Amount of Funding Requested:** \$7,500*If your organization has a fiscal agent other than the applicant named above, please complete the following***Name of Fiscal Sponsor:****Name of Fiscal Contact Person:****Address:****City:****State:****Zip:****Phone:****Email:**

What communities will be involved in / impacted by your project? *Highlight or bold your answers*

Acton	Lancaster
Ayer	Lexington
Bedford	Lincoln
Berlin	Littleton
Bolton	Lunenberg
Boxborough	Maynard
Carlisle	Pepperell
Chelmsford	Shirley
Concord	Stow
Groton	<b>Sudbury</b>
Harvard	Townsend
Hudson	Westford

Funding will support projects that align with objectives and strategies from the 2024 Strategic Implementation Plan AND that serve populations most impacted. Please **highlight** the areas your project aligns with.

- **Mental Health**

- Increase awareness of clinical and non-clinical mental health support services
- Decrease stigma that serves as a barrier to seeking mental health services
- **Improve social connection and address populations at risk of social isolation**
- Increase support for programs addressing substance use (emphasis on alcohol and marijuana)
- Enhance understanding, education and support for the mental health needs of youth

- **Financial Stability**

- Increase connections to programs and agencies that can help improve food access
- Improve access to organizations and programs that assist in maintaining safe housing
- Increase access to resources, training and education that address financial stability and improve access to employment.

- **Populations Most Impacted Across Priority Areas**

- **Low-income households**
- Migrant populations
- Older adults
- **People of color**
- People with disabilities
- **Youth**
- Lesbian, gay, bisexual, transgender, queer, intersex, and asexual (LGBTQIA+)

## PROPOSAL NARRATIVE

***Please use this word document to complete narrative answers and limit your responses to questions 1-3 to six pages. Respond to the questions in the order they are asked and keep them as they appear. Responses must be single spaced using 12-point Calibri or Times New Roman font with one-inch margins. If these instructions are not followed, the application may not be reviewed.***

**1. Project Introduction**

**a. What is the mission of your organization OR What is the charge of your municipal department/committee?**

The Sudbury Social Work Office, within the Board of Health, is charged with promoting the well-being of all residents, with particular focus on those facing hardship or vulnerability. Our office connects residents to local and regional resources, provides short-term case management, offers advocacy and referrals, and works closely with other departments and organizations to close service gaps. By addressing the social, emotional, and practical needs of individuals and families, our office helps strengthen community health, reduce isolation, and improve quality of life across the Sudbury community.

**b. Provide a clear description of your project. Explain how you will address the specific health priority and objectives above.**

Sudbury is a community known for its strong school system, civic engagement, and family involvement. However, not all residents experience this same level of access and inclusion. Families living in subsidized housing or using Section 8 vouchers often face barriers that make it difficult for their children to participate in after-school or enrichment activities that are commonplace for their peers. Many of these children come from single-parent households or families who have experienced domestic violence, mental health challenges, substance use, or other hardships.

The Connection Project seeks to address this gap by providing partial scholarships for children from low-income households to participate in community-based programs through the Sudbury Parks & Recreation Department and the Performing Arts Center of MetroWest (TPAC). The goal is twofold:

- To expand access to enrichment opportunities that build confidence, friendship, and social skills; and
- To reduce social isolation among children and families who often feel excluded due to financial or social barriers.

Families will be identified through the Social Work Office and referrals from the Loring Elementary School, which serves the Longfellow Glen housing complex. Once referred, families will meet with a Social Worker for assessment, connection to local supports, and individualized assistance in enrolling their child in appropriate programs.

By creating access to shared community experiences, the project fosters a sense of belonging, strengthens mental and emotional health, and builds trust in town services. It also helps families form lasting connections with the Social Work Office, ensuring ongoing access to resources for financial, emotional, and practical support.

- c. Describe how your project will address Populations Most Impacted as defined above. Include anticipated number of people served by the project. Be sure to include the age range, language, gender and race within the description.**

The Connection Project will primarily serve children from low-income families who live in Sudbury's subsidized housing units or receive public benefits such as SNAP or fuel assistance. The initial pilot aims to support 30 children between the ages of 6 and 17, along with their parents or guardians.

While most children speak English, several may come from bilingual homes, particularly Spanish-speaking families. Participants are expected to reflect the racial and ethnic diversity present within Sudbury's subsidized housing communities, including White, Hispanic/Latino, and multiracial households.

Although the scale of this pilot is limited by funding, the goal is to gather measurable data on participation, engagement, and outcomes that can be used to advocate for expanded support in future years. Families will contribute a modest portion of the program fees based on ability to pay, helping to stretch the impact of available funds and foster shared investment in the opportunity.

- d. How does this project help you achieve your mission or add value to existing programs?**

This project builds directly on the mission of the Social Work Office to promote health and well-being through connection, advocacy, and access to community resources. While the office currently works with a small number of organizations to provide limited assistance for enrichment activities, opportunities remain inconsistent and underfunded.

The grant funding will serve as a pilot program to strengthen existing partnerships with the Parks & Recreation Department, the Performing Arts Center of MetroWest, and Sudbury Public Schools. By demonstrating success through measurable participation and feedback, the project will provide data to present to the Town, local civic groups, and businesses to encourage sponsorship or ongoing support.

Ultimately, this effort will expand access to enrichment opportunities for families who face barriers and will serve as a model for broader community collaboration, potentially growing to accept referrals from the other elementary schools as well as the middle and high school.

- e. Present relevant and local data to document the identified need.**

The Social Work Office in Sudbury has worked with 85 families over the past two years. For this purpose "family" is defined as any household with children under age 20 or other dependents. Over the past year, approximately 25 of those families have inquired about extracurricular scholarships, reflecting a continued need for support in helping children access activities that promote social connection and growth.

Hope Sudbury, a long-standing local organization, provides financial grants to individuals and families in need. In 2024, they awarded grants to 45 Sudbury families, and they also operate a small program that helps cover childcare and camp expenses. As of 2025, 22 families in Sudbury have applied for assistance through the Hope Sudbury childcare and camp scholarship fund. In addition, the organization runs an annual backpack drive that supported 60 children attending Sudbury Public Schools in 2024.

Local data and anecdotal feedback from Sudbury schools and the Social Work Office indicate that families living in subsidized housing often report social isolation, limited access to after-school activities, and difficulty affording participation fees.

According to the U.S. Census Bureau's American Community Survey (2023), approximately 3% of Sudbury households live below the poverty line, and nearly 6% of households spend more than half of their income on housing. While these percentages may appear small, they represent a meaningful number of families in a high-cost community where the median household income exceeds \$230,000.

Social workers and school staff note that children from low-income families often feel "different" from their peers, which can lead to social withdrawal, anxiety, and reduced participation in community life. These feelings of exclusion can have lasting effects on emotional well-being. Providing financial and social supports that make enrichment and extracurricular opportunities more accessible helps counter these disparities and builds a stronger, more connected community.

**f. Outline anticipated collaboration with other agencies, organizations, or entities, if applicable. Describe the specific role and responsibility of all identified collaborating partners.**

The Social Work Office will collaborate with the Sudbury Parks and Recreation Department, the Performing Arts Center of MetroWest (TPAC), and the Loring Elementary School.

- **Loring Elementary School:** The school's guidance and social work staff will identify students who may benefit from participation based on social isolation and financial need. They will communicate with families about the program and refer them to the Sudbury Social Work Office for assessment and enrollment support.
- **The Performing Arts Center of MetroWest (TPAC):** TPAC offers classes in music, theater, and dance. They currently provide limited discounts to referred families. Through this project, TPAC will collaborate more closely with the Social Work Office to align class options with student interests and to coordinate partial scholarships. The partnership will also explore increasing the level and number of available discounts to reduce or eliminate financial barriers for more families. TPAC will share participation data and feedback to support evaluation and long-term planning for expanded access.
- **Sudbury Parks & Recreation Department:** Parks & Recreation operates both in-house and vendor-based programs. For in-house offerings, they can provide 100% scholarships; for vendor programs, families currently receive 30% off, leaving them responsible for 70% of costs. This project will help cover that remaining cost so children can participate fully. Parks & Recreation will share program details, availability, and cost information and coordinate with the Social Work Office on family referrals.

**2. Goals and Project Measurement**

**a. Provide up to three SMART (specific, measurable, attainable, relevant, and timely) goals for the project. See Appendix B for guidance on developing SMART goals.**

By the end of 2026, the Sudbury Health Department will expand access to enrichment opportunities for children from low-income families living in Sudbury by providing 30 scholarships for after school programs through Sudbury Parks and Recreation and The Performing Arts Center.

The Connection Project will decrease reported feelings of social isolation among low-income families living in Sudbury by providing 30 scholarships for after school programs by the end of 2026.

**b. Describe evaluation strategies and/or tools you will use to measure outcomes and achievement of project goals.**

Evaluation will include participant surveys, family interviews, and feedback from Parks and Recreation and TPAC staff. The Social Work Office will track enrollment data, attendance, and qualitative observations from families and program partners. Data will be compiled to assess changes in social connection, engagement, and family resource awareness. Findings will be summarized in a short report to share with Town officials and community partners.

This project will utilize a pre and post-test evaluation model to measure the outcomes for participants in the program. The pretest will be given to the parents prior to the child attending the program, and the post-test within 30 days following the end of the program. These tests will be co-designed with families who fall into the target population to ensure relevancy of the measures to the needs of the participants. Demographic data including child's age, primary language spoken at home, and race/ethnicity will be collected in the pre-test. Affordable housing status will be used as a proxy for collecting detailed income information.

The evaluation model will incorporate the Positive Childhood Experience (PCE) Scale in order to measure that the program is increasing positive childhood experiences in the target population. PCEs are associated with better outcomes in adulthood, and as a protective factor from the negative impacts of adverse childhood experiences (ACEs).

**3. Sustainability (Choose only 1 of the following questions to answer)**

**a. How will this project contribute to improved community health past the initial funding period?**

This project will continue to strengthen community health well beyond the initial funding period. Families who connect with the Social Work Office through this effort will gain access to a wider range of help, everything from mental health and financial resources to food programs and seasonal assistance drives. Many families who participate in short-term programs end up staying engaged with our office, which allows us to keep them informed about upcoming talks, workshops, and community events that can further improve their quality of life. Those ongoing connections are often what make the biggest difference.

The project is also intended to be a pilot that helps us gather real data about need and impact. We'll be able to see how many children participate, how families benefit, and where the gaps remain. That information will give us something solid to bring to local businesses, civic groups, and Town leadership when exploring future sponsorships or funding. It will also allow us to see if this kind of community-based prevention work could fit within the goals of Sudbury's opioid abatement funding, since strengthening connection and resilience is closely tied to preventing future substance use and improving mental health.

**b. How will this project and the results you see inform larger organizational decisions or programming?**

The results of this project will help guide how the Social Work Office and the Board of Health plan future programs and set priorities. Seeing how access to enrichment activities affects children's confidence, peer relationships, and family engagement will help us identify what's working and where additional support is needed.

We'll use what we learn to look at the bigger picture i.e. how connection, mental health, and prevention overlap, and how Town resources can be used most effectively. The information gathered will help us strengthen partnerships with Parks & Recreation, schools, and community organizations, and could shape broader discussions about how to use local or state prevention funds, including opioid settlement dollars, to invest in programs that promote connection and reduce risk.

#### 4. Budget

- a. Complete an itemized budget for your proposed project. Include **line item costs** and a brief description of each. Include **justification** for each line item. **Justification is limited to two pages and should not include program details not already described elsewhere in your proposal.** Accuracy will be considered. Please check your math.

#### Budget Form

Itemize all expenses and summarize all revenue and in-kind support for the project.

*SEE APPENDIX C FOR SAMPLE*

Line Item	Amount requested in application	IN-KIND and OTHER SOURCES of funding (Source and Amount)	TOTAL PROJECT COSTS
<b>Staff</b> (Indicate number of hours to be applied to this project and hourly rate.)		In-kind designates donated goods or services.	
<b>Contract Services</b> (hourly rate, number of hours.)			
<b>Supplies/Equipment</b>			
<b>Other Expenses</b>	\$7,500		\$7,500
<b>TOTAL</b>	\$7,500		\$7,500

#### JUSTIFICATION

The budget justification must explain the relevant details of each line item.

**Justification should not include program details that are identified elsewhere in your proposal.**

*SEE APPENDIX C FOR SAMPLE*

The program will serve approximately 30 children, offering sponsorships of \$250 each for participation in either Sudbury Parks & Recreation or TPAC programs. These sponsorships will help remove cost barriers and allow students to engage in enrichment activities that support social connection and personal growth.

## Christine Gallery Community Benefit Award Agreement

If we receive a Christine Gallery Community Benefit Grant, we agree to the following:

- Attend 1 Check-in meeting with Emerson Health throughout the duration of the award period.
- To submit a Summary Report (template to be provided) and evaluation of outcomes to the Emerson Health Community Benefits Manager by January 31, 2026
- To include an Emerson Health logo and the following statement in all funded project descriptions, products, and related publicity:

*This project is funded through the Christine Gallery Community Benefit Grant Program.*

**Lead Agency:** Sudbury Health Department

**Project Title:** The Connection Project

**Signature of Authorized Signatory:** 

**Date:** November 7, 2025



## SUDSBURY SELECT BOARD

Tuesday, February 3, 2026

### CONSENT CALENDAR ITEM

#### **4: Vote to Accept the Donation of \$4,500 for Heritage Park Bench Design**

##### REQUESTOR SECTION

Date of request:

Requested by: James Goudie

Formal Title: Vote to accept the donation of \$4,500 for the purpose of hiring a landscape designer to assist with the design and approvals required to install a gifted bench to the Town at the Heritage Park.

Recommendations/Suggested Motion/Vote: Vote to accept the donation of \$4,500 for the purpose of hiring a landscape designer to assist with the design and approvals required to install a gifted bench to the Town at the Heritage Park.

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

02/03/2026 7:00 PM

## INFORMATION FOR SELECT BOARD, FEBRUARY 3, 2026

- We are here representing a group of former Lincoln-Sudbury classmates and other interested citizens who are proposing a "Freedom Bench" to be located in Heritage Park in front of Cricket Pond in a direct line to the 9/11 Memorial. We have been working with Combined Facilities Director Sandra Duran, who has been extremely helpful in moving this along.
- Specifically the purpose of our appearance tonight is to facilitate a gift by an anonymous donor of \$4500 for the preparation of a plan by Sudbury Landscape Design accompany the gift of the aforementioned "Freedom Bench."
- This plan will include the wetlands delineation required for Conservation Commission review and approval and to fulfill the requirements for approval by the Sudbury Historic District Commission.
- The particulars of the bench:
  - A granite bench inscribed with the phrase "We hold these truths. . .", flanked by two bronze plaques, with the two Truths from the Declaration of Independence.
  - In addition, the historically appropriate "01776" Sudbury zip code will be inscribed on the rear left corner of the bench.
  - Proposed location to be at a spot in Heritage Park in front of Cricket Pond in a direct line to the 9/11 Memorial, similar to the Washington Monument, reflecting pool, and President Abraham Lincoln arrangement.

- Following the necessary approvals from the appropriate Boards, we will return to the Select Board for your acceptance of the bench.
- The gift of \$4500 under discussion this evening will facilitate the preparation of a plan suitable for permitting with the Conservation Commission, the Historic District Commission, and various Town Boards and Departments as necessary.
- Thank you for your time and attention.



LANDSCAPE ARCHITECTURE | CONSTRUCTION | ESTATE CARE

## LANDSCAPE DESIGN PROPOSAL

**This Agreement**, entered into this 14<sup>th</sup> day of January 2026 by and between Town of Sudbury c/o Sandra Duran, Combined Director of Facilities, 322 Concord Road, Sudbury MA 01776 and Sudbury Design Group, Inc., 740 Boston Post Road, Sudbury, MA 01776.

**Scope of services:** The project will consist of the following: To design and draft a conceptual landscape plan for Heritage Park that includes the following considerations: Add an additional seating area overlooking the pond and recommend native plantings in new seating area.

The payment schedule shall be as follows:

Site Analysis/Survey Fee:	\$1,000.00
Design Fee:	\$3,500.00

The payment schedule shall be as follows:

50% of Survey Fee and Design Fee due at signing:	\$2,250.00
Balance due upon completion	\$2,250.00

Town of Sudbury to provide all engineer's survey CAD files related to Heritage Park.

The landscape architect shall be reimbursed for blueprinting & duplication of documents as follows: bond/vellum, \$1.50sq.ft., color \$2.50 sq. ft.

All payments are due upon receipt of invoice. An interest charge shall accrue on all accounts past thirty days from invoice date at a rate of 2% per month.

The services of a registered engineer/surveyor or wetland scientist for the purpose of wetland delineation and survey shall be paid by the Town of Sudbury, if required.

If the Town of Sudbury finds it necessary to abandon the project for any reason, the Landscape architect shall be compensated for all work completed on an hourly basis per the Schedule of Fees, less retainer.

Schedule of Fees:

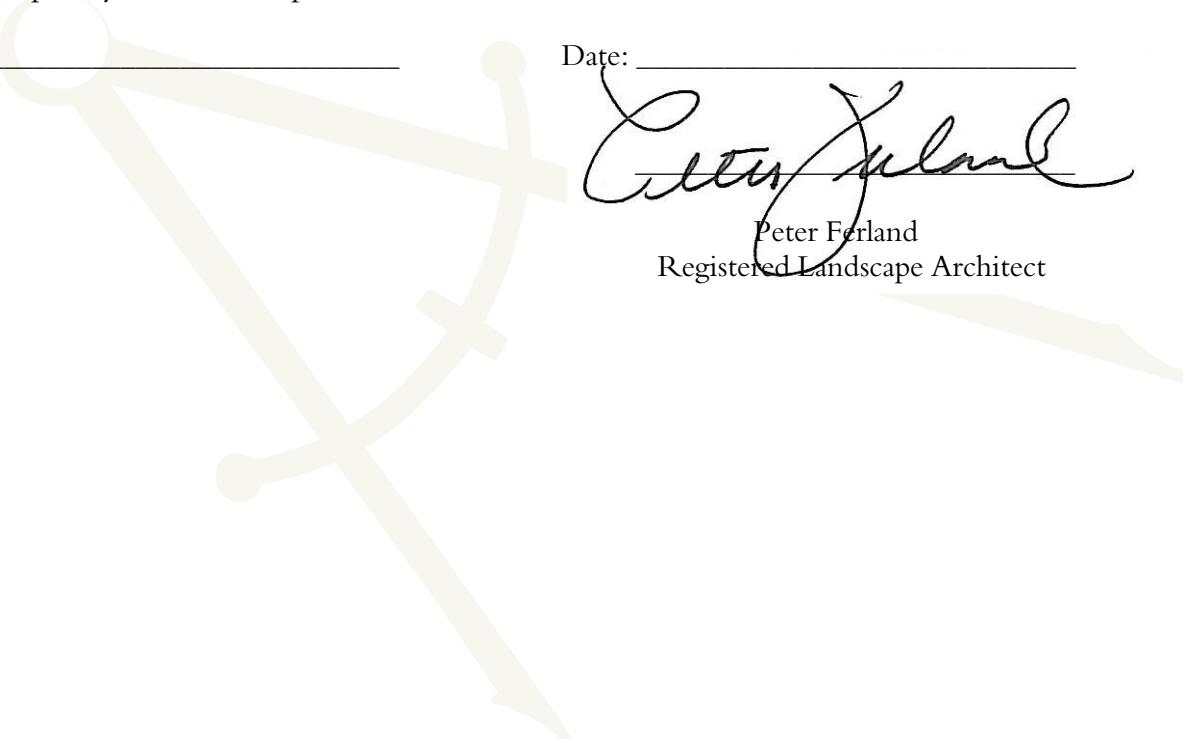
Design \$175.00/hour

Drafting \$125.00/hour

As agreed upon by the Town Representative:

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

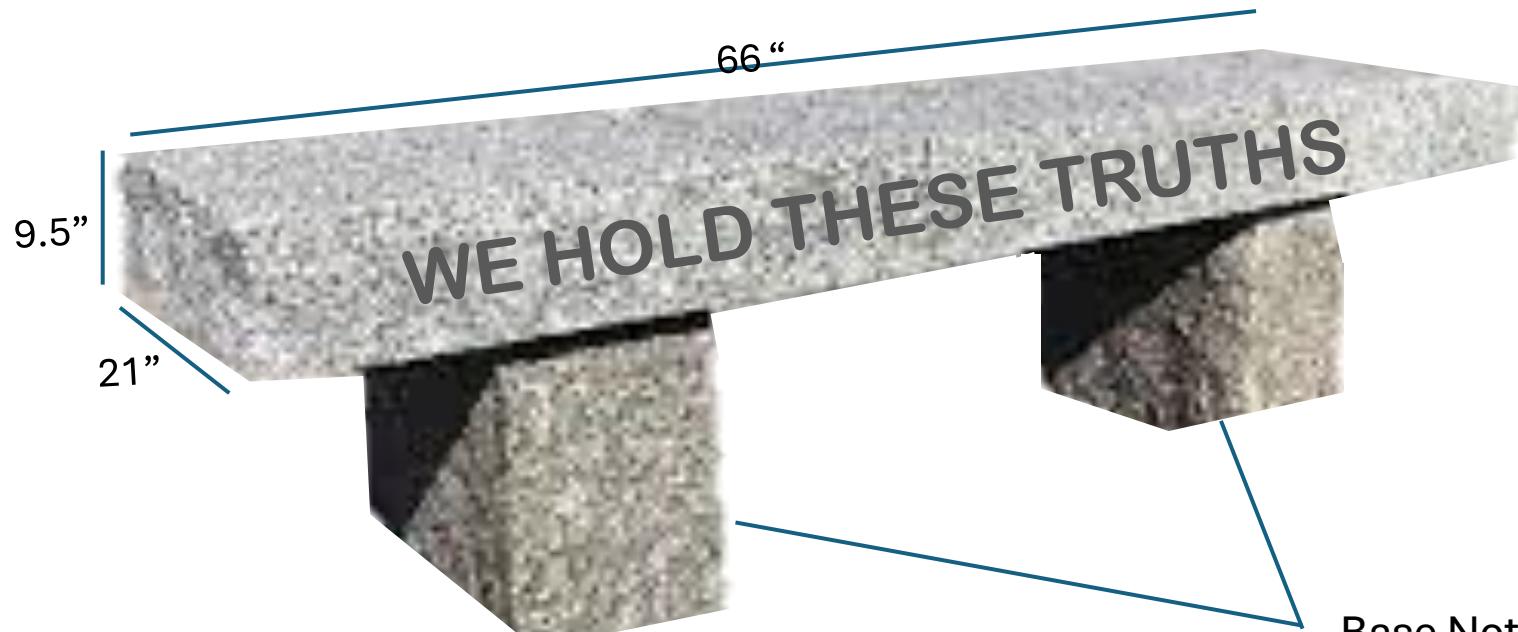


*Peter Ferland*  
Peter Ferland  
Registered Landscape Architect

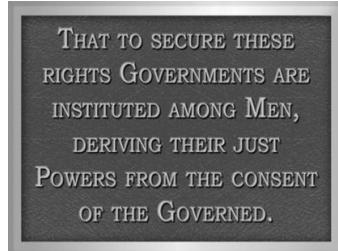
Note: The Sudbury ZIP code appears on the rear of the bench, positioned on the right side.

## 1776 Freedom Bench

(Example Only)



Monument #1 Placement



Monument #2 Placement

**Plaque Note:** Two plaques, each measuring 8.5 inches by 11 inches, have been ordered. The monuments for the plaques are currently in the design phase.

**Base Note:** Coordination with the Landscape Designer will determine the appropriate bench height to ensure compliance with local and state codes. The bench base stones will be sized accordingly.

4.d

Attachment

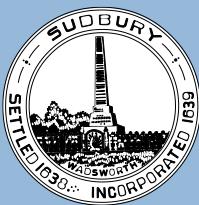
Packet Pg. 42



4.e

Attachment4

Packet Pg. 43



## SUDBURY SELECT BOARD

Tuesday, February 3, 2026

### CONSENT CALENDAR ITEM

#### **5: Receive Report on Grants from Sustainability Coordinator**

##### REQUESTOR SECTION

Date of request:

Requested by: James Goudie

Formal Title: Receive report on grants received by the Sustainability Coordinator

Recommendations/Suggested Motion/Vote: Receive report on grants received by the Sustainability Coordinator

Background Information:

Financial impact expected:

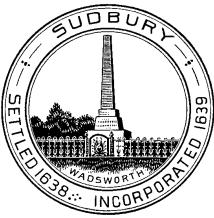
Approximate agenda time requested:

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

02/03/2026 7:00 PM



## TOWN OF SUDBURY

*Office of the Town Manager*

[www.sudbury.ma.us](http://www.sudbury.ma.us)

Andrew J. Sheehan  
Town Manager

278 Old Sudbury Road  
Sudbury, MA 01776-1843

Tel: 978-639-3381

Fax: 978-443-0756

Email: [townmanager@sudbury.ma.us](mailto:townmanager@sudbury.ma.us)

To: Sudbury Select Board  
From: Eric Simms, Sustainability Coordinator  
Date: January 29, 2026  
Subject: Sustainability Grants update

The following is a summary of grant supported projects currently managed by the Sustainability Coordinator.

**Municipal Vulnerability Preparedness (MVP) Program Action Grant  
\$92,500, MVP Program; \$15,000, Sudbury Foundation**

In Spring 2024, the Town applied for and received \$92,500 from the Massachusetts Executive Office of Energy and Environmental Affairs (EEA) through the Municipal Vulnerability Preparedness (MVP) Action Grant program to develop Locally Grown Sudbury, an initiative to build climate resilience and food security in the community through programming, resources, and the creation of a local farmers' market. The effort is also funded in part by a grant of \$15,000 received from the Sudbury Foundation in Winter 2024.

Planning efforts began in Fall 2024, including the solicitation of local farmers, a series of supporting workshops and speakers in Spring 2025, and the first Locally Grown Farmer's Market and Fair that was held on Saturday, May 31, 2025 at the Fairbank Community Center, drawing hundreds of participants from the community. The project also successfully provided coupons for eligible lower income and at-risk individuals and families that could be redeemed for purchases at the Farmer's Market. Efforts are currently underway for another series of project programming in Spring 2026, including a second Farmer's Market event on May 23, 2026.

**Municipal Vulnerability Preparedness (MVP) Program 2.0 grant  
\$90,000, MVP Program**

The Municipal Vulnerability Preparedness (MVP) 2.0 Pilot Planning program is a State-grant program run through the MA Executive Office of Energy and Environmental Affairs (EEA), and provides assistance to municipalities and tribes for climate resilience planning and actions. In May 2019, the Town of Sudbury completed their first MVP Planning process, which placed an emphasis on infrastructure resilience in the face of climate change and natural hazards. In Spring 2023, the Town submitted an application to be considered for the MVP 2.0 Pilot Planning Program, the next phase of the MVP program and a requirement for future eligibility for MVP grant funding. The MVP 2.0 program is an update to the original MVP program, but it places an

emphasis on social resilience - the climate risks and opportunities of the community's most vulnerable populations.

In July 2023, the Town was awarded an MVP 2.0 Pilot Planning Grant in the amount of \$95,000 - \$45,000 for the planning phases, and up to \$50,000 to implement a pilot project. The Town hired the Metropolitan Area Planning Council (MAPC) as a consultant for Phases 1 and 2 which were completed during mid-2024 through mid-2025. As a result, the project Core Team proposed to create a Climate Resilience coaching program for the associated pilot project that would train coaches to conduct climate resilience assessments and provide recommended actions to residential homeowners in Sudbury. MAPC was selected again in late 2025 to assist the Town with developing the coaching program, including training and survey materials, with the expectation that the pilot program will be implemented in Spring 2026.

**Green Communities Competitive Grant  
\$30,000, MA Department of Energy Resources (DOER)**

The Town submitted a Massachusetts Green Communities Competitive Grant in Fall 2024 for funding to help purchase two electric vehicles for the Town fleet. The Town applied for \$30,000, including \$15,000 towards the purchase a Ford Lightning pickup truck for the Conservation Department, and \$15,000 towards the purchase a Ford Mach-E for the Health Department. Circumstances led to both the Conservation and Health departments purchasing non-electric vehicles, and instead it was determined that the awarded funds would instead be used towards needed replacement vehicles for the Facilities and Building Departments, respectively. An electric vehicle was purchased in mid-2025 for the Facilities Department, and plans are underway to identify an appropriate electric vehicle model for the Building Department. This award was made possible through the Town's continued commitment and good standing as a MA Green Community, which is verified annually through program reporting to DOER.

**Green Communities Decarbonization Roadmap Technical Support  
\$15,000-\$20,000 (estimated), MA Department of Energy Resources (DOER)**

In Summer 2025, the Sustainability Coordinator applied for and secured free technical support from DOER to develop a Decarbonization Roadmap for the Town. This resource uses data from the municipal fleet and building stock to assess strategies and pathways to help move the Town towards electrification and away from the use of fossil fuels and greenhouse gas emissions. The Roadmap will serve two purposes: 1) As a guiding resource that will better inform and align policy and capital planning efforts with sustainability goals funding opportunities, and 2) the Roadmap is a required criteria for the Town to be able to apply to the DOER Green Communities program for Climate Leaders Community certification, which will make the Town eligible for up

to \$1M in funding to support municipal decarbonization efforts for the Town's buildings, fleet, and operations.

**Climate Change Vulnerability Assessment and Hazard Mitigation Plan Update  
\$59,970, Sudbury Solar Revolving Fund (CCVA); \$32,000, Town of Sudbury (HMP update)**

In Winter 2024/2025, the Town selected Weston & Sampson as a consultant to conduct a quantitative all-hazards climate vulnerability and risk assessment to geospatially identify populations and assets that are vulnerable to various climate threats. Evidence of a rapidly changing climate and its associated impacts (increased storm frequency and intensity; shifting flooding, wind, and drought risks, increasing heat stress, etc.), are quickly becoming evident across Massachusetts and the region. Unlike a standard Hazard Mitigation Assessment/Plan that relies on historical climate and weather data to determine risks, this climate assessment will use regional climate modeling and projections to assess future risks and vulnerabilities in the face of climate change. As a result, the Town will be better informed to prepare and invest for both near- and long-term risks to property, infrastructure, services, and lives.

As part of this contract, the Town is also concurrently updating the Hazard Mitigation Plan, which is required to be updated every 5 years to be in compliance with FEMA guidelines and funding eligibility. Funding for this part of the effort was provided separately by the Town.

**Looking Forward**

The Sustainability Coordinator is currently prioritizing efforts to secure certification as a DOER Green Communities Climate Leaders community, which will significantly increase the funds available for the Town (up to \$1M) to support municipal decarbonization efforts for the Town's buildings, fleet, and operations. In the meantime, other Green Communities funding opportunities – e.g., annual competitive grants, regional school district decarbonization grants – will be pursued as feasible.

In an effort to better identify funding opportunities to meet the needs of the Town, the Sustainability Coordinator has been regularly participating in the 15-year Capital Planning process, and has also coordinated with James Goudie (TMO Management Analyst) to formally and informally survey Town department leaders to identify priorities and needs and better align them with funding opportunities.



## SUDSBURY SELECT BOARD

Tuesday, February 3, 2026

### MISCELLANEOUS (UNTIMED)

#### 6: Resolution in support of H.886 and S.647

##### REQUESTOR SECTION

Date of request:

Requestor: Tim Irwin

Formal Title: Discussion and possible vote to endorse a resolution in support of Massachusetts 'Paint Stewardship Legislation' bills H.886 and S.647

Recommendations/Suggested Motion/Vote: Discussion and possible vote to endorse a resolution in support of Massachusetts 'Paint Stewardship Legislation' bills H.886 and S.647

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

02/03/2026 7:00 PM



# Town of Sudbury

## Select Board

278 Old Sudbury Road  
Sudbury, MA 01776

Ph: (978) 639-3381 • Fax: (978) 443-0756

### Resolution in Support of Paint Stewardship Legislation

WHEREAS:

- Landfill capacity in Massachusetts has rapidly declined and no new capacity is expected; and
- The costs of hauling and disposal of waste materials have increased by over 30% in the last five years and are expected to continue increasing at similar rates; and
- A paint stewardship law would create a convenient collection network to properly manage all architectural paint from business and residential sectors and substantially decrease inappropriate discarding of paint, which is a toxic substance that can cause harmful environmental pollution; and
- A paint stewardship law will divert paint from waste disposal to its best and highest use, whereby there will be a small but real decrease in the total waste going to landfills; and
- Paint stewardship laws have been demonstrated as an effective means of diverting paint from landfills in our neighboring states of Connecticut, Rhode Island, Maine, Vermont, and New York; and
- A law supporting discarding of latex and oil-based paints at participating retail stores and transfer stations has strong support from constituents; and
- Municipal waste management systems were established a century ago to manage wastes like ashes, food scraps and horse manure, rather than the wide array of manufactured goods, including paint, which dominate today's municipal waste, and
- The Massachusetts Municipal Association passed a resolution which supports statewide producer responsibility legislation in January 2019,

NOW, THEREFORE BE IT RESOLVED that the **Select Board of Sudbury** urges the Massachusetts General Court and the leadership of both chambers to view in this and in future sessions the pending Paint Stewardship legislation favorably and take whatever actions are necessary to pass the Paint Stewardship bills into law, including voting favorably out of any and all committees. A Paint Stewardship law will begin relieving municipalities and consumers of ever-rising solid waste management costs, significantly reduce a toxic waste going to landfills and decrease greenhouse gases generated by the paint industry by 4%.

Pending Paint Stewardship legislation in the 2025-2026 legislative session includes Bills

H.886 "An Act Relative to Paint Recycling" and  
S.647 "An Act Relative to Paint Recycling"

Resolution Adoption Date:      /      /

Vote: Ayes Nays Abstentions:

Signed:

## Sudbury Select Board

Lisa V. Kouchakdjian - Chair

Janie W. Dretler - Vice Chair

Daniel E. Carty

Radha R. Gargeya

Charles G. Russo

## Paint Stewardship Legislation Discussion: H.886, S.647

Thank you for this opportunity to present Paint Stewardship. My name is Tom Irwin. I am from Dalton and after 29 years in Chemical Engineering and 19 years as a primary care physician I retired and joined our Dalton's Waste Management and Recycling committee. There we were grappling with the same daunting waste crisis most municipalities face: no landfill, having to haul our waste out of state, and dealing with rapidly ever-increasing hauling costs and tipping fees. After a careful study of ways to address this issue, it became apparent that Paint Stewardship could be the perfect first step to improving the waste situation and after confirming this law was working well in the eyes of consumers and retailers in VT, NY, and CT, I became an advocate for this law in Massachusetts.

**The Problem:** MA is experiencing a waste crisis. We generate 6M tons of trash annually but we only have 3.2M tons of annual incineration capacity with increasing pressure to close these plants, especially Saugus the oldest plant in the United States. The remaining 2.8M tons of trash annually must be exported to places as far away as Ohio and South Carolina while hauling and tipping fees have been escalating by at least 6% annually over the last 5 years with no signs of slowing. Presently, Massachusetts is the most expensive state to landfill MSW (\$122.63/ton). Product Stewardship and other EPR programs are a way to significantly address this problem.

**Paint Stewardship** is a program where unwanted paint (see HO 1) can be returned to any participating paint retail store any day they are open without a disposal cost and without regard for where the paint was purchased. This program is voluntary for retailers and transfer stations. Retailers in VT freely come and go from the program as suits their business (see HO 2). The cost to consumers is a \$0.75-\$1.00 eco-fee per gallon paid at time of purchase. The collected latex is hauled to reprocessing plants, reblended to like-new condition and sold for at most 50% of original cost. The oil-based paints are most often used as a co-fuel in cement plants. As a result these materials do not end up in landfills. This program has been working well in 10 states, including our neighboring states of CT, RI, ME, VT, and NY. The program is expanding. In the last year the states of Illinois and Maryland have also adopted Paint Stewardship laws.

### Current Paint Disposal Alternatives:

For communities without a paint drop off program at their transfer station, the options are:

1. Dry out latex and discard in household waste; bring oil-based paints and paint spray cans to HHW Day events.
2. Bring unwanted paint to New England Disposal Technologies (NEDT) offices in Westfield and Sutton. Fees: \$1.50/lb for Latex; \$3/lb for oil-based paints; \$4/lb for spray cans.
3. Bring unwanted Latex to The Décor Group stores with 21 locations in eastern MA, the nearest to Sudbury being in Plaistow, NH. Fee: \$4/gal can for Latex; no other items accepted.
4. Bring unwanted Latex and oil-based paints to participating paint retailers in CT, RI, ME, VT or NY. Fees: none.

### The Key Benefits of a Paint Stewardship Program for Sudbury:

1. The program will be a service Sudbury residents will value. Notably, 40%-60% of the paint returned to the Sherwin Williams store in Enfield CT each week is from MA residents. This is also the experience for near-border paint retailers in other adjoining states with the law. Also of note, of 1,100 residents dropping items off at HHW Day events across the state, 91% signed petitions asking their representatives to be supporters of this legislation. This suggests that 91% of Sudbury residents with unwanted paint in their basements, Of which there are likely many, would deeply appreciate this law.

## Paint Stewardship Legislation Discussion: H.886, S.647

2. It will present no cost to Sudbury or any municipality and will decrease HHW day costs, freeing RDP money for Sudbury to address other important solid waste issues
3. Having the program will significantly reduce the inappropriate disposal of oil-based paints that occurs far more frequently than we would like.
4. Paint Stewardship having the support of manufacturers, paint retailers, consumers and the State sets an important gold standard for future Product Stewardship legislation and as a model will help guide us as we consider future legislation that will address larger items, such as mattresses, electronic waste, rechargeable Lithium batteries and packaging

### **The Paint Stewardship program is consistent with the State's plans.**

The MassDEP in their 2030 Solid Waste Master Plan calls out product EPR in general and paint EPR in particular (see HO 3) as key contributors to moving the state toward Zero Waste. Of particular note this Master Plan, using 2018 as a baseline, calls for a 30% reduction in waste by 2030 and a 90% reduction by 2050. Without Stewardship programs it is hard to imagine how we can possibly achieve these goals. And finally, the MMA is a supporter as noted in their testimony to the Environment & Natural Resources Committee (see HO 4).

### **The Ask: What is the next Step?**

Last session Legislators commented that if enough municipalities demonstrated that addressing the solid waste issue, beginning with Paint Stewardship, was a municipal priority, this legislation will receive serious consideration and the support of leadership in making it a law. In July 2024, 78 municipalities, which represented 27% of the state's population, had passed resolutions or written letters of endorsement. This level of support did not compel leadership to send the Bill to the floor for a vote. However, it did attract enough attention that the Legislature, through the Acts of 2024, created an EPR Commission that has met, reviewed Paint Stewardship and recommended the Legislature enact the law (HO 5). The belief is that the combination of the positive EPR Commissions recommendation along with a substantial demonstration of support from 176 municipalities representing >50% of towns and cities and >50% of the population would in combination be the level of demand to cause the legislation to be passed. Presently, 108 communities (see HO 6) and growing have joined this effort.

Therefore, with all this in mind and since Paint Stewardship is a proven approach to addressing our waste crisis, I respectfully request the Sudbury Sustainability and DPW departments recommend to the Sudbury Select Board and Town Manager that Sudbury put Paint Stewardship on an upcoming agenda in order to add Sudbury's valued endorsement of Paint Stewardship by passing a supportive resolution (see HO 7).

**June 14, 2023 MMA testimony urging Environment and Natural Resources Committee to support product stewardship legislation**

The Honorable Daniel Cahill, House Chair  
 The Honorable Rebecca Rausch, Senate Chair  
 Joint Committee on Environment and Natural Resources  
 State House, Boston

Dear Chair Cahill, Chair Rausch, and Distinguished Members of the Committee,

On behalf of the cities and towns of the Commonwealth, the Massachusetts Municipal Association (MMA) is pleased to offer its support for several bills at today's hearing of the Joint Committee on Environment and Natural Resources. The challenges currently facing waste management systems across the Commonwealth are pressing, and our members recognize the need for creative, dependable solutions. Several of these solutions form the basis of the bills currently pending before the Committee.

This session, the MMA continues to support product stewardship legislation, to require that manufacturers be held responsible for their products' end-of-life recycling needs. Compared to relying solely on municipal waste management solutions, product stewardship can strengthen incentives for producers to incorporate environmental considerations into packaging and product designs. Extended producer responsibility (EPR) is a form of product stewardship that would be required for certain products or materials.

Over the past decade, cities and towns in the Commonwealth have seen significant increases to the cost of their solid waste and recycling contracts. These costs threaten local budgets and the financial sustainability of waste and recycling programs in Massachusetts, especially for resource-challenged communities. Municipalities continue to rise to the challenge to provide these services while navigating a changing regulatory landscape focused on waste reduction at the source, beneficial reuse, and increased recycling, despite a lack of financial accountability by the manufacturers whose products generate this waste.

Extended producer responsibility is one lever to institute accountability and bolster recycling opportunities statewide. Today, the Massachusetts Municipal Association wishes to affirm its support for several extended producer responsibility bills that the Committee will consider this session.

The MMA strongly supports **H. 823 and S. 551, An Act relative to paint recycling, as well as S. 542, An Act establishing safe paint stewardship**. EPR programs for paint have demonstrated that leftover, unwanted paint can be safely and sustainably diverted from waste streams with an added cost-saving benefit for municipalities. Paint recycling, when made accessible to all residents in Massachusetts, will help to reduce disposal costs for municipalities and minimize pollution and mismanagement of paint. H. 823, S. 551, and S. 542 are consistent with paint stewardship programs established in 10 states across the nation, including Maine, Vermont, New York, Connecticut and Rhode Island. This legislation will allow Massachusetts to join this existing network that supports paint recycling and take advantage of the benefits: states with EPR for paint have reused or recycled more than 70% of latex paint collected, saving taxpayers nearly \$300 million to date.

The MMA also supports several bills which would institute extended producer responsibility for mattresses. **H. 881, An Act to establish a mattress recycling program in the Commonwealth**, as well as **H. 916 and S. 513, An Act to assess the future of mattress recycling in the Commonwealth**, would bolster mattress recycling systems statewide. While the MassDEP waste ban on mattresses sparked the development of mattress recycling facilities across the state, it has also highlighted the disparities residents encounter in their efforts to recycle these bulky items. Extended producer responsibility for mattresses can be a solution that responds to municipal concerns about varied and patchwork pricing, service gaps where residents are left to the private market for recycling services, and a lack of stable municipal funding to support new recycling programs and contracts. EPR would help streamline this system, while standardizing costs across the Commonwealth.

The MMA is pleased to offer its support for **H. 779** and **S. 572, An Act to save recycling costs in the Commonwealth**, and **S. 471, An Act to reduce waste and recycling costs in the Commonwealth**. These bills would establish a comprehensive EPR system for packaging whereby the established producer responsibility organization would reimburse municipal recycling costs for packaging materials, help to capture recyclable materials in proper streams, and avoid contamination which is a common strain on curbside systems. With packaging representing a significant and growing share of the solid waste system, these bills will be an essential part of applying EPR concepts to meet our solid waste reduction goals. EPR for packaging can include outreach and education campaigns which foster best practices in recycling for future generations while strengthening the skills of recyclers across the Commonwealth.

We support **H. 871** and **S. 554, An Act to require producer responsibility for collection, reuse and recycling of discarded electronic products**. Electronics such as computers, televisions, printers, and similar devices contain many recyclable components. Instituting EPR for these products can help incentivize producers to create longer lasting, more sustainable products and build support for repairing, rather than replacing, fixable products. Further, many e-waste products contain toxic chemicals and heavy metals such as lead, cadmium, mercury and PVC, which leach into our environment when these products are put into landfills instead of being recycled. Several states have already found great success with EPR for e-waste. As one example, [Washington's program](#) diverted 200 million pounds of electronics in just the first five years of its operation, sending only 2% of waste collected to landfills.

**Product stewardship, specifically extended producer responsibility, has been signaled by the MassDEP as a legislative strategy to address solid waste challenges. Both the 2030 Solid Waste Master Plan and the 2021 Reduce & Reuse Action Plan list EPR as a way to further support waste source reduction, a necessary lever to reach the Commonwealth's solid waste reduction goals. We stand ready to act as a resource for further development and advancement of these important pieces of legislation.**

We continue to support additional bills relating to solid waste and recycling, including **H. 767** and **S. 525** on single-use plastics and **H. 784** and **S. 477** on plastic bag reduction. Local bylaws and ordinances have long identified single-use plastic bags as a material that gets caught in recycling machinery, leading to breakdowns, delays and increased costs, which are passed down to municipalities. The creation of a statewide policy on plastic bags and the institution of a small fee for the sale of paper bags would benefit our environment and our recycling infrastructure by incentivizing more sustainable, reusable options. H. 767 and S. 525 also go beyond plastic bags to include phasing out polystyrene and miniature alcohol bottles, measures supported by the MMA and its membership for several years.

More structured, ongoing support is needed to bolster local recycling infrastructure across the Commonwealth. We can meet these challenges with targeted, reinforcing solutions that address the full lifecycle of products. Extended producer responsibility is a mechanism to do this work, and pursuing it would benefit the Commonwealth, municipalities, and all the residents we serve.

We appreciate the opportunity to submit testimony on these bills and encourage the Committee to advance them with a favorable report. If you have any questions or desire further information, please do not hesitate to have your office contact me or MMA Legislative Analyst Josie Ahlberg at [jahlberg@mma.org](mailto:jahlberg@mma.org) at any time.

Thank you very much for your consideration and support of local government.

Sincerely,

Geoffrey C. Beckwith  
MMA Executive Director & CEO



By passing a paint stewardship law, Massachusetts will:

SAVE MUNICIPALITIES  
MONEY, SUPPORT LOCAL  
RECYCLERS, & PROTECT  
OUR ENVIRONMENT

A paint stewardship law will make it easy for all Massachusetts residents to properly manage both oil-based and latex paint. Recycling paint through the PaintCare program, which the language from H.886/S.647 would establish, will lower disposal costs for taxpayers, keep our waterways clean, and reduce the amount of hazardous waste going to landfills and incinerators.

#### A PAINT STEWARDSHIP LAW WILL:



Save local governments around \$3 million annually across the Commonwealth.



Make paint recycling easy and free for all MA residents, including those living in rural areas.



Prevent mismanagement of unwanted paint that pollutes waterways and the environment.

#### HOW A PAINT STEWARDSHIP SYSTEM WORKS

A point-of-sale fee of less than \$1.25 per gallon is collected by all paint retailers. The collected funds are managed by a non-profit producer responsibility organization, which represents paint manufacturers. Funds are used to establish paint collection sites, transport paint for processing, and distribute public education materials on proper management of paint.

#### PRODUCT STEWARDSHIP IS A PROVEN SOLUTION

Twelve states & Washington, D.C. have implemented paint stewardship laws, including the neighboring states of N'RI, CT, VT, and ME. According to the Product Stewardship Institute, a Boston-based non-profit, paint stewardship programs have saved governments and taxpayers nearly \$300 million, and established more than 2,300 collection sites, over 70% of which are at voluntary retail locations.

SEE REVERSE FOR A LIST OF SUPPORTING MUNICIPALITIES AND ORGANIZATIONS IN MASSACHUSETTS



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City of Newton DPW  
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MA Product Stewardship Council  
Former MassDEP MAC  
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For more information on paint stewardship laws, visit: [PaintCare.org](http://PaintCare.org)



# WIDE SPREAD SUPPORT ACROSS MASSACHUSETTS

## PAINT STEWARDSHIP HAS BROAD SUPPORT

The following municipalities, businesses, and organizations have signed an endorsement of paint stewardship. They are constituents from across Massachusetts. Municipalities representing 31% of the state population have voiced their support.

### Local Governments

City of Boston\*  
County of Barnstable\*  
  (representing 15 municipalities)  
City of Worcester\*  
City of Springfield\*  
South Shore Recycling Cooperative\*  
  (representing 18 municipalities)  
City of Cambridge\*  
City of Lynn\*  
City of New Bedford  
City of Newton\*  
City of Somerville  
City of Malden\*  
City of Brookline\*  
Town of Weymouth\*  
City of Revere\*  
City of Chicopee\*  
City of Peabody\*  
City of Methuen\*  
City of Everett\*  
Town of Arlington\*  
City of Salem\*  
Franklin County Solid Waste  
  Management District\*  
  (representing 21 municipalities)  
City of Pittsfield\*  
City of Westfield\*  
City of Leominster  
City of Fitchburg\*  
City of Woburn  
Town of Braintree  
Town of Amherst\*  
City of Holyoke\*  
Northern Berkshire Solid Waste  
  Management District\*  
  (representing 14 municipalities)  
Town of Falmouth  
City of Gloucester\*  
City of Northampton\*  
Town of West Springfield\*  
Town of Agawam\*  
Town of Yarmouth\*  
Town of Middleborough  
Town of Danvers\*  
Town of Yarmouth\*  
Town of Ludlow\*  
Town of Sandwich\*  
Town of Bourne\*  
Town of Marblehead  
Town of Grafton\*

### Local Governments

City of Newburyport\*  
Town of Somerset\*  
Town of Webster\*  
City of Greenfield\*  
Town of Abington  
Town of Auburn\*  
Town of Swampscott  
Town of East Longmeadow\*  
City of Easthampton\*  
Town of Longmeadow\*  
Town of Belchertown\*  
Town of Wilbraham\*  
Ipswich Waste Reduction Advisory  
  Committee  
Town of Kingston  
City of North Adams\*  
Hilltown Resource Management  
  Cooperative\*  
  (representing 10 municipalities)  
Town of Tyngsborough  
Town of Palmer\*  
Town of Brewster\*  
Town of Littleton\*  
Town of Ware\*  
Town of Lancaster\*  
Town of Montague\*  
Town of Sterling\*  
Town of Boxford  
Town of Monson\*  
Town of Adams\*  
Town of West Boylston\*  
Town of Williamstown\*  
Town of Great Barrington\*  
Town of Stow\*  
Town of Rockport\*  
Town of Chatham\*  
Town of Harvard\*  
Town of Orleans\*  
Town of Dalton\*  
Town of Southampton\*  
Town of Granby\*  
Town of Lee\*  
Town of Sherborn  
Town of Manchester-by-the-Sea\*  
Town of Hadley\*  
Town of Deerfield\*  
Town of Lenox\*  
Town of Wenham\*  
Town of Provincetown\*  
Town of Sunderland\*

### Local Governments

Town of Sheffield\*  
own of Ashby  
Town of Lanesborough\*  
Town of Northfield\*  
Town of Williamsburg\*  
Town of Bernardston\*  
Town of Stockbridge\*  
Town of Becket\*  
Town of Hinsdale\*  
Town of Shutesbury  
Town of Ashfield\*  
Town of Erving\*  
Town of Shelburne\*  
Town of Leverett\*  
Town of Conway\*  
Town of Clarksburg\*  
Town of Colrain\*  
Town of Whately\*  
Town of Otis\*  
Town of Gill\*  
Town of Egremont\*  
Town of West Stockbridge\*  
Town of Worthington\*  
Town of Chesterfield\*  
Town of Cummington\*  
Town of Windsor\*  
Town of Peru\*  
Town of Florida\*  
Town of Savoy\*  
Town of Plainfield\*  
Town of Hawley\*

### Businesses

Aubuchon Hardware\*  
Home Decor Group\*  
Hamshaw Hardware\*  
Brewster Ace Hardware\*  
Recolor Paints\*  
Allonia  
Black Earth Compost Clean-Seas, Inc.  
Helpsy  
Manchester Marine  
NEC Solar  
Pinto Recycling, Inc

### Non-Government Organizations

Massachusetts Municipal Association\*  
American Coatings Association\*  
Product Stewardship Institute, Inc.  
National Stewardship Action Council  
League of Women Voters of  
  Massachusetts  
Keep Massachusetts Beautiful  
Connecticut River Conservancy  
Seaside Sustainability  
Green Newton  
Cape Cod Anti-Litter Coalition, Inc.  
Cape Cod's Faith Communities  
Environmental Network  
Energy and Climate Committees of the  
  Cape and Islands  
350 Mass Berkshires  
Salem Sound Coastwatch  
Keep Salem Beautiful  
Zero Waste Arlington  
Greening Greenfield  
Zero Waste Melrose  
Lee Greener Gateway Committee  
Saugus Action Volunteers for the  
Environment  
Sheffield Saves  
Shutesbury Recycling and Solid Waste  
  Committee  
Sustainability Committee of Tyngsboro, MA  
Wachusett Earthday, Inc  
Zero Waste Amherst  
First Parish Church of Stow and  
  Acton Climate Task Force

## What Products are Covered?

Updated — May 2021



Products covered by the PaintCare program and accepted for drop-off are defined as interior and exterior architectural coatings sold in containers of 5 gallons or smaller. They do not include aerosol products (spray cans), industrial maintenance (IM), original equipment manufacturer (OEM), or specialty coatings.

### PaintCare Products

These products have a fee when purchased and are accepted for free at drop-off sites:

- Interior and exterior architectural paints: latex, acrylic, water-based, alkyd, oil-based, enamel (including textured coatings)
- Deck coatings, floor paints (including elastomeric)
- Primers, sealers, undercoaters
- Stains
- Shellacs, lacquers, varnishes, urethanes (single component)
- Waterproofing concrete/masonry/wood sealers and repellents (not tar or bitumen-based)
- Metal coatings, rust preventatives
- Field and lawn paints

### Non-PaintCare Products

These products do not have a fee when purchased and are not accepted at drop-off sites:

- Paint thinners, mineral spirits, solvents
- Aerosol paints (spray cans)
- Auto and marine paints
- Art and craft paints
- Caulking compounds, epoxies, glues, adhesives
- Paint additives, colorants, tints, resins
- Wood preservatives (containing pesticides)
- Roof patch and repair
- Asphalt, tar and bitumen-based products
- 2-component coatings
- Deck cleaners
- Traffic and road marking paints
- Industrial Maintenance (IM) coatings
- Original Equipment Manufacturer (OEM) (shop application) paints and finishes

Note: Containers that are leaking, empty, or without the original printed manufacturer's label are not accepted at drop-off sites.



## Extended Producer Responsibility Commission

Background document for policy recommendation on

# P A I N T

Prepared by MassDEP

Last updated:  
June 9, 2025

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## Executive Summary

Americans generate more than 80 million gallons of leftover latex and oil-based paint every year.<sup>1</sup> In the Commonwealth of Massachusetts, an estimated 1.8 million gallons of leftover paint is generated annually, with more than half—67%—discarded in either a combustion facility (waste-to-energy) or a landfill.<sup>2,3</sup>

When dumped in the trash or down the drain, leftover paint—particularly oil-based paint—can contaminate the environment with hazardous materials. According to MassDEP's most recent waste characterization studies, paint accounts for 0.13% of all solid waste annually, or 6,100 tons, in Massachusetts.<sup>4</sup>

Currently in Massachusetts, responsibility for the collection and appropriate disposal of household hazardous waste (HHW) falls predominately on municipalities. Most leftover paint that is recovered is collected by municipalities during an annual, one-day HHW event, which are an inconvenient and expensive method to divert paint away from household trash bins and drains. This collection method costs taxpayers approximately \$2 million annually just on paint.<sup>5</sup> A third of Massachusetts residents have no access to municipal HHW collection services and only 23% of Massachusetts residents have access to year-round paint collection.<sup>6</sup>

Paint is highly recyclable. Leftover oil-based paint can be used as industrial fuel.<sup>7</sup> Approximately 70% of collected latex paint is reused or recycled back into paint or non-paint products.<sup>8</sup>

Extended producer responsibility (EPR) programs for paint have been operating successfully in 12 states and the District of Columbia, beginning with Oregon in 2010. PaintCare, a nonprofit 501(c)(3) organization established by the American Coatings Association, collects and recycles unwanted and leftover paint, preventing it from being discarded.<sup>9</sup> PaintCare collects leftover paint through participating retail stores and municipal HHW collection efforts providing extensive access to this service year-round. It also provides consumers with information and resources on how much paint to buy, how

<sup>1</sup> Product Stewardship Institute. EPR by product: paint. From <https://productstewardship.us/products/paint/>, accessed May 23, 2025.

<sup>2</sup> Commonwealth of Massachusetts, Executive Office of Energy and Environmental Affairs, Department of Environmental Protection. Summary of Waste Combustor Class II Recycling Program Waste Characterization Studies (2019 & 2022). From <https://www.mass.gov/guides/solid-waste-master-plan>, accessed May 23, 2025.

<sup>3</sup> Data from Product Stewardship Institute based on national sales figures scaled to the Massachusetts population multiplied by an estimated 10% of leftover paint annually.

<sup>4</sup> Waste Characterization Studies 2019 & 2022.

<sup>5</sup> Figures extrapolated from PaintCare Connecticut 2024 Annual Report and PaintCare Vermont 2024 Annual Report with costs indicated at \$9.11 and \$8.69 per gallon, respectively.

<sup>6</sup> Data from MassDEP 2024 Recycling Survey reported by municipalities. From <https://www.mass.gov/lists/recycling-solid-waste-data-for-massachusetts-cities-towns>, accessed June 6, 2025.

<sup>7</sup> Coatings World. EPR achievements: the case of paint in the U.S. November 2019: p. 42. From <https://productstewardship.us/wp-content/uploads/2023/05/EPR-Achievements-The-Case-of-Paint-in-the-U.S.-Published.pdf>, accessed May 23, 2025.

<sup>8</sup> *Ibid.*

<sup>9</sup> See details at <https://www.paintcare.org/>.

to store paint longer, and ideas on how to use leftover paint. To date, PaintCare programs have collected nearly 80 million gallons of unwanted paint, 80% of which is recycled.<sup>10</sup>

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<sup>10</sup> PaintCare.com, Our Story. From [https://www.paintcare.org/our-story/#:~:text=To%20date%20PaintCare%20has%20Collected%20an,picks%20\\*%20Hosted%20381%20paint%20drop%20events](https://www.paintcare.org/our-story/#:~:text=To%20date%20PaintCare%20has%20Collected%20an,picks%20*%20Hosted%20381%20paint%20drop%20events), accessed May 23, 2025.

## Extended Producer Responsibility Commission Recommendation

The Commission recommends the Massachusetts legislature enact legislation establishing an extended producer responsibility program for paint by July 1, 2026. The Commission recommends the development and implementation of a program (e.g., PaintCare) that aligns with programs already in place in other Northeast states (Connecticut, Maine, Rhode Island, Vermont, and New York), to provide consistency across the region.

The Commission acknowledges proposed paint EPR legislation under consideration before the Massachusetts legislature at time of report publication: H.886, which includes aerosol-based paint, and S.647.<sup>11,12</sup>

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<sup>11</sup> The 194<sup>th</sup> General Court of the Commonwealth of Massachusetts, Bill H.886, "An act relative to paint recycling." From <https://malegislature.gov/Bills/194/H886>, accessed May 23, 2025.

<sup>12</sup> The 194<sup>th</sup> General Court of the Commonwealth of Massachusetts, Bill S.647, "An act relative to paint recycling." From <https://malegislature.gov/Bills/194/H886>, accessed May 23, 2025.

## Background: The Problem

Americans generate more than 80 million gallons of leftover latex and oil-based paint every year.<sup>13</sup> In Massachusetts, an estimated 1.8 million gallons of leftover paint is generated annually, with more than half—67%—disposed of in either a combustion facility (waste-to-energy) or a landfill (see Table 1).<sup>14,15</sup> According to MassDEP waste characterization studies, paint accounts for 0.13% of all solid waste annually, or 6,100 tons, in Massachusetts.<sup>16</sup>

**Table 1.** — Paint generation and disposition in Massachusetts (estimated)

Paint generation and disposition	Gallons (est.)	Percent of total
Total leftover paint generated annually	1,800,000	100%
Discarded in trash	1,200,000	67%
<i>Landfill</i>	420,000	24%
<i>Massachusetts combustion facility</i>	780,000	43%
Recycled, reused, collected with household hazardous waste, or disposed down drain/sewer	600,000	33%
<i>Processed by RECOLOR® into recycled paint<sup>17</sup></i>	360,000	60%
<i>No data available yet</i>	240,000	40%

Based on a 2007 study by the U.S. Environmental Protection Agency released at a meeting of the Paint Product Stewardship Initiative, approximately 10% of consumer-purchased paint goes unused.<sup>18</sup>

When dumped in the trash or down the drain, leftover paint—particularly oil-based paint—can contaminate the environment with hazardous materials. According to the U.S. EPA, leftover paint can also contain volatile organic compounds, fungicides, and, in the case of very old paint, significant quantities of hazardous metals such as mercury and lead.

While latex paint is far less environmentally hazardous than solvent-based paints, the primary environmental toxicity of latex paint is to fish and aquatic life as a result of improper disposal into the water system.<sup>19</sup> Other releases occur through wastewater treatment plants, illegal dumping or leachate from landfills into ground and surface water.

<sup>13</sup> Product Stewardship Institute. EPR by product: paint. From <https://productstewardship.us/products/paint/>, accessed May 23, 2025.

<sup>14</sup> Waste Characterization Studies 2019 & 2022.

<sup>15</sup> Data from Product Stewardship Institute based on national sales figures scaled to the Massachusetts population multiplied by an estimated 10% of leftover paint annually.

<sup>16</sup> Waste Characterization Studies 2019 & 2022.

<sup>17</sup> RECOLOR® is a women-owned surplus recycled latex paint retailer based in Hanover, Massachusetts.

<sup>18</sup> U.S. Environmental Protection Agency, Office of Strategic Environmental Management, Sector-Based Information and Resources: Paint and Coatings. From <https://archive.epa.gov/sectors/web/html/paint.html>, accessed May 23, 2025.

<sup>19</sup> Product Stewardship Institute, "Final paint technical report," March 2004: p. 6. From <https://productstewardship.us/wp-content/uploads/2025/05/PaintTechnicalReportFinal3-21-04.pdf>, accessed May 27, 2025.

Of all household hazardous waste, paint is the single most voluminous and expensive material collected and managed by municipalities.<sup>20</sup>

Currently, in Massachusetts, responsibility for the collection and appropriate disposal of household hazardous waste (HHW) falls predominately on municipalities. Most leftover paint that is recovered is collected by municipalities during an annual, one-day HHW event, which are an inconvenient and expensive method to divert paint away from household trash bins and drains. This collection method costs taxpayers approximately \$2 million annually just on paint.<sup>21</sup> This figure could increase to approximately \$16 million annually if all 1.8 million gallons of leftover paint generated each year were collected and recycled or properly managed.<sup>22</sup> Only 23% of Massachusetts residents have access to year-round paint collection (see Table 2).<sup>23</sup> A third of Massachusetts residents have no access to municipal HHW collection services.<sup>24</sup>

**Table 2.** — Percentage of Massachusetts communities and residents with leftover paint collection access

Collection frequency	% of communities	% of population
Year-round	26%	23%
Weekly/monthly	2%	2%
6-11 months of the year	5%	7%
< 6 months of the year	16%	25%
0	32%	32%
No data	18%	11%

<sup>20</sup> U.S. EPA.

<sup>21</sup> PaintCare Connecticut and Vermont 2024 Annual Reports.

<sup>22</sup> *Ibid.*

<sup>23</sup> MassDEP 2024 Recycling Survey.

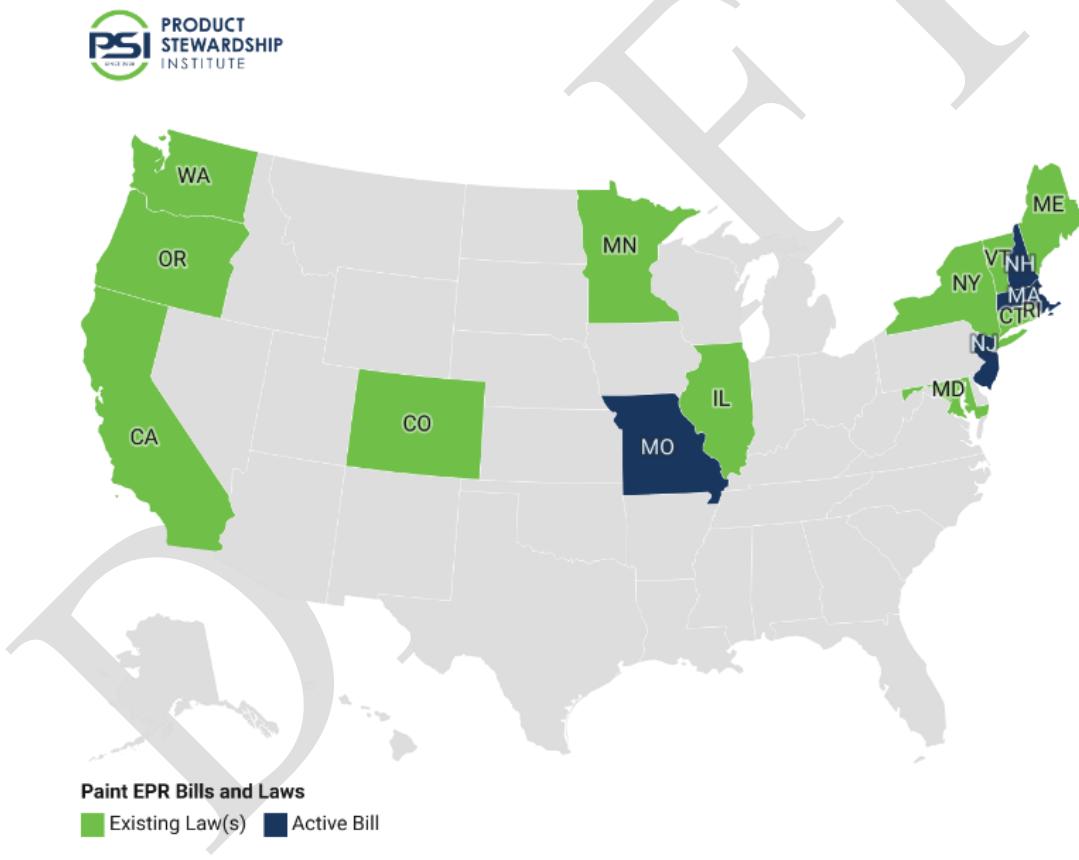
<sup>24</sup> *Ibid.*

## Proposed Solution

Paint is highly recyclable. Leftover oil-based paint can be used as industrial fuel.<sup>25</sup> Approximately 70% of collected latex paint is reused or recycled back into paint or non-paint products.<sup>26</sup>

Extended producer responsibility (EPR) programs for paint have been operating successfully in 12 states and the District of Columbia, starting with Oregon in 2010 and followed by California, Connecticut, Rhode Island, Minnesota, Vermont, Maine, Colorado, D.C., Washington, New York, Illinois, and Maryland (see Figure 1). Four state legislatures have introduced paint EPR legislation in 2025, including Massachusetts, Missouri, New Hampshire, and New Jersey.

**Figure 1.** — Paint EPR laws and bills in the United States<sup>27</sup>



*This map shows EPR laws and bills that create a new program. Bills amending existing EPR programs are not represented.*

Created with Datawrapper

<sup>25</sup> Coatings World. EPR achievements: the case of paint in the U.S. November 2019: p. 42. From <https://productstewardship.us/wp-content/uploads/2023/05/EPR-Achievements-The-Case-of-Paint-in-the-U.S.-Published.pdf>, accessed May 23, 2025.

<sup>26</sup> *Ibid.*

<sup>27</sup> Map courtesy of Product Stewardship Institute, Inc.

PaintCare, a nonprofit 501(c)(3) organization established by the American Coatings Association, is the leading provider of paint stewardship in the U.S. PaintCare collects and recycles unwanted and leftover paint, preventing it from being discarded.<sup>28</sup> PaintCare also provides consumers with information and resources on how much paint to buy, how to store paint longer, and ideas on how to use leftover paint. To date, PaintCare programs nationwide have collected nearly 80 million gallons of unwanted paint with a recycling rate of more than 80%.<sup>29</sup>

### *Results of PaintCare program in other states*

Table 3 highlights a summary of PaintCare program results where active across the U.S. In all, 95% of residents are within 15 miles of a convenient paint drop-off-location and an estimated 83% of all latex paint collected among state program participants is reused or recycled.

**Table 3.** — Summary of PaintCare program results through 2024<sup>30</sup>

	CA	CO	CT	DC	ME	MN	NY	OR	RI	VT	WA	Total
<b>State characteristics</b>												
Population (millions)	39.5	5.96	3.68	0.7	1.4	5.8	19.9	4.3	1.1	0.6	7.9	90.8
Urbanization rate	95%	86%	86%	100%	39%	72%	87%	81%	91%	35%	83%	
<b>Year-round drop-off sites</b>												
Retail store	667	180	102	8	82	208	301	142	23	72	212	1,997
HHW and other	208	42	58	0	47	61	33	52	4	11	67	583
<i>Totals</i>	875	212	160	8	129	269	334	194	27	82	279	2,569
<b>Convenience</b>												
% residence within 15 miles of drop-off site	99.4%	97.5%	100%	100%	95.5%	98.3%	99.2%	98.3%	100%	99.8%	97.9%	
<b>Paint processing</b>												
Annual gallons processed per 1,000 people*	84	134	103	37	87	157	36	215	61	133	121	91
% latex reused or recycled	87%	91%	82%	82%	82%	60%	83%	73%	82%	75%	87%	83%

Figure 2 illustrates how latex paint was processed in 2023 by state, which showcases that the vast majority of leftover latex paint was recycled into new paint.<sup>31</sup> Figure 3 shows the progression of diverted

<sup>28</sup> See details at <https://www.paintcare.org/>.

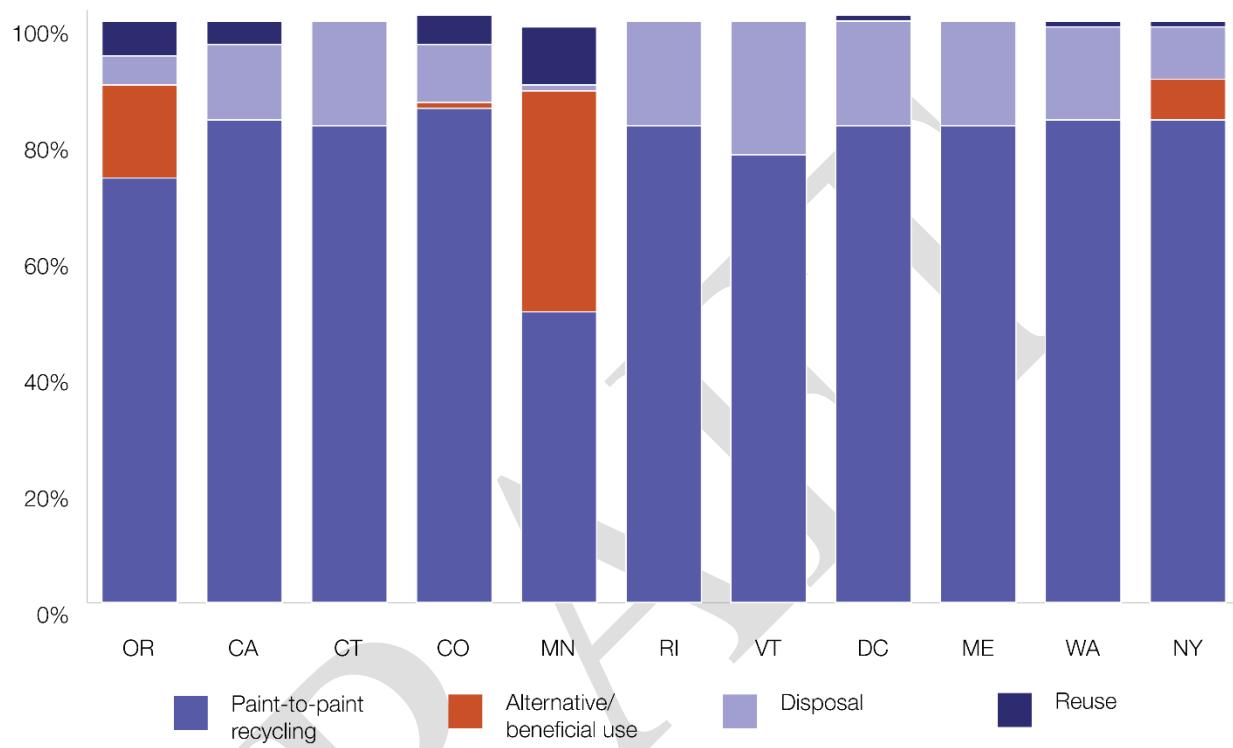
<sup>29</sup> PaintCare.com, Our Story. From <https://www.paintcare.org/our-story/#:~:text=To%20date%20PaintCare%20has%E2%80%A6%20%20Collected%20an,picksups.%20%20Hosted%20381%20paint%20drop%20off%20events>. accessed May 23, 2025.

<sup>30</sup> Based on PaintCare annual reports for Washington (2024), Oregon (2024), California (2024), Colorado (2024), Minnesota (2024), District of Columbia (2024), New York (2023), Connecticut (2024), Rhode Island (2024), Vermont (2024), and Maine (2024), available at PaintCare.com.

<sup>31</sup> Minnesota standards for recycling paint are more stringent than in other states, and thus a significant portion of leftover paint is applied toward “alternative/beneficial use,” which in this case is for landfill cover. Some emerging technologies allow for paint as an additive for concrete and other consumer products.

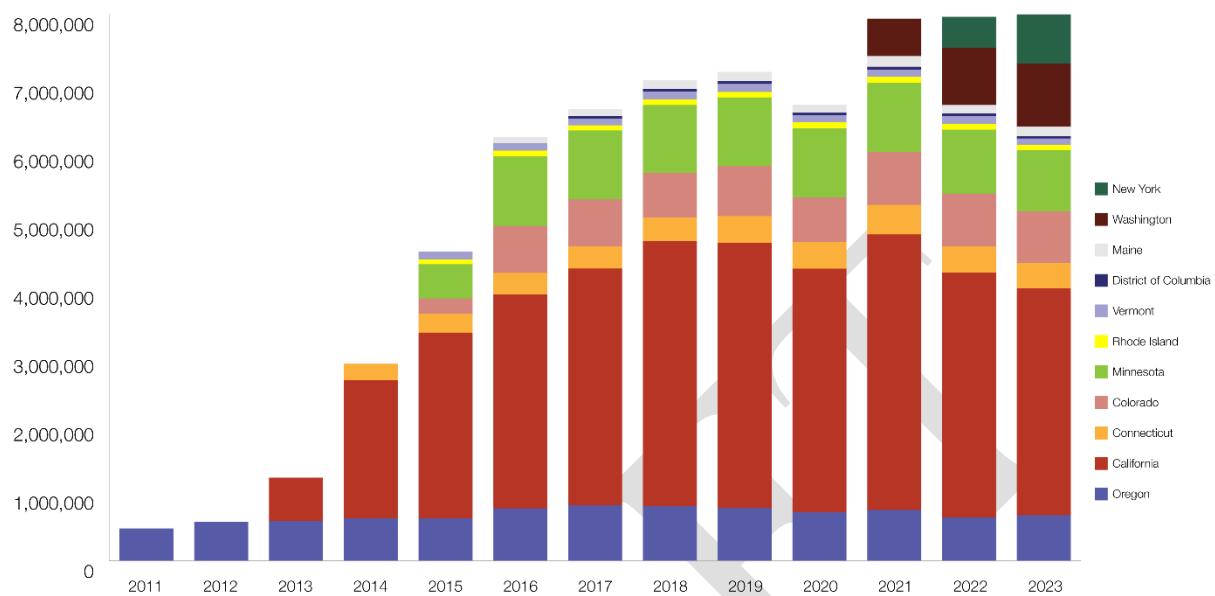
latex paint in enacting states using the PaintCare stewardship program from 2011 through 2023. With ten states and the District of Columbia participating in 2023, nearly 8 million gallons of leftover paint were diverted from landfills.

**Figure 2.** — How latex paint was processed by state under the PaintCare stewardship program in CY23<sup>32</sup>



<sup>32</sup> Data from PaintCare.

**Figure 3.** — Gallons of diverted latex paint in states with the PaintCare stewardship program, 2011–2023<sup>33</sup>



#### *Roles and responsibilities of a paint stewardship program in Massachusetts*

If established, a state-approved paint stewardship program should consist of the roles and responsibilities detailed in Table 4, below. Figure 4 illustrates an example diagram of the paint stewardship program process.

**Table 4.** — Roles and responsibilities of paint stewardship program

Party	Roles and responsibilities
State-approved paint stewardship program provider (e.g., PaintCare)	<ol style="list-style-type: none"> <li>1. Develop and submit a detailed program plan to the Massachusetts Department of Environmental Protection for approval, which requires drop-off convenience based on distance and population (e.g., 95% of residents must be within 15 miles of a drop-off site, and one additional site must be added per 30,000 residents);</li> <li>2. Secure and contract with collection sites (e.g., retailers, household hazardous waste facilities, etc.) while ensuring equitable access in urban, suburban, and rural areas</li> <li>3. Provide supplies, training, educational materials, and logistical support for registration and reporting to retailers and collection sites</li> <li>4. Secure and contract transporters and recyclers and processors, prioritizing reuse and recycling over landfill or incineration</li> <li>5. Conduct public education and outreach to paint consumers</li> <li>6. Manage finances, using revenue exclusively for nonprofit program operations</li> <li>7. Determine a fee schedule for point-of-sale transactions</li> <li>8. Monitor producer compliance and reporting</li> <li>9. Report annually to MassDEP on program activities and results</li> <li>10. Ensure transparency and accountability through third-party financial audits and evaluations</li> </ol>

<sup>33</sup> Data from PaintCare.

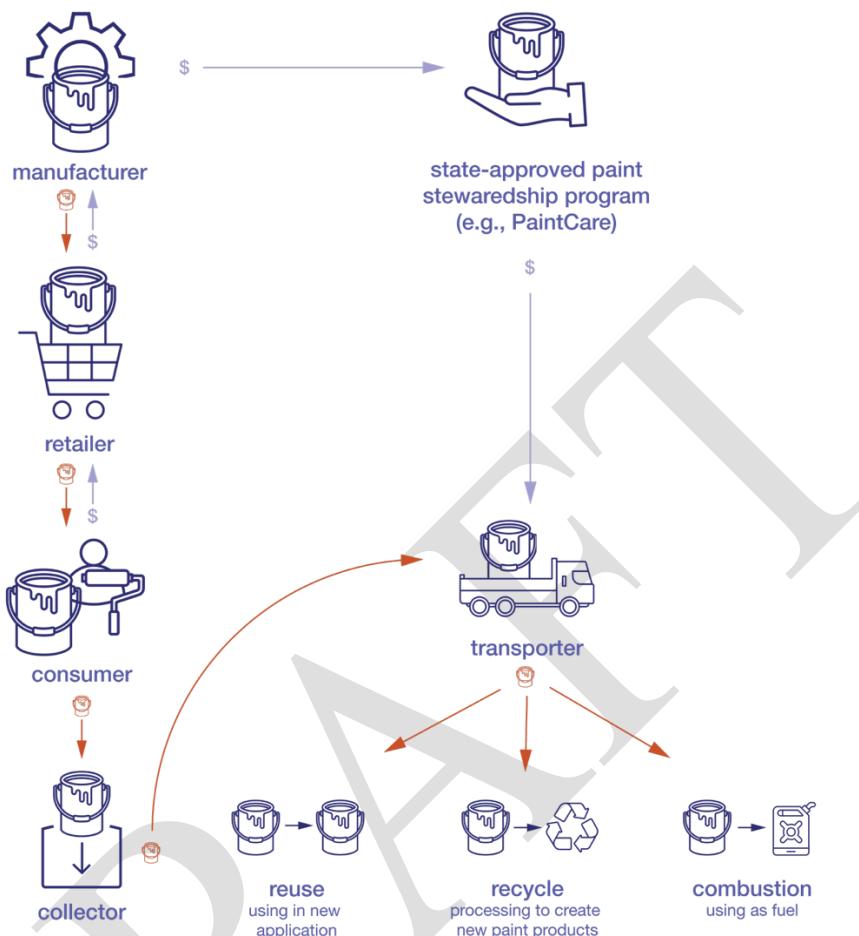
Massachusetts Department of Environmental Protection	<ol style="list-style-type: none"> <li>1. Ensure compliance with stewardship law</li> <li>2. Maintain information about paint stewardship program</li> <li>3. Review and approve program plan, including financial reports and fee structure</li> <li>4. Review and approve annual reports, including financial reports</li> </ol>
Manufacturers (producers)	<ol style="list-style-type: none"> <li>1. Register with a state-approved paint stewardship program (e.g., PaintCare)</li> <li>2. Charge a fee on all wholesale paint sold via retailers and direct-to-consumer outlets (e.g., online)</li> </ol>
Retailers	<ol style="list-style-type: none"> <li>1. Pay paint stewardship fee to manufacturer when buying paint wholesale</li> <li>2. Pass fees onto consumers (optional)</li> <li>3. Register with state-approved paint stewardship program</li> <li>4. Report on all brands of paint sold (they may not sell paint from non-participating brands)</li> <li>5. Educate consumers about program and fee</li> <li>6. Volunteer their store as a drop-off site (optional)</li> </ol>
Consumers	<ol style="list-style-type: none"> <li>1. Pay paint stewardship fee depending on container size at point of sale (fees vary from state to state and can be amended over time; see Table 5)</li> <li>2. Bring leftover paint to a collection site for proper management, whether paint was purchased before or after law is enacted</li> </ol>
Municipalities	<ol style="list-style-type: none"> <li>1. Participate as collection sites via a contract with the state-approved paint stewardship program (optional)</li> </ol>

**Table 5.** — PaintCare fees in Northeast states<sup>34</sup>

State	< half pint	> half pint < 1 gallon	1–2 gallons	> 2 gallons ≤ 5 gallons
Connecticut	\$0.00	\$0.35	\$0.75	\$1.60
New York	\$0.00	\$0.45	\$0.95	\$1.60
Maine	\$0.00	\$0.35	\$0.75	\$1.60
Rhode Island	\$0.00	\$0.35	\$0.75	\$1.60
Vermont	\$0.00	\$0.65	\$1.35	\$2.45

<sup>34</sup> Data from Product Stewardship Institute.

**Figure 4.** — Paint stewardship program journey and fee pathway under EPR



#### *Variations and elements of paint stewardship across states*

Table 6 identifies key policy elements and considerations for Massachusetts.

**Table 6.** — Paint stewardship program policy elements and considerations

Element	Paint program policy model
Covered materials	<ul style="list-style-type: none"> <li>• Interior/exterior architectural paint</li> <li>• Optional phase-in: <ul style="list-style-type: none"> <li>○ Aerosols</li> <li>○ Non-industrial specialty paints (e.g., furniture, craft, marine)</li> <li>○ Paint products (e.g., paint thinners)</li> </ul> </li> </ul>
Covered entities	<ul style="list-style-type: none"> <li>• Consumers of architectural paint (e.g., residents, contractors, small businesses)</li> </ul>
Collection convenience	<ul style="list-style-type: none"> <li>• Maintain and expand existing infrastructure</li> <li>• Convenient, free, ongoing collection</li> </ul>
Producer/responsible party	<ul style="list-style-type: none"> <li>• Tiered definition: <ul style="list-style-type: none"> <li>○ Brand owner or licensee or</li> <li>○ First importer into state, a retailer in some cases</li> </ul> </li> </ul>

Governance	<ul style="list-style-type: none"> <li>• Producer responsibility organization (PRO) runs program</li> <li>• Massachusetts DEP provides oversight and enforcement</li> </ul>
Funding	<ul style="list-style-type: none"> <li>• Consumer fee at point of sale</li> </ul>
Funding allocation	<ul style="list-style-type: none"> <li>• Collection</li> <li>• Transportation</li> <li>• Processing</li> <li>• Government administration</li> <li>• Education and outreach</li> </ul>
Performance standards (waste management hierarchy)	<ul style="list-style-type: none"> <li>• Reduce</li> <li>• Reuse</li> <li>• Paint-to-paint recycle</li> <li>• Recycle into another product (e.g., paving stones or concrete)</li> <li>• Incineration with energy recovery and alternative daily cover</li> <li>• Compliant disposal</li> </ul>
Outreach and education	<ul style="list-style-type: none"> <li>• Must include outreach and education program</li> <li>• Must include method for evaluating such efforts (e.g., consumer awareness study)</li> <li>• Must address consumers, painting contractors, and paint retailers</li> </ul>
Enforcement	<ul style="list-style-type: none"> <li>• Noncompliant producers may not sell or distribute paint in the state</li> <li>• State may impose civil penalties</li> <li>• No consumer fees may be used to pay penalties or for lobbying</li> </ul>
Program plan	<ul style="list-style-type: none"> <li>• Must be updated and resubmitted every five years</li> <li>• Must be approved by oversight agency</li> <li>• Must include details about the program as required by statute</li> </ul>
Annual report	<ul style="list-style-type: none"> <li>• Must contain where and how paint was collected and processed</li> <li>• Must contain program budget</li> <li>• Must contain evaluation of progress toward outreach and education goals and performance targets</li> <li>• Must contain results of an independent audit</li> <li>• Must be published online</li> </ul>
Implementation timeline	<ul style="list-style-type: none"> <li>• Agency has 120 days to review and approve plan</li> </ul>
Additional	<ul style="list-style-type: none"> <li>• Producers are provided antitrust provisions</li> </ul>

## Costs and Benefits

A state-approved paint stewardship program would require administrative oversight from the Massachusetts Department of Environmental Protection's Solid Waste Division. The costs for this administration would be paid for by the paint stewardship organization.

In addition to diverting upwards of 1 million gallons of latex and oil-based paint from Massachusetts disposal facilities, benefits include approximately \$2 million in annual savings for taxpayers by reducing municipal collection and disposal of paint-related household hazardous waste. The savings would be closer to \$16 million if the estimated annual quantity of 1.8 million gallons of leftover paint is collected and recycled or properly managed through a state-approved paint stewardship program.

A paint stewardship program would significantly increase collection convenience for residents and businesses by requiring the establishment of paint drop-off locations within 15 miles of all parties. These drop-off locations would be available year-round with expanded acceptance hours, exponentially increasing the current year-round residential access of only 23% in Massachusetts.

Additionally, the enactment of a paint stewardship program in Massachusetts would divert approximately 420,000 gallons of unused paint from landfills, as well as 500 tons of paint containers (see Table 1).

Additional benefits of paint EPR include:

- Removal of hazardous waste in residents' basements that pose a significant threat during flood events
- Additional foot traffic at voluntary retail paint drop-off sites
- Economic benefits of more than \$7 million in job creation and other spending<sup>35</sup>
- An estimated additional \$1.5 million in economic benefits to the state spent on outreach, education, supplies, and program administration
- A total of approximately 40 to 65 new full-time jobs based in Massachusetts
- Programmatic efficiencies resulting from regional cost-sharing and increased program participation
- Increased support for the expansion of a Massachusetts-based women-owned paint recycling business, RECOLOR®, and potentially other small businesses resulting from the recycled paint industry

<sup>35</sup> Assumes paint collection doubles from current municipal solid waste characterization to approximately 785,000 gallons at an average of \$8.90 per gallon to transport and process based on costs in Connecticut and Vermont.

## Public Support

Paint stewardship has strong support in Massachusetts, including from paint manufacturers, paint retailers, the Massachusetts Municipal Association, the Massachusetts Product Stewardship Council, and the Massachusetts Department of Environmental Protection.

See Appendix A for a flyer produced by the Massachusetts Product Stewardship Council that includes a comprehensive list of supporters for a paint stewardship law in Massachusetts.

DRAFT

## EPR Commission Recommendation

Table 6 shows a detailed breakdown of how the EPR Commission voted on the following resolution:

The Commission recommends the Massachusetts legislature enact legislation by July 2026 establishing an extended producer responsibility program for paint. The Commission recommends the development and implementation of a program (e.g., PaintCare) that aligns with programs already in place in other Northeast states (Connecticut, Maine, Rhode Island, Vermont, and New York), to provide consistency across the region.

**Table 6.** —Extended Producer Responsibility Commission vote on enacting paint stewardship legislation<sup>36</sup>

Commissioner	Title, Organization	Vote
John Beling, Chair	Deputy Commissioner, Massachusetts Department of Environmental Protection	TBD
Rep. Christine Barber	Appointee for Rep. Michael Day, Massachusetts House of Representatives	TBD
Senator Mike Barrett	Chair, Joint Committee on Telecommunications, Energy, and Utilities	
Sharon Byrne Kishida	Nominee, Senate Minority Leader	
Leigh-Anne Cole	Executive Director, Community Action Works	
Jose Delgado	Arise for Social Justice	
Janet Domenitz	Executive Director, MassPIRG	
Lew Dubuque	Vice President, Northeast Chapter, National Waste and Recycling Association	
Magda Garncarz	Vice President of Government Affairs, Associated Industries of Massachusetts	
Sarah Kalish	Executive Office of Economic Development	
Dalene LaPointe	Assistant Director, Environmental Toxicology Program at Massachusetts Department of Public Health	
David Melly	Legislative Director, Environmental League of Massachusetts	
Conor O'Shaughnessy	Budget Director and Environmental Policy Analyst, Office of Senator Bruce Tarr	
Andrew Potter	Chair, Select Board, Town of West Stockbridge	
Catherine Ratte	Director, Land Use and Environment Department, Pioneer Valley Planning Commission	
Bill Rennie	Senior Vice President, Retailers Association of Massachusetts	
Neil Rhein	Executive Director, Keep Massachusetts Beautiful	
Waneta Trabert	Vice President, MassRecycle	
Tracy Triplett	Senior Enforcement Counsel, Office of Attorney General Andrea Joy Campbell	
Abbie Webb	Vice President of Sustainability, Casella Waste Management	

<sup>36</sup> From a vote taken at a June 18, 2025, EPR Commission meeting.

## APPENDIX A



By passing a paint stewardship law, Massachusetts will:

SAVE MUNICIPALITIES MONEY,  
SUPPORT LOCAL RECYCLERS,  
& PROTECT OUR  
ENVIRONMENT

A paint stewardship law will make it easy for all Massachusetts residents to properly manage both oil-based and latex paint. Recycling paint through the PaintCare program, which the language from H.886/S.647 would establish, will lower disposal costs for taxpayers, keep our waterways clean, and reduce the amount of hazardous waste going to landfills and incinerators.

### A PAINT STEWARDSHIP LAW WILL:



Save local governments around \$3 million annually across the Commonwealth.



Make paint recycling easy and free for all MA residents, including those living in rural areas.



Prevent mismanagement of unwanted paint that pollutes waterways and the environment.

### HOW A PAINT STEWARDSHIP SYSTEM WORKS

A point-of-sale fee of less than \$1.25 per gallon is collected by all paint retailers. The collected funds are managed by a non-profit producer responsibility organization, which represents paint manufacturers. Funds are used to establish paint collection sites, transport paint for processing, and distribute public education materials on proper management of paint.

### PRODUCT STEWARDSHIP IS A PROVEN SOLUTION

Twelve states & Washington, D.C. have implemented paint stewardship laws, including the neighboring states of NY, RI, CT, VT, and ME. According to the Product Stewardship Institute, a Boston-based non-profit, paint stewardship programs have saved governments and taxpayers nearly \$300 million, and established more than 2,000 collection sites, over 70% of which are at voluntary retail locations.

SEE REVERSE FOR A LIST OF SUPPORTING MUNICIPALITIES AND ORGANIZATIONS IN MASSACHUSETTS

Waneta Trabert  
MA Product Stewardship Council  
City of Newton DPW  
wtrabert@newtonma.gov

Sharon Byrne Kishida  
MA Product Stewardship Council  
Former MassDEP MAC  
sbkishida@gmail.com

For more information on paint stewardship laws visit:  
[PaintCare.org](http://PaintCare.org)



The following Massachusetts municipalities, businesses, and organizations have signed an endorsement of paint stewardship. Municipalities representing 58% of the state population have voiced their support.

#### Local Governments

City of Boston\*  
 Barnstable County\*  
 South Shore Recycling Cooperative\*  
 (representing 18 municipalities)  
 Minuteman Household Hazardous Products Committee\*  
 (representing 9 municipalities)  
 City of Worcester\*  
 City of Springfield\*  
 City of Cambridge\*  
 City of New Bedford  
 City of Lynn\*  
 City of Lawrence\*  
 City of Newton\*  
 City of Somerville  
 City of Malden\*  
 City of Brookline\*  
 City of Revere\*  
 City of Chicopee\*  
 City of Peabody\*  
 City of Methuen\*  
 City of Everett\*  
 City of Salem\*  
 Town of Barnstable\*  
 City of Pittsfield\*  
 Franklin County Solid Waste Management District  
 (representing 21 municipalities)  
 City of Leominster  
 Town of Arlington\*  
 City of Beverly  
 City of Fitchburg  
 City of Woburn  
 City of Westfield\*  
 City of Holyoke\*  
 Northern Berkshire Solid Waste Management District\*  
 (representing 13 municipalities)  
 Town of Braintree  
 Town of Falmouth  
 Town of Saugus\*  
 City of Gloucester\*  
 City of Northampton\*  
 Town of Danvers\*  
 Town of Middleborough  
 Town of Yarmouth\*  
 Town of Acton\*  
 Town of Ludlow\*

#### Local Governments

Town of Bourne\*  
 Town of Marblehead\*  
 Town of Somerset\*  
 City of Greenfield\*  
 City of Newburyport\*  
 Town of Grafton\*  
 Town of Webster\*  
 Town of East Longmeadow\*  
 Town of Longmeadow\*  
 Town of Belchertown\*  
 Town of Abington  
 Town of Auburn\*  
 City of Easthampton\*  
 Hilltown Resource Management Cooperative \* (representing 10 municipalities)  
 Town of Swampscott  
 Town of Wilbraham\*  
 Ipswich Waste Reduction Advisory Committee  
 Town of Kingston  
 Town of Holbrook\*  
 City of North Adams\*  
 Town of Tyngsborough\*  
 Town of Littleton\*  
 Town of Adams\*  
 Town of Lancaster\*  
 Town of Montague\*  
 Town of Boxford  
 Town of Monson\*  
 Town of Rockport\*  
 Town of West Boylston\*  
 Town of Great Barrington\*  
 Town of Stow\*  
 Town of Harvard\*  
 Town of Orleans\*  
 Town of Granby\*  
 Town of Dalton\*  
 Town of Chatham\*  
 Town of Williamstown\*  
 Town of Lee\*  
 Town of Wenham\*  
 Town of Lenox\*  
 Town of Deerfield\*  
 Town of Sherborn  
 Town of Manchester-by-the-Sea\*  
 Town of Sheffield\*  
 Town of Provincetown\*

#### Local Governments

Town of Sunderland\*  
 Town of Ashby  
 Town of Northfield\*  
 Town of Lanesborough\*  
 Town of Worthington\*  
 Town of Brewster\*  
 Town of Stockbridge\*  
 Town of Shutesbury  
 Town of Erving\*  
 Town of Conway\*  
 Town of Ashfield\*  
 Town of Becket\*  
 Town of Clarksburg\*  
 Town of Whately\*  
 Town of Williamsburg\*  
 Town of West Stockbridge\*  
 Town of Otis\*  
 Town of Gill\*  
 Town of Chesterfield  
 Town of Hinsdale\*  
 Town of Egremont\*  
 Town of Windsor\*  
 Town of Colrain\*  
 Town of Savoy\*  
 Town of Chesterfield\*  
 Town of Cummington\*  
 Town of Peru\*  
 Town of Florida\*  
 Town of Plainfield\*  
 Town of Hawley\*

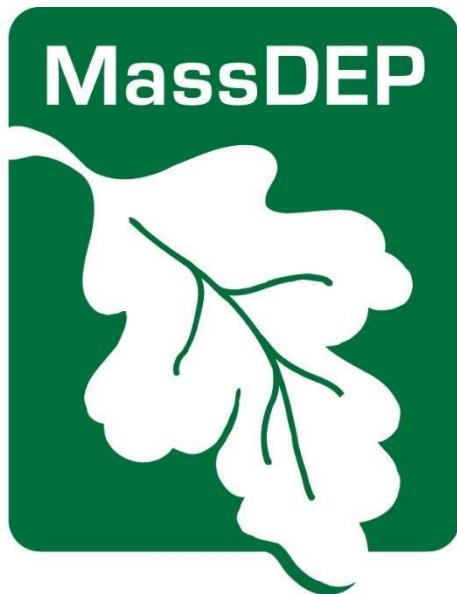
#### Non-Government Organizations

Massachusetts Municipal Association\*  
 Environmental League of Massachusetts\*  
 American Coatings Association  
 Product Stewardship Institute, Inc  
 National Stewardship Action Council  
 League of Women Voters of Massachusetts  
 Keep Massachusetts Beautiful  
 Connecticut River Conservancy  
 Seaside Sustainability  
 Green Newton  
 Cape Cod Anti-Litter Coalition  
 Cape Cod's Faith Communities Environmental Network  
 Energy and Climate Committees of the Cape and Islands  
 350 Mass Berkshires  
 Cape Ann Climate Coalition  
 Town Green  
 Salem Sound Coastwatch  
 Elders Climate Action - Massachusetts\*  
 Keep Salem Beautiful  
 Zero Waste Arlington  
 Green Beverly\*  
 Beverly Waste Reduction Committee  
 Greening Greenfield\*  
 Zero Waste Melrose  
 Sustainable Belmont  
 North Reading Green Alliance  
 Bourne Recycling Committee  
 Green Maynard  
 Lee Greener Gateway Committee  
 Saugus River Watershed Council\*  
 Saugus Action Volunteers for the Environment  
 Sheffield Saves  
 Shutesbury Recycling and Solid Waste Committee  
 Sustainability Committee of Tyngsboro, MA  
 Wachusett Earthday Inc  
 Zero Waste Amherst  
 First Parish Church of Stow and Acton Climate Task Force

\*Have passed a resolution or submitted an official support letter for paint stewardship

Massachusetts  
2030 Solid Waste Master Plan:  
Working Together Toward Zero Waste

October 2021



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## Residential Waste Reduction

### Goals

- Increase quality of and reduce contamination in residential recycling streams.
- Reduce disposal of residential waste through source reduction, reuse, recycling, and composting.

**Target materials:** Mixed residential recyclables, organics, textiles, mattresses, and bulky materials.

### Strategies

MassDEP will continue to work closely with municipal officials, the recycling and solid waste industries, and other stakeholders to identify and implement strategies to improve management of residential waste streams and reduce disposal of these materials. MassDEP will focus on four categories of programs and policy actions to progress towards these goals:

#### *Incentives and grants*

- Award municipal grants for equipment, pilot projects and regional initiatives through the [Sustainable Materials Recovery Program](#).
- Provide incentive grants to encourage adoption of key waste reduction program initiatives through the [Recycling Dividends Program](#).
- Promote and provide financial and technical assistance to municipalities to implement [Pay-As-You-Throw](#) programs.

#### *Technical assistance*

- Deliver technical assistance through regional [Municipal Assistance Coordinators](#).
- Support programs to collect and safely manage hazardous household products.
- Manage state contracts to support municipal programs, including hazardous products collection and management, collection carts, and PAYT bags.

#### *Training, education, and outreach*

- Increase adoption of the [Recycling IQ Kit](#) at the local level to implement hands-on, local initiatives to reduce contamination in residential recyclables.
- Implement broader adoption and increase program partners for the [Recycle Smart MA](#) program to raise awareness about what materials should and should not be placed in recycling bins.

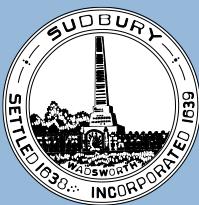
- Continue to work with recycling facilities, haulers, and municipalities to ensure that materials collected can be handled through the existing recycling infrastructure.

## ***Policies and regulations***

- Implement new waste bans on textiles and mattresses with grant and assistance programs to support and drive this infrastructure.
  - Support the development of **producer responsibility approaches** for materials that are difficult and expensive to manage in local programs, **including paint, electronics and carpet.**
  - Support the development of a hauler recycling requirement that ensures a level playing field and consistent access to recycling, especially for residents not served by municipal programs.

## Pay As You Throw (PAYT) Fast Facts

- 153 Massachusetts municipalities, representing nearly 30 percent of the state's population have PAYT programs in place.
  - Average per household trash generation rates are up to 40 percent lower in municipalities with PAYT than non-PAYT communities.
  - If all of Massachusetts municipalities adopted PAYT, that would reduce trash disposal by more than 400,000 tons annually.



## SUDSBURY SELECT BOARD

Tuesday, February 3, 2026

### MISCELLANEOUS (UNTIMED)

#### 7: Joint Meeting with Energy and Sustainability Committee

##### REQUESTOR SECTION

Date of request:

Requested by: James Goudie

Formal Title: Joint meeting with the Energy and Sustainability Committee. Update to be provided.

Recommendations/Suggested Motion/Vote: Joint meeting with the Energy and Sustainability Committee. Update to be provided.

Background Information:

Financial impact expected:

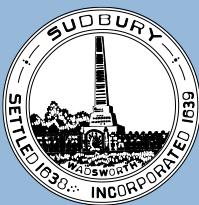
Approximate agenda time requested:

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

02/03/2026 7:00 PM



## SUDBURY SELECT BOARD

Tuesday, February 3, 2026

### MISCELLANEOUS (UNTIMED)

#### **8: Vote to accept the FY26 Budget to Actuals**

##### REQUESTOR SECTION

Date of request:

Requested by: Maria Cataloni

Formal Title: Vote to accept the FY26 Budget to Actuals memo from Finance Director Victor Garofalo

Recommendations/Suggested Motion/Vote: Vote to accept the FY26 Budget to Actuals memo from Finance Director Victor Garofalo

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

02/03/2026 7:00 PM



Victor Garofalo  
 Assistant Town Manager/Finance Director  
[garofalov@sudbury.ma.us](mailto:garofalov@sudbury.ma.us)

**TO:** Select Board & Finance Committee  
**FROM:** Victor Garofalo, Assistant Town Manager / Finance Director  
**DATE:** January 26, 2026  
**RE:** FY26 Budget-to-Actual Review

The purpose of this memorandum is to provide the Select Board and Finance Committee with a mid-year overview of the Town's FY26 budget-to-actual performance as of January 10, 2026, and to outline how staff is actively monitoring both revenues and expenditures for the remainder of the fiscal year. Overall, revenues and expenditures are trending in line with expectations at this point in the year. Where timing differences or cost pressures exist, they are well understood, anticipated, and being closely managed.

#### Revenue Summary

Total revenues and transfers are currently at 52.2% of budget, which is appropriate for this point in the fiscal year and reflects strong overall revenue performance. Based on current trends, staff anticipates that FY26 revenues will exceed original estimates.

- **Real Estate & Personal Property Taxes (51.5%)** - The first two quarters have been billed. The third quarter is due February 1, 2026, and the fourth quarter is due May 1, 2026. Collections are right on target and consistent with historical collection patterns.
- **Tax Liens & Deferrals** - These receipts are not budgeted and reflect payments on older tax title properties and deferral accounts. While favorable, these revenues are considered one-time in nature and are not relied upon for ongoing operations.
- **Intergovernmental State Aid (50.0%)** - This category includes Chapter 70 and unrestricted state aid. At 50%, collections are exactly where expected at mid-year.
- **Motor Vehicle Excise Tax (20.5%)** - This lower percentage is a timing issue, as the Town's largest excise commitment will not be billed until February and is due in March. Collections are expected to accelerate materially in the third quarter.
- **Meals & Room Tax (76.7%)** - Revenues are trending above estimates, reflecting increased economic activity in these sectors.
- **Medicaid Reimbursements (37.9%)** - Medicaid revenue is dependent on School Department reimbursement submissions. Historically, the majority of receipts occur later in the fiscal year, and current performance is consistent with that pattern.

- **Penalties & Interest (141.9%)** - Higher-than-budgeted receipts are primarily attributable to collections on older tax title and deferral balances.
- **Licenses & Permits (84.0%)** - Revenue levels reflect both fee increases and higher-than-anticipated permitting activity.
- **Other Departmental Revenue (64.2%)** - Collections are trending appropriately and align with historical experience.
- **Earnings on Investments (376.7%)** - Investment income is significantly above budget due to higher interest rates earlier in the fiscal year and the Town's investment in U.S. Treasuries when rates exceeded 4%. While rates are now declining, the Town will continue to benefit from these higher yields until the securities mature later in the fiscal year.

### Expenditures Summary

Overall expenditures are trending appropriately, with most operating areas clustered around the 50–52% range, which is consistent with mid-year expectations. Staff continues to actively monitor expenditure patterns and potential risks.

- **Vocational Education (49.5%)** - While expenditures are currently aligned with mid-year expectations, tuition variability may result in a projected year-end deficit of approximately \$50,000 to \$100,000. This is due to higher than anticipated enrollment in vocational education in FY2026. Staff anticipates addressing this through a Reserve Fund transfer later in the fiscal year, if necessary.
- **Public Works – Snow and Ice (66.1%)** - Expenditures are elevated due to current winter conditions and snow and ice operations running ahead of budget. This account is expected to be in deficit. Any deficit will be addressed through Free Cash at Town Meeting, consistent with past practice.
- **Property & Liability Insurance (94.3%) and Employee Benefits (74.8%)** - These percentages are expected, as annual insurance premiums and the retirement assessment are paid in full early in the fiscal year (July). These accounts are tracking exactly as planned.
- **Prior-Year Encumbrances** - Prior-year encumbrances are reflected within individual departmental budgets, with corresponding expenditures recorded accordingly. This is standard accounting practice and does not indicate overspending.

In summary, the Town's FY26 financial position remains stable. Revenues are performing strongly and are projected to exceed estimates, while expenditures are generally aligned with budgeted expectations. Known pressure points at this point are vocational education and snow and ice, both are anticipated and manageable, with established mechanisms in place to address them.

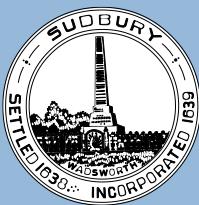
Staff will continue to closely monitor revenues and expenditures throughout the remainder of the fiscal year and will provide the Select Board with a further update after March 31.

**TOWN OF SUDBURY**  
**BUDGET & ACTUAL SUMMARY**  
**FISCAL YEAR 2026 - As of 01/10/2025**

REVENUES	Original Budget	Budget Adjustments	Final Budget	Actual Revenue	Adjustments	Total Revenue	Difference Budget	% Over/Under
Real Estate & Personal Property	\$ 113,026,842	\$ -	\$ 113,026,842	\$ 58,180,969	\$ -	\$ 58,180,969	\$ (54,845,873)	51.5%
Tax Liens & Deferrals	-	-	-	352,046	-	352,046	352,046	352,046
Intergovernmental (State Aid)	8,089,560	-	8,089,560	4,042,968	-	4,042,968	(4,046,592)	50.0%
Motor Vehicle Excise Tax	3,858,000	-	3,858,000	789,073	-	789,073	(3,068,927)	20.5%
Meals and Room Tax	368,000	-	368,000	282,353	-	282,353	(85,647)	76.7%
In Lieu of Taxes	41,000	-	41,000	35,383	-	35,383	(5,617)	86.3%
MEDICAID Reimbursements	98,251	-	98,251	37,205	-	37,205	(61,046)	37.9%
Penalties and Interest	250,000	-	250,000	354,680	-	354,680	104,680	141.9%
Licenses and Permits	801,000	-	801,000	672,545	-	672,545	(128,455)	84.0%
Fines and Forfeitures	8,000	-	8,000	13,437	-	13,437	5,437	168.0%
Other Departmental Revenue	595,000	-	595,000	382,281	-	382,281	(212,719)	64.2%
Earnings on Investments	255,334	-	255,334	961,767	-	961,767	706,433	376.7%
<b>TOTAL REVENUES</b>	<b>\$ 127,390,987</b>	<b>\$ -</b>	<b>\$ 127,390,987</b>	<b>\$ 66,104,707</b>	<b>\$ -</b>	<b>\$ 66,104,707</b>	<b>\$ (61,286,280)</b>	<b>51.9%</b>
Transfers In	695,000	-	695,000	695,000	-	695,000	-	100.0%
<b>TOTAL REVENUES &amp; TRANSFERS</b>	<b>\$ 128,085,987</b>	<b>\$ -</b>	<b>\$ 128,085,987</b>	<b>\$ 66,799,707</b>	<b>\$ -</b>	<b>\$ 66,799,707</b>	<b>\$ (61,286,280)</b>	<b>52.2%</b>

**TOWN OF SUDBURY**  
**BUDGET & ACTUAL SUMMARY**  
**FISCAL YEAR 2026 - As of 01/10/2025**

EXPENDITURES	Original Budget	Budget PY Encumbrances & Transfers	Final Budget	Actual Expenditures	Encumbrances	Total Expenditures	Remaining	% of Budget
Education - Sudbury Public Schools (SPS)	\$ 47,279,447	\$ 272,568	\$ 47,552,015	\$ 20,659,417	\$ 3,334,720	\$ 23,994,137	\$ 23,557,878	50.5%
Education - LS Regional High School (LS)	30,252,405	-	30,252,405	17,792,095	12,460,311	30,252,405	(0)	100.0%
Education - Vocational	400,000	-	400,000	197,942	-	197,942	202,058	49.5%
General Government	4,049,200	67,531	4,116,731	2,097,816	86,264	2,184,080	1,932,650	53.1%
Public Safety	10,679,760	107,367	10,787,127	5,498,253	132,779	5,631,031	5,156,095	52.2%
Public Works	6,414,764	724,600	7,139,364	3,385,439	1,330,183	4,715,622	2,423,741	66.1%
Human Services	1,072,145	2,200	1,074,345	525,105	20,691	545,797	528,548	50.8%
Culture & Recreation	1,773,678	1,041	1,774,719	910,076	-	910,076	864,642	51.3%
<b>Total Town Departments</b>	<b>\$ 101,921,398</b>	<b>\$ 1,175,307</b>	<b>\$ 103,096,705</b>	<b>\$ 51,066,143</b>	<b>\$ 17,364,948</b>	<b>\$ 68,431,091</b>	<b>\$ 34,665,613</b>	<b>66.4%</b>
Reserve Fund	\$ 300,000	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000	0.0%
Town-Wide Operating	216,664	300	216,964	88,571	60	88,631	128,333	40.9%
Town Debt Service	4,969,223	-	4,969,223	2,083,110	-	2,083,110	2,886,113	41.9%
Employee Benefits (Town and SPS)	17,346,530	10,500	17,357,030	12,971,067	8,000	12,979,067	4,377,963	74.8%
Property and Liability Insurance	626,808	-	626,808	590,954	-	590,954	35,854	94.3%
State and County Charges	285,287	-	285,287	137,380	-	137,380	147,907	48.2%
OPEB Trust Contribution (Town and SPS)	650,000	-	650,000	650,000	-	650,000	-	100.0%
<b>Total Operating Budget</b>	<b>\$ 24,394,512</b>	<b>\$ 10,800</b>	<b>\$ 24,405,312</b>	<b>\$ 16,521,082</b>	<b>\$ 8,060</b>	<b>\$ 16,529,142</b>	<b>\$ 7,876,170</b>	<b>67.7%</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$ 126,315,909</b>	<b>\$ 1,186,107</b>	<b>\$ 127,502,016</b>	<b>\$ 67,587,225</b>	<b>\$ 17,373,008</b>	<b>\$ 84,960,233</b>	<b>\$ 42,541,783</b>	<b>66.6%</b>
Reserve for Abatement/Exemptions	\$ 90,580	\$ -	\$ 90,580	\$ -	\$ -	\$ -	\$ 90,580	0.0%
Other Financing Uses (Transfer Outs)	1,110,100	-	1,110,100	1,110,100	-	1,110,100	-	100.0%
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b>\$ 127,516,589</b>	<b>\$ 1,186,107</b>	<b>\$ 128,702,696</b>	<b>\$ 68,697,325</b>	<b>\$ 17,373,008</b>	<b>\$ 86,070,333</b>	<b>\$ 42,632,363</b>	<b>66.9%</b>
Capital Expenditures	\$ 4,280,220	\$ 4,650,913	\$ 8,931,133	\$ 2,687,286	\$ 133,751	\$ 2,821,036	\$ 6,110,097	31.6%
<b>TOTAL ALL EXPENDITURES/TRANSFERS</b>	<b>\$ 131,796,809</b>	<b>\$ 5,837,020</b>	<b>\$ 137,633,829</b>	<b>\$ 71,384,611</b>	<b>\$ 17,506,759</b>	<b>\$ 88,891,370</b>	<b>\$ 48,742,460</b>	<b>64.6%</b>



## SUDBURY SELECT BOARD

Tuesday, February 3, 2026

### MISCELLANEOUS (UNTIMED)

#### 9: Liberty Ledge Sewataro Subcommittee Update and Discussion

##### REQUESTOR SECTION

Date of request:

Requested by: James Goudie

Formal Title: Liberty Ledge/Camp Sewataro Subcommittee update and discussion regarding next steps

Recommendations/Suggested Motion/Vote: Liberty Ledge/Camp Sewataro Subcommittee update and discussion regarding next steps

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

02/03/2026 7:00 PM

# Liberty Ledge / Sewataro Select Board

## Subcommittee

Established January 6, 2026

### Draft Summary Compilation

Prepared for: Select Board

Version 1: January 15, 2026

Version 2: January 28, 2026

DRAFT

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Click on the underlined text to access external resources.

## I. Executive Summary

Liberty Ledge / Sewataro was acquired in 2019 following Town Meeting approval and an affirmative Proposition 2½ debt exclusion vote. The acquisition authorized use for municipal purposes.

Key points:

- Town Meeting approved acquisition, funding, and broad municipal use of the property; it did not approve site design, specific programming, or permanent fixed uses.
- The Select Board may study, plan, and evaluate future uses of the property, including issuing Requests for Proposals (RFPs) or Requests for Information (RFIs), and may negotiate agreements within its delegated authority; however, it may not commit additional funds, enter into lease or disposition agreements, or impose permanent physical or legal changes to the property without further Town Meeting authorization.
- Separate Town Meeting or voter approval is required for:
  - Capital expenditures beyond the acquisition
  - Lease or long-term use agreements
  - Sale or transfer of land or interests in land
  - Imposition of permanent legal restrictions or easements

The subcommittee's role is to report at each Select Board meeting and prepare a draft written summary compilation to the Select Board, no later than March 9, 2026 ensuring decisions are informed, lawful, and transparent.

## II. Subcommittee Charge

### Purpose and Scope of Work

On January 6, 2026, the Select Board (“Board”) established a subcommittee to be known as the Liberty Ledge / Sewataro Select Board Subcommittee to advise the Board by analyzing existing materials, planning studies, comparable municipal projects, and relevant expert perspectives related to the use and long-term implications of the property.

The subcommittee is advisory and analytical in nature. It is established to provide a sound basis for informed deliberation by the Select Board.

The subcommittee will report at each Select Board meeting and prepare a draft written summary compilation to the Select Board, no later than March 9, 2026. The compilation shall outline findings and issues requiring further study or policy direction and is intended to inform the Board’s discussion of next steps for planning and decision-making related to the property.

## III. Authority and Governance

### Select Board Mission Statement and Values

#### Select Board Authority:

- Conduct planning studies
- Appoint advisory groups
- Gather public input
- Explore scenarios within authorized uses

#### Actions Requiring Town Meeting/Voter Approval:

- Capital construction or major expenditures
- Lease or sale of land

## LIBERTY LEDGE / SEWATARO SELECT BOARD SUBCOMMITTEE: SUMMARY COMPILATION

- Permanent changes in use
- Imposition or removal of legal restrictions

## IV. Liberty Ledge / Sewataro Land Acquisition History

Click on the underlined text to access external resources.

- 1) Sewataro Appraisal Report #10520 Prepared by LandVest, Inc., dated February 20, 2019.
- 2) Select Board Letter of Intent (April 18, 2019)
- 3) Camp Sewataro Statement of Profit and Loss (April 26, 2019) submitted by prior property owner/camp manager.
- 4) Click here for the Taylor Family Letter to the Board of Selectmen – May 3, 2019. Letter from the Taylor Family to the Board of Selectmen concerning the sale of Camp Sewataro.
- 5) Article 25 Camp Sewataro Acquisition - 2019 Annual Town Meeting (May 7, 2019)
  - a) 2019 Annual Town Meeting Article 25: Town Manager Presentation
  - b) 2019 Annual Town Meeting proceedings (Article 25 – Camp Sewataro Acquisition, pages 45-53)
  - c) 2019 Annual Town Meeting audio (Article 25 - Camp Sewataro Acquisition, starting at minute 0:56:00)
- 6) Public Forum on acquisition of Camp Sewataro (May 28, 2019)
- 7) 2019 Special Town Election Results (June 9, 2019)
- 8) Future Use of Camp Sewataro Property FlashVote Poll (June 24-26, 2019)
- 9) Sewataro Purchase & Sale Agreement (August 20, 2019)
- 10) Recorded deeds, easements, restrictions:
  - a) Deed: Book 73541 / Page 408
  - b) Easement: Book 73541 / Page 404
- 11) Sewataro License Agreement (August 20, 2019)
- 12) Driveway Plan (September 11, 2019)

## LIBERTY LEDGE / SEWATARO SELECT BOARD SUBCOMMITTEE: SUMMARY COMPILATION

- 13) Health Department Inspection Memo (September 13, 2019)
- 14) Property Information: Public Access and Existing Buildings (March 2020)
- 15) Town of Sudbury Camp Sewataro - Actual Debt (December 14, 2021 - Select Board agenda packet, April 12, 2022 - p. 3)
- 16) 2022 Annual Town Meeting Article 16 - Land Use Study
  - a) 2022 Annual Town Meeting Article 16 – Select Board Presentation (May 2, 2022)
  - b) 2022 Annual Town Meeting proceedings (Article 16 - Funding of a Land Use Consultant for the Sewataro/Liberty Ledge Property, pages 20-23)
  - c) 2022 Annual Town Meeting audio (Article 16 - Funding of a Land Use Consultant for the Sewataro/Liberty Ledge Property, starting at minute 2:08:45)
- 17) Current inventory of buildings/structures: Estimates of Insurable Values 12/10/25
- 18) Town-owned inventory: See Appendix D-2 for 2018 Inventory.
- 19) Town Manager presentation (December 16, 2025)
- 20) Liberty Ledge / Sewataro Select Board Subcommittee charge (voted January 6, 2025)

## V: 2019 Request for Proposal

Click on the underlined text to access external resources.

An RFP for Management of Camp Sewataro was issued by the Town Manager on behalf of the Board of Selectman on July 10, 2019.

### 2019 Requests for Proposals

- 1) Camp Sewataro RFP and Addenda
  - a) RFP Response 1: K&E Camp Corp. – Scott Brody (personal and financial info redacted)
  - b) RFP Response 2: Marcus Lewis Enterprises Inc. (personal and financial info redacted)
  - c) RFP Response 3: Metrowest YMCA (personal and financial info redacted)
- 2) Staff Evaluations of Sewataro RFP Proposal Responses

- 3) Town Manager recommendation memo dated August 8, 2019

## VI: Camp Sewataro LLC Property Management Agreement and Amendments

Click on the underlined text to access external resources.

Camp Sewataro LLC contract (September 13, 2019)

The Board of Selectmen voted to enter into a Day Camp Operator and Management of Real Property contract with Camp Sewataro, LLC (Manager Scott Brody). Camp Sewataro is a privately operated, traditional day camp serving children ages 3–15. The camp is independently run and is not a Town of Sudbury program. Please click below to view the contract and supporting exhibits.

- Sewataro Camp Operator Contract – Executed, without exhibits
  - Exhibit 1: Sewataro Camp Operator Contract
  - Exhibits 2-6: Sewataro Camp Operator Contract
- First Amendment to the Day Camp Operator and Management of Real Property Contract (January 28, 2020)
- Second Amendment to Sewataro Camp Operator Contract (June 9, 2020)
- Third Amendment to Camp Operator Contract (April 12, 2022)

## VII. Camp Sewataro LLC Annual Financial Statements and Audit

Click on the underlined text to access external resources.

- Camp Sewataro Financial Statements (Archive)

## LIBERTY LEDGE / SEWATARO SELECT BOARD SUBCOMMITTEE: SUMMARY COMPILATION

- Camp Sewataro audited Financial Statements (June 2025) (Select Board Agenda Packet p. 23-24)
- Camp Sewataro Financial Statements 12.31.2020
- Camp Sewataro Revenue Share FYE 9.30.2020
- 2023-2027 Projected Income, Expenses, Revenue (submitted by property manager)  
(Select Board agenda packet, April 12, 2022 - p. 8)

## VIII. Information related to Liberty Ledge/Sewataro post-2019 RFP award to Camp Sewataro LLC.

Click on the underlined text to access external resources.

- American with Disabilities Act (ADA): Town Counsel Opinion regarding Applicability of Title II or Title III (October 6, 2022)
- Select Board members regarding Sewataro Dec 2021 (Questions submitted by Select Board members in advance of negotiation of 5-year extension of property management agreement in 2022)
- Camp Sewataro Property Information
  - Monthly Updates
  - Public Access Information
  - Sudbury Resident Camp Scholarship Information
  - Sewataro Property Reservation Requests
  - Summer Access Schedule Details
  - Sudbury Resident Swim Program Details
- Summer Access and Swimming 2025: This program began in 2024 and is managed by the camp property manager. The program is not a Town of Sudbury program. Working with the Sudbury Health Department, adjustments have been made to

## LIBERTY LEDGE / SEWATARO SELECT BOARD SUBCOMMITTEE: SUMMARY COMPILATION

water management in order to mitigate shutdowns due to Cyanobacteria and other issues as identified in ongoing water testing.

Water Testing (3/23/22)

3/23/22 UPDATE: Camp Sewataro E. coli report, samples taken 3-7-22:

- Water Testing Certificate of Analysis 3/8/22
- Sudbury Town department feedback:
  - Conservation Agent: I have no comments relative to this recent water testing result.
  - Health Director: Their second E. coli report was favorable. Warmer weather tests from here on in will be critical.

1/20/22 UPDATE: Results of water testing performed on ponds located on the Sewataro property 1/3-1/10/22:

- Water Testing Certificate of Analysis 1/11/22
- Water Quality Results Summary
- Water Quality Results Memo from Town Manager 1/21/22
- Water Testing Memo from Town Manager 1/6/22

## IX. Additional information

Click on the underlined text to access external resources.

The following Town reports and plans are provided for reference and context as the Select Board begins evaluating potential future uses of the property; inclusion does not imply endorsement of any specific use or outcome.

### Sudbury reports:

- Sudbury Town-wide Athletic Field Evaluation and Needs Assessment Study (September 5, 2025)
- Sudbury Housing Production Plan (Adopted by the Planning Board on April 30, 2025, the Select Board on June 10, 2025, and approved by the State's Executive Office of

## LIBERTY LEDGE / SEWATARO SELECT BOARD SUBCOMMITTEE: SUMMARY COMPILATION

Housing and Livable Communities (EOHLC) effective October 9, 2025) 7B. Study

Parcels - 3. Liberty Ledge: Parcel ID C08-0115. (page 24-25).

- [Sudbury Route 20 Corridor Study Final Report \(2025\)](#)
- [Sudbury Climate Mobilization Action Plan \(2023\)](#)
- [Sudbury Master Plan \(Adopted by the Planning Board on April 28, 2021\)](#)
- [Sudbury ADA Self-Evaluation Plan \(2021\)](#)
- [Sudbury Open Space and Recreation Plan \(2009 OSRP\) \(see references to Liberty Ledge, pp: 36, 40, Appendix pp. 2, 6\) OSRP is currently being updated by BSC Group.](#)
- [Sudbury Town Charter](#)
- [Sudbury General, Special, and Zoning Bylaws](#)

### Other reports and resources:

#### Mass.gov

- [M.G.L. c. 30B §16 \(Real Property\)](#)
- [M.G.L. c. 40 §15 / §3 \(Town Meeting authority over land\)](#)
- [Massachusetts Office of the Inspector General: Chapter 30B Manual: Procuring Supplies, Services and Real Property](#)
- [Massachusetts Office of the Inspector General: Using Data to Guide Municipal Decisions](#)
- [Massachusetts Office of the Inspector General: Advisory on Municipal Golf Course Management Contracts](#)

#### Public Private Partnerships

- [Public-Private Partnerships \(P3's\) Team \(Mass.gov – Division of Capital Asset Management and Maintenance\)](#)
- [Ten Principles for Successful Public/Private Partnerships \(Urban Land Institute\)](#)

## Maps/GIS

- [Massachusetts Interactive Property Map](#)
- [MapsOnline Sudbury](#)

## Land Use Planning

- [The Guidebook to Massachusetts Land Use \(American Planning Association-Massachusetts Chapter\)](#)

## X. Examples of Municipal Land Acquisition and Planning Approaches

Click on the underlined text to access external resources.

This reference list summarizes publicly available materials from other municipalities that have acquired or planned for large land parcels. It is provided for general context and does not compare outcomes, evaluate effectiveness, or recommend any particular course of action.

Acton	<p>NARA Park</p> <p><a href="#"><u>NARA Park Master Plan 2016-2026</u></a></p> <p><a href="#"><u>Acton Summer Camp Operator Request for Proposal</u></a></p>
Adams	<p><a href="#"><u>Greylock Glen Resort (Town of Adams)</u></a></p> <p><a href="#"><u>MMA: Adams opens long-awaited Greylock Glen center</u></a></p>
Amherst	<p><a href="#"><u>2022 Town of Amherst Hickory Ridge</u></a></p> <p><a href="#"><u>Hickory Ridge: Planning for the Future</u></a></p>

## LIBERTY LEDGE / SEWATARO SELECT BOARD SUBCOMMITTEE: SUMMARY COMPILATION

Brewster	<a href="#"><u>Cape Cod Sea Camps Properties</u></a> <a href="#"><u>Cape Cod Sea Camps: Final Comprehensive Plans</u></a>
Concord	<a href="#"><u>MCI Concord Advisory Board Redevelopment</u></a> <a href="#"><u>Reimagine MCI Concord: VIision Plan</u></a>
Dunstable	Dunstable Town Center <a href="#"><u>Dunstable Town Center Visioning Project</u></a>
Hanson	<a href="#"><u>Camp Kiwanee Commission</u></a> <a href="#"><u>Camp Kiwanee</u></a>
Lincoln	<a href="#"><u>deCordova Sculpture Park and Museum</u></a>
Maynard	Maynard Golf Course <a href="#"><u>2025 Maynard Golf Course Advisory Task Force</u></a> <a href="#"><u>2013 Maynard Country Club Reuse Analysis</u></a>
Medfield	<a href="#"><u>Medfield State Hospital</u></a>
Nahant	<a href="#"><u>Nahant Town Owned Land Study Committee</u></a>
North Andover	<a href="#"><u>Stevens Estate</u></a> <a href="#"><u>Stevens Estate Long Term Advisory Committee</u></a>
Northborough	<a href="#"><u>Evaluation of Potential Redevelopment for Private Reuse of Selected Town-Owned Properties Northborough, MA</u></a>

## LIBERTY LEDGE / SEWATARO SELECT BOARD SUBCOMMITTEE: SUMMARY COMPILATION

Sharon	<u><a href="#">Town of Sharon Camp Everwood 2010 Annual Report</a></u>
Smithfield, RI	<u><a href="#">Camp Shepard Master Plan (XI. New Business (A))</a></u>
Sudbury	<ul style="list-style-type: none"> <li>• Broadacres: <u><a href="#">Broadacres Farm Acquisition</a></u></li> <li>• Cold Brook Crossing: <u><a href="#">Melone Gravel Pit Property Reuse Planning</a></u></li> <li>• Meadow Walk: <ul style="list-style-type: none"> <li>◦ <u><a href="#">Select Board / Planning Board Joint Letter</a></u></li> <li>◦ <u><a href="#">Raytheon Redevelopment National Development</a></u></li> </ul> </li> <li>• Melone Property: <ul style="list-style-type: none"> <li>◦ <u><a href="#">Mahoney/Melone Feasibility Studies Project Description</a></u></li> </ul> </li> <li>• <u><a href="#">Town Center Land Swap</a></u></li> </ul>
Stow	<u><a href="#">Stow Acres Golf Course: Vision Planning</a></u>
Wayland	<u><a href="#">Wayland Rt. 20 Visioning</a></u>  <u><a href="#">Wayland Route 20 South Landfill Visioning Committee</a></u>
Wellfleet	<u><a href="#">Maurice's Campground/80 State Hwy Planning Committee</a></u> <u><a href="#">Maurice's Campground</a></u>
Westford	<u><a href="#">East Boston Camps Master Plan</a></u> <u><a href="#">RFP for Lease of "Boys Camp" at East Boston Camps</a></u>

## XI. Summary of Town of Sudbury's Municipal Land Transactions

Click on the underlined text to access external resources.

This section summarizes existing, publicly available information and does not evaluate or compare outcomes.

Land Preservation and Acquisition in Sudbury									
Property Preserved	Type	Size (acres)	Price	# Potential Lots	Avg. Cost/Lot	Avg. Cost/Acre	Year	Taxes Paid	Type of acquisition
Meachen	OSP	55	\$4,010,000	11	\$365,000	\$73,000	1997	\$0	fee
Weisblatt	OSP	44	\$4,950,000	44	\$215,000	\$112,500	1998	\$2,515	fee
Piper	OSP	70	\$2,550,000	9	\$283,000	\$36,400	2000	\$13,200	fee
Dickson	CPA	2.39	\$440,000	1	\$440,000	\$184,100	2002	\$672	fee
Cutting	CPA	58	\$4,700,000	21	\$223,800	\$81,000	2004	n/a	AG/ fee (4 acres)
Libby	CPA	24.06	\$2,631,439	6	\$438,500	\$109,370	2005	\$18,087	fee
Nobscot	CPA	303	\$8,600,000	47	\$183,000	\$28,400	2008	n/a	CR
Fairbank Farm	CPA	33	\$750,000	3 (12)	\$250,000	\$22,727	2011	n/a	Ag restriction
Johnson Farm	CPA/OS P	33	\$2,900,000	40B (313)		\$87,879	2015	\$14,789	fee
Pantry Brook	CPA	94	\$7,600,000	34	\$223,529	\$80,851	2012	n/a	Development rights
Broadacres Farm	CPA/OS P	33.61	\$5,500,000	13	\$423,077	\$163,642	2018	\$13,144	Fee
Sewataro	OSP	46	\$11,269,700	33 (31)	\$341,506/\$363,539	\$244,993	2019	\$201,840	fee

Source: [Town Manager Presentation - 2019 ATM Article 25](#)

Carty edits 1/25/2026 in pink

# Liberty Ledge / Sewataro Select Board Subcommittee Draft Summary Compilation

Prepared for: Select Board

January 15, 2026

Does is make sense to put version #s on this as well as dates\?

DRAFT

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## I. Executive Summary

Liberty Ledge / Sewataro was acquired in 2019 following Town Meeting approval and an affirmative Proposition 2½ debt exclusion vote. The acquisition authorized use for municipal purposes.

Key points:

- Town Meeting approved purchase, funding, and broad categories of use; it did not approve site design, specific programming, or permanent fixed uses.
- The Select Board can study, plan, and propose scenarios but cannot commit funds or impose permanent changes without a Town Meeting vote. **Select Board (then Board of Selectmen) was authorized to enter into "...agreements, deeds, easements, upon such terms and conditions as the Board of Selectmen deems appropriate"**
- Future Town Meeting or voter approval is required for:
  - Capital expenditures
  - Lease agreements
  - Sale of land
  - Permanent legal restrictions

The subcommittee's role is to report at each Select Board meeting and prepare a draft written summary compilation to the Select Board, no later than March 9, 2026 ensuring decisions are informed, lawful, and transparent.

## II. Subcommittee Charge

Purpose and Scope of Work

On January 6, 2026, the Select Board ("Board") established a subcommittee to be known as the Liberty Ledge / Sewataro Select Board Subcommittee to advise the Board by analyzing existing materials, planning studies, comparable municipal projects, and relevant expert perspectives related to the use and long-term implications of the property.

The subcommittee is advisory and analytical in nature. It is established to provide a sound basis for informed deliberation by the Select Board.

The subcommittee will report at each Select Board meeting and prepare a draft written summary compilation to the Select Board, no later than March 9, 2026. The compilation shall outline findings and issues requiring further study or policy direction and is

intended to inform the Board's discussion of next steps for planning and decision-making related to the property.

### III. 2019 Liberty Ledge / Sewataro Land Acquisition History

1. Sewataro Appraisal Report #10520 The Appraisal Report prepared by LandVest, Inc., dated February 20, 2019.
2. Select Board Letter of Intent (April 18, 2019) **Broken link**
3. Camp Sewataro Statement of Profit and Loss (April 26, 2019) submitted by prior property owner/camp manager.
4. Letter from the Taylor Family to the Board of Selectmen concerning the sale of Camp Sewataro. Click here for the Taylor Family Letter to the Board of Selectmen – May 3, 2019.
5. Town of Sudbury Camp Sewataro Camp Sewataro - Actual Debt December 14, 2021 (Select Board agenda packet, April 12, 2022 - p. 3) **Rearrange events chronologically**
6. 2023-2027 Projected Income, Expenses, Revenue (submitted by property manager) (Select Board agenda packet, April 12, 2022 - p. 8)
7. Article 25 Camp Sewataro Acquisition - 2019 Annual Town Meeting (May 7, 2019)
8. 2019 Annual Town Meeting proceedings (Article 25 – Camp Sewataro Acquisition, pages 45-53)
9. 2019 Annual Town Meeting audio (Article 25 - Camp Sewataro Acquisition, starting at minute 0:56:00)
10. Special Town Election Results (June 9, 2019)
11. Public Forum on acquisition of Camp Sewataro (May 28, 2019)
12. Future Use of Camp Sewataro Property FlashVote Poll (June 24-26, 2019)
13. Sewataro Purchase & Sale Agreement (August 20, 2019)
14. Technical Proposal for Management of Camp Sewataro (August 19, 2019)
15. Sewataro License Agreement (August 20, 2019)
16. Driveway Plan (September 11, 2019)
17. Health Department Inspection Memo (September 13, 2019)
18. Property Information: Public Access and Existing Buildings Sewataro Public Access Fairbank Community Center Presentation (March 2020)
19. 2022 Annual Town Meeting Article 16 - Land Use Study
20. 2022 Annual Town Meeting proceedings (ARTICLE 16 - Funding of a Land Use Consultant for the Sewataro/Liberty Ledge Property, pages 20-23)
21. 2022 Annual Town Meeting audio (ARTICLE 16 - Funding of a Land Use Consultant for the Sewataro/Liberty Ledge Property, starting at minute 2:08:45)
22. Town Manager presentation (December 16, 2025)
23. Liberty Ledge / Sewataro Select Board Subcommittee charge (voted January 6, 2025)

24. [Recorded deeds, easements, restrictions - Book 73541 / Page 408 and Book 73541 / Page 404 \[Add to website\]](#)
25. [Current inventory of buildings/structures and town-owned inventory](#)

## IV: 2019 Request for Proposal

An RFP for Management of Camp Sewataro was issued on July 10, 2019.

### 2019 Requests for Proposals

RFP Documents (please click links to view)

- [Camp Sewataro RFP and Addenda](#)
  - [RFP Response 1: K&E Camp Corp. – Scott Brody \(personal and financial info redacted\)](#)
  - [RFP Response 2: Marcus Lewis Enterprises Inc. \(personal and financial info redacted\)](#)
  - [RFP Response 3: Metrowest YMCA \(personal and financial info redacted\)](#)
- [Staff Evaluations of Sewataro RFP Proposal Responses](#)
- [Town Manager recommendation memo dated August 8, 2019 \[INSERT LINK\]](#)

## V: Camp Sewataro LLC Property Management Agreement and Amendments

Camp Sewataro LLC contract (September 13, 2019)

The Board of Selectmen voted to enter into a Day Camp Operator and Management of Real Property contract with Camp Sewataro, LLC (Manager Scott Brody). Camp Sewataro is a privately operated, traditional day camp serving children ages 3–15. The camp is independently run and is not a Town of Sudbury program. Please click below to view the contract and supporting exhibits.

- [Sewataro Camp Operator Contract – Executed, without exhibits](#)
  - [Exhibit 1: Sewataro Camp Operator Contract](#)
  - [Exhibits 2-6: Sewataro Camp Operator Contract](#)
- [First Amendment to the Day Camp Operator and Management of Real Property Contract \(January 28, 2020\)](#)
- [Second Amendment to Sewataro Camp Operator Contract \(June 9, 2020\)](#)
- [Third Amendment to Camp Operator Contract \(April 12, 2022\)](#)

## VI. Camp Sewataro LLC Annual Financial Statements and Audit

- [Camp Sewataro Financial Statements \(Archive\)](#)

- Camp Sewataro audited Financial Statements (June 2025) (Select Board Agenda Packet p. 23-24)

## ADD SECTION HERE FOR CAMP SEWATARO OPERATIONS & COMMUNITY REPORTS

- Monthly community updates [Sewataro Updates Archive](#)
- [Sewataro/Liberty Ledge Property Access Info](#)
- [Sudbury Resident Camp Scholarship information](#)
- [Sewataro property reservation requests](#)
- [Sudbury Resident Swim Program Details](#)
- [Summer Access Schedule Details](#)
- [X](#)
- [X](#)
- [X](#)

## ADD SECTION HERE FOR CAMP SEWATARO PROPERTY IMPROVEMENTS, ECONOMIC COSTS/BENEFITS

- Need list of improvements made by and paid for by camp operator – details w/ cost
  - Type of / reason for improvement (e.g. ADA accessibility)
  - Estimates of what improvements would have cost town to perform, if different
- Need list of improvements made by and paid for by town – detail
- Value of camp scholarships
- Programming offered to public by operator (e.g. accessible trick or treat)
- Employment facts/figures
- Partnerships with town departments, if any (e.g. Social Workers, LSRHS Metco)

## VII. Information related to ADA Accessibility and Water Quality Management of Property

- Town Counsel Opinion regarding Title II or Title III Applicability (October 6, 2022)
- Swim program: This program began in 2024 and is managed by the camp property manager. The program is not a Town of Sudbury program. Working with the Sudbury Health Department, adjustments have been made to water management in order to mitigate shutdowns due to Cyanobacteria and other issues as identified in ongoing water testing.

Water Testing (3/23/22)

3/23/22 UPDATE: Camp Sewataro E. coli report, samples taken 3-7-22:

- [Water Testing Certificate of Analysis 3/8/22](#)
- Sudbury Town department feedback:
  - Conservation Agent: I have no comments relative to this recent water testing result.
  - Health Director: Their second E. coli report was favorable. Warmer weather tests from here on in will be critical.

1/20/22 UPDATE: Results of water testing performed on ponds located on the Sewataro property 1/3-1/10/22:

- [Water Testing Certificate of Analysis 1/11/22](#)
- [Water Quality Results Summary](#)
- [Water Quality Results Memo from Town Manager 1/21/22](#)
- [Water Testing Memo from Town Manager 1/6/22](#)
- [Town Project Page - Camp Sewataro](#) Relevance to ADA and Water Quality?
- [Select Board members regarding Sewataro Dec 2021](#) Relevance to ADA and Water Quality?

## VIII. Additional information

Sudbury reports: Relevance to Liberty Ledge/Sewataro? If it doesn't mention either should it be included? Seems to add unneeded noise (e.g. Route 20 study)

- [Sudbury Town-wide Athletic Field Evaluation and Needs Assessment Study](#) (September 5, 2025)
- [Sudbury Housing Production Plan](#) (Adopted by the Planning Board on April 30, 2025, the Select Board on June 10, 2025, and approved by the State's Executive Office of Housing and Livable Communities (EOHLC) effective October 9, 2025) 7B. Study Parcels - 3. Liberty Ledge: Parcel ID C08-0115. (page 24-25).
- [Sudbury Route 20 Corridor Study Final Report](#) (2025)
- [Sudbury Climate Mobilization Action Plan](#) (2023)
- [Sudbury Master Plan](#) (Adopted by the Planning Board on April 28, 2021)
- [Sudbury ADA Self-Evaluation Plan](#) (2021)
- [Sudbury Open Space and Recreation Plan \(2009 OSRP\)](#) (see references to Liberty Ledge, pp: 36, 40, Appendix pp. 2, 6) OSRP is currently being updated by BSC Group.
- [Sudbury Town Charter](#)
- [Sudbury General, Special, and Zoning Bylaws](#)

Other reports and resources:

Mass.gov

- M.G.L. c. 30B §16 (Real Property)
- M.G.L. c. 40 §15 / §3 (Town Meeting authority over land)
- Massachusetts Office of the Inspector General: Chapter 30B Manual: Procuring Supplies, Services and Real Property
- Massachusetts Office of the Inspector General: Using Data to Guide Municipal Decisions
- Massachusetts Office of the Inspector General: Advisory on Municipal Golf Course Management Contracts

**Public Private Partnerships**

- Public-Private Partnerships (P3's) Team
- Ten Principles for Successful Public/Private Partnerships (Urban Land Institute)

**Maps/GIS**

- Massachusetts Interactive Property Map
- MapsOnline Sudbury

## IX. Authority and Governance

Select Board Authority:

- Conduct planning studies
- Appoint advisory groups
- Gather public input
- Explore scenarios within authorized uses

Actions Requiring Town Meeting/Voter Approval:

- Capital construction or major expenditures
- Lease or sale of land
- Permanent changes in use
- Imposition or removal of legal restrictions

## X. Comparative Municipal Practices

Acton	NARA Park <u>NARA Park Master Plan 2016-2026</u>
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	<p><a href="https://www.acton-ma.gov/bids.aspx?bidID=175">https://www.acton-ma.gov/bids.aspx?bidID=175</a></p> <p><a href="https://www.highergov.com/sl/contract-opportunity/ma-acton-summer-camp-operator-request-for-p-59984313/">https://www.highergov.com/sl/contract-opportunity/ma-acton-summer-camp-operator-request-for-p-59984313/</a></p>
Adams	<p>Greylock Glen</p> <p><a href="https://www.iberkshires.com/story/74080/Adams-Selectmen-Sign-25-Year-Agreement-With-Campground-Developer.html">https://www.iberkshires.com/story/74080/Adams-Selectmen-Sign-25-Year-Agreement-With-Campground-Developer.html</a></p>
Amherst	<p>Hickory Ridge</p> <p><a href="#">2022 Town of Amherst Hickory Ridge</a></p> <p><a href="#">Hickory Ridge: Planning for the Future</a></p>
Brewster	<p>Cape Cod Sea Camps</p> <p><a href="#">Cape Cod Sea Camps: Final Comprehensive Plans</a></p> <p><a href="https://www.brewster-ma.gov/town-projects/cape-cod-sea-camps-properties/news/sea-camps-bay-property-public-access-%E2%80%93-fall-2025">https://www.brewster-ma.gov/town-projects/cape-cod-sea-camps-properties/news/sea-camps-bay-property-public-access-%E2%80%93-fall-2025</a></p>
Concord	<p>MCI Concord</p> <p><a href="#">Reimagine MCI Concord: VIision Plan</a></p>
Dunstable	<p>Dunstable Town Center</p> <p><a href="#">Dunstable Town Center Visioning Project</a></p>
Hanson	<p>Camp Kiwanee</p> <p><a href="https://www.nsrwa.org/listing/camp-kiwanee/">https://www.nsrwa.org/listing/camp-kiwanee/</a></p> <p><a href="https://officialcampkiwanee.com/about/">https://officialcampkiwanee.com/about/</a></p> <p><a href="https://www.hanson-ma.gov/camp-kiwanee-commission-0">https://www.hanson-ma.gov/camp-kiwanee-commission-0</a></p>
Lincoln	<p>DeCordova</p> <p>Flint Homestead</p>
Maynard	Maynard Golf Course

	<u>2025 Maynard Golf Course Advisory Task Force</u> <u>2013 Maynard Country Club Reuse Analysis</u>
Medfield	<u>Medfield State Hospital</u>
Nahant	<u>Nahant Town Owned Land Study Committee</u>
North Andover	<u>Stephens Estate</u> <u>Stevens Estate Long Term Advisory Committee</u>
Northborough	<u>Evaluation of Potential Redevelopment for Private Reuse of Selected Town-Owned Properties Northborough, MA</u>
Sharon	<p><b>Camp Everwood</b></p> <p><a href="https://www.townofsharon.net/selectmen-town-administrator/files/2010-annual-town-report">https://www.townofsharon.net/selectmen-town-administrator/files/2010-annual-town-report</a></p> <p><a href="https://www.wickedlocal.com/story/times-advocate/2013/06/20/sharon-camps-reach-land-agreement/38533496007/">https://www.wickedlocal.com/story/times-advocate/2013/06/20/sharon-camps-reach-land-agreement/38533496007/</a></p> <p><a href="https://www.wickedlocal.com/story/times-advocate/2010/11/11/new-sharon-camp-director-hopes/38723860007/?gnt-cfr=1&amp;gca-cat=p&amp;gca-uir=true&amp;gca-epi=z117727d00---v117727d--77--b--77--&amp;gca-ft=169&amp;gca-ds=sophi">https://www.wickedlocal.com/story/times-advocate/2010/11/11/new-sharon-camp-director-hopes/38723860007/?gnt-cfr=1&amp;gca-cat=p&amp;gca-uir=true&amp;gca-epi=z117727d00---v117727d--77--b--77--&amp;gca-ft=169&amp;gca-ds=sophi</a></p>
Smithfield, RI	<u>Camp Shepard</u>
Sudbury	<ul style="list-style-type: none"> <li>• Broadacres: <u>Broadacres Farm Acquisition</u></li> <li>• Cold Brook Crossing: <u>Melone Gravel Pit Property Reuse Planning</u></li> <li>• Meadow Walk: <ul style="list-style-type: none"> <li>◦ <u>Select Board / Planning Board Joint Letter</u></li> <li>◦ <u>Raytheon Redevelopment National Development</u></li> </ul> </li> </ul>

Stow	<u>Stow Acres Golf Course: Vision Planning</u>
Wayland	<u>Rt. 20 Visioning</u>  <u>Wayland Route 20 South Landfill Visioning Committee</u>
Wellfleet	<p>Maurice's Campground</p> <p><a href="https://mauricescampground.com/about-us/">https://mauricescampground.com/about-us/</a></p> <p><a href="https://www.cleat.ai/government/contracts/maurice-s-campground-operations-rfp-nwen">https://www.cleat.ai/government/contracts/maurice-s-campground-operations-rfp-nwen</a></p> <p><a href="https://provincetownindependent.org/news/2022/04/20/wellfleet-offers-6-5m-for-maurices-campground/">https://provincetownindependent.org/news/2022/04/20/wellfleet-offers-6-5m-for-maurices-campground/</a></p>
Westford	<p>Boys Camp at East Boston Camps</p> <p><a href="https://westfordma.gov/DocumentCenter/View/9446">https://westfordma.gov/DocumentCenter/View/9446</a></p> <p><a href="https://www.westfordma.gov/1646/Selected-History-of-EBC">https://www.westfordma.gov/1646/Selected-History-of-EBC</a></p> <p><a href="https://patch.com/massachusetts/westford/an--guard-up-camps-to-move-to-westfords-east-boston-camps">https://patch.com/massachusetts/westford/an--guard-up-camps-to-move-to-westfords-east-boston-camps</a></p>

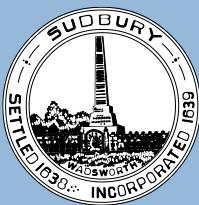
## Add section here for Comparative Sudbury Expenditures on Land Purchases/Expenditures

Proposed format:

Property Transactions utilizing municipal funds 2005 – 2025 (Go back 20 years from most recent land transaction – MBTA buildings in 2024 & 2025– 20 years is typical length of finance note)

- Cost at time of transaction and in current 2026 dollars
- Purpose of transaction (conservation, recreation, general municipal use, etc)
- Type of transaction (acquisition, land swap, conservation restriction, etc)
- Usage planning

- By public, staff, committee, other?
  - Pre-transaction
  - Post-transaction
- Tax revenue lost since transaction
  - Revenue produced since transaction
  - Public access details post-transaction
  - Cost to town, w/ funding sources, post-transaction to maintain property
  - # Sudbury residents employed at property
  - Social benefit of/by property
  - ADA accessibility post-transaction
  - Property improvements post-transaction
    - Cost to town
    - Funding source



## SUDBURY SELECT BOARD

Tuesday, February 3, 2026

10

### MISCELLANEOUS (UNTIMED)

#### 10: Discussion of Sewataro Resident Swim Program

##### REQUESTOR SECTION

Date of request:

Requested by: Maria Cataloni

Formal Title: Discussion of Sewataro Resident Swim Program

Recommendations/Suggested Motion/Vote: Discussion of Sewataro Resident Swim Program

Background Information:

Financial impact expected:

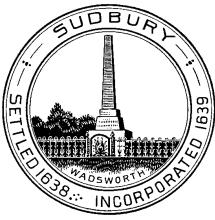
Approximate agenda time requested:

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

02/03/2026 7:00 PM



## TOWN OF SUDBURY

*Office of the Town Manager*

[www.sudbury.ma.us](http://www.sudbury.ma.us)

Andrew J. Sheehan  
Town Manager

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

Email: [townmanager@sudbury.ma.us](mailto:townmanager@sudbury.ma.us)

### MEMORANDUM

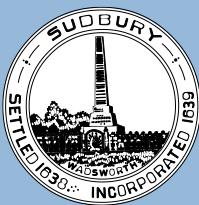
TO: Select Board  
 FROM: Andrew J. Sheehan, Town Manager  
 DATE: February 3, 2026  
 SUBJ.: Camp Sewataro License Agreement  
 Resident Swim

While conducting background research for my recent Camp Sewataro recommendation, I looked into the use of the resident swim program. The resident swim program was added during negotiations of the most recent license extension and went into effect in camp season 2023. The license calls for 20 resident swim days on weekend days during the summer. The resident swim program requires the operator to provide lifeguards. This costs approximately \$13,000 per year.

The program has seen unspectacular use. In the 2025 season the facility was closed two days due to weather and was open for 18 days. Over the season there were 98 unique swimmers, an average of 5.4 swimmers per day. However, of the 98 swimmers, fifty-eight of them (59% of the season total) swam on a single weekend, the three-day July 4<sup>th</sup> weekend. On 7 days there were zero swimmers. The remaining 8 days hosted 40 swimmers, or an average of 5 per day.

The numbers do not demonstrate a community longing for open swim. Retaining the program reduces the Town's revenue share.

I recommend amending the license to reduce or eliminate the resident swim program beginning in the 2026 season.



## SUDBURY SELECT BOARD

Tuesday, February 3, 2026

### MISCELLANEOUS (UNTIMED)

#### 11: Request for Proposals for Town Counsel Services

##### REQUESTOR SECTION

Date of request:

Requested by: Maria Cataloni

Formal Title: Discussion and possible vote to issue a Request for Proposals for Town Counsel services

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

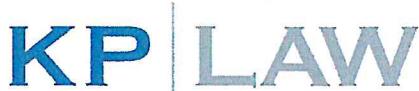
Approximate agenda time requested:

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

02/03/2026 7:00 PM



*The Leader in Public Sector Law*

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[www.k-plaw.com](http://www.k-plaw.com)

April 11, 2023

**Lauren F. Goldberg**  
[lgoldberg@k-plaw.com](mailto:lgoldberg@k-plaw.com)

Hon. Charles G. Russo and  
 Members of the Select Board  
 Flynn Building  
 278 Old Sudbury Road  
 Sudbury, MA 01776

Re: Terms of Engagement - Town Counsel Services

Dear Members of the Select Board:

I am writing as president of KP Law, P.C. (the “Firm”) to thank you for the honor of serving the Town of Sudbury (the “Town”) as Town Counsel and to formalize the terms of our continued service to the Town. This document sets forth our understanding of the work handled by the Firm, and our proposal as to fees and expenses. Please review this document carefully. If the terms of this document meet with your approval, please authorize the Town Manager to countersign below and return one copy for our files.

With your approval, this letter serves as a written agreement by which the law firm of KP Law, P.C. undertakes to advise the Town with respect to all matters as are specified by the Town. These terms are binding on both the Town and the Firm unless modified in writing by mutual agreement, although, of course, the Select Board has the right, at any time, to terminate our services.

We will continue to act at all times on the Town’s behalf to the best of our ability. Of course, any expressions on our part concerning the outcome of any of the Town’s legal matters assigned to us are expressions of our best professional judgment but are not guarantees. Such opinions are necessarily limited by our knowledge of the applicable facts and are based on the state of the law at the time they are expressed. We will, of course, continue to undertake the Town’s work in an efficient and appropriately expedited manner, and, as always, will forward copies of significant papers prepared by or received by the Firm, including correspondence, notices and filings as required. Attorney Lee Smith will continue to serve as lead counsel, responsible for coordinating all legal services to the Town, with Managing Attorney Lauren Goldberg and other attorneys at the Firm, to provide support and expertise as may be necessary or appropriate from time to time.

The firm proposes the following arrangement:

Basic Town Counsel Services/Retainer:

In FY2024, KP Law will provide all basic and ordinary Town Counsel Services to the Town for the fixed annual fee of \$110,000, which services shall be referred to as “Basic Town Counsel Services”, plus out-of-pocket expenses at cost. Should the Board wish to continue with the Firm for



Hon. Charles G. Russo and  
 Members of the Select Board  
 April 11, 2023  
 Page 2

legal services in FY2025 and FY2026, the retainer will increase by \$10,000/year. The fixed annual fee for Basic Town Counsel Services covers typical town counsel services, including the following (so long as the service is not part of an excluded matter):

- telephone conferences and e-mails with Town officials;
- research and writing of opinion letters;
- review, interpretation, and drafting of Town bylaws;
- review and drafting of Town Meeting warrant articles;
- review and drafting of Town Meeting motions;
- attendance at all sessions of the annual Town Meeting or any Special Town Meeting;
- review and drafting of standard contracts;
- review of subdivision documents, such as covenants (to the extent not paid for by the developer);
- reviewing planning board, board of appeals, or other town board or committee draft decisions unrelated to an excluded matter; and
- preparation of periodic status reports and meeting with the Select Board and Town Manager to review.

This list of services is not intended to be exhaustive, but instead illustrative of the type of services covered by the fixed annual fee. Basic Town Counsel Services would also include two free seminars annually.

Hourly Legal Services:

Matters outside of Basic Legal Services, other than “Specialty Legal Services” as described below, will be billed separately at \$230 an hour in FY2024. Should the Town retain the firm for legal services in FY2025 and FY2026, the rate would increase by \$10/year. These services are referred to herein as “Hourly Legal Services.”

The following are Hourly Legal Services not within Basic Town Counsel Services:

- work on litigation and other adversarial matters, including appeals to administrative agencies such as the ABCC and the Appellate Tax Board;
- labor and employment;
- real estate transactions;
- representing the town at municipal permit/administrative/show cause/appeal hearings and/or drafting decisions or orders concerning such matters;
- construction and building committee issues and litigation; and
- special projects.



Hon. Charles G. Russo and  
Members of the Select Board  
April 11, 2023  
Page 3

Specialty Legal Services:

Specialty Legal Services will be billed at rates reflective of the intensity of the required legal work.

- comprehensive permit matters, including hearings, and similar matters paid for by third parties such as host community agreement negotiations and the like, and including any administrative or court appeals (\$330/hour if paid by the municipality; (\$360/hour if fees are not paid by municipality);
- comprehensive general or zoning bylaw revision or review and comprehensive form of government charter or special act adoption or amendment (\$300);
- election recounts (\$300);
- cable television licensing (\$300); and
- bond counsel work (fees calculated based upon “standard” factors in the field).

We bill in increments of one-tenth of an hour. We do not charge for work completed by clerical or other non-attorney staff, other than paralegals, whose time is billed at one-half the attorney rate. As you know, we bill our time and disbursements on a monthly basis and bill payments are due and payable within thirty days. Payments made by the Town in connection with the services provided hereunder will be applied against actual legal services performed, disbursements made, and other costs and expenses incurred. Of course, we are required by the Rules of Professional Conduct to notify the Town in writing of any proposed changes to either the basis or rate of the fees and expenses charged.

We bill for out-of-pocket disbursements incurred on behalf of the Town at cost, including, but not limited to: filing fees; travel expenses; courier charges; charges for outside photocopies; and postage; long distance charges; and other incidental expenses. For work undertaken outside the office, we also charge for mileage on a portal-to-portal basis at the rate set by the Internal Revenue Code. We will notify you in advance before incurring individual costs exceeding \$500.00 in value.

While the Town may terminate our services at any time, such action does not relieve the Town from the obligation to pay any bills to the Firm outstanding at the time of termination. In the event that a dispute arises between the parties to this agreement, then Massachusetts law and Massachusetts venue shall control.

I want to take this opportunity to say how much we value our relationship with the Town of Sudbury, and Lee and I always enjoy working with the Select Board, Town Manager and the many fine officers and employees of the Town. We remain committed to monitoring legal developments that may affect the Town, and will continue to work with you, as a team, to successfully address the complexities that the broad area of municipal law presents.



Hon. Charles G. Russo and  
Members of the Select Board  
April 11, 2023  
Page 4

If you need additional information or have any questions concerning the terms of the proposed engagement, please contact me directly. I can be reached on my direct line at 617-654-1759 or by cell phone at 617-548-7622.

Very truly yours,

A handwritten signature in blue ink that reads "Lauren F. Goldberg".

Lauren F. Goldberg

LFG/aem  
856963/KP/0005

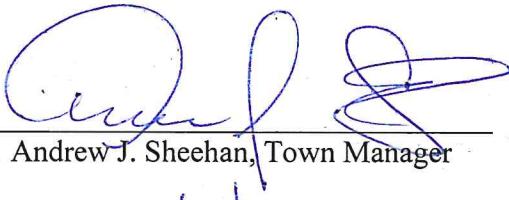


Hon. Charles G. Russo and  
Members of the Select Board  
April 11, 2023  
Page 5

Terms of Engagement - Town Counsel Services

The undersigned has received the within April 11, 2023 correspondence captioned, "Terms of Engagement - Town Counsel Services", and, on behalf of the Town of Sudbury, agrees to the terms of representation as set forth therein.

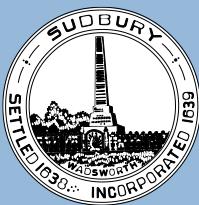
Town of Sudbury  
By and Through its Duly Authorized Agent



Andrew J. Sheehan, Town Manager

Date: 6/13/22





## SUDBURY SELECT BOARD

Tuesday, February 3, 2026

### MISCELLANEOUS (UNTIMED)

#### **12: Discussion and Vote to Update Alcohol Rules and Regulations**

##### REQUESTOR SECTION

Date of request:

Requested by: James Goudie

Formal Title: Discussion and possible vote to update Alcohol Rules and Regulations

Recommendations/Suggested Motion/Vote: Discussion and possible vote to update Alcohol Rules and Regulations

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

02/03/2026 7:00 PM

**To:** Andrew Sheehan, Town Manager  
**From:** James Goudie, Management Analyst  
**Date:** February 3, 2026  
**Re:** Revisions to the Alcohol Rules and Regulations

---

**Background:**

Last year, the Wayside Inn applied for an on-premises seasonal alcohol license. Ultimately, the Select Board elected to authorize thirty (30) one-day licenses in lieu of issuing a seasonal license, in part because of the absence of clear local rules and regulations governing the seasonal licensing process.

Seasonal licenses differ from annual licenses in several important, and not always intuitive, ways. On-premises seasonal licenses are not subject to the quota limitations that apply to annual on-premises and package store licenses; accordingly, the Select Board may grant as many seasonal on-premises licenses as it deems appropriate. By contrast, seasonal package store licenses are limited to one license per 5,000 estimated seasonal population increases. At this time, Sudbury's population data does not qualify the Town for any seasonal package store licenses.

**Revisions to Alcohol Rules and Regulations:**

Revisions were made to the "Disciplinary Remedies/General Approach," item G, and "Hours of Operation" sections to explicitly reference seasonal licenses and to avoid confusion related to time-based provisions. In addition, language within "Disciplinary Remedies/General Approach" that allowed delinquent license holders to postpone their probationary period was removed. This provision appeared unusual in practice and presented enforcement challenges, particularly for licensees that do not operate year-round.

Please note that the timeframe for seasonal licenses referenced in the "Hours of Operation" section reflects the broadest window of operation permitted under state law. While the Select Board may authorize a more limited period of operation, it may not expand beyond this statutory window.

Finally, all outdated references to the "Board of Selectmen" were replaced with "Select Board" to ensure consistency with the Town's current governance structure and terminology.

**Recommendation:**

I recommend that the Select Board review and adopt the proposed revisions to the Alcohol Rules and Regulations. I further recommend that the Select Board establish a fee of \$2,500 for all on-premises seasonal licenses.



# Town of Sudbury

*Office of Selectmen Select Board Office*

## Alcohol Rules and Regulations

### Overview:

The following guidelines and regulations, developed by the Select Board~~Board of Selectmen~~, are designed to provide Liquor License holders in the Town of Sudbury with a clear understanding of the expectations of the ~~Board of Selectmen~~Select Board as the Local Liquor Licensing Authority (LLA).

Licensees are required to adhere to the provisions of these regulations, as well as other Federal, State and local laws and regulations. If the Local Licensing Authority (LLA) or its designated representative determines that there exists satisfactory proof of such a violation(s), the Local Licensing Authority, or its designated representative, may take, after appropriate public meeting or hearing, disciplinary action, which may include oral warning, written warning, suspension of license, modification of license, non-renewal of license and/or revocation, depending upon the seriousness of the offense(s) and the judgment of the Local Licensing Authority.

Any situation not expressly covered by these regulations shall be addressed in accordance with the latest publications, guidelines or advisories of the Alcoholic Beverages Control Commission, as deemed appropriate by the LLA and adjudicated on a case-by-case basis by the Local Licensing Authority~~Issuing Authority~~.

All regulatory considerations shall serve as guidelines to the ~~Board of Selectmen~~Select Board in their deliberations regarding liquor license matters in accordance with Chapter 138 of the General Laws of the Commonwealth of Massachusetts and the Regulations of the Town of Sudbury.

The ~~Board of Selectmen~~Select Board, as Local Licensing Authority, reserves the right to follow or deviate from these general guidelines, when in the judgment of the ~~Board of Selectmen~~Select Board, it is warranted in the interest of public safety.

## **General Considerations:**

The ~~Board of Selectmen, also referred to in this document as the~~ Local Licensing Authority (LLA), has designated in matters of administrative filings, paperwork, and correspondence, the Selectmen's office as its representative.

The ~~Board of Selectmen Local Licensing Authority~~ also designates the Sudbury Police Department, Sudbury Fire Department, ~~Sudbury~~ Building Inspector, ~~Sudbury~~ Board of Health, and Town Manager to act as representatives regarding compliance of regulations.

Licensees should note that the LLA has directed that the Sudbury Police Department will, on regular occasion, and no less than once per year, conduct "*compliance checks*" of each establishment to ensure rules and regulations are adhered to. These include postings, licensure, and conduct of a licensee with regard to State and local regulations.

Violations of regulations will be reported to the LLA~~Board of Selectmen~~ by the appropriate town bodies and pursued in accordance with these guidelines.

The LLA considers first and foremost the protection of Sudbury residents, and in particular Sudbury youths. Violations which relate directly to over-serving or serving of minors, whether reported through inspection or as a result of a criminal or safety complaint, may be considered with more gravity than those reported as administrative in nature.

## **Violations:**

- A. Upon written notice from the Chief of Police or other source that an infraction has allegedly occurred at a licensed establishment or other matters that the Chief of Police, or designated representatives of the LLA, deems should be brought to the attention of the Board, the Board will consider in open session whether or not a public hearing should be held.
- B. If it is determined that a public hearing will be held by vote of the LLA, the ~~Selectmen's Select Board's~~ office shall send via certified mail or direct an agent to deliver a written notice to the applicant outlining the proposed hearing date/time. The licensee is obligated to acknowledge the receipt of same and confirm they will appear at the scheduled hearing.
- C. Any hearing will normally occur within the following two (2) scheduled meetings of the ~~Board of Selectmen (LLA)~~ after the vote of the LLA to conduct such hearing, unless the LLA determines there are extenuating circumstances necessitating a deviation from normal protocol.
- D. At the hearing, the LLA will first hear evidence from the Police Chief (or his/her designee) and his/her agents and/or witnesses or from other complaining party, as

may be appropriate. Then the licensee and/or the licensee's counsel will have an opportunity to present their response and evidence.

- E. After all testimony has been given, the LLA reserves the right to question all witnesses and parties and, if necessary, take under advisement all facts and vote either to render their decision, or continue the hearing to a subsequent meeting of the LLA.

### **Disciplinary Remedies/General Approach:**

- A. In matter of a first offense, the LLA, or their designee, may issue a verbal warning or letter of reprimand to the owner, licensed manager or managing employee present. If the violation is deemed particularly egregious or a public safety issue, the LLA may consider whether a suspension, revocation or any other action, to include re-training, is warranted at that time, given the nature of the offense.
- B. In matter of a second offense in a period of sixty (60) months, the LLA may consider imposing a suspension of 1 to 3 days, ~~which can be deferred for up to a period of twelve (12) months~~, provided that during the period of suspension of this penalty, which shall be from the date of said vote until the end of the suspension period, the licensee shall not have engaged in any other conduct prohibited by Chapter 138 or the regulations promulgated herein. In considering the type of violation and the fact this is deemed a second offense, the LLA may consider revocation or any other action, to include re-training, given the nature of the offense.
- C. In matter of a third violation within sixty (60) calendar months, the LLA may consider the issuance of a suspension for a period of 3 to 14 days, the suspension or any part thereof, ~~may be deferred for a period up to twenty-four (24) months, provided that during the period of suspension of this penalty~~, which shall be from the date of said letter until the end of the suspension period, the licensee shall not have engaged in any other conduct prohibited by Chapter 138 or the regulations promulgated herein. In considering the type of violation and the fact this is deemed a third offense, the LLA may consider revocation or any other action, to include re-training, given the nature of the offense.
- D. Additional violations within the sixty (60) calendar month window will be dealt with in a progressive manner commensurate with the violation.
- E. Any failure to comply with the stipulations contained within the entire policy may be considered a violation by the LLA.

- F. When a violation has been deemed to have occurred, the licensee shall provide a written explanation to the LLA of how the violation occurred and a detailed plan as to corrective measures.
- G. If an establishment incurs a violation and then remains violation free for a period of 60 months, or, in the case of seasonal licenses, for the rest of the season, the next following violation may be considered as a First Offense.

### **Other Causes for Revocation, Suspension & Modification/Inspections & Investigations:**

- A. All licensed premises shall be subject to inspection by the Police Department of the Town of Sudbury and other duly authorized representatives of the LLA.
- B. Failure or refusal of the licensee to furnish or disclose any information required by any provision of the General Laws or by any rule or regulation of the Alcoholic Beverages Control Commission or any rule or regulation of the LLA, may be considered by the LLA a violation of the rules and regulations of the LLA.
- C. Any person who hinders or delays a police officer or other authorized agent of the LLA in the performance of the agent's duties, who refuses to admit or locks out any such agent from any place which such agent is authorized to inspect, or who refuses to give a designated agent such information as may be required for the proper enforcement of the General Laws, Chapter 138, shall be punished by a fine of not less than fifty (\$50) and not more than two hundred dollars (\$200) or by imprisonment for not more than two (2) months or both.
- D. Failure to pay Town real estate and/or personal property taxes or State meals and/or sales taxes may be considered by the LLA to be in violation of the rules and regulations contained hereunder.

### **Illegal Activity on the Licensed Premises:**

- A. Licensees shall make all reasonable and diligent efforts to ensure that illegal activities do not occur at the licensee's premises. Such efforts may include, but are not limited to:
  - 1) Calling for police and medical assistance as necessary to protect patrons against injury, to evict unruly patrons, to uncover unlawful conduct, or to give medical assistance and providing police with requested information.
  - 2) Frequent monitoring of restrooms and other nonpublic areas of the premises for signs of drug activity or other illegalities.

- B. It is the affirmative responsibility of the Licensee to report any illegalities discovered on the premises.

### **Renewals & Modifications:**

- A. The LLA reserves the right to obtain updated information about a renewal applicant/manager/owner at the time of renewal.
- B. Renewal or modifications of said licenses shall follow the separate fee schedule as established in the Selectmen's - Select Board's Policies and Procedures "Fee Schedule."

### **Posting & Signs:**

- A. Licenses issued by the Board shall be posted in a conspicuous place easily seen by the public where they can be read without difficulty or assistance of employees.
- B. All other licenses, permits and certificates affecting the licensed premises shall be posted conspicuously; provided, however, that no such document shall be posted in such a way as to cover any part of the license issued by the Board.
- C. The posting or presentation of any photographs, signs, posters, drawings or other matter that is of an improper or objectionable nature in the public areas of the licensed premises is prohibited. The material presented must be suitable for view by members of the general public in the same manner as if it were located in other public areas such as public ways, public parks, government offices, or business offices.
- D. Failure to comply with any stipulations outlined in this section of the policy may be considered a violation.

### **Entertainment at Premises:**

- A. No licensee may provide entertainment of any kind unless the licensee holds an entertainment license issued pursuant to the General Laws, Chapter 140, §183A.
- B. No entertainment at the licensed premises may be conducted in a manner such that the noise from the entertainment is creating a nuisance and can be heard beyond the boundaries of the premises.
- C. No dancing by patrons is permitted except upon proper licensing pursuant to General Laws, Chapter 140, §183A, and confined to a particular dance floor area

which has been approved by the Local Licensing Authority and which is not inconsistent with the entertainment license requirements.

- D. No licensee may permit any electronic games to be on the premises unless such machines are properly licensed pursuant to General Law, Chapter 140, §177A.
- E. Licensees shall not permit any games to be played at the premises for money, alcoholic beverages, or for any other prize. Games may be played for money at certain fundraising activities which have been approved by the appropriate authority and for which the licensee holds other appropriate licenses.

### **Hours of Operation:**

- A. The licensee and his/her employees may be upon the premises during the time the establishment is closed to the public only for the purpose of cleaning, making emergency repairs, providing security for the premises, or preparing food for the day's/next day's business or for opening/closing the business in an orderly manner.
- B. No alcoholic beverages shall be served except during those hours delineated on the license approved by the LLA, which establishes the outer parameters during which alcoholic beverages may be served.
- B.C. No seasonal license holder may serve alcohol outside of the period from (April 1) – (January 15) as delineated on the license approved by the LLA.
- C.D. Not less than fifteen (15) minutes prior to the closing hour of the premises, the licensee or his employees shall advise all patrons of the time remaining to closing.
- D.E. At a time no later than the time designated as the closing hour on the Liquor License, all glasses, bottles and unconsumed drinks will be surrendered by patrons.
- E.F. Patrons shall not be allowed on the premises for more than fifteen (15) minutes beyond the closing time.
- F.G. Licensees shall ensure that their patrons leave the premises in an orderly manner. Licensees who have a clientele that regularly fails to leave the area in a quiet and orderly manner shall hire security personnel to supervise the leave-taking of the patrons at closing time.
- G.H. No patron shall be allowed to enter the premises during the time the establishment is required to be closed.

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H.I. The LLA, or its agents, may enter the premises during the hours it is open to the public and at such other times as any persons are upon the premises, for the purpose of inspecting the premises and enforcing these rules and regulations.

### **Code - Fire/Health/Capacity:**

- A. No license shall be issued or shall be considered in good standing unless the licensed premises complies with all statutory requirements, including all applicable building codes, and fire, health, safety, trash and other government regulations and laws.
- B. All premises covered by the license shall be kept in a clean and sanitary condition.
- C. No outside area shall be used as a gathering place for patrons unless approved by the LLA and the ABCC, if alcohol is consumed.
- D. All public areas in licensed premises shall be lighted in a manner sufficient for the safety of the patrons and in a manner sufficient for the agents of the LLA to make observations at the premises without the need to identify themselves or seek assistance.

### **Service of Suspension Orders:**

- A. When the Local Licensing Authority suspends the license or licenses of any licensee, it shall provide the licensee with an order of suspension for public display that must contain the words, "Closed per order of the Licensing Board for the Town of Sudbury." Such an order shall be publicly displayed by the licensee in the following manner. The order shall be readily seen from the street by being affixed to the door of the entrance to the premises or a window facing the street upon which the door opens.
- B. Depending on the severity of the violation, the LLA may vote to implement the suspension in two ways:
  - 1. The licensee may be allowed to remain open for service of food only and must comply with the other stipulations delineated for suspension of their license.
  - 2. The licensee will be required to close in their entirety, not being allowed to continue with the sale of food and must comply with the other stipulations delineated for suspension of their license.
- C. Suspension orders of the LLA shall remain affixed throughout the entire period of suspension. The removal, covering, defacement, obliteration of the order of

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suspension, or the failure to maintain the order of suspension in the manner and place required prior to the expiration of the suspension period shall be deemed the act of the licensee and shall be cause for further suspension, modification or revocation of the license.

- D. Suspension periods may not be used as a time to make renovations at the licensed premises unless such renovations have previously been approved by the appropriate governing Boardentity.
- E. No members of the public may be on the premises at any time during suspension periods, with the exception that restaurants may be able to continue to service patrons without serving alcohol with the approval of the Local Licensing Authority.

### **Other Business Responsibilities:**

- A. Licensees shall immediately notify the Local Licensing Authority of any proceedings brought against them (or by them) under the Bankruptcy Act, or of any other proceedings, in court or otherwise, which may affect the status of the license.
- B. The licensee is responsible for ensuring that all employees who work in the public areas of the premises read the Rules and Regulations of the LLA and ABCC, and comply with all rules and laws.
- C. There shall be no alcoholic beverages brought onto or transported from the premises of a licensed establishment except for deliveries for the operation of the business as controlled by the laws, rules and regulations of the Commonwealth of Massachusetts, or regulations of the Town of Sudbury or as allowed for under 204 CMR 2.18 Resealing of Partially Consumed Bottles of Wine.

### **Employee Training:**

- A. Any licensee holding an All Alcoholic, or Beer and Wine License shall participate in a program designed to train employees who engage in either package sales or pouring in methods of observation and detection to avoid selling or serving to intoxicated persons and/or minors. This program will be based on the type of license issued.
- B. Listed below are programs currently available which meet the requirements of this policy:
  - 1) Techniques of Alcohol Management (T.A.M.), sponsored by the Mass. Package Store Association;

2) Training for Intervention Procedures by Servers of Alcohol (TIPS), offered by Health Communications, and Alcohol Intervention Methods (AIM) Campbell/Trent;

3) ServSave – recommended by the National Restaurant Association;

4) Any Insurance Industry approved and qualified program offered by a certified trainer and previously approved by the Board of SelectmenSelect Board.

C. All personnel shall be required to participate in a training program based on the type of license issued. Establishments shall comply with this policy by having all of its eligible employees trained and certified.

D. All establishments must maintain a roster or certificate of trained personnel in an accessible place during operating hours. An updated roster shall be submitted with the annual application for renewal of the license. The roster shall include:

- |                                    |                       |
|------------------------------------|-----------------------|
| 1. Employee name                   | 5. Date valid         |
| 2. Employee date of birth          | 6. Date of expiration |
| 3. Employee social security number | 7. Date of hire       |
| 4. Type of training (license)      |                       |

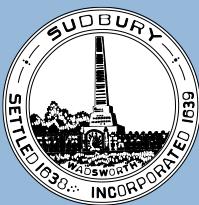
All personnel shall be required to be re-certified once every three (3) years by an approved program, as noted above.

E. Failure to comply with this policy may result in suspension or revocation of the license. Fines may also be levied against the license holder should any violation of this policy occur.

### **Food Service:**

A. Coinciding with the service of alcoholic beverages, licensees must serve food. Following the close of the full menu, licensees must provide, at a minimum, five (5) assorted items up until thirty (30) minutes before closing. The proposed assorted items will be submitted to the LLA for approval upon request for the original license or renewal. The LLA will approve said items with the understanding that chips, pretzels, popcorn or similar snacks will not suffice.

B. Any deviation from the approved limited menu must be submitted to the LLA for approval.



## SUDBURY SELECT BOARD

Tuesday, February 3, 2026

### MISCELLANEOUS (UNTIMED)

#### 13: Discussion of Board and Committee Handbook

##### REQUESTOR SECTION

Date of request:

Requested by: James Goudie

Formal Title: Discuss and vote to approve Board and Committee Handbook

Recommendations/Suggested Motion/Vote: Discuss and vote to approve Board and Committee Handbook

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

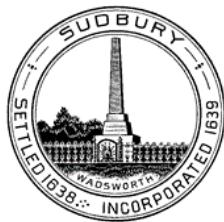
Review:

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

02/03/2026 7:00 PM

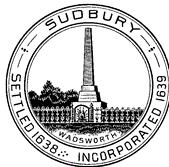
# TOWN OF SUDBURY

## BOARD AND COMMITTEE HANDBOOK



Prepared and Adopted by the Sudbury Select Board  
[Insert Date]





## WELCOME!

**Serving on a board or committee in the Town of Sudbury is both an honor and a civic duty.** The Town values the commitment of residents who volunteer their time and expertise to participate in local governance. This handbook is intended to guide both appointed and elected officials in carrying out their responsibilities with integrity, transparency, and effectiveness.

Members are expected to fulfill their roles in accordance with Massachusetts General Law, including the Open Meeting Law (M.G.L. c. 30A), the Conflict of Interest Law (M.G.L. c. 268A), and the Public Records Law (M.G.L. c. 66), as well as the Sudbury Town Charter, the Town's General Bylaws, and established principles of good governance. This document provides clear guidance on legal obligations, operational procedures, and ethical expectations for all local boards, committees, commissions, and task forces.

The content draws on established municipal practices from many other committee handbooks across the Commonwealth, and is tailored to reflect Sudbury's structure, values<sup>1</sup>, and aspirations. It also includes links to key state and local resources to support lawful and effective participation in town government.

**Commented [SA1]:** Radha: Add the latest Select Mission Statement and Values in the Appendix

Sudbury strives to ensure that all residents, regardless of age, background, ability, or experience, have an equal opportunity to serve and be heard in local government. Diversity of thought and experience strengthens our community and enriches decision-making. The Select Board sincerely appreciates everyone who is willing to serve in Sudbury's town government.

<sup>1</sup> [Select Board Mission Statement and Values](#)

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DRAFT

## 1. Overview of Town Government

### Form of Government

Sudbury operates under the **Open Town Meeting** form of government. Legislative authority is vested in Town Meeting, while executive functions are divided between the **Select Board** and the **Town Manager**, as provided under Sudbury's Town Charter<sup>2</sup> and Bylaws<sup>3</sup>.

### Governing Bodies

- **Town Meeting** – Comprises all registered voters. Holds authority to appropriate funds, pass bylaws, and authorize capital expenditures.
- **Select Board** – Five-member elected body serving as the chief policy-making authority. Oversees the Town Manager, and most appointed boards. The Select Board is also the licensing authority for the Town of Sudbury.
- **Town Manager** – Appointed by the Select Board. Oversees day-to-day municipal operations, staff, budgeting, and implementation of policy.
- **Other elected bodies and officers include:**
  - Board of Assessors
  - Board of Health
  - Goodnow Library Trustees
  - Lincoln-Sudbury School Committee
  - Planning Board
  - Park and Recreation Committee
  - Sudbury Housing Authority
  - Sudbury School Committee
  - Town Moderator

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**Commented [SA2]:** Dan: As defined by Select Board change to under the policy direction of the select (see charter pp2)

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### Appointed Boards and Committees

- For simplicity, we will refer to boards, committees, commissions, and similar public bodies as "committees" throughout this handbook. Committees form the backbone of Sudbury's participatory government, allowing residents to contribute to policy, oversee municipal services, and shape the town's future.
- **Each entity functions under its own legislative or bylaw authority, as defined in the Town Charter, State statutes, or by action of Town Meeting.** From time to time, the Select Board may exercise its authority to establish committees or commissions based upon need.

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**Commented [SA3]:** Dan: Some committees don't fit this category – e.g. rail trail, DEI, Transportation

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<sup>2</sup> [Sudbury Town Charter: Town Manager Act 1993](#)

<sup>3</sup> [Town Bylaws](#)

- Members are expected to act in the town's best interest, exercising independent judgment while respecting the role of town staff and fellow volunteers.

## 2. Roles and Responsibilities

### General Responsibilities of All Members

Members of municipal committees are considered municipal employees under the Conflict of Interest law, Chapter 268A of the Massachusetts General Laws (M.G.L.), which is enforced by the State Ethics Commission.

### Orientation and Training

- All new members shall attend an orientation session covering ethics, open meeting, and public records law.
- Ongoing training sessions may be provided as laws and best practices evolve.
- Training should also include awareness of implicit bias, cultural competency, and equitable participation to ensure all residents feel welcome and respected.

Additional resources and guidance are available from the Town Clerk, Town Counsel, and Massachusetts state agencies.

### Orientation

Every appointed member of every committee must be sworn in by the Town Clerk and will receive this handbook and summaries of the Open Meeting and Conflict of Interest Laws at that time. Committee members shall be re-sworn if, and when, their appointments are renewed. This can take place during normal office hours or at other times when the Town Clerk is available. The act of being sworn in is more than a mere formality; taking the oath of office is required prior to participating in a meeting requiring a vote.

The Select Board recognizes that no one is instantly an expert in the workings of municipal government. New members should contact their Chair for an orientation to the committee's role, responsibilities and recent issues. New members should also seek guidance from other committee members or Town staff when questions arise. You may also contact the Select Board's office with questions at 978-639-3381 or selectboardsoffice@sudbury.ma.us.

All committee members are expected to:

- Review and understand the committee's charge.

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**Commented [SA4]:** Radha: Who (conducts), who?

**Commented [SA5]:** Dan: And elected

**Commented [SA6]:** Radha: Who monitors whether a new member has been duly sworn in - the Town Clerk's office or the Chair of the Committee? (We had a case where a new member was either not informed or information was delivered to the wrong address and there was no follow up.)

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- Prepare for and attend all scheduled meetings.
- Conduct themselves in a respectful, professional, and impartial manner.
- Follow applicable laws, including the Open Meeting Law, Conflict of Interest Law, and Public Records Law.
- Maintain confidentiality where required and avoid unauthorized disclosure of sensitive information.
- Refrain from speaking or acting on behalf of the board/committee/commission without authorization.
- Disclose any potential conflicts of interest promptly.

Participation is a commitment. Members who are frequently absent or inactive may be asked to resign or may not be reappointed at the end of their term.

### Select Board Member Onboarding [Radha]

This section is for Select Board members who are joining the board for the first time. This section can also be used by continuing members as a refresher. It is strongly encouraged that each committee devise their own specific on-boarding for new and returning members.

The following can be used as a checklist to be done after getting elected but prior to taking office. This is a suggested minimal list and there are more documents and resources that one can access.

1. Make an appointment and meet with the Town Manager and the Finance Director.
2. Read Sudbury Town Charter: Town Manager Act 1993
3. Read Town Bylaws
4. Read Massachusetts Select Board Handbook (by Massachusetts Municipal Association)
5. Read Sudbury's Long-term Capital Plan
6. Read Sudbury's Fiscal Policies
7. Read Sudbury's Select Board's Strategic Plan
8. Read Sudbury's last few years' Budgets
9. Read the last few Sudbury Annual Town Meeting Warrants and Proceedings.
10. Read the Master Plan

**Commented [SA7]:** Radha: To whom? The Chair, Town Clerk, ...?

**Commented [SA8]:** Radha: More specific procedure missed <n> out of <m> meetings or something similar?

**Commented [SA9]:** Dan: We have a bylaw regarding absences...reference it here

## Chair Responsibilities

The Chair is elected annually by committee members unless otherwise prescribed. Responsibilities include:

- Calling and presiding over meetings in accordance with the Open Meeting Law.
- Preparing and reviewing meeting agendas in coordination and collaboration with staff.
- Ensuring that meetings are conducted in an orderly, fair, and efficient manner.
- Facilitating discussion and ensuring all members have an opportunity to speak.
- Communicating with staff, other committees, and the public as needed.
- Ensuring that the committee remains focused on its charge.

In the Chair's absence, the Vice Chair (if applicable) or another member may preside, as allowed by the committee's rules or past practice.

## Vice Chair Responsibilities

The Vice Chair is typically elected annually by the committee. Responsibilities include:

1. Serve as Chair in the Chair's absence. See above.
2. Any other responsibilities as assigned by any committee or as dictated by town bylaws.

## Clerk Responsibilities (as designated or required)

The Clerk is typically elected annually by the committee. Responsibilities include:

- Recording accurate meeting minutes and submitting them for approval.
- Coordinating with staff to ensure minutes are posted on the Town website.
- Keeping track of votes and actions taken.
- Assisting the Chair with public notices or correspondence, as appropriate.
- Preparing correspondence on behalf of the committee.

## Committee Liaisons

Refer to [Select Board Liaison and Work Assignments Policy](#)

## Staff Liaisons

Some committees are supported by Town staff who serve as liaisons. These staff members:

**Commented [SA10]:** Radha: Suggested timing? meeting after the Town Meeting?

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**Commented [SA11]:** Dan: Not always! There's some committees without staff "help"

**Commented [SA12R11]:** Dan: Chair is also responsible to ensure meetings get properly posted with the town clerk in accordance w/ MGL

**Commented [SA13]:** Dan: Do all committees have chairs? Are they required?

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**Commented [SA14]:** Dan: By that committee

**Commented [SA15]:** Dan: Is this the case? Plenty of committees rotate the minutes role. Especially with subcommittees (are those even mentioned here in the document?)

**Commented [SA16]:** Radha: For some Committees, minute taking is assigned or volunteered at each to a member.

**Commented [SA17]:** Dan: To whom?

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- Provide subject matter expertise and administrative support.
- Assist with agenda preparation and posting of notices.
- Do not vote or direct committee decisions.
- May serve as a liaison between the committee and Town departments.

Staff support may vary based on the committee's role and available resources. Committees should direct questions or requests through the assigned liaison or department head.

### **3. Legal and Ethical Requirements**

Members of committees in Sudbury must comply with state laws as well as local policies that govern transparency, accountability, and ethical conduct.

#### **Open Meeting Law (OML)**

The Massachusetts Open Meeting Law (M.G.L. c. 30A, §§18–25) applies to all municipal committees.

##### **Key Requirements:**

- **Public Notice:** Meetings must be posted at least 48 hours in advance (excluding weekends and legal holidays). Notices must include date, time, location, and a list of anticipated topics.
- **Quorum and Deliberation:** A quorum of members may not deliberate outside of a posted meeting, including via email, text, or social media. Deliberation includes any exchange of ideas or opinions relevant to the committee's business.
- **Remote Participation:** Remote meeting requirements were relaxed during the Covid-19 pandemic and remain ~~in effect~~. Remote participation is allowed under specific conditions in accordance with Town and state policy. A quorum must still be present, either physically or virtually. Under remote participation rules, all votes must be by roll call.
- **Executive Session:** May only be held for limited purposes (e.g., litigation, personnel matters). Requires specific procedures and documentation. For more information, refer to this link: [Reasons for Convening Executive Session](#)
- **Minutes:** ~~Accurate minutes must be maintained and approved.~~ They must include the date, time, and location of the meeting, names of members present, summary of discussions, decisions made, and all votes taken.

Violations of the Open Meeting Law may be reported to the Attorney General's Office and may result in public censure or other legal remedies.

For more information, refer to this link: [Open Meeting Law](#).

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**Commented [SA18]:** Dan: Put a date in here

**Commented [SA19]:** Radha: Till 6/30/2027 (the document should be updated annually to ensure the sections with dates are current).

**Commented [SA20]:** Dan: More appropriate to MGL  
<https://malegislature.gov/Laws/GeneralLaws/Full/Chapter30a/section21>

**Commented [SA21]:** Dan: of all meetings

**Commented [SA22]:** Dan: By the applicable board committee

## Conflict of Interest Law

The Massachusetts Conflict of Interest Law (M.G.L. c. 268A) governs the conduct of all municipal employees and officials, including volunteer committee members.

### Required Actions:

- **Annual Acknowledgment:** All members must annually acknowledge receipt of the Summary of the Conflict of Interest Law.
- **Mandatory Training:** Every two years, members must complete online training provided by the State Ethics Commission.
- **Disclosure of Conflicts:** Members must disclose any financial or personal interest in a matter before the committee. Some matters may require recusal or a written disclosure to the Town Clerk or appointing authority.

Examples of violations include:

- Participating in decisions that may financially benefit oneself or an immediate family member.
- Accepting gifts or favors intended to influence one's official actions.
- Using a committee position to secure unwarranted privileges.

For additional guidance, contact the State Ethics Commission<sup>4</sup> or the Town Clerk's Office.

## Public Records Law

The Massachusetts Public Records Law (M.G.L. c. 66) provides that nearly all records made or received by a public official or committee are public records.

### Applies To:

- Meeting agendas and minutes
- Emails and text messages related to official business
- Correspondence, reports, and memoranda

Members are encouraged to use official Town committee email accounts when conducting committee business to ensure records can be properly retained and accessed.

**Commented [SA23]:** Dan: Put some reference in about the town clerk. Also is there any info in her campaign finance reporting?

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**Commented [SA24]:** Dan: If they have them...no committees do. Also, note that town emails are public record.

**Commented [SA25R24]:** Dan: What committees actually get town emails? Is it just SB?

**Commented [SA26]:** Radha: We need to distinguish between official committee email addresses (e.g., [sudbury250@sudbury.ma.us](mailto:sudbury250@sudbury.ma.us)) and official individual member's email addresses (where applicable) (e.g., [Doe@sudbury.ma.us](mailto:Doe@sudbury.ma.us))

<sup>4</sup> [State Ethics Commission](#)

For more information, refer to: [A Guide to the Massachusetts Public Records Law](#)

### Disability Accommodation

The Town of Sudbury makes reasonable accommodation with respect to the known physical or mental limitations of a qualified applicant, appointed or elected official, or employee with a disability unless such action would cause an undue hardship to the Town, as required by law.

All programs, services, and activities provided or made available by the Town through its departments or committees, must be accessible to persons with disabilities, in accordance with the provisions of the [Americans with Disabilities Act](#).

Agendas, minutes, and public materials should be available in accessible formats upon request. Chairs should confirm meeting locations are ADA-compliant and that [hybrid participation](#) is offered when feasible.

Any questions about how to make reasonable accommodations for persons requesting the same should be referred to the [Town Manager's office](#).

Public agencies are required to provide interpretive services and are responsible for the cost. Requests for such services should be made at least seven (7) days in advance of the meeting or event. Upon receiving a request for an interpreter for deaf or hard-of-hearing meeting participants, contact [MCDHHReferrals@massmail.state.ma.us](mailto:MCDHHReferrals@massmail.state.ma.us) or fill out a request form at the following link: [Massachusetts Commission for the Deaf and Hard of Hearing](#).

### Code of Conduct and Civil Discourse

Committees are expected to operate in a respectful and professional manner. This includes:

- 1. Listening actively and allowing diverse viewpoints
- 2. Avoiding personal attacks or disparaging remarks
- 3. Fostering a welcoming environment for all participants
- 4. Respecting members of the public and Town staff

For more information, refer to: [Code of Conduct](#)

**Commented [SA27]:** Dan: Add link

**Commented [SA28]:** Dan: Define hybrid

**Commented [SA29]:** Dan: Isn't it the Select Boa office???

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## 4. Operations and Best Practices

### Agendas and Meeting Preparation

Agendas must be prepared by the Chair (or designee) and posted with the Town Clerk at least 48 business hours before the meeting. Agendas should:

- 1. Clearly list all topics reasonably anticipated to be discussed.
- 2. Indicate whether items are for discussion, vote, or both.
- 3. Follow a logical order of business.

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Members should review all materials in advance and come prepared to engage in discussion and decision-making.

Refer to Appendix A for sample meeting agenda.

To post an agenda, begin by contacting your staff liaison or the IT Department at [infosystems@sudbury.ma.us](mailto:infosystems@sudbury.ma.us) to have your meeting date added to the Town website and to obtain a Zoom link when one is required. After confirming the meeting details, prepare an agenda that includes all requisite information, following the guidance provided above and the attached template. Once the agenda is complete, submit it to the Town Clerk's Office for posting at least forty-eight business hours before the meeting and copy your staff contact on the submission. The Town Clerk email address is [clerk@sudbury.ma.us](mailto:clerk@sudbury.ma.us). When the Town Clerk has posted the agenda, share the finalized posting with your staff contact or the IT Department so it can be added to the website.

### Revising an Agenda/Notice

If something else comes to the attention of the public body Chair after the posting deadline but before the meeting AND that matter was not something the Chair could or should have reasonably anticipated prior to the posting deadline, the Chair is required to update the meeting notice as soon as possible. The new agenda should be clearly marked as REVISED. The same steps to post the meeting need to be followed to post the revised agenda. This must be done before the meeting occurs.

**Commented [SA30]:** Dan: With original posting and time and new posting date and time (per town office)

### Conducting Meetings

Meetings must follow the posted agenda and adhere to Open Meeting Law requirements. The Select Board encourages all committees to offer a remote option to the public and committee members. Committees should work with SudburyTV to have their meetings recorded.

**Commented [SA31]:** Dan: Contact info?

Refer to [Remote Participation for Public Meetings](#)

**Commented [SA32]:** Dan: What about [Policy-or-Remote-Participation\\_12.15.15.pdf](#)?

Key practices during remote/hybrid meetings:

1. Start and end meetings on time.
2. Conduct a roll call of all members when opening the meeting.
3. Allow all members the opportunity to speak.
4. Encourage clarity, civility, and conciseness.
5. Avoid side conversations or distractions during meetings.
6. Mute all devices to avoid unneeded distractions and interruptions.
7. Use motions and votes to take official actions.

Chairs are encouraged to follow basic parliamentary procedure (e.g., Robert's Rules of Order) to maintain order and fairness.

### Disruption

In the event an individual or group of individuals attending a meeting causes a disruption, the committee chair has several options available. One option is for the chair to call for a recess or break in the meeting to allow people to cool off. If members of the audience are still disruptive after the break, the chair may decide to continue the meeting to another time, date and place, and adjourn the meeting.

If one or two individuals are disruptive or insist upon speaking without permission of the chair, Massachusetts law provides that the chair may order the person or persons to withdraw from the meeting. Unless the committee chair believes that audience members represent a threat to the physical well-being of other committee members or the public, removal of the individual(s) by the police should be used only as a last resort.

### Canceling a meeting

In the event a meeting is canceled, notice of cancellation should be posted with the office of the Town Clerk and at [clerk@sudbury.ma.us](mailto:clerk@sudbury.ma.us). Posting the cancellation of meetings is highly recommended to alert in advance interested members of the public, other members of the public body, SudburyTV, and other interested parties.

Also, as a matter of courtesy, the person responsible for reserving the location space should be notified so that the space can be released for another purpose, if necessary.

### Canceling a meeting after it was scheduled to start:

It is necessary to inform the Town Clerk's Office when a posted meeting was not held, either due to lack of a quorum or any other unforeseen reason. It is strongly recommended that a minority of members of a public body not "meet" in the

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**Commented [SA33]:** Dan: Capitalize Chair - title

absence of a quorum, and further, that such a group avoid discussion about any business within the jurisdiction of the public body, or any other matter.

When the public body has cancelled a meeting after it was scheduled to start, it must send a cancellation notice indicating the reason(s) for the cancellation, such as "no quorum", or any other reason why the meeting could not be held. Town of Sandwich p. 9

**Commented [SA34]:** Dan: What is this?

### Arranging a location

Meetings should be held, whenever possible, in Town-owned public, accessible places in the town. Several options are available.

Building	Address	Hybrid Capability	Contact
Town Hall, Lower Level	322 Concord Rd.	Yes -capacity 50	Select Board Office
Flynn Building, Silva Room	278 Old Sudbury Rd.	Yes-capacity 20	Select Board Office
Police Station Training Room	75 Hudson Rd.	Yes- capacity 30	Police Chief
Fairbank Community Center, Multi-Purpose Room	40 Fairbank Rd.	No	Senior Center Office

**Commented [SA35]:** Dan: Note meetings must be held in Town-owned public, accessible to the public...get some wording on this

**Commented [SA36]:** Dan: Thompson room...is the room at DPW still available? Also Grange hall is available too

**Commented [SA37]:** Dan: Change to hyphen

### Minutes

It is expected that committees will post their meeting minutes on their page on the Town website.

**Commented [SA38]:** Dan: Include link

Minutes must include:

1. Date, time, and location of the meeting
2. Names of members present/absent
3. Summary of discussion topics
4. Record of motions and votes taken (including roll call if remote)
5. Time of adjournment

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Draft minutes should be reviewed and approved at a subsequent meeting, then posted to the Town website. Committees without staff support are responsible for submitting approved minutes to the Town Clerk's Office.

**Commented [SA39]:** Dan: Posted once approved committee

**Commented [SA40]:** Dan: Do minutes go to tow I've never sent any minutes there, is anyone else?

If a member wasn't present for a meeting, they are able to vote to approve/accept prior meeting minutes.

**Link:** [Minutes Policy](#)

## Quorum, Motions, and Voting

### Quorum

A quorum is the minimum number of members required to conduct official business, typically a simple majority of the full membership.

- 1. No decisions may be made without a quorum.
- 2. All votes must be recorded in the minutes.
- 3. Members may not vote on matters in which they have a conflict of interest. (Unless they file a written disclosure with the Town Clerk's Office after consultation with State Ethics) Tie votes result in no action taken.

### Motions

Once recognized by the Chair, any member of a committee may make a motion for consideration and action. Some boards prefer motions be made in the affirmative; that is up to the individual committee. The following are examples of acceptable forms of motions. The specifics can be customized to fit the purpose:

- 1. I move to approve the meeting minutes of [date], as edited.
- 2. I move to grant the XXXXX permit, as shown on the plans dated XXXXX, subject to the following conditions [add specific conditions].
- 3. I move to deny the XXXXX permit, as shown on the plans dated XXXXX, for the following reasons [insert reasons] and with the following findings [insert specific findings]

Following a motion, the motion must be seconded by another member of the committee. Discussion does not proceed if there is no second to the motion. If there is no second, the motion fails. During Discussion, the Chair will grant each member of the committee the privilege to comment, ask questions or otherwise deliberate on the motion.

Members of the public may be invited to comment on a motion under discussion at the discretion of the Chair. The Chair may set standards and limits for comments received from the public. There is no town bylaw or state statute that

**Commented [SA41]:** Dan: Here we link to SB m policy but they don't necessarily apply to other committees. Perhaps say something like :Commit should strive to follow Select Board minutes polic something similar

**Commented [SA42]:** Dan: Consider a link to Ro Rule of Order? <http://www.rulesonline.com/> be helpful as a reference

**Commented [SA43]:** Dan: Consider linking to the site, lots of good info here on various topics...here link to Quorum <https://www.mass.gov/info-details/frequently-asked-questions-about-the-open-meeting-law#frequently-asked-questions-about-calculation-of-quorum-and-majority>

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requires a Chair to entertain public comment, except as may be required for public hearings as discussed later in this handbook.

The member who made the motion may withdraw or revise the terms of the motion prior to the Chair's calling of a vote of the committee. The revised wording of the motion requires a second. Any future discussion or public comment of the revised motion is allowed at the discretion of the Chair.

#### *Voting*

The Chair will call for a vote once the Chair is satisfied that discussion and deliberations are concluded. No votes on motions made in open public session or Executive Session shall be made by secret ballot.

A voice vote of "Aye" or "Yes" will be counted in the affirmative. A voice vote of "Nay" or "No" will be counted in the negative. Members who choose to abstain from a vote will declare "Abstain." A motion is passed or approved only when a simple majority of participating members vote in the affirmative. A motion fails if the vote is tied—an equal number of members voting Yes or NO.

NOTE: Some statutes may require a supermajority or other quantum of vote for a decision to be adopted. For example, four (4) votes in favor of a motion would constitute a supermajority on the 5-member Planning Board or Zoning Board of Appeals. For a committee that meets with seven (7) members, such as the Conservation Commission, a favorable vote of five (5) members constitutes a supermajority if all seven members are present. Further, the quantum of vote required may be of those present and voting or may be based on number of membership regardless of presence. Each committee should consult applicable statutes.

Following the vote, the Chair will announce the number of votes cast in the Affirmative and Negative, note any abstentions, and declare if the motion is approved or has failed.

#### **Subcommittees**

**Commented [SA44]:** Dan: Ignore previous comment

Subcommittees may be formed to focus on specific tasks. They must comply with Open Meeting Law and post their own meetings.

Subcommittees do not have decision-making authority unless specifically delegated by the full committee and allowed by law or the committee's charge.

## 5. Communication Guidelines

### Representing the Committee

Only the Chair, or another member authorized by vote, may speak on behalf of the committee to the public, media, or other bodies. Members should:

1. Clarify when they are expressing personal opinions.
2. Avoid representing committee positions that have not been formally voted.

### Internal Communication

Committee-related communications (email, text, or otherwise) between a quorum of members outside of a posted meeting may violate the Open Meeting Law.

1. Avoid "reply all" emails.
2. Do not deliberate outside of meetings.

Use Town email accounts to ensure transparency and compliance with the Public Records Law.

### Email, Texting, Telephone or Other Communication Technologies

A committee may only conduct administrative business outside of a posted meeting, such as notifying members of a scheduled meeting and agenda. Substantive discussions or deliberations on public business involving a quorum of members or "serial" discussions that occur via email, in person, or via telephone or other electronic technologies will be deemed a violation of the Open Meeting Law.

There is no distinction in law between written and electronic records. The ease by which email messages are sent and forwarded may inadvertently facilitate the improper discussion of public policy issues. While it is important for committees to be responsive to inquiries from citizens, members must be careful that their replies do not become quorum discussions among the members, which would violate the Open Meeting Law.

Members are also advised that email or text messages written or received in the capacity of a committee member may be considered public records which may be made available for public inspection in the same manner as hardcopy documents.

All electronic mail sent and received to a committee member may be a public record subject to inspection and disclosure and scheduled retention and disposition, no matter the ownership of the device. Employees and committee

**Commented [SA45]:** Dan: Per what? I do not know if there is a policy or bylaw that says this? If there include a link to it.

**Commented [SA46R45]:** Dan: And we may want to clarify speaking to the media "on behalf of the committee" vs just "talking to the media". SB received an email from our chair saying we were not to speak to the media re: Sewataro which I believe is a purview...certainly individuals should never speak on behalf of the whole committee -- including the City without first discussing with the full board. I personally got raked over the coals in 2020 when I spoke on behalf of the full board with regards to a EEE outbreak in our town. We should use that as the case study - I am happy to share the feedback I received from other board members and the then town manager as/if needed.

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**Commented [SA47]:** Dan: See earlier comment boards actually have town emails??

**Commented [SA48]:** Dan: Another area where a reference would be helpful. Example: <https://www.mass.gov/info-details/frequently-asked-questions-about-the-open-meeting-law#frequently-asked-questions-about-the-open-meeting-law-deliberation-and-electronic-communication>

**Commented [SA49]:** Dan: Clarify all electronic mail sent and received to a committee member may be a public record subject to inspection and disclosure and scheduled retention and disposition, no matter the ownership of the device. Employees and committee

**Commented [SA50R49]:** Dan: Second sentence to this...consider changing the order...put this sentence first then refer to "all such electronic mail communications are public record" or similar wording.

members acting in their official capacities should have no expectation of privacy in their use of electronic mail.

### Interactions with Town Staff

Committee members should work through the staff liaison or department head when seeking assistance. Individual members may not direct staff to act outside the committee's collective decision-making authority.

**Commented [SA51]:** Dan: Applicable department where applicable.

### Civic Engagement and Community Outreach

- Meetings should begin with an opportunity for public comment, consistent with the agenda and committee guidelines.
- Use the Town of Sudbury's website and official channels to keep the public informed of meetings, projects, and opportunities for input.
- Publish annual reports summarizing the committee's work, recommendations, and goals for the next year.

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**Commented [SA52]:** Dan: If applicable. Its up to committee/Chair

## 6. Appointment, Terms, and Resignations

### Appointment Process

Most committee members are appointed by the Select Board. Applicants may be asked to complete an application, attend an interview, and review the committee's charge prior to appointment. Information not included in the below FAQ.

**Commented [SA53]:** Dan: Probably helpful to review town bylaws here -- <https://ecode360.com/3870>

**Commented [SA54]:** Dan: Not necessarily true.. some are by Town Manager, other committees appoint (PB appoints DRB I think?)

#### Inclusive Recruitment and Participation:

The Select Board encourages applications from residents across all backgrounds, professions, and lived experiences. Town staff and committees should take active steps to reach underrepresented populations and remove barriers to participation, such as offering remote attendance, flexible meeting times, and accessible materials.

Please refer to [Volunteer Opportunities](#) for a Committee Application.

### Terms of Service

Terms may vary depending on the committee. Members may be reappointed based on performance, attendance, and interest in continuing to serve.

## Resignation or Removal

Members may resign at any time by notifying the Town Clerk and the committee Chair in writing. The vacancy will be advertised, and a replacement may be appointed to complete the term.

Members may be removed for cause by the appointing authority, including repeated unexcused absences, misconduct, or failure to perform duties.

## Vacancies in Elected Positions

Whether caused by resignation or failure to elect, a vacancy in an elected committee, with the exception of the Select Board, shall be filled in accordance with GL c. 41, s. 11.

## 7. Resources and Support

### Town Staff Support

Each committee should work with its designated staff liaison or department. General support is also available from:

- 1. Town Manager's Office: general operations and policy
- 2. Town Clerk: Open Meeting Law, Public Records, Ethics
- 3. IT Department: technical assistance and email

### Training Opportunities

Members are encouraged to take advantage of available training, including:

- 1. Massachusetts Municipal Association (MMA)
- 2. State Ethics Commission Online Training and information
- 3. Massachusetts Attorney General Online Training and information
- 4. Massachusetts Secretary of State Online Training and information

New members should contact support staff and/or their committee Chair regarding any potential orientation process.

### Key Documents and Policies

Important resources can be found at [www.sudbury.ma.us](http://www.sudbury.ma.us), including:

- 1. [Town of Sudbury Charter](#)
- [Town of Sudbury Bylaws](#)
- [Agenda posting instructions](#)

**Commented [SA55]:** Dan: Repeat? I thought this mentioned above?

**Commented [SA56]:** Dan: Is the name Town Manager's Office or Select Board office?

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**Commented [SA57]:** Dan: Include links

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- [Select Board Policies](#)
- [List of elected and appointed committees](#)
- Meeting agendas and minutes
- [Annual Town Reports](#)
- [How to conduct a public hearing](#)

Other important resources:

- [Massachusetts Open Meeting Law](#)
- [Massachusetts Ethics Commission](#)
- [Office of the Inspector General](#)
- [Department of Revenue, Division of Local Services](#)

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## 8. Appendix

### **Sample Meeting Agenda**

Town of Sudbury  
 [Committee Name]  
 Agenda – [Date]  
 Location: [Room/Zoom link]  
 Time: [Start Time]

1. Call to Order
2. Public Comment
3. Review and Approval of Minutes
4. Discussion Items:
  - a. [Topic 1]
  - b. [Topic 2]
5. New Business
6. Adjourn

### **Sample Meeting Minutes**

Town of Sudbury  
 [Committee Name]  
 Minutes – [Date]

Present: [List members]  
 Absent: [List members]  
 Also Present: [Staff/Guests]

Meeting called to order at [Time] by Chair [Name].

Motions/Votes:

Motion by [Member] to approve minutes of [Date]. Seconded by [Member]. Vote: 5–0.

Discussion:

The committee discussed [summary of topic].  
The committee voted [summary of outcome].

Meeting adjourned at [Time].  
Submitted by: [Clerk Name]

### Key Contacts

Role	Contact
Town Manager's Office	(978) 639-3381
Town Clerk	(978) 639-3351
IT Department	(978) 639-33
Town Website	www.sudbury.ma.u s

### Common Acronyms

- 1. OML – Open Meeting Law
- 1. MMA – Massachusetts Municipal Association
- 2. AG's Office – Attorney General's Office
- 3. M.G.L. – Massachusetts General Laws

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# Town of Sudbury

Select Board

[www.sudbury.ma.us/selectboard](http://www.sudbury.ma.us/selectboard)

Flynn Building  
278 Old Sudbury Rd  
Sudbury, MA 01776-1843  
978-639-3381  
Fax: 978-443-0756  
selectboard@sudbury.ma.us

## MEETING POLICY

(Adopted 5/10/76, amended 4/23/84, 10/29/84, 11/08/84, 07/08/96, 5/26/20, 6/13/23)

1. An organizational meeting shall be held at the first meeting following Town Meeting.

- a. Elect Chair.

The Chair will approve the agenda for and conduct the Select Board's meeting; coordinate the affairs of the Board with due concern that all members' views are heard and considered; and act as liaison to the Town Manager.

- b. Elect Vice-Chair.

The Vice-Chair will assume the duties of the Chair in their absence. The Vice-Chair is tasked with organizing office hours and the town forum.

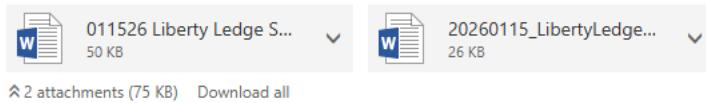
- c. Elect Clerk (Town Manager unless voted otherwise).

The Clerk will be responsible for (1) preparation for Select Board's meetings and keeping complete and accurate minutes of Select Board's meetings and (2) is authorized to provide attested copies of Select Board votes and minutes, as necessary.

2. Meetings should normally start promptly at 7:00 p.m. on Tuesdays. Unless the Board votes otherwise, no new business will be introduced later than 10:00 PM, and unfinished business will be postponed until the next meeting. Meetings will be held twice a month unless the need for a special meeting arises or the Board votes to hold fewer meetings.
3. Actions and decisions shall be by motion, second, and vote. If the vote is not unanimous, the minutes shall reflect the vote of each Select Board member.
4. For the meeting, the Town Manager shall:
  - a. Provide Select Board with pertinent documents and supporting materials in support of agenda items prior to meetings. Best efforts shall be made to issue these documents and supporting materials by EOD Fridays or two business days prior to meetings.
  - b. Have on hand all back-up data and files appropriate to a scheduled item of discussion. In addition, they shall provide any data, analyses, and recommendations as appropriate.
  - c. In conjunction with the Chair, draft motions in advance of meeting.
  - d. Provide comments relative to current events and issues in town.

---

**From:** Carty, Daniel  
**Sent:** Monday, January 26, 2026 9:44 AM  
**To:** Dretler, Janie  
**Subject:** Re: Draft subcommittee agenda for January 28



Files for discussion Wednesday. See you then.

Thanks

Dan Carty

---

**From:** Carty, Daniel  
**Sent:** Thursday, January 22, 2026 9:08 AM  
**To:** Dretler, Janie  
**Subject:** Re: Draft subcommittee agenda for January 28

Thank you. Minor suggested edit to #4 -

4 - Identification \*and discussion\* of additional existing reports, studies, plans, and data

I should have the minutes and any materials I've gathered to you by end of weekend, Monday AM latest.

Dan

---

**From:** Dretler, Janie  
**Sent:** Wednesday, January 21, 2026 7:15 PM  
**To:** Carty, Daniel  
**Subject:** Draft subcommittee agenda for January 28

Hello Dan,

I've attached a draft agenda for your review for the subcommittee meeting on January 28 at 7p. Please let me know if you have any items to add. I hope to have the agenda posted by Friday morning, if possible.

Open Meeting Law allows for a member of a public body to send reports and documents to be discussed at future meeting, no opinions may be expressed when doing so. A document or report that was created by a member may be considered to contain that member's opinions and should not be shared outside of a properly posted meeting.

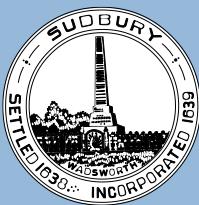
Best,

Janie Dretler

Sudbury Select Board

Pronouns: she/her/hers ([Why pronouns?](#))

The Secretary of State's office has determined that most e-mails to and from municipal offices and officials are public records. Consequently, confidentiality should not be expected.



## SUDBURY SELECT BOARD

Tuesday, February 3, 2026

14

### MISCELLANEOUS (UNTIMED)

#### 14: Discussion of CPA Annual Town Meeting Articles

##### REQUESTOR SECTION

Date of request:

Requested by: James Goudie

Formal Title: Discussion of Community Preservation Annual Town Meeting Articles

Recommendations/Suggested Motion/Vote: Discussion of Community Preservation Annual Town Meeting Articles

Background Information:

Financial impact expected:

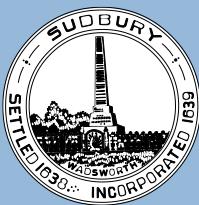
Approximate agenda time requested:

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

02/03/2026 7:00 PM



## SUDBURY SELECT BOARD

Tuesday, February 3, 2026

### MISCELLANEOUS (UNTIMED)

#### 15: Acknowledge Receipt of Annual Town Meeting Warrant Articles

##### REQUESTOR SECTION

Date of request:

Requested by: James Goudie

Formal Title: Vote to acknowledge receipt of 2026 Annual Town Meeting articles submitted before January 30, 2026 and to refer all articles to Town Counsel for review and comments as to form; Vote on order of articles, and designate articles for the consent calendar; vote to refer any Zoning Bylaw amendments and street acceptance articles to the Planning Board; and, related discussion

Recommendations/Suggested Motion/Vote: Vote to acknowledge receipt of 2026 Annual Town Meeting articles submitted before January 30, 2026 and to refer all articles to Town Counsel for review and comments as to form; Vote on order of articles, and designate articles for the consent calendar; vote to refer any Zoning Bylaw amendments and street acceptance articles to the Planning Board; and, related discussion

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

02/03/2026 7:00 PM

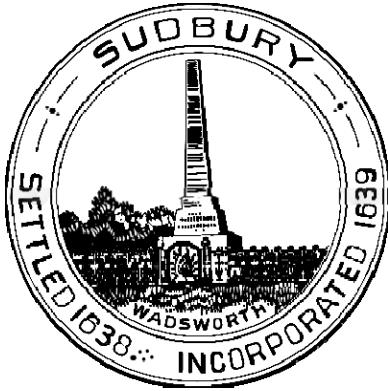
Town of Sudbury

Annual Town Meeting

May 4, 2026

# Town of Sudbury

## Massachusetts



## OFFICIAL WARRANT

### ANNUAL TOWN MEETING

**MONDAY, MAY 4, 2026, 7:00 p.m.**

Lincoln-Sudbury Regional High School

390 Lincoln Road, Sudbury, MA

**BRING THIS BOOK WITH YOU**



**ADDITIONAL ARTICLE INFORMATION**

To learn more about the articles in the Town Meeting

Warrant, please visit

<https://sudbury.ma.us/townmeeting/stm-2025>

**The last day to register to vote for both the ATM and ATE is [ADD DATE]**

DRAFT



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## ACCESS TO LINCOLN-SUDBURY REGIONAL HIGH SCHOOL AND PROVISIONS FOR PARTICULAR ACCOMMODATIONS

Note: Please check the Town of Sudbury website for changes or additional information.

The Select Board wishes to accommodate the attendance and participation of persons with disabilities at Town Meeting. As such, we urge those who may require particular accommodations to read the following carefully.

**Parking:** "HP" parking spaces are provided at two different locations: 1) the main entrance at the upper level (which will require using an elevator to the lower level to check in and to access the auditorium) and 2) the main parking lot to the right (east) of the school. From this location, you may also be dropped off at the entry walkway – a clear path to the entrance doors, leading directly to the check-in tables and the auditorium. Police on duty will provide assistance as needed, or requested.

**Auditorium Balcony:** The balcony can only be accessed from the Main Level. From the lower level of the building, you may use either the stairs or the elevator to gain entrance to the balcony – the upper level of the auditorium. The Moderator has ruled that if there is adequate seating on the main floor, the balcony will not be opened.

**Persons with Ambulatory Disabilities:** Spaces for persons who use wheelchairs will be available at the front and at the rear of the auditorium. For those who use assistive devices to ambulate, seating will be reserved at the rear of the hall and may be used if desired.

**Persons who are Blind or have Vision Impairments:** Reserved seating will be available at the front of the auditorium for persons with vision impairments who prefer to be close to the overhead projector. Large print materials will be made available where possible. We encourage those making prepared, formal presentations to have copies of viewgraphs, especially motions, available in large print.

**Persons who are Deaf or have Hearing Impairments:** Closed captioning will be available.

**Restrooms:** Restrooms are located across the hall from the auditorium.

## ADDITIONAL ACCESS INFORMATION

### WHEELCHAIR-ACCESSIBLE TRANSPORTATION

The Sudbury Connection van service, through the Sudbury Senior Center and MetroWest Regional Transit Authority (MWRTA), will provide free accessible transportation to and from the meetings. If you are a registered rider, please reserve a ride to Sudbury Town Meeting **by Monday, April 27** by 4:00 PM by calling 508-820-4650. If you are not registered as a rider, please contact the Sudbury Senior Center to register at 978-443-3055 to complete an application **by Monday, April 27 at 4:00 PM**.

### HEARING & SIGHT IMPAIRMENTS

Those with hearing and vision impairments are encouraged to sit in designated areas by the front of the stage. **Closed Captioning** screens will be available. Those who wish to use their phone or device to view the captions may do so at <https://sudbury.ma.us/townmeeting/captions>.

Assisted Listening services are available through the **Audio Fetch** app, available on iOS and Android devices. A QR code to direct you to where to download the app will be available at Town Meeting or you can download the app in advance via the links below:

- Apple Store: <https://apps.apple.com/us/app/audiofetch/id955015484>
- Google Play: <https://play.google.com/store/apps/details?id=com.waio.mobile.android>

Please bring your own headphones to use Fetch on your device.

If you do not own a smart phone or tablet and/or headphones, please see SudburyTV at the audio booth in the rear of the Lincoln-Sudbury Regional High School Auditorium before the start of Town Meeting for assistance with Audio Fetch.

### MOBILITY AID, MEDICAL DEVICE, WHEELCHAIR AND OTHER ACCESSIBILITY ASSISTANCE

Seating for persons using a wheelchair is located in both the right and left rear sections of the main auditorium. Persons who use oxygen or mobility aids may also find it useful to sit near the back for ease of access and to exit.

### TOWN MEETING ELECTRONIC VOTING DEVICES (CLICKERS)

Electronic Voting Devices (“clickers”) will be used at the 2026 Town Meeting. Clickers with braille are available by request. If you wish to use a **Braille Voting Device**, please request one from the Election Official when you sign in to vote.

Persons requiring an accommodation in order to attend Town Meeting are urged to contact the Sudbury Senior Center at **978-443-3055** or [senior@sudbury.ma.us](mailto:senior@sudbury.ma.us) as soon as possible and at the latest **by Monday, April 27 at 4:00 PM**.

## **SUMMARY OF BASIC TOWN MEETING PROCEDURES**

### **General Rules of Debate and Voting**

1. Only registered voters, non-resident appointed or elected representatives of the Town, and Town employees may speak without consent of Town Meeting. The Moderator will not vote, even in the case of where the Moderator's vote would break or create a tie.
2. The proponents of an article make the first motion under the article. A voter must then second the motion. The proponents then make a presentation in support of the motion. The Moderator then recognizes the Select Board and Finance Committee for reports, followed by any other boards that are required to report on the article. After the Town boards have spoken, Town Meeting proceeds to general debate on the matter and a vote.
3. Please raise your hand when you wish to speak. After being recognized by the Moderator, please wait for a microphone to be passed to you at your seat. The record of Town Meeting is made on audiotape and your remarks will not be recorded if you do not speak into a microphone. Each and every time you speak, please stand (if you are able) and begin by giving your name and address for the record.
4. Until everyone who wishes to be heard has spoken, no one may speak more than twice on a matter except to correct an error or answer a question. The initial presentation by the proponent(s) of an article is limited to ten minutes, and all other comments are limited to five minutes, unless a majority of those present and voting give consent.
5. All votes are by majority unless otherwise announced. If the count is taken using electronic voting technology, the Moderator shall declare the vote, and provide an opportunity for any voter to notify the Town Moderator that they believe their vote was recorded in error; if so, the Moderator shall direct that the record be corrected by the Town Clerk. If seven or more voters doubt the vote, the Town Moderator may request another vote using the handheld technology, or otherwise set the manner of voting.
6. If Town Meeting approves a motion for reconsideration, the motion at issue immediately prior to the vote will be back before the voters, and the electronic voting system shall be used to record and tabulate the votes taken on the main motion.
7. If such electronic voting equipment is unavailable, the Town Moderator shall notify the Town Meeting as to what manner of voting will be used, and, unless 20 people stand in opposition, such method shall be implemented. If 20 voters do stand, then the Moderator's recommendation is pending before the meeting, subject to amendment like any other motion. If the Moderator is unable to decide the vote or if the declaration by the Moderator is immediately questioned by 10 or more voters rising in their places, the Moderator shall then direct that a count be taken, whether by counting raised hands, raised placards or other indicia of vote, or by secret ballot or otherwise, as determined by the Moderator in the Moderator's sole discretion.
8. In the event of a non-electronic vote, votes will first be taken by a show of hands while voters are seated. If the Moderator is in doubt, then a standing vote will be taken. If the Moderator is still in doubt, then tellers will count the votes. If a voter disagrees with the Moderator's call of a sitting or standing vote, the voter may challenge the call by immediately standing and saying loudly, "I challenge the vote!" Unless additional voters support the challenge, the vote will be counted.

## Motions and Amendments

1. The purpose of an article in the Warrant is to inform the voters of what may come before the meeting and the outside scope of what may be considered. Every matter that is voted on at Town Meeting must come in the form of a motion. It is a motion that puts an article before Town Meeting, and it is the motion, *not the article*, that is actually voted on. Therefore, while speakers may refer to passing, defeating, or otherwise dealing with “the article,” what Town Meeting actually debates and votes on are motions, not articles.
2. A speaker may question whether a certain motion is “within the four corners of the article.” Such a challenge requires the Moderator to determine whether the motion is within a reasonable reading of the article as printed in the Warrant, and therefore should be allowed, or ruled out of order as being beyond the legitimate subject matter of the article.
3. Often, the first or “main” motion under an article will be to “move in the words of the article.” By making this motion, the speaker is adopting the article as his or her motion thereunder. This can only be done if the language of the article is drafted in such a way that it is appropriate for simple adoption as a motion. Whenever the presenter’s motion differs from the wording in the Warrant, the presenter must point out and explain those differences to Town Meeting.
4. All substantive motions, including all main motions and motions to amend a main motion, must be provided to the Moderator, the Town Clerk, and the Technology Administrator in writing before they are made. Please see the guidelines for electronic presentation on the Town website: <https://sudbury.ma.us/infosys/annual-town-meeting-guidelines-for-electronic-presentation-materials/>.
5. If you have an amendment, you should e-mail it to the Technology Administrator at [infosystems@sudbury.ma.us](mailto:infosystems@sudbury.ma.us), with a copy to the Moderator at [moderator@sudbury.ma.us](mailto:moderator@sudbury.ma.us), and the Town Clerk at [clerk@sudbury.ma.us](mailto:clerk@sudbury.ma.us). Advance notice to the Technology Administrator, Moderator and Clerk enhances time efficiency at Town Meeting, and the Moderator may be able to suggest language that is both acceptable to you and within the four corners of the article and therefore permissible to proceed to debate and vote. It is also recommended that you discuss your amendment with the presenter of the article as you may be able to convince him or her to include it as part of the main motion and thus avoid having to vote separately on the amendment. The Moderator may reject proposed amendments that fail to adhere to these guidelines.

## Dismissing Articles, Indefinite Postponement and Withdrawing Motions

1. It is possible for Town Meeting to decide to take no action on an article. This decision is usually made because new or additional information has come to light after the preparation of the warrant indicating that action on the article is unnecessary, unwise or illegal. In such instances, frequently there will be a motion “to indefinitely postpone” an article. This motion, if adopted, kills the article for all intents and purposes for the Town Meeting. The motion is frequently used when proponents of an article have decided not to proceed with it but want an opportunity to explain to the meeting why they are, in effect, abandoning the article at this time. The motion also may be used by someone who wishes to defeat an article before it can be fully debated on the merits. In such cases, it is important to understand that indefinite postponement can have the same effect as defeat which, in turn, can have significance with respect to some items, notably zoning matters, as to when the matter can again be considered by the Town.
2. If you have made a motion or an amendment, you can move to “withdraw the motion” if you have second thoughts or new information. A motion to withdraw can be made any time during the debate of the motion but cannot be made after the motion has been voted on.

## **Limits on Debate**

1. There is no prescribed limit to debate except common sense. The Moderator can limit debate and can ask speakers to stop if they are straying from the subject, repeating points already made or talking at unnecessary length.
2. Town Meeting itself can also terminate debate. To do so, after being recognized by the Moderator, you may say, "I move the previous question." This motion is not debatable, and if seconded and voted by a two-thirds majority, debate ends and the motion under discussion will be then put to a vote.
3. The Moderator may defer motions to limit debate when, in his or her reasonable judgment, there are a significant number of voters who have indicated a desire to speak but have not yet been recognized.

## **Points of Order**

1. Once recognized by the Moderator, no speaker may be interrupted in any way except by a "point of order." A point of order is not a motion, and does not require a second or a vote. It is a question, and on a point of order a voter may raise only three valid concerns:
  - a. Is the speaker entitled to the floor? For example, is the person a non-voter, or spoken for longer than his/her allotted time?
  - b. Is the speaker saying something inappropriate, frivolous, irrelevant, or illegal?
  - c. Is there some error in the procedure of the pending action or motion?
2. The Moderator welcomes proper points of order and will make every effort to explain the procedural issues that shape Town Meeting discussions. When exercising this parliamentary privilege, you should stand and state loudly that you wish to make a point of order, and wait for the Moderator to recognize you. No voter should hesitate to rise and bring to the Moderator's attention an issue that constitutes a proper point of order because, when exercised responsibly, it functions as a tactful hint from a voter regarding important points of procedure that the Moderator may have missed.

## **Motions for Reconsideration**

1. Article II, Section 13 of our Bylaw controls. A motion to reconsider an article previously voted on in the same session (i.e., the same night), is proper, and an affirmative vote of 2/3 of the voters present is required for passage. If Town Meeting has adjourned for the evening, a motion to reconsider an article voted on in a previous session requires a unanimous vote, unless written notice of an intention to move for reconsideration, signed by 15 voters, is given to the Town Clerk by noon of the next weekday, in which case, a 2/3 vote would be required to pass a motion to reconsider.
2. In the event a motion to reconsider is properly made and seconded, all discussion must be confined exclusively to the merits or demerits of reconsideration. In general, the only proper reasons to seek reconsideration are that there occurred such a misstatement of fact or law in the preceding debate, or such an error of procedure, that the voters, if aware of such discrepancies, would have voted differently. It is not a proper basis for reconsideration to argue simply that the voters arrived at the wrong result.

Town of Sudbury

Annual Town Meeting

May 4, 2026

**To the Constable of the Town of Sudbury:****Greetings:**

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Sudbury, qualified to vote in Town affairs to meet at the Lincoln-Sudbury Regional High School Auditorium, 390 Lincoln Road, in said Town on Monday, May 4, 2026, at 7:00 p.m., then and there to act on the following articles:

---

**Article 1 – Hear Reports**


---

To see if the Town will vote to hear, consider and accept the reports of the Town Boards, Commissions, Officers, and Committees as printed in the 2025 Town Report or as otherwise presented; or act on anything relative thereto.

Submitted by the Select Board

(Majority vote required)

SELECT BOARD POSITION:

---

**Article 2 – FY26 Budget Adjustments**


---

To see if the Town will vote to amend the votes taken under Article 3, FY26 Budget, of the 2025 Annual Town Meeting, by adding to or deleting from line items thereunder, by transfer between or among accounts or by transfer from available funds; or act on anything relative thereto.

Submitted by the Select Board

(Majority vote required)

SELECT BOARD'S REPORT: This article will allow flexibility to review all accounts within the FY26 Operating Budget to make adjustments at the Annual Town Meeting as necessary.

SELECT BOARD POSITION

FINANCE COMMITTEE POSITION:

---

### Article 3 – FY27 Budget

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To see if the Town will vote to raise and appropriate, or appropriate from available funds, the following sums, or any other sum or sums, for any or all Town expenses and purposes, including debt and interest, and to provide for a Reserve Fund, all for the Fiscal Year July 1, 2026 through June 30, 2027, inclusive, in accordance with the following schedule, which is incorporated herein by reference:

<b>EXPENDITURES</b>		<b>FY27 Recommended</b>
300	Education - Sudbury Public Schools (SPS)	\$ 49,252,426
300	Education - LS Regional High School (LS) <sup>1</sup>	31,012,531
300	Education - Vocational	580,000
<b>Total Schools</b>		<b>\$ 80,844,957</b>
100	General Government	\$ 4,256,164
200	Public Safety <sup>4</sup>	10,978,200
400	Public Works	6,709,072
500	Human Services	1,253,436
600	Culture & Recreation	1,745,755
<b>Total Town Departments</b>		<b>\$ 24,942,626</b>
800	Reserve Fund	\$ 300,000
800	Town Wide Operating	239,250
800	Transfers	10,100
700	Town Debt Service	5,266,335
900	Employee Benefits (Town & SPS) <sup>2</sup>	19,660,335
1000	OPEB Trust Contribution (Town & SPS) <sup>3</sup>	500,000
<b>Total Other</b>		<b>\$ 25,976,020</b>
<b>TOTAL OPERATING BUDGET</b>		<b><u>\$ 131,763,603</u></b>

*(not including Capital, Stabilization or Enterprise Funds)*

<sup>1</sup> Includes \$334,492 for OPEB LS

<sup>2</sup> Includes \$8,144,589 for Town & \$11,515,746 SPS

<sup>3</sup> Includes \$165,000 for Town & \$335,000 SPS

<sup>3</sup> Transfer of \$325,000 from Free Cash

<sup>4</sup> Transfer of \$780,000 from Ambulance Receipts

; or act on anything relative thereto.

Submitted by the Town Manager

(Majority vote required)

**TOWN MANAGER'S REPORT:** See detailed budget information, including details on each of these items in the Finance Section of the Warrant.

**SELECT BOARD POSITION:**

## FINANCE COMMITTEE POSITION:

**Article 4 – FY27 Capital Budget**

To see if the Town will vote to raise and appropriate, or appropriate from available funds, the following sums, or any other sum or sums, or authorize lease purchase agreements of up to five years, for the purchase or acquisition of capital items including but not limited to capital equipment, construction, engineering, design, renovation to buildings, equipping of vehicles, and all incidental and related expenses for projects:

<b>OPERATING CAPITAL BUDGET</b>	<b>FY27 Recommended</b>
Sudbury Public Schools	\$ 195,000
Lincoln Sudbury Regional High School	221,600
Informational Technology	210,000
Fire	84,000
Public Works	145,000
Police	35,000
Building	55,000
Facilities - Town	250,000
<b>TOTAL OPERATING CAPITAL BUDGET</b>	<b><u>\$ 1,195,600</u></b>

; or act on anything relative thereto.

Submitted by the Town Manager

(Majority vote required)

**TOWN MANAGER'S REPORT:** See detailed budget information, including details on each of these items in the Finance Section of the Warrant.

## SELECT BOARD POSITION:

## FINANCE COMMITTEE POSITION:

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### Article 5 – FY27 Transfer Station Enterprise Fund Budget

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To see if the Town will vote to raise and appropriate, or appropriate from available funds, the following sums set forth in the FY27 budget of the Transfer Station Enterprise Fund, to be included in the tax levy and offset by the funds of the enterprise:

<b>TRANSFER STATION ENTERPRISE</b>	<b>FY25 Actual</b>	<b>FY26 Appropriated</b>	<b>FY27 Recommended</b>
Direct Cost	\$ 287,107	\$ 327,915	\$ 338,825
Indirect Cost <sup>1</sup>	17,551	18,955	20,000
<b>Total Expenditures</b>	<b>\$ 304,658</b>	<b>\$ 346,870</b>	<b>\$ 358,825</b>

<b>Revenues/Transfers</b>	<b>FY25 Actual</b>	<b>FY26 Appropriated</b>	<b>FY27 Recommended</b>
Receipts	\$ 311,698	\$ 314,870	\$ 315,825
Retained Earnings	-	32,000	43,000
<b>Total Receipts &amp; Retained Earnings</b>	<b>\$ 311,698</b>	<b>\$ 346,870</b>	<b>\$ 358,825</b>

Paid for by the Enterprise Revenue Transfer to Unclassified Benefits (General Fund); or act on anything relative thereto.

Submitted by the Town Manager

(Majority vote required)

**TOWN MANAGER REPORT:** See detailed information in the Finance Section of the Warrant.

**SELECT BOARD POSITION:**

**FINANCE COMMITTEE POSITION:**

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## Article 6 – FY27 Pool Enterprise Fund Budget

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To see if the Town will vote to raise and appropriate, or appropriate from available funds, the following sums set forth in the FY27 budget of the Atkinson Pool Enterprise Fund, to be included in the tax levy and offset by the funds of the enterprise:

<b>ATKINSON POOL ENTERPRISE</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Recommended</b>
Direct Cost	\$ 429,185	\$ 498,434	\$ 534,697
Indirect Cost <sup>1</sup>	45,000	48,600	45,000
<b>Total Expenditures</b>	<b><u>\$ 474,185</u></b>	<b><u>\$ 547,034</u></b>	<b><u>\$ 579,697</u></b>
<b>Revenues/Transfers</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Recommended</b>
Receipts	\$ 509,240	\$ 407,034	\$ 469,697
Retained Earnings	-	140,000	110,000
<b>Total Receipts &amp; Retained Earnings</b>	<b><u>\$ 509,240</u></b>	<b><u>\$ 547,034</u></b>	<b><u>\$ 579,697</u></b>

Paid for by the Enterprise Revenue Transfer to Unclassified Benefits (General Fund); or act on anything relative thereto.

Submitted by the Town Manager

(Majority vote required)

TOWN MANAGER REPORT: See detailed information in the Finance Section of the Warrant.

SELECT BOARD POSITION:

FINANCE COMMITTEE POSITION:

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## Article 7 – FY27 Recreation Field Maintenance Enterprise Fund Budget

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To see if the Town will vote to raise and appropriate, or appropriate from available funds, the following sums set forth in the FY27 budget of the Recreation Field Maintenance Enterprise Fund, to be included in the tax levy and offset by the funds of the enterprise:

<b>FIELD MAINTENANCE ENTERPRISE</b>	<b>FY25 Actual</b>	<b>FY26 Appropriated</b>	<b>FY27 Recommended</b>
Direct Cost	\$ 196,798	\$ 211,837	\$ 220,395
Indirect Cost <sup>1</sup>	38,500	40,740	34,500
<b>Total Expenditures</b>	<b><u>\$ 235,298</u></b>	<b><u>\$ 252,577</u></b>	<b><u>\$ 254,895</u></b>

<b>Revenues/Transfers</b>	<b>FY25 Actual</b>	<b>FY26 Appropriated</b>	<b>FY27 Recommended</b>
Receipts	\$ 242,897	\$ 210,577	\$ 233,895
Retained Earnings	-	42,000	21,000
<b>Total Receipts &amp; Retained Earnings</b>	<b><u>\$ 242,897</u></b>	<b><u>\$ 252,577</u></b>	<b><u>\$ 254,895</u></b>

Paid for by the Enterprise Revenue Transfer to Unclassified Benefits (General Fund); or act on anything relative thereto.

Submitted by the Town Manager (Majority vote required)

TOWN MANAGER'S: See detailed information in the Finance Section of the Warrant.

SELECT BOARD POSITION:

FINANCE COMMITTEE POSITION:

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**Article 8 – Snow and Ice Transfer**

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To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum or sums of money, to be expended under the direction of the Town Manager, for the purpose of funding the Fiscal Year 2026 Snow and Ice deficit; or act on anything relative thereto.

Submitted by the Assistant Town Manager/Finance Director

(Majority vote required)

**ASSISTANT TOWN MANAGER/FINANCE DIRECTOR'S REPORT:** This article will fund any deficit in the snow and ice account required due to the nature of this year's winter.

**SELECT BOARD POSITION:**

**FINANCE COMMITTEE POSITION:**

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**Article 9 – Unpaid Bills**

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To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum or sums of money for the payment of certain unpaid bills incurred in previous fiscal years which may be legally unenforceable due to the insufficiency of the appropriation in the years in which such bills were incurred; or act on anything relative thereto.

Submitted by the Town Accountant

(Four-fifths vote required)

**TOWN ACCOUNTANT'S REPORT:** Invoices that are submitted for payment after the accounts are closed at the end of a fiscal year or payables for which there are insufficient funds (and were not submitted for a Reserve Fund Transfer) can only be paid by a vote of the Town Meeting, a Special Act of the Legislature, or a court judgment.

**SELECT BOARD POSITION:**

**FINANCE COMMITTEE POSITION:**

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## Article 10 – Chapter 90 Highway Funding

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To see if the Town will vote to authorize the Town Manager to accept and to enter into a contract for expenditure of any funds allotted or to be allotted by the Commonwealth for the construction, reconstruction, and maintenance projects of Town ways pursuant to Chapter 90 funding; and to authorize the Treasurer to borrow such amounts in anticipation of reimbursement by the Commonwealth; or act on anything relative thereto.

Submitted by the Department of Public Works Director

(Majority vote required)

**DPW DIRECTOR'S REPORT:** Each year the Legislature allocates funds to cities and towns for the improvement of their infrastructure, to be expended under the Chapter 90 guidelines. The current plans are to continue the implementation of our pavement management program.

**SELECT BOARD POSITION:**

**FINANCE COMMITTEE POSITION:**

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## Article 11 –Stabilization Fund

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To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of \$300,000, or any other sum or sums, to be added to the Stabilization Fund established under Article 12, of the October 7, 1982 Special Town Meeting, pursuant to General Laws Chapter 40, Section 5B; or act on anything relative thereto.

Submitted by the Select Board

(Majority vote required)

**SELECT BOARD'S REPORT:** Based on the Select Board's Budget and Financial Policies, the Town's goal is to maintain in the Stabilization Fund an amount equal to 5% of the total projected general fund operating revenues for the last fiscal year. This Fund protects the Town in case of a severe emergency and is beneficial in supporting the Town's AAA bond ratings, which in turn results in lowering borrowing costs.

**SELECT BOARD POSITION:**

**FINANCE COMMITTEE POSITION:**

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## **Article 12 – Capital Stabilization Fund**

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To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of \$275,000, or any other sum, to be added to the Capital Stabilization Fund established under Article 13 of the 2018 Annual Town Meeting; or act on anything relative thereto.

Submitted by the Town Manager

(Majority vote required)

**TOWN MANAGER'S REPORT:** This transfer is for the purpose of saving funds for future capital needs. Based on the Select Board's Budget and Financial Policies, the Town's goal is to maintain in the Capital Stabilization Fund an amount equal to 2% of the total projected general fund operating revenues for the previous fiscal year.

**SELECT BOARD POSITION:**

**FINANCE COMMITTEE POSITION:**

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## **Article 13 – Vocational Education Stabilization Fund**

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To see if the Town will vote to create, in accordance with the provisions of Chapter 40, Section 5B of the Massachusetts General Laws, a Vocational Education Stabilization Fund; and to raise and appropriate, borrow or transfer from available funds the sum of \$200,000 to be placed in said fund; or act on anything relative thereto.

Submitted by the Select Board

(Two-thirds vote required)

**SELECT BOARD'S REPORT:** The Vocational Education Stabilization Fund will be established as a reserve fund to hold funds to pay all or a portion of a buy-in fee for admission to a vocational education district. The Vocational Education Stabilization Fund will be separate and distinct from other stabilization funds. Subject to the availability of funds, the Town will appropriate annually to the Vocational Education Stabilization Fund so that over time it achieves a target balance of 2% of the prior fiscal year's general fund operating budget. The fund will be used to pay all or a portion of a buy-in fee for admission into a vocational education district. The balance need not be sufficient to cover 100% of the buy-in fee. If the balance in the fund exceeds the amount of the buy-in fee, funds may be used to pay annual capital and operating assessments or for any other purpose allowed under G.L. c. 40, §5B. The Town may adjust the target balance based on conversations with potential vocational education partners, the results of feasibility studies, or other relevant information.

**SELECT BOARD POSITION:**

**FINANCE COMMITTEE POSITION:**

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## Article 14 – FY27 Revolving Fund Spending Limits

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To see if the Town will vote to establish the FY27 spending limits for the use of revolving funds under M.G.L.c.44, s.53E ½, by the following departments of the Town, in accordance with each fund as set forth in General Bylaw Chapter 25, Section 25-5 Limitation on expenditures:

<b>Fund Name</b>	<b>Department</b>	<b>Spending Limits</b>
Cable Television	Town Manager	\$30,000
Cemetery Revolving Fund	Public Works	\$30,000
Conservation (Trail Maintenance)	Conservation Commission	\$15,000
Conservation (Wetlands)	Conservation Commission	\$50,000
Council on Aging Activities	Council on Aging	\$65,000
Council on Aging Van Transportation (MWRTA)	Council on Aging	\$175,000
Dog	Town Clerk	\$75,000
Electric Vehicle	Combined Facilities	\$150,000
Fairbanks Community Center	Town Manager	\$75,000
Fire Department Permits	Fire	\$70,000
Goodnow Library Meeting Rooms	Goodnow Library	\$15,000
Goodnow Library Services	Goodnow Library	\$30,000
Instrumental Music	Sudbury Public Schools	\$100,000
Plumbing & Gas Inspectional Services	Building Inspector	\$85,000
Portable Sign Administration & Inspectional Services	Building Inspector	\$10,000
Public Health Vaccinations & Tobacco Control	Board of Health	\$50,000
Public Health	Board of Health	\$50,000
Recreation Programs	Parks & Recreation	\$650,000
Rental Property	Town Manager	\$50,000
School Bus Transportation	Sudbury Public Schools	\$600,000
Solar Energy	Sudbury Public Schools	\$1,000,000
Zoning Board of Appeals	Zoning Board of Appeals	\$50,000

or act on anything relative thereto.

Submitted by the Assistant Town Manager/Finance Director

(Majority vote required)

**ASSISTANT TOWN MANAGER/FINANCE DIRECTOR'S REPORT:** As set forth in General Bylaw Chapter 25, this article seeks authorization for Fiscal Year 2027 for revolving funds previously established pursuant to M.G. L. c.44, s.53E ½. Expenditures from each revolving fund are subject to the limitation established annually by Town Meeting or any increase therein as may be authorized in accordance with M.G.L. c.44, s. 53E ½. The maximum amount stated is the same as the

FY27 maximum voted for each revolving fund except for the following: the Building Inspector Plumbing and Gas Inspectional Service increased from \$75,000 to \$85,000; and the Recreation Revolving from \$570,000 to \$650,000

SELECT BOARD POSITION:

FINANCE COMMITTEE POSITION:

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### **Article 15 – Terminate Revolving Funds**

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To see if the Town will vote to terminate the following Revolving Funds (Youth Programs, Teen Center and Forestry) as of June 30, 2026, with any monies in the Revolving Fund at that time to be allocated to the General Fund; and further, in connection therewith, to amend Section 25-4 of the General Bylaws, to be effective on June 30, 2026, by deleting the relevant row in the chart appearing therein, or act on anything relative thereto.

Submitted by the Assistant Town Manager/Finance Director

(Majority vote required)

**ASSISTANT TOWN MANAGER/FINANCE DIRECTOR'S REPORT:** As set forth in General Bylaw Chapter 25, this article proposes to terminate the Youth Programs, Teen Center, and Forestry Revolving Funds, as these funds are no longer active or in use.

SELECT BOARD POSITION:

FINANCE COMMITTEE POSITION:

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### **Article 16 – Funding for Transportation Programs**

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To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum of \$100,000, or any other sum or sums, for the purposes of continuing the operation of local Transportation Programs, including all incidental and related expenses; or act on anything relative thereto.

Submitted by the Select Board

(Majority vote required)

**SELECT BOARD'S REPORT:** The Town of Sudbury has operated a number of transportation programs. These have included Go Sudbury! Taxi program, Go Sudbury! Uber, and Catch Connect. The transportation programs have been funded with legislative earmarks, grants, American Rescue Plan Act (ARPA) funds, and local funds. The program has provided thousands of rides to Sudbury's financially vulnerable, residents with a disability, those aged 50+, essential workers, and military veterans in need of transportation to and from healthcare and social service appointments, shopping, community resources,

and places of employment. Approval of this article will provide funds to continue the operation of the transportation program into and through fiscal year 2027.

**SELECT BOARD POSITION:**

**FINANCE COMMITTEE POSITION:**

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**Article 17 – Qualified Consultant Services for Liberty Ledge/Sewataro  
Visioning**

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To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum of \$20,000, or any other sum or sums, for the purposes of conducting studies of the Town-owned property known as Liberty Ledge/Camp Sewataro, including all incidental and related expenses; or act on anything relative thereto.

Submitted by the Select Board

(Majority vote required)

**SELECT BOARD'S REPORT:** The purpose of this article is to authorize limited funding for professional planning support to assist the Town in conducting a structured, transparent, and inclusive public visioning process for the Liberty Ledge/Sewataro property.

Under the direction of the Town Manager, the consultant will support Town staff and any duly appointed public body designated to oversee the visioning effort by providing guidance on best practices for community engagement, facilitating the identification of opportunities and constraints, conducting studies, and preparing a summary of potential conceptual options based on public input.

The consultant's role will be advisory and process-oriented only. Any recommendations regarding future use, disposition, or capital investment related to the property shall remain the responsibility of the Select Board.

**SELECT BOARD POSITION:**

**FINANCE COMMITTEE POSITION:**

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## Article 18 – Amend General Bylaw Chapter 11, Capital Planning

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To see if the Town will vote to amend General Bylaw Chapter 11, Capital Planning by deleting the text shown in strikethrough and inserting the bolded text in section 11.2 where indicated:

§ 11-2 Duties.

The CIAC shall study all capital proposals which involve major tangible items with a total project cost of more than ~~\$500,000~~ ~~\$100,000~~ in a single year ~~or over \$200,000 in multiple years~~ ~~\$500,000~~ and which would likely require an article at Town Meeting for the project's authorization. The CIAC shall make a report with recommendations to the Finance Committee and the Select Board on these proposals.

Submitted by the Select Board

(Majority vote required)

**SELECT BOARD'S REPORT:** The existing bylaw establishes two spending thresholds for capital requests. This article proposes to replace the two thresholds with a single threshold of \$500,000. For any capital request less than \$500,000, the request would be funded within the Town Manager's Capital Operating Budget and any capital request above \$500,000 would be funded outside of the Town Manager's Capital Operating Budget, typically as a separate warrant article.

This change would bring the Capital Planning bylaw into better conformity with the financial management authority established in the Town Charter. It would allow the Capital Improvement Advisory Committee (CIAC) to focus on the larger capital requests that have greater impact on the Town's finances and on the Town's taxpayers.

**SELECT BOARD POSITION:**

**FINANCE COMMITTEE POSITION:**

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## Article 19 – Amend General Bylaw Chapter 5, Council on Aging

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To see if the Town will amend bylaw Chapter 5, Article III, Council on Aging § 5-9 Establishment; composition; term of office by deleting the text shown in strikethrough and inserting the bolded text, as set forth below:

The Select Board shall appoint a Council on Aging to consist of 9 residents of the Town: **plus 2 additional residents who shall act as alternates**. Appointments shall be for terms of three years. The Select Board shall annually appoint three members, **one alternate in 2026, and one alternate in 2027**. No fewer than two of the members shall be over 65 years of age. ~~Members may serve no more than two consecutive terms. However, upon the expiration of one year after completion of a second consecutive term, a former member shall be eligible for reappointment.~~

**The Council on Aging Chair may designate either or both alternates to sit on the Council in the case of absence, inability to act or conflict of interest of any member, or in the event of a vacancy on the Council until the vacancy is filled.**

**When an opening in the full membership occurs, an alternate may be considered for appointment to full membership and a replacement alternate may be appointed.**

Submitted by the Council on Aging

(Majority vote required)

**COUNCIL ON AGING'S REPORT:** The Council on Aging (COA) would like to create 2 alternate positions to supplement their 9-member council so that a full panel of 9 members could participate at any given meeting in the absence of one or two members. Additionally, in the event of a vacancy, the Select Board could elevate an alternate to member status.

The prohibition on COA members serving more than two consecutive terms (without then waiting one year to be appointed again if both they and the Select Board desire them to) is sought to be removed as no such similar prohibition exists for any other Town board, commission, trust, council, or committee appointed or elected. On the contrary, members of every other town board, commission, trust, council, and committee elected or appointed may serve as many consecutive terms as they are elected or appointed to.

**SELECT BOARD POSITION:**

**FINANCE COMMITTEE POSITION:**

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**Article 20 – Modification of Zoning Bylaw Section 4300 Wireless Services Overlay District**

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**LANGUAGE PENDING**

Submitted by the Planning Board

(Two-thirds vote required)

**PLANNING BOARD'S REPORT:** Currently, Sudbury permits wireless carriers to construct new towers in a limited number of locations. Many of these locations are in a relatively small geographic area or require permission from Town Government. This has resulted in inconsistent coverage, a limited ability to expand the facilities which would increase coverage, and areas where there is no ability to place the infrastructure. This creates areas where there is limited or no cell phone signal, which creates a challenge in contemporary society where many households do not have a landline, where children have more activities making the capability to contact parents or other family providing transportation crucial. The proposed Bylaw is intended to expand the ability to locate wireless facilities in a wider variety of areas, while working to ensure that there are minimal impacts to the surrounding area and the fabric of the Town as a whole in keeping with the Master Plan objectives such as historic resources, scenic vistas and colonial character, through specific siting, height, and design requirements.

**SELECT BOARD POSITION:**

**FINANCE COMMITTEE POSITION:**

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## Article 21 – Amend Bylaw Chapter 117, Dogs

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To see if the Town will vote to amend bylaw Chapter 117, Article II to comply with Chapter 213 of the Acts of 2024 (Ollie's Law) by deleting the strikethrough text and inserting the bolded text, as set forth below:

**§ 117-4. Statement of purpose.**

This bylaw is intended to guide those persons owning or keeping dogs in their role as responsible pet owners so as not to adversely affect the residents of the Town of Sudbury.

**§ 117-5. Reference to Massachusetts General Laws.**

A. Any reference to a "section" in this bylaw shall mean Chapter 140 of the Massachusetts General Laws, unless otherwise stated.

B. The provisions of Massachusetts General Laws Chapter 140, §§ 136A through 174D, inclusive, as may be amended from time to time and except as modified herein, are incorporated into this bylaw relating to the regulation of dogs.

**§ 117-6. Definitions.**

Unless otherwise set out in this bylaw, any term defined in § 136A shall have the same meaning in this bylaw and shall be expressly incorporated herein.

**ANIMAL SHELTER** — Any premises designated for the purpose of impounding and caring for animals held under authority of this bylaw.

**AT LARGE** — Off the premises of the owner and not under the control of the owner or authorized person either by leash, cord, chain or other means.

**COMMERCIAL KENNEL** - **an establishment used for boarding, holding, day care or overnight stays of animals that are not the property of the owner of the establishment, at which such services are rendered in exchange for consideration and in the absence of the owner of any such animal**

**KENNEL** — As defined in MGL c. 140, § 136A; includes personal kennels, **commercial kennels, and shelters.** [Amended 5-5-2015 ATM by Art. 36]

**LICENSE PERIOD** — From January 1 of each year to December 31 of the same year.

**LIVESTOCK OR FOWL** — Animals or fowl kept or propagated by the owner for food or as a means of livelihood; also deer, elk, cottontail rabbits and northern hares, pheasants, quail, partridge and other birds and quadrupeds determined by the Division of Fisheries and Wildlife to be wild and kept by, or under a permit from, said Division in proper houses or suitable enclosed yards. Such phrase shall not include dogs, cats and other pets.[Amended 10-23-2023 STM by Art. 2]

**OWNER** — Any person or persons, firm, association or corporation owning, keeping or harboring a dog within the Town.

**PERSON** — An individual, partnership, company or corporation.

**PERSONAL KENNEL** — A pack or collection of more than four dogs, three months old or older, owned or kept under single ownership, for private personal use; provided, however, that breeding of personally owned dogs may take place for the purpose of improving, exhibiting or showing the breed or for use in legal sporting activity or for other personal reasons; provided, further, that selling, trading, bartering or distributing such breeding from a personal kennel shall be to other breeders or individuals by private sale only and not to wholesalers, brokers or pet shops; provided, further, that a personal kennel shall not sell, trade, barter or distribute a dog not bred from its personally owned dog; and provided, further, that dogs temporarily housed at a personal kennel, in conjunction with an animal shelter or rescue registered with the Department of Agricultural Resources, may be sold, traded, bartered or distributed if the transfer is not for profit. [Added 5-5-2015 ATM by Art. 36; amended 10-23-2023 STM by Art. 2]

**RESTRAINT** — A dog shall be deemed to be under restraint if it is on the premises of the owner accompanied by a person who shall have the dog under control, or is in a suitably enclosed area, including an effective electric Invisible Fence®, or, if outside the premises of the owner, is accompanied by a person who shall have the dog under control by holding it firmly on a leash no greater than six feet in length. [Amended 5-5-2015 ATM by Art. 36]

**SHELTER** — a public animal control facility or other facility which is operated by an organization or individual for the purpose of protecting animals from cruelty, neglect or abuse.

§ 117-7. Animal Control Officer. [Amended 5-5-2015 ATM by Art. 36]

A. The Town Manager shall appoint an Animal Control Officer under the provisions of MGL c. 140, §§ 151 and 151A, to carry out the provisions of this bylaw and perform such other duties and responsibilities as may be determined. The Town Manager shall determine hours and conditions of work for the Animal Control Officer. Compensation for persons appointed under this bylaw shall be consistent with other bylaws dealing with salaries of appointed officials.

B. The Animal Control Officer shall seek out and notify all owners of all dogs within the Town that have not been licensed within the required time under the provisions of this bylaw; shall seek out, catch and confine any dogs within the Town that are found on public property, or on private property where said dog is trespassing and the owner or person in control of such property wants the dog removed, if said dog is in violation of any section of this bylaw.

C. No person shall interfere with, hinder, molest or abuse an Animal Control Officer in the exercise of such responsibilities. The provisions of MGL c. 140, §§ 151 and 151A, regarding killing and/or transfer of any dogs shall apply and are expressly incorporated in this bylaw. No Animal Control Officer shall be a licensed animal dealer registered with the United States Department of Agriculture, and no Animal Control Officer, either privately or in the course of carrying out official assignments as an agent for this Town, or any other agent of the Town shall give, sell, or turn over any animal which may come into custody to any business or institution licensed or registered as a research facility or animal dealer with the United States Department of Agriculture. Whoever violates the provisions of this subsection shall be fined as provided in MGL c. 140, § 151. [Amended 10-23-2023 STM by Art. 2]

D. It shall be the duty of the Animal Control Officer to keep, or cause to be kept, accurate and detailed records of the impoundment and disposition of all dogs held in custody, a monthly telephone log of calls regarding dogs, all bite cases reported and the investigation of same.

§ 117-8. Hearing authority. [Amended 5-7-2018 ATM by Art. 19]

The Select Board shall act as the hearing authority for all matters pertaining to the enforcement of this bylaw. The hearing authority shall investigate or cause the investigation of the complaint.

§ 117-9. Dog fund.

A. A Dog Fund is hereby created by the Town under provisions of MGL c. 44, § 53E 1/2. Said fund shall be used as a depository for all moneys collected as fees, fines, charges, penalties and other like moneys imposed under this bylaw. It shall be used to make purchases necessary to administer this bylaw and to pay any expenses relating to this bylaw or for any other costs that Massachusetts General Laws require to be paid. Said fund shall be administered by the Treasurer-Collector and may also receive funds through usual municipal financing methods. Receipts allocated to this fund shall be deposited in a special account by the Treasurer-Collector.

B. Expenditures may be charged against this fund without prior appropriation, subject to the approval by the Town Clerk, and shall be limited to purposes directly connected to the enforcement of the provisions of the Dog Bylaw. Said expenditures or incurred liabilities shall not exceed the available balance of the fund at any given time.

§ 117-10. Vaccination requirement. [Amended 5-5-2015 ATM by Art. 36]

A. Whoever is the owner of a dog, cat or ferret six months of age or older shall cause such dog, cat or ferret to be vaccinated against rabies by a licensed veterinarian using a vaccine approved by the Department of Public Health. Such owner shall produce a veterinarian's certificate that such dog, cat or ferret has been so vaccinated, setting forth the date of such vaccination and the duration of immunity, or a notarized letter from a veterinarian that a certification was issued. An exemption from such vaccine may be granted by the Board of Health only upon presentation of a licensed Massachusetts veterinarian's certificate stating that because of an infirmity, other physical condition or regimen of therapy, such inoculation is considered inadvisable for a specified period of time for such reasons as provided in

§ 145B.

B. Unvaccinated dogs, cats or ferrets acquired or brought into the Town shall be vaccinated within 30 days after acquisition or entry into the Town or upon reaching the age of six months, whichever comes later.

C. Unvaccinated dogs, cats or ferrets shall be revaccinated in accordance with rules and regulations adopted and promulgated by the Department of Public Health.

D. Whoever violates this section shall be punished by a fine of not more than \$100 per animal or by a noncriminal penalty of \$50 per animal.

§ 117-11. Registration, licenses and fees. [Amended 4-6-2009 ATM]

A. Any owner of a dog which is six months of age or older and is located in the Town of Sudbury shall obtain a license for that dog commencing on January 1 of each year, as required by Massachusetts General Laws Chapter 140.

B. The fee for every license shall be:

- (1) Neutered male dogs and spayed female dogs: \$15.
- (2) Unneutered male dogs and unspayed female dogs: \$20.

C. The registering, numbering, describing and licensing of a dog shall be done by the Town Clerk on a form prescribed and supplied by the Town Clerk, and shall be subject to the condition expressed therein that the dog which is the subject of the license shall be controlled and restrained from killing, chasing or harassing livestock, fowl, wildlife, or domesticated animals.

D. The owner of a licensed dog shall cause it to wear around its neck or body a collar or harness of leather or other suitable material, to which shall be securely attached a tag on a form prescribed by and issued by the Town Clerk when a license is issued. Such tag shall state the following information: Town of Sudbury; year of issue; and tag number. The Town Clerk shall maintain a record of the identifying numbers.

E. If any such tag shall be lost, the owner of such dog shall forthwith secure a substitute tag from the Town Clerk. The fee for a duplicate tag shall be \$1.

F. The Town Clerk shall not grant such license for any dog unless the owner of the dog provides the Town Clerk with a veterinarian's certification that the dog has been vaccinated in accordance with § 145B, certification that such dog is exempt from the vaccination requirement under said § 145B or a notarized letter from a veterinarian that either of these certifications was issued relative to such dog. [Amended 5-5-2015 ATM by Art. 36]

§ 117-12. Kennel registration, licenses, and fees. [Amended 5-3-2011 ATM by Art. 19]

A. Any person maintaining a kennel shall have a kennel license. (See § 117-6 for definition of what constitutes a kennel.) The fee for kennel licenses shall be:

- (1) Four dogs: \$60.
- (2) (1) Five to six dogs: \$90.
- (3) (2) Seven to 10 dogs: \$150.
- (4) (3) Eleven dogs or more: \$175.

B. Any person who meets all requirements of the Town of Sudbury Zoning Bylaw and § 137A may apply for a kennel license from the Town Clerk and for a fee as set out in this bylaw. The Town Clerk shall, upon application, issue without charge a kennel license to any ~~domestic charitable corporation incorporated exclusively for the purpose of protecting animals from cruelty, neglect or abuse and for the relief of suffering among animals~~ local shelter. The Town Clerk shall annually report to the Department of Agricultural Resources the list of all registered kennels and their addresses.

C. The provisions of MGL c. 140, § 138, shall be expressly incorporated herewith and shall henceforth apply under this bylaw. [Amended 10-23-2023 STM by Art. 2]

C.D. The Animal Control Officer shall, annually, inspect or cause to be inspected any kennel and if, in their judgment, the same is not being maintained in a sanitary and humane manner as outlined in the guidelines promulgated by the Department of Agricultural Resources, or if records are not properly kept as required by law, shall issue a citation explaining the infraction and requiring the kennel to come into compliance within a reasonable time frame, or, if the infraction so warrants, suspend the license until such time the infraction is corrected. If the kennel owner fails to come into compliance during the allotted period of time, the Animal Control Officer shall revoke the license for the kennel. Any person maintaining a kennel after the license therefor has been so revoked or while such license is so suspended shall be fined as set forth in § 117-26A of this bylaw. The Select Board may, in the case of any suspension, reinstate such license.

~~D.E. The Animal Control Officer may at any time inspect or cause to be inspected any kennel and if, in their judgment, the same is not being maintained in a sanitary and humane manner, or if records are not properly kept as required by law, shall file with the Town Manager a petition setting forth the facts; and the~~  
**The Town Manager shall, upon this petition or upon a petition of 25 citizens setting forth that they are aggrieved or annoyed to an unreasonable extent by one or more dogs at a kennel maintained in Town because of excessive barking or vicious disposition of said dogs or other conditions connected with such kennel constituting a public nuisance, the Town Manager, within seven days after a filing of such petition, shall give notice to all parties in interest of a public hearing to be held within 14 days after the date of such notice. Within seven days after such public hearing, the Animal Control Officer shall inspect of cause to be inspected the kennel subject to the public hearing and issue a recommendation to the Select Board on the suspension, revocation, or further regulation of the kennel. Subsequently, the Select Board shall, within seven days after such public hearing make an order either revoking or suspending such kennel license or otherwise regulating said kennel, or dismissing said petition. Within 10 days after such order, the holder of such license may bring a petition in the District Court as outlined in § 137C. Any person maintaining a kennel after the license therefor has been so revoked or while such license is so suspended shall be fined as set forth in § 117-26A of this bylaw. The Select Board may, in the case of any suspension, reinstate such license.** [Amended 5-5-2015 ATM by Art. 36]

**§ 117-13. Kennel regulations.**

The Town Clerk shall not issue a kennel ~~permit~~ license pursuant to the provisions of § 137A, unless:

A. A written report from the Animal Control Officer has been received certifying as follows:

[Amended 5-5-2015 ATM by Art. 36]

- (1) That the premises where the applicant's kennel is located has been inspected.
- (2) That the premises proposed are appropriate for use as a kennel and that such use will have no significant adverse effect on the peace and quiet of the neighborhood or on the sanitary conditions there.

B. The applicant for a kennel ~~permit~~ license has first obtained a special permit from the Zoning Board of Appeals pursuant to Subsection 2313 of the Zoning Bylaw of the Town of Sudbury.

**B.C. Commercial kennels shall report to the Town Clerk and Animal Control Officer all injuries to animals and people that occur on their premises within one week of the incident.**

**§ 117-14. Failure to license.** [Amended 5-5-2015 ATM by Art. 36]

All owners or keepers of dogs kept in the Town of Sudbury during the preceding six months and who, on the first day of April of each year, have not licensed said dog or dogs, as prescribed by MGL c. 140, § 137, shall pay a late fee of \$25, payable to the Town, in addition to the license fee, for each dog so unlicensed. In addition to the license fee and late fee, any all such owners or keepers of dogs not compliant with the licensing requirement after June 1 may be subject to an additional penalty of \$50 for each dog, and the Animal Control Officer may issue additional penalties of \$50 every 21 days after the initial \$50 penalty until compliance.

Submitted by the Select Board

(Majority vote required)

**SELECT BOARD'S REPORT:**

**FINANCE COMMITTEE POSITION:**

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## **Article 22 – Amend Regional Agreement Lincoln-Sudbury Regional School District**

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To see whether the Town will vote to amend the Agreement between the Towns of Lincoln and Sudbury, Massachusetts, with respect to the formation of a Regional School District, as amended, to eliminate outdated provisions, to make technical and administerial language updates, and to bring said agreement into alignment with law and existing practices, the full text of which will be available on the District's website and on file with the Town Clerks of the respective towns; or otherwise act thereon.

Submitted by the Lincoln-Sudbury Superintendent

(Two-Thirds vote required)

**SUPERINTENDENT'S REPORT:**

**SELECT BOARD POSITION:**

**FINANCE COMMITTEE POSITION:**

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## **Article 23 – Digital Publication of Legal Notices Home Rule Petition**

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To see if the Town will vote to authorize the Select Board to petition the General Court to enact legislation in substantially the following form, provided that the General Court may reasonably vary the form and content of the requested legislation within the scope of the general objectives of this petition.

**AN ACT AUTHORIZING THE TOWN OF SUDBURY TO ADOPT ALTERNATIVE METHODS FOR NOTICE OF PUBLIC HEARINGS.**

**SECTION 1.** Notwithstanding section 11 of chapter 40A of the General Laws, or any general or special law to the contrary, the Town of Sudbury may adopt and further amend general by-laws that regulate the publishing of legal notices of public hearings on the official website operated by the town.

**SECTION 2.** The town may allow all legal notices of public hearings to be published: (i) in a local newspaper, either in electronic or paper format; or (ii) on the bulletin board outside the town clerk's office; and (iii) on the town's website; or act on anything relative thereto.

Submitted by the Town Manager

(Majority vote required)

**TOWN MANAGER'S REPORT:** This article would allow the Town to satisfy requirements for legal notices set forth in the general laws by allowing the publication of notices on the Town's website and/or in a local digital newspaper, along with the option of continuing the current practice of publication in a newspaper of general circulation.

**SELECT BOARD POSITION:**

**FINANCE COMMITTEE POSITION:**

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## Article 24 – Acceptance of Easements for Rail Trail Parking and Drainage

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To see if the Town will vote to authorize the Select Board to acquire by purchase, gift, or otherwise, permanent easements on certain parcels of land off of Union Avenue being more particularly described and shown as Lot 4 and Lot 5 on a plan entitled "Plan of Land in Sudbury, Mass. Prepared for: Coatings Engineering Corporation, Scale 1" = 60' Dated: January 25, 1988 Schofield Brothers Inc. Professional Engineers & Land Surveyors," which plan is recorded as Plan No. 244 of 1988 in Book 18891, Page 391 in the Middlesex South Registry of Deeds, an enlarged copy of which is on file with the Town Clerk, as said plan may be amended, for purposes of vehicular parking, and vehicular, pedestrian and bicycle (and other modes of transportation) access and egress, which uses shall be for persons using the Bruce Freeman Rail Trail and the Mass Central Rail Trail, and for design, construction, installation, maintenance, reconstruction, repair, replacement, use, and abandoning in place such parking areas, all on Lot 5 as shown on the said plan; and for stormwater drainage purposes, including the right, but not the obligation, to design, construct, install, maintain, clean out, reconstruct, repair, replace, use, and abandon in place, such drainage areas and any and all appurtenances thereto, all on Lot 4 as shown on said plan; and further, to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum of money for the purpose of providing for such acquisitions and work and all costs and expenses associated therewith, or act on anything relative thereto.

Submitted by Planning and Community Services

(Two-thirds vote required)

REPORT:

SELECT BOARD POSITION:

FINANCE COMMITTEE POSITION:

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## Article 25 – Resolution: Sudbury 250<sup>th</sup>

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Whereas: Our nation is celebrating and commemorating the 250th anniversary of the commencement of the American Revolution with the Battles of Lexington and Concord on 19th of April 1775 and the Declaration of Independence on 4th of July 1776

Whereas: the Town Meeting on 10th of January 1774, in response to the Boston Tea Party, wrote a strong letter of condemnation including the sentiment of no taxation without representation and the promise of all in our power to aid and assist Boston

Whereas: the Town Meeting on 4th of July 1774 asked its Ministers to arrange a Contribution to defray the Town's part of the Charges of the Committee of Congress

Whereas: the Town Meeting on 12th of September 1774 voted to purchase gun powder, rifles, bayonets, and flints, and the Town Meeting on 17th of October 1774 voted to reimburse Ezekiel Howe for purchase of the arms voted in the September meeting

Whereas: Two Sudbury men, 81-year-old Deacon Josiah Haynes and 22-year-old Asahel Reed, were killed during the Battles of Lexington and Concord

Whereas: Sudbury arguably sent more fighting men to the Battle of Concord than any other town

Whereas: The Declaration of Independence says at the outset "... We hold these Truths to be self-evident, that all Men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among those are Life, Liberty, and the Pursuit of Happiness – That to secure these Rights, Governments are instituted among Men, deriving their just Powers from the Consent of the Governed, ..."

Whereas: The Declaration of Independence concludes with "... And for the support of this Declaration, with a firm Reliance on the Protection of divine Providence, we mutually pledge to each other our Lives, our Fortunes, and our sacred Honor."

Whereas: The Constitution of the United States begins with "We the People of United States, in Order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for common defense, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America."

Whereas: President Abraham Lincoln in a speech delivered at the dedication of the Soldiers' National Cemetery at Gettysburg, Pennsylvania, on 19th of November 1863, said "Four score and seven years ago our fathers brought forth, on this continent, a new nation, conceived in Liberty, and dedicated to the proposition that all men are created equal. ... It is for us the living, rather, to be dedicated here to the unfinished work which they who fought here have thus far so nobly advanced. It is rather for us to be here dedicated to the great task remaining before us – that from these honored dead we take increased devotion to that cause for which they gave the last full measure of devotion – that we here highly resolve that these dead shall not have died in vain – that this nation, under God, shall have a new birth of freedom – and that government of the people, by the people, for the people, shall not perish from the earth."

Whereas: When in the course of commemorating the 250th anniversary of the commencement of the American Revolution, it became necessary for the Sudbury Select Board to establish the Sudbury 250 Committee on 5th of December 2023

Therefore, Be It Herby Resolved:

that this Town Meeting celebrates our enduring Democracy on the eve of the 250th anniversary of the Declaration of Independence

Be it Further Resolved:

that this Town Meeting expresses its firm conviction that the Town and the Nation will come together for the Tricentennial, for the 350th, and every fifty years hence in celebration of our continuous Democracy that shall be, in words attributed to John Winthrop, “a city upon a hill – the eyes of all people are upon us.”

Submitted by the Select Board

(Majority vote required)

**SELECT BOARD'S REPORT:**

**SELECT BOARD POSITION:**

**FINANCE COMMITTEE POSITION:**

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**Article 26 – Resolution: Full Inclusion and Accessibility**

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To see if the Town will vote to adopt a non-binding resolution affirming its commitment to fully consider the rights, needs, and lived experiences of residents with disabilities in all municipal decision-making and planning processes; to strive for universal access, inclusion, and equity across Town programs, services, facilities, and communications; and to encourage coordinated action across boards, committees, departments, and community partners to address barriers, exclusion, and ableism; or act in any other manner in relation thereto.

Submitted by the Commission on Disability

(Majority vote required)

**COMMISSION ON DISABILITY REPORT:** To advance the Town's long-term goal of full inclusion and accessibility, this resolution reaffirms Sudbury's commitment to ensuring that residents of all abilities are able to participate equitably in civic life. Adoption of this resolution will signal collective responsibility and coordinated action to reduce barriers and to promote a culture of belonging for all.

**SELECT BOARD POSITION:**

**FINANCE COMMITTEE POSITION:**

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## Article 27 – Public Works Consolidated Capital Articles

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To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum of \$2,170,000 or any other sum, for the Public Works Capital Projects set forth below, with each project to be considered as a separate and individual appropriation, or take any other action relative thereto.

Item	Project Description	Amount
27-DPW-1	Roads, Culvert, Drainage, Consultant & Construction, Design & Drain Replacement	\$ 950,000
27-DPW-2	6-Wheel 26,000+ GVW Combo Body Dump Truck w/Plow and Spreader	\$ 350,000
27-DPW-3	10-Wheel 40,000+ GVW Dump Truck	\$ 335,000
27-DPW-4	Large Construction / Excavation / Loader Equipment	\$ 300,000
27-DPW-5	Light/Medium Duty Pick Up truck with spreader and plow	\$ 135,000
27-DPW-6	Town Owned Parking Lots - Pavement Project	\$ 100,000

**Total DPW Capital Projects** **\$ 2,170,000**

Submitted by the Department of Public Works Director

(Majority vote required)

**DPW DIRECTOR'S REPORT:**

**Roads, Culvert, Drainage, Consultant & Construction, Design & Drain Replacement (\$950,000)**

Approval of this project will provide funds to replace roads, culverts, associated drain structures and appurtenances at various locations throughout Town. This article will also provide funds to maintain a comprehensive Pavement Management Plan to include multiple surface treatment types like crack sealing, chip sealing, mill and overlay and full-depth reclamation, etc. The Town needs to invest at least \$1.5 million per year to prevent the overall Pavement Condition Index (PCI) from declining. This request is for an additional \$950,000 in funding annually to supplement the monies received from the State Chapter 90 program.

**6-Wheel 26,000+ GVW Combo Body Dump Truck w/Plow and Spreader (\$350,000)** - Approval of this project will provide funds to purchase a new 6-Wheel Combo body Dump Truck with plow and spreader to replace an older model. The multi-use will be used all year round and has many uses: asphalt, salt spreader and dump truck; in addition to snow. It is a goal of the Public Works to focus on standardizing vehicles and specifying vehicles to better suit our multi-disciplinary needs. The Public Works employees use these vehicles to perform their everyday tasks including moving materials and equipment that is carried and towed by these vehicles. These trucks are also paired with larger equipment to perform snow removal. This unit has a 15 Year lifecycle.

**10-Wheel 40,000+ GVW Dump Truck (\$335,000)** - Approval of this project will provide funds to purchase a new 10-Wheel Combo body Dump Truck to replace a 2007 Mack Dump Truck. The multi-use will be used all year round and has many uses: asphalt, salt spreader and dump truck; in addition to snow. It is a goal of the Public Works to focus on standardizing vehicles and specifying vehicles to better suit our multi-disciplinary needs. The Public Works employees use these vehicles to perform their everyday tasks including moving materials and equipment that is carried and towed by these vehicles. These trucks are also paired with larger equipment to perform snow removal. This unit has a 15 Year lifecycle.

**Large Construction / Excavation / Loader Equipment (\$300,000)** - Approval of this project will provide funds to purchase a new Front-End Loader to replace an existing 2014 Front-End Loader. A new Loader will provide multiple uses throughout all the divisions within the DPW as well as improve efficiencies. It is a goal of the Public Works to focus on standardizing vehicles and specifying vehicles to better suit our multi-disciplinary needs. The older model is beyond its useful life expectancy as a front-line, emergency response machine. The purchase of a new loader, which will be safe, reliable, efficient, and capable of meeting the needs of the Department during the construction season. This equipment ensures the plowing operations remain efficient, and ultimately provide the staff with the proper equipment to clear the roads and parking lots during the snow and ice season. This unit has a 12-year lifecycle.

**Light/Medium Duty Pick Up truck with spreader and plow (\$135,000)** - Approval of this project will provide funds to purchase a new 1-Ton Dump truck with Plow & Spreader to replace an older model. A new dump truck will provide multiple uses throughout all the divisions within the DPW as well as improve efficiencies. It is a goal of the Public Works to focus on standardizing vehicles and specifying vehicles to better suit our multi-disciplinary needs. These trucks are one of the most used equipment in the fleet. The Public Works employees use these vehicles to perform their everyday tasks including moving materials and equipment that is carried and towed by these vehicles. These trucks are also paired with larger equipment to perform snow removal.

**Town Owned Parking Lots Pavement Project (\$100,000)** - Approval of this article will provide funds to replace address Town-owned parking lots that do not qualify for use of Chapter 90 funds. Many Town-owned parking areas throughout Town has deteriorated and is in need of repair or replacement. The approval of this article will improve building safety, appearance, and prolong the life of the lots and the Town's assets.

SELECT BOARD POSITION:

FINANCE COMMITTEE POSITION:

## Article 28 – Combined Facilities Town & School Consolidated Capital Articles

To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum of \$1,821,700 or any other sum, for the Combined Facilities Town & School Capital Projects set forth below, with each project to be considered as a separate and individual appropriation, or take any other action relative thereto.

Item	Project Description	Amount
27-FAC-1	Haynes & Nixon Elementary School Communications and Security Fire Alarm	\$ 660,500
27-FAC-2	School Safety All Buildings	\$ 450,000
27-FAC-3	Building Management System SPS Capital Repairs	\$ 110,000
27-FAC-4	ADA Self-Assessment Transition Plan Town/School	\$ 200,000
27-FAC-5	Flynn Building Offices Pump, Hot Water Circulation & Boiler Replacement	\$ 150,000
27-FAC-6	DPW Garage Communications and Security Fire Alarm, Panels & Design	\$ 132,000
27-FAC-7	Fire Department 2 Roof Covering Asphalt Shingle Replacement	\$ 119,200
<b>Total Combine Facilities Town/School</b>		<b>\$ 1,821,700</b>

Submitted by the Combined Facilities Director

(Majority vote required)

### COMBINED FACILITIES DIRECTOR'S REPORT:

**Haynes & Nixon Elementary School Communications and Security Fire Alarm (\$660,500)** - Fire alarm systems at Josiah Haynes Elementary School is approximately 25 years old and recommended for replacement due to age and obsolescence. The fire alarm systems at the General John Nixon Elementary School (installed in 2023) are in good condition and do not require upgrades at this time. Emergency lighting systems at General John Nixon Elementary School has exceeded its useful life and is recommended for replacement or modernization. Emergency lighting at Josiah Haynes Elementary School is generally in good condition, with targeted component replacements recommended. Bi-Directional Amplification/Simulcast system installations are recommended for both schools.

**School Safety All Buildings (\$450,000)** - Representatives from the Sudbury School District and the Sudbury Police Department participated in a school safety review that resulted in the recommendation to add a secure vestibule to the Peter Noyes Elementary School; to add a pedestrian pathway and bollards at the school drop off/pickup/play area at the Peter Noyes School; to add bollards and swing gates at the student bus drop off/basketball area; and additional access control at all school entrances

**Building Management System SPS Capital Repairs (\$110,000)** - Throughout all five schools, there are elements of the Building Management Systems that have failed or are obsolete. Repairing elements in the schools' building management systems (BMS) is necessary to ensure student/staff safety, to improve health and learning environments; to achieve cost effectiveness (preventing major failures); meets regulatory compliance; extends the asset life and supports the educational mission by reducing disruptions, ultimately creating better spaces for teaching and learning.

**ADA Self-Assessment Transition Plan Town/School (\$200,000)** - In 2021 as part of the on-going effort to assess the current level of Americans with Disabilities Act (ADA) compliance in programs, services and activities and town-owned facilities, The Institute for Human Centered Design was contracted to prepare an ADA Self Evaluation and Transition Plan on the Town's behalf to identify deficiencies, compile a prioritized list of recommendations for corrective actions and provide associated costs. The Self Evaluation found many key facilities are generally usable by people with disabilities but are not in full compliance with current accessibility requirements. This article would provide funding to continue addressing identified recommendations in Town Facilities including Schools, public spaces as well as respond to urgent community needs not previously identified on the self-assessment and transition plan.

**Flynn Building Offices Pump, Hot Water Circulation & Boiler Replacement (\$150,000)** - The existing boiler and HVAC piping are beyond their recommended useful life. This project includes the demolition & disposal of existing Single PK SN 1200 boiler and pumps (1,020 MBTU's/hot water circulation through a pair of 3HP pumps). For redundancy, this funding request will replace the existing boiler with two 500 MBH High efficiency boilers with BACnet communication, including new boiler condensate piping and neutralizer kits, new flue, combustion air piping, gas piping as required and VFD system pumps.

**DPW Fire Alarm Replacement (\$132,000)** - The existing fire alarm system was put into service in 2002 with a life expectancy of 15 years was slated to be replaced in 2017. As of 2025, the system is now 24 years old, past its useful life and exhibiting symptoms of failure. This project will fund the complete replacement of the existing fire alarm system including all fire alarm panels and devices in the DPW Office Building and attached garage.

**Fire Department 2 Roof Covering Asphalt Shingle Replacement (\$119,200)** - The original portion of Fire Station 2 contains a shingle roofing system. The roof area of the entire building is approximately 4,135 square feet (SF). There exist various typical penetrations throughout the roof area such as vent pipes and a chimney. This roof system has surpassed its useful life and was slated for full replacement in 2018. The replacement scope of work includes the installation of a new architectural asphalt shingle system complete with felt underlayment, ice and water barrier membrane, ventilation improvements, gutters and downspouts, and a roofing manufacturer's material warranty (minimum 30-year time frame).

SELECT BOARD POSITION:

FINANCE COMMITTEE POSITION:

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### **Article 29 – Self-Contained Breathing Apparatus Replacement**

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To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum of \$550,000 or any other sum, for the purchase or acquisition of self-contained breathing apparatus (SCBA) and associated equipment, or an act relative thereto.

Submitted by the Fire Chief

(Majority vote required)

**FIRE CHIEF'S REPORT:** The requested SCBA is respiratory protection used by firefighters in contaminated atmospheres where heat, toxic gases and particles are present. The SCBA units and associated equipment, including but not limited to masks, cylinders and rapid intervention apparatus is essential to the operations of the department. The current equipment is approaching its end of service life that are defined by DOT and NFPA standards.

**SELECT BOARD POSITION:**

**FINANCE COMMITTEE POSITION:**

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### **Article 30 – Lincoln-Sudbury Regional High School Wastewater Treatment Facility**

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To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$147,679, being the Town's 86.87% share of the total estimated project of \$147,679, to be used together with the amount requested from the Town of Lincoln for its 13.13% share, being the sum of \$22,321, for the purpose of replacing of a manual analytical method to evaluate biological health of the activated sludge with an automated, real-time monitoring control system at the Lincoln-Sudbury Regional High School, including any incidental and related costs; or act on anything relative thereto.

Submitted by the Lincoln-Sudbury School Committee

(Majority vote required)

**LINCOLN-SUDBURY SCHOOL COMMITTEE REPORT:** The purpose of this request is to replace the current system, which was installed in 2004 and has reached the end of its 20-year projected lifespan. Now obsolete and no longer supported by the manufacturer, the existing equipment lacks the automation necessary to effectively monitor the biological health of the activated sludge. Operating without these automated insights significantly increases the risk of process failure, environmental non-compliance, and elevated operational costs. While the transition will involve training for Building & Grounds staff, this will be conducted during standard operating hours to ensure a neutral impact on the department's labor budget.

**Cost:** The total estimated cost, which includes software, hardware, training, and a contingency allocation for any additional engineering, commissioning is \$170,000 with Sudbury's share of 86.87% at \$147,679 for the Sudbury Request. LS is also requesting Lincoln's share of 13.13% totaling \$22,321 that has been approved by the Lincoln Capital Committee on January 13, 2026 as an accepted capital project.

**SELECT BOARD POSITION:**

**FINANCE COMMITTEE POSITION:**

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### **Article 31 – School Classroom Instructional Equipment Replacement**

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To see if the Town will vote to raise and appropriate, or transfer from available funds, \$100,000 to be expended under the direction of the Sudbury Public School Department for the replacement of School Classroom Instructional Equipment in the Curtis Middle School, Haynes Elementary School, Loring Elementary School, Nixon Elementary School and Noyes Elementary School; and all expenses incidental and related thereto; or take any action relative thereto.

Submitted by the Sudbury Public School Committee

(Majority vote required)

**SCHOOL COMMITTEE'S REPORT:** The article seeks funding for the purpose of purchasing and replacing classroom instructional equipment in approximately twenty (20) total classrooms in all five (5) school buildings. Current equipment is 12-15 years old and have exceeded their useful life.

Sudbury Public Schools positions technology in instructional spaces to support communication and collaboration. The schools provide tools that support student collaboration, differentiation of instruction, and accessibility options for all students.

The District's standard set of classroom instructional equipment includes 1) an interactive display that provides a visual resource for displaying materials to the entire class with touch components allowing students to interact with educational content with a pen or touch; 2) wireless video projection for teacher mobility around the classroom while also permitting students to project directly from their devices; 3) auditory support for classroom instruction ensuring all students can receive instruction with clarity benefitting all students regardless of whether they have an issue with hearing; and, 4) document cameras allowing for immediate presentation of non-digital resources to the classroom.

**SELECT BOARD POSITION:**

**FINANCE COMMITTEE POSITION:**

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### **Article 32 – DPW Garage Concrete Floor Replacement**

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To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds, \$2,200,000, to be expended under the direction of the Combined Facility Director, for the purpose of the full concrete deck replacement, improved safety/modification of the current truck washing bay catwalk, replacement of non-operational/obsolete truck washing equipment, construction administration and oversight, or act on anything relative thereto.

Submitted by the Combined Facilities Director

(Two-thirds vote required)

**COMBINED FACILITIES DIRECTOR'S REPORT:** This project will replace the Department of Public Works Administration/Garage building's concrete floor in its entirety and repair/modify the existing required truck washing bay to ensure safety of employees. The current concrete flooring is deteriorated, is spauling, has exposed rebar and exposed concrete wire. The current truck washing bay's catwalk requires modification to provide safe use. This building is critical infrastructure for our snow management operations and houses the DPW equipment and trucks that are used to maintain the Town roadways. The

funds from this request will be used for the oversight, demolition, and full replacement of the current concrete deck, modification of the current truck washing bay catwalk and replacement of non-operational/obsolete truck washing equipment.

**SELECT BOARD POSITION:**

**FINANCE COMMITTEE POSITION:**

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**Article 33 – Authorization to Proceed with the Ephraim Curtis Middle School Solar Canopy**

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To see if the Town will vote to transfer the care, custody, management and control of a portion or portions of the Ephraim Curtis Middle School property located at 22 Pratts Mill Road, Sudbury, from the School Committee for the purposes for which it is presently held to the School Committee for general municipal purposes and also for the purpose of leasing the same to one or more solar energy electricity production entities for the installation of a solar energy facility or facilities, and to authorize the Select Board to enter into a lease or leases, with the approval of the School Committee, for such portion or portions of said property for a term of at least 20 years from the date of commencement of commercial operations of the solar energy facility or facilities, all on such terms and conditions, and for such consideration, as the Select Board and School Committee deem appropriate, and to authorize the Select Board to enter into one or more a power purchase agreements for electricity and/or solar energy credits; and to authorize the Select Board with the approval of the School Committee to grant such access, utility, and other easements in, on, and under said property as may be necessary or convenient to construct, operate, maintain, repair and replace such solar energy facility or facilities; and to authorize the Select Board to take all actions necessary in connection therewith; and to authorize the Select Board, pursuant to the provisions of Massachusetts General Laws Chapter 59, Section 5, or any other enabling authority, to enter into an agreement for payments in lieu of taxes (PILOT Agreement) on account of such facility or facilities for a term of 20 years and on such additional terms as the Select Board shall deem appropriate, and to be in the best interest of the Town and further, to authorize the Select Board and School Committee to take such actions as may be necessary to implement such agreements; or act on anything relative thereto.

Submitted by the Combined Facilities Director

(Majority vote required)

**COMBINED FACILITIES DIRECTOR'S REPORT:** A 300kW (DC) / 200kW (AC) solar generating facility is proposed to be constructed in the parking lot of the Ephraim Curtis Middle School under a Power Purchase Agreement (PPA) with a third-party developer, Solect Energy located in Hopkinton, MA. Under this agreement the Developer installs, owns, operates, maintains, and decommissions the facility at its sole expense. Sudbury purchases electricity from the Developer at pre-set rates and also receives Net Metering Credits from Eversource (the local distribution company) for supplying the purchased electricity to the grid.

This system generates power behind the meter and in the event that the Project produces Production Excess, the Parties agree that (a) Host shall be entitled to the associated compensation and/or bill credits (including but not limited to Net Metering Credits, Alternative On-Bill Credits, or Qualifying Facility compensation), and (b) such Production Excess will be transmitted into the Local Electric Utility system on behalf of and

for the account of Host, and (c) Provider shall provide reasonable assistance in Host's applying to the Local Electric Utility for the foregoing benefits.

There is no cost to the Town associated with the construction, operation, maintenance or removal of the facility. At present, solar generating facilities on municipal property that are owned and operated by a taxable entity are considered by DOER to be subject to personal property tax under M.G.L. c. 59, §2B, even if their operation is for municipal purposes. In this situation, the municipality is in effect taxing itself because any ongoing payments by the facility owner to the host municipality are typically recovered in the price of the electricity supplied. According to DOER guidance, a PILOT (Payment In Lieu of Taxes) can be negotiated by a municipality as an alternative to personal property tax with approval of its governing body. The benefits of a PILOT are:

1. A known and constant expense to the facility owner
2. Lower electricity prices for the host municipality
3. Simplified administration

The goal of this project is to generate electricity cost savings rather than tax revenue. To meet that end and comply with present Massachusetts General Laws on taxation, a PILOT will be negotiated by the Select Board. The financial value to the Town from the sale of the electricity produced to the grid far exceeds any prospective tax revenue. The PILOT does not add to the pre-tax electricity price, and so provides a small additional benefit to the Town from this use of an otherwise non-producing property.

#### SELECT BOARD POSITION:

#### FINANCE COMMITTEE POSITION:

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### **Article 34 – Authorization to Proceed with the Haskell Field Solar Canopy**

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To see if the Town will vote to transfer the care, custody, management and control of a portion or portions of the Haskell Field property located at Fairbank Road from the Select Board for the purposes for which it is presently held to the Select Board for general municipal purposes and for recreational purposes and also for the purpose of leasing the same to one or more solar energy electricity production entities for the installation of a solar energy facility or facilities, and to authorize the Select Board to enter into a lease or leases for such portion or portions of said property for a term of at least 20 years from the date of commencement of commercial operations of the solar energy facility or facilities, all on such terms and conditions, and for such consideration, as the Select Board deems appropriate, and to enter into one or more power purchase agreements for electricity and/or solar energy credits; and to authorize the Select Board to grant such access, utility, and other easements in, on, and under said property as may be necessary or convenient to construct, operate, maintain, repair and replace such solar energy facility or facilities; to authorize the Select Board to take all actions necessary in connection therewith; and to authorize the Select Board, pursuant to the provisions of Massachusetts General Laws Chapter 59, Section 5, or any other enabling authority, to enter into an agreement for payments in lieu of taxes (PILOT Agreement) on account of such facility or facilities for a term of 20 years and such additional terms as the Select Board shall deem appropriate, and in the best interest of the Town and further, to authorize the Select Board to take such actions as may be necessary to implement such agreements; or act on anything relative thereto.

Submitted by the Combined Facilities Director

(Majority vote required)

**COMBINED FACILITIES DIRECTOR'S REPORT:** A 1,273 kW DC/900 AC solar generating facility is proposed to be constructed in the parking lot of the Haskell field under a Power Purchase Agreement (PPA) with a third-party developer, Solect Energy located in Hopkinton, MA. Under this agreement the Solect as the Developer installs, owns, operates, maintains, and decommissions the facility at its sole expense. Sudbury purchases electricity from the Developer at pre-set rates, and receives Net Metering Credits from Eversource (the local distribution company) for supplying the purchased electricity to the grid. The excess production will accrue as credits for the benefit of Sudbury as a savings. There is no cost to the Town associated with the construction, operation, maintenance or removal of the facility. At present, solar generating facilities on municipal property that are owned and operated by a taxable entity are considered by DOER to be subject to personal property tax under M.G.L. c. 59, §2B, even if their operation is for municipal purposes. In this situation, the municipality is in effect taxing itself because any ongoing payments by the facility owner to the host municipality are typically recovered in the price of the electricity supplied. According to DOER guidance, a PILOT (Payment In Lieu of Taxes) can be negotiated by a municipality as an alternative to personal property tax with approval of its governing body. The benefits of a PILOT are:

1. A known and constant expense to the facility owner
2. Lower electricity prices for the host municipality
3. Simplified administration

The goal of this project is to generate electricity cost savings rather than tax revenue. To meet that end and comply with present Massachusetts General Laws on taxation, a PILOT will be negotiated by the Select Board. The financial value to the Town from the sale of the electricity produced to the grid far exceeds any prospective tax revenue. The PILOT does not add to the pre-tax electricity price, and so provides a small additional benefit to the Town from this use of an otherwise non-producing property.

**SELECT BOARD POSITION:**

**FINANCE COMMITTEE POSITION:**

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**Article 35 – Authorization to Proceed with the Police Station Solar Canopy**

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To see if the Town will vote to transfer the care, custody, management and control of a portion or portions of the Police Station property located at 75 Hudson Road, Sudbury, from the Select Board for the purposes for which it is presently held to the Select Board for general municipal purposes and also for the purpose of leasing the same to one or more solar energy electricity production entities for the installation of a solar energy facility or facilities, and to authorize the Select Board to enter into a lease or leases for such portion or portions of said property for a term of at least 20 years from the date of commencement of commercial operations of the solar energy facility or facilities, all on such terms and conditions, and for such consideration, as the Select Board deems appropriate, and to enter into one or more power purchase agreements for electricity and/or solar energy credits; and to authorize the Select Board to grant such access, utility, and other easements in, on, and under said property as may be necessary or convenient to construct, operate, maintain, repair and replace such solar energy facility or facilities; to authorize the Select Board to

take all actions necessary in connection therewith; and to authorize the Select Board, pursuant to the provisions of Massachusetts General Laws Chapter 59, Section 5, or any other enabling authority, to enter into an agreement for payments in lieu of taxes (PILOT Agreement) on account of such facility or facilities for a term of 20 years and such additional terms as the Select Board shall deem appropriate, and to be in the best interest of the Town and further, to authorize the Select Board to take such actions as may be necessary to implement such agreements; or act on anything relative thereto.

Submitted by the Combined Facilities Director

(Majority vote required)

**COMBINED FACILITIES DIRECTOR REPORT:** A 136kW (DC) / 120kW (AC) solar generating facility is proposed to be constructed in the parking lot of the Sudbury Police Station under a Power Purchase Agreement (PPA) with a third-party developer, Solect Energy located in Hopkinton, MA. Under this agreement the Developer installs, owns, operates, maintains, and decommissions the facility at its sole expense. Sudbury purchases electricity from the Developer at pre-set rates and also receives Net Metering Credits from Eversource (the local distribution company) for supplying the purchased electricity to the grid. This system generates power behind the meter and in the event that the Project produces Production Excess, the Parties agree that (a) Host shall be entitled to the associated compensation and/or bill credits (including but not limited to Net Metering Credits, Alternative On-Bill Credits, or Qualifying Facility compensation), and (b) such Production Excess will be transmitted into the Local Electric Utility system on behalf of and for the account of Host, and (c) Provider shall provide reasonable assistance in Host's applying to the Local Electric Utility for the foregoing benefits. There is no cost to the Town associated with the construction, operation, maintenance or removal of the facility. At present, solar generating facilities on municipal property that are owned and operated by a taxable entity are considered by DOER to be subject to personal property tax under M.G.L. c. 59, §2B, even if their operation is for municipal purposes. In this situation, the municipality is in effect taxing itself because any ongoing payments by the facility owner to the host municipality are typically recovered in the price of the electricity supplied. According to DOER guidance, a PILOT (Payment In Lieu of Taxes) can be negotiated by a municipality as an alternative to personal property tax with approval of its governing body. The benefits of a PILOT are:

1. A known constant expense to the facility owner
2. Lower electricity prices for the host municipality
3. Simplified administration

The goal of this project is to generate electricity cost savings rather than tax revenue. To meet that end and comply with present Massachusetts General Laws on taxation, a PILOT will be negotiated by the Select Board. The financial value to the Town from the sale of the electricity produced to the grid far exceeds any prospective tax revenue. The PILOT does not add to the pre-tax electricity price, and so provides a small additional benefit to the Town from this use of an otherwise non-producing property.

#### SELECT BOARD POSITION:

#### FINANCE COMMITTEE POSITION:

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### **Article 36 - Community Preservation Act Fund: Mass Central Rail Trail**

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To see if the Town will vote to appropriate a sum or sums of money not to exceed \$270,000 from the category of Open Space and Recreation of the Community Preservation Act, funded from Fiscal Year 2027 Estimated Annual Revenues, to be expended under the direction of the Town Manager, for the 1) engineering, design, and permitting for an all-persons trail through part of Memorial Forest; 2) design, engineering, and construction of a 250-foot long accessible boardwalk from the Mass Central Rail Trail to Duck Pond in Hop Brook Marsh; and 3) design and construction of a small, accessible parking area off Dutton Road, adjacent to the Mass Central Rail Trail; or act on anything relative thereto.

Submitted by the Community Preservation Committee

(Majority vote required)

**COMMUNITY PRESERVATION COMMITTEE'S REPORT:** This request will improve accessibility to the Town-owned Hop Brook Marsh Reservation and Sudbury Valley Trustee-owned Memorial Forest via the soon to be completed Mass Central Rail Trail (MCRT). The project includes three components: 1) engineering, design, and permitting for an all-persons trail through part of Memorial Forest; 2) design, engineering, and construction of a 250-foot-long accessible boardwalk from the MCRT to Duck Pond in Hop Brook Marsh; and 3) design and construction of a small, accessible parking area off Dutton Road, adjacent to the MCRT.

The MCRT now provides a paved pathway through the unique conservation lands west of Dutton Road. Residents who can bike or walk a few miles can easily visit Hop Brook Marsh Memorial Forest and the Assabet National Wildlife Refuge. However, the only accessible parking along the 4.5 miles of MCRT in Sudbury is at Union Ave., and none of the trails in Hop Brook Marsh or Memorial Forest are accessible for persons with mobility impairments. Rail Trail Advisory Committee members have been encouraged by older residents and wheelchair users to pursue this project because many have never been able to visit any of the public lands west of Dutton Road due to the lack of an accessible path.

**SELECT BOARD POSITION:**

**FINANCE COMMITTEE POSITION:**

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### **Article 37 – Community Preservation Act Fund: Art Installations Along the Bruce Freeman Rail Trail**

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To see if the Town will vote to appropriate a sum or sums of money not to exceed \$71,000 from the category of Open Space and Recreation of the Community Preservation Act, funded from Fiscal Year 2027 Estimated Annual Revenues, to the Sudbury Cultural Council for the creation of four art installations along the Bruce Freeman Rail Trail; or act on anything relative thereto.

Submitted by the Community Preservation Committee

(Majority vote required)

**COMMUNITY PRESERVATION COMMITTEE'S REPORT:** This request is for four (4) art installations at \$15,000 maximum cost each, including design, fabrication, and installation. The installation will be placing on the four cement pads that were constructed along the Sudbury section of the Bruce Freeman Rail Trail (BFRT) to host these such art installations. \$1,000 is allocated for marketing and payment for

submitting the call for art to fee-based listservs and an additional \$10,000 in contingency reserves or unexpected costs. The inclusion of art installations on the trail aligns with the mission of the Sudbury Cultural Council (SCC), which aims to foster a vibrant and inclusive cultural landscape and to promote community engagement and connection in Sudbury. Adding art installations to the pads on the trail will promote a sense of community and highlight our cultural identity, boosting our community profile, welcoming new visitors and fostering economic development.

SELECT BOARD POSITION:

FINANCE COMMITTEE POSITION:

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**Article 38 – Community Preservation Act Fund: Dr. Bill Adelson Smile Playground Improvements**

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To see if the Town will vote to appropriate a sum or sums of money not to exceed \$337,700 from the Open Space and Recreation category of the Community Preservation Act, funded from Fiscal Year 2027 Estimated Annual Revenues, to be expended under the direction of the Assistant Town Manager, for the purpose of making improvements to the Dr. Bill Adelson SMILE Playground including removing and replacing areas of damaged or missing poured-in-place surfaces, replacing equipment, providing a shade structure, planting new trees, and other site work, and including all incidental and related costs; or act on anything relative thereto.

Submitted by the Community Preservation Committee

(Majority vote required)

COMMUNITY PRESERVATION COMMITTEE'S REPORT: This project involves the replacement and enhancement of the existing Dr. Bill Adelson SMILE Playground on Haskell Field. The scope includes replacing the previously removed playground structures, installing poured-in-place surfacing where it is currently lacking, and adding shade structures along with new playground equipment to improve both usability and accessibility.

SELECT BOARD POSITION:

FINANCE COMMITTEE POSITION:

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**Article 39 – Community Preservation Act Fund: Haskell Field Bathroom Renovation**

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To see if the Town will vote to appropriate a sum or sums of money not to exceed \$66,000, from the category of Open Space and Recreation of the Community Preservation Act, funded from Fiscal Year 2027 Estimated Annual Revenues, to be expended under the direction of the Assistant Town Manager, to renovate, upgrade, improve safety, functionality, and overall condition the existing bathrooms at Haskell Field; or act on anything relative thereto.

Submitted by the Community Preservation Committee

(Majority vote required)

**COMMUNITY PRESERVATION COMMITTEE'S REPORT:** The proposed project will replace and upgrade the existing bathrooms at Haskell Field to improve safety, functionality, and overall condition. While the facilities are already Americans with Disabilities Act (ADA) accessible, the current equipment is outdated and in need of replacement. The scope of work includes installing new commercial-grade toilets and sinks, updating fixtures and finishes, and updating the existing concrete flooring with a burnish finish. In addition, security cameras and programmable locks will be considered to enhance safety and operational efficiency. These improvements will modernize the facilities, improve the user experience, and extend the lifespan of the bathrooms for years to come.

The bathrooms at Haskell Field serve residents of all ages and abilities who use the playground, fields, and walking paths. Improved facilities ensure comfort, safety, and accessibility for the entire community. The project preserves and enhances an existing Town facility that is heavily used and valued by residents, ensuring its long-term sustainability. By providing safe, accessible restrooms, the project directly supports increased recreational use of Haskell Field and related programming. The project is consistent with Town priorities for accessibility, public health, and recreational facility improvements.

**SELECT BOARD POSITION:**

**FINANCE COMMITTEE POSITION:**

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**Article 40 – Community Preservation Act Fund: Restoring Water Quality  
in Hop Brook**

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To see if the Town will vote to appropriate a sum or sums of money not to exceed \$49,800 from the category of Open Space and Recreation of the Community Preservation Act, funded from Fiscal Year 2027 Estimated Annual Revenues, to the Hop Brook Protection Association for the purpose of remediating/ removing water chestnuts and other invasive species from the Hop Brook pond system and to authorize the Select Board to enter into a grant agreement on such terms and conditions as it deems appropriate; or act on anything relative thereto.

Submitted by the Community Preservation Committee

(Majority vote required)

**COMMUNITY PRESERVATION COMMITTEE'S REPORT:** The Hop Brook is the largest tributary of the Sudbury River, and drains more than half of the land area of Sudbury. Dozens of homes, recreational and historical areas, Town wells and Town property are along this waterway and associated ponds. Until the 1970s, the Hop Brook was a major recreational and natural asset. However, nutrient pollution – primarily from the Marlborough Easterly wastewater treatment plant - has caused degradation of water quality, and overgrowth of invasive plants. As a result, the Hop Brook waterway and associated ponds are no longer attractive for recreational use.

This request is for years six and seven of a ten-year remediation program. The ongoing treatment is necessary to preserve the essential character of the Town. The program has been successful, but must continue to completely eradicate this invasive. Ending the program prematurely will result in the invasive aggressively returning; conversely, the diminishing request is a clear sign of program's success as less treatment is needed each year.

**SELECT BOARD POSITION:**

## FINANCE COMMITTEE POSITION:

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**Article 41 – Community Preservation Act Fund: Regional Housing Services Office Membership Fee**

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To see if the Town will vote to appropriate a sum or sums of money not to exceed \$38,740 from the category of Community Housing of the Community Preservation Act, funded from Fiscal Year 2027 Estimated Annual Revenues, to fund the Town's portion of the Fiscal Year 2027 Regional Housing Services Office membership fee; or act on anything relative thereto.

Submitted by the Community Preservation Committee

(Majority vote required)

**COMMUNITY PRESERVATION COMMITTEE'S REPORT:** Since 2011, the Town has contracted with the Regional Housing Services Office (RHSO) to provide services to the Town including affordable housing inventory monitoring; supervising lotteries to determine qualifications for affordable housing; monitoring the Incentive Senior Developments to ensure compliance with eligibility requirements; monitoring all deed restricted properties; providing valuations for deed restricted properties to the Town Assessor, reviewing compliance with Regulatory Agreements and certification to the Executive Office of Housing and Livable Communities for Local Initiative Program (LIP) rental units; maintaining the affordable housing inventory and providing estimates for 2030 Subsidized Housing Inventory (SHI) projections; and other administrative work, including annual action plans, 5 year consolidated plans, fair housing reports and programs, and related housing questions which arise during the year.

Sudbury has satisfied the requirements of the State's Comprehensive Permit Act (Chapter 40B). This Act requires cities and towns to provide certification that the number of dwelling units in the municipality which qualify as "affordable" by statute, meets or exceeds ten percent (10%) of the municipality's total number of dwelling units. Falling short of that number, as Sudbury had in the past, allows developers to both site and design partially affordable developments with extreme limitations on the Town's zoning and development requirements, and design oversights. There are a great number of administrative requirements to monitor and certify this approved inventory and to maintain those certifications going forward. The RHSO provides this service.

This Article requests funding to continue to contract with the RHSO for these services.

## SELECT BOARD POSITION:

## FINANCE COMMITTEE POSITION:

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### **Article 42 – Community Preservation Act Fund: Sudbury Housing Trust Allocation**

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To see if the Town will vote to appropriate a sum or sums of money not to exceed \$600,000 from the category of Community Housing of the Community Preservation Act, funded from Fiscal Year 2027 Estimated Annual Revenues, to the Sudbury Housing Trust for the acquisition, creation, preservation, and support of community housing as allowed by the Community Preservation Act; or act on anything relative thereto.

Submitted by the Community Preservation Committee

(Majority vote required)

**COMMUNITY PRESERVATION COMMITTEE'S REPORT:** The purpose of the Sudbury Housing Trust is to provide funding for the creation and preservation of affordable housing in the Town of Sudbury for the benefit of low- and moderate-income households.

The Trust implements the recommendations set forth in the Sudbury Housing Production Plan to aid the Town of Sudbury with the acquisition, creation, preservation, and support of community housing within the Town of Sudbury so that such property will be substantially available as residential property for low- and moderate-income persons and to further provide mechanisms to ensure such use.

The Sudbury Housing Trust's Home Preservation Program correlates precisely to Community Preservation Act eligible activities in the category of Community Housing. It conforms to the Town's Housing Production Plan, contributes long-term affordability towards the 10% State's Comprehensive Permit Act (Chapter 40B)" threshold, converts market rate units to affordable units, and promotes a socioeconomic environment that encourages a diversity of income. The Trust is actively adding to the 37 ownership units currently in its affordable housing portfolio.

This Article requests funding to continue to contract with the RSHO for these services.

**SELECT BOARD POSITION:**

**FINANCE COMMITTEE POSITION:**

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### **Article 43 – Community Preservation Act Fund: Broadacres/Featherland Design Cost**

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To see if the Town will vote to appropriate a sum or sums of money not to exceed \$214,000 from the category of Open Space and Recreation of the Community Preservation Act, funded from Fiscal Year 2027 Estimated Annual Revenues, to be expended under the direction of the Assistant Town Manager, for the design and permitting of athletic field improvements at Broadacres Farm and Featherland Park; or act on anything relative thereto.

Submitted by the Community Preservation Committee

(Majority vote required)

**COMMUNITY PRESERVATION COMMITTEE'S REPORT:** This request seeks funding for the design and permitting of athletic field improvements at Broadacres Farm and Featherland Park. While the project

is currently in the conceptual phase, this application is based on a comprehensive needs assessment that identifies a critical deficit in the town's athletic facilities and outlines a phased approach to address these needs. The proposed work includes developing design plans, obtaining the necessary permits, and preparing bid documents to bring the project to a shovel-ready state. This effort is vital for meeting the documented recreation needs of the community, especially for youth sports.

The town of Sudbury is experiencing a significant shortage of high-quality, usable athletic fields, particularly for youth baseball and softball. A recent Athletic Fields Evaluation and Needs Assessment Study found that 14 of the town's 33 athletic fields are overused, exceeding the recommended annual limit of 250 uses for natural grass fields. This overuse has led to poor field conditions, including a lack of turf, drainage issues, and safety hazards. Stakeholders, particularly Lincoln Sudbury Youth Baseball (LSYB), have reported an inability to maximize their program offerings due to the loss of access to poorly maintained fields at Israel Loring School and General John Nixon School. The LSYB program alone has a deficit of 18 field time slots on 60' baseball diamonds during the spring season.

SELECT BOARD POSITION:

FINANCE COMMITTEE POSITION:

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#### **Article 44 – Community Preservation Act Fund: Davis Field Design Cost**

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To see if the Town will vote to appropriate a sum or sums of money not to exceed \$122,000 from the category of Open Space and Recreation of the Community Preservation Act, funded from Fiscal Year 2027 Estimated Annual Revenues, to be expended under the direction of the Assistant Town Manager, for the design and permitting of athletic field improvements at Davis Field; or act on anything relative thereto.

Submitted by the Community Preservation Committee

(Majority vote required)

**COMMUNITY PRESERVATION COMMITTEE'S REPORT:** This request seeks funding for the design and permitting of athletic field improvements at Davis Field. This project is in the conceptual phase, based on a comprehensive needs assessment that identifies a critical deficit in the town's athletic facilities. The funding would cover the development of design plans, necessary permits, and preparation of bid documents. This is a crucial step towards meeting the documented recreation needs of the community, particularly for youth sports.

The Town of Sudbury faces a notable deficit in high-quality recreational spaces. A recent Athletic Fields Evaluation and Needs Assessment Study found that 14 of the town's 33 athletic fields are overused, surpassing the recommended limit of 250 annual uses for natural grass fields. This heavy usage has resulted in deteriorated field conditions, including poor drainage and a lack of proper turf maintenance. While Davis Field is a 29.5-acre parcel, it is currently used as an open recreation field and dog park with a gravel parking lot in poor condition and no permanent field markings or lighting. Design and planning will take into account the current uses & users of Davis Field.

SELECT BOARD POSITION:

FINANCE COMMITTEE POSITION:

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## Article 45 – Community Preservation Act Fund: General Budget and Appropriations

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To see if the Town will vote to appropriate a sum or sums of money from Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the Fiscal Year 2027 Community Preservation Act budget, including the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2027, amounts for payment of debt service on the Community Preservation Act projects previously approved by Town Meeting, and as may be needed to comply with General Laws Chapter 44B, Section 6, to reserve for future appropriation amounts for open space, including land for recreational use, historic resources, and community housing; or act on anything relative thereto.

Submitted by the Community Preservation Committee

(Majority vote required)

**COMMUNITY PRESERVATION COMMITTEE'S REPORT:** This article sets forth the entire Fiscal Year 2027 Community Preservation Act budget, including appropriations and reservations as required in connection with the administration of the Community Preservation Act funds. The estimated annual revenue for Fiscal Year 2027 is \$3,343,400. The article appropriates funds for Fiscal Year 2027 debt service obligations totaling \$603,143. These obligations arise from prior Town Meeting approval for the bonding of three projects:

1. Purchase of development rights on the Nobscot Boy Scout Reservation Phases I and II utilizing the Open Space and Recreation (\$354,875) category;
2. Purchase of development rights on Pantry Brook Farm utilizing the Open Space and Recreation (184,643) category; and
3. Purchase of the Johnson Farm Property utilizing the Open Space and Recreation (\$63,625) category.

The article also appropriates funds for administrative and operational expenses of the Community Preservation Committee in the amount of \$148,050. The administrative fund can be used by the Community Preservation Committee to pay for technical staffing and expertise, consulting services (e.g. land surveys and engineering), property appraisals, legal advertisements, publication fees, and other administrative expenses. By statute, the Community Preservation Committee may budget up to five percent (5%) of its annual budget for these administrative and operational expenses, or \$167,170 based upon the projected Fiscal Year 2027 revenue of \$3,343,400. Any funds remaining in the administrative account at the fiscal year's end revert to the Community Preservation Act Fund Balance, and need to be re-appropriated for administrative use in subsequent years. The Community Preservation Committee believes having access to administrative funds is critically important as it allows the Committee to conduct business on a time-sensitive basis, a vital component of the Community Preservation Act.

The Community Preservation Act requires 10% of the estimated annual income be allocated to current projects or reserved for future expenditures in each of the three core categories: Community Housing, Historic Resources, and Open Space and Recreation. The actual amount reserved each year depends upon whether or not Town Meeting has appropriated money totaling less than 10%, or not appropriated any money at all in any of these three core categories. If there is a balance of unspent Community Preservation Act funds from that fiscal year after such reservations and after Town Meeting has voted the Community Preservation Act articles, it is budgeted in the unrestricted reserve account for future Community Preservation Act projects in all three categories. As there is no Fiscal Year 2027 Historic Resources project submission, 10% of the Fiscal Year 2027 Estimated Annual Revenue, or \$334,340, will be allocated to

the Historic Resources reserve account for future Historic Resources projects.

SELECT BOARD POSITION:

FINANCE COMMITTEE POSITION:

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**Article 46 – Community Preservation Act Fund: Reversion of Unspent Funds**

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To see if the Town will vote to revert the unused funds from appropriations voted at prior Town Meetings, for projects that will not proceed or have been completed and for which no liabilities remain outstanding or unpaid, into the Community Preservation Act general account as follows:

2019 ATM, Article 34 – Smoke and Fire Detection for Loring Parsonage - \$55,640 to be reverted to the category of Historic Resources.

2020 ATM, Article 44 – Design of Wayside Inn Bridge over Hop Brook - \$278.79 to be reverted to the category of Historic Resources.

2023 ATM, Article 49 – Hosmer House Historic Structure and Cultural Landscape Study - \$2,470 to be reverted to the category of Historic Resources.

Total amount being reverted to Historic Resources Reserve: \$ 58,388.79

or act on anything relative thereto.

Submitted by the Community Preservation Committee

(Majority vote required)

**COMMUNITY PRESERVATION COMMITTEE'S REPORT:** The first project listed above cannot be completed for the amount approved by Town Meeting and will be reevaluated for a future warrant article. The second and third projects are completed at this time. In order to return the funds to the Community Preservation Act general account, an affirmative vote of Town Meeting on this article is necessary.

SELECT BOARD POSITION:

FINANCE COMMITTEE POSITION:

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**Article 47 – Citizen's Petition: 10 Year Plan to Fund & Construct Walkways**

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To see if the town will vote to raise and appropriate the sum of \$12.5 million (less than 1% of property taxes) to be expended on the construction of new town walkways along: Sudbury's major thru roads adjacent to residentially zoned land, by providing connections from neighborhoods to Sudbury's rail trails, public schools, parks, conservation land, and to other neighborhoods, either on the road's public right of way, or on other town land as outlined in the Sudbury Walkway Committee Report of February 2000 (to be

updated); this sum to be spent during the next 10 years; Such sums to be expended under the direction of the Town Manager, and for all incidental and related contract expenses, including but not limited to professional, design, engineering, and project management services, preparation of plans, specifications, bidding documents, borrowing costs,; and further, to authorize the Treasurer, with the approval of the Board of Selectmen, to issue notes of the Town, as necessary, in accordance with General Laws Chapter 44, Section 7, or any other enabling authority,; and further, to authorize the Town Manager with the approval of the Board of Selectmen to enter into such contracts to carry out the purposes of said vote in accordance with any enabling authority; provided, however, that the vote taken hereunder shall be expressly contingent upon approval by the voters at an election of a Proposition 2 1/2, so-called, debt exclusion established by General Laws Chapter 59, Section 21C, or act on anything thereto.

Submitted by Citizens Petition

(Two-thirds vote required)

**PETITIONER'S REPORT:**

SELECT BOARD POSITION:

FINANCE COMMITTEE POSITION:

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**Article 48 – Citizen's Petition: Appropriation of Funds for the Repairing of Single-Family Homes**

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To see if the Town will vote to appropriate a sum of money not to exceed \$500,000, from available funds as determined by the Town (including but not limited to Free Cash, available reserves, or other lawfully available funding sources), for the purpose of repairing four (4) existing single-family, SHA owned, residential properties, located at:

- 8 Oakwood Ave
- 2 Beechwood Ave
- 21 Lakewood Ave
- 9 Richard Drive

or any subset thereof, in order to bring such properties into compliance with applicable state and local building, health, safety, and housing standards, and to make them suitable for occupancy by families in need of affordable or community housing; and further to authorize the appropriate Town boards, officers, or agents to expend such funds, enter into contracts, and take all actions necessary or incidental to carry out this purpose; or to take any other action relative thereto, provided such actions maintain the aforementioned properties as single-family homes.

Submitted by Citizen's Petition

(Majority vote required)

PETITIONER'S REPORT: This article requests an appropriation of up to \$500,000 to repair four existing single-family homes owned by the Sudbury Housing Authority (SHA) in order to return them to safe, code-compliant occupancy for affordable, family housing.

The petitioners believe this approach represents a more fiscally responsible and timely use of public funds than the proposed multi-million-dollar redevelopment project involving demolition and reconstruction. These homes are already owned by the SHA and require targeted repairs and building system upgrades, not full replacement. Addressing deferred maintenance allows the Town to preserve existing housing assets, reduce vacancy, and bring the units to service more quickly and at substantially lower cost.

An external consultant engaged by the SHA has previously estimated that one of these properties required approximately \$137,000 in necessary repairs, demonstrating that rehabilitation costs are materially lower than new construction. While total costs vary by property, the \$500,000 cap proposed in this article provides sufficient flexibility to complete meaningful improvements while protecting taxpayers from the financial risk and long timelines associated with large-scale redevelopment.

By prioritizing repair over demolition, this article supports responsible stewardship of public resources, demonstrates community support of affordable housing in alignment with the SHA's mission, minimizes neighborhood disruption, delivers family housing more efficiently, and preserves the last remaining options for SHA single-family affordable housing. For these reasons, the petitioners respectfully recommend favorable action by Town Meeting.

SELECT BOARD POSITION:

FINANCE COMMITTEE POSITION:

Town of Sudbury

Annual Town Meeting

May 4, 2026

Given under our hands this \_\_\_\_ day of \_\_\_\_\_, 2026.

**SELECT BOARD OF SUDBURY:**

Lisa V. Kouchakdjian, Chair

Janie W. Dretler, Vice-Chair

Daniel E. Carty, Member

Radha R. Gargeya, Member

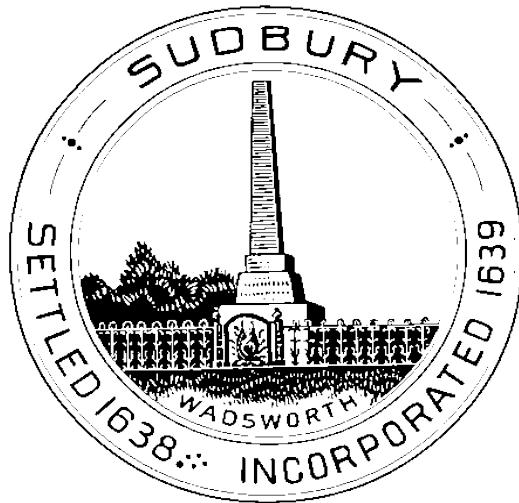
Charles G. Russo, Member

Select Board  
Sudbury  
Massachusetts

U.S POSTAGE  
PAID  
Permit No. 4  
Sudbury, MA 01776  
ECRWSS

**POSTAL PATRON  
SUDBURY  
MASSACHUSETTS 01776**

**ANNUAL TOWN MEETING**  
**Monday, May 4, 2026**



Timestamp	Submitter First and Last Name	Department or Board/Commission	Article Title	Warrant Report	Table or Spreadsheet	Meeting Approval Date	Funding Source	Dollar Amount
				<i>Please explaining the intent, purpose, and scope of article.</i>	<i>Please provide any tables and/or spreadsheets in Excel or .csv format.</i>	<i>If the article is submitted on behalf of a Board/Commission, please specify the date of the meeting when the Board/Commission voted to submit the article for the Town Meeting Warrant.</i>	<i>Please provide an explanation for any monied article that is not a Capital or Operating Budget request.</i>	<i>A Monied Article must specify the dollar amount requested.</i>
12/18/2025 9:24:52	Liesje Quinto	Commission on Disability	Full Inclusion and Accessibility Resolution	Please explaining the intent, purpose, and scope of article.		12/16/2025	N/A	N/A
1/7/2026 20:16:03	Liesje Quinto	Commission on Disability	FULL INCLUSION AND ACCESSIBILITY RESOLUTION	<p>FULL INCLUSION AND ACCESSIBILITY RESOLUTION</p> <p>To see if the Town will vote to adopt a non-binding resolution affirming its commitment to fully consider the rights, needs, and lived experiences of residents with disabilities in all municipal decision-making and planning processes; to strive for universal access, inclusion, and equity across Town programs, services, facilities, and communications; and to encourage coordinated action across boards, committees, departments, and community partners to address barriers, exclusion, and ableism; or act in any other manner in relation thereto.</p> <p>DESCRIPTION:</p> <p>To advance the Town's long-term goal of full inclusion and accessibility, this resolution reaffirms Sudbury's commitment to ensuring that residents of all abilities are able to participate equitably in civic life. Adoption of this resolution will signal collective responsibility and coordinated action to reduce barriers and to promote a culture of belonging for all.</p> <p>To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$170,000, being the Town's 86.87% share of the total estimated project of \$147,679, to be used together with the amount requested from the Town of Lincoln for its 13.13% share, being the sum of \$22,321, for the purpose of replacing of a manual analytical method to evaluate biological health of the activated sludge with an automated, real-time monitoring control system at the Lincoln-Sudbury Regional High School, including any incidental and related costs; or act on anything relative thereto.</p> <p>Submitted by: Lincoln-Sudbury School Committee</p> <p>LINCOLN-SUDBURY SCHOOL COMMITTEE REPORT:</p> <p>Purpose: The purpose of this request is to replace the current system, which was installed in 2004 and has reached the end of its 20-year projected lifespan. Now obsolete and no longer supported by the manufacturer, the existing equipment lacks the automation necessary to effectively monitor the biological health of the activated sludge. Operating without these automated insights significantly increases the risk of process failure, environmental non-compliance, and elevated operational costs. While the transition will involve training for Building &amp; Grounds staff, this will be conducted during standard operating hours to ensure a neutral impact on the department's labor budget.</p> <p>Cost: The total estimated cost, which includes software, hardware, training, and a contingency allocation for any additional engineering, commissioning is \$170,000 with Sudbury's share of 86.87% of \$147,679 for the Sudbury.</p>		12/16/2025	Non binding Resolution	N/A
1/12/2026 18:17:07	Victor Garofalo	Lincoln Sudbury Regional High School	LINCOLN-SUDBURY REGIONAL HIGH SCHOOL WASTEWATER TREATMENT FACILITY AUTOMATED CONTROL PANEL				Capital Budget	\$147,679

Timestamp	Submitter First and Last Name	Department or Board/Commission	Article Title	Warrant Report	Table or Spreadsheet	Meeting Approval Date	Funding Source	Dollar Amount
1/16/2026 6:51:40	Timothy Choate	Fire Department	Self-Contained Breathing Apparatus Replacement	<p>To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum of \$550,000 or any other sum, for the purchase or acquisition of self-contained breathing apparatus (SCBA) and associated equipment in the Fiscal Year 2027, or an act relative thereto.</p> <p>Submitted by the Fire Chief</p> <p>FIRE CHIEF'S REPORT: The requested SCBA is respiratory protection used by firefighters in contaminated atmospheres where heat, toxic gases and particles are present. The SCBA units and associated equipment, including but not limited to masks, cylinders and rapid intervention apparatus is essential to the operations of the department. The current equipment is approaching its end of service life that are defined by DOT and NFPA standards.</p>			Capital Budget	\$550,000
1/19/2026 12:27:01	Victor Garofalo	Assistant Town Manager, Finance Director	Terminate Revolving Funds	<p>To see if the Town will vote to terminate the following Revolving Funds (Youth Programs, Teen Center and Forestry) as of June 30, 2026, with any monies in the Revolving Fund at that time to be allocated to the General Fund; and further, in connection therewith, to amend Section 25-4 of the General Bylaws, to be effective on June 20, 2026, by deleting the relevant row in the chart appearing therein, or act on anything relative thereto.</p> <p>Submitted by the Assistant Town Manager, Finance Director . (Majority vote required)</p> <p>Assistant Town Manager/Finance Director: As set forth in General Bylaw Chapter 25, this article proposes to terminate the Youth Programs, Teen Center, and Forestry Revolving Funds, as these funds are no longer active or in use.</p> <p>To see if the Town will vote to establish the FY27 spending limits for the use of revolving funds under M.G.L.c.44, s.53E ½, by the following departments of the Town, in accordance with each fund as set forth in General Bylaw Chapter 25, Section 25-5 Limitation on expenditures:</p> <p>** insert table ****</p> <p>or act on anything relative thereto.</p> <p>Submitted by the Assistant Town Manager, Finance Director. (Majority vote required)</p>		N/A	N/A	
1/19/2026 12:23:12	Victor Garofalo	Assistant Town Manager, Finance Director	FY27 REVOLVING FUND SPENDING LIMITS	<p>Assistant Town Manager/Finance Director Report: As set forth in General Bylaw Chapter 25, this article seeks authorization for Fiscal Year 2026 for revolving funds previously established pursuant to M.G. L. c.44, s.53E ½. Expenditures from each revolving fund are subject to the limitation established annually by Town Meeting or any increase therein as may be authorized in accordance with M.G.L. c.44, s. 53E ½. The maximum amount stated is the same as the</p> <p>FY27 maximum voted for each revolving fund except for the following: the Building Inspector Plumbing and Gas Inspectional Service increased from \$75,000 to \$85,000; and the Recreation Revolving from \$570,000 to \$650,000</p>	<a href="https://drive.google.com/open?id=1jzck8xR_XNERZ9KhRw0WxdOyc8CaDIX">https://drive.google.com/open?id=1jzck8xR_XNERZ9KhRw0WxdOyc8CaDIX</a>		Revolving Funds	n/a

Timestamp	Submitter First and Last Name	Department or Board/Commission	Article Title	Warrant Report	Table or Spreadsheet	Meeting Approval Date	Funding Source	Dollar Amount
1/19/2026 12:47:59	Andrew Sheehan	Town Manager	FY27 TRANSFER STATION ENTERPRISE FUND BUDGET	To see if the Town will vote to raise and appropriate, or appropriate from available funds, the following sums set forth in the FY27 budget of the Transfer Station Enterprise, to be included in the tax levy and offset by the funds of the enterprise:  ** INSERT SHEET **  1 Paid for by Enterprise Revenue Transfer to Unclassified Benefits (General Fund)  ; or act on anything relative thereto.  Submitted by the Town Manager. (Majority vote required) To see if the Town will vote to raise and appropriate, or appropriate from available funds, the following sums set forth in the FY27 budget of the Atkinson Pool Enterprise, to be included in the tax levy and offset by the funds of the enterprise:  *** INSERT SHEET ***  1 Paid for by Enterprise Revenue Transfer to Unclassified Benefits (General Fund) ; or act on anything relative thereto.	<a href="https://drive.google.com/open?id=1Ma1MpFG6oj5KONxtZ1hLg3U5QJm2mdv">https://drive.google.com/open?id=1Ma1MpFG6oj5KONxtZ1hLg3U5QJm2mdv</a>		Enterprise Fund	\$346,870
1/19/2026 12:54:51	Andrew Sheehan	Town Manager	FY27 POOL ENTERPRISE FUND BUDGET	Submitted by the Town Manager. (Majority vote required) To see if the Town will vote to raise and appropriate, or appropriate from available funds, the following sums set forth in the FY27 budget of the Recreation Field Maintenance Enterprise, to be included in the tax levy and offset by the funds of the enterprise:  *** Insert Table ***  1 Paid for by Enterprise Revenue Transfer to Unclassified Benefits (General Fund) ; or act on anything relative thereto.  Submitted by the Town Manager. (Majority vote required) To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum or sums of money, to be expended under the direction of the Town Manager, for the purpose of funding the Fiscal Year 26 Snow and Ice deficit; or act on anything relative thereto.	<a href="https://drive.google.com/open?id=1Fxx_Qf3s4Vxd8JgyuClAfKKSigSyMs1">https://drive.google.com/open?id=1Fxx_Qf3s4Vxd8JgyuClAfKKSigSyMs1</a>		Enterprise Funds	\$579,697
1/19/2026 13:01:10	Andrew Sheehan	Town Manager	FY27 RECREATION FIELD MAINTENANCE ENTERPRISE FUND BUDGET	Submitted by the Assistant Town Manager, Finance Director. (Majority vote required)  ASSISTANT TOWN MANAGER, FINANCE DIRECTOR REPORT: This article will fund any deficit in the snow and ice account required due to the nature of this year's winter.	<a href="https://drive.google.com/open?id=1lggwoFE97wzdfBF40d63lRa4WzqPMu7">https://drive.google.com/open?id=1lggwoFE97wzdfBF40d63lRa4WzqPMu7</a>		Enterprise Fund	\$254,895
1/19/2026 13:04:35	Victor Garofalo	Assistant Town Manager, Finance Director	SNOW AND ICE TRANSFER	To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum or sums of money for the payment of certain unpaid bills incurred in previous fiscal years which may be legally unenforceable due to the insufficiency of the appropriation in the years in which such bills were incurred; or act on anything relative thereto.  Submitted by the Town Accountant. (Four-fifths vote required)			FREE CASH	
1/19/2026 13:07:22	Victor Garofalo	Town Accountant	UNPAID BILLS	TOWN ACCOUNTANT REPORT: Invoices that are submitted for payment after the accounts are closed at the end of a fiscal year or payables for which there are insufficient funds (and were not submitted for a Reserve Fund Transfer) can only be paid by a vote of the Town Meeting, a Special Act of the Legislature, or a court judgment.			Free CASH	

Timestamp	Submitter First and Last Name	Department or Board/Commission	Article Title	Warrant Report	Table or Spreadsheet	Meeting Approval Date	Funding Source	Dollar Amount
1/22/2026 12:30:25 Ryan Poteat	Community Preservation Committee	COMMUNITY PRESERVATION ACT FUND – OPEN SPACE AND RECREATION – ACCESSIBLE CONNECTIONS – MASS CENTRAL RAIL TRAIL		<p>To see if the Town will vote to appropriate a sum or sums of money not to exceed \$270,000 from the category of Open Space and Recreation of the Community Preservation Act, funded from Fiscal Year 2027 Estimated Annual Revenues, to be expended under the direction of the Town Manager, for the 1) engineering, design, and permitting for an all-persons trail through part of Memorial Forest; 2) design, engineering, and construction of a 250-foot long accessible boardwalk from the Mass Central Rail Trail to Duck Pond in Hop Brook Marsh; and 3) design and construction of a small, accessible parking area off Dutton Road, adjacent to the Mass Central Rail Trail; or act on anything relative thereto.</p> <p>Submitted by the Community Preservation Committee. (Majority vote required)</p> <p>COMMUNITY PRESERVATION COMMITTEE REPORT: This request will improve accessibility to the Town-owned Hop Brook Marsh Reservation and Sudbury Valley Trustee-owned Memorial Forest via the soon to be completed Mass Central Rail Trail (MCRT). The project includes three components: 1) engineering, design, and permitting for an all-persons trail through part of Memorial Forest; 2) design, engineering, and construction of a 250-foot long accessible boardwalk from the MCRT to Duck Pond in Hop Brook Marsh; and 3) design and construction of a small, accessible parking area off Dutton Road, adjacent to the MCRT.</p> <p>The MCRT now provides a paved pathway through the unique conservation lands west of Dutton Road. Residents who can bike or walk a few miles can easily visit Hop Brook Marsh Memorial Forest and the Assabet National Wildlife Refuge. However, the only accessible parking along the 1.5</p> <p>To see if the Town will vote to appropriate a sum or sums of money not to exceed \$71,000 from the category of Open Space and Recreation of the Community Preservation Act, funded from Fiscal Year 2027 Estimated Annual Revenues, to the Sudbury Cultural Council for the creation of four art installations along the Bruce Freeman Rail Trail; or act on anything relative thereto.</p> <p>Submitted by the Community Preservation Committee. (Majority vote required)</p> <p>COMMUNITY PRESERVATION COMMITTEE REPORT: This request is for four (4) art installations at \$15,000 maximum cost each, including design, fabrication, and installation. The installation will be placing on the four cement pads that were constructed along the Sudbury section of the Bruce Freeman Rail Trail (BFR) to host these such art installations. \$1,000 is allocated for marketing and payment for submitting the call for art to fee-based listservs and an additional \$10,000 in contingency reserves or unexpected costs. The inclusion of art installations on the trail aligns with the mission of the Sudbury Cultural Council (SCC), which aims to foster a vibrant and inclusive cultural landscape and to promote community engagement and connection in Sudbury. Adding art installations to the pads on the trail will promote a sense of community and highlight our cultural identity, boosting our community profile, welcoming new visitors and fostering economic development.</p>		1/21/2026	FY27 CPA Revenue	\$270,000
1/20/2026 16:48:50 Ryan Poteat	Community Preservation Committee	COMMUNITY PRESERVATION ACT FUND – OPEN SPACE AND RECREATION - ART INSTALLATIONS ALONG THE BRUCE FREEMAN RAIL TRAIL				1/14/2026	FY27 CPA Revenue	\$71,000

Timestamp	Submitter First and Last Name	Department or Board/Commission	Article Title	Warrant Report	Table or Spreadsheet	Meeting Approval Date	Funding Source	Dollar Amount
1/20/2026 16:51:51	Ryan Poteat	Community Preservation Committee	COMMUNITY PRESERVATION ACT FUND – OPEN SPACE AND RECREATION – DR. BILL ADELSON SMILE PLAYGROUND IMPROVEMENTS	<p>To see if the Town will vote to appropriate a sum or sums of money not to exceed \$337,700 from the Open Space and Recreation category of the Community Preservation Act, funded from Fiscal Year 2027 Estimated Annual Revenues, to be expended under the direction of the Town Manager, for the purpose of making improvements to the Dr. Bill Adelson SMILE Playground including removing and replacing areas of damaged or missing poured-in-place surfaces, replacing equipment, providing a shade structure, planting new trees, and other site work, and including all incidental and related costs; or act on anything relative thereto.</p> <p>Submitted by the Community Preservation Committee. (Majority vote required)</p> <p>COMMUNITY PRESERVATION COMMITTEE REPORT: This project involves the replacement and enhancement of the existing Dr. Bill Adelson SMILE Playground on Haskell Field. The scope includes replacing the previously removed playground structures, installing poured-in-place surfacing where it is currently lacking, and adding shade structures along with new playground equipment to improve both usability and accessibility.</p>		1/14/2026	FY27 CPA Revenue	\$337,700
1/20/2026 16:53:54	Ryan Poteat	Community Preservation Committee	COMMUNITY PRESERVATION ACT FUND – OPEN SPACE AND RECREATION – DR. BILL ADELSON SMILE PLAYGROUND IMPROVEMENTS	<p>To see if the Town will vote to appropriate a sum or sums of money not to exceed \$337,700 from the Open Space and Recreation category of the Community Preservation Act, funded from Fiscal Year 2027 Estimated Annual Revenues, to be expended under the direction of the Town Manager, for the purpose of making improvements to the Dr. Bill Adelson SMILE Playground including removing and replacing areas of damaged or missing poured-in-place surfaces, replacing equipment, providing a shade structure, planting new trees, and other site work, and including all incidental and related costs; or act on anything relative thereto.</p> <p>Submitted by the Community Preservation Committee. (Majority vote required)</p> <p>COMMUNITY PRESERVATION COMMITTEE REPORT: This project involves the replacement and enhancement of the existing Dr. Bill Adelson SMILE Playground on Haskell Field. The scope includes replacing the previously removed playground structures, installing poured-in-place surfacing where it is currently lacking, and adding shade structures along with new playground equipment to improve both usability and accessibility.</p>		1/14/2026	FY27 CPA Revenue	\$337,700

Timestamp	Submitter First and Last Name	Department or Board/Commission	Article Title	Warrant Report	Table or Spreadsheet	Meeting Approval Date	Funding Source	Dollar Amount
1/20/2026 16:57:23 Ryan Poteat	Community Preservation Committee	COMMUNITY PRESERVATION ACT FUND – OPEN SPACE AND RECREATION - HASKELL FIELD BATHROOM RENOVATION		<p>To see if the Town will vote to appropriate a sum or sums of money not to exceed \$66,000, from the category of Open Space and Recreation of the Community Preservation Act, funded from Fiscal Year 2027 Estimated Annual Revenues, to be expended under the direction of the Town Manager, to renovate, upgrade, improve safety, functionality, and overall condition the existing bathrooms at Haskell Field; or act on anything relative thereto.</p> <p>Submitted by the Community Preservation Committee. (Majority vote required)</p> <p>COMMUNITY PRESERVATION COMMITTEE REPORT: The proposed project will replace and upgrade the existing bathrooms at Haskell Field to improve safety, functionality, and overall condition. While the facilities are already Americans with Disabilities Act (ADA) accessible, the current equipment is outdated and in need of replacement. The scope of work includes installing new commercial-grade toilets and sinks, updating fixtures and finishes, and updating the existing concrete flooring with a burnish finish. In addition, security cameras and programmable locks will be considered to enhance safety and operational efficiency. These improvements will modernize the facilities, improve the user experience, and extend the lifespan of the bathrooms for years to come.</p> <p>The bathrooms at Haskell Field serve residents of all ages and abilities who use the playground, fields, and walking paths. Improved facilities ensure comfort, safety, and accessibility for the entire community. The project preserves and enhances an existing Town facility that is heavily used by the community. The proposed project will not exceed \$66,000 from the category of Open Space and Recreation of the Community Preservation Act, funded from Fiscal Year 2027 Estimated Annual Revenues, to the Hop Brook Protection Association for the purpose of remediating/ removing water chestnuts and other invasive species from the Hop Brook pond system and to authorize the Select Board to enter into a grant agreement on such terms and conditions as it deems appropriate; or act on anything relative thereto.</p> <p>Submitted by the Community Preservation Committee. (Majority vote required)</p>		1/14/2026	FY27 CPA Revenue	\$66,000
1/20/2026 16:59:53 Ryan Poteat	Community Preservation Committee	COMMUNITY PRESERVATION ACT FUND – OPEN SPACE AND RECREATION - RESTORING WATER QUALITY IN HOP BROOK		<p>COMMUNITY PRESERVATION COMMITTEE REPORT: The Hop Brook is the largest tributary of the Sudbury River, and drains more than half of the land area of Sudbury. Dozens of homes, recreational and historical areas, Town wells and Town property are along this waterway and associated ponds. Until the 1970s, the Hop Brook was a major recreational and natural asset. However, nutrient pollution – primarily from the Marlborough Easterly wastewater treatment plant - has caused degradation of water quality, and overgrowth of invasive plants. As a result, the Hop Brook waterway and associated ponds are no longer attractive for recreational use.</p> <p>This request is for years six and seven of a ten-year remediation program. The ongoing treatment is necessary to preserve the essential character of the Town. The program has been successful, but must continue to completely eradicate this invasive. Ending the program prematurely will result in the invasive aggressively returning; conversely, the diminishing request is a clear sign of program's success as</p>		1/14/2026	FY27 CPA Revenue	\$49,800

Timestamp	Submitter First and Last Name	Department or Board/Commission	Article Title	Warrant Report	Table or Spreadsheet	Meeting Approval Date	Funding Source	Dollar Amount
1/20/2026 17:03:27 Ryan Poteat	Community Preservation Committee	COMMUNITY PRESERVATION ACT FUND - COMMUNITY HOUSING - REGIONAL HOUSING SERVICES OFFICE (RHSO) MEMBERSHIP FEE		<p>To see if the Town will vote to appropriate a sum or sums of money not to exceed \$38,740 from the category of Community Housing of the Community Preservation Act, funded from Fiscal Year 2027 Estimated Annual Revenues, to fund the Town's portion of the Fiscal Year 2027 Regional Housing Services Office membership fee; or act on anything relative thereto.</p> <p>Submitted by the Community Preservation Committee. (Majority vote required)</p> <p><b>COMMUNITY PRESERVATION COMMITTEE REPORT:</b> Since 2011, the Town has contracted with the Regional Housing Services Office (RHSO) to provide services to the Town including affordable housing inventory monitoring; supervising lotteries to determine qualifications for affordable housing; monitoring the Incentive Senior Developments to ensure compliance with eligibility requirements; monitoring all deed restricted properties; providing valuations for deed restricted properties to the Town Assessor, reviewing compliance with Regulatory Agreements and certification to the Executive Office of Housing and Livable Communities for Local Initiative Program (LIP) rental units; maintaining the affordable housing inventory and providing estimates for 2030 Subsidized Housing Inventory (SHI) projections; and other administrative work, including annual action plans, 5 year consolidated plans, fair housing reports and programs, and related housing questions which arise during the year.</p>		1/14/2026	FY27 CPA Revenue	\$38,740
1/20/2026 17:18:23 Ryan Poteat	Community Preservation Committee	COMMUNITY PRESERVATION ACT - COMMUNITY HOUSING - SUDBURY HOUSING TRUST ALLOCATION		<p>Sudbury has satisfied the requirements of the State's Comprehensive Permit Act (Chapter 40B). This Act requires cities and towns to provide certification that the number of "qualified" units in the town's housing stock is at least 10% of the town's population. The town must also demonstrate that it has taken steps to ensure that these units are affordable to low-income households. The town must also demonstrate that it has taken steps to ensure that these units are affordable to low-income households.</p> <p>Submitted by the Community Preservation Committee. (Majority vote required)</p> <p><b>COMMUNITY PRESERVATION COMMITTEE REPORT:</b> The purpose of the Sudbury Housing Trust is to provide funding for the creation and preservation of affordable housing in the Town of Sudbury for the benefit of low and moderate income households. The Trust implements the recommendations set forth in the Sudbury Housing Production Plan to aid the Town of Sudbury with the acquisition, creation, preservation, and support of community housing within the Town of Sudbury so that such property will be substantially available as residential property for low and moderate income persons and to further provide mechanisms to ensure such use. The Sudbury Housing Trust's Home Preservation Program correlates precisely to Community Preservation Act eligible activities in the category of Community Housing. It conforms to the Town's Housing Production Plan, contributes long-term affordability towards the 10% State's Comprehensive Permit Act (Chapter 40B) threshold, converts market rate units to affordable units, and promotes a socioeconomic environment that encourages a diversity of income. The Trust is actively adding to the 37 ownership units currently in its affordable</p>		1/14/2026	FY27 CPA Revenue	\$600,000

Timestamp	Submitter First and Last Name	Department or Board/Commission	Article Title	Warrant Report	Table or Spreadsheet	Meeting Approval Date	Funding Source	Dollar Amount
1/21/2026 15:40:22	Andrew Sheehan	Town Manager	FY26 BUDGET ADJUSTMENTS	To see if the Town will vote to amend the votes taken under Article 3, FY26 Budget, of the 2025 Annual Town Meeting, by adding to or deleting from line items thereunder, by transfer between or among accounts or by transfer from available funds; or act on anything relative thereto.  Submitted by the Select Board. (Majority vote required)				
1/21/2026 16:08:58	Andrew Sheehan	Town Manager	FY27 Budget	SELECT BOARD REPORT: This article will allow flexibility to review all accounts within the FY26 Operating Budget to make adjustments at the Annual Town Meeting as necessary.	<a href="https://drive.google.com/open?id=1oEyVM">https://drive.google.com/open?id=1oEyVM</a>		Operating Budget	\$131,763,603
1/21/2026 16:07:08	Andrew Sheehan	Town Manager	FY27 Capital Budget	To see if the Town will vote to raise and appropriate, or appropriate from available funds, the following sums, or any To see if the Town will vote to raise and appropriate, or appropriate from available funds, the following sums, or any other sum or sums, or authorize lease purchase agreements of up to five years, for the purchase or acquisition of capital items including but not limited to capital equipment, construction, engineering, design, renovation to buildings, equipping of vehicles, and all incidental and related expenses for projects:  *** insert table ***  ; or act on anything relative thereto.	<a href="https://drive.google.com/open?id=1Z3DzN6wX0d80fxECYvR-QYqlJUJctyfn">https://drive.google.com/open?id=1Z3DzN6wX0d80fxECYvR-QYqlJUJctyfn</a>		Capital Budget	\$1,195,600
1/22/2026 10:33:04	Tina Rivard	Department of Public Works	Chapter 90 Highway Funding	TOWN MANAGER REPORT: See detailed budget information, including details on each of these items in the Finance Section of the Warrant: To see if the Town will vote to authorize the Town Manager to accept and to enter into a contract for expenditure of any To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum of \$950,000 or any other sum, for the town wide (various locations) roads, culvert, drainage, consultant, construction, and appurtenances; or take any other action relative thereto.			state funding	
1/22/2026 10:34:59	Tina Rivard	Department of Public Works	Roads, Culvert, Drainage, Consultant and Construction	Approval of this article will provide funds to replace roads, culverts, associated drain structures and appurtenances at various locations throughout Town. This article will also provide funds to maintain a comprehensive Pavement Management Plan to include multiple surface treatment types like crack sealing, chip sealing, mill and overlay and full-depth reclamation, etc. The Town needs to invest at least \$1.5 million per year to prevent the overall Pavement Condition Index (PCI) from declining. This request is for an additional \$950,000 in funding annually to supplement the monies received from the State Chapter 90 program.			Capital Budget	\$950,000
1/22/2026 10:35:59	Tina Rivard	Department of Public Works	Town-Owned Parking Lots - Pavement Projects	To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum of \$100,000 or any other sum, for the town wide (various locations) resurfacing and improvements at Town-owned parking lots or take any other action relative thereto.			Capital Budget	\$100,000

Timestamp	Submitter First and Last Name	Department or Board/Commission	Article Title	Warrant Report	Table or Spreadsheet	Meeting Approval Date	Funding Source	Dollar Amount
1/22/2026 10:37:25	Tina Rivard	Department of Public Works	Large Construction/Excavation/Front-end Loader	To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum of \$300,000 or any other sum, for the purchase or acquisition of a new vehicle for public works; or take any other action relative thereto.  Approval of this article will provide funds to purchase a new Front-End Loader to replace an existing 2014 Front-End Loader. A new Loader will provide multiple uses throughout all the divisions within the DPW as well as improve efficiencies. It is a goal of the Public Works to focus on standardizing vehicles and specifying vehicles to better suit our multi-disciplinary needs. The older model is beyond its useful life expectancy as a front-line, emergency response machine. The purchase of a new loader, which will be safe, reliable, efficient, and capable of meeting the needs of the Department during the construction season. This equipment ensures the plowing operations remain efficient, and ultimately provide the staff with the proper equipment to clear the roads and parking lots during the snow and ice season. This unit has a 12 year lifecycle.			Capital Budget	\$300,000
1/22/2026 10:38:30	Tina Rivard	Department of Public Works	6-Wheel Combo Body Dump Truck with Plow and Spreader	To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum on \$350,000 or any To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum on \$335,000 or any other sum, for the purchase or acquisition of a new vehicle for public works; or take any other action relative thereto.			Capital Budget	\$350,000
1/22/2026 10:39:37	Tina Rivard	Department of Public Works	10-Wheel Dump Truck	Approval of this article will provide funds to purchase a new 10-Wheel Combo body Dump Truck to replace a 2007 Mack Dump Truck. The multi-use will be used all year round and has many uses: asphalt, salt spreader and dump truck; in addition to snow. It is a goal of the Public Works to focus on standardizing vehicles and specifying vehicles to better suit our multi-disciplinary needs. The Public Works employees use these vehicles to perform their everyday tasks including moving materials and equipment that is carried and towed by these vehicles. These trucks are also paired with larger equipment to perform snow removal. This unit has a 15 Year lifecycle.			Capital Budget	\$335,000
1/22/2026 10:40:48	Tina Rivard	Department of Public Works	Light/Medium Dump Truck with Spreader and Plow	To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum of \$135,000 or any To see if the Town will vote to revert the unused funds from appropriations voted at prior Town Meetings, for projects that will not proceed or have been completed and for which no liabilities remain outstanding or unpaid, into the Community Preservation Act general account as follows:  2019 ATM, Article 34 – Smoke and Fire Detection for Loring Parsonage - \$55,640 to be reverted to the category of Historic Resources.  2020 ATM, Article 44 – Design of Wayside Inn Bridge over Hop Brook - \$278.79 to be reverted to the category of Historic Resources.  2023 ATM, Article 49 – Hosmer House Historic Structure and Cultural Landscape Study - \$2,470 to be reverted to the category of Historic Resources.			Capital Budget	\$135,000
1/22/2026 14:22:40	Ryan Poteat	Community Preservation Committee	COMMUNITY PRESERVATION ACT FUND – REVERSION OF UNSPENT FUNDS	Total amount being reverted to Historic Resources Reserve:\$ 55,388.79  or act on anything relative thereto.  Submitted by the Community Preservation Committee. (Majority vote required)  COMMUNITY PRESERVATION COMMITTEE REPORT: The first project listed above cannot be completed for the amount approved by Town Meeting and will be reevaluated for a future warrant article. The second and third projects are completed at this time. In order to return the funds to the Community Preservation Act general account, an affirmative vote of Town Meeting on this article is necessary.	1/21/2026		CPA Historic Resource Reserve	-58,388.79

Timestamp	Submitter First and Last Name	Department or Board/Commission	Article Title	Warrant Report	Table or Spreadsheet	Meeting Approval Date	Funding Source	Dollar Amount
1/22/2026 14:26:10	Ryan Poteat	Community Preservation Committee	COMMUNITY PRESERVATION ACT FUND – OPEN SPACE AND RECREATION –	To see if the Town will vote to appropriate a sum or sums of money not to exceed \$214,000 from the category of Open Space and Recreation of the Community Preservation Act, funded from Fiscal Year 2027 Estimated Annual Revenues, to be expended under the direction of the Assistant Town Manager, for the design and permitting of athletic field improvements at Davis Field; or act on anything relative thereto.  Submitted by the Community Preservation Committee. (Majority vote required)		1/21/2026	FY27 CPA Revenue	\$214,000
1/22/2026 14:35:14	Ryan Poteat	Community Preservation Committee	COMMUNITY PRESERVATION ACT FUND – OPEN SPACE AND RECREATION – DAVIS FIELD DESIGN COST	COMMUNITY PRESERVATION COMMITTEE REPORT: This request seeks funding for the design and permitting of athletic field improvements at Davis Field. This project is in the conceptual phase, based on a comprehensive needs assessment that identifies a critical deficit in the town's athletic facilities. The funding would cover the development of design plans, necessary permits, and preparation of bid documents. This is a crucial step towards meeting the documented recreation needs of the community, particularly for youth sports.  The Town of Sudbury faces a notable deficit in high-quality recreational spaces. A recent Athletic Fields Evaluation and Needs Assessment Study found that 14 of the town's 33 athletic fields are overused, surpassing the recommended limit of 250 annual uses for natural grass fields. This heavy usage has resulted in deteriorated field conditions, including poor drainage and a lack of proper turf maintenance. While Davis Field is a 29.5-acre parcel, it is currently used as an open recreation field and dog park with a gravel parking lot in poor condition and no permanent field markings or lighting.		1/21/2026	FY27 CPA Revenue	\$122,000
1/22/2026 14:41:13	Ryan Poteat	Community Preservation Committee	COMMUNITY PRESERVATION FUND – GENERAL BUDGET AND	To see if the Town will vote to appropriate a sum or sums of money from Community Preservation Act Funds, as to see if the Town will vote to raise and appropriate, or transfer from available funds, \$100,000 to be expended under the direction of the Sudbury Public School Department for the replacement of School Classroom Instructional Equipment in the Curtis Middle School, Haynes Elementary School, Loring Elementary School, Nixon Elementary School and Noyes Elementary School; and all expenses incidental and related thereto; or take any action relative thereto.  Sponsored by the Sudbury School Committee.		1/21/2026	FY27 CPA Revenue	See Article
1/24/2026 13:44:16	Brad Crozier	Superintendent	SCHOOL CLASSROOM INSTRUCTIONAL EQUIPMENT REPLACEMENT, YEAR 3	SCHOOL COMMITTEE REPORT: The article seeks funding for the purpose of purchasing and replacing classroom instructional equipment in approximately twenty (20) total classrooms in all five (5) school buildings. Current equipment is 12-15 years old and have exceeded their useful life. Sudbury Public Schools positions technology in instructional spaces to support communication and collaboration. The schools provide tools that support student collaboration, differentiation of instruction, and accessibility options for all students.  The District's standard set of classroom instructional equipment includes 1) an interactive display that provides a visual resource for displaying materials to the entire class with touch components allowing students to interact with educational content with a pen or touch; 2) wireless video projection for teacher mobility around the classroom while also permitting students to project directly from their devices; 3) auditory support for classroom instruction ensuring all students can receive instruction with clarity benefiting all students regardless of whether they have an issue with		Capital Budget		\$100,000
1/26/2026 11:13:37	Nickole Boardman	Council on Aging	Bylaw revision	Revise COA bylaw to remove term limits and add alternate members <a href="https://drive.google.com/open?id=1SqlCIL">https://drive.google.com/open?id=1SqlCIL</a>	1/12/2026	Bylaw revision		0

Timestamp	Submitter First and Last Name	Department or Board/Commission	Article Title	Warrant Report	Table or Spreadsheet	Meeting Approval Date	Funding Source	Dollar Amount
1/27/2026 10:05:24	Sandra Duran	Combined Facility Department	School Safety Enhancements	To see if the Town will vote to raise and appropriate, or transfer from available funds, \$450,000.00, to be expended under the direction of the Combined Facility Director, for the purpose of the installation of various safety infrastructure improvements including but not limited to design and creation of a separate entrance vestibule at the Peter Noyes Elementary School; to add a pedestrian pathway and bollards at the student drop off/pickup/play area at the Peter Noyes School; to add bollards and swing gates at the student bus drop off/basketball area; and additional access control at all school entrances. This funding request will be used to implement those recommendations, or act on anything relative thereto.		1/26/2026	Capital Budget	\$450,000.00
1/27/2026 10:06:27	Sandra Duran	Combined Facility Department	FIRE ALARM, EMERGENCY LIGHTING AND BI-DIRECTIONAL AMPLIFICATION SYSTEM INSTALLATIONS AT THE JOSIAH HAYNES ELEMENTARY SCHOOL AND THE GENERAL JOHN NIXON ELEMENTARY SCHOOL.	Representatives from the Sudbury School District and the Sudbury Police Department participated in a school safety review that resulted in the recommendation to add a secure vestibule to the Peter Noyes Elementary School; to add a pedestrian pathway and bollards at the school drop off/pickup/play area at the Peter Noyes School; to add bollards and swing gates at the student bus drop off/basketball area; and additional access control at all school entrances		1/26/2026	Capital Budget	\$660,500.00
1/27/2026 10:04:18	Sandra Duran	Combined Facility Department	BUILDING MANAGEMENT SYSTEM CAPITAL REPAIRS	To see if the Town will vote to raise and appropriate, or transfer from available funds, \$110,000.00, to be expended under the direction of the Combined Facility Director, for the purpose of replacing failed and/or obsolete elements of the HVAC building management system throughout all five schools, or act on anything relative thereto.		1/26/2026	Capital Budget	\$110,000.00
1/27/2026 10:26:51	Sandra Duran	Combined Facility Department	DPW FIRE ALARM REPLACEMENT	Throughout all five schools, there are elements of the Building Management Systems that have failed or are obsolete. Repairing elements in the schools' building management systems (BMS) is necessary to ensure student/staff safety, to improve health and learning environments; to achieve cost effectiveness (preventing major failures); meets regulatory compliance; extends the asset life and supports the educational mission by reducing disruptions, ultimately creating better spaces for teaching and learning.			Capital Budget	\$110,000.00
				To see if the Town will vote to raise and appropriate, or transfer from available funds, \$110,000. to be expended				

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1/27/2026 10:31:09	Sandra Duran	Combined Facility Director	DPW GARAGE CONCRETE FLOOR REPLACEMENT	<p>To see if the Town will vote to raise and appropriate, or transfer from available funds, \$2,000,000, to be expended under the direction of the Combined Facility Director, for the purpose of the full concrete deck replacement, improved safety/modification of the current truck washing bay catwalk, replacement of non-operational/obsolete truck washing equipment, construction administration and oversight, or act on anything relative thereto.</p> <p>This project will replace the Department of Public Works Administration/Garage building's concrete floor in its entirety and repair/modify the existing required truck washing bay to ensure safety of employees. The current concrete flooring is deteriorated, is spalling, has exposed rebar and exposed concrete wire. The current truck washing bay's catwalk requires modification to provide safe use. This building is critical infrastructure for our snow management operations and houses the DPW equipment and trucks that are used to maintain the Town roadways. The funds from this request will be used for the oversight, demolition, and full replacement of the current concrete deck, modification of the current truck washing bay catwalk and replacement of non-operational/obsolete truck washing equipment.</p>			Borrowed funds	\$2,000,000.00
1/27/2026 10:33:20	Sandra Duran	Combined Facility Department	FIRE STATION 2 ROOF COVERING ASPHALT SHINGLE REPLACEMENT	<p>To see if the Town will vote to raise and appropriate, or transfer from available funds, \$120,000, to be expended under the direction of the Combined Facility Director, for the purpose of replacing the existing asphalt shingle roof, or anything relative thereto.</p> <p>The original portion of Fire Station 2 contains a shingle roofing system. The roof area of the entire building is approximately 4,135 square feet (SF). There exist various typical penetrations throughout the roof area such as vent pipes and a chimney. This roof system has surpassed its useful life and was slated for full replacement in 2018. The replacement scope of work includes the installation of a new architectural asphalt shingle system complete with felt underlayment, ice and water barrier membrane, ventilation improvements, gutters and downspouts, and a roofing manufacturer's material warranty (minimum 30-year time frame).</p>			Capital Budget	\$120,000.00
1/27/2026 10:35:11	Sandra Duran	Combined Facility Department	FLYNN BUILDING HOT WATER CIRCULATION PUMPS AND BOILER REPLACEMENT	<p>To see if the Town will vote to raise and appropriate, or transfer from available funds, \$150,000, to be expended under the direction of the Combined Facility Director, for the purpose of replacing the existing boiler and pumps with high efficiency boilers and BACnet communication, or anything relative thereto.</p> <p>The existing boiler and HVAC piping are beyond their recommended useful life. This project includes the demolition &amp; disposal of existing Single PK SN 1200 boiler and pumps (1,020 MBTU's/hot water circulation through a pair of 3HP pumps). For redundancy, this funding request will replace the existing boiler with two 500 MBH High efficiency boilers with BACnet communication, including new boiler condensate piping and neutralizer kits, new flue, combustion air piping, gas piping as required and VFD system pumps.</p>			Capital Budget	\$150,000.00

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1/27/2026 12:22:39	Sandra Duran	Combined Facility Department	AUTHORIZATION TO PROCEED WITH THE EPHRAIM CURTIS MIDDLE SCHOOL SOLAR CANOPY	To see if the Town will vote to transfer the care, custody, management and control of a portion or portions of the Ephraim Curtis Middle School property located at 22 Pratts Mill Rd. Rd from the Select Board for the purposes for which it is presently held to the Select Board for general municipal purposes and for recreational purposes and also for the purpose of leasing the same to one or more solar energy electricity production entities for the installation of a solar energy facility or facilities, and to authorize the Select Board and School Committee to enter into a lease or leases for such portion or portions for a term of at least 20 years from the date of commencement of commercial operations of the solar energy facility or facilities and such additional term as the Select Board shall deem appropriate, all on such terms and conditions, and for such consideration, as the Select Board deems appropriate including a power purchase agreement for electricity and/or solar energy credits; and to authorize the Select Board to grant such access, utility, and other easements in, on, and under said property as may be necessary or convenient to construct, operate, maintain, and replace such solar energy facility or facilities; to authorize the Select Board to take all actions necessary in connection therewith; and to authorize the Select Board, pursuant to the provisions of Massachusetts General Laws Chapter 59, Section 5, or any other enabling authority, to enter into an agreement for payments in lieu of taxes (PILOT Agreement) on account of such facility or facilities for a term of 20 years and such additional term as the Select Board shall deem appropriate, upon such terms and conditions as the Select Board shall deem to be in the best interest of the Town and further, to authorize the Select Board to take such actions as may be necessary to implement such agreements; or act on anything relative thereto.		1/26/2026		
1/27/2026 12:30:52	Sandra Duran	Combined Facility Director	AUTHORIZATION TO PROCEED WITH THE HASKELL FIELD SOLAR CANOPY.	To see if the Town will vote to transfer the care, custody, management and control of a portion or portions of the Haskell Field property located at Fairbank Road from the Select Board for the purposes for which it is presently held to the Select Board for general municipal purposes and for recreational purposes and also for the purpose of leasing the same to one or more solar energy electricity production entities for the installation of a solar energy facility or facilities, and to authorize the Select Board to enter into a lease or leases for such portion or portions for a term of at least 20 years from the date of commencement of commercial operations of the solar energy facility or facilities and such additional term as the Select Board shall deem appropriate, all on such terms and conditions, and for such consideration, as the Select Board deems appropriate including a power purchase agreement for electricity and/or solar energy credits; and to authorize the Select Board to grant such access, utility, and other easements in, on, and under said property as may be necessary or convenient to construct, operate, maintain, and replace such solar energy facility or facilities; to authorize the Select Board to take all actions necessary in connection therewith; and to authorize the Select Board, pursuant to the provisions of Massachusetts General Laws Chapter 59, Section 5, or any other enabling authority, to enter into an agreement for payments in lieu of taxes (PILOT Agreement) on account of such facility or facilities for a term of 20 years and such additional term as the Select Board shall deem appropriate, upon such terms and conditions as the Select Board shall deem to be in the best interest of the Town and further, to authorize the Select Board to take such actions as may be necessary to implement such agreements; or act on anything relative thereto.				

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1/27/2026 12:32:53	Sandra Duran	Combined Facility Director	AUTHORIZATION TO PROCEED WITH THE POLICE STATION SOLAR CANOPY.	To see if the Town will vote to transfer the care, custody, management and control of a portion or portions of the Police Station property located at 75 Hudson Rd from the Select Board for the purposes for which it is presently held to the Select Board for general municipal purposes and for recreational purposes and also for the purpose of leasing the same to one or more solar energy electricity production entities for the installation of a solar energy facility or facilities, and to authorize the Select Board to enter into a lease or leases for such portion or portions for a term of at least 20 years from the date of commencement of commercial operations of the solar energy facility or facilities and such additional term as the Select Board shall deem appropriate, all on such terms and conditions, and for such consideration, as the Select Board deems appropriate including a power purchase agreement for electricity and/or solar energy credits; and to authorize the Select Board to grant such access, utility, and other easements in, on, and under said property as may be necessary or convenient to construct, operate, maintain, and replace such solar energy facility or facilities; to authorize the Select Board to take all actions necessary in connection therewith; and to authorize the Select Board, pursuant to the provisions of Massachusetts General Laws Chapter 59, Section 5, or any other enabling authority, to enter into an agreement for payments in lieu of taxes (PILOT Agreement) on account of such facility or facilities for a term of 20 years and such additional term as the Select Board shall deem appropriate, upon such terms and conditions as the Select Board shall deem to be in the best interest of the Town and further, to authorize the Select Board to take such actions as may be necessary to implement such agreements; or act on anything relative thereto.				
1/27/2026 14:40:41	Julie Williams	Sudbury Public Schools	School Classroom Instructional Equipment Replacement, Year 3	To see if the Town will vote to raise and appropriate, or transfer from available funds, \$100,000 to be expended under the direction of the Sudbury Public School Department for the replacement of School Classroom Instructional Equipment in the Curtis Middle School, Haynes Elementary School, Loring Elementary School, Nixon Elementary School and Noyes Elementary School; and all expenses incidental and related thereto; or take any action relative thereto.		1/26/2026	Capital Budget	\$100,000.00
1/28/2026 7:55:15	Sandra Duran	Combined Facility Director	FY27 AMERICANS WITH DISABILITIES ACT TRANSITION PLAN RECOMMENDATIONS	FACILITIES DIRECTOR REPORT: In 2021 as part of the ongoing effort to assess the current level of Americans with Disabilities Act (ADA) compliance in programs, services and activities and town-owned facilities, The Institute for Human Centered Design was contracted to prepare an ADA Self Evaluation and Transition Plan on the Town's behalf to identify deficiencies, compile a prioritized list of recommendations for corrective actions and provide associated costs. The Self Evaluation found many key facilities are generally usable by people with disabilities but are not in full compliance with current accessibility requirements. This article would provide funding to continue addressing identified recommendations in Town Facilities including Schools, public spaces as well as respond to urgent community needs not previously identified on the self-assessment and transition plan.			Capital Budget	\$200,000.00

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1/29/2026 8:06:50	Adam Burney	Planning Board	MODIFICATION OF ZONING BYLAW SECTION 4300 WIRELESS SERVICES OVERLAY DISTRICT	Currently, Sudbury permits wireless carriers to construct new towers in a limited number of locations. Many of these locations are in a relatively small geographic area or require permission from Town Government. This has resulted in inconsistent coverage, a limited ability to expand the facilities which would increase coverage, and areas where there is no ability to place the infrastructure. This creates areas where there is limited or no cell phone signal, which creates a challenge in contemporary society where many households do not have a landline, where children have more activities making the capability to contact parents or other family providing transportation crucial. The proposed Bylaw is intended to expand the ability to locate wireless facilities in a wider variety of areas, while working to ensure that there are minimal impacts to the surrounding area and the fabric of the Town as a whole in keeping with the Master Plan objectives such as historic resources, scenic vistas and colonial character, through specific siting, height, and design requirements.		1/28/2026		
1/29/2026 10:12:37	James Goudie-Murray	Select Board	Hear Reports	To see if the Town will vote to hear, consider and accept the reports of the Town Boards, Commissions, Officers and Committees as printed in the 2025 Town Report or as otherwise presented; or act on anything relative thereto.  To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of \$350,000, or any other sum or sums, to be added to the Stabilization Fund established under Article 12, of the October 7, 1982 Special Town Meeting, pursuant to General Laws Chapter 40, Section 5B; or act on anything relative thereto		1/20/2026		
1/29/2026 10:13:57	James Goudie-Murray	Select Board	FY27 Stabilization Fund	WARRANT REPORT:  Based on the Select Board's Budget and Financial Policies, the Town's goal is to maintain in the Stabilization Fund an amount equal to 5% of the total projected general fund operating revenues for the last fiscal year. This Fund protects the Town in case of a severe emergency and is beneficial in supporting the Town's AAA bond ratings, which in turn results in lowering borrowing costs.		1/20/2026		350000
1/29/2026 10:15:19	James Goudie-Murray	Select Board	Funding for Transportation Programs	To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum of \$100,000, or any other sum or sums, for the purposes of continuing the operation of local Transportation Programs, including all incidental and related expenses; or act on anything relative thereto.  SELECT BOARD REPORT: The Town of Sudbury has operated a number of transportation programs. These have included Go Sudbury! Taxi program, Go Sudbury! Uber, and Catch Connect. The transportation programs have been funded with legislative earmarks, grants, American Rescue Plan Act (ARPA) funds, and local funds. The program has provided thousands of rides to Sudbury's financially vulnerable, residents with a disability, those aged 50+, essential workers, and military veterans in need of transportation to and from healthcare and social service appointments, shopping, community resources, and places of employment. Approval of this article will provide funds to continue the operation of the transportation program into and through fiscal year 2027.		1/20/2026		

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1/29/2026 10:19:08	James Goudie-Murray	Select Board	Vocational Education Stabilization Fund	<p>To see if the Town will vote to create, in accordance with the provisions of Chapter 40, Section 5B of the Massachusetts General Laws, a Vocational Education Stabilization Fund; and to raise and appropriate, borrow or transfer from available funds the sum of \$200,000 to be placed in said fund; or act on anything relative thereto.</p> <p>[2/3rds vote]</p> <p>SELECT BOARD OR TOWN MANAGER REPORT: The Vocational Education Stabilization Fund will be established as a reserve fund to hold funds to pay all or a portion of a buy-in fee for admission to a vocational education district. The Vocational Education Stabilization Fund will be separate and distinct from other stabilization funds. Subject to the availability of funds, the Town will appropriate annually to the Vocational Education Stabilization Fund so that over time it achieves a target balance of 2% of the prior fiscal year's general fund operating budget. The fund will be used to pay all or a portion of a buy-in fee for admission into a vocational education district. The balance need not be sufficient to cover 100% of the buy-in fee. If the balance in the fund exceeds the amount of the buy-in fee, funds may be used to pay annual capital and operating assessments or for any other purpose allowed under G.L. c. 40, §5B. The Town may adjust the target balance based on conversations with potential vocational education partners, the results of feasibility studies, or other relevant information.</p>		1/20/2026		200000
1/29/2026 10:20:44	James Goudie-Murray	Select Board	Qualified Consultant Services for Liberty Ledge/Sewataro Visioning	<p>To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum of \$20,000, or any other sum or sums, for the purposes of conducting studies of the Town-owned property known as Liberty Ledge/Camp Sewataro, including all incidental and related expenses; or act on anything relative thereto.</p> <p>SELECT BOARD REPORT: The purpose of this article is to authorize limited funding for professional planning support to assist the Town in conducting a structured, transparent, and inclusive public visioning process for the Liberty Ledge/Sewataro property.</p> <p>Under the direction of the Town Manager, the consultant will support Town staff and any duly appointed public body designated to oversee the visioning effort by providing guidance on best practices for community engagement, facilitating the identification of opportunities and constraints, conducting studies, and preparing a summary of potential conceptual options based on public input.</p> <p>The consultant's role will be advisory and process-oriented only. Any recommendations regarding future use, disposition, or capital investment related to the property shall remain the responsibility of the Select Board.</p> <p>ARTICLE TITLE: CAPITAL STABILIZATION FUND</p> <p>To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of \$275,000, or any other sum, to be added to the Capital Stabilization Fund established under Article 13 of the 2018 Annual Town Meeting; or act on anything relative thereto.</p>		1/20/2026		20000
1/29/2026 12:49:45	Andrew Sheehan	Town Manager	Capital Stabilization Fund	<p>TOWN MANAGER'S REPORT:</p> <p>This transfer is for the purpose of saving funds for future capital needs. Based on the Select Board's Budget and Financial Policies, the Town's goal is to maintain in the Capital Stabilization Fund an amount equal to 2% of the total projected general fund operating revenues for the last fiscal year.</p>		Free Cash		275,000

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1/29/2026 12:50:54	Andrew Sheehan	Town Manager	AMEND GENERAL BYLAW C. 11, CAPITAL PLANNING	<p>To see if the Town will vote to amend General Bylaw Chapter 11, Capital Planning by deleting the text shown in strikethrough and inserting the bolded text in section 11.2 where indicated:</p> <p>§ 11-2 Duties.</p> <p>The CIAC shall study all capital proposals which involve major tangible items with a total project cost of more than \$100,000 in a single year or over \$200,000 in multiple years \$500,000 and which would likely require an article at Town Meeting for the project's authorization. The CIAC shall make a report with recommendations to the Finance Committee and the Select Board on these proposals.</p>				
1/29/2026 12:51:58	Andrew Sheehan	Town Manager	DIGITAL PUBLICATION OF LEGAL NOTICES HOME RULE PETITION	<p>SELECT BOARD REPORT: The existing bylaw establishes two spending thresholds for capital requests. This article proposes to replace the two thresholds with a single threshold of \$500,000. For any capital request less than \$500,000, the request would be funded within the Town Manager's Capital Operating Budget and any capital request above \$500,000 would be funded outside of the Town Manager's Capital Operating Budget, typically as a separate warrant article.</p> <p>This change would bring the Capital Planning bylaw into better conformity with the financial management authority established in the Town Charter. It would allow the Capital Improvement Advisory Committee (CIAC) to focus on the larger capital requests that have greater impact on the Town's finances and on the Town's taxpayers.</p> <p>To see if the Town will vote to authorize the Select Board to petition the General Court to enact legislation in substantially the following form, provided that the General Court may reasonably vary the form and content of the requested legislation within the scope of the general objectives of this petition.</p> <p>AN ACT AUTHORIZING THE TOWN OF SUDBURY TO ADOPT ALTERNATIVE METHODS FOR NOTICE OF PUBLIC HEARINGS.</p> <p>SECTION 1. Notwithstanding section 11 of chapter 40A of the General Laws, or any general or special law to the contrary, the Town of Sudbury may adopt and further amend general by-laws that regulate the publishing of legal notices of public hearings on the official website operated by the town.</p> <p>SECTION 2. The town may allow all legal notices of public hearings to be published: (i) in a local newspaper, either in electronic or paper format; or (ii) on the bulletin board outside the town clerk's office; and (iii) on the town's website; or act on anything relative thereto.</p> <p>TOWN MANAGER'S REPORT: This article would allow the Town to satisfy requirements for legal notices set forth in the general laws by allowing the publication of notices on the Town's website and/or in a local digital newspaper, along with the option of continuing the current practice of publication in a newspaper of general circulation</p>				
1/29/2026 12:54:07	Andrew Stephens	Lincoln Sudbury Regional School Committee	Amend Agreement between the Towns of Lincoln and Sudbury, Massachusetts, with respect to the formation of a Regional School District, as amended	To see whether the Town will vote to amend the Agreement between the Towns of Lincoln and Sudbury, Massachusetts, with respect to the formation of a Regional School District, as amended, to eliminate outdated provisions, to make technical and administrative language updates, and to bring said agreement into alignment with law and existing practices, the full text of which will be available on the District's website and on file with the Town Clerks of the respective towns; or otherwise act thereon.				

Timestamp	Submitter First and Last Name	Department or Board/Commission	Article Title	Warrant Report	Table or Spreadsheet	Meeting Approval Date	Funding Source	Dollar Amount	
1/29/2026 12:58:09	Select Board	Select Board	Sudbury 250 Resolution	<p>Whereas: Our nation is celebrating and commemorating the 250th anniversary of the commencement of the American Revolution with the Battles of Lexington and Concord on 19th of April 1775 and the Declaration of Independence on 4th of July 1776</p> <p>Whereas: the Town Meeting on 10th of January 1774, in response to the Boston Tea Party, wrote a strong letter of condemnation including the sentiment of no taxation without representation and the promise of all in our power to aid and assist Boston</p> <p>Whereas: the Town Meeting on 4th of July 1774 asked its Ministers to arrange a Contribution to defray the Town's part of the Charges of the Committee of Congress</p> <p>Whereas: the Town Meeting on 12th of September 1774 voted to purchase gun powder, rifles, bayonets, and flints, and the Town Meeting on 17th of October 1774 voted to reimburse Ezekiel Howe for purchase of the arms voted in the September meeting</p> <p>Whereas: Two Sudbury men, 81-year-old Deacon Josiah Haynes and 22-year-old Asahel Reed, were killed during the Battles of Lexington and Concord</p> <p>Whereas: Sudbury arguably sent more fighting men to the Battle of Concord than any other town</p> <p>Whereas: The Declaration of Independence says at the outset "... We hold these Truths to be self-evident, that all Men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty and the pursuit of Happiness" not to exceed \$500,000, from available funds as determined by the Town (including but not limited to Free Cash, available reserves, or other lawfully available funding sources), for the purpose of repairing four (4) existing single-family, SHA owned, residential properties, located at:</p> <ul style="list-style-type: none"> <li>• 8 Oakwood Ave</li> <li>• 2 Beechwood Ave</li> <li>• 21 Lakewood Ave</li> <li>• 9 Richard Drive</li> </ul> <p>or any subset thereof, in order to bring such properties into compliance with applicable state and local building, health, safety, and housing standards, and to make them suitable for occupancy by families in need of affordable or community housing; and further to authorize the appropriate Town boards, officers, or agents to expend such funds, enter into contracts, and take all actions necessary or incidental to carry out this purpose; or to take any other action relative thereto, provided such actions maintain the aforementioned properties as single-family homes.</p> <p>Submitted by Citizens of Sudbury</p> <p>CITIZENS' PETITION SUPPORTING REPORT</p> <p>This article requests an appropriation of up to \$500,000 to repair four existing single-family homes owned by the Sudbury Housing Authority (SHA) in order to return them to safe, code-compliant occupancy for affordable, family housing</p>					
1/29/2026 16:59:14	Dave Merrill, Hoyt (CJ) Davis III, Matt Allen	Citizen's Petition	APPROPRIATION OF FUNDS FOR THE REPAIRING OF SINGLE-FAMILY HOMES FOR FAMILY HOUSING					500000	

Timestamp	Submitter First and Last Name	Department or Board/Commission	Article Title	Warrant Report	Table or Spreadsheet	Meeting Approval Date	Funding Source	Dollar Amount
1/29/2026 17:01:57	Ralph Tyler	Citizen's Petition	10 Year Plan to Fund & Construct Walkways Along Sudbury's Busy Main Residential Thru Roads	To see if the town will vote to raise and appropriate the sum of \$12.5 million (less than 1% of property taxes) to be expended on the construction of new town walkways along: Sudbury's major thru roads adjacent to residentially zoned land, by providing connections from neighborhoods to Sudbury's rail trails, public schools, parks, conservation land, and to other neighborhoods, either on the road's public right of way, or on other town land as outlined in the Sudbury Walkway Committee Report of February 2000 (to be updated); this sum to be spent during the next 10 years; Such sums to be expended under the direction of the Town Manager, and for all incidental and related contract expenses, including but not limited to professional, design, engineering, and project management services, preparation of plans, specifications, bidding documents, borrowing costs,; and further, to authorize the Treasurer, with the approval of the Board of Selectmen, to issue notes of the Town, as necessary, in accordance with General Laws Chapter 44, Section 7, or any other enabling authority; and further, to authorize the Town Manager with the approval of the Board of Selectmen to enter into such contracts to carry out the purposes of said vote in accordance with any enabling authority; provided, however, that the vote taken hereunder shall be expressly contingent upon approval by the voters at an election of a Proposition 2 1/2, so-called, debt exclusion established by General Laws Chapter 59, Section 21C, or act on anything thereto.			12500000	
1/30/2026 8:06:55	Brad Crozier	Sudbury Public Schools	School Classroom Instructional Equipment Replacement, Year 3	To see if the Town will vote to raise and appropriate, or transfer from available funds, \$100,000 to be expended under the direction of the Sudbury Public School Department for the replacement of School Classroom Instructional Equipment in the Curtis Middle School, Haynes Elementary School, Loring Elementary School, Nixon Elementary School and Noyes Elementary School; and all expenses incidental and related thereto; or take any action relative thereto.		1/26/2026	Capital Budget	100,000.00
1/30/2026 9:16:56	Planning and Community Development	Planning and Community Development	Acceptance of Easements for Rail Trail Parking and Drainage	To see if the Town will vote to authorize the Select Board to acquire by purchase, gift, or otherwise, permanent easements on certain parcels of land off of Union Avenue being more particularly described and shown as Lot 4 and Lot 5 on a plan entitled "Plan of Land Sudbury, Mass. Prepared for: Coatings Engineering Corporation, Scale 1" = 60' Dated: January 25, 1988 Schofield Brothers Inc. Professional Engineers & Land Surveyors," which plan is recorded as Plan No. 244 of 1988 in Book 18891, Page 391 in the Middlesex South Registry of Deeds, an enlarged copy of which is on file with the Town Clerk, as said plan may be amended, for purposes of vehicular parking, and vehicular, pedestrian and bicycle (and other modes of transportation) access and egress, which uses shall be for persons using the Bruce Freeman Rail Trail and the Mass Central Rail Trail, and for design, construction, installation, maintenance, reconstruction, repair, replacement, use, and abandoning in place such parking areas, all on Lot 5 as shown on the said plan; and for stormwater drainage purposes, including the right, but not the obligation, to design, construct, install, maintain, clean out, reconstruct, repair, replace, use, and abandon in place, such drainage areas and any and all appurtenances thereto, all on Lot 4 as shown on said plan; and further, to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum of money for the purpose of providing for such acquisitions and work and all costs and expenses associated therewith, or act on anything relative thereto.		1/30/2026		

Timestamp	Submitter First and Last Name	Department or Board/Commission	Article Title	Warrant Report	Table or Spreadsheet	Meeting Approval Date	Funding Source	Dollar Amount
1/30/2026 9:18:26	Select Board	Select Board	Amend Bylaw Chapter 117, Article II	<p>To see if the Town will vote to amend bylaw Chapter 117, Article II to comply with Chapter 213 of the Acts of 2024 (Ollie's Law) by deleting the strikethrough text and inserting the bolded text, all as set forth below:</p> <p><b>§ 117-4. Statement of purpose.</b> This bylaw is intended to guide those persons owning or keeping dogs in their role as responsible pet owners so as not to adversely affect the residents of the Town of Sudbury.</p> <p><b>§ 117-5. Reference to Massachusetts General Laws.</b> A. Any reference to a "section" in this bylaw shall mean Chapter 140 of the Massachusetts General Laws, unless otherwise stated.</p> <p><b>B. The provisions of Massachusetts General Laws Chapter 140, §§ 136A through 174D, inclusive, as may be amended from time to time and except as modified herein, are incorporated into this bylaw relating to the regulation of dogs.</b></p> <p><b>§ 117-6. Definitions.</b> Unless otherwise set out in this bylaw, any term defined in § 136A shall have the same meaning in this bylaw and shall be expressly incorporated herein.</p> <p><b>ANIMAL SHELTER</b> — Any premises designated for the purpose of impounding and caring for animals held under authority of this bylaw.</p> <p><b>AT LARGE</b> — Off the premises of the owner and not under the control of the owner or authorized person either by leash, cord, chain or other means.</p> <p><b>COMMERCIAL KENNEL</b> - an establishment used for boarding, holding, day care or overnight stays of animals that are not the property of the owner of the establishment, at which such services are rendered in exchange for consideration and in the absence of the owner of any such animal</p> <p><b>KENNEL</b> <i>As defined in MGL c. 140, § 126A, includes</i></p>		1/20/2026		

Fund Name	Department	Spending Limits
Cable Television	Town Manager	\$30,000
Cemetery Revolving Fund	Public Works	\$30,000
Conservation (Trail Maintenance)	Conservation Commission	\$15,000
Conservation (Wetlands)	Conservation Commission	\$50,000
Council on Aging Activities	Council on Aging	\$65,000
Council on Aging Van Transportation (MWRTA)	Council on Aging	\$175,000
Dog	Town Clerk	\$75,000
Electric Vehicle	Combined Facilities	\$150,000
Fairbanks Community Center	Town Manager	\$75,000
Fire Department Permits	Fire	\$70,000
Goodnow Library Meeting Rooms	Goodnow Library	\$15,000
Goodnow Library Services	Goodnow Library	\$30,000
Instrumental Music	Sudbury Public Schools	\$100,000
Plumbing & Gas Inspectional Services	Building Inspector	\$85,000
Portable Sign Administration & Inspectional Services	Building Inspector	\$10,000
Public Health Vaccinations & Tobacco Control	Board of Health	\$50,000
Public Health	Board of Health	\$50,000
Recreation Programs	Parks & Recreation	\$650,000
Rental Property	Town Manager	\$50,000
School Bus Transportation	Sudbury Public Schools	\$600,000
Solar Energy	Sudbury Public Schools	\$1,000,000
Zoning Board of Appeals	Zoning Board of Appeals	\$50,000

<b>TRANSFER STATION ENTERPRISE FUND</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Recommended</b>
Direct Cost	\$ 287,107	\$ 327,915	\$ 338,825
Indirect Cost <sup>1</sup>	17,551	18,955	20,000
<b>Total Expenditures</b>	<b>\$ 304,658</b>	<b>\$ 346,870</b>	<b>\$ 358,825</b>

<b>Revenues/Transfers</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Recommended</b>
Receipts	\$ 311,698	\$ 314,870	\$ 315,825
Retained Earnings	-	32,000	43,000
<b>Total Receipts &amp; Retained Earnings</b>	<b>\$ 311,698</b>	<b>\$ 346,870</b>	<b>\$ 358,825</b>

<b>ATKINSON POOL ENTERPRISE FUND</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Recommended</b>
Direct Cost	\$ 429,185	\$ 498,434	\$ 534,697
Indirect Cost <sup>1</sup>	45,000	48,600	45,000
<b>Total Expenditures</b>	<b>\$ 474,185</b>	<b>\$ 547,034</b>	<b>\$ 579,697</b>

<b>Revenues/Transfers</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Recommended</b>
Receipts	\$ 509,240	\$ 407,034	\$ 469,697
Retained Earnings	-	140,000	110,000
<b>Total Receipts &amp; Retained Earnings</b>	<b>\$ 509,240</b>	<b>\$ 547,034</b>	<b>\$ 579,697</b>

<b>FIELD MAINTENANCE ENTERPRISE FUND</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Recommended</b>
Direct Cost	\$ 196,798	\$ 211,837	\$ 220,395
Indirect Cost <sup>1</sup>	38,500	40,740	34,500
<b>Total Expenditures</b>	<b>\$ 235,298</b>	<b>\$ 252,577</b>	<b>\$ 254,895</b>

<b>Revenues/Transfers</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Recommended</b>
Receipts	\$ 242,897	\$ 210,577	\$ 233,895
Retained Earnings	-	42,000	21,000
<b>Total Receipts &amp; Retained Earnings</b>	<b>\$ 242,897</b>	<b>\$ 252,577</b>	<b>\$ 254,895</b>

<b>EXPENDITURES</b>		<b>FY27 Recommended</b>
300	Education - Sudbury Public Schools (SPS)	\$ 49,252,426
300	Education - LS Regional High School (LS) <sup>1</sup>	31,012,531
300	Education - Vocational	580,000
<b>Total Schools</b>		<b>\$ 80,844,957</b>
100	General Government	\$ 4,256,164
200	Public Safety <sup>4</sup>	10,978,200
400	Public Works	6,709,072
500	Human Services	1,253,436
600	Culture & Recreation	1,745,755
<b>Total Town Departments</b>		<b>\$ 24,942,626</b>
800	Reserve Fund	\$ 300,000
800	Town Wide Operating	239,250
800	Transfers	10,100
700	Town Debt Service	5,266,335
900	Employee Benefits (Town & SPS) <sup>2</sup>	19,660,335
1000	OPEB Trust Contribution (Town & SPS) <sup>3</sup>	500,000
<b>Total Other</b>		<b>\$ 25,976,020</b>
<b>TOTAL OPERATING BUDGET</b>		<b><u>\$ 131,763,603</u></b>
<i>(not including Capital, Stabilization or Enterprise Funds)</i>		

<sup>1</sup> Includes \$334,492 for OPEB LS

<sup>2</sup> Includes \$8,144,589 for Town & \$11,515,746 SPS

<sup>3</sup> Includes \$165,000 for Town & \$335,000 SPS

<sup>3</sup> Transfer of \$325,000 from Free Cash

<sup>4</sup> Transfer of \$780,000 from Ambulance Receipts

<b>OPERATING CAPITAL BUDGET</b>	<b>FY27</b>	<b>Recommended</b>
Sudbury Public Schools	\$	195,000
Lincoln Sudbury Regional High School		221,600
Informational Technology		210,000
Fire		84,000
Public Works		145,000
Police		35,000
Building		55,000
Facilities - Town		250,000
<b>TOTAL OPERATING CAPITAL BUDGET</b>	<b>\$</b>	<b><u>1,195,600</u></b>

ARTICLE X - Amendment of Chapter 5, Article III, Council on Aging ? 5-9 Establishment; composition; term of office.

To see if the Town will amend By Law Chapter 5, Article III, Council on Aging ? 5-9 Establishment; composition; term of office.

The original by-law is rewritten below with the proposed new language in bold and removed language with a strike through it.

The Select Board shall appoint a Council on Aging to consist of 9 residents of the Town. plus 2 additional residents who shall act as alternates. Appointments shall be for terms of three years. The Select Board shall annually appoint three members., one alternate in 2026, and one alternate in 2027. No fewer than two of the members shall be over 65 years of age. Members may serve no more than two consecutive terms. However, upon the expiration of one year after completion of a second consecutive term, a former member shall be eligible for reappointment. The Council on Aging Chair may designate either or both alternates to sit on the Council in the case of absence, inability to act or conflict of interest of any member, or in the event of a vacancy on the Council until the vacancy is filled.

When an opening in the full membership occurs, an alternate may be considered for appointment to full membership and a replacement alternate may be appointed.

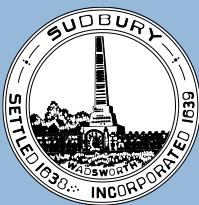
Submitted by the Council on Aging.

(Majority vote required)

COUNCIL ON AGING REPORT:

The Council on Aging (COA) would like to create 2 alternate positions to supplement their 9-member council so that a full panel of 9 members could participate at any given meeting in the absence of one or two members. Additionally, in the event of a vacancy, the Select Board could elevate an alternate to member status.

The prohibition on COA members serving more than two consecutive terms (without then waiting one year to be appointed again if both they and the Select Board desire them to) is sought to be removed as no such similar prohibition exists for any other Town board, commission, trust, council, or committee appointed or elected. On the contrary, members of every other town board, commission, trust, council, and committee elected or appointed may serve as many consecutive terms as they are elected or appointed to.



## SUDBURY SELECT BOARD

Tuesday, February 3, 2026

### MISCELLANEOUS (UNTIMED)

#### **16: Review and Approve Minutes**

##### REQUESTOR SECTION

Date of request:

Requested by: James Goudie

Formal Title: Review and Approve Minutes: November 18, 2025 December 1, 2025 December 2, 2025 December 16, 2025 January 6, 2026

Recommendations/Suggested Motion/Vote: Review and Approve Minutes:  
November 18, 2025  
December 1, 2025  
December 2, 2025  
December 16, 2025  
January 6, 2026

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	02/03/2026 7:00 PM

## IN SUDBURY SELECT BOARD

TUESDAY NOVEMBER 18, 2025

6:30 PM

ZOOM

(Meeting can be viewed at [www.sudburytv.org](http://www.sudburytv.org))

Present: Chair Lisa Kouchakdjian, Vice-Chair Janie Dretler, Select Board Member Dan Carty, Select Board Member Charles Russo, Select Board Member Radha Gargeya, Assistant Town Manager/Finance Director Victor Garofalo, Town Manager Andrew Sheehan, Town Counsel Lee Smith

Chair Kouchakdjian called the meeting to order at 6:30 PM.

Roll call: Dretler-present, Russo-present, Carty-present, Gargeya-present, Kouchakdjian-present

**Opening Remarks by Chair**

- Announced that Select Board meetings in December will be conducted via hybrid mode
- Special Town Meeting will be held on 12/1/25
- Holiday Village on 12/6/25 at the Fairbanks Community Center, 11:00 AM to 3:00 PM
- SPS Committee is seeking applications for a new Committee member; Application deadline is 12/3/25, with additional information on the Town website
- Wished all a happy Thanksgiving

**Reports from Town Manager**

- Continued, excellent progress being made at Atkinson Pool; scheduled for re-opening around 12/1/25

**Reports from Select Board**

Vice-Chair Dretler

- Looking forward to attending the “Music Man” performance at LSRHS beginning on 11/19/25 through 11/22/25; she invited all to attend

Board Member Carty

- Mentioned the anniversary of the passing of former Sudbury resident Scott Milley, who was killed in combat on 11/30/10

Board Member Gargeya

- Reported that at the Wayland Community on 11/10/25 “Community Conversation: Overview of Hate Crimes in Middlesex County” was presented by District Attorney Marian Ryan with Wayland Town Manager and Wayland School Superintendent; co-sponsored by Wayland Human Rights, Diversity, Equity and Inclusion Committee, Sudbury Diversity, Equity and Inclusion Commission, Wayland Police Department and Sudbury Police Department - the extended presentation was recorded on Waycam.tv for recommended viewing
- Wished all a happy Thanksgiving

Board Member Russo

- Extended holiday well-wishes to all
- Announced the Town of Sudbury is partnering with Sustainable Sudbury in a webinar regarding heat pumps and water heaters topic on 11/19/25 from 7:00 PM to 8:00 PM; details on the Town website
- Congratulated and thanked Sudbury Health Director Vivian Zang who is participating in the MA Municipal Association webinar regarding opioid settlement processes/funds on 11/19/25 from 9:00 AM to 6:00 PM.

**Public Comment**

None

**1. Discussion with resident Ralph Tyler on Special Town Meeting petition article.**

Present: Resident Ralph Tyler, Petitioner – Special Town Meeting Article – 1 Deacon Lane; Town Counsel Lee Smith

Mr. Tyler presented the citizens petition article regarding walkways in Town. He stated that he spoke with Finance Director/Assistant Town Manager Victor Garofalo yesterday regarding the article, and that he would be modifying the article.

Mr. Tyler suggested funding the sidewalk article over a ten-year period and mentioned voluntary easements. He noted that walkways cannot necessarily be included as a CPA article.

Select Board Members asked related questions.

Mr. Smith agreed that a specific dollar amount must be included in the article and expressed uncertainty about inclusion of a surtax. Mr. Smith stated that easements must be defined, and must include property addresses.

Mr. Smith confirmed that a Proposition 2 ½ override would require a two-thirds vote at Town Meeting.

Chair Kouchakdjian suggested that related discussion continue to later in the meeting. Board Members agreed.

**2. PUBLIC HEARING: As the Licensing Authority for the Town of Sudbury, in accordance with MGL c138, s. 15, vote to approve a Change of Manger for SRG Restaurant of Sudbury, LLC, d/b/a Oak Barrel Tavern, 528A Boston Post Road, from Rich Lanza to Jeffrey Charoff, as requested in an application dated November 4, 2025.**

Present: Jeffrey Charoff, 17 Old Surrey Lane, Medway, MA, Owner

Town Manager Sheehan confirmed that approval was received from all Town departments regarding the change of manager from Rich Lanza to Jeffrey Charoff.

Vice-Chair Dretler motioned as the Licensing Authority for the Town of Sudbury, in accordance with MGL c138, s. 15, vote to approve a Change of Manger for SRG Restaurant of Sudbury, LLC, d/b/a Oak Barrel Tavern, 528A Boston Post Road, from Rich Lanza to Jeffrey Charoff, as requested in an application dated November 4, 2025. Board Member Carty seconded the motion.

It was on motion 5-0; Dretler-aye, Carty-aye, Gargeya-aye, Russo-aye, Kouchakdjian-aye

VOTED: As the Licensing Authority for the Town of Sudbury, in accordance with MGL c138, s. 15, vote to approve a Change of Manger for SRG Restaurant of Sudbury, LLC, d/b/a Oak Barrel Tavern, 528A Boston Post Road, from Rich Lanza to Jeffrey Charoff, as requested in an application dated November 4, 2025

### **3. Annual legislative update with Senator Jamie Eldridge and Representative Carmine Gentile.**

Present: Senator Jamie Eldridge and Representative Carmine Gentile

Chair Kouchakdjian provided introductions and presented the discussion topics to be included in tonight's Legislative Delegation Discussion Topics – Preliminary 2025:

#### 1. Millionaires' Tax: distribution for transportation, general education, vocational education.

Representative Gentile stated he was proud to support the tax, which includes free tuition, free transit; also food for students. Senator Eldridge recognized additional technical education programs from Fair Share funding. Both legislators raised concerns about transportation for disabled students in Sudbury, stressing the need for improved public transit collaboration between regional transit authorities.

Senator Eldridge addressed vocational school funding, acknowledging a \$60 million appropriation for career technical education, coupled with the fact that additional funding is needed to increase such capacity in vocational schools.

#### 2. Micro-transit bills: a. Senate Bill 2366 and House Bill 3658: establish special commission to study existing micro-transit b. House 4054: create dedicated micro-transit fund for rural and underserved communities.

Legislators stated that they were able to secure funding for GoSudbury! – and presented related updates on the Micro transit program. Board Member Carty recommended consulting with Jim Nee, Director of the MetroWest Regional Transit Authority (MWRTA) regarding micros transit bills and the need for better collaboration among regional transit modes.

#### 3. Community Preservation Act: Broaden allowable uses to include walkways and repair of affordable housing.

Representative Gentile provided detail regarding current limitations on affordable housing maintenance regarding CPC funding. Senator Eldridge indicated that continued rail trail expansion and some possible

funding might possibly enhance connecting walkways. Vice-Chair Dretler commented that additional information was needed regarding expansion of Town sidewalk plans before an \$11.8 million debt override could be considered. Both legislators indicated that they filed legislation for CPA funds for rail trails and would be willing to discuss these measures further.

#### 4. Impact of federal funding changes on health and education funding

Representative Gentile mentioned that much MA funding has been cut in the State in the areas of education, health and human services, including decreases in Medicaid and SNAP benefits. Senator Eldridge commented that such decreases would likely continue into FY27. Representative Gentile noted the impact of \$3.4 billion in such cuts and acknowledged efforts by the Attorney General to block such reductions. Representative Gentile mentioned potential funding for two Sudbury elementary school roof replacements. Vice-Chair Dretler mentioned the importance of discussing replacement of older Town elementary schools, MSBA reimbursement vs. other funding options. Board Member Gargeya mentioned Sudbury's 15-year capital planning process and the importance of securing State support for such pressing needs.

#### 5. CORI reform: centralized database

Representative Gentile stated that he had contacted EOPs about reducing the redundant CORI checks and implementing technological solutions. would ask legislators about the topic once again, with hopes of bringing it forward. Senator Eldridge agree to further examine the topic and get back to the Board.

#### 6. Hager Pond Dam

Board Member Russo brought up the topic of repair of dams, with emphasis on the Hager Pond Dam. Representative Gentile and Senator Eldridge agreed the encouraging stakeholders to work together (especially in consideration of Raytheon) would be the most beneficial approach. Senator Eldridge mentioned Federal funding by FEMA was awarded in regarding further engineering studies of the Hager Dam.

#### 7. Earmarks: how can we be more competitive

Legislators mentioned earmarks regarding food pantries, Senior Center kitchen, the Environmental Sustainability position, outdoor basketball programs, voting pads, and audio improvements. Senator Eldridge mentioned the Parsonage House rehabilitation project some years earlier.

#### 8. Housing for moderate/severe disabilities

Representative Gentile expressed his supportive for housing for those with disabilities, mentioning that such initiative was signed by Legislation last year. He spoke of funding for home modifications, accessibility units, and community-based housing.

Senator Eldridge recognized a new group home in Sudbury, via the Minuteman Arc program. He mentioned the Acton model as implemented by the Action Housing Authority.

#### 9. State Police Crime Lab: disposition process; local influence over decision

Representative Gentile detailed that the State is developing an improved crime lab, especially in consideration of forensics, in Marlboro, which would consolidate the present crime labs in Sudbury and Maynard. Senator Eldridge stated that guidance is being sought about possible uses for the present building sites in Sudbury and Maynard; he added that the Armory in Hudson is being transformed into a community arts center.

10. Municipal Empowerment Act: support for MEA, particularly local revenue options

Representative Gentile stated he is very supportive of the State's Municipal Empowerment Act (MEA) with prospectives for towns to advance senior citizen property tax abatements, reforms to procurements opportunities, increases in hotel and meals taxation, and post-retirement employment exceptions. Senator Eldridge indicated that MEA might be passed in the current legislative session.

11. Advocate in support of local accessing programming and financial sustainability

Board Member Russo opined about the financial sustainability of local access programing for the future.

Representative Gentile discussed legislation in the State House concerning streaming services to help support local access programming. At this time, the legislators also discussed several bills related to remotely held town meetings and energy policies. Representative Gentile provided updates on the House rejection of an energy bill due to concerns about Mass Save funding and related decreases.

12. Support efforts to facilitate cooperation and collaboration across boundaries separating regional transit authorities. Both legislators raised concerns about transportation for disabled students in Sudbury and stressed the need for improved public transit collaboration between regional transit authorities.

**4. Town Manager to present Financial Condition of the Town (Sudbury Public School Committee, Lincoln-Sudbury Regional School Committee and Finance Committee invited).**

Present: Finance Committee Members

Finance Committee Co-Chair Joachim call the meeting of the Sudbury Finance Committee to order. Co-Chair Ferrari seconded the motion.

It was on motion 8-0; Bettinelli-aye, Ferrari-aye, Sorett-aye, Lynch-aye, Sousa-aye, Baranowsky-aye, Fries-aye, Joachim-aye

VOTED: To call the meeting of the Sudbury Finance Committee to order

Town Manager Sheehan provided detail regarding "The Financial Condition of the Town – Town of Sudbury," 11/18/25 PowerPoint presentation, which included:

- Town Charter – Requiring that Town Manager yearly report the financial position of Town
- Financial Condition – Sudbury; S&P Global Ratings (AAA), OPEB Trust, Stabilization Funds, Capital Stabilization funds, Certified Free Cash, GFOA Certification of Achievement Budget Award
- Overview of Financial Forecasting
- Financial Summary Disclaimer
- FY2025 – Budget to Actual (Revenues)

- FY2025 – Budget to Actual (Expenditures)
- Capital Projects Status
- Large Capital Projects Outstanding
- Financial Summary (FY25 Actual – Projected FY29)
- Financial Summary % Change (Projections FY27-FY29)
- Revenue Forecast
- Revenues
- Property Tax Levy
- Intergovernmental Aid (State Aid)
- Local Receipts
- Other Available Funds

### Recess

At 9:15 PM, Vice-Chair Dretler motioned to recess. Board Member Carty seconded the motion.

It was on motion 5-0; Dretler-aye, Carty-aye, Gargeya-aye, Russo-aye, Kouchakdjian-aye

VOTED: To recess

The Select Board meeting resumed at 9:19.

Town Manager Sheehan continued the Financial Condition of the Town presentation, with topics including:

### Expenditure Forecast

- Budgetary Increases
- Expenditure Forecast
- Expenditures (FY25-FY27)
- FY27 Guidelines – 3.75%
- \$3M Override – Tax Impact
- Financial Summary Disclaimer
- Identification of Needs
- Long Term Sustainability
- Financial Policies
- Free Cash and FY25 Comparison
- Financial Policies – Stabilization Fund
- Financial Policies – Capital Stabilization
- OPEB Balance FY16 – FY25
- Long Term Sustainability

In summary, Town Manager Sheehan presented a FY27 balanced budget, with unbalanced budgets for FY28 and FY29 and a possible override for \$3 million in FY29.

Board expressed their concerns about receiving an SPS budget document so late in the process in the budget process and requested a follow-up discussion to address that budget request and implications.

Finance Director Garofalo recognized a budget deficit in FY26 regarding vocational funding, requiring a reserve fund transfer in consideration of increased transportation costs.

Finance Committee Members expressed concerns about the discussed projected School deficit (3.75% increase) for FY27 budgets. Finance Committee Members questioned the appropriateness of using revolving and enterprise funds to fund SPS salaries. The Committee also discussed funding for regional schools and asked for additional information regarding Chapter 70 and Chapter 90 revenue.

Finance Committee Co-Chair Joachim motioned to close the Finance Committee meeting. Co-Chair Ferrari seconded the motion.

It was on motion 8-0; Bettinelli-aye, Ferrari-aye, Sorett-aye, Lynch-aye, Sousa-aye, Baranowsky-aye, Fries-aye, Joachim-aye

VOTED: To close the Finance Committee meeting

### **5. Discuss and take positions on Special Town Meeting Articles.**

Vice-Chair Dretler noted that the Finance Committee (FinCom) supported Special Town Meeting Article 1 – Haynes Elementary School Roof Replacement and Repair and Article 2 – Nixon Elementary School Roof Replacement and Repair. She added that FinCom also voted against Article 9 – Citizens’ Petition: 10 Year Plan to Fund & Construct Walkways Along Sudbury’s Busy Main Residential Thru Roads.

Town Manager Sheehan indicated that voting on solar-related Articles 3 through 5 might be best to address at the Annual Town Meeting in May when additional detail has been provided and federal rebate will still be available.

Board Member Carty motioned that the Select Board support Article 1 and Article 2. Board Member Russo seconded the motion.

It was on motion 5-0; Dretler-aye, Carty-aye, Gargeya-aye, Russo-aye, Kouchakdjian-aye

VOTED: That the Select Board support Article 1 and Article 2

Town Manager Sheehan confirmed that Article 6 and Article 7 concern liquor statutes and would be included on the Annual Town Meeting Warrant in May, 2026.

Vice-Chair Dretler motioned to support Annual Town Meeting Articles 6 & 7. Board Member Carty seconded the motion.

It was on motion 5-0; Dretler-aye, Carty-aye, Gargeya-aye, Russo-aye, Kouchakdjian-aye

VOTED: To support Annual Town Meeting Articles 6 & 7

Town Manager Sheehan noted that Article 8 – “Increase in Demand Fee for Delinquent Tax Bills,” was in line with State.

Vice-Chair Dretler motioned to support Annual Town Meeting Article 8. Board Member Carty seconded the motion.

It was on motion 5-0; Dretler-aye, Carty-aye, Gargeya-aye, Russo-aye, Kouchakdjian-aye

VOTED: To support Annual Town Meeting Article 8

Board Members indicated that they did not support Article 9 – “Citizen’s Petition,” as presented.

Vice-Chair Dretler motioned to support Town Meeting Article 9 – “Citizen’s Petition,” as presented. Board Member Carty seconded the motion.

It was on motion 5-0; Dretler-no, Carty-no, Gargeya-no, Russo-no, Kouchakdjian-no

VOTED: Not to support Town Meeting Article 9 – “Citizen’s Petition,” as presented

#### **6.Sudbury Public School Committee vacancy - discussion of appointment process.**

Chair Kouchakdjian confirmed she had circulated a related memo earlier today. Board Member Gargeya suggested that Select Board Members arrange questions to be presented to the Committee candidates by the SPS Committee and the Select Board. Chair Kouchakdjian confirmed that she would act as Chair for that joint appointment meeting.

Vice-Chair Dretler provided language edit/s to proposed questions/s to be asked of the candidates. Board Members agreed. Members also agreed to refresh the SPS Committee vacancy posting.

#### **7.Review and discuss Financial Management Review prepared at the Town’s request by the Division of Local Services (DLS)**

Board Members agreed to postpone review and discussion of Agenda Article 7 to the Select Board meeting on December 2, 2025.

#### **8.Discussion on potential 2026 Annual Town Meeting Articles**

Board Members agreed to postpone review and discussion of Agenda Article 8 to the Select Board meeting on December 2, 2025.

#### **9.Upcoming agenda items**

Upcoming agenda items included sending an invitation to the Finance Committee to join the Select Board in their discussion of the Financial Management Review prepared at the Town’s request by the Division of Local Services (DLS) at the Select Board meeting on December 2<sup>nd</sup>.

#### **Adjourn**

Vice-Chair Dretler motioned to adjourn the Select Board meeting. Mr. Carty seconded the motion.

It was on motion 5-0; Carty-aye, Dretler-aye, Russo-aye, Gargeya-aye, Kouchakdjian-aye

VOTED: To adjourn the Select Board meeting

There being no further business, the Select Board meeting adjourned at 11:07 PM.

SUDBURY SELECT BOARD  
 MONDAY DECEMBER 1, 2025  
 TUESDAY MAY 6, 2025

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IN SUDBURY SELECT BOARD  
 MONDAY DECEMBER 1, 2025  
 6:00 PM  
 (Meeting can be viewed at [www.sudburytv.org](http://www.sudburytv.org))  
 Pre-Special Town Meeting at LSRHS – Conference Room A

Present: Chair Lisa Kouchakdjian, Vice-Chair Janie Dretler, Select Board Member Dan Carty, Town Manager Andrew Sheehan, Finance Director Victor Garofalo, Town Counsel Lee Smith

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

**Call to Order**

Chair Kouchakdjian called the meeting to order at 6:12 PM, requesting Select Board Roll Call: Dretler-present, Kouchakdjian-present, Carty-present.

**Select Board Statements for Article 1 – Haynes Elementary School Roof Replacement and Repair & Article 2 – Nixon Elementary School Roof Replacement and Repair**

Chair Kouchakdjian acknowledged that Vice-Chair Dretler drafted the Select Board statements for Articles 1 and Article 2.

Vice-Chair Dretler motioned to approve Statements for Warrant Articles 1 and 2. Board Member Carty seconded the motion.

It was on motion 3-0; Carty-aye, Dretler-aye, Kouchakdjian-aye

VOTED: To approve Statements for Warrant Articles 1 and 2

Town Manager Sheehan mentioned an amendment related to Articles 1 & 2 and was unsure about any additional amendments.

Town Manager Sheehan indicated that tonight's Special Town Meeting would reflect a team approach presentation style (mostly by Mr. Garofalo and Ms. Duran) especially in consideration of Articles 1 & 2. Town Manager Sheehan noted that he would also present at Special Town Meeting, as well as the SPS Superintendent and the SPS Business Manager.

**Articles to be Indefinitely Postponed - Article 3 – Authorization to Proceed with the Ephraim Curtis Middle School Solar Canopy, Article 4 - Authorization to Proceed with the Police Station Solar Canopy and Article 5 – Authorization to Proceed with the Haskell Field Solar Canopy**

SUDBURY SELECT BOARD  
MONDAY DECEMBER 1, 2025  
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Town Manager Sheehan confirmed the IP status of Article 3, 4 and 5 and added that Board Members could provide related comment during Town Meeting, if they chose to.

**Article 9 – Citizens’ Petition: 10 Year Plan to Fund & Construct Walkways Along Sudbury’s Busy Main Residential Thru Roads**

Vice-Chair Dretler commented that the Petitioner for Article 9, would be presenting the Article at Town Meeting.

Chair Kouchakdjian recognized that Article 9 was unanimously opposed to by the full Select Board.

Vice-Chair Dretler asked Town Counsel about possible impacts should Article 9 pass at Special Town Meeting this evening. Mr. Smith explained that such passage would be contingent on a majority vote at a Special Town Election.

Town Manager Sheehan commented that such impact would be \$12.9 million dollars of expenditure and the Select Board would not be obligated to approve that amount even if a majority vote was passed at a Special Election.

**Article 6 – Accept Massachusetts General Law Chapter 138, Section 12D, 7 Article 7 – Accept Massachusetts General Law Chapter 138, Section 33B, and Article 8 – Increase in Demand Fee for Delinquent Tax Bills**

Chair Kouchakdjian recognized that Articles 6, 7 and 8 were supported unanimously by the full Select Board.

**Recess the meeting of the Sudbury Select Board Pre-Town Meeting**

Board Members agreed to recess the meeting of the Select Board and acknowledged that the Select Board meeting would officially close at the end of tonight’s Special Town Meeting.

There being no further business, the Select Board recessed at 6:15 PM.

IN SUDBURY SELECT BOARD  
 TUESDAY DECEMBER 2, 2025  
 7:00 PM, REMOTE MEETING  
 (Meeting can be viewed at [www.sudburytv.org](http://www.sudburytv.org))

Present: Chair Lisa Kouchakdjian, Vice-Chair Janie Dretler, Select Board Member Dan Carty, Select Board Member Charles Russo, Select Board Member Radha Gargeya, Assistant Town Manager/Finance Director Victor Garofalo, Town Manager Andrew Sheehan

Chair Kouchakdjian called the meeting to order at 7:00 PM.

Roll call: Dretler-present, Russo-present, Carty-present, Gargeya-present, Kouchakdjian-present

**Opening Remarks by Chair**

- Thanked Town Manager Sheehan and Staff for conducting yesterday's Special Town Meeting
- Thanked the community for participating at Special Town Meeting last night
- Announced Holiday Village is scheduled for Saturday, 12/6/25 at the Fairbank Community Center from 11:00 AM to 3:00 PM; Select Board table at the Holiday Village, she and Board Member Gargeya will be in attendance (2 members at a time), gift-wrapping donations will go to the Sudbury Food Pantry

**Reports from Town Manager**

- Thanked all who attended last night's Special Town Meeting, and thanked SudburyTV, Staff and LSRHS partners for their help
- Announced Town Special Election on Tuesday 12/16/25 for approval of two elementary school roof replacement projects, debt exclusion votes
- Atkinson Pool opened yesterday and on schedule for the December opening; LS had the swim tryouts yesterday; he thanked the pool project team for their work

**Reports from Select Board**

Vice-Chair Dretler

- Thanked all (Staff, volunteers, and residents) for a great Special Town Meeting last evening, with good attendance considering the Monday after Thanksgiving scheduling of Town Meeting
- Hosmer House Holiday Open House on Saturday (12/6) and Sunday (12/14)
- Sudbury Fire Department conducting Toys for Tots; toys can be dropped off at Fire Department Headquarters on Hudson Road and the Rte. 20 Fire Station until December 12th

## Board Member Carty

- Announced Select Board Office Hours on December 17<sup>th</sup>, with Board Member Gargeya and himself at 7:00 PM via Zoom

## Board Member Gargeya

- Hoped all had great Thanksgiving holiday
- Successful Special Town Meeting yesterday – example of responsible way to fund the new roof projects at Nixon and Haynes elementary school
- Acknowledged large deficit at one of the Town cost centers; he recommended consideration of the issues and how to address them

## Board Member Russo

- Hoped all had a great holiday
- Congratulated Staff for a successful Special Town Meeting last night
- Reminded all of the Holiday Village events on 12/6 and Special Town Election on 12/16

**Public Comment**

Resident Manish Sharma, 77 Colonial Road, commented that at the Special Town Meeting last night Town Manager Sheehan let his emotions show with comments made by resident Jean Nam, he noted that the Facilities Director presented non-compliant design regarding the proposed 2025 timeline regarding the two new elementary school roof replacements seemed inaccurate; he also mentioned related MSBA funding distribution was not presented. He stressed that good cost accounting plan is necessary.

Mr. Sharma recognized and thanked hospital CEO Christine Schuster and doctors employed at the Emerson Hospital Emergency Room where his mother-in-law was helped before her passing 14 days ago.

Resident Ralph Tyler, 1 Deacon Lane, thanked all for a great Town Meeting last evening; he stated that the proposed new roofs for the two Sudbury elementary schools were necessary and thanked Finance Director Victor Garofalo for his financial expertise and leadership in the Town.

**1. Annual Tax Classification hearing - In accordance with General Laws Ch. 40, sec. 56, as amended, to determine the percentage of local tax levy which will be borne by each class of real and personal property, relative to setting the Fiscal Year 2026 tax rate. In attendance will be the Board of Assessors (Liam J. Vesley, Chair; Trevor A. Haydon, Joshua M. Fox, Esq.), Cynthia Gerry, Director of Assessing, and presenting will be Harald Scheid and Alex Cervone, Principal Regional Assessors.**

Present: Sudbury Board of Assessors (Trevor A. Haydon, Joshua M. Fox, Esq.), Cynthia Gerry, Director of Assessing, and Harald Scheid and Alex Cervone, Principal Regional Assessors

Vice-Chair Dretler motioned to open the Annual Tax Classification hearing - In accordance with General Laws Ch. 40, sec. 56, as amended, to determine the percentage of local tax levy which will be borne by each class of real and personal property, relative to setting the Fiscal Year 2026 tax rate. Board Member Carty seconded the motion.

SUDSBURY SELECT BOARD  
TUESDAY DECEMBER 2, 2025

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It was on motion 5-0; Dretler-aye, Carty-aye, Gargeya-aye, Russo-aye, Kouchakdjian-aye

VOTED: To open the Annual Tax Classification hearing - In accordance with General Laws Ch. 40, sec. 56, as amended, to determine the percentage of local tax levy which will be borne by each class of real and personal property, relative to setting the Fiscal Year 2026 tax rate.

Mr. Fox motioned to open the meeting of the Board of Assessors. Mr. Haden seconded the motion.

It was on motion 2-0; Fox-present, Haden-present

VOTED: To open the meeting of the Board of Assessors.

Mr. Fox stated that the Department of Revenue had certified tax values, and an additional certification hearing was not required.

Mr. Fox proceeded to review Sudbury residential tax exemptions, explaining that only twenty (20) MA communities have such senior means exemption.

Mr. Fox presented the Small Commercial Exemption, applicable to ten (10) employees or less with an assessed property value of less than \$1 million dollars.

Mr. Fox addressed the third proposed exemption; the Open Space Exemption which is not favored in MA. Board Members agreed to eliminate this exemption from next year's classification package as it requires legislative action.

Resident Brian Currier, 17 South Meadow Drive, opined about the assessment increase of his property and asked that the assessment be reviewed. Mr. Fox responded that Mr. Currier could submit a tax abatement application, noting that each abatement application is considered. Ms. Gerry recommended that Mr. Currier submit the abatement application next month (January- within 30 days after receiving the Town tax bill). Mr. Currier agreed to submit the abatement application.

Resident Ralph Tyler, 1 Deacon Lane, spoke of added senior residential exemption for those Sudbury residents living on fixed incomes, in consideration of increased land/property valuation in Town.

Mr. Scheid explained aspects of the tax rate increasing by 2.7% when compared to last year's rate; with the residential valuations increasing by an average of 4.2%. He mentioned possible adjustment of the commercial tax rate.

Board Member Carty inquired about different classes of properties: multi-families, condos, single-family residences and related overlay aspects. Mr. Garofalo addressed overlay calculations/balances and plans to reduce the annual overlay reserve.

Board Member Russo inquired about shift factor increase and other topics. Board Member Gargeya asked about shift diagrams presented and criteria used in determining the shift. Mr. Scheid responded that the shift factor of 1.46 would help balance residential and commercial properties.

Vice-Chair Dretler noted that if an individual owned a home and a business in Town they are taxed on two separate properties. Mr. Fox confirmed that property owners are taxed on individual properties. Ms. Gerry noted the possibility of gathering small business ownership data for future reference.

SUDSBURY SELECT BOARD  
TUESDAY DECEMBER 2, 2025

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Vice-Chair Dretler motioned to close the evidentiary portion of the Annual Tax Classification hearing. Board Member Carty seconded the motion.

It was on motion 5-0; Dretler-aye, Carty-aye, Gargya-aye, Russo-aye, Kouchakdjian-aye

VOTED: To close the evidentiary portion of the Annual Tax Classification hearing.

Vice-Chair Dretler motioned [To] adopt a Residential Exemption for Fiscal Year 2026 for eligible residential properties, which will shift the tax burden within the Residential Class. Board Member Carty seconded the motion.

It was on motion: 0-5; Dretler-no, Carty-no, Gargya-no, Russo-no, Kouchakdjian-no

VOTED: To not adopt a Residential Exemption for Fiscal Year 2026 for eligible residential properties, which will shift the tax burden within the Residential Class.

Vice-Chair Dretler motioned [To] adopt the Small Commercial Exemption for Fiscal Year 2026 for eligible commercial properties, which will shift the tax burden within the Commercial & Industrial Classes. Board Member Carty seconded the motion.

It was on motion: 0-5; Dretler-no, Carty-no, Gargya-no, Russo-no, Kouchakdjian-no

VOTED: To not adopt the Small Commercial Exemption for Fiscal Year 2026 for eligible commercial properties, which will shift the tax burden within the Commercial & Industrial Classes.

Vice-Chair Dretler motioned [To] adopt 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 2026 tax rate, and sets the Residential Factor at 0.9640, (or other selected Factor) with a corresponding CIP shift of 1.46. Board Member Carty seconded the motion.

It was on motion: 5-0; Dretler-aye, Carty-aye, Gargya-aye, Russo-aye, Kouchakdjian-aye

VOTED: To adopt 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 2026 tax rate, and sets the Residential Factor at 0.9640, (or other selected Factor) with a corresponding CIP shift of 1.46.

Vice-Chair Dretler motioned to Vote in accordance with Chapter 169 of the Acts of 2012, the total FY2026 cap on the exemptions granted by the Means Tested Senior Tax Exemption shall be .5% (half of one percent) of the residential property tax levy. Board Member Carty seconded the motion.

It was on motion: 5-0; Dretler-aye, Carty-aye, Gargya-aye, Russo-aye, Kouchakdjian-aye

VOTED: To Vote in accordance with Chapter 169 of the Acts of 2012, the total FY2026 cap on the exemptions granted by the Means Tested Senior Tax Exemption shall be .5% (half of one percent) of the residential property tax levy.

Vice-Chair Dretler motioned to close the Annual Tax Classification hearing - In accordance with General Laws Ch. 40, sec. 56, as amended. Board Member Carty seconded the motion.

It was on motion: 5-0; Dretler-aye, Carty-aye, Gargeya-aye, Russo-aye, Kouchakdjian-aye

VOTED: To close the Annual Tax Classification hearing - In accordance with General Laws Ch. 40, sec. 56, as amended.

**2. Open Annual Town Meeting warrant and announce Annual Town Meeting will commence Monday, May 4, 2026, at 7:00 PM at Lincoln-Sudbury Regional High School Auditorium. Town Meeting articles are due at the Select Board/Town Manager's office by 12:00 Noon Friday, Jan. 30, 2026.**

Town Manager Sheehan recommended conducting Annual Town Meeting on Monday, of May 4, 2026, at the Lincoln-Sudbury Regional High School Auditorium, at 7:00 PM and opening the Annual Town Meeting Warrant due by noon on Friday, January 30, 2026, at the Select Board/Town Manager's office.

Town Manager Sheehan confirmed that a related calendar would be distributed.

Vice-Chair Dretler motioned to open Annual Town Meeting warrant and conduct Annual Town Meeting on Monday, May 4, 2026, at 7:00 PM at Lincoln-Sudbury Regional High School Auditorium, with Town Meeting articles due at the Select Board/Town Manager's office by 12:00 Noon, Friday, January 30, 2026. Board Member Carty seconded the motion.

It was on motion: 5-0; Dretler-aye, Carty-aye, Gargeya-aye, Russo-aye, Kouchakdjian-aye

VOTED: To open Annual Town Meeting warrant and conduct Annual Town Meeting on Monday, May 4, 2026 at 7:00 PM at Lincoln-Sudbury Regional High School Auditorium, with Town Meeting articles due at the Select Board/Town Manager's office by 12:00 Noon, Friday, January 30, 2026.

**3. Review and discuss Financial Management Review prepared at the Town's request by the Division of Local Services (DLS)**

Town Manager Sheehan presented the “Town of Sudbury Financial Management Review – October 2025 – DLS.” Town Manager Sheehan confirmed that he and staff reached out to DLS requesting Financial Review for the Town of Sudbury; he added that the last Financial Management Review prepared by DLS was presented in 2020.

Town Manager Sheehan detailed that DLS presented operational improvements and broader financial management recommendations; such as Charter review, comprehensive bylaw review, review of policies and policy-related topic areas. Town Manager Sheehan confirmed several operational recommendations had already been implemented.

Board Members acknowledged it was time to review the Town's charter and related bylaws. Chair Kouchakdjian opined that the Board might consider direction from the Collins Institute to help guide the community.

Board Member Carty recommended that the Select Board Policy Subcommittee establish a timeline for review of various sections of the DLS report. Board Member Russo suggested addressing specific points/policies, rather than performing a complete review.

Chair Kouchakdjian stated that the Board would review specific aspects at future meetings and related discussion would be on-going.

Vice-Chair Dretler commented that related policy recommendations involve the full Board. Chair Kouchakdjian recommended continued discussion regarding the topic with both Town Manager Sheehan and Finance Director Victor Garofalo.

#### **4. Continue Discussion of Financial Condition of the Town**

Town Manager Sheehan confirmed that since the Financial Condition of the Town was discussed at the November 18<sup>th</sup> Select Board meeting, SPS has revealed a \$1.6 million budget deficit.

Vice-Chair Dretler expressed her surprise regarding the untimely disclosure and noted that there should have been more transparency with the SPS School Committee and the Town. Mr. Garofalo indicated the Finance Committee is aware of the deficit, but has not had the opportunity to discuss the matter with SPS Administration.

Board Member Russo asked about the proposed SPS deficit. Town Manager Sheehan detailed that three new elementary school positions needed funding, out-of-district SPED costs (outplacement tuition costs) and pending teacher contract negotiations. He noted that Town administration/staff should be present at such negotiation sessions. Mr. Garofalo noted that at other Towns he was involved with, Town administration was always part of the school negotiation process.

Board Member Gargyea commented that cooperation and information sharing between SPS and Town administration is essential; he was happy to hear that Town Manager Sheehan and Mr. Garofalo would be meeting with SPS this week.

Board Member Carty commented that the Board needed additional information from SPS before further communications could be considered.

Vice-Chair Dretler agreed that such communications must be shared with the SPS Committee and the Town.

Chair Kouchakdjian noted that related communication is very much lacking, adding that all cost centers must work together.

Town Manager Sheehan stated he would be reporting to the Board regarding the upcoming meeting with SPS.

#### **5. Discussion and Review of December 1, 2025 Special Town Meeting**

Town Manager Sheehan mentioned that the solar canopy installation Warrant Articles would be reviewed and likely included in the May Annual Town Meeting Warrant. He also mentioned revised proposal for the Citizens' Petition Article regarding improved walkways could be earmarked for free cash or other funding.

Vice-Chair Dretler suggested that added sidewalk access to new rail trails would provide greater connectivity to schools, open spaces and businesses.

Board Member Russo mentioned that last night's Special Town Meeting was more efficient in presentation.

Board Member Carty confirmed he would be presenting a transportation update to the Board at an upcoming Select Board meeting, in preparation for inclusion of a Transportation Article to be included in the Annual Town Meeting Warrant.

Board Member Carty mentioned presenting a picture of the voting clicker at the Annual Town Meeting in May, might be helpful for the public.

Chair Kouchakdjian stressed that accurate information at Town Meeting is vital and she supported comments made by Town Manager Sheehan at last night's Town Meeting. Chair Kouchakdjian agreed that the Town Meeting was concise and efficient.

#### **6. Discussion of potential 2026 Annual Town Meeting articles**

In preparation of Board consideration of a proposed transportation Warrant Article, Board Member Carty suggested the Board think about MWRTA Catch Connect services being provided to Sudbury residents, and that he would provide additional information on that program at the next Select Board meeting.

Board Member Russo reminded all that the Energy and Sustainability Committee would be providing additional information regarding the proposed solar canopy projects in Town.

#### **7. Upcoming agenda items**

- Discussion regarding Town Policies to be included as an upcoming agenda item
- Combined Facilities Working Group update

#### **8. Review and approve meeting minutes**

Minutes were not presented.

#### **9. Vote to close Open Session and go into Executive Session:**

- pursuant to General Laws chapter 30A, §21(a)(2), to conduct strategy session in preparation for negotiations with nonunion personnel and/or to conduct contract negotiations with nonunion personnel, namely the Town Manager, (Purpose 2); and
- pursuant to G.L. c. 30A, § 21(a)(7) to review and approve executive session meeting minutes “to comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements” (Purpose 7); and not return to Open Session.

Vice-Chair Dretler motioned to close Open Session and go into Executive Session:

- pursuant to General Laws chapter 30A, §21(a)(2), to conduct strategy session in preparation for negotiations with nonunion personnel and/or to conduct contract negotiations with nonunion personnel, namely the Town Manager, (Purpose 2); and

- pursuant to G.L. c. 30A, § 21(a)(7) to review and approve executive session meeting minutes “to comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements” (Purpose 7); and not return to Open Session. Board Member Carty seconded the motion.

It was on motion 5-0; Dretler-aye, Carty-aye, Gargeya-aye, Russo-aye, Kouchakdjian-aye

VOTED: To close Open Session and go into Executive Session:

- pursuant to General Laws chapter 30A, §21(a)(2), to conduct strategy session in preparation for negotiations with nonunion personnel and/or to conduct contract negotiations with nonunion personnel, namely the Town Manager, (Purpose 2); and
- pursuant to G.L. c. 30A, § 21(a)(7) to review and approve executive session meeting minutes “to comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements” (Purpose 7); and not return to Open Session.

There being no further business, the Select Board meeting was adjourned at 10:33 PM.

DRAFT

IN SUDBURY SELECT BOARD  
TUESDAY DECEMBER 16, 2025  
7:00 PM – HYBRID MEETING  
TOWN HALL, LOWER LEVEL  
322 CONCORD ROAD, SUDBURY MA 01776  
(Meeting can be viewed at [www.sudburytv.org](http://www.sudburytv.org))

Present: Chair Lisa Kouchakdjian, Vice-Chair Janie Dretler, Select Board Member Dan Carty, Select Board Member Charles Russo (Remotely), Select Board Member Radha Gargeya, Assistant Town Manager/Finance Director Victor Garofalo, Town Manager Andrew Sheehan

Chair Kouchakdjian called the meeting to order at 7:00 PM.

Roll call: Dretler-present, Carty-present, Gargeya-present, Russo-present, Kouchakdjian-present

### **Opening Remarks by Chair**

- Select Board Office on 12/17/25; hosted by Board Members Carty and Gargeya
- Thanked Staff and volunteers for their work at the Sudbury Holiday Village; she and Board Member Gargeya were covering the Select Board table

### **Reports from Town Manager**

- Announced Menorah lighting at Town Hall tomorrow evening at 7:00 PM
- Recent posting of Park & Recreation Department Director; creation of Department of Health and Services
- Thanked all for participating in the Sudbury Holiday Village

### **Reports from Select Board**

Vice-Chair Dretler

- In light of recent tragedy, a difficult time for the Jewish community and her family
- Town Forum to be scheduled for mid-February; discussion to follow at future meeting

Board Member Gargeya

- Acknowledged success and good times at recent Sudbury Holiday Village
- Confirmed he and Board Member Carty will be conducting Select Board Office Hours on 12/17 at 7:00 PM

- Lighting of Menorah at Town Hall tomorrow at 5:00 PM; most important this year and sends a message for the recent tragedy in Australia

Board Member Carty

- Hoping for good turnout for the Menorah lighting event tomorrow
- Town Election taking place today
- Wished all blessed holidays

Board Member Russo

- Extended well wishes for happy holidays to all
- Noted the Sudbury Holiday Village was a great success

### Public Comments

Resident Ralph Tyler, One Deacon Lane, spoke of the walkways/sidewalks Citizen's Petition Article and was pleased to see some progress at the recent Special Town Meeting, with the Article being revised for Annual Town Meeting in May. He stressed improved safety for all ages with the advancement of additional sidewalks.

Resident Manish Sharma, 77 Colonial Road, expressed his gratitude to Town Manager Sheehan in handling Eversource aspects. He stressed that roofing material costs have risen exponentially, and requested that explanation be provided regarding such costs and estimates. Mr. Sharma stated that he supports the Jewish community in consideration of recent events.

Resident Len Simon, 40 Meadowbrook Circle, thanked the Select Board and Staff for advancing live Select Board meetings, which is very important for the community.

### Consent Calendar

- 1. Vote to accept the Declaration of Restrictive Covenants and Grant of Easement regarding Stormwater Management System for the property at 86-92 Boston Post Road subject to the Stormwater Management Permit issued for the property.**
- 2. Vote to grant a Special Permit to the Sudbury Companies of Minute and Militia, to hold the annual Parade to Commemorate Patriot's Day on Sunday, April 19, 2026, from 6:00 AM through approximately 7:45 AM, subject to Police Department safety requirements, proof of insurance coverage and the assurance that any litter will be removed at the parade's conclusion.**
- 3. Vote to renew the current Sunday Entertainment License for Bullfinch's, Inc., d/b/a Bullfinch's Restaurant, 730 Boston Post Road, for a live jazz trio, quartet, or quintet from 11:00 a.m. to 2:00 p.m. for the period of December 17, 2025 to December 31, 2026.**
- 4. Vote, as the Licensing Authority for the Town of Sudbury, to renew the Alcoholic Beverages, Common Victualler and Entertainment licenses until December 31, 2026, and the Motor Vehicle Classes 1, 2, and 3 licenses until January 1, 2027, as shown on the attached lists.**

**5. Vote to declare various items from the Library, Senior Center, Public Works, Fire, and Human Resources Departments (as presented) be surplus material and authorize the removal and disposal of the material by sale through auction or bidding in accordance with Massachusetts procurement laws; and further to authorize the execution of any documentation required thereof.**

Vice-Chair Dretler motioned to approve Consent Calendar Items 1 through 5, as presented in the Select Board meeting packet. Board Member Carty seconded the motion.

It was on motion 5-0; Dretler-aye, Carty-aye, Gargeya-aye, Russo-aye, Kouchakdjian-aye

VOTED: To approve Consent Calendar Items 1 through 5, as presented in the Select Board meeting packet.

**Miscellaneous**

**6. Vote to appoint Gabriel Ciccarello of 9 Willis Road, to the Sudbury Housing Trust to serve the balance of a two-year term which began on June 1, 2025 and expires on May 31, 2027**

Present: Gabriel Ciccarello, 9 Willis Road

Mr. Ciccarello detailed that he had been working with housing programming for some 25 years and is looking forward to being a member of the Sudbury Housing Trust. He stressed the critical need for housing in the entire country, as well as in Sudbury.

Vice-Chair Dretler confirmed that the Housing Trust voted unanimously for the appointment of Mr. Ciccarello as member of the Housing Trust.

Board Member Gargeya that Mr. Ciccarello for sharing his extensive experience and asked about related priorities. Mr. Ciccarello responded that he would strive for increased affordable housing and other related options for the Town.

Board Member Carty asked Mr. Ciccarello about his housing redevelopment experience. Mr. Ciccarello mentioned his experience with the Medford Housing Authority and the Section 8 platform and was successful in obtaining added subsidies from Federal funding.

Board Member Russo thanked Mr. Ciccarello for bringing his experience to the Sudbury Housing Trust.

Vice-Chair Dretler motioned to appoint Gabriel Ciccarello of 9 Willis Road, to the Sudbury Housing Trust to serve the balance of a two-year term which began on June 1, 2025 and expires on May 31, 2027. Board Member Carty seconded the motion.

It was on motion 5-0; Dretler-aye, Carty-aye, Gargeya-aye, Russo-aye, Kouchakdjian-aye

VOTED: To appoint Gabriel Ciccarello of 9 Willis Road, to the Sudbury Housing Trust to serve the balance of a two-year term which began on June 1, 2025 and expires on May 31, 2027.

**7. Vote to appoint Kimberly Lezak of 246 Raymond Road, to the Sudbury Diversity, Equity, and Inclusion (DEI) Commission to serve the balance of a two-year term which began on June 1, 2025 and expires on May 31, 2027.**

Present: Kimberly Lezak, 246 Raymond Road

Ms. Lezak stated that she wants to help Sudbury be an inclusive Town; she noted she and her family had been welcomed to the Town in 2018 and has experience in public health as a clinician.

Board Member Russo thanked Ms. Lezak for her willingness in sharing her experience with Sudbury DEI.

Vice-Chair Dretler confirmed that she watched the DEI interview with Ms. Lezak and stated that the skill set that she would bring to DEI would be valuable.

Board Member Carty asked Ms. Lezak how she found out about the DEI vacancy. Ms. Lezak stated she found the advertised listing on the Town website.

Board Member Gargeya thanked Ms. Lezak for volunteering and asked her what she would want to bring to DEI. Ms. Lezak stated that she wished to bring the spirit of inclusion to the DEI Commission.

Vice-Chair Dretler motioned to appoint Kimberly Lezak of 246 Raymond Road, to the Sudbury Diversity, Equity, and Inclusion (DEI) Commission to serve the balance of a two-year term which began on June 1, 2025 and expires on May 31, 2027. Board Member Carty seconded the motion.

It was on motion 5-0; Dretler-aye, Carty-aye, Gargeya-aye, Russo-aye, Kouchakdjian-aye

VOTED: To appoint Kimberly Lezak of 246 Raymond Road, to the Sudbury Diversity, Equity, and Inclusion (DEI) Commission to serve the balance of a two-year term which began on June 1, 2025 and expires on May 31, 2027

#### **8. Town Manager Report on Camp Sewataro**

Town Manager Sheehan presented the “Camp Sewataro Report and Recommendation,” dated December 16, 2025. He noted that the Board voted that he review the current agreement (expiring in 2027) with Camp Sewataro, LLC by a vote of 3-2 taken by the Board Members in September, 2025, and to also consider other possible options for the site.

Town Manager Sheehan confirmed that Camp Sewataro produces revenue for the Town, but does not cover the full debt service, but might after the year 2041. He provided history and associated finances associated with the Camp which was acquired by the Town from a previous long-time Camp Sewataro operator in 2019 for \$11.3 million dollars. The purchase was approved at the 2019 Sudbury Town Meeting by a two-thirds vote via an exclusion bond which will become due in 2041. Town Manager Sheehan confirmed the Camp is now in the 3<sup>rd</sup> year of term reflecting a period to expire on 9/9/27. He noted that 2025 revenue share to the Town totals \$328,584 and FY26 debt reflects \$731,763.00.

Town Manager Sheehan stated that other benefits to the agreement with Camp Sewataro includes an added \$491,261.00 in maintenance and property improvements, property insurance coverage, camp scholarships to Sudbury residents, resident events, including resident swimming.

Town Manager Sheehan provided possible options for the site, including:

Negotiate a 5-year extension for all or part of the property

Use as open space - allow the license agreement to expire; demolish existing buildings/facilities, proceed with unknown maintenance and loss of revenue.

Use as active recreation – likely demolish existing buildings/facilities, proceed with unknown maintenance and loss of revenue, with no capacity in the tax levy.

Combine active Recreation and Open Space – reflecting previous alterations to the site; loss of revenue.

Sell the property, with housing being the preferred option. Town could approve rezoning of the site, with development being some or all of the site.

Town Manager Sheehan recommended that a community-wide Camp Sewataro discussion be led by a Camp Sewataro Committee in order to bring a recommendation about the site to the 2027 Annual Town Meeting. He detailed that nine residents would be appointed to such a committee, adding that members could not be members of any other Town standing committee, Board or Commission.

Board Member Russo indicated that he was concerned about Sewataro Committee support and such committee could lack staff support. Town Manager Sheehan responded that such committee formation should start as soon as possible; and that James Goudie, of the Select Board office would be supporting the Committee.

Board Member Gargeya mentioned a timeline in consideration of a 2027 Town Meeting Sewataro Warrant Article.

Town Manager Sheehan stated that he would distribute the presented PowerPoint to the Board Members. Chair Kouchakdjian recommended that Board Members continue the discussion at the next Select Board meeting on January 6, 2026.

#### **9. Discussion of Potential 2026 Annual Town Meeting Warrant Articles**

Town Manager Sheehan commented that the Select Board was not sponsoring a Warrant Article at this time.

Board Member Carty offered to update CPC-sponsored articles.

Town Manager Sheehan stated that the Planning Board would be sponsoring a wireless services article to present at Annual Town Meeting.

### **10. Discussion of Transportation and Funding to Support Transportation Options**

Board Member Carty confirmed that the Catch Connect MWRTA (MetroWest Regional Transit Authority) transportation program is serving the community well and he would be presenting Sudbury ridership information as well as funding considerations to the Board at the next Select Board meeting on January 6, 2026.

Board Member Carty stated that funding of \$80,000 per year would be needed to continue the Catch Connect program for Sudbury. Vice-Chair Dretler commented that any additional data that MWRTA could provide would be most helpful.

Board Member Russo commented that this program is a critical service for certain members of the Sudbury community. Board Member Carty noted that taxi and Uber services have been used sparingly, and that Catch Connect services are free until July, 2026 when the fare might be increased to \$2.00.

Chair Kouchakdjian stated that she supports continued Catch Connect services, but has concerns about providing additional services for those in Town who require more extensive services.

### **11. Vote to Approve Employment Agreement with Town Manager**

Chair Kouchakdjian confirmed that the Town Manager's Employment Agreement with the Town had been approved by the Board in Executive Session and is now being ratified in Open Session.

Vice-Chair Dretler motioned to approve the Employment Agreement with Town Manager Sheehan. Board Member Gargeya seconded the motion.

It was on motion 4-1; Dretler-aye, Carty-no, Gargeya-aye, Russo-aye, Kouchakdjian-aye

VOTED: To approve the Employment Agreement with Town Manager Sheehan

### **12. Discussion and possible vote to approve proposed 2026 Municipal Update Newsletter Schedule of Deadlines for Select Board assignment, submission, and approval.**

Vice-Chair Dretler motioned to approve proposed 2026 Municipal Update Newsletter Schedule of Deadlines for Select Board assignment, submission, and approval. Board Member Carty seconded the motion.

It was on motion 5-0; Dretler-aye, Carty-aye, Gargeya-aye, Russo-aye, Kouchakdjian-aye

VOTED: To approve proposed 2026 Municipal Update Newsletter Schedule of Deadlines for Select Board assignment, submission, and approval

### **13. Review and Approve Minutes**

10/7/25 Select Board Minutes

Vice-Chair Dretler motioned to approve the Select Board minutes of 10/7/25, as edited. Board Member Carty seconded the motion.

It was on motion 5-0; Dretler-aye, Carty-aye, Gargeya-aye, Russo-aye, Kouchakdjian-aye

VOTED: To approve the Select Board minutes of 10/7/25, as edited

#### **14. Upcoming Agenda Items**

Items to discuss at the 1/6/26 Meeting:

- Proposed Transportation Services
- Camp Sewatario discussion
- DEI Commission Update

Items to discuss at the 1/20/26 Meeting:

- 250<sup>th</sup> Anniversary Committee Update
- Sidewalk program discussion

#### **Adjourn**

Vice-Chair Dretler motioned to adjourn the Select Board meeting. Board Member Carty seconded the motion.

It was on motion 5-0; Carty-aye, Dretler-aye, Russo-aye, Gargeya-aye, Kouchakdjian-aye

VOTED: To adjourn the Select Board meeting

There being no further business, the Select Board meeting adjourned at 9:01 PM.

IN SUDBURY SELECT BOARD  
TUESDAY JANUARY 6, 2026  
7:00 PM, HYBRID MEETING  
TOWN HALL, LOWER LEVEL  
322 CONCORD ROAD, SUDBURY, MA 01776  
(Meeting can be viewed at [www.sudburytv.org](http://www.sudburytv.org))

Present: Chair Lisa Kouchakdjian, Vice-Chair Janie Dretler, Select Board Member Dan Carty, Select Board Member Charles Russo, Select Board Member Radha Gargeya, Assistant Town Manager/Finance Director Victor Garofalo, Town Manager Andrew Sheehan

Chair Kouchakdjian called the meeting to order at 7:00 PM.

Roll call: Dretler-present, Russo-present, Carty-present, Gargeya-present, Kouchakdjian-present

#### **Opening Remarks by Chair**

- Hoped all had good holidays and extended good wishes for a Happy 2026
- LSRHS Agreement Committee will meet on 1/8/26; at the 1/20/26 she will provide updates to the Board
- Select Board Office Hours scheduled for 1/21/26 with she and Board Member Russo
- Annual Town Meeting scheduled for 3/30/26; Candidate Nomination papers and packets are now available in Town Clerk's Office, deadline to pull papers is 2/3/26, deadline to complete and submit papers is 2/9/26; Information regarding open seats can be found on the Town website
- Encouraged people to run for available office

#### **Reports from Town Manager**

- Wished all a Happy New Year
- Accessibility to the Haskell Field Playground will be restricted due to materials there not meeting thickness standards; installer agreed to correct the problem in April when the weather is warmer for installation
- Yesterday the SPS School Committee reached agreement with Units A, B, and C, reflective of three-year contracts
- Announced the Goodnow Library 24-7 Smart Lockers to allow for pickup of materials any time of day

**Reports from Select Board**

## Vice-Chair Dretler

- Wished all a Happy New Year
- Thanked Town Manager Sheehan and Finance Director Garofalo for their attendance at the SPS Contract Negotiation session for units A, B and C.

## Board Member Carty

- Extended a happy 2026 to all
- Happy to see the Fairbank ice rink installed again this year, per efforts of the Sudbury, Maynard and Stow hockey program in memory of John Polland who passed away some years ago

## Board Member Gargeya

- Extended good wishes to all for a happy new year upcoming ATM

## Board Member Russo

- Extended Happy New Year wishes to all
- Recognized that the holidays can be a challenging time for many
- Announced that Sudbury Little League baseball program is the third largest in the State, and was pleased to see the skating rink up and thanked DPW staff for their efforts

**Public Comment**

Resident Alicia Carrillo, 68 Basswood Avenue, stated that she appreciates Select Board Office Hours and hybrid Select Board meetings. She indicated she was happy to see the Town reevaluating the Camp Sewataro contract, noting that many residents are not happy with current as a camp. She opined that the site could be considered as an opportunity for lower-income families, including more affordable housing for Town employees.

Resident Manish Sharma, 77 Colonial Road, commented that the Select Board Office has idea about where the funding is coming from for the SPS roof projects. He inquired about other aspects of Town financing as well.

Resident Sarah O'Dor, 96 Warren Road, commented about sidewalks and addressed maintenance of existing sidewalks; she mentioned that ADA regulations should be followed and according to Sudbury Bylaw, there has not been enough snow to plow the sidewalks this year. She advocated for safe and ADA-compliant sidewalks.

Resident Anne Ritman, Colonial Road, agreed with Ms. O'Dor, noting that last year had been very dangerous on Town sidewalks and further consideration must be provided. She thanked Ms. O'Dor for her research.

**Consent Calendar**

- 1. Vote to Accept the Resignation of Anna Newberg from the Council on Aging and to Send a Letter of Thanks for her Service.**
- 2. Vote to Accept the Resignation of Donald Sherman from the Council on Aging and to Send a Letter of Thanks for his Service.**
- 3. Vote to enter into the Town record and congratulate Ari Mitiguy and Julia Johnson of Scout Troop 65 for having achieved the high honor of Eagle Scout.**
- 4. Vote to approve request for modification of Sudbury Landfill Cell Tower off Boston Post Road, as requested in a letter dated December 9, 2025, by Crown Castle.**

Board Member Carty requested that Agenda Item 4 be discussed later in the meeting. Board Members agreed to discuss Agenda Item 4 later in the meeting.

Vice-Chair Dretler motioned to approve Consent Calendar Items 1, 2 and 3. Board Member Carty seconded the motion.

It was on motion 5-0; Dretler-aye, Carty-aye, Gargeya-aye, Russo-aye, Kouchakdjian-aye

VOTED: To approve Consent Calendar Items 1, 2 and 3, as presented in the meeting packet.

- 5. As the Licensing Authority for the Town of Sudbury, in accordance with MGL c138, s. 15, vote to approve a Change of Classification for Oishii Too Sushi Bar, Inc. d/b/a Oishii Too Sushi Bar, 365 Boston Post Road, from a Wine and Malt License to an All Alcohol License, as requested in an application dated November 25, 2025.**

Present: Tim Chiang, Owner

Vice-Chair Dretler motioned to open the Public Hearing, Change of Classification for Oishii Too Sushi Bar, Inc. d/b/a Oishii Too Sushi Bar, 365 Boston Post Road, from a Wine and Malt License to an All Alcohol License, as requested in an application dated November 25, 2025. Board Member Carty seconded the motion.

It was on motion 5-0; Dretler-aye, Carty-aye, Gargeya-aye, Russo-aye, Kouchakdjian-aye

VOTED: To open the Public Hearing, Change of Classification for Oishii Too Sushi Bar, Inc. d/b/a Oishii Too Sushi Bar, 365 Boston Post Road, from a Wine and Malt License to an All Alcohol License, as requested in an application dated November 25, 2025.

Board Members asked Mr. Chiang several questions related to the all alcohol license and related preparations.

Vice-Chair Dretler motioned to close the hearing, Change of Classification for Oishii Too Sushi Bar, Inc. d/b/a Oishii Too Sushi Bar, 365 Boston Post Road, from a Wine and Malt License to an All Alcohol License, as requested in an application dated November 25, 2025. Board Member Carty seconded the motion.

It was on motion 5-0; Dretler-aye, Carty-aye, Gargeya-aye, Russo-aye, Kouchakdjian-aye

VOTED: To close the Public Hearing, Change of Classification for Oishii Too Sushi Bar, Inc. d/b/a Oishii Too Sushi Bar, 365 Boston Post Road, from a Wine and Malt License to an All Alcohol License, as requested in an application dated November 25, 2025.

Vice-Chair Dretler motioned As the Licensing Authority for the Town of Sudbury, in accordance with MGL c138, s. 15, vote to approve a Change of Classification for Oishii Too Sushi Bar, Inc. d/b/a Oishii Too Sushi Bar, 365 Boston Post Road, from a Wine and Malt License to an All Alcohol License, as requested in an application dated November 25, 2025. Board Member Carty seconded the motion.

It was on motion 5-0; Dretler-aye, Carty-aye, Gargeya-aye, Russo-aye, Kouchakdjian-aye

VOTED: As the Licensing Authority for the Town of Sudbury, in accordance with MGL c138, s. 15, vote to approve a Change of Classification for Oishii Too Sushi Bar, Inc. d/b/a Oishii Too Sushi Bar, 365 Boston Post Road, from a Wine and Malt License to an All Alcohol License, as requested in an application dated November 25, 2025.

**6. Vote to approve petition of NStar Electric Company d/b/a/ Eversource Energy for the purpose of obtaining a Grant of Location to install one (1) Anchor Guy pole #191/8.**

Vice-Chair Dretler motioned to open the public hearing to approve petition of NStar Electric Company d/b/a/ Eversource Energy for the purpose of obtaining a Grant of Location to install one (1) Anchor Guy pole #191/8. Board Member Carty seconded the motion.

It was on motion 5-0; Dretler-aye, Carty-aye, Gargeya-aye, Russo-aye, Kouchakdjian-aye

VOTED: To open the public hearing to approve petition of NStar Electric Company d/b/a/ Eversource Energy for the purpose of obtaining a Grant of Location to install one (1) Anchor Guy pole #191/8.

Board Member Carty acknowledged that the hearing for the NSTAR Electric Company hearing was not scheduled to open until 8:00 PM.

Vice-Chair Dretler motioned to suspend the public hearing for NStar Electric Company d/b/a/ Eversource Energy for the purpose of obtaining a Grant of Location to install one (1) Anchor Guy pole #191/8 to 8:00 PM. Board Member Carty seconded the motion.

It was on motion 5-0; Dretler-aye, Carty-aye, Gargeya-aye, Russo-aye, Kouchakdjian-aye

VOTED: To suspend the public hearing for NStar Electric Company d/b/a/ Eversource Energy for the purpose of obtaining a Grant of Location to install one (1) Anchor Guy pole #191/8 to 8:00 PM.

**7. Interview candidate for vacancy on the Energy and Sustainability Committee. Following interview, vote to appoint John Keklak of 12 West Street, to the Energy and Sustainability Committee to serve the balance of a three-year term that expires on May 31, 2029.**

Candidate John Keklak, 12 West Street, Sudbury

Mr. Keklak confirmed that he was a 30-year resident of Sudbury with an engineering background. He noted that he would be retiring soon and was very interested in being a member of the Energy and Sustainability Committee.

Board Members asked Mr. Keklak questions related to the appointment and thanked Mr. Keklak for his willingness to be a member of the Sudbury Energy and Sustainability Committee.

Vice-Chair Dretler motioned to appoint John Keklak of 12 West Street, to the Energy and Sustainability Committee to serve the balance of a three-year term that expires on May 31, 2029. Board Member Carty seconded the motion.

It was on motion 5-0; Dretler-aye, Carty-aye, Gargeya-aye, Russo-aye, Kouchakdjian-aye

VOTED: To appoint John Keklak of 12 West Street, to the Energy and Sustainability Committee to serve the balance of a three-year term that expires on May 31, 2029.

**11. Vote to determine if Earth Removal Board member Bill Ray can act impartially in a matter that he is determined to have a conflict of interest in per Massachusetts Ethics Law.**

Town Manager Sheehan provided related background, noting that several Earth Removal Board Members were in conflict about voting on the Board. Town Manager Sheehan noted that Mr. Ray is an abutter to the project currently being considered by the Earth Removal Board. He added that there would likely be at least one other membership position on the Board to be filled.

Select Board Members confirmed that Mr. Ray had been a member on the Earth Removal Board for many years. Town Manager Sheehan recommended that the item be continued to the Select Board meeting on 1/20/26, when additional information can be provided.

Chair Kouchakdjian announced that Agenda Item 11 would be continued to the Select Board meeting on 1/20/26.

**Consent Calendar (Continued)**

**4. Vote to approve request for modification of Sudbury Landfill Cell Tower off Boston Post Road, as requested in a letter dated December 9, 2025 by Crown Castle.**

Board Member Carty asked about the modification as mentioned. Town Manager Sheehan responded that material on the exiting cell tower pole was being replaced, and there would be no additional carriers added to the pole. He added that Staff carefully reviewed the request and no other changes were being proposed.

Vice-Chair Dretler motioned to approve request for modification of Sudbury Landfill Cell Tower off Boston Post Road, as requested in a letter dated December 9, 2025 by Crown Castle. Board Member Carty seconded the motion.

It was on motion 5-0; Dretler-aye, Carty-aye, Gargeya-aye, Russo-aye, Kouchakdjian-aye

VOTED: To approve request for modification of Sudbury Landfill Cell Tower off Boston Post Road, as requested in a letter dated December 9, 2025, by Crown Castle.

**6. Vote to approve petition of NStar Electric Company d/b/a/ Eversource Energy for the purpose of obtaining a Grant of Location to install one (1) Anchor Guy pole #191/8. (Continued)**

At 8:01 PM, Vice-Chair Dretler motioned to open the public hearing to approve petition of NStar Electric Company d/b/a/ Eversource Energy for the purpose of obtaining a Grant of Location to install one (1) Anchor Guy pole #191/8. Board Member Carty seconded the motion.

It was on motion 5-0; Dretler-aye, Carty-aye, Gargeya-aye, Russo-aye, Kouchakdjian-aye

VOTED: To open the public hearing to approve petition of NStar Electric Company d/b/a/ Eversource Energy for the purpose of obtaining a Grant of Location to install one (1) Anchor Guy pole #191/8.

Town Manager Sheehan explained the application was straightforward, is located at the corner of Butler Road and Fairbank Road – opposite the Park & Recreation section of the parking lot. He noted that the intent of the installation of the guide pole as a guide wire.

Resident Alicia Carrillo asked if the existing rotted tree (as confirmed), would be taken down. Chair Kouchakdjian responded could be presented to Eversource by Town Manager Sheehan.

Vice-Chair Dretler motioned to close the public hearing to approve petition of NStar Electric Company d/b/a/ Eversource Energy for the purpose of obtaining a Grant of Location to install one (1) Anchor Guy pole #191/8. Board Member Carty seconded the motion.

It was on motion 5-0; Dretler-aye, Carty-aye, Gargeya-aye, Russo-aye, Kouchakdjian-aye

VOTED: To close the public hearing to approve petition of NStar Electric Company d/b/a/ Eversource Energy for the purpose of obtaining a Grant of Location to install one (1) Anchor Guy pole #191/8.

Vice-Chair Dretler motioned to approve petition of NStar Electric Company d/b/a/ Eversource Energy for the purpose of obtaining a Grant of Location to install one (1) Anchor Guy pole #191/8, with the condition of removing the entire rotted tree. Board Member Carty seconded the motion.

It was on motion 5-0; Dretler-aye, Carty-aye, Gargeya-aye, Russo-aye, Kouchakdjian-aye

VOTED: To approve petition of NStar Electric Company d/b/a/ Eversource Energy for the purpose of obtaining a Grant of Location to install one (1) Anchor Guy pole #191/8, with the condition of removing the entire rotted tree.

**8. Discussion of Sidewalks and Walkways with DPW Director Tina Rivard**

Present: DPW Director Tina Rivard

Ms. Rivard reviewed the “Update on Sidewalk Inventory & Repair/Maintenance/Expansion Plans” presentation, dated 12/30/25. The presentation included four (4) appendices: APPENDIX A – Roadway Street Names without Walkways, APPENDIX B – Roadway Street Names without Walkways, APPENDIX C – Equipment Costs and APPENDIX D – Map of Sudbury’s Walkways.

Ms. Rivard confirmed there were 160 miles of public walkways in Sudbury, and 100 miles of those public walkways did not have walkways. She mentioned that the last sidewalk/walkway study for Sudbury was done in 2000 and the current estimate for sixteen (16) miles of walkway cost in excess of \$27 million dollars. She noted that next steps would involve updating the 2000 report and implementing a walkway prioritization plan and updating the Complete Streets Policy for the Town.

Ms. Rivard highlighted important considerations including: ADA compliance, connecting to various other paths/walkways, maintenance and receiving easement approval from various residents. Ms. Rivard confirmed that the State has increased funding for Complete Street projects to \$700,000 and the Town is working closely with MassDOT to advance such funding.

Board Members discussed funding efforts and ways to support such funding. Chair Kouchakdjian mentioned that reviewing the Town walkway topic yearly, would be beneficial.

**9. Continue discussion on Sewataro/Liberty Ledge property and vote on next steps.**

Chair Kouchakdjian stressed the importance associated with “process” when considering the future of the Sewataro/Liberty Ledge property.

Board Member Gargeya stated that he appreciated the “Camp Sewataro Report & Recommendation” as presented by Town Manager Sheehan at the previous Select Board meeting. He stated that presenting all documentation associated with the site would be beneficial and initiating community input with two Select Board Members serving on a Liberty Ledge/Sewataro Select Board Subcommittee would reflect a good path going forward.

Vice-Chair Dretler commented that Town Manager’s presentation at the last Select Board meeting was very informative when considering possible options to the site and long-term planning. She referenced the “Liberty Ledge/Sewataro Select Board Subcommittee” document, which included establishing a related subcommittee to advise the Board by analyzing existing materials, planning studies and reviewing comparable expert perspectives regarding the site. She added that the Liberty Ledge/Sewataro Select Board Subcommittee would provide “a sound basis for informed deliberation by the Select Board,” and would provide a related written summary to report to the Select Board by April 14, 2026.

Board Member Carty asked about the significance of the April 14<sup>th</sup> date. Vice-Chair Dretler responded that it would take time to consider what the site review of the property and related matters.

Board Member Russo advocated for a full-Select Board Committee to review the status of Camp Sewataro and what the Board might recommend going forward. Board Member Carty agreed with Board Member Russo.

Chair Kouchakdjian stated that transparency would be essential to the whole process and the topic would be discussed by the Select Board at upcoming Select Board meetings.

Board Member Russo motioned that the full Select Board (5 members) share and review gathered Sewataro documentation at a scheduled meeting in February. Board Member Carty seconded the motion.

It was on motion 2-3; Dretler-no, Carty-aye, Gargeya-no, Russo-aye, Kouchakdjian-no.

VOTED: Not to vote in favor of the full Select Board (5 members) sharing and reviewing gathered Sewataro documentation at a scheduled meeting in February.

Vice-Chair Dretler motioned to create a Liberty Ledge/Sewataro Select Board Subcommittee, as discussed at this meeting; comprised of Board Members Dan Carty and Janie Dretler. Board Member Carty seconded the motion.

It was on motion 4-1; Dretler-aye, Carty-aye, Gargeya-aye, Russo-no, Kouchakdjian-aye

VOTED: To create a Liberty Ledge/Sewataro Select Board Subcommittee, as discussed at this meeting; comprised of Board Members Dan Carty and Janie Dretler.

#### **10. Discussion on Funding for Transportation, Including Catch Connect**

Board Member Carty presented Sudbury transportation summary and spreadsheet reflective of Go Sudbury, Uber, taxi and increased ridership in the MWRTA (Metrowest Regional Transit Authority) Catch Connect Program.

Sudbury Board of Health memos were referenced, one from BOH Director stated that the need for public transportation in Sudbury was expected to continually increase over the next several years. The second BOH memo stressed that with the current financial conditions (increase in associated cost of living expenses, including transportation), Sudbury residents will continue to need public transportation in Town.

Board Member Carty acknowledged that grant funding and ARPA funds have contributed to described transportation funding and the transportation program has a remaining balance of \$155,063.26 and owes MWRTA \$80,000.00; leaving a balance of \$75,063.00, which will not cover the fiscal year funding for the transportation programs. Town Manager Sheehan stated that the balance could be funded by Free Cash, which has been done in the past. Town Manager Sheehan indicated that transportation funding would not require an override.

Board Members discussed possible funding options for Transportation services.

#### **12. Discussion of Potential 2026 Annual Town Meeting Warrant Articles**

Town Manager Sheehan provided a listing of ATM 2026 Potential Warrant Articles, including articles that the Select Board might consider sponsoring.

Board Member Russo presented draft language regarding Town Sidewalk/Walkway stabilization fund language.

Vice-Chair Dretler suggested a possible ATM Article for funding consultation services for a Liberty/Ledge Sewataro Committee, when examining future options for the site.

After related discussion, Board Members agreed to continue the FY26 ATM Articles topic to the next Select Board Meeting.

#### **13. Update from Policy & Procedures Subcommittee, vote to rescind outdated policies, and discussion of next steps for Subcommittee**

Chair Kouchakdjian thanked Town Manager Sheehan for putting together the “Updates on Outstanding Policies,” which details the Policies to be rescinded and several policies that will be further considered.

Vice-Chair Dretler motioned to rescind the existing Town Trust Fund Investment Policy, dated 6/28/1999; the Investment Guidelines, dated 9/6/2005 and to rescind the existing Training for Dispensers and Sellers of Alcoholic Beverages, dated 12/4/2000; and to adopt the Finance Policy, as drafted. Board Member Carty seconded the motion.

It was on motion 5-0; Dretler-aye, Carty-aye, Gargeya-aye, Russo-aye, Kouchakdjian-aye

VOTED: To rescind the existing Town Trust Fund Investment Policy, dated 6/28/1999; the Investment Guidelines, dated 9/6/2005 and to rescind the existing Training for Dispensers and Sellers of Alcoholic Beverages, dated 12/4/2000; and adopt the Finance Policy as drafted.

Select Board agreed that the Select Board Policy Subcommittee Members Lisa Kouchakdjian and Dan Carty process with examining older current policies that have not been updated.

#### **14. Review and Approve Minutes**

Board Members agreed to postpone review of Select Board Minutes to the next Select Board meeting.

#### **15. Upcoming Agenda Items**

For 1/20/26 Select Board Meeting:

- Energy and Sustainability Committee coming to the Board
- Continuation of Earth Removal Board issue
- Continue review of Select Board Handbook aspects, by sections
- DEI meet with the Board at the next Select Board meeting on 1/20/26
- Continue possible Board-Sponsored ATM Warrant Articles

For Future Meeting:

- Discussion with Sustainability Coordinator regarding possible grant funds

#### **16. Vote to close open session and enter Executive Session, pursuant to General Laws chapter 30A, §21(a) (exception 3), to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining position of the public body and the Chair so declares: Engineers Union.**

Board Member Russo motioned to close open session and enter Executive Session, pursuant to General Laws chapter 30A, §21(a) (exception 3), to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining position of the public body and the Chair so declares: Engineers Union. Board Member Carty seconded the motion.

It was on motion 5-0; Dretler-aye, Carty-aye, Gargeya-aye, Russo-aye, Kouchakdjian-aye

VOTED: To close open session and enter Executive Session, pursuant to General Laws chapter 30A, §21(a) (exception 3), to discuss strategy with respect to collective bargaining or litigation if

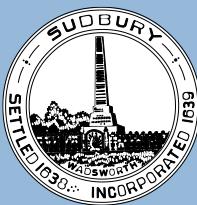
## SUDBURY SELECT BOARD

TUESDAY JANUARY 6, 2026

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an open meeting may have a detrimental effect on the bargaining position of the public body and the Chair so declares: Engineers Union

There being no further business to discuss, the meeting was adjourned at 11:23 PM.



## SUDBURY SELECT BOARD

Tuesday, February 3, 2026

### MISCELLANEOUS (UNTIMED)

#### 17: Upcoming Agenda Items

##### REQUESTOR SECTION

Date of request:

Requested by: James Goudie

Formal Title: Upcoming Agenda Items

Recommendations/Suggested Motion/Vote: Upcoming Agenda Items

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

02/03/2026 7:00 PM

POTENTIAL UPCOMING AGENDA ITEMS/MEETINGS	
MEETING/EVENT	DESCRIPTION
February 2026	
Future items/TBD	Camp Sewataro financial review
	Vocational Education discussion
	State Police crime lab
	Town Manager project portfolio
	Annual goal setting
	Combined facilities working group update
	Steps for embarking on a new school building (Added to CIP)
	School civics projects (Jan 2026)
	Fairbank Community Center utilization and optimization
	ADA transition plan
	Quarterly meeting and update with key Select Board formed committees including Transportation Committee, DEIC, Sudbury 250 Committee, RTAC, E&S Committee, Cable Advisor, Memorial Day Committee, September 11 Committee. Other SB appointed committees include PBC, Ponds and Waterways, Housing Trust, HDC, ZBA, Traffic Safety Coordinating Committee, Board of Registrars, CIAC, COD, Cultural Council, Earth Removal Board, LARC, LEPC.
	KPI policy discussion follow up
	MWRA Expansion Study
	Broadacres Property: next steps
	Bike shuttle program
	Pets in cemeteries
	Review/approve/release Executive Session minutes re: Eversource
	Quarterly review of approved Executive Session Minutes for possible release (February, May, August and November).
	Solar Panels
	Town Hall renovation
	Work Session with Town Counsel: Select Board/Town Manager Code of Conduct and other procedural training - Policy Subcommittee
	Remote Meeting Policy <b>(not needed until June 2027)</b>