

**SUDBURY BOARD OF SELECTMEN**  
**AGENDA**  
**TUESDAY, JANUARY 8, 2013**  
**7:00 p.m., Town Hall, 322 Concord Road**

1. 7:00     **Executive Session** -- Open meeting in Town Clerk's Office and immediately vote to go into Executive Session to discuss collective bargaining with the Supervisory Association wherein strategy discussion in an open meeting may have a detrimental effect on the bargaining position of the Board.

If necessary, the Executive Session will be suspended to the close of the regular meeting which will begin in Lower Town Hall at 7:30.

2. 7:30     Opening remarks by Chairman
3. 7:35     Reports from Town Manager
4. 7:40     Reports from Selectmen
5. 7:45     Update from Lee Steppacher of the River Stewardship Council on Council activities
6. 7:55     Update from Jim Kelly, Combined Facilities Director, on status of two Town building projects where funds have been appropriated for study or design: Police Station and Town Hall.
7. 8:15     The Council of Aging will present an update on their Council on Aging May 2012 plan.  
*(Deb Galloway, Dir. of COA, Dave Levington, Chair, and other COA members will attend.)*
8. 8:25     **PUBLIC HEARING:** (Continued) Site Plan application for Northern Bank & Trust  
**Vote/Sign** Company, applicant, and Colonial Auto of Sudbury, Inc., owner, for approval to construct a new 2,500 sq. ft. retail bank building at 430 Boston Post Road, zoned Business District, Town Assessor Map K08, Parcel 0077.  
*(Atty. Shaun Briere and Brian Fairbanks will attend for Northern Bank.)*  
*(The applicant has granted an extension for a Board of Selectmen decision until January 31, 2013.)*
9. 8:45     **PUBLIC HEARING:** Consideration of application for Wine and Malt license, Common  
**Vote/Sign** Victualler and Entertainment licenses for Stephanie DC Corp., Gilbert C. Almeida, Manager, new owner of Rossini's Pizzeria and Restaurant, located at 418 Boston Post Road  
*(Gilbert Almeida, Manager, will attend.)*
10. 9:00    **PUBLIC HEARING:** Consideration of application for Kassouf Management, Inc., d/b/a  
**Vote/Sign** Stony Brook Market, Salim Kassouf, Manager, for approval of an all-alcohol package store license located at 29 Hudson Road  
*(Salim Kassouf, Manager will attend.)*

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**Consent Calendar:**

11. **Vote**     Vote to approve the Regular Session minutes of December 13, December 18, and December 27, 2012.
12. **Vote/Sign**   Vote to appoint Jacqueline and Joe Bausk, 50 Pratt's Mill Road, Marilyn Ellsworth, 5 Hop Brook Lane, Rachel Goodrich, 10 Maple Avenue, Nancy S. Hamill, 16 Pine Street, and Sue Rushfirth, 48 Harvard Drive, to the Sudbury Celebrates 375/Sudbury Day Committee for a term to expire November 30, 2014.

13. ***Vote/Sign*** Vote to sign a proclamation for Petty Officer Chris Forde, acknowledging his safe return home after five years of service with the United States Navy and proclaiming Friday, January 11, 2013, as Christopher Forde Day in Sudbury.
14. ***Vote*** Vote to accept, on behalf of the Town, a donation of \$701 from the Rebecca Circle of the Sudbury United Methodist Church to the Cheri Ann Cavanagh Fund, said funds to be expended under the direction of the Community Social Worker, and to send note of appreciation to acknowledge such receipt.
15. ***Vote*** Vote to approve Town Manager's appointment of Renee Bordner, 75 Witherell Road, to the Commission on Disability for a term to expire May 31, 2015, filling a vacancy occasioned by the resignation of Susan Stocker, and as recommended by the Commission Chair, in a letter dated December 4, 2012.
16. ***Vote*** Vote to accept, on behalf of the Town, \$15,000 grant from The Sudbury Foundation, as outlined in a letter dated January 4, 2013, from Marilyn Martino, Executive Director, for continued support of the Senior Volunteer Coordinator position at the Fairbank Senior Center, to be expended under the direction of the Council on Aging Director.

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**Miscellaneous (untimed items):**

17. ***Vote*** Vote to ratify the Collective Bargaining agreement approved in Executive Session
18. Announce that the Annual Town Meeting will begin on Monday, May 6. The warrant period is now open. Articles for inclusion in the Annual Town Meeting Warrant should be brought to the Selectmen's Office, 278 Old Sudbury Road, to be stamped in no later than 5:00 p.m. on Thursday, January 31.
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# AGENDA REQUEST - Item #6

## BOARD OF SELECTMEN

*Mary - make  
copy of attached  
report for me.*

### Requestor's Section:

**Date of request:** December 21, 2012

**Requestor:** Jim Kelly

### Action requested (Who, what, when, where and why):

A meeting with the Selectmen to discuss the status of two building projects: Police Station and Town Hall

**Financial impact expected:** To be determined - Construction cost estimate prepared in 2010 for the new Police Station was \$6,689,710

**Background information (if applicable, please attach if necessary):** Attached

**Recommendations/Suggested Motion/Vote:** Potentially to ask staff to take further steps to bring the Police Station article to Sudbury voters

### Person(s) expected to represent Requestor at Selectmen's Meeting:

Jim Kelly, Combined Facilities Director

### Selectmen's Office Section:

**Date of Selectmen's Meeting:** January 8, 2012

**Board's action taken:** *approved submitting article and staff and PBC working on updates.*

**Follow-up actions required by the Board of Selectmen or Requestor:**

**Future Agenda date (if applicable):**

**Distribution:**

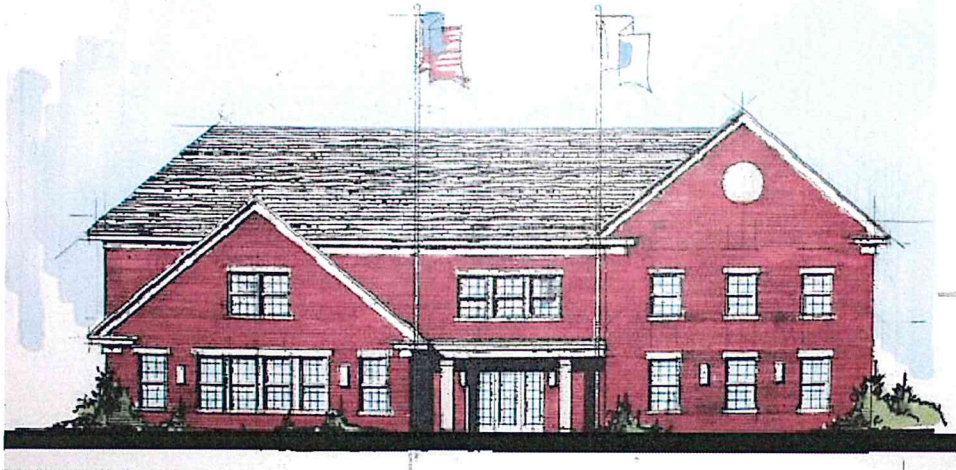
**Town Counsel approval needed?**

Yes ( )

No ( X )

**SUDBURY POLICE STATION**  
SUDBURY, MA

**FRONT VIEW - STUDY E**  
The Carell Group, Inc.



# **Final Report**

## **Sudbury Police Station Blue Ribbon Committee**

**Submitted to: Sudbury Board of Selectmen**

### **Executive Summary**

The Police Station Blue Ribbon Committee was established to examine the failed 2007 proposal for a new Sudbury police station and to recommend alternatives to the Board of Selectmen (BoS). Membership included a range of backgrounds and predispositions regarding Sudbury's requirements in a police facility.

The Committee evaluated the existing facility and confirmed the deficiencies reported previously; reviewed the rationale for the proposed design; visited recently-built facilities and interviewed the police personnel using them. Findings were used as benchmarks to define the functional elements, configuration and size appropriate for a Sudbury facility. The Committee developed an iterative set of options leading to a final recommendation for a facility deemed to meet current codes and standards, at a minimum size and cost. Consideration of sites was confined to the existing facility site and the proposed site adjacent to the main fire station on Hudson Road.

The Committee unanimously recommends approximately a 14,540 square foot new facility at an estimated 2008 cost of \$6,843,000 to be built on the proposed site adjacent to the main fire station on Hudson Road. The Committee further recommends that this concept be referred to the Permanent Building Committee for refinement and definitive cost analysis, including review of both hard and soft costs, including those entailed in desired energy efficiency measures.

### **1) Introduction:**

The Police Station Blue Ribbon Committee (PSBRC) was established by the Board of Selectmen to conduct an independent review of the planning behind the proposal for a new 18,500 square foot police station to be built adjacent to the main fire station on Hudson Road, and to recommend alternatives for addressing Sudbury's need for a police facility to the Board for possible presentation to voters.

Criteria established by the BoS for any recommended alternative were;

- Capacity for future additions
- Compliance with applicable codes and minimum standards for police facilities
- Facility for combined dispatch with Sudbury Fire department
- Building security, and employee and public safety
- Energy efficiency

#### **a) Structure and Function of Present Facility**

Assessment of the deficiencies in the existing Sudbury police facility was accomplished by inspection of the facility, interviews of police personnel from Sudbury as well as other communities, review of designs and physical inspection of other relevant police facilities (Acton, Hanson, Hopkinton), and consultation with the architect.

The Committee confirmed the structural and functional deficits identified in the January 25, 2007 report by the Carell Group and presented to the 2007 Annual Town Meeting. The Committee found that the building is in generally sound physical condition, but lacks adequate space for its present-day function, and is in need of major repairs, design upgrades and infrastructure revisions to meet current standards and demands, including handicapped accessibility. Some of the conditions at the existing facility are illustrated in **Exhibit 1**.

Structural and functional deficiencies of the existing facility include:

- Overlapping circulation: public, staff and detainees share common routes through building, including stairs between front and back sections
- Booking, interrogation and detention areas that do not meet current standards; improper crossover between public and police activities
- No holding cell
- Single room for interrogation, staff and public meetings
- Absence of space for entire department to meet
- Single-bay sallyport used as garage and storage
- Evidence storage scattered throughout building
- Under-size locker rooms and lockers
- Dispatch area too small
- Single-desk sergeants' station in alcove
- Inadequate office and conference space
- Inadequate space for required computer and telecommunications equipment
- Leaky and/or inoperable windows
- Widely uneven temperature distribution due to multiple space reconfigurations
- No central cooling
- Inadequate electrical distribution
- UPOS, E911 and Technology hardware located in water service room
- Main computers in public-business office space
- Rear of building 30 inches higher than front portion
- No handicapped accessibility in significant portion of building
- Difficulty in combining police and fire dispatch

The Committee also confirmed that the 0.6 acre site of the existing facility is severely constrained, limiting the potential for enlargement.

#### **b) Considerations Leading to Previously-proposed Design**

The previously-proposed 18,500 sq. ft. facility, with program and cost, is provided as **Exhibit 2**. The considerations leading to this proposal were assessed through review of the documents, and interviews with the architect, police personnel and Sudbury Permanent Building Committee members engaged in its development. Review of police facilities in other communities provided further background.

work include increased focus on community policing versus law enforcement with emphasis on crime prevention through community outreach, the rapidly growing prevalence of cyber crime, increased need for family and other social interventions, rapid expansion of the role of technology in communication, information processing and documentation, and additional responsibilities and duties related to homeland security. Changes in regulations include requirements for separate detention facilities for male, female and juvenile detainees, a matron to oversee female detainees, and special provisions for juvenile detainees. These factors create a rapidly growing need for ongoing training and intradepartmental communication.

The Committee found that much of the space requirement in police facilities, including areas for dispatch, booking, holding, evidence processing, evidence storage, computer and communication technology, firearms licensing, officer-in-charge, juvenile officer, etc, is largely independent of the size of the community or its police force. Other spaces such as locker rooms, squad room, offices, toilet facilities, conference rooms, etc. depend more directly on community and police force size. The Committee also noted that because of the types of space and security measures required, police facilities are appreciably more expensive to build than other municipal or commercial facilities. This limits the utility of common cost benchmarks or comparisons to other non-police facilities.

After review, it became apparent to the Committee that the intent of the proposed facility was to resolve the deficiencies of the current facility, and incorporate all the functional elements, spaces and flow patterns that are conventional in current police station design. This design therefore served as one of the benchmarks for determining the appropriate elements, size and configuration for a Sudbury police facility.

#### **c) Minimum Requirement and Right Size for Sudbury**

The assessment of Sudbury's requirements for a police facility was based on the identified deficiencies of the existing facility, consideration of police station size vs. demographic features in several other communities, inputs by the architect and police personnel from Sudbury and other communities, comparison to actual facilities in other communities, and the general knowledge and perspective of Committee members.

The Committee used three benchmarks in seeking to determine the correct size and configuration for a Sudbury Police facility:

- The existing facility which, notwithstanding its deficiencies, remains functional.
- The previously-proposed structure.
- Recently-constructed facilities in other Towns of Sudbury's approximate size.

The Committee decided not to engage in attempts to fit the needed functional elements within a set facility size limit or to establish a fixed budget. The approach used was to consider each of the functional elements with respect to its role in Sudbury's police effort, its appropriate workable size and its required relationship to other elements of space.

	<b>Original Proposal</b>	<b>Schemes A&amp;B*</b>	<b>Scheme C</b>	<b>Scheme D</b>	<b>Scheme E</b>
Report Exhibit	2	4&5	6	7	8
Stories	2	1	2	2	2
Floor area (ft. <sup>2</sup> )	18,500	14,880	16,409	15,549	14,540
Footprint (ft. <sup>2</sup> )		14,880	13,609	12,749	8,328
Estimated Cost (\$000)	\$7,967	\$6,984	\$7,415	\$7,064	\$6,843
Dispatch	450	470	470	470	450
Meeting	1500	1080	1080	0	1070
Detention	1530 6 Cells	1330 5 Cells	1370 5 Cells	1780 6 Cells	1300 6 Cells
Detectives	680	690	690	730	520
Sergeants	420	360	340	340	320
Chief	460 w/bathroom	430 no bath	430 no bath	430 no bath	320 w/ bathroom
Lieutenant	430	290	290	290	200
Shared Office	380	370	340	340	320
Squad Room	450	370	550	550	480
Evidence	450	350	350	320	330
M. Lockers, #	36	39	66	66	38
F. Lockers, #	13	12	23	23	12
Garage and Sallyport	1650 3 cars	1720 3 cars	1720 3 cars	1630 3 cars	1070 2 cars
Future	1000	0	1900	1900	780

\*Schemes A & B differ only in only in floor plan

The one-story schemes (A&B) were disqualified because the footprint required for the needed spaces was too large for either of the prospective sites.

Schemes C & D both include a partial second story containing the locker room, a fitness area and significant expansion space. Key differences in Scheme D versus Scheme C are the elimination of the combined meeting, training and emergency command space contained in the previous schemes, the reincorporation of the sixth cell eliminated in Schemes A, B & C, a small increase in the size of the detectives area, and a small decrease in the size of the garage and sallyport. Both partial two-story schemes were judged to be less efficient than desired.

Scheme E includes six cells as well as the meeting, training and command facility, reduces the capacity of the garage/sallyport from three cars to two, decreases the total number of lockers to 50 from the 89 contained in the two prior schemes, and reduces the sizes of offices and the squad room versus all of the prior schemes. This scheme was regarded as the most space efficient of the options developed.

There was considerable deliberation regarding the appropriate site for a new facility. Given the work previously done to identify potential sites, discussion was limited to the present site on Route 20 and the proposed site adjacent to the main fire station on Hudson Road. The main argument in favor of the Route 20 site was its visible location in the commercial and traffic center of Town. This was thought to provide



**b) Site**

The Committee recommended unanimously that the new facility be constructed on the proposed Hudson Road site. This recommendation is based on its location near the geographic center of Town, its adjacency to the main fire station, and its known workability. These considerations were judged to outweigh any putative advantages of attempting to use the existing site for a new facility.

**c) Next Steps**

Because of the short timeline set for the Committee's task, designs and costs were developed at the concept level. The Committee strongly recommends that this project be referred to the Permanent Building Committee for further development and refinement, with particular attention to the energy considerations mentioned in the BoS criteria. In view of the understanding the Committee developed through its own investigation and education, the Committee further recommends that any future proposal for a new police facility be accompanied by an extensive public outreach, communication, and education effort.

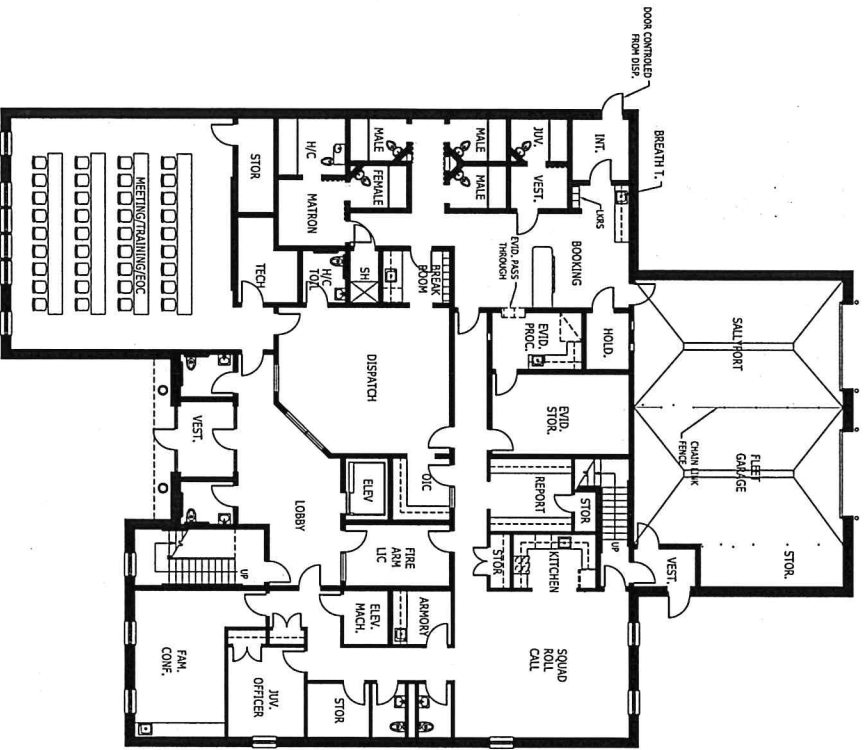
1/27/10

# SUDBURY POLICE HEADQUARTERS

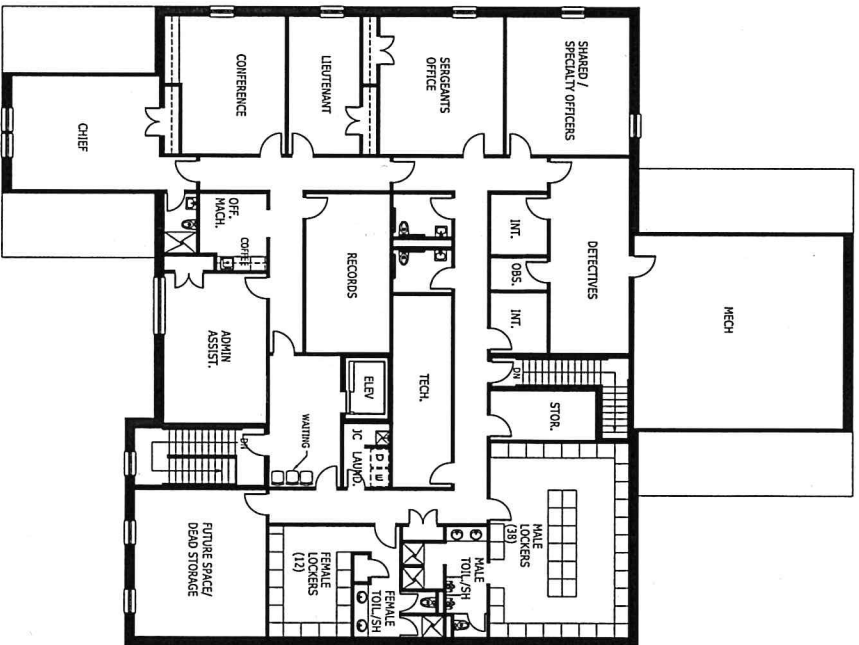
SUDBURY, MASSACHUSETTS

# FLOOR PLANS - DESIGN STUDY E

The Carrell Group, Inc



FIRST FLOOR PLAN



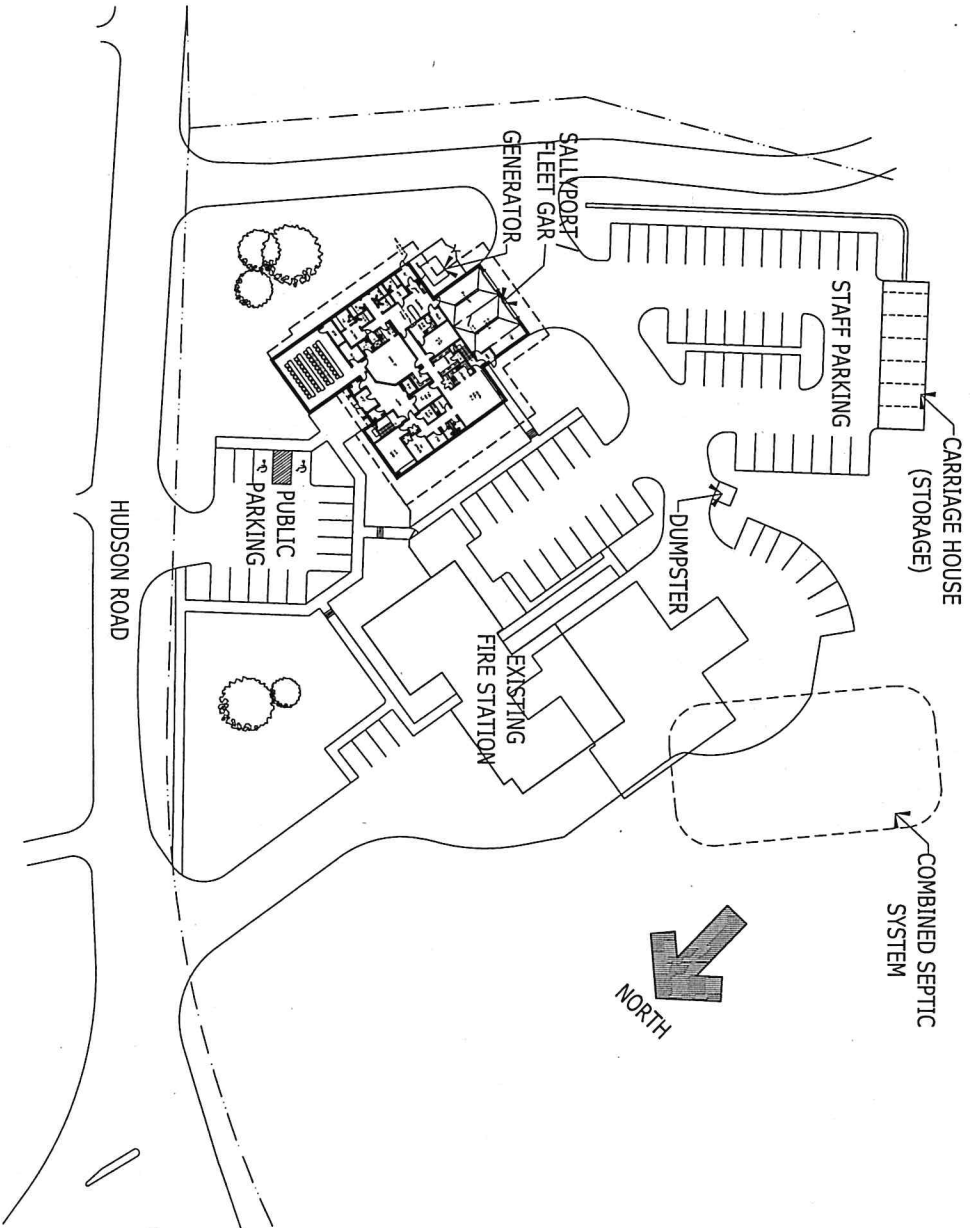
SECOND FLOOR PLAN

# SUDBURY POLICE STATION

SUDBURY, MASSACHUSETTS

# SCHEMATIC SITE PLAN - DESIGN STUDY E

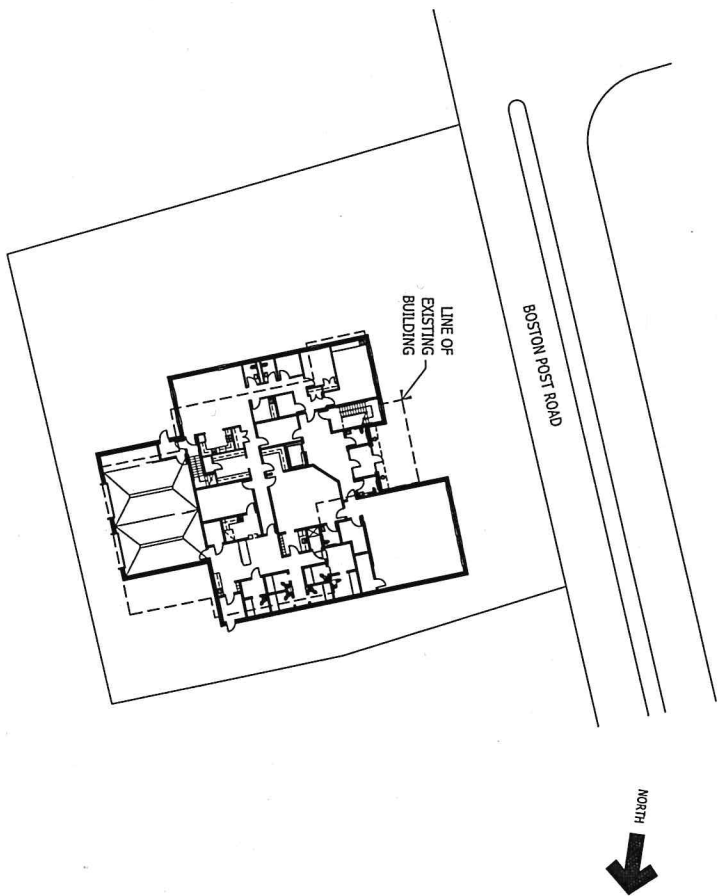
The Carrell Group, Inc



# SUDBURY POLICE STATION STUDY

SUDBURY, MASSACHUSETTS

EXISTING SITE PLAN  
- OVERLAY STUDY E  
The Carrell Group, Inc



**SUDBURY POLICE HEADQUARTERS**  
**Project Budget 2/10/10 Study E**

<b>CONSTRUCTION COSTS</b>		
Construction		5,036,959
Construction Contingency	5%	251,848
Out building (Storage)		50,000
Construction subtotal		5,338,807
Escalation	(In Fogarty Estimate)	0
Construction Total		<b>5,338,807</b>
<b>SOFT COSTS</b>		
Architectural/Engineering	Allow 10% of construction	533,881
Design Contingency	5%	26,694
Permitting/Site investigation		20,000
Legal		5,000
Builders risk		5,000
Owner's Project Manager (OPM)/Clerk of the Works		150,000
Utility back charges Electrical		10,000
Utility back charges Gas		10,000
Reimbursables/Document reproduction		15,000
Relocation		15,000
Planning board fees		0
Testing during construction		15,000
<b>Furnishings and equipment</b>		
Misc building supplies		8,000
Furniture		120,000
Window treatment		15,000
Radio/Console		130,000
Access Control/Guard tour		40,000
CCTV		45,000
Telephone		30,000
Tech Cabling		30,000
CATV		15,000
Training room AV		8,000
Radio antenna (Relocate Existing)		5,000
Audio monitoring/Intercom		35,000
Soft cost subtotal		1,286,575
Soft Cost contingency	5%	64,329
Total soft cost		<b>1,350,903</b>
<b>PROJECT TOTAL</b>		<b>6,689,710</b>

# AGENDA REQUEST – Item #8

## BOARD OF SELECTMEN

### Requestor's Section

**Date of request:** *December 27, 2012*

**Requestor:** *Jody Kablack, Dir. of Planning and Community Develop.*

**Action requested:** *Approval of Site Plan application of Northern Bank & Trust*

**Financial impact expected:** *Increase to the tax base*

**Background information (if applicable, please attach if necessary):**

Please bring your file of prior materials and see new material attached

**Recommendations/Suggested Motion/Vote:** *Vote to close or continue the public hearing Application of Northern Bank & Trust Company for Site Plan approval to construct a 2,500 sq. ft. retail bank building on property located at 430 Boston Post Road, Town Assessor's Map K08, Parcel 0077, zoned Business District.*

**Person(s) expected to represent Requestor at Selectmen's Meeting:**

*Shaun Briere, Attorney, and Brian Fairbanks for Northern Bank & Trust Company*

### Selectmen's Office Section

**Date of Selectmen's Meeting:** *January 8, 2013*

**Board's action taken:** *Continued to 9:00 pm on Jan 22.*

**Follow-up actions required by the Board of Selectmen or Requestor:**

**Future Agenda date (if applicable):**

**Town Counsel approval needed?** Yes ( ) No ( X )

Received at meeting  
1.8.13

MARY ELIZABETH MAWN  
JAMES J. MAWN  
SHARON L. RUSSELL  
SHAUN W. BRIERE  
VALERIE M. LEPINE

**MAWN AND MAWN, P.C.**

ATTORNEYS AT LAW  
275 MISHAWUM ROAD 4<sup>TH</sup> FLOOR  
WOBURN, MASSACHUSETTS 01801  
OFFICE: 781-933-6650  
FAX: 781-932-4623

THOMAS M. MAWN, JR.  
1966-1995

JAMES J. MAWN  
1957-2011

CATHERINE E. DURKIN  
ALICIA J. MAWN-MAHLAU  
Of Counsel

January 8, 2013

VIA HAND DELIVERY

Lawrence W. O'Brien, Chairman  
Board of Selectmen  
Flynn Building, 2<sup>nd</sup> Floor  
278 Old Sudbury Road  
Sudbury, MA 01776

**RE: Site Plan Review**

**Applicant:** Northern Bank & Trust Company  
**Owner:** Colonial Auto of Sudbury, Inc.  
**Property:** 430 Boston Post Road

Dear Mr. O'Brien:

As you know this office represents the Applicant, Northern Bank & Trust Company, with respect to the above referenced application. We are in receipt of that certain memorandum dated January 4, 2013, from Jody Kablack, Planning and Community Development Director detailing various comments with respect to the revised plans filed by the Applicant on January 2, 2013.

The Applicant respectfully submits the following responses to the comments from Ms. Kablack:

Comment:

1. The applicant has worked diligently to revise the plan and seek approval from the adjacent property owner to allow access from this site onto the alley. The revised plan shows a fully constructed 24 foot wide, 2 way access. At the request of the adjacent property owner, cars exiting the Northern Bank site will be required to turn left and exit onto Union Avenue (no right turns). All improvements associated with the reconstruction of the alley will be completed and funded by Northern Bank. An access easement is required.

Response:

- ❖ The Applicant has had productive and substantive conversations with the abutter regarding the Access and Utility Easement and the basic terms of the reconstruction. As of this date, however, the easement has not been finalized.

Comment:

2. As part of the reconstruction, it is recommended that the applicant remove the existing chain link fence along the drainage swale and replace it with a wooden guard rail in order to improve the aesthetics of the alley.

Response:

- ❖ The Applicant is amenable to removing the existing chain link fence and replacing it with the a wooden guard rail.

Comment:

3. A revised Landscape Plan has been submitted, which proposes extensive plantings around the site. A preliminary Landscape Plan has been reviewed previously by both the DRB and the Conservation Commission. The plans have been circulated for final review.

Response:

- ❖ No response by the Applicant required.

Comment:

4. There are still several items that have not been submitted which need further review before approving this site plan, including canopy lighting details, fencing details and retaining wall details. The design of these features could impact the site considerably, and the Board should have the opportunity to review these features before approval is granted. The canopy lighting is of particular concern, and it is recommended that independent review of the canopy lighting be included as a condition of approval of the site plan (similar to TD Bank).

Response:

- ❖ The Applicant will submit the requested details regarding canopy lighting, fencing and retaining walls.

Comment:

5. The Design Review Board is discussing this application on January 9. Their comments on architecture, signage, landscaping and lighting should be incorporated into the Selectmen's decision.

Response:

- ❖ No response by the Applicant required.



Comment:

6. This proposal requires a Water Resource Special Permit from the Planning Board.
7. This proposal requires a Stormwater Management Permit from the Planning Board.
8. This proposal requires a Notice of Intent from the Conservation Commission.

Response:

- ❖ The Applicant will submit these permit applications simultaneously as the information required for each is currently being compiled by the site engineers. Due to the multiple redesigns of the site plan, drainage and other data required for the submission of these permits must be recalculated.

Comment:

9. A Public Way Access Permit has been submitted for this proposal which allows the Board to require roadway improvements to facilitate safe and efficient roadway operations for proposals which create a substantial increase or impact on traffic (as defined as 250 trips per day or greater). While the reconstruction of the alley is a significant improvement to traffic circulation, the Board should decide if other improvements or mitigation will be required for this proposal. The DPW Director has suggested a contribution towards a pedestrian activated light phase at the Union/Route 20 intersection.

Response:

- ❖ The Applicant has no issue with the installation of pedestrian activated light phase at the Union/Route 20 intersection.

Comment:

10. It is recommended that granite curbing be installed along the entire frontage of the site on both Boston Post Road and Union Avenue. This will be an aesthetic improvement, as well as a safety measure to protect pedestrians from the adjacent roadway hazards.

Response:

- ❖ The Applicant has proposed the suggested granite curbing.

Comment:

11. A permit from the Earth Removal Board is required.

Response:

- ❖ See Applicant response to Comment 6,7,8 above.

Comment:

12. Additional signage details must be submitted, including directional signage.

Response:

- ❖ Directional and traffic signage is shown on the Layout & Materials Plan (Sheet C-3). If additional details are required, the Applicant will coordinate same with Ms. Kablack.

Comment:

13. The plan must be revised to include the following:

- a. Signature blocks for the Board, the DPW Director, Building Inspector and Planning and Community Development Director.
- b. Fencing details.
- c. Retaining wall details.
- d. Notation that all new utilities shall be installed underground.

Response:

- ❖ The Applicant will make the required revisions.

Comment:

14. The time limit to issue a site plan decision expires on January 31, 2013.

Response:

- ❖ No response by the Applicant required.

Please feel free to contact the undersigned should you have any further questions or require additional information regarding the above. Thank you very much.

Very truly yours,



Shaun W. Briere

# AGENDA REQUEST – Item #10

## BOARD OF SELECTMEN

### Requestor's Section

**Date of request:** *Dcember 3, 2012*

**Requestor:** *Salim Kassouf, manager*

**Action requested:** *Approval of an All Alcoholic Beverages Package Store License for Kassouf Management, Inc., d/b/a Stony Brook Market*

**Financial impact expected:** *\$2,250 increase to the General Fund*

**Background information (if applicable, please attach if necessary):**  
*See attached application and background material.*

**Recommendations/Suggested Motion/Vote:** *As the Licensing Authority for the Town of Sudbury, in accordance with M.G.L. ch.138, sec. 15, vote to approve an All Alcoholic Beverages Package Store License for Kassouf Management, Inc., Salim Kassouf, Manager, d/b/a Stony Brook Market, located at 29 Hudson Road, as requested in an application dated December 3, 2012, subject to receipt of all paperwork requirements of the Building Department, plus Board of Health and Fire Department inspections, said license to expire on December 31, 2013.*

**Person(s) expected to represent Requestor at Selectmen's Meeting:**  
*Salim Kassouf, Manager/applicant*

### Selectmen's Office Section

**Date of Selectmen's Meeting:** *January 8, 2013*

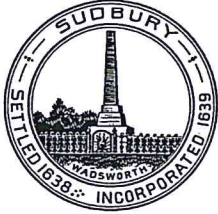
**Board's action taken:**

**Follow-up actions required by the Board of Selectmen or Requestor:**

**Future Agenda date (if applicable):**

**Distribution:**

**Town Counsel approval needed?** Yes ( ) No (X)



## TOWN OF SUDBURY

*Office of Selectmen*  
[www.sudbury.ma.us](http://www.sudbury.ma.us)

Flynn Building  
278 Old Sudbury Rd  
Sudbury, MA 01776-1843  
978-639-3381  
Fax: 978-443-0756  
Email: [selectmen@sudbury.ma.us](mailto:selectmen@sudbury.ma.us)

### LEGAL NOTICE TOWN OF SUDBURY

The Board of Selectmen, acting as the Licensing Authority of the Town of Sudbury, will hold a Public Hearing on Tuesday, January 8, 2013 at 9:00 p.m. in Town Hall, 322 Concord Road, Sudbury, MA for approval of an All Alcohol Beverages Package Store License by applicant Kassouf Management Inc., d/b/a Stony Brook Market, 29 Hudson Road and described as follows: 2200 sq. ft. facility with main entrance/exit at the front of the store and one exit at the side of the store.

#### BOARD OF SELECTMEN

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For publication: *Sudbury Town Crier* December 27, 2012

By:

*Patty Golden*

Patty Golden  
Selectmen's Office Manager

Date: December 17, 2012

cc: Applicant: Salim Kassouf  
Building Inspector  
Director of Health  
Fire Chief  
Police Chief  
Abutters by Certified Mail/Return Receipt Requested

NOTE: Please send reports to the Selectmen no later than Wed., Jan. 2, 2013 stating any concerns regarding this new license at 29 Hudson Road.

# AGENDA REQUEST - Item #13

## BOARD OF SELECTMEN

### Requestor's Section:

**Date of request:** *December 14, 2012*

**Requestor:** *Maryanne Bilodeau*

**Action requested:** CONSENT CALENDAR:

*To acknowledge the safe return from 5 years of service in the U. S. Navy with duty in many operations fighting the war on terrorism and to proclaim January 11, 2013 as Petty Officer Chris Forde Day in Sudbury*

**Financial impact expected:** *None*

**Background information:** *Chris is presently enrolled at Florida State Community College*

**Recommendations/Suggested Motion/Vote:** *Vote to sign a proclamation for Petty Officer Chris Forde, acknowledging his safe from five years of service as a member of the United States Navy, and to proclaim Friday, January 11, 2013 as Petty Officer Chris Forde Day in Sudbury.*

**Person(s) expected to represent Requestor at Selectmen's Meeting:** *None*

### Selectmen's Office Section:

**Date of Selectmen's Meeting:** *January 8, 2013*

**Board's action taken:** *App*

**Follow-up actions required by the Board of Selectmen or Requestor:**

**Future Agenda date (if applicable):**

**Distribution:** *7*

**Town Counsel approval needed?**

Yes ( )

No ( X )

# AGENDA REQUEST - Item #14

## BOARD OF SELECTMEN

### Requestor's Section:

**Date of request:** *December 17, 2012*

**Requestor:** *Lyn MacLean, Board of Trustees, Rebecca Circle*

**Action requested (Who, what, when, where and why):**  
*Acceptance by the Board of Selectmen of a \$701 donation*

**Financial impact expected:** *None*

**Background information (if applicable, please attach if necessary):**  
**CONSENT CALENDAR**

**Recommendations/Suggested Motion/Vote:** *Vote to accept, on behalf of the Town, a \$701 donation from the Sudbury United Methodist Church Rebecca Circle into the Cheri-Anne Cavanaugh Trust Fund, to be expended under the direction of the Town Social Worker to counsel Lincoln-Sudbury High School students, and to send a letter of appreciation to the Rebecca Circle.*

**Person(s) expected to represent Requestor at Selectmen's Meeting:** *None*

### Selectmen's Office Section:

**Date of Selectmen's Meeting:** *January 8, 2013*

**Board's action taken:**

*Approve*

**Follow-up actions required by the Board of Selectmen or Requestor:**

**Future Agenda date (if applicable):**

**Distribution:**

**Town Counsel approval needed?**

Yes ( )

No (  )

# AGENDA REQUEST - Item #15

## BOARD OF SELECTMEN

### Requestor's Section:

**Date of request:** *December 4, 2012*

**Requestor:** *Lotte Diomede, Chair, Commission on Disability*

**Action requested:** CONSENT CALENDAR - *Approve Town Manager's appointment of Ms. Renee Bordner to the Commission on Disability*

**Financial impact expected:** *None*

**Background information:** *See attached*

**Recommendations/Suggested Motion/Vote:** *Vote to approve Town Manager's appointment of Renee Bordner, 75 Witherell Drive, to the Commission on Disability for a term to expire on May 31, 2015, filling a vacancy occasioned by the resignation of Susan Stocker, and as recommended by the Commission Chair Lotte Diomede in a letter dated December 4, 2012.*

**Person(s) expected to represent Requestor at Selectmen's Meeting:** *None*

### Selectmen's Office Section:

**Date of Selectmen's Meeting:** *January 8, 2013*

**Board's action taken:**

*Approved*

**Follow-up actions required by the Board of Selectmen or Requestor:**

**Future Agenda date (if applicable):**

**Distribution:**

**Town Counsel approval needed?**

Yes ( )

No ( X )

# AGENDA REQUEST - Item #16

## BOARD OF SELECTMEN

### Requestor's Section:

Date of request: *January 4, 2013*

Requestor: *Town Manager Valente*

Action requested (Who, what, when, where and why):

### CONSENT CALENDAR

*Accept a \$15,000 grant from The Sudbury Foundation*

Financial impact expected: *\$15,000 increase in salary funding*

Background information (if applicable, please attach if necessary): *See attached*

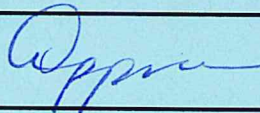
Recommendations/Suggested Motion/Vote: *Vote to accept, on behalf of the Town, a \$15,000 grant from The Sudbury Foundation, as outlined in a letter dated January 4, 2013, from Marilyn Martino, Executive Director, for continued support of the Senior Volunteer Coordinator position at the Fairbank Senior Center, to be expended under the direction of the Council on Aging Director.*

Person(s) expected to represent Requestor at Selectmen's Meeting: *None*

### Selectmen's Office Section:

Date of Selectmen's Meeting: *January 8, 2013*

Board's action taken:



Follow-up actions required by the Board of Selectmen or Requestor:

Future Agenda date (if applicable):

Distribution:

Town Counsel approval needed? Yes ( ) No (X)



# AGENDA REQUEST – Item #17

## BOARD OF SELECTMEN

### Requestor's Section

**Date of request:** *January 3, 2013*

**Requestor:** *Maryanne Bilodeau, Asst. Town Mgr./HR Director*

**Action requested:** *Ratify the vote taken in Executive Session between the Town of Sudbury and the Supervisory Association*

**Financial impact expected:** *N/A*

**Background information (if applicable, please attach if necessary):**

*Background material provided under Executive Session – Agenda #1*

**Recommendations/Suggested Motion/Vote:** *Vote to approve and sign*

**Person(s) expected to represent Requestor at Selectmen's Meeting:** *Town Mgr.*

### Selectmen's Office Section

**Date of Selectmen's Meeting:** *January 8, 2013*

**Board's action taken:** *Approved MB to put on town web site*

**Follow-up actions required by the Board of Selectmen or Requestor:**

**Future Agenda date (if applicable):**

**Distribution:**

**Town Counsel approval needed?**

Yes ( )

No ( )

# AGENDA REQUEST – Item #18

## BOARD OF SELECTMEN

### Requestor's Section

**Date of request:** *January 4, 2013*

**Requestor:** *Mary McCormack*

**Action requested:** *Announcement regarding the start of the 2013 Annual Town Meeting process and the deadline for receipt of articles*

**Financial impact expected:** *Not applicable*

**Background information (if applicable, please attach if necessary):** *N/A*

**Recommendations/Suggested Motion/Vote:** *Announce that the Annual Town Meeting will begin on Monday, May 6, 2013. The article submission period is now open and all articles for inclusion in the Town Meeting warrant must be received in the Selectmen's Office, Flynn Building, 278 Old Sudbury Road, no later than 5:00 p.m. on Thursday, January 31, 2013.*

**Person(s) expected to represent Requestor at Selectmen's Meeting:** *None*

### Selectmen's Office Section

**Date of Selectmen's Meeting:** *January 8, 2013*

**Board's action taken:**

**Follow-up actions required by the Board of Selectmen or Requestor:**

**Future Agenda date (if applicable):**

**Distribution:**

**Town Counsel approval needed?      Yes ( )      No ( X )**