

7/6/13

SUDBURY BOARD OF SELECTMEN
AGENDA
TUESDAY, JULY 9, 2013
7:30 p.m., Town Hall, 322 Concord Road

1. 7:30 Administer the oath of office to new members of the Board of Selectmen: Len Simon and Chuck Woodard (*Rosemary Harvell, Town Clerk, will administer the oath.*)

2. 7:45-8:15 Interview the following candidates for appointment:
Carmine Gentile, 33 Surrey Lane, for appointment to the Council on Aging by the Board of Selectmen as requested in a letter from Debra Galloway;

Fred Bautze, 482 Peakham Road, for appointment to the Historical Commission by the Town Manager, subject to approval by the Board of Selectmen, as requested in a letter from Jody Kablack;

Thomas Friedlander, 75 Water Row, for appointment to the Conservation Commission by the Town Manager, subject to approval by the Board of Selectmen, as requested in a letter from Jody Kablack.

3. 8:30 Reports from Town Manager

4. 8:35 Reports from Selectmen

Consent Calendar:

5. *Vote* Vote to approve the minutes of June 18, 2013.
6. *Vote* Vote to amend the Fairbank Community Center Study Task Force Mission Statement, and to request that the Committee's terms be extended for another year to expire on May 31, 2014, as requested by Jim Kelly, Facilities Director.
7. *Vote* Vote to accept, on behalf of the Town, a grant in the amount of \$30,000 from The Sudbury Foundation to be used for the preparation of a Fairbank Community Center Complex Master Plan; and direct that these funds be used with the \$10,000 appropriated at the 2013 Town Meeting under Art. 17 under the direction of the Permanent Building Committee.
8. *Vote* Vote to accept, on behalf of the Town, a donation in the amount of \$1,500 from Sudbury Youth Basketball to be used for the preparation of a Fairbank Community Center Complex Master Plan; and direct that these funds be used with the \$10,000 appropriated at the 2013 Town Meeting under Art. 17 under the direction of the Permanent Building Committee.
9. *Vote* Vote to accept, on behalf of the Town, a donation in the amount of \$1,500 from the Sudbury Swim Team to be used for the preparation of a Fairbank Community Center Complex Master Plan; and direct that these funds be used with the \$10,000 appropriated at the 2013 Town Meeting under Art. 17 under the direction of the Permanent Building Committee.
10. *Vote* Vote to accept, on behalf of the Town, a gift of \$1,000 from TGG Limited Partnership (aka, The Green Company) for deposit into the Highway Walkway Donation account, said funds to be expended under the direction of the DPW Director, as requested in a memo dated June 18, 2013, from Jody Kablack, Director of Planning and Community Development.

11. *Vote* Vote to accept, on behalf of the Town, a \$1,000 donation from a grateful resident served by the Sudbury Fire Department Ambulance, said funds to be expended under the direction of Fire Chief William L. Miles.
12. *Vote* Vote to accept, on behalf of the Town, an energy efficiency incentive check from National Grid in the amount of \$8,000, as part of the 2012 Green Community Grant, for installation of an Energy Recovery Ventilator and two new condensing boilers at the Atkinson Pool, where it is estimated that the Town will save an estimated 20,874 therms annually, as requested by Jim Kelly, Facilities Director, and expended under his direction.
13. *Vote/Sign* Vote to accept and sign the following Easements, dated 6/20/13, granted by Stephen R. Booma and Sharon Booma, on property located on Concord Road, Assessors Map H09, Parcel 0018, shown on "Plan showing Walkway Easement & Drainage Easement Over Land of Stephen R. Booma & Sharon Booma, Concord Road, Sudbury" dated March 21, 2012, and drawn by the Town of Sudbury Engineering Department: Walkway Easement described as "Proposed 10' Sidewalk Easement"; Drain & Access Easement described as "proposed 20' Drain Easement".
14. *Vote* Vote to grant a special permit to Liz Strawn, Associate Director of Development, National Multiple Sclerosis Society, Central New England Chapter, for Bike MS: Minuteman Ride on Saturday, July 20 2013, from 8:30 a.m. to Noon, following the route outlined, and subject to Police Dept. safety requirements, proof of insurance coverage and the assurance that all litter will be removed at the race's conclusion.
15. *Vote* Vote to change name of the Energy and Sustainability Green Ribbon Committee to the "Energy and Sustainability Committee."

Miscellaneous (untimed items):

16. *Vote/Sign* Vote to approve the annual re-appointments of those listed (all of which are subject to acceptance), acknowledge the resignations of those who choose not to be re-appointed, and to send a letter of appreciation to the resigning volunteers for their service to the community.
17. *Vote* Vote to reappoint all members of the Fairbank Study committee for a another year to expire on May 31, 2014.
18. Authorize Town Manager to sign contract for RFP bidder for Assessing 3-year engagement
19. *Vote* Vote to approve a request dated June 21, 2013, from Richard Maranhas, Executive Vice President, Construction, SG Tall Pine, LLC, builders of a senior residential community, located at 40 Tall Pine Drive, to grant a permit for two construction trailers—one through October 2013, and the other through April 2014.
20. *Vote* Vote to authorize the Town Manager to send letters to Legislative delegation and Department of Public Utilities in favor of H2952, *An Act Relative to Double Poles*.
21. Discussion on FY14 State Budget and Local Aid amounts
22. Discussion of potential items for next Selectmen's meeting: Rail Trail update by staff; Selectmen's Citizens Comment Policy; Inter-municipal agreement for L-S Community fields
23. Discussion of Selectmen's liaison assignments to Boards and Committees (*vote on 7/30*)
24. *Vote* Reorganization of Board – vote new Chairman, Vice-Chairman, and Clerk of Board.

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.

AGENDA REQUEST - Item #2

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *June 4, 2013*

Requestor(s): *Debra Galloway, Council on Aging Director
Jody Kablack, Planning and Community Development Director*

Action requested: *Interview three applicants for appointment to:
Council on Aging, Historical Commission, and Conservation Commission.*

Financial impact expected: *None*

Background information: *See attached applications and memos*

Recommendations/Suggested Motion/Vote:

Interview applicant Carmine Gentile, 33 Surrey Lane, for appointment to the Council on Aging for a term ending May 31, 2016, replacing David Levington, whose term expired; and Fred Bautze, 482 Peakham Road, for Town Manager appointment to the Historical Commission for a term ending May 31, 2014, replacing Maurice Fitzgerald, who resigned; and Thomas Friedlander, 75 Water Row, for Town Manager appointment to the Conservation Commission, for a term ending May 31, 2016, replacing Richard Bell, who chose not to be reappointed.

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

All applicants will be present for interviews.

Selectmen's Office Section:

Date of Selectmen's Meeting: *July 9, 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)



"2"

7/9
Interview

SUDBURY SENIOR CENTER

COUNCIL ON AGING

Town of Sudbury, Massachusetts

40 Fairbank Road • Sudbury, Massachusetts • 01776-1681
Phone: (978) 443-3055 • Fax: (978) 443-6009 • E-mail: senior@sudbury.ma.us

June 7, 2013

The Board of Selectmen
Town of Sudbury
Sudbury, MA 01776

Dear Sirs,

The Board of the Sudbury Council on Aging has interviewed candidates for appointment to the COA Board to replace Board member, David Levington. Mr. Levington has served two 3 year terms and is retiring from the COA. He has taken a leadership role on the COA and has been a valuable contributor to the mission of the Sudbury Council on Aging.

At their regular meeting Tuesday, June 6, 2013, the Council on Aging unanimously voted to recommend Carmine Gentile, as a new member of the Board with term to expire on May 31, 2016. Enclosed please find his application.

The COA members are also pleased to share that current members Mary-Lee Mahoney-Emerson whose first term is concluding, has agreed to continue on the Council for another 3 year term, ending May 31, 2016; and that new member John Ryan, who filled an unexpired term, has agreed to his first 3 year term, to end on May, 31, 2016.

Sincerely,

Debra Galloway, Director
for the Sudbury Council on Aging

TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT TO
COUNCIL ON AGING

BOARD OF SELECTMEN
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

FAX: (978) 443-0756
E-MAIL: selectmen@sudbury.ma.us

Name: Carmine Lawrence Gentile

Brief resume of background and experience: Moved to Sudbury in 1981, practiced law since 1982 with offices in Framingham since 1984. Nine years on Sudbury Planning Board, Three years Finance Committee, Voting Reg

Address: 33 Surrey Lane Home phone: 978 443 9898
Work phone: 508 820 7777

Years lived in Sudbury: 32 E-Mail Address: cgentile33@gmail.com


Municipal experience (If applicable):
see above; Have also served many years as election teller.

Educational background: Tufts University B.A. Suffolk University J.D., coursework at Clark University, Northeastern and Harvard

Employment and/or other pertinent experience: internship Governor's Office 1978, Director (first) Estate Recovery Program, Comm of Mass., Private practice of law since 1984 full time, Law offices of C L Gentile
SINCE 1990

Reason for your interest in serving: I am disappointed in seniors' poor access to self-directed home care in the Commonwealth and also have other concerns.
Times when you would be available (days, evenings, weekends):

Flexible schedule days, nights weekends.
Do you or any member of your family have any business dealings with the Town? If yes, please explain:
Serve as election teller,

 (Initial here that you have read, understand and agree to the following statement)

I agree that if appointed, I will work toward furtherance of the committee's mission statement as adopted by the Board of Selectmen and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature Carmine L. Gentile Date March 29, 2013

Golden, Patricia

From: Kablack, Jody
Sent: Friday, May 31, 2013 10:35 AM
To: Golden, Patricia; McCormack, Mary; Valente, Maureen
Cc: Historical Commission
Subject: Interview with Fred Bautze

I have interviewed Fred Bautze, 482 Peakham Road, for the vacant position on the Historical Commission due to the resignation of Maurice Fitzgerald. Mr. Bautze has met several times with the Historical Commission and has the commission's endorsement. Mr. Bautze is a life time resident of Sudbury, growing up in Sudbury and settling here with his family. His knowledge of the Town, and his strong interest in preservation, coupled with knowledge of construction and architecture, makes him a strong candidate for this position. I recommend him wholeheartedly for appointment.

He is available for an interview with the Selectmen on June 18, 2013. Please let me know if there is an available time on that agenda.

Please let me know if you need anything further.

Jody Kablack
Director of Planning and Community Development
Town of Sudbury
278 Old Sudbury Road
Sudbury, MA 01776
978-639-3387

77. 7/9
Agenda

TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT TO

(Board or Committee Name) Historical Commission

BOARD OF SELECTMEN
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

FAX: (978) 443-0756
E-MAIL: selectmensoffice@sudbury.ma.us

Name: Fredric A. Bautze

Brief resume of background and experience:
Life long resident of Sudbury aside from eight years.
Possess skills to maintain and remodel buildings.

Address: 482 Peakham Road Home phone: Work phone: cell: 617-941-7802

Years lived in Sudbury: 45 E-Mail Address: fabautze@hotmail.com

Municipal experience (If applicable):
N.A. Fbautze@allcovered.com

Educational background:
LSRHS, 1978 UMass. Amherst, 1982

Employment and/or other pertinent experience:
Systems Engineer. Worked with Architectural firms pri

Reason for your interest in serving:
Concern and connection to Town of Sudbury.

Times when you would be available (days, evenings, weekends):
evenings

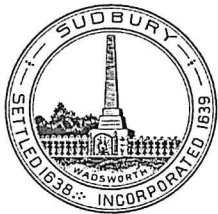
Do you or any member of your family have any business dealings with the Town? If yes, please explain:
No

F. B. (Initial here that you have read, understand and agree to the following statement)

I agree that if appointed, I will work toward furtherance of the committee's mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature Fredric A. Bautze Date 3/31/13



Maureen G. Valente
Town Manager

TOWN OF SUDBURY
Office of the Town Manager
www.sudbury.ma.us

278 Old Sudbury Road
Sudbury, MA 01776-1843
978-639-3381
Fax: 978-443-0756
Email: townmanager@sudbury.ma.us

July 5, 2013

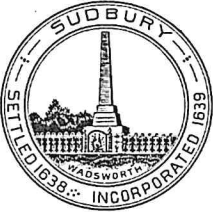
TO: Board of Selectmen

RE: Appointment of Thomas Friedlander to Conservation Commission

I have appointed Mr. Thomas Friedlander to a three-year term to the Conservation Commission, subject to your approval. This appointment replaces Richard Bell, who chose not to be reappointed.

Mr. Friedlander has been interviewed by both the Conservation Commission and Jody Kablack. Attached are memos of endorsement.

Thank you.



Town of Sudbury

CONSERVATION

275 Old Lancaster Rd.
Sudbury, MA 01776
978-443-2209 x1370
Fax 978-443-6128

Wetlands • Conservation Land Management • Land Protection • Stormwater

To: Maureen Valente, Town Manager
From: Debbie Dineen, Conservation Coordinator
Date: June 4, 2013
Re: Two Candidates for Appointment to the Conservation Commission

At present, the Commission is down one member (John Sklenak's seat) and had been informed in writing that both Richard Bell and Sam Webb will formally turn in their resignation to you once they know a replacement is ready to take over their terms. Dick Bell's term expired April 30, 2013. Sam Webb's term does not expire until April 30, 2014. Sam's business (real estate) has increased and he no longer has the time to devote to the Commission. He is currently the Chairman.

The Commission has received an Application for Appointment from your office for Tom Friedlander of 75 Water Row. Mr. Friedlander was interviewed at the meeting last night. The Commission unanimously endorses Mr. Friedlander for appointment to fill the vacancy that will be created with the departure of Dick Bell. Tom has been a land steward for the King Philip, Piper, Libby property for the past year. He and his wife have kept the trails cleared and helped with invasive plant removals. He stated last night he comes with "steel toed shoes, kevlar pants, and a chainsaw". Tom also provides land stewardship for SVT. He is retired and shows a great deal of interest in learning the wetland regulatory aspects of the Commission's duties as well as continuing as a land steward. His application is attached.

At the Conservation Commission meeting held April 29, 2013 the Commission briefly discussed the option for having former Commissioner and Chairman, Greg Topham, rejoin the Commission. Greg had seen the openings on the Commission and inquired about returning for at least for one year until the current Commission becomes more experienced. As you know Greg was previously on the Commission and served as Chairman. We have not received a new application as he did not know if it was necessary this time. He is interested in being appointed for the remainder of Sam Webb's term with the potential for re-appointment next year.

Of the remaining Commissioners; Parker Coddington, Sharon Rizzo, Beth Armstrong, and Rob Elkind; the Commission could benefit greatly by having a former Commissioner already knowledgeable in the regulations and the running of public hearings and meetings. Beth has been on the Commission less than six months and Rob has only been on the Commission for three months. The Commission fully supports the appointment of Greg Topham to fill the remaining year of Sam Webb's term and perhaps longer.

The Commission has been extremely busy. We are meeting every other Monday night and hold from four to seven public hearings each meeting. Indicators (inquiries on approved house lots that have sat vacant for the past decade; inquiries on undeveloped land; economic forecasts, etc) show that it is very likely that the workload will increase. Having an experienced Commissioner (and potentially Chairman) will help get through the workload in a very efficient, professional, and fair manner within our tight timeframes for permit issuance (21 days).

The Commission respectfully requests that any appointments to the Commission be made as soon as possible.

Golden, Patricia

From: Kablack, Jody
Sent: Tuesday, June 18, 2013 2:20 PM
To: Valente, Maureen; Golden, Patricia; McCormack, Mary
Cc: Dineen, Deborah
Subject: Interview with Thomas Friedlander

I have interviewed Thomas Friedlander, 75 Water Row, for one of the vacant positions on the Conservation Commission. Mr. Friedlander has met with the Conservation Commission and has that commission's endorsement. Mr. Friedlander is a relatively new resident to Sudbury (2 years), but prior to Sudbury resided in Weston for 28 years. He served on the Weston School Committee, the Weston Elderly Housing Commission and was an active member of the Weston Historical Society. Since moving to Sudbury, Mr. Friedlander has occupied himself by volunteering for SVT and as an election worker. He has a deep desire to volunteer in a meaningful manner in Sudbury, and has applied for other positions without appointment (Finance Committee and Historical Commission). However, I believe appointment to the Conservation Commission may be his best fit. He is familiar with plans and elevations, has an appreciation for the environment and land preservation, and describes himself as a problem solver. I recommend his appointment.

Please let me know when an interview with the Selectmen can be scheduled, as the Conservation Commission needs members as soon as possible.

Jody Kablack
Director of Planning and Community Development
Town of Sudbury
278 Old Sudbury Road
Sudbury, MA 01776
978-639-3387

Debbie
Jody

TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT TO

(Board or Committee Name) Conservation Commission

BOARD OF SELECTMEN
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

FAX: (978) 443-0756
E-MAIL: selectmensoffice@sudbury.ma.us

Name: Thomas Friedlander

Brief resume of background and experience: Chainsaw specialist with Sudbury Valley Trustees clearing storm damaged trails and feature volunteer of the month for February. Former head of Weston Elderly Housing Commission, Weston School Committee and current membership director, Weston Historical Society. Member SVT, Kennebec Land Trust (Maine) and active gardener. College class agent.

Address: 75 Water Row

Home phone:
978 440 8003
Cell phone:
617 320 0822

Years lived in Sudbury: 2

E-Mail Address: tomf@westonmanagement.com

Municipal experience (If applicable): Election worker (Sudbury and Weston) including election clerk and teller. Part time substitute teacher in elementary and middle schools along with jobs mentioned above.

Educational background: BA, math and economics, Bowdoin College, MBA, Finance and Insurance: Wharton School, University of Pennsylvania.

Employment and/or other pertinent experience: Retired management consultant with a focus on organizational effectiveness, executive coaching, compensation and benefits.

Reason for your interest in serving: I have a sincere appreciation for our environment and its preservation for our children and their children. Our last two properties abut town conservation land and we frequent its trails, including doing our part to remove fallen limbs.

Times when you would be available (days, evenings, weekends): All times

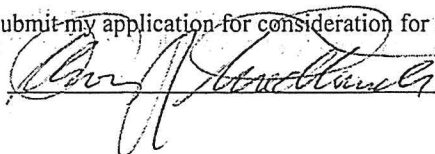
Do you or any member of your family have any business dealings with the Town? If yes, please explain: None other than my part time jobs.

(Initial here that you have read, understand and agree to the following statement)

I agree that if appointed, I will work toward furtherance of the committee's mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature



Date

5/2/2013

AGENDA REQUEST – Item #6

BOARD OF SELECTMEN

Requestor's Section

Date of request: *June 6, 2013*

Requestor: *Jim Kelly*

Action requested: *Vote to approve an amendment to the Fairbank Community Center Study Task Force Mission Statement to extend the Committee's term for another year.*

Financial impact expected: *None*

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

CONSENT CALENDAR - *see attached*

Recommendations/Suggested Motion/Vote: *Vote to amend the Fairbank Community Center Study Task Force Mission Statement, and to request that the Committee's terms be extended for another year to expire on May 31, 2014, as requested by James Kelly, Facilities Director.*

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

Selectmen's Office Section

Date of Selectmen's Meeting: *July 9, 2013*

Board's action taken:

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

Distribution:

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

6¹¹

Fairbank Community Center Study Task Force

Town of Sudbury

Voted to establish November 7, 2012 by the Sudbury Board of Selectmen

Amended March 12, 2013

Amended July 9, 2013

Mission:

The Study Task Force is an *ad hoc* entity established by and reporting to the Board of Selectmen in order to provide an assessment of the capacity of the existing building to meet the current and future program and office needs and goals of the Park and Recreation Department, including the Teen Center and the Atkinson Pool, and the Council on Aging, but should also address meeting the current needs of the Sudbury Public Schools Administration as they are current tenants in the building and require office space until another location is available to them. The Task Force shall advise the Board of Selectmen as to the best options for dealing with the failing roof on the non-Pool section of the Fairbank Community Center in conjunction with a facilities master plan. All suggestions and recommendations for space needs and potential financing plans shall be considered for planning purposes only and will need more detailed study and discussion in the future.

Board of Selectmen Amendments:

Board of Selectmen amended and extended the mission of the Task Force to include bringing forth the proposal for a Master Plan at Town Meeting in May 2013, and extends the term of the committee to May 31, 2014. The Mission of the Task Force will continue as research committee for programs and use groups and dissemination of information on behalf of user groups. The task force will also be charged with the task of private fund raising to support the funding for a master plan and a portion of the construction costs. The Task Force will continue working with the Permanent Building Committee with respect to designer selection and development of the Master Plan and Feasibility Study.

Membership:

The Task Force shall be appointed by the Board of Selectmen and shall be comprised of:

1. One member of the Board of Selectmen
2. One member of the Park and Recreation Commission
3. One member of the Council on Aging
4. One member of the Sudbury Public School Committee
5. Two members of the Permanent Building Committee
6. The Combined Facilities Director
7. One member of the Finance Committee
8. Three non-committee citizen members

The Task Force will provide a mechanism for thoughtful and public review of the best alternatives for dealing with the current and future use and space needs at the Fairbank Community Center and will bring forth the proposal for a master plan at Town Meeting and continue development of master plan for Community Center

Responsibilities:

In an attempt to develop a recommendation to the Board of Selectmen on roof replacement and future master plan for a Community Center, the Task Force will concentrate on the following issues:

1. What future space needs might the Recreation and Council on Aging programs and offices need in the future, and how could those needs be accommodated vis-à-vis the current building footprint? What additions to the building might be required and if so, what are options for those additions? What major sections might need to be changed or redeveloped? How would all these potential building changes be related to the proposed roof replacement? Can a reasonable total square footage number be preliminarily generated for cost estimation purposes?
2. What kind of community center facility have other towns constructed? What is the square footage? Do they include an indoor pool (natatorium)? How much did those facilities cost? How were they financed? How long did the project take from initial design to opening?

These questions are starting points in the overall goal of developing a report for the Board of Selectmen and the community on the future plans and needs desired at the Community Center. The committee will be act in an advisory role to the Permanent Building Committee during the procurement process for designer selection, if approved.

Staffing: The Town's Facilities Director will provide some staffing assistance, but Task Force members are expected to conduct the research and gather data as part of their committee service.

Compliance with State and Local Laws:

The Task Force is responsible for conducting its activities in a manner which is in compliance with all relevant State and local laws and regulations including but not limited to the Open Meeting Law, Public Records Law, and Conflict of Interest Law. Task Force members must limit their activities and scope to that described in this Mission Statement.

All meetings of the Task Force will be held in public sessions. One member of the Task Force should be designated as Clerk, and shall keep minutes of all meetings.

AGENDA REQUEST - Item #8

BOARD OF SELECTMEN

Requestor's Section:

Date of request: June 2013

Requestor: Jim Kelly, Facilities Director

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

CONSENT CALENDAR

Accept \$1,500 from Sudbury Youth Basketball to be used towards the Fairbank Community Center Complex Master Plan

Financial impact expected: Expendable funds for the Feasibility Study

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

See attached

Recommendations/Suggested Motion/Vote:

Vote to accept, on behalf of the Town, a donation in the amount of \$1,500 from Sudbury Youth Basketball to be used for the preparation of a Fairbank Community Center Complex Master Plan; and direct that these funds be used with the \$10,000 appropriated at the 2013 Town Meeting under Art. 17 under the direction of the Permanent Building Committee.

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

Selectmen's Office Section:

Date of Selectmen's Meeting: July 9, 2013

Board's action taken:

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

Distribution:

Town Counsel approval needed?

Yes ()

No (X)

AGENDA REQUEST - Item #9

BOARD OF SELECTMEN

Requestor's Section:

Date of request: June 2013

Requestor: Jim Kelly, Facilities Director

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

CONSENT CALENDAR

Accept \$1,500 from the Sudbury Swim Team to be used towards the Fairbank Community Center Complex Master Plan

Financial impact expected: Expendable funds for the Feasibility Study

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

See attached

Recommendations/Suggested Motion/Vote:

Vote to accept, on behalf of the Town, a donation in the amount of \$1,500 from the Sudbury Swim Team to be used for the preparation of a Fairbank Community Center Complex Master Plan; and direct that these funds be used with the \$10,000 appropriated at the 2013 Town Meeting under Art. 17 under the direction of the Permanent Building Committee.

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

Selectmen's Office Section:

Date of Selectmen's Meeting: July 9, 2013

Board's action taken:

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

Distribution:

Town Counsel approval needed?

Yes ()

No (X)

AGENDA REQUEST – Item # 10

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *June 18, 2013*

Requestor: *Jody Kablack, Director of Planning and Community Development*

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

CONSENT CALENDAR

Vote to accept a gift of \$1,000 for deposit into the Highway Walkway Donation account.

Financial impact expected: *N/A*

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

Recommendations/Suggested Motion/Vote: *Vote to accept, on behalf of the Town, a gift of \$1,000 from TGG Limited Partnership (aka, The Green Company) for deposit into the Highway Walkway Donation account, said funds to be expended under the direction of the DPW Director, as requested in a memo dated June 18, 2013, from Jody Kablack, Director of Planning and Community Development.*

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

Selectmen's Office Section:

Date of Selectmen's Meeting: *July 9, 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 ()

AGENDA REQUEST – Item #11

BOARD OF SELECTMEN

Requestor's Section

Date of request: July 1, 2013

Requestor: *Bill Miles, Fire Chief*

Action requested: **CONSENT CALENDAR**

Vote to accept \$1,000 donation the Fire Department

Financial impact expected: Provide discretionary purchasing by the Fire Chief

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

A donation to the Fire Department has been made by Brian Clifton in appreciation for services by Fire Department/EMTs. See attached.

Recommendations/Suggested Motion/Vote:

Vote to accept, on behalf of the Town, a \$1,000 donation from a grateful resident served by the Sudbury Fire Department Ambulance, said funds to be expended under the direction of Fire Chief William L. Miles.

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

Selectmen's Office Section

Date of Selectmen's Meeting: July 9, 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 # 12

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *July 1, 2013*

Requestor: *Jim Kelly, Facilities Director*

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

CONSENT CALENDAR

Accept an \$8,000 grant from National Grid as part of the 2012 Green Community Grant

Financial impact expected: *\$8,000 increase in equipment funds*

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

Recommendations/Suggested Motion/Vote: *Vote to accept, on behalf of the Town, an energy efficiency incentive check from National Grid in the amount of \$8,000, as part of the 2012 Green Community Grant, for installation of an Energy Recovery Ventilator and two new condensing boilers at the Atkinson Pool, where it is estimated that the Town will save an estimated 20,874 therms annually, as requested by Jim Kelly, Facilities Director, and expended under his direction.*

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

Selectmen's Office Section:

Date of Selectmen's Meeting: *July 9, 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 #13

BOARD OF SELECTMEN

Requestor's Section

Application Name: *Walkway and Drainage Easement*

Date of request: *June 20, 2013*

Requestor: *Bill Place, DPW Director*

Action requested (Who, what, when, where and why):
Vote to accept easement

Financial impact expected: *None*

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

Recommendations/Suggested Motion/Vote: *Vote to accept the following Easements, dated 6/20/13, granted by Stephen R. Booma and Sharon Booma, on property located on Concord Road, Assessors Map H09, Parcel 0018, shown on "Plan showing Walkway Easement & Drainage Easement Over Land of Stephen R. Booma & Sharon Booma, Concord Road, Sudbury" dated March 21, 2012, and drawn by the Town of Sudbury Engineering Department: Walkway Easement described as "Proposed 10' Sidewalk Easement"; Drain & Access Easement described as "proposed 20' Drain Easement", on a plan prepared by the Town of Sudbury Engineering Department, dated 6/20/13, as requested by Bill Place, DPW Director.*

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

Selectmen's Office Section

Date of Selectmen's Meeting: *July 9, 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 ()

AGENDA REQUEST - Item #14

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *May 13, 2013*

Requestor: *Liz Strawn, National MS Society*

Action requested: *To grant a special permit for Bike MS: Minuteman Ride to be held on Saturday, July 20, 2013.*

Financial impact expected: *None*

Background information: CONSENT CALENDAR

Maureen has background on this fifth annual event – no past issues

Recommendations/Suggested Motion/Vote:

To grant a special permit to Liz Strawn, Senior Development Mgr., National Multiple Sclerosis Society, Greater New England Chapter, for Bike MS: Minuteman Ride on Saturday, July 20, 2013, from 8:30 a.m. to Noon, following the route outlined, and subject to Police Dept. safety requirements, proof of insurance coverage and the assurance that all litter will be removed at the race's conclusion

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

Selectmen's Office Section:

Date of Selectmen's Meeting: *July 9, 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 # 15

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *July 3, 2013*

Requestor: *Maureen Valente*

Action requested:

Vote to change name of the Energy and Sustainability Green Ribbon Committee

Financial impact expected: *None*

Background information: *N/A*

Recommendations/Suggested Motion/Vote:

Vote to change name of the Energy and Sustainability Green Ribbon Committee to the "Energy and Sustainability Committee."

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

Selectmen's Office Section:

Date of Selectmen's Meeting: *June 23, 2009*

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)



" 15 "

Town of Sudbury

Town Manager's Office

Townmanager@town.sudbury.ma.us

278 Old Sudbury Road
Sudbury MA 01776
978-639-3385
Maureen G. Valente, Town Manager
<http://www.town.sudbury.ma.us>

Date: July 3, 2013
To: Board of Selectmen
From: Maureen G. Valente, Town Manager
Subject: Renaming Energy Committee

When the Energy and Sustainability Green Ribbon Committee was first created, it was not clear how long it would be in existence. We now see it has been a very successful and energetic committee that has accomplished a great deal and has an ambitious agenda for future projects.

Therefore, I suggest removing the "green ribbon" part of the committee's name and just becoming the Energy and Sustainability Committee for the future. Blue and green ribbon committees are usually short-lived entities and we hope our committee continues for many years to study and produce successful energy and sustainable projects.

AGENDA REQUEST - Item #16

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *July 5, 2013*

Requestor: *Patty Golden*

Action requested: *Annual Board and Committee re-appointments*

Financial impact expected: *None*

Background information: *See attached list of re-appointments and resignations*

Recommendations/Suggested Motion/Vote: *Vote to approve the annual re-appointments of those listed (all of which are subject to acceptance), to accept the resignations of those who choose not to be re-appointed, and to send a letter of appreciation to the resigning volunteers for their service to the community.*

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

Selectmen's Office Section:

Date of Selectmen's Meeting: *July 9, 2013*

Board's action taken:

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

Distribution:

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

REAPPOINTMENTS 2013

Appt By	Board/Committee	First Name	Last Name	Chairman comments	Member comments	Notes	Expires	Term
BOS	<i>Aging, Council on</i>	<i>David</i>	<i>Levington</i>			<i>reached maximum tenure</i>	<i>5/31/13</i>	<i>3</i>
BOS	Aging, Council on	Mary-Lee	Mahoney Emerson	yes	yes		5/31/16	3
BOS	Aging, Council on	John J.	Ryan, Jr.	yes	yes		5/31/16	3
BOS	Agricultural Commission	Karen	Hodder	yes	yes		5/31/16	3
BOS	Agricultural Commission	Pamela	Duggan	yes	yes		5/31/16	3
BOS	Board of Appeals/Earth Removal Board	Stephen A.	Garanin	yes	yes		5/31/14	1
BOS	Board of Appeals/Earth Removal Board	Nancy G.	Rubenstein	yes	yes		5/31/14	1
BOS	Board of Appeals/Earth Removal Board	Jonas DL	McCray	yes	yes		5/31/14	1
BOS	Board of Appeals/Earth Removal Board	Jonathan W.	Patch	yes	yes		5/31/14	1
BOS	Board of Appeals	Jeffrey P.	Klofft	yes	yes		5/31/18	5
BOS	Community Preservation Committee	Seamus	O'Kelly	yes	yes		5/31/16	3
BOS	Constable	Lawrence	Hartnett	N/A	yes		5/31/16	3
BOS	Constable	William	Pickett	N/A	yes		5/31/16	3
BOS	Energy & Sustainability Green Ribbon Comm.	Rami	Alwan	yes	yes		5/31/16	3
BOS	<i>Energy & Sustainability Green Ribbon Comm.</i>	<i>Michael E.</i>	<i>Melnick</i>	<i>yes</i>	<i>no</i>	<i>not seeking reappt</i>	<i>5/31/13</i>	<i>3</i>
BOS	Fairbank Study Committee	John J.	Ryan, Jr.	yes	yes		5/31/14	1
BOS	Fairbank Study Committee	Robert	Haarde	yes	yes		5/31/14	1
BOS	Fairbank Study Committee	Robert	Stein	yes	yes		5/31/14	1
BOS	Fairbank Study Committee	Robert	Armour	yes	yes		5/31/14	1
BOS	Fairbank Study Committee	Joseph	Sziabowski	yes	yes		5/31/14	1
BOS	Fairbank Study Committee	Sarah	Troiano	yes	yes		5/31/14	1
BOS	Fairbank Study Committee	Rick	Johnson	yes	yes		5/31/14	1
BOS	Fairbank Study Committee	Timothy	Coyne	yes	yes		5/31/14	1
BOS	Fairbank Study Committee	Gregory	George	yes	yes		5/31/14	1
BOS	Fairbank Study Committee	Maureen	Valente	yes	yes	(ex-officio)	5/31/14	1
BOS	Fairbank Study Committee	Richard	Williamson	yes	yes		5/31/14	1
BOS	Fairbank Study Committee	James	Kelly	yes	yes		5/31/14	1
BOS	Land Acquisition Review Committee	Matthew P.	Barack	yes	yes		5/31/15	2
BOS	Land Acquisition Review Committee	Jan	Hardenberg	yes	yes		5/31/15	2
BOS	Mass. Bay Transportation Auth. Designee	Maureen G.	Valente	N/A			5/31/14	1
BOS	Permanent Building Committee	Elaine	Jones	yes	yes		5/31/16	3
BOS	Permanent Building Committee	Thomas	Joyner	yes	yes		5/31/16	3
BOS	<i>Ponds and Waterways</i>	<i>Alan</i>	<i>Bascom</i>	<i>no</i>	<i>no</i>	<i>not seek reappt</i>	<i>5/31/13</i>	<i>3</i>
BOS	<i>Ponds and Waterways</i>	<i>Paul B.</i>	<i>Greenspan</i>	<i>no</i>	<i>no</i>	<i>not seek reappt</i>	<i>5/31/13</i>	<i>3</i>
BOS	<i>Ponds and Waterways</i>	<i>Robert S.</i>	<i>Hershfield</i>	<i>no</i>	<i>no</i>	<i>not seek reappt</i>	<i>5/31/13</i>	<i>3</i>
BOS	Registrars, Board of	Gary MC	Bean	yes	yes		5/31/16	3

REAPPOINTMENTS 2013

Appt By	Board/Committee	First Name	Last Name	Chairman comments	Member comments	Notes	Expires	Term
BOS	Special Constable	Mark	Herweck	N/A	yes		5/31/14	1
BOS	Special Constable	Earl D.	Midgley	N/A	yes		5/31/14	1
BOS	Special Constable	William	Miles	N/A	yes		5/31/14	1
BOS	Special Constable	Joseph	Bausk	N/A	yes		5/31/14	1
BOS	Special Constable	Arthur	Richard	N/A	yes		5/31/14	1
BOS	Sudbury Housing Trust	Lawrence	O'Brien	yes	yes		4/30/15	2
BOS	Sudbury Housing Trust	Andrew	Kaye	yes	yes		4/30/15	2
BOS	Sudbury Housing Trust	Lydia	Pastuszek	yes	yes		4/30/15	2
BOS	Sudbury Housing Trust	Michael	Buoniconti	yes	yes		4/30/15	2
BOS	Sudbury Housing Trust	Peter	Abair	yes	yes		4/30/15	2
BOS	Sudbury Water District Res Prot Comm	James	Ochialini	N/A	yes		5/31/14	1
BOS	Sudbury Center Improvement Adv. Comm	Deborah	Kruskal	yes	yes		5/31/15	2
BOS	Sudbury Center Improvement Adv. Comm	Richard	Davison	yes	yes		5/31/15	2
BOS	Sudbury Center Improvement Adv. Comm	Joseph	Sziabowski	yes	yes		5/31/15	2
BOS	<i>Sudbury Center Improvement Adv. Comm</i>	<i>James</i>	<i>Hodder</i>	<i>no</i>		<i>no longer on SHC</i>	<i>5/31/13</i>	<i>2</i>
BOS	Sudbury Center Improvement Adv. Comm	Frank	Riepe	yes	yes		5/31/15	2
BOS	Sudbury Center Improvement Adv. Comm	June	Allen	yes	yes		5/31/15	2
BOS	Sudbury Center Improvement Adv. Comm	Lawrence	O'Brien	yes	yes		5/31/15	2
BOS	Sudbury Center Improvement Adv. Comm	Eva	MacNeill	yes	yes		5/31/15	2
BOS	<i>Sudbury Center Improvement Adv. Comm</i>	<i>Scott</i>	<i>Carpenter</i>	<i>yes</i>	<i>no</i>	<i>moved away</i>	<i>5/31/13</i>	<i>2</i>
BOS	Surveyor of Lumber & Wood	Russell	DiMauro	N/A	N/A		5/31/14	1
BOS	Traffic Safety Committee	William	Place	yes	yes		5/31/14	1
BOS	Traffic Safety Committee	William	Miles	yes	yes		5/31/14	1
BOS	Traffic Safety Committee	Jody	Kablack	yes	yes		5/31/14	1
BOS	Traffic Safety Committee	Scott	Nix	yes	yes		5/31/14	1
BOS	<i>U.N. Day Chairman</i>	<i>Elaine</i>	<i>McGrath</i>	<i>N/A</i>	<i>no</i>	<i>not seek reappt</i>	<i>5/31/13</i>	<i>1</i>

REAPPOINTMENTS 2013

Appt By	Board/Committee	First Name	Last Name	Chairman comments	Member comments	Notes	Expires	Term
Town Mgr	Civil Defense, Assistant	William	Place	N/A			5/31/14	1
Town Mgr	Civil Defense, Director of	William	Miles	N/A			5/31/14	1
Town Mgr	Civil Defense, Radio Operator	James	Idelson	N/A			5/31/14	1
Town Mgr	Historical Commission	William	Johnson	yes	yes	w/BOS approval	5/31/16	3
Town Mgr	Historical Commission	Barbara	Bahlkow	yes	yes	w/BOS approval	5/31/16	3
Town Mgr	Labor Relations Counsel	Kevin	Feeley, Jr.	yes	yes	w/BOS approval	5/31/14	1
Town Mgr	Senior Tax Advisor	David	Levington	N/A	yes		5/31/14	1
Town Mgr	Town Physician	Melvyn	Kramer	yes	yes		5/31/2014	1

AGENDA REQUEST - Item #18

BOARD OF SELECTMEN

Requestor's Section

Date of request: *July 5, 2013*

Requestor: *Andrea Terkelsen, Finance Director*

Action requested: *Vote to authorize Town Manager to sign contract for RFP bidder for Assessing 3-year engagement*

Financial impact expected: *None*

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

Recommendations/Suggested Motion/Vote: *Vote to approve the award by Town Manager of a contract with the company selected for property assessment services for period of three years or less commencing in fiscal 2014, award to be made from eligible proposals received in accordance with the requirements set forth in an RFP issued by the Town of Sudbury on May 14, 2013 and as approved by Town Counsel.*

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

Selectmen's Office Section

Date of Selectmen's Meeting: *July 9, 2013*

Board's action taken:

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

Future Agenda date (if applicable):

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

AGENDA REQUEST - Item #19

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *June 21, 2013*

Requestor: *Richard Maranhas, representing SG Tall Pine, LLC*

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

Approve permit for two construction trailers

Financial impact expected: *none*

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

Recommendations/Suggested Motion/Vote: *Vote to approve a request, dated June 21, 2013, from Richard Maranhas, Executive Vice President, Construction, SG Tall Pine, LLC, builders of the senior residential community, located at 40 Tall Pine Drive, to grant a permit for two construction trailers—one through October 2013, and the other through April 2014.*

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

none

Selectmen's Office Section:

Date of Selectmen's Meeting: *July 9, 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 ()
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"19"

Agenda
7/9

SG Tall Pine, LLC

20 Greengate
Plymouth MA 02360

June 21, 2013

Town of Sudbury
Board of Selectmen
278 Old Sudbury Road
Sudbury, MA 01776

Re: Construction Trailer

Board of Selectmen;

On behalf of SG Tall Pine, LLC, builders of the new senior residential community located at 40 Tall Pine Drive, I request the Board's permission to set up on site two temporary trailers to be used as offices for daily supervision activities. One trailer will be used by SG Tall Pine personnel, and a second trailer would be for the site contractor to use, E.W. Wood Inc. Both office trailers will be serviced by temporary electric service only. I anticipate the site contractor's trailer will remain on site until October 2013, and the construction office trailer will remain on site until the spring of 2014. Both trailers will be set in a location which takes into consideration the view of neighborhood homes to minimize their exposure.

Thank you for your consideration.

Sincerely;



Richard Maranhas
Executive Vice President - Construction
SG Tall Pine, LLC

RECEIVED
BOARD OF SELECTMEN
SUDBURY, MA
2012 JUN 24 P 1:19



AGENDA REQUEST – Item #20

BOARD OF SELECTMEN

Requestor's Section

Date of request: *July 1, 2013*

Requestor: *Maureen Valente*

Action requested: *Vote to authorize Town Manager to send letters to Legislative delegation and DPU*

Financial impact expected:

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

Recommendations/Suggested Motion/Vote: *Vote to authorize the Town Manager to send letters to Legislative delegation and Department of Public Utilities in favor of H2952, An Act relative to Double Poles.*

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

Selectmen's Office Section

Date of Selectmen's Meeting: *July 9, 2013*

Board's action taken:

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

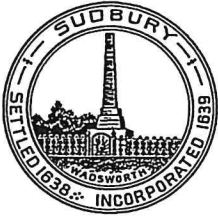
Future Agenda date (if applicable):

Distribution:

Town Counsel approval needed?

Yes ()

No ()



TOWN OF SUDBURY

Office of Selectmen
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

July 9, 2013

The Honorable John D. Keenan, House Chair
The Honorable Benjamin B. Downing, Senate Chair
Joint Committee on Telecommunications, Utilities and Energy,
State House
Boston, MA 02133

Dear Chairman Keenan, Chairman Downing and Members of the Committee:

The Board of Selectmen of the Town of Sudbury strongly urges your committee to act favorably on H. 2952, An Act Relative to Double Poles filed by Rep. Stephen Kulik. The bill would establish the authority of towns like Sudbury to enforce Section 34B of Chapter 164 of the General Laws through creation of a local bylaw establishing a procedure of imposing fines when utility companies have not complied with the 90-day removal time period mandated by state law.

Section 34B requires NSTAR and Verizon to complete the transfer of wires, all repairs and the removal of the old existing pole from the site with 90 days of the installation of the new replacement pole. However, this is rarely completed in Sudbury within this timeframe. Sudbury had considered creating a bylaw that would fine these companies for failure to comply, but understood that we lacked the authority to enforce the existing law. H. 2952 is a modest measure that would allow towns the right to increase compliance with the law as there appears to be no other mechanism for this purpose.

The Board of Selectmen views the double poles as a significant safety issue. They obstruct the vision of drivers, block or crowd walkways and intersections, obscure road signs and otherwise create hazards in our own municipal rights-of-way. In addition, they are unsightly and extremely unpopular with our residents. They are a daily sign that the utilities act as if they do not have the same obligations as others to obey the laws of the Commonwealth.

We urge your prompt support of H. 2952. Thank you very much.

Sincerely,

Lawrence W. O'Brien, Chairman
Sudbury Board of Selectmen

cc: Rep. Thomas Conroy
Sen. James Eldridge
Sen. Michael Barrett

AGENDA REQUEST - Item #21

BOARD OF SELECTMEN

Requestor's Section

Date of request: *July 5, 2013*

Requestor: *Andrea Terkelsen, Finance Director*

Action requested: *Discussion on FY14 State Budget and Local Aid amounts*

Financial impact expected: *None*

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

Recommendations/Suggested Motion/Vote: *None – discussion only*

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

Selectmen's Office Section

Date of Selectmen's Meeting: *July 9, 2013*

Board's action taken:

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

Future Agenda date (if applicable):

Town Counsel approval needed? Yes () No ()

MEMORANDUM

TO: Board of Selectmen

CC: Maureen Valente, Town Manager

FROM: Andrea Terkelsen, Finance Director/Treasurer/Collector

DATE: July 5, 2013

RE: FY14 Cherry Sheet Revenue Update

You may recall that at the time of the 2013 Annual Town Meeting the 2014 General fund budget was presented using State Aid revenue estimates that were issued on April 10th by Massachusetts' Legislature as the "House Ways and Means Proposal". Since then the State's budget has made its way through the Senate; the final version issued recently by the "Conference Committee" is expected to be signed into law by the Governor shortly.

At this time, I can confirm that the revenue forecasts presented at the May 2013 Town Meeting are still deemed sufficient to proceed with the 2014 General fund budget as planned. Furthermore, at this time, I do not anticipate any material adjustments required for this year's annual tax rate setting process or to the L-S District's assessment process, due to revenue estimates.

Below is a breakdown showing how State Aid revenue estimates have changed for both Sudbury and Lincoln-Sudbury Regional High School District since Town Meeting:

	HWM Budget Proposal 4/10/13*	House Final Budget Proposal 5/15/13	Senate Final Budget Proposal	FY2014 Conference Committee
Town of Sudbury				
Education:				
Chapter 70	4,397,070	4,397,070	4,397,070	4,397,070
Charter Tuition Reimbursement	6,575	6,575	7,248	7,049
Offset Receipts:				
School Lunch	10,787	10,787	10,787	10,787
Sub-Total, All Education Items	4,414,432	4,414,432	4,415,105	4,414,906
General Government:				
Unrestricted Gen Government Aid	1,212,003	1,212,003	1,184,015	1,212,003
Veterans' Benefits	22,919	24,425	24,425	24,425
State Owned Land	23,399	23,399	24,290	23,844
Exemptions: Vets, Blind, Surviving Spouses & Elderly	31,626	31,626	31,626	31,626
Offset Receipts:				
Public Libraries	21,463	21,463	21,463	21,463
Sub-Total, All General Government	1,311,410	1,312,916	1,285,819	1,313,361
Total Estimated Receipts	5,725,842	5,727,348	5,700,924	5,728,267
Total Estimated Charges	180,968	180,968	180,968	181,455
NET STATE AID	5,544,874	5,546,380	5,519,956	5,546,812
Increases (Decreases) since	*2013 ATM	1,506	(24,918)	1,938

As the exhibit on the previous page indicates the latest estimate for Sudbury for 2014 is essentially the same as discussed at Town Meeting. It is important to note that final Cherry Sheet State Aid receipts and charges are estimates *only* and subject to change for certain "actual" distribution items (i.e. Veteran's benefits, exemptions and special tuitions) or due to unforeseen fiscal constraints requiring across the board "9c" cuts.

Lincoln-Sudbury RHSD	HWM Budget Proposal 4/10/13*	House Final Budget Proposal 5/15/13	Senate Final Budget Proposal	FY2014 Conference Committee
Education:				
Chapter 70	2,650,295	2,650,295	2,686,012	2,686,012
Regional School Transportation	246,409	252,438	298,585	294,447
Charter Tuition Reimbursement	981	981	1,119	1,085
Offset Receipts				
School Lunch	4,595	4,595	4,595	4,595
Total Estimated Receipts	2,902,280	2,908,309	2,990,311	2,986,139
Total Estimated Charges	10,827	10,827	10,827	15,875
Receipts Net of Charges	2,891,453	2,897,482	2,979,484	2,970,264
Increases (Decreases) in revenues for assessment since Sudbury Budgetary Share (85.67%)	*2013 ATM	6,029	87,893	83,755
		5,165	75,298	71,753

Please note that there are some miscellaneous State Aid receipts and charges that are applied to the District's budget directly and therefore are not considered revenues for the Regional assessment process. The two Cherry Sheet line items shown above in blue are considered District revenues for assessment purposes. These revenue estimates are used to offset (reduce) the annual operating assessments to member communities.

The assessment process itself is complex and beyond the scope of this discussion. What is most important to take note of at this juncture is that LS will most likely receive enough State Aid in 2014 to support the level of assessment budgeted for and approved by Town Meeting.

Does that mean the District can increase spending for 2014? No. The District may *only* spend up to the level of appropriation granted at Town Meeting. Therefore, if State Aid comes in higher than expected (which for 2014 looks to be by as much as \$83,755) the surplus will become part of the District's E&D (excess and deficiency) calculation for the year. This process is similar to what's known as "Free Cash" for municipalities.

Revenues verses Spending Authority

Lastly, I thought it would be helpful to point out that neither the District nor the Town of Sudbury is allowed to spend more money than what is appropriated at Town Meeting. Furthermore, the Town is required as part of the annual tax rate setting process to report on (and justify) all State Aid and local receipt estimates to ensure that we do not raise more taxes than are reasonably expected necessary to fund the General fund budget. A Regional District like L-S may change its assessment once the fiscal year has begun but doing so requires approval by all members through Town Meeting. Therefore, as a practical matter an increase in State Aid would need to be both very significant and very certain, to warrant a midyear reduction in assessment due to an unexpected revenue surplus.

AGENDA REQUEST - Item #22

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *July 5, 2013*

Requestor: *Patty Golden*

Action requested: *Discuss potential items for next meeting – July 30*

Financial impact expected: *None*

Background information: *N/A*

Recommendations/Suggested Motion/Vote:

Discussion of potential items for next Selectmen's meeting: rail Trail update by staff, Selectmen's Citizens Comment Policy, and Inter-municipal agreement for L-S Community fields.

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

Selectmen's Office Section:

Date of Selectmen's Meeting: *July 9, 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 #23

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *July 3, 2013*

Requestor: *Maureen Valente*

Action requested:

Discuss Board's liaison assignments to Town Boards and Committees

Financial impact expected: *None*

Background information: *N/A*

Recommendations/Suggested Motion/Vote:

None--Discussion only. Vote will take place at 7/30 meeting.

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

Selectmen's Office Section:

Date of Selectmen's Meeting: *July 9, 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 ()



Town of Sudbury

Town Manager's Office

Townmanager@town.sudbury.ma.us

278 Old Sudbury Road
Sudbury MA 01776
978-639-3385

Maureen G. Valente, Town Manager

<http://www.town.sudbury.ma.us>

Date: July 3, 2013
To: Board of Selectmen
From: Maureen G. Valente, Town Manager
Subject: Liaison and Committee Assignments for FY14
CC: Mary McCormack, Patty Golden

Background: Each year Board of Selectmen members serve as liaisons to the many boards, committees and task forces that serve the Town of Sudbury. Additionally, Board members serve on various committees as voting members. I have listed the liaison and committees by name below. Responsibilities of the liaison include attending at least one meeting of the board/committee each year (more if they can), and asks to be kept up to date with the activities and goals of the board/committee. The chairman of the boards/committees knows they can reach out to their Selectman liaison for general discussions or questions. Responsibilities of committee membership are the same for the Selectmen on the committee as any other member of that committee. For more information, most of the committees and board have a Mission Statement on the Town's website. At each Board of Selectmen meeting, it is expected that each Selectman will update his fellow Board members on any issues with those boards/committees he serves as liaison to or he serves as a committee member under the agenda item "Reports from Board of Selectmen".

Agenda Item Discussion: This year, with five members of the Board, I am suggesting that you use a new process to choose those assignments and consider assigning two Selectmen to some of those boards/committees. I have discussed this with Chairman O'Brien and he agrees with the process as follows for LIAISON assignments.

- A. The Chairman will continue to have responsibility for continuous liaison with the Town Manager and all the Town departments under her. The Chairman will continue to act as liaison to the Finance Committee.
- B. There are at least 10 boards/committees that I would suggest are "Major Boards" because their members are elected and/or because they cover an area of responsibility that has significant policy implications for the Town and the Board's previously set goals. With five Selectmen, you now have the opportunity to have **two** Selectmen serve as liaisons to each of these major committees. These boards/committees are:
 1. Sudbury Public School Committee
 2. Lincoln-Sudbury Regional School Committee
 3. Planning Board
 4. Park and Recreation Commission
 5. Goodnow Library Trustees
 6. Sudbury Water District

7. Capital Improvement Advisory Committee
8. Board of Health
9. Rail Trail Conversion Advisory Committee
10. Rte. 20 Citizens Advisory Committee

C. There are ~~16~~ more boards/committees that are very important but whose focus is more narrowly defined and/or the members are appointed by the Board or the Town Manager and/or there is another appointment process that involves multiple Boards (e.g. the Permanent Building Committee). I would suggest that **one** Selectman can continue to serve as liaison to these, so at a minimum each Selectman will be liaison to at least three of the committees listed below.

1. Council on Aging
2. Zoning Board of Appeals
3. Energy and Sustainability Committee
4. Historical Commission
5. Historic District Commission
6. Sudbury Housing Authority
7. Minuteman Career & Technical H.S.
8. Permanent Building Committee
9. Memorial Day Committee
10. Design Review Board
11. Sudbury Cultural Council
12. Ponds & Waterways Committees
13. Agricultural Commission
14. Commission on Disability
15. Earth Removal Board

16. Conservation Commission

D. To facilitate the process of determine which Selectman will serve as liaisons, it would be helpful to have each Selectman email to Patty or Mary before noon on Tuesday, July 9th your top three preferences for the "major" board/committees you would like to be assigned to as well as up to five "non-major" boards/committees that you would be willing to work with. Then staff will begin developing a draft liaison sheet based on that information. Where there are overlaps we can show that on the sheet and the Board can discuss Tuesday night. If you can come to a consensus Tuesday night, that would be great, but if not this item can be carried over to the July 30th agenda.

E. Finally, there is the question of Selectmen serving as members of boards and committees. The boards and committees which currently have a Selectman as a member include:

1. Community Preservation Committee (only one Selectman may serve per our bylaw)
2. Rte. 20 Sewer Steering Committee (The mission statement would need to be changed to accommodate two Selectmen, and if two are on this committee, then the Citizen's

Advisory committee may not need two liaisons as both the Steering Committee and the Citizen's Advisory committee have been meeting jointly)

3. Sewer Assessment Technical Advisory Committee (as this is the technical committee, John has previously volunteered his technical services to this committee)
4. Sudbury Housing Trust (only one Selectman may serve per Trust documents)
5. Fairbank Community Center Study Task force. (The mission statement would need to be changed to accommodate two Selectmen).
6. 9/11 Memorial Garden Oversight Committee (The mission statement would need to be changed to accommodate two Selectmen).
7. Liaison to Lincoln-Sudbury Study Group. (Bob has served as the liaison to this Lincoln created group. I do not have a mission statement or background on this group).
8. Local Emergency Planning Committee. The Fire Chief oversees this committee which earlier had created various protocols but has not met in recent years. This committee can have more than one Selectman.
9. Sudbury Center Improvement Advisory Committee (This committee's work is winding down with the successful vote to implement the plan).
10. Military Families Support Network (not a town Committee – it is up the Network to determine if more than one Selectman may be a member of the Network)

Please indicate to Mary and Patty if you have interest in serving on one or more of these committees as well in preparation for Tuesday, July 9th meeting.

If you have questions or an alternative process to suggest, please let me know before noon on Tuesday 7/9 as we will be putting in significant effort on this Tuesday afternoon.

Thanks Maureen

AGENDA REQUEST - Item #24

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *July 5, 2013*

Requestor: *Patty Golden*

Action requested: *Discuss Board reorganization and vote*

Financial impact expected: *None*

Background information: *N/A*

Recommendations/Suggested Motion/Vote:

Vote to approve the reorganization of the Board of Selectmen – vote new Chairman, Vice-Chairman, and Clerk of Board.

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

Selectmen's Office Section:

Date of Selectmen's Meeting: *July 9, 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)