

SUDBURY BOARD OF SELECTMEN
AGENDA
TUESDAY, NOVEMBER 5, 2013
EXECUTIVE SESSION AT 7:00 PM, Flynn Building, Silva Room, 278 Old Sudbury Road
REGULAR SESSION AT 7:30 PM, Lower Town Hall, 322 Concord Road

1. 7:00 **Executive Session:** Open meeting in Flynn Building, Silva Room, and immediately vote to go into Executive Session regarding acquisition of property in Sudbury, using Exemption # 6 “to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the body’s negotiating position with a third party.” At the time that the executive session is proposed and voted on, the chair must state on the record that having the discussion in an open session may be detrimental to the public body’s negotiating position. This is to discuss the potential acquisition of two parcels in Sudbury. *If necessary, the Executive Session will be suspended at 7:25 PM and resumed at the end of the Regular Session.*
2. 7:30 Vote to enter into Regular session and move meeting to **Lower Town Hall, 322 Concord Road**
Opening remarks by Chairman
3. 7:35 Reports from Town Manager
4. 7:40 Reports from Selectmen
5. 8:00 Public Hearing – Ti-Sales Site Expansion, 36 Hudson Road, Minor Site Plan Decision for
Vote construction of 1,000 sq. ft. storage building *Jody Kablack, Director of Planning & Community Development and applicant will attend*
6. 8:25 Citizen’s Comments on items not on the agenda.
7. 8:30 Continued discussion on Right of First Refusal – 233 Concord Road – CH61A
8. 8:45 Question of approving Board of Selectmen’s FY14 goals
Vote

Consent Calendar:

9. **Vote** Vote to approve the regular meeting minutes of October 22, 2013.
10. **Vote** Vote to approve the annual L-SRHS Pre-Thanksgiving Day All Sports Ceremonial Bonfire on Wednesday, November 27, 2013 as requested by Paul Bisson, Board Member, Lincoln-Sudbury All Sports Boosters Club, Inc.
11. **Vote** Vote to enter into the Town record and congratulate Gabriel L. Faucher, 12 Trillium Way, and Jacob G. Fisher, 26 Camperdown Lane, of Troop 60, who have been recently recognized at Courts of Honor for having achieved the high honor of Eagle Scout.
12. **Vote** Vote to accept, on behalf of the Town, a \$5,400 gift from Burkhard Corporation, satisfying condition #11 of the Definitive Subdivision approval for Old Bostonian Estates, granted by the

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.

Planning Board on November 8, 2007, towards the construction of town-wide walkways, said funds to be expended under the direction of the Director of Public Works.

- 13a. **Vote/** Vote to grant a 1-day Wine & Malt license to Samantha Greenfield, Goodnow Library
Sign Foundation, to accommodate a “Technology Brainstorming Event” on Wednesday, November 13, 2013 from 7:00 PM to 9:00 PM at Goodnow Library, 21 Concord Road, subject to use of a TIPS-trained bartender and receipt of a Certificate of Liability.
- 13b. **Vote/** Vote to grant a 1-day Wine & Malt license to Samantha Greenfield, Goodnow Library
Sign Foundation, to accommodate an “Author Reception with Kevin Cullen” on Thursday, November 21, 2013 from 7:00 PM to 9:00 PM at Goodnow Library, 21 Concord Road, subject to use of a TIPS-trained bartender and receipt of a Certificate of Liability.
14. **Vote** Vote to accept a gift from Rebecca Chizzo to the Park and Recreation Department of a Boardroom Electrol projection screen, valued at \$1,903, as requested in a memo dated October 28, 2013 from Nancy McShea, said item to be used to show movies at the Teen Center and other special events, and to send a letter of thanks.

Miscellaneous:

15. **Vote/** As the Licensing Authority for the Town of Sudbury, in accordance with MGL c138, s. 12, vote
Sign to approve a change of manager for Longfellow’s Wayside Inn, 72 Wayside Inn Road, from John Cowden to Stephen Pickford, as requested in an application dated October 25, 2013.
16. Question of submitting a letter to Wayland Board of Selectmen and Wayland Planning Board regarding proposed Wayland DPW access on River Road in Wayland.
17. **Vote** Question of voting to approve a special permit for a 5K Turkey Trot fundraiser for the Sudbury Food Pantry, on Thanksgiving Day, Thursday, November 28th, 2013 starting at 7:00 AM, as requested by Stephanie Servideo, H2K Happy Healthy Kids Fitness Studio, 730 Boston Post Road, subject to approval of Police Department and receipt of a Certificate of Liability.
18. **Vote** Question of voting to approve a special permit for a SMILE Mass Second Annual Gobble Wobble 5K Road Race on Saturday, November 23rd, 2013 from 10:00 AM to 11:00 AM, as requested by Lotte Diomede, 66 Dudley Road, President and Co-Founder, SMILE Mass, subject to approval of Police Department and receipt of a Certificate of Liability.
19. **Vote** Question of voting to extend the term of Town Counsel’s appointment to June 30, 2014.
20. **Vote** Question of voting to approve a contract with Elmwood Homes, LLC (Daniel Gaulin) for affordable housing consulting services for the Regional Housing Services Office, retroactive to October 1, 2013 for up to \$40,000, as requested by Jody Kablack, Director of Planning and Community Development.
21. **Vote** Request for Board to approve draft agreement with NSTAR for planting plan on Stock Farm and Pelham Island Roads.
22. Question on designation of Special Municipal Employee for position of wetland peer review, as requested by Conservation Coordinator Debbie Dineen.

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 #5

BOARD OF SELECTMEN

Requestor's Section

Date of request: *October 24, 2013*

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

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

Public Hearing on Ti-Sales Site Expansion, 36 Hudson Road

Financial impact expected: *N/A*

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

Recommendations/Suggested Motion/Vote:

Vote on minor Site Plan Decision to approve Ti-Sales Site Expansion for construction of 1,000 sq. ft. storage building

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

Jody Kablack and applicant

Selectmen's Office Section

Date of Selectmen's Meeting: *November 5, 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)

Public Hearing
Site Plan application, Ti-Sales
36 Hudson Road
Materials received as of 11/1/13

Notice of the Public Hearing was duly posted and advertised in the *Sudbury Town Crier* on October 24 and 31, 2013. Abutters according to the Assessors were provided written notice by first class mail. The Sudbury Planning Board and other boards and officials were notified and requested to report to the Selectmen. The Selectmen opened the public hearing on November 5, 2013.

The Board is in receipt of the following:

1. Application for Site Plan Approval dated October 16, 2013 (received October 21, 2013); including Site plan drawings as follows: Proposed Plot Plan, 36 Hudson Road, dated March 10, 2008, prepared by Zanca Land Surveyors, Inc.; Stormwater Management Plan, dated October 23, 2013, prepared by Lakeview Engineering Associates; Certified Plot Plan prepared by Acton Sudbury & Engineering, Inc. dated October 15, 2013; Proposed Addition for Ti Sales, prepared by Regional Builders, Inc. dated October 1, 2013 containing 2 sheets.
2. Memo from Jody Kablack, Director of Planning and Community Development to the Board dated October 31, 2013.
3. Verbal comments from Debbie Dineen, Conservation Coordinator regarding specifics of the Stormwater management system, and indicating that there are not wetland-related issues with the proposal.
4. Memo from Bill Place, DPW Director/Town Engineer regarding General Stormwater Permit for Ti-Sales with comments. Dated October 31, 2013.
5. Memo from John Whalen, Assistant Fire Chief, noting no issues. Dated October 31, 2013
6. Draft Decision dated November 5, 2013



Town of Sudbury

Planning and Community Development Department

Jody A. Kablack, Director

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3387
Fax: 978-443-0756

<http://www.sudbury.ma.us/services/planning>
kablackj@town.sudbury.ma.us

TO: Board of Selectmen
FROM: *JAK* Jody Kablack, Planning Director
RE: Ti-Sales Minor Site Plan – construction of 2nd storage building
36 Hudson Road
DATE: October 31, 2013

An application for a Minor Site Plan has been received by Ti-Sales for construction of a 1,000 sq. ft. metal storage building on their site at 36 Hudson Road. The site is a 1.57 acre parcel of land located partially in Business District 7 and partially in the A-Residential District. Pursuant to a Use Variance granted by the Zoning Board of Appeals in 1989, the business use is permitted in the residentially zoned area. The majority of the building, however, is located in the Business District. The site is improved with a 7,518 sq. ft. building, another 1,000 sq. ft. storage building (approved in 2008) and 26 parking spaces. In addition to the Ti-Sales business, a cell tower is also located on the property within the Residential District. Wetlands exist to the east of the property, however no construction is proposed within the 100 foot buffer area of any jurisdictional wetland. Existing parking is adequate for the proposed storage building, and no additional parking contemplated. All new construction is proposed within existing paved areas. The front of the site, 300 feet in depth along Hudson Road, is within a Historic District, however no changes are proposed in the Historic District.

Additionally, a General Stormwater Management Permit application has been filed which is currently under review by Town staff. The applicant is proposing the installation of roof gutters emptying into an existing catch basin on the proposed storage building. The existing storage building also contains roof gutters.

1. I have reviewed the application materials, and offer the following comments and recommendations:
2. All erosion control methods must be in place prior to construction, and the Director of Planning and Community Development called for an inspection.
3. All downspouts from the existing and proposed storage buildings shall be connected to the catch basin prior to occupancy permit.
4. The Operation and Maintenance Plan for the Stormwater Permit discusses maintenance responsibilities for a dry well. It is questions where the dry well is located?
5. The Plan shall be revised, prior to endorsement by the Selectmen, to include the following information:
 - a) All sheets of the site plan must contain signature blocks for the Board of Selectmen (5 lines), DPW Director, Building Inspector, and Planning Director.



Town of Sudbury

Planning and Community Development Department

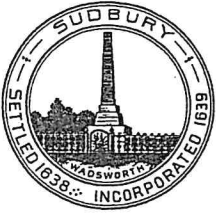
Jody A. Kablack, Director

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3387
Fax: 978-443-0756

<http://www.sudbury.ma.us/services/planning>
kablackj@town.sudbury.ma.us

- b) The zoning classification notation on the Plan must be amended to include both Business District and A-1 Residential.
 - c) Building coverage calculations shall be revised to indicate existing and proposed conditions.
6. Traffic circulation and volume will not be impacted by the proposed storage building. The use of the building is to store existing materials which are currently stored outside. No increase in intensity of the use is contemplated.
 7. The Park & Recreation Commission has been exploring the creation of a new athletic field on the town-owned land adjacent to this business, and has been in discussion with the owner about creating a more functional access to the property on Hudson Road. This may require an Access Easement across his property. The Board should discuss the grant of this easement as a condition of site plan approval.
 8. The proposal requires Design Review Board approval for the new building.

cc: Building Inspector
Conservation Coordinator
DPW Director
Health Director
Fire Chief
Design Review Board
Applicant



Town of Sudbury

Dept. of Public Works

275 Old Lancaster Road
Sudbury, MA 01776
(978) 440-5421; (978) 440-5451 fax
I. William Place, DPW Director/Town Engineer

ENGINEERING • HIGHWAY • PARKS & GROUNDS • TRANSFER STATION • TREES & CEMETERY

October 31, 2013

RECEIVED
NOV 01 2013

Ms. Jody Kablack, Director
Planning & Community Development
278 Old Sudbury Rd.
Sudbury, MA 01776

Subject: General Stormwater Permit
Ti-Sales, 36 Hudson Road

Dear Ms. Kablack:

This office is in receipt of an Application for a General Stormwater Permit for Ti-Sales, 36 Hudson Road prepared by Lakeview Engineering & Associates dated October 23, 2013.

I have reviewed the referenced application, and my comments are as follows:

1. The applicant Ti-Sales is proposing to construct a 1,000 sq. ft. storage building over an already impervious bituminous concrete pavement. There will be no increase in rate and volume of runoff as a result of the proposed construction. Roof runoff will be directed to an existing catch basin on site.
2. The Park and Recreation Department is contemplating using the Parkinson property north of Ti-Sales for other athletic activities. Access to the property from Hudson Road will have to be improved by widening the access road to 18 ft. though the owners have said they will allow access to their property to improve the driveway. Now would be the time for them to grant a construction license so work may begin.

If there are any questions, please advise.

Sincerely,

I. William Place, P.E.
DPW Director/Town Engineer

IWP/gs

cc: Deb Dineen, Conservation Coordinator
Ti-Sales
Lakeview Engineering

Kablack, Jody

From: Whalen, John
Sent: Thursday, October 31, 2013 3:57 PM
To: Kablack, Jody
Cc: Miles, William
Subject: 36 Hudson Road Ti-Sales

Hello Jody,

The plan for the addition of a new storage building for Ti-Sales located at 36 Hudson Road was reviewed by the Fire Department.

The Fire department has no issues with this project.

John M. Whalen
Assistant Fire Chief
Sudbury Fire Dept.
978-443-2239

DRAFT

November 5, 2013

SITE PLAN DECISION
SUDBURY BOARD OF SELECTMEN

Ti-Sales
36 Hudson Road

DECISION of the Board of Selectmen of the Town of Sudbury, Massachusetts ("Board") on the petition of Ti-Sales, Inc., L. W. Bert Tighe ("Applicant") for property located at 36 Hudson Road in Sudbury, Massachusetts, (Town Assessor Map G09, Parcel 0002, "Property") for approval of a minor site plan to construct a 1,000 sq. ft. storage building. The property is zoned Business District-7 and A-Residential.

This decision is in response to an application by the Applicant for approval of a Site Plan submitted to the Board on October 21, 2013 pursuant to the Zoning Bylaw of the Town of Sudbury (the "Zoning Bylaw"), Section 6300.

After causing notice of the time and place of its public hearing and of the subject matter thereof to be published, posted and mailed to the Applicant, abutters and other parties in interest, as required by law, the public hearing was called to order on November 5, 2013, and closed at the end of that session. Board members John C. Drobinski, Robert C. Haarde, Lawrence W. O'Brien, Leonard A. Simon and Charles C. Woodard were present throughout the proceedings. The record of the proceedings and submissions upon which this decision is based may be referred to in the office of the Town Clerk or the Board office.

The Board is in receipt of the following:

1. Application for Site Plan Approval dated October 16, 2013 (received October 21, 2013).
2. Site plan drawings as follows: Proposed Plot Plan, 36 Hudson Road, dated March 10, 2008, prepared by Zanca Land Surveyors, Inc.; Stormwater Management Plan, dated October 23, 2013, prepared by Lakeview Engineering Associates; Certified Plot Plan prepared by Acton Sudbury & Engineering, Inc. dated October 15, 2013; Proposed Addition for Ti Sales, prepared by Regional Builders, Inc. dated October 1, 2013 containing 2 sheets.
3. Memo from Jody Kablack, Director of Planning and Community Development to the Board dated October 31, 2013.
4. Verbal comments from Debbie Dineen, Conservation Coordinator regarding the stormwater management system and noting no wetland impacts from this proposal.

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5. Memo from William Place, DPW Director dated October 31, 2013.
4. Email from John Whalen, Assistant Fire Chief, dated October 31, 2013 indicating no issues with the proposal.

Based upon a determination that the foregoing evidence, together with the plans submitted, conformed to the intent and purpose of the Zoning Bylaw requirements, a motion was made and unanimously approved as follows:

VOTED: To approve the Site Plan Application of Ti-Sales, Inc., for approval of a site plan to construct a 1,000 sq. ft. storage building at 36 Hudson Road, on a 1.57+/- acre parcel of land (Town Assessor Map G09, Parcel 0002), owned by Ti-Sales, Inc., as described in the above referenced application, subject to compliance with all governmental laws, regulations, licenses and permits including, but not limited to Wetlands Protection Act and Sudbury Wetlands Administration Bylaw, zoning, building and health laws and regulations, and further subject to the following conditions insofar as they apply to the Property:

1. Issuance of a General Stormwater Management Permit for the proposal.
2. All erosion control methods must be in place prior to construction, and the Director of Planning and Community Development called for an inspection.
3. Placement of all new utilities underground.
4. No wells for drinking water supply to be installed on the site.
5. Approval of signs or advertising devices as required under the applicable provisions of the Zoning Bylaw. All new signage must be approved by the Design Review Board.
6. Exterior lights shall have shields and be arranged to avoid glare and minimize light spilling over to neighboring properties. The Board or its representative shall inspect the premises prior to occupancy to certify the intent of this provision has been met. If, in the opinion of the Board, the lighting is not shielded from the adjoining properties, the applicant shall forthwith rectify such complaint to the satisfaction of the Board, the performance of which shall be bonded in accordance with condition 20 below. Lighting, except for security lighting, shall be turned off when the building is not in use.
7. The storage building shall be for storage of materials only and shall not be occupied by employees.
8. No storage or use of chemicals on site except in conformity with guidelines and requirements of the Board of Health and the Fire Chief; the owner or operator of the site shall comply with the Massachusetts Oil and Hazardous Materials Release Prevention and Response Act, M.G.L. Chapter 21E, as amended, and all regulations issued thereunder.
9. Any disposal or removal of effluent and wastes generated on the site shall conform to the requirements of the Board of Health, Town Engineer and/or Conservation Commission, as appropriate.
10. The Site Plan must be revised to include the following items prior to endorsement by the Board:
 - a) All Plan sheets shall contain signature blocks for the Selectmen (5 lines), Building Inspector, DPW Director and Planning Director.
 - b) Zoning classification shall be added to the Plan.
 - c) Building coverage calculations shall be revised to indicate existing and proposed conditions.

DRAFT

11. Approval by the Design Review Board for the new building.
12. As agreed to be the owner of the Property, grant of a 20 foot wide Construction License to the Town of Sudbury on 40 Hudson Road (Assessor's Map G09-0001) to facilitate construction of the access to the town-owned land in the rear of the Property.
13. Prior to the granting of an Occupancy Permit, a site review will be conducted by Town officials, and a bond required by the Applicant to secure any conditions not completed.
14. Submission of an "as built" plan. Any change in the physical condition of the site, including changes in the location or design of structures or systems, following approval of the site plan, will require approval by the Board of Selectmen.
15. No Building Permit shall be issued until the Decision has been recorded in the Middlesex South Registry of Deeds, the plans are approved and signed, and certain items noted above [1, 2, 10, and 11], as specified by the Board, are complied with.
16. No Occupancy Permit shall be issued until certain items noted above [3, 6, 12, 13, 14 and 15], as specified by the Board, are complied with.

Appeals of the grant of this permit, if any, shall be made pursuant to M.G.L. Chapter 40A, Section 8.

DRAFT

Date: November 5, 2013

SUDBURY BOARD OF SELECTMEN

John C. Drobinski, Chairman

Robert C. Haarde

Lawrence W. O'Brien

Leonard A. Simon

Charles C. Woodard

COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, ss

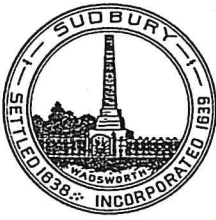
November 5, 2013

On this 5th day of November, 2013, before me, the undersigned notary public, personally appeared the above-named _____, proved to me through satisfactory evidence of identification, which was one of the following (check applicable box): a driver's license; personal knowledge, to be the person whose name is signed on the preceding document; or other _____, and acknowledged to me that he/she signed it voluntarily for its stated purpose.

Notary Public

My commission expires _____

cc: Town Clerk
Board of Health
DPW Director
Building Inspector
Planning and Community Development Department
Conservation Commission
Town Counsel
Fire Chief
Applicant



Town of Sudbury

Planning & Community Development

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3387
Fax: 978-443-0756

Jody Kablack, Director
pcd@sudbury.ma.us

<http://www.sudbury.ma.us/services/planning>

TO: Building Inspector
DPW Director
Board of Health
Conservation Commission
Fire Chief
Commission on Disability
✓ Board of Selectmen
Sudbury Water District
Historic District Commission

FROM: Jody Kablack

DATE: October 24, 2013

RE: *Notice of Site Plan Submission –Ti-Sales Storage
36 Hudson Road*

Attached please find a copy of the above-referenced plan. Please review the plan and submit your findings or recommendations to my attention by **October 31, 2013**. **The Public Hearing is scheduled with the Selectmen for November 5, 2013**

Prompt reply will allow incorporation of necessary changes into the plan. Failure to receive recommendations from any Board or Commission may be deemed as approval of the proposed plan by that Board or Commission.

Name of Site Plan reviewed _____

Name of Reviewer _____ No. of hours spent on plan _____



Town of Sudbury

Office of Selectmen

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776-1843
978-639-3380
Fax: 978-443-0756

TOWN OF SUDBURY NOTICE OF PUBLIC HEARING

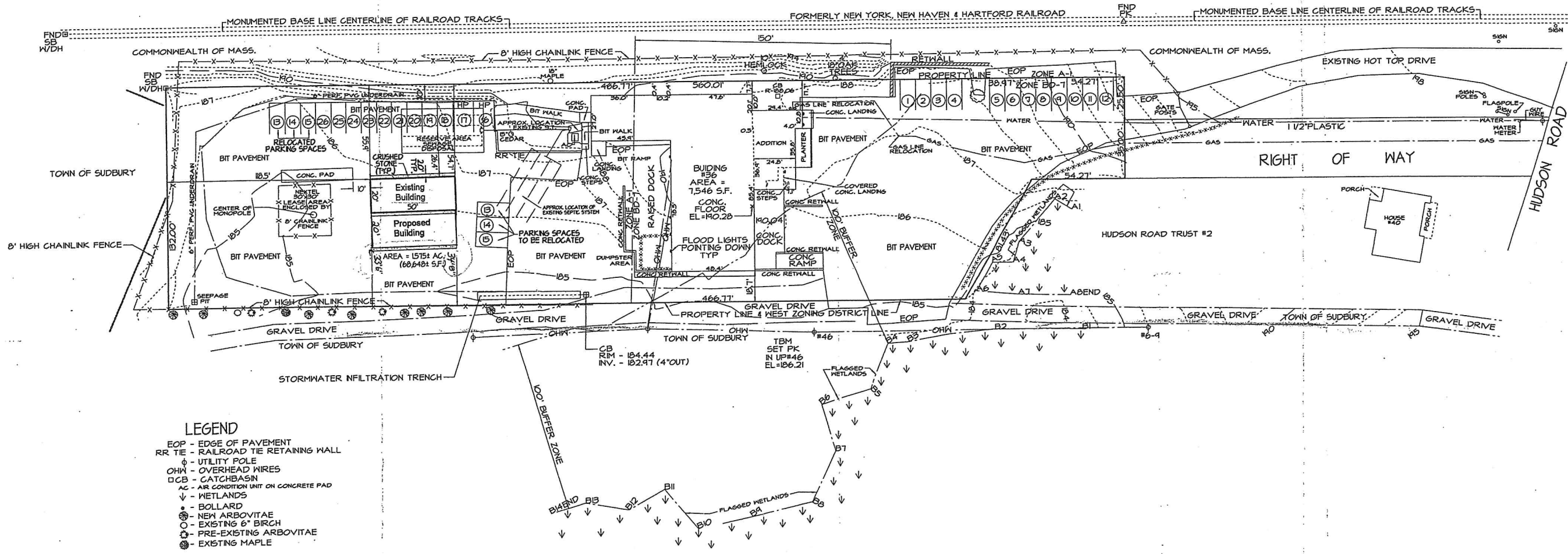
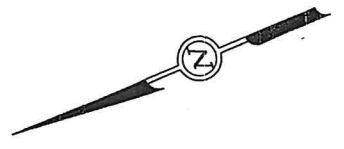
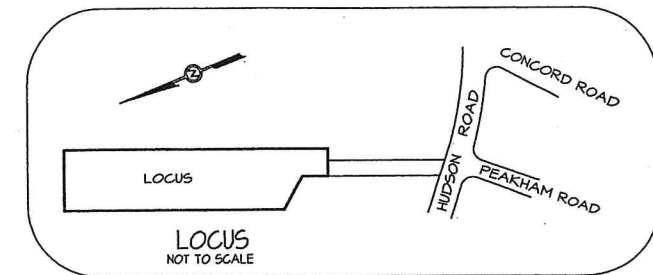
The Board of Selectmen will hold a public hearing on Tuesday, November 5, 2013, at 8:00 p.m. at the Town Hall, 322 Concord Road, Sudbury, MA, on the application of Ti-Sales for Site Plan approval, in accordance with Town of Sudbury Zoning Bylaw Section 6300; for property, located at 36 Hudson Road, Parcel G09- 0002, owned by Lawrence W. Tighe, Trustee, The Hudson Road Trust; zoned Business District 7 and Residential A-1. The proposal is for construction of a 1,000 square foot building to the rear of the property for storage of waterworks supplies.

Board of Selectmen

Publication: *Sudbury Town Crier*. October 24 and 31, 2013

Post: Town Hall and Flynn Building

cc: Abutters
Applicant
Sudbury Town Clerk
Sudbury Planning Board
Town Boards and Officials: **KINDLY SUBMIT YOUR REPORTS TO THE
SELECTMEN WITH COPY TO THE APPLICANT AND TOWN BOARDS BY
November 1, 2013.**



- LEGEND**
- EOP - EDGE OF PAVEMENT
 - RR TIE - RAILROAD TIE RETAINING WALL
 - U - UTILITY POLE
 - OHW - OVERHEAD WIRES
 - CB - CATCHBASIN
 - AC - AIR CONDITION UNIT ON CONCRETE PAD
 - W - WETLANDS
 - B - BOLLARD
 - - NEW ARBOVITAE
 - - EXISTING 6" BIRCH
 - ⊙ - PRE-EXISTING ARBOVITAE
 - ⊙ - EXISTING MAPLE

ZONING REQUIREMENTS FOR RESIDENTIAL A-1
 MIN. AREA: 40,000 S.F.
 MIN. LOT FRONTAGE: 100'
 MIN. DIMENSIONAL SETBACKS
 FRONT YARD: 40'
 SIDE YARD: 20'
 REAR YARD: 30'
 MAX. HEIGHT 25 STORIES (35')
 MAX. BUILDING COVERAGE: 40%
 EXIST. BUILDING COVERAGE: 10.91%
 2008 → PROP. BUILDING COVERAGE: 12.41%

DEED REFERENCE:
 BOOK 30663 PAGE 361

PLAN REFERENCE:
 MACCARTHY ENGINEERING SERVICE INC.
 NATICK, MA. SET. 3, 1964

BOARD OF APPEALS VARIANCE
 GRANTED ON JANUARY, 3, 1991
 ASSIGNED FILE #191-4
 USE VARIANCE WAS FOR ENTIRE LOT

ZONING CLASSIFICATION
 PROPOSED BUILDING IN ZONE A-1
 ASSESSORS MAP 64 LOT 002

THE PROPOSED BUILDING IS NOT LOCATED IN ZONE "A"
 (AREA OF SPECIAL FLOOD HAZARDS) AS SCALED
 FROM F.I.R.M. COMMUNITY PANEL NO. 250217
 EFFECTIVE DATE: NOV. 20, 1998

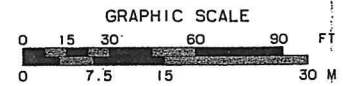
Susan Sullivan 3/10/08
 PROFESSIONAL LAND SURVEYOR DATE

PROPOSED PLOT PLAN
36 HUDSON ROAD
SUDBURY, MA

RECORD OWNER:
 LAWRENCE M. TIGHE TRUSTEE OF
 HUDSON ROAD TRUST NO. 1

SCALE 1" = 30' MARCH 10, 2008

InLand Survey, Inc. DBA
 ZANCA LAND SURVEYING
 16 GLEASONDALE ROAD, SUITE 1-2
 STOR, MASSACHUSETTS 01115
 (978)461-2355 FAX(978)461-2351



AGENDA REQUEST #7

BOARD OF SELECTMEN

Requestor's Section

Item Name: *Continued discussion of right of First refusal – 233 Concord Road – CH61A property*

Date of request: *October 31, 2013*

Requestor: *Maureen Valente, Town Manager*

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

To allow the board to further discuss the bookmarked CPC project submission voted by the Board on 10/29/13 and any other aspects related to the Board being ready to make a decision on the issue of the right of first refusal before the deadline in December.

Financial impact expected: *Unclear at this time*

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

Board has received documentation previously on this agenda item.

Recommendations/Suggested Motion/Vote:

None at this time

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

Town Manager Maureen Valente

Selectmen's Office Section

Date of Selectmen's Meeting: **Nov. 5, 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 (X)	No ()
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AGENDA REQUEST – Item #8
BOARD OF SELECTMEN

Requestor's Section

Item Name: *Request for Board to approve FY14 Goals and Objectives*

Date of request: *October 31, 2013*

Requestor: *Maureen Valente, Town Manager*

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

After discussion and any amendments, vote to approve a final statement of the Board's goals for FY14, so that they may be posted publicly and can be used as basis for Town Meeting planning

Financial impact expected: *The goals each have different financial implication*

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

Attached statement of goals, pursuant to two meetings of the Board of Selectmen on this issue

Recommendations/Suggested Motion/Vote:

Approve the statement of FY14 Board of Selectmen goals

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

Town Manager Maureen Valente

Selectmen's Office Section

Date of Selectmen's Meeting:

Item #

Board's action taken:

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

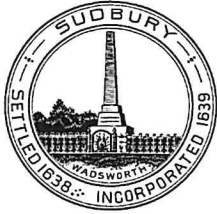
Future Agenda date (if applicable):

Distribution:

Town Counsel approval needed?

Yes (X)

No ()



Town of Sudbury

CONSERVATION

Wetlands • Conservation Land Management • Land Protection • Stormwater

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

To: Board of Selectmen
Maureen Valente, Town Manager
From: Debbie Dineen, Conservation Agent
Date: October 31, 2013
Re: Selectmen's Goal Setting and the Bruce Freeman Rail Trail

Staff is pleased to see that the Board of Selectmen has made the decision to move forward to obtain further information through a Request for Proposals for the 25% design of the Bruce Freeman Rail Trail in Sudbury. We believe that the work under this RFP will produce much of the information needed to further understand the issues related to the MassDOT design vs. a Greenway, or other design, that makes the Town better prepared to determine the design for "best trail for Sudbury".

We strongly support the submission of an article to Town Meeting for funding in the amount of \$175,000 from the Community Preservation Act funds to be combined with the funds from the Friends of the BFRT and other available funds to include the issues associated with a Greenways design as well as the MassDOT design.

The steps that the Selectmen are taking are similar to the recommendations Staff made at their July 31, 2013 presentation. The advantages and challenges of the designs will become clear. This will help us move forward towards a final design decision based on realistic, site-specific data.

In addition, the Conservation Commission would like to invite the Board of Selectmen to walk some of all of the trail with the Commission, and perhaps other Boards, in the near future. Seeing where the challenges might be and where there might be more design flexibility could be advantageous to everyone.

Please feel free to call on Staff at any time should you have any questions.



Town of Sudbury

Town Manager's Office

Townmanager@sudbury.ma.us

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

Maureen G. Valente, Town Manager

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

Date: November 1, 2013
To: Board of Selectmen
From: Maureen G. Valente, Town Manager
Subject: Final Goals Statement, FY14

Attached is the updated statement of your goals pursuant to your votes and decisions on Tuesday October 29, 2013.

The charges are as follows:

1. Decision on the design of the Bruce Freeman Rail Trail. This is now Goal # 8, replacing the previous Goal # 8, which indicated you still needed to make this decision. The action step you voted is now shown as the deliverable. This is highlighted in a peach color. I show that the completion date was on November 1, when the completed project request form was submitted to the CPC on your behalf.
2. Decision on rental housing on Melone property. This is now Goal # 15, using the exact words you voted at your meeting. This is highlighted in a peach color. I show that the completion date was on November 1, when the completed project request form was submitted to the CPC on your behalf.
3. Two more "potential goals" have been added as goal 16 and 17, pursuant to John's suggestion that you discuss this on November 5th. If I have the wording for these wrong, or you do not want them added to this list, please advise me on Tuesday night. This is highlighted in light blue.
4. The last three goals on the list need to have one or more Selectmen's name associated with it as someone willing to work with staff to achieve that goal.

Once you make your vote accepting this list, I can post it to the website and let employees/committee members/public know it is available

Goals of the Sudbury Board of Selectmen, FY14

Voted Goals for FY14	What	Deliverables	Selectmen Liaisons	Lead Staff	Target Completion Date	Status
1	Conduct an RFP process for Town Counsel services	RFP issued, Town Counsel appointment made	Drobinski, Simon	Valente, Bilodeau	3/17/2014	on target for completion by target date
2	Plan and host the first "State of the Town" Forum, pursuant to the newly adopted bylaw	Forum held in FY14	Drobinski, Woodard	Office staff (Golden and Frank)	1/31/2014	Drobinski and Woodard are in planning stages
3a	Prepare article for funding Police Station Construction	Article written, all construction documents ready, project is bid out?	O'Brien	Kelly, Nix, Valente, PBC	1/31/2014	Chief Nix made report to BOS; awaiting next step direction from BOS
3b	Determine future best use for the existing Police Station on Route 20	Report to Board of Selectmen with options; vote of Board on preferred option	O'Brien	Nix; Kablack, Kelly	tbd	Committee has been created
4	Pursuant to Strategic Financial Planning Report, Create a committee, charge them with developing a capital financing funding program with action steps	Report received with recommendations on how to finance the overall capital needs as described in Strategic Financing Planning Report	Woodard, O'Brien	Valente, Bilodeau, Terkelsen	10/22/2013	Committee has been created
5a	Pursuant to Strategic Financial Planning Report, Create a Committee, charge them with developing a long term plan for dealing with OPEB liabilities	Report received with recommendations on OPEB action steps as needed to address OPEB challenge described in Strategic Financing Planning Report	Woodard, O'Brien	Valente, Bilodeau	10/22/2013	Committee has been created
5b	Health Claims Trust Fund closed out, agreement reached with IAC, plans developed for future of remaining funds	Article for Town Meeting to appropriate balance remaining in HCTF is developed; agreement reached with employees on distribution of employee portion of funds	Woodard, O'Brien	Valente, Bilodeau, Terkelsen	1/31/2014	Meetings on going with IAC, new OPEB committee to address issue of future of trust funds
6	Determine if Town will pursue ownership of CSX owned portion of rail trail line or let the option lapse	Board takes votes and provides direction to staff on finding alternative funding source for purchase.	Simon	Kablack, Dineen, Place	tbd	
7	Update Selectmen's rules and regulations for issuance of alcohol licenses	Draft rules and regulations voted on by Board of Selectmen	O'Brien	Office Staff (Golden and Frank) Police Chief Nix	10/22/2013	DONE
8	Vote to approve that the Bruce Freeman Rail Trail in Sudbury, from the Concord/Sudbury town line to the crossing of the Mass Central right-of-way near Union Avenue be designed to Massachusetts Department of Transportation Standards.	Vote to approve that the Board of Selectmen submit a request to the Community Preservation Committee for \$175,000 of Community Preservation Act funds for the 25% design study, conforming to Massachusetts Department of Transportation standards, for the Bruce Freeman Rail Trail, from the Concord/Sudbury town line to the crossing of the Mass Central right-of-way near Union Avenue.	Simon, Haarde	Kablack, Dineen, Place	11/1/2013	Board has voted to submit a CPA funded project for designing RT to DOT standards, staff is preparing submission for CPC
9	Protect Sudbury's interests in the Minuteman Regional Vocational High School Capital Project	Board advises Town Meeting votes on new proposals for regional agreement, capital allocation method	Haarde, Simon	Valente	tbd	

Goals of the Sudbury Board of Selectmen, FY14

Voted Goals for FY14	What	Deliverables	Selectmen Liaisons	Lead Staff	Target Completion Date	Status
10	Establish a proposal to Marlborough Mayor and City Council to allow Sudbury use of Easterly Treatment plant for Sudbury business district wastewater needs	If feasible and agreeable to both communities, IMA is developed	Drobinski	Valente, Kablack	1/31/2013	First meeting held, Marlborough assessing concept
11	Answer question of replacing roof on the Fairbank Community Center classroom section	After feasibility study is completed, determine if original roof project can go forward and prepare article for 2014 Annual Town Meeting	O'Brien, Woodard, Haarde	Kelly, PBC	1/31/2014	
12	Increase recreational land/opportunities/use at Davis Field	Plan is developed for expanded use of Davis Field including parking issues, Conservation Commission votes approval and DPW begins work on entrance to Parkinson land	Haarde	Dineen, Place, McShea, Valente	12/31/2013	Joint meeting with ConCom and Recreation Commission being set up, site walks being set up
13	Develop an expanded IMA for L-S playing fields that includes Lincoln	An agreement among L-S, Sudbury Selectmen, Sudbury Recreation Commission, Lincoln Selectmen, Lincoln Recreation Commission	O'Brien, Woodard, Haarde	Valente, McShea	tbd	
14	Start engineering work for either the Marlboro alternative or the Sudbury decentralized system	Article is submitted by Board of Selectmen for 2014 Town Meeting	Haarde, Simon	Kablack	tbd	
15	Submit a CPC Project Form for FY15 funding for \$250,000 to investigate maximization of development of rental housing on the Melone property to make meaningful progress towards the Town's 10% obligation for affordable housing.	CPC project form is written and submitted to CPC, and if approve, article is submitted by Board of Selectmen for 2014 Town Meeting		Kablack, Valente	11/1/2013	
16	Investigate the possibility of a "phased" approach to development of the Bruce Freeman Rail Trail, where phase one could be a Greenway Trail, followed later by a phase two hard surface trail, when federal/state funds are available for those costs.	Write RFP for consultant in such a way that Board of Selectmen and residents can understand the possibility for design, use and construction considerations of this approach		Kablack, Dineen, Place		
17	Investigate the possibility of a "phased" approach to development of the Mass Central Rail line leased by the state DCR where phase one could be a Greenway Trail, followed later by a phase two hard surface trail, when federal/state funds are available for those costs.	Set up meeting with DCR on this project, find out status of plans in other towns, ask legislators to seek funding for design and constructions in Sudbury		Kablack, Dineen, Place		

MEMO

From: Len Simon
To: Board of Selectmen, Maureen Valente
Re: Question of adding 'greenway' to list of goals
Date: November 1, 2013

I believe it would not be appropriate to add the subject of a 'greenway' to the Selectmen's list of goals for the following reasons:

The right of way on the BFRT rail corridor is controlled by the Mass Department of Transportation.

The rails on that corridor have value and MassDOT has always required that the selling of the rail assets go out as part of a public bid that would at minimum also include removal of the ties, and indemnification for any risk of hazardous waste. In order to remove the rails and ties would require a request to the MassDOT. That may take quite a while, possibly several years. The rails have been there for 25 years and the state shows no sign of removing them. From the state's perspective, the value of the rails defrays the cost of constructing a MassDOT standard trail, so it leaves them in place as an asset for that purpose.

When the MassDOT builds a trail it is to their standards, i.e., the full build model, at least 10 feet wide, surface compact enough to be wheelchair useable (e.g., hardtop, compacted stone dust), etc., and these projects are technically considered transportation projects first with added recreational value. A greenway project would fall far short of the MassDOT Design Manual guidelines and thus not be eligible for federal and state transportation funding (as all must be approved by MassDOT). Basically MassDOT wants to promote transportation and commuting alternatives and a greenway does not do that.

STILL NEED TO ASK THE DEPARTMENT OF TRANSPORTATION TO DO ANY WORK ON THE RIGHT OF WAY

In order to do any work in the right-of-way there would have to be a request to the state to take up the rails and ties. There is no way of knowing when that might be done. (Not a case of 'please take them out' and the state says, OK, we'll do it immediately.)

In essence, the town would have to go through many of the same procedures for a greenway as for a MassDOT standard rail trail by applying to the state to get access to the right of way, having an RFP to do the work and to indemnify the Commonwealth. There is no guarantee, or even probability, this could be done quickly. Even if that were done, it would still be the town's full financial responsibility to construct a greenway. Moreover, the brook crossings would still need to be built, and the road crossings would still need to be constructed. Both of those are big-ticket items the town would need to pay for. The construction of these items would be paid for by the state with a MassDOT standard trail.

AS TO A GREENWAY

No particulars describing a greenway have been provided to the Board, other than the vague description by the concept committee in August 2013, such as width, shoulders, etc.

- No description of what the surface would be
- No estimate of the cost of construction
- No estimate of the time for construction
- No estimate of the cost of maintenance
- No information regarding user safety
- No information regarding access for emergency vehicles
- No information regarding provisions for safety at road crossings
- No information about spanning a brook or stream

Just taking up the rails and ties and leaving a dirt surface would not permit bicycling use, (most) senior citizen use, or handicap access.

A 5 to 8 foot wide greenway does not allow for passage in opposite directions or in the same direction.

An emergency vehicle would not be able to access the greenway, if it were not at least 10 feet wide.

The same environmental concerns and environmental compliance standards would need to be met by any trail constructed.

The Iron Horse model (give us the rails and we'll build a trail) does not work on the north-south line because they will only take on a project if they can get the rails, and in this case, the state wants the rails. Iron Horse does not do trails where expensive installations such as bridges and road crossings are needed, and where they have done so the towns are often left with large bills to finish the job. Iron Horse has left towns such as Danvers with a large bill for putting down reasonable quality stone dust so as to provide a usable surface.

In summary, a greenway cannot be done either quickly or inexpensively if it is to be safe for use by walkers, joggers, bicyclists, seniors, and if it is to permit access by an emergency vehicle.

TIME UNTIL TRAIL USABLE

The Department of Transportation has indicated a preference, combine the northernmost half mile to Rt. 117 to the standard rail trail construction in Concord. If the Town votes for using CPA funds to do the 25% design, the northernmost half mile could start construction as early as 2016, when the construction in Concord is programmed to begin. It is true that such construction funds would have to be approved by the Boston MPO or provided by the State, but as the 0.5 mile extension is so logical to MassDOT, and marginal costs are low, and the Bruce Freeman Rail Trail is high priority rail trail corridor it is likely such funding would be forthcoming.¹

The reasonable time frame for the start of construction in Sudbury is not 10 or 20 years out, as has been suggested, is merely conjecture, and conjecture that

¹ <http://www.massdot.state.ma.us/planning/bsg.pdf>. All parties promoting transportation want the BFRT to connect with the MassCentral Rail Trail. The reason that the Acton, Carlisle, Concord & Westford portion of the BFRT is included in the BSG 100 and the Sudbury portion is not, is because Acton, Carlisle, Concord & Westford have all pro-actively supported the BFRT publically, while Sudbury has studied the trail, but has not yet informed the State that it supports the BFRT.

ignores the changes in philosophy and action of the MassDOT that now promotes alternative transportation projects². This woefully faulty thinking should not drive the decision regarding the final trail design. Until recently, opponents of the rail trail argued that construction was so far off that the town should not pursue a rail trail at all. Abruptly reversing course, and rushing to build something that could actually delay a standard trail, is poor policy.

Once a town shows support for a MassDOT standard rail trail, as this Board has just done on behalf of Sudbury, and proceeds with the 25% design study, construction can begin sooner than normally anticipated because the BFRT is part of a state 100-mile rail trail priority project (see footnote 1). By moving toward a greenway, the Town would be sending the wrong message to the state, which could delay construction of a standard rail trail.

The right-of-way on the east-west rail corridor is controlled by Mass Dept. of Conservation and Recreation. Their long-term goal is to construct a standard rail trail from Waltham to Berlin. Recent years have found DCR chronically short of funds so they are considering interim approaches.

OTHER CONSIDERATIONS

The DPW will be tied up with the reconfiguration of town center for at least the next year, leaving little time or manpower for a greenway.

With a proper engineering plan for a standard trail, the state will decide when to remove the rails.

Building a greenway would mean doing two designs, one for greenway, and one for MassDOT standard trail.

Building a greenway would mean doing two builds, one for greenway, and one for MassDOT standard trail.

² See <https://www.massdot.state.ma.us/GreenDOT.aspx>

Just when greenway would be done, there would be a need to restart the design and construction process all over again.

SUMMARY

On October 29, 2013, the Board approved the goal of bringing a MassDOT standard rail trail to Sudbury. The Board also approved the active step of asking the Community Preservation Committee to approve the use CPA funds for the initial design to MassDOT standards. Asking the CPC for CPA funds for a greenway would be to compete with ourselves, send a confusing mixed message to the Town, and runs the risk of being denied funding entirely.

Finally, building a greenway, (with its many limitations) at whatever cost, with the intent of converting it to a standard rail trail as soon as possible, would be a waste of taxpayer dollars.

CONCLUSIONS:

- Build the Bruce Freeman Rail Trail to the residents expressed wishes. Building a greenway, totally at our own expense is wasteful to Sudbury taxpayers and would be to turn our backs on the voters.
- Build it once, build it right.

AGENDA REQUEST – Item #9

BOARD OF SELECTMEN

Requestor's Section

Date of request: *November 1, 2013*

Requestor: *Patty Golden*

Action requested: *Vote to approve the regular meeting minutes of October 22, 2013.*

Financial impact expected: *None*

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

CONSENT CALENDAR

Recommendations/Suggested Motion/Vote:

Vote to approve the regular meeting minutes of October 22, 2013.

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

Selectmen's Office Section

Date of Selectmen's Meeting: *November 5, 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)

IN BOARD OF SUDBURY SELECTMEN
TUESDAY, OCTOBER 22, 2013

Present: Chairman John C. Drobinski, Vice-Chairman Charles C. Woodard, Selectman Lawrence W. O'Brien, Selectman Robert C. Haarde, Selectman Leonard A. Simon and Town Manager Maureen G. Valente

The statutory requirements as to notice having been complied with, the meeting was convened at 7:36 p.m. in the Lower Town Hall, 322 Concord Road.

Opening Remarks

At 7:36 p.m., Chairman Drobinski opened the meeting. He announced the Police Department will sponsor a Drug Disposal event on Saturday, October 26, 2013 from 10:00 a.m. to 2:00 p.m.. He recognized the Park and Recreation Department for attaining National accreditation status. Chairman Drobinski also announced the next Selectmen's Office Hours will be November 7, 2013 from 9:00 am to 10:00 a.m. at the Sudbury Senior Center. He welcomed Boy Scout leader John Hardwick to the meeting, who introduced three scouts from Troop 60, who are working to attain their Citizenship and Community Service Badges.

Reports from the Town Manager

Town Manager Valente announced the Goodnow Library Foundation held a successful fundraising event last week to raise money for renovations to the children's room. The group also thanked Facilities Manager Jim Kelly for his assistance. Ms. Valente also reported a groundbreaking ceremony was held for the new operations center of the Metrowest Transit Authority, which provides many services to the Town, including covering the costs for the Council on Aging (COA) van and driver. She thanked COA Director Deb Galloway and Assistant Town Manager Maryanne Bilodeau for their work with the regional authority. Ms. Valente stated the Sudbury Historical Society held a successful tag sale on the lawn of Town Hall. She encouraged the community to support the Recreation Department-sponsored Fun Run family-oriented 5K event, noting information is available on the Town website. Ms. Valente also encouraged the community to support the upcoming HOPESudbury telethon, emphasizing there is a need in Town for what the organization provides.

Town Manager Valente commended the Park and Recreation Commission and its Director Nancy McShea for becoming the first accredited department in the State. She and Chairman Drobinski and Planning Director Jody Kablack met with the Mayor of Marlborough to begin discussions regarding possible joint wastewater treatment ventures. Ms. Valente also stated she and staff met with NStar regarding storm preparation strategies. Ms. Valente believes NStar is working to improve responsiveness based on prior feedback.

Reports from the Board of Selectmen

Vice-Chairman Woodard stated he and Chairman Drobinski met with Sudbury resident Dan DePompei to discuss organizational parameters for the Town's first Town Forum, which will be reported later tonight. He also attended the Finance Committee last night to hear information from Sudbury Public Schools regarding projected declining enrollments. Vice-Chairman Woodard and Selectman O'Brien also attended a joint meeting with the Lincoln Board of Selectmen and the Lincoln-Sudbury Regional High School (L-SRHS) Committee regarding the school's technology needs. He reported the L-SRHS technology needs are urgent, given that current systems are nearly ten years old and antiquated by today's standards. Recommendations were made to hire a consultant to verify the estimated financial need and to begin communications with the Capital Improvement Planning Committee (CIPC) for potential funds.

Selectman Haarde stated the Fairbank Committee met recently with an architect to discuss the Town's needs for a Community Center. He also reported the work of the Route 20 Sewer Steering Committee and the Citizens' Advisory Committee (CAC) is progressing well, discussing numerous project impacts and possibilities.

Selectman O'Brien met last week with Council on Aging representatives regarding budget presentations. He also met with Director of Planning and Community Development Jody Kablack and others regarding potential cell tower sites in Town.

Selectman Simon stated he attended the Goodnow Library fundraising event, as did Chairman Drobinski. He also attended a Board of Health meeting where revisions to the sale of cigarettes in Town were discussed, which would include no sales to be made in pharmacies. Selectman Simon reported the Town Counsel Search Committee has met four times and a Request for Proposal (RFP) has been prepared, which will be reviewed by the Board later tonight. He also mentioned the Park and Recreation Commission is working on an exciting proposal, which re-evaluates the Davis and Parkinson Fields for expanded use, which will also be discussed by the Board tonight.

Joint Meeting with the Sudbury Finance Committee – Budget Discussion

Present: Finance Committee Chairman Doug Kohen and Finance Committee members Bob Stein, Susan Berry, Mark Minassian, Andrew Sullivan, Joan Carlton and Finance Director Andrea Terkelsen

At 7:56 p.m., Chairman Drobinski welcomed the Finance Committee to this joint meeting with the Board of Selectmen to discuss goals for the coming year.

Finance Committee Chairman Doug Kohen stated he has had early discussions with Chairman Drobinski and Vice-Chairman Woodard, and he thought it would be helpful for the two Boards to meet early in the year to better coordinate strategic financial goals for the Town. Mr. Kohen stated the Finance Committee has identified three primary goals: 1) working on longer-term planning for capital projects, other-post employment benefits (OPEB) and the operational budget, 2) evaluation of cost center allocations to determine if the relative needs of the cost centers are changing, and whether past budget allocations of approximately 50% for SPS, 25% for the Town and 25% for L-SRHS should be altered, and 3) working on transparency and communication. He believes these goals are similar to the priorities discussed by the Selectmen.

Chairman Drobinski stated the Board will soon be finalizing its goals for the year, but he believes the Board supports these goals. He supports the Committee's idea to re-organize the budget working group as a way to align priorities for one Town budget.

Vice-Chairman Woodard believes the budget working group would be very helpful in the process, and he believes the cost allocations should be examined. He noted the rate of all cost centers is not growing at 2.5%.

Selectmen O'Brien stated he looks forward to continuing these discussions this year.

Selectman Simon stated he believes joint discussions are very helpful to the budget process. Town Manager Valente concurred, stating it is important to share information.

Mr. Kohen stated the Committee is finalizing its letter to the cost centers on guidelines for development of the FY15 budget, and hopes to issue it next week.

Town Manager Valente stated February 25, 2014 has been identified as a date for the next joint meeting of the Board and the Finance Committee.

Citizen's Comments

At 8:08.m., Chairman Drobinski noted no citizen has requested time tonight to comment to the Board.

OARS – Update and Contribution

Present: OARS Executive Director Alison Field-Juma and OARS Staff Scientist Sue Flint

At 8:46 p.m., Chairman Drobinski welcomed OARS Executive Director Alison Field-Juma to the meeting to update the community on the organization's work.

Ms. Field-Juma stated the mission of the group is to protect and enhance the natural and recreational features of the Assabet, Sudbury and Concord rivers, tributaries and watersheds and to increase public awareness. She distributed copies of assorted related handouts to the Board.

Ms. Field-Juma and Ms. Flint presented a PowerPoint presentation highlighting the work of the group. With the use of maps, they noted several projects, including water chestnut removal and mapping, the Annual River Cleanup, biomass monitoring, river passage clearing, native brook trout and climate change studies, sustainable water management and conducting Water Wise Workshops and Junior River Ranger programs for children.

Ms. Field-Juma stated education and science-based advocacy initiatives are also a priority for the group. She stated the organization has developed a good collaboration with Sudbury, and she encouraged the community to access more information on the www.oars3rivers.org website, and to become involved in their initiatives.

Chairman Drobinski thanked the group for its work, particularly for the education programs it provides for the Town's youth.

Selectman O'Brien asked how the group's work varies from that done by SUASCO, which Ms. Field-Juma explained.

Selectman Simon asked for clarification of low impact development stormwater management techniques, which Ms. Field-Juma explained.

Right of First Refusal – 233 Concord Road - Discussion

Present: Director of Planning and Community Development Jody Kablack

At 9.10 p.m., Chairman Drobinski opened a discussion regarding the Town's opportunity to exercise its Right of First Refusal (ROFR) option regarding 233 Concord Road. The Board was previously in receipt of copies of an "Exhibit A Notice of Internet to Sell Land Classified Under M.G.L. Chapter 61A" from Stephen and Sharon Booma for 233 Concord Road, the Purchase and Sale Agreement for \$325,000 and accompanying addendums and map, a letter to the Selectmen from the Sudbury Conservation Commission dated September 17, 2013, recommending the Town exercises its ROFR, an email from Director of Planning and Community Development dated August 28, 2013, an email from Sudbury Historic Districts Commission Chair Linda Hawes dated September 6, 2013 and a memorandum from Ms. Hawes dated October 5, 2013 with accompanying minutes of the Commission's September 26, 2013 meeting, comments from Sudbury resident Susan Doherty dated September 9, 2013, letters from Sudbury residents Suzanne E. Kellogg dated

September 23, 2013 and Cynthia Rodrigues dated October 8, 2013, and emails from Sudbury residents Jill and Stefan Gross dated September 8, 2013, Frances and Edward Shashoua dated September 9, 2013, Sherry Weiland dated September 11, 2013, James Casey dated October 4, 2013, Andrea Jewett dated October 11, 2013, Beth Whitlock dated October 3, 2013 and a letter from Holly and Gonzalo Leon dated October 7, 2013, all recommending the Town exercises its ROFR, an email from Sudbury Valley Trustees Director of Land Preservation Christa Collins dated October 4, 2013, stating the SVT would likely not be able to fundraise for the small lot at this time, an email from Park and Recreation Director Nancy McShea dated September 12, 2013, stating the Commission voted unanimously to not recommend any recreational use for the property, an email from the Board of Assessors dated September 26, 2013, taking no position on exercising the ROFR, but stating it considers the \$325,000 offer to be consistent with neighborhood land values, assuming the lot is buildable, a letter from the Planning Board dated October 17, 2013 recommending the Town considers purchasing the parcel for open space and maintaining the property as a meadow, presentation comments made by Susan Doherty to the Planning Board on October 9, 2013 and accompanying related excerpts from the Town's Master Plan, the Historic Districts Commission Guidelines, and the Conservation Restriction to Sudbury Valley Trustees, Inc. Emmons Property, Sudbury.

Ms. Kablack summarized the correspondence received to the file. She stated the offer is for an approximate 2.2 acre parcel which was originally part of 16 acres. Ms. Kablack referenced the plan, noting the property is within the Historic District, and it is contiguous to other open space, including a Conservation Restriction held on approximately 35% of the back of the property. She explained that there are wetlands on the property, and that it is likely an acre for one eligible building lot remains. Ms. Kablack stated abutters have been very interested in preserving the property, and many are in attendance tonight. She also provided some history regarding criteria and ranking systems developed by the Land Use Priorities Committee in 2002 for purchasing property, and how Chapter 61A parcels are referenced in the 2009 Open Space Plan.

Chairman Drobinski explained that, if the Board of Selectmen recommended purchase of the property, it would need to submit a project proposal to the Community Preservation Committee (CPC) which would need to recommend the project to Town Meeting for Community Preservation Act (CPA) funding.

Sudbury resident Jennifer Baker, 257 Concord Road, addressed the Board and read comments prepared by Sudbury resident Amy Mastrobattista, 253 Concord Road, which express the sentiments of the neighbors and abutters in attendance tonight. Ms. Baker stated the parcel is the only meadow which remains in the Town Center, and it has remained undeveloped for 375 years. She summarized comments from several Town entities which support the Town exercising its ROFR to preserve the property, which is also the preference of the neighbors. Ms. Baker stated Gordon and Fiona Hamersley hired an arborist to opine on the long-term maintenance the property would require, and Keith Funston has contacted the Sudbury Valley Trustees (SVT) regarding assistance with private funding. She noted that, if the Town purchases the property, and if it is unable to maintain it, the neighbors have agreed to be responsible and pay for maintenance. Ms. Baker emphasized purchasing the property is consistent with goals stated in the Town's Master Plan and with the rationale used to purchase 15 Hudson Road, it would be eligible for CPA funds, neighbors are willing to fundraise, and it is the right thing for the Town to do. She emphasized open space is important for residents, and it is why she chose to move here a year ago. The abutters believe allowing the land to be developed will erode the neighborhood's character, and they urge the Board to preserve the property.

Sudbury resident Gordon Hamersley, 260 Concord Road, has lived in Sudbury for 20 years, and he has seen much of the scenic vistas of the Town erode over time. He lives in an historic home, in an historic district, because he appreciates the traditions these properties symbolize. Mr. Hamersley believes Sudbury has lost a lot of the historic character it once had, which he now seeks out traveling through sections of Lincoln and Concord. He noted this property is in an important location, and traffic studies have suggested,

22 cars a minute pass this property at certain times of the day. Mr. Hamersley urged the Board to purchase the property and to preserve the parcel in its current and pristine condition.

Sudbury resident Keith Funston, 269 Concord Road, stated the neighbors have discussed future maintenance to ensure the land remains as a meadow. He stated the Hamersleys hired a certified arborist, John Platt, who created a management plan to help keep the site as a meadow. Mr. Funston stated that, if the Town purchases the property, and if it is unable to maintain it, the neighbors have agreed to be responsible and pay for the maintenance. He also has talked with SVT representatives, who have expressed interest in holding the private endowment which would be established to maintain the parcel in perpetuity.

Sudbury resident Carol Wolfe, 667 Concord Road, paraphrased the words of a Sudbury Planning Board member, who described the property as small, but a significant and visible property. Ms. Wolfe urged the Board consider these factors. She also emphasized development at this location would diminish the historic context of the abutting Parsonage.

Sudbury resident Bob Stein, 7 Thompson Drive, addressed the Board as a citizen, and not as a member of the Finance Committee. Mr. Stein views the property as a small parcel, and since it is within the Historic District, he believes the Sudbury Historic Districts Commission would ensure any new home would be built in conformity with the neighborhood. He believes there is not an excess of CPA funds available for projects this year. Mr. Stein does not believe the limited CPA funds should be used to purchase a small property, which would have no beneficial impact on the Town. He stated student enrollments are projected to be declining, and thus he believes the development of a single home would not be financially detrimental to the Town. In closing, Mr. Stein stated he is opposed to the Town exercising its ROFR.

Sudbury resident Cynthia Rodrigues, 252 Concord Road, supports the Town purchasing the property to preserve it. She is troubled by all the construction which has occurred around Town, and she often wonders what has happened to the quaint, historic Town she once knew. Ms. Rodrigues emphasized the proposed plan is not for a home which would be consistent with others in the neighborhood, but rather, it is a 6,000 square-foot, five-bedroom house. She believes construction of this type will diminish the scenic character of the road.

Chairman Drobinski stated the Board is not voting its position tonight. Town Manager Valente stated the Board has until December 19, 2013 to make its intentions known. However, if CPA funds are to be requested, the Board would need to submit a project proposal to the CPC by November 1, 2013. Chairman Drobinski asked the Board to consider whether it wants to submit a bookmark for a CPA project.

Selectman O'Brien asked if Ms. Kablack could provide the Board with CPA financial information prior to its next meeting. Ms. Kablack stated she would provide this information. She further stated the CPC had reviewed the financials at its last meeting. Currently, there is approximately \$2.7 million in CPA reserves in the bank, and another \$2 million is expected in revenue from local receipts. There is an anticipated debt service of \$1.2 million, and after subtracting the required 10% for housing and historic, there is approximately \$400,000 available this year for new projects, without using reserve funds. Town Manager Valente suggested it would also be important to review what other projects are under consideration, such as Park and Recreation projects and the renovation of Town Hall.

Selectman Simon stated these types of decisions are difficult because the Town would like to do everything, but resources are limited. Chairman Drobinski concurred that these decisions are difficult, noting that once a property is let go, it is gone forever.

Selectman O'Brien stated that, in the past, the Town has made open space purchases which benefit the community and/or connect to other open spaces. In his opinion, this property provides a nice view, but he sees it as a buildable lot.

Town Manager Valente stated she would like to see more details regarding the proposed long-term maintenance needed for the property because that could be problematic for the Town to handle. Ms. Kablack requested the Town be given a copy of the report prepared by John Platt for the Hamersleys.

At 9:52 p.m., Chairman Drobinski thanked everyone for their input, and he closed the discussion.

Police Department - Liquor Serving Rules and Regulations Discussion

Present: Sudbury Police Chief Scott Nix

At 9:52 p.m., Police Chief Nix updated the Board on the revisions he made to the draft liquor serving rules and regulations policy. The Board was previously in receipt of copies of a revised draft "Town of Sudbury Office of Selectmen Alcohol Rules and Regulations." In addition, copies of a draft "Alcohol Rules & Regulations Acknowledgement Receipt" were distributed to the Board tonight for review.

Police Chief Nix stated he hopes the draft can be voted by the Board tonight so as to include the new rules and regulations with renewal materials sent to all licensees in November. He stated he views the material as a document in process, which can be amended in the future.

Selectman Haarde stated he had revisions to the draft, which he had not yet discussed with Chief Nix. He referenced the last sentence of the "Overview" section on Page 1, stating he believes the language is too broad. Selectman Haarde believes there would need to be something of a very serious nature to compel the Board to deviate from the regulations.

Chairman Drobinski believes the definition of public safety should be broad to ensure it can encompass any circumstance which the Board deems appropriate.

Selectman Simon suggested, and the Board concurred, the sentence be revised to read "The Board ... general guidelines, when in the judgment of the Board of Selectmen, it is warranted in the interest of public safety."

Selectman Haarde suggested, and the Board concurred, the fourth paragraph on Page 2 be clarified to state "Violations of regulations will be reported to the LLA/Board of Selectmen ...these guidelines."

Selectman Haarde suggested a revision be made to Section A under the heading "Violations" on Page 2 to reflect that all infractions should be brought to the attention of the Board. He is concerned that a designated representative might not deem it necessary to inform the Board of something it should know. Vice-Chairman Haarde believes strongly that the Board, and not some other entity, should decide what the definition of consistent acts is. In response to a comment from Selectman Haarde, Chief Nix clarified that Section B under the same heading was intended to address notification of a Public Hearing. Selectman Haarde noted how and who will decide whether a Public Hearing is held has changed, because now it will require a vote.

Regarding Section A on Page 2, a discussion ensued as to which infractions should be brought to the attention of the Board. Selectman Haarde believes this is one of the Board's most important responsibilities, and it should know about all infractions. Selectman Simon stated he does not feel the need to know about a first-time offense requiring a warning because he trusts the Police Department to handle those situations appropriately. He suggested advising licensees of the new rules, emphasizing the Board's negative position

towards repeat patterns of infractions. If a pattern develops, he believes the Board should be informed. Vice-Chairman Woodard concurred, stating the Board should place its trust in the Police Chief and the Police Department to do their jobs appropriately. Chairman Drobinski noted the Board's overall responsibility is to care for many aspects of public safety, and the Board puts its confidence in the Police Chief and his Department. Selectman Haarde stated he has faith in Chief Nix, however the Board is creating these regulations and it needs to be responsible for them. Chief Nix suggested he would ask designees to email him regarding any infractions. He emphasized he wants to encourage, and not inhibit, an environment and relationship with licensees where they will feel comfortable asking the Department for assistance and reporting infractions. Selectman Haarde emphasized he does not want to "leave the door open" for others to deem/interpret what is a violation and/or what the Board should or should not know. Selectman O'Brien stated he does not think there is a need to micro-manage these details. Selectman Haarde expressed frustration with what he perceives as a reluctance to include his revisions in the document in a similar fashion as comments from others were incorporated. Selectman O'Brien stated other Board members simply have different points of view about the revisions offered.

Selectman Haarde asked if the Board is satisfied with the look-back period noted on Page 3, noting it will be important to monitor this over time. The consensus of the Board was it seems appropriate at this time. Selectman Haarde suggested, and the Board concurred, that Section F. under the heading "Disciplinary Remedies/General Approach" on Page 3 be revised to reflect the written explanation shall be provided to the LLA.

The Board next discussed the last section of the document, "Food Service." Town Manager Valente stated it is not the place of Town staff to determine what snack/food items are appropriate to be served. Selectman O'Brien suggested licensees be required to offer a certain number of items from their menu during the hours alcohol is served. Chief Nix stated he will ask licensees what they plan to offer for food items.

It was on motion

VOTED: To approve the Town of Sudbury Office of Selectmen Alcohol Rules and Regulations, as amended tonight, to be included in liquor license renewal packages to be given to licensees this year.

Selectman Haarde voted in opposition to the motion.

Chief Nix stated he would also recommend setting consistent ending hours of operation for establishments.

Selectman Haarde asked if this recommendation would increase the license hours of operation to 1:00 a.m. for licensees who have not requested this revision to their license. Chief Nix responded affirmatively. Selectman Haarde asked the Police Chief if the suggested changes make it easier or harder for someone to get intoxicated in Sudbury. Chief Nix stated he believes it will be harder. Selectman Haarde stated he hopes Chief Nix is correct. However, he believes the suggested changes make it easier for patrols by the Police Department, but he questions if it also makes serving and consumption of alcohol easier. From a public safety standpoint, Selectman Haarde does not believe this is the proper direction for the Town to take, and he went on record stating he does not like the potential consequences of some of the suggested changes.

Town Manager Valente suggested this topic be discussed as an agenda item at a future Board meeting.

Minutes

It was on motion unanimously

VOTED: To approve the regular session minutes of October 1, 2013.

Commission on Disability - Resignation

It was on motion unanimously

VOTED: To accept the resignation of Renee Bordner, 75 Witherall Drive, as a member of the Commission on Disability (a Town Manager appointment approved by the Board), as requested in her email of October 7, 2013, and to send a letter of thanks for her service to the community.

Board of Selectmen's Draft 2014 Meeting Schedule

Chairman Drobinski removed this item from the Consent Calendar, and the Board deliberated it separately.

Selectman O'Brien noted he has a conflict with the proposed January 14, 2014 date.

Vice-Chairman Woodard noted he has a conflict with the proposed March 25, 2014 date.

The consensus of the Board was that the meeting schedule be approved as presented, since a five-member board can accommodate a member being absent from a meeting.

It was on motion unanimously

VOTED: To approve the Board of Selectmen's 2014 Meeting Schedule as reviewed tonight.

Police Station Construction Project – Internal Borrowing

Selectman Haarde asked why internal borrowing is being considered for funding which was approved at Town Meeting as a debt exclusion. Town Manager Valente noted this strategy has been utilized before by the Town. She explained the process allows Finance Director Terkelsen more time to assess if other appropriations can be combined into a more comprehensive bond before June 30, 2014. The internal borrowing helps the Town with timing to reduce costs in the short-term, with money which is available in the bank. Town Manager Valente emphasized the funds would be returned to the Stabilization Fund before June 30, 2014.

It was on motion unanimously

VOTED: To approve and sign documents for internal borrowing from the Stabilization Fund to start the Police Station construction project (ATM 2013, Article #16) as requested by Andrea Terkelsen, Finance Director.

Goodnow Library – Donation

Selectman O'Brien stated the Library was a special place for Mr. Lopater, and the Library and Town are appreciative of this generous donation.

It was on motion unanimously

VOTED: To accept, on behalf of the Goodnow Library, a one-time donation of \$10,000, from the Hans and Mavis Lopater Foundation to be expended at the rate of \$1,000 per year on books for the Library, under the direction of the Goodnow Library Trustees and Director, as requested in a letter dated August 28, 2013 from Barbara Freedman Wand, Trustee of The Hans and Mavis Lopater Foundation.

Macot Realty Trust – Gift

It was on motion unanimously

VOTED: To accept a \$2,500 gift from Macot Realty Trust, satisfying condition #10 of the site plan approval for Methods Machines, granted by the Board of Selectmen on February 12, 2013, toward the construction of a walkway along Union Avenue, said funds to be expended under the direction of the Director of Public Works.

Mahoney Farms LLC – Gift

It was on motion unanimously

VOTED: To accept a \$4,000 gift from Mahoney Farms LLC, satisfying condition #28 of the special permit approval for the Mahoney Farms Senior Residential Community development, granted by the Planning Board on June 22, 2005, towards the purchase of a police cruiser radio, said funds to be deposited into an account and expended under the direction of the Police Chief.

Conservation Commission – Confirm Members

It was on motion unanimously

VOTED: To confirm the following Conservation Commission members as designees to the following committees: Beth Armstrong to the Ponds and Waterways Committee for a term expiring 5/31/16; Robert Elkind to the Land Acquisition Review Committee for a term expiring 5/31/15; Thomas Friedlander to the Community Preservation Committee for a term expiring 5/31/16; and Greg Topham to the Route 20 Sewer Citizens' Advisory Committee for a term expiring 6/30/14.

Town Counsel Search Committee – Board of Assessors' Liaison

It was on motion unanimously

VOTED: To confirm Liam Vesley as the Board of Assessors' liaison to the Town Counsel Search Committee for a term ending 5/31/14.

Town Counsel Search Committee – Vote Search Committee Timeline

The Board was previously in receipt of copies of a draft 2013 Town Counsel Search Timeline dated October 17, 2013 and a draft Request for Proposals For Town Counsel Services.

Selectman Simon stated the Committee has met four times. The Committee believes it has drafted a comprehensive Request for Proposal (RFP), which covers areas of expertise, fees, and availability for services provided. If the RFP is approved tonight, the Committee will proceed to advertise the RFP on the Town website and in appropriate legal and municipal venues. He believes the timeline presented and the RFP are ready for implementation.

Vice-Chairman Woodard noted the start date in the RFP is July 1, 2014, but the current Town Counsel contract expires December 31, 2013. He assumes the current contract will be extended, and the intention is for current Town Counsel to cover the 2014 Town Meeting, which he believes is a good idea.

Selectman Simon stated the Committee thought this was the best approach to provide continuity for the Town, and time for the new Town Counsel to become familiar with how things are handled. He also summarized what is planned for the interview process.

VOTED: To approve the Request for Proposal and Search Committee timeline as recommended by the Town Counsel Search Committee, and to authorize the Search Committee to advertise this information appropriately.

Strategic Financial Planning Committee for Capital Funding - Approve Membership

The Board was previously in receipt of copies of a memorandum from Patty Golden dated October 18, 2013 noting proposed Committee membership and the Mission Statement.

Town Manager Valente reviewed the proposed members, stating the one position not filled is for a citizen-at large. It has been suggested the Committee should discuss what expertise it would like the citizen to have.

Vice-Chairman Woodard asked who will represent the Capital Improvement Advisory Committee (CIAC), since no one was listed. Town Manager Valente stated Tom Travers and Jeff Barker should be added to the list.

It was on motion unanimously

VOTED: To approve the Mission Statement and Composition for the Strategic Financial Planning - Capital Funding Committee, as amended tonight, and to approve as members Chuck Woodard and Larry O'Brien from the Board of Selectmen, Bob Stein and Andrew Sullivan from the Finance Committee, Tom Travers and Jeff Barker from the Capital Improvement Advisory Committee, Town Manager Valente, Assistant Town Manager Maryanne Bilodeau, Town Finance Director Andrea Terkelsen, Lincoln-Sudbury Regional High School Finance Director Glenn Fratto, Sudbury Public Schools Finance Director Mary Will and Facilities Director Jim Kelly.

Strategic Financial Planning Committee – Other Post-Employment Benefits – Approve Membership

The Board was previously in receipt of copies of a memorandum from Patty Golden dated October 18, 2013 noting proposed Committee membership and the Mission Statement.

Chairman Drobinski reviewed the proposed members, stating the one position not filled is for a citizen-at large. It has been suggested the Committee should discuss what expertise it would like the citizen to have.

It was on motion unanimously

VOTED: To approve the Mission Statement and Composition for the Strategic Financial Planning – OPEB Committee, as amended tonight, and to approve as members Chuck Woodard and Larry O'Brien from the Board of Selectmen, Bill Kneeland and Mark Minassian from the Finance Committee, Town Manager Valente, Assistant Town Manager Maryanne Bilodeau, Town Finance Director Andrea Terkelsen, Lincoln-

Sudbury Regional High School Finance Director Glenn Fratto, and Sudbury Public Schools Finance Director Mary Will.

Sudbury Purple Heart Town – Proclamation

The Board was previously in receipt of copies of an email from Commander Leo David Agnew dated October 7, 2013, the draft proclamation and the homepage of the Department of MA Military Order of the Purple Heart website. Chairman Drobinski stated the Town is proud of all who serve our country.

It was on motion unanimously

VOTED: To sign a proclamation making Sudbury a Purple Heart Town, honoring the service and sacrifice of our nation's men and women in uniform who served to protect the freedoms enjoyed by all Americans, as requested by the Department of Massachusetts Military Order of the Purple Heart.

State of the Town Forum – Update

At 9:53 p.m., Chairman Drobinski opened a discussion regarding plans for the first Town Forum, and he thanked Sudbury resident Dan DePompei for his input. The Board was previously in receipt of copies of an email from Vice-Chairman Woodard dated October 9, 2013.

Vice-Chairman Woodard stated he and Chairman Drobinski met with Mr. DePompei to discuss recommendations for the Town Forum. He reviewed the recommendations to conduct the meeting on an evening in January 2014, and that it be moderated by the Board's Chairman for the first year. Topics will vary from year to year, and the format will be similar to Lincoln's, allowing time for questions and answers from the public. This year's topic is suggested to be the Selectmen's Goals. Participation will be from chairs of Town committees and boards and Town senior staff. The location for the first year will be Town Hall. Vice-Chairman Woodard stated information would be available in advance of the Forum on the Town website.

Selectman O'Brien asked if the Forum would be televised. The consensus of the Board was that it should be televised, and there should be options available for the public to submit questions in advance and/or by email during the Forum.

Chairman Drobinski stated January 15 and January 22, 2014 have been identified as possible dates for the Town Forum.

Boston Region Metropolitan Planning Organization – Municipal Elections - Discussion

At 11:00 p.m., Chairman Drobinski opened the discussion regarding the Municipal Elections to the Metropolitan Planning Organization (MPO). The Board was previously in receipt of copies of a memorandum from Metropolitan Area Planning Council Executive Director Paul Regan dated October 7, 2013, and accompanying ballot and candidacy information. Chairman Drobinski stated he would plan to vote, on behalf of the Town, by absentee ballot.

It was on motion unanimously

VOTED: To allow the Board's Chairman to vote for 2013 Metropolitan Planning Organization (MPO) seats open as indicated in the ballot received from the Metropolitan Area Planning Council, dated October 7, 2013.

Town Center Project – Engineering Design Services Contract with VHB

The Board was previously in receipt of copies of a memorandum from Director of Planning and Community Development Jody Kablack dated October 17, 2013 and a memo to Bill Place from Vanasse Hangen Brustlin (VHB) dated October 11, 2013.

It was on motion unanimously

VOTED: To authorize the Town Manager to sign a contract with Vanasse Hangen Brustlin (VHB) for engineering design services related to the Town Center Project.

Board of Selectmen’s FY14 Goals – Schedule a Meeting

The Board was previously in receipt of copies of a memorandum from Town Manager Valente dated October 17, 2013, encouraging the Board to finalize its goals. She stated the Board might want to further discuss the rail trail and affordable housing as goals, as suggested respectively by Selectman Simon and Vice-Chairman Woodard.

It was on motion unanimously

VOTED: To schedule a meeting on October 29, 2013 at 8:00 a.m. in the Flynn Building to finalize the Board of Selectmen’s FY14 goals.

Community Preservation Act - Project Submissions by the Board of Selectmen to the Community Preservation Committee

The Board was previously in receipt of copies of a memorandum from Town Manager Valente dated October 18, 2013, reminding the Board of the November 1, 2013 deadline to submit project proposals to the Community Preservation Committee (CPC) for Community Preservation Act (CPA) funding consideration. She also reminded the Board to consider any projects to be submitted to the Capital Improvement Advisory Committee.

Selectman Simon suggested the Board bookmark an article for the 25% design project of the Bruce Freeman Rail Trail for approximately \$175,000.

It was on motion unanimously

VOTED: To bookmark a Town Meeting article for the 25% design project of the Bruce Freeman Rail Trail for approximately \$175,000, and to develop a draft project submission for the Community Preservation Committee for this project.

Chairman Drobinski asked the Board if it wished to consider a bookmark for the purchase of 233 Concord Road, or any other projects at this time.

Town Manager Valente stated the renovation of Town Hall project is not going forward this year.

Selectman O’Brien stated he is inclined to not recommend the Town exercises its Right of First Refusal for 233 Concord Road. The consensus of the Board was to review additional CPC information prior to taking its position.

Board of Selectmen – Schedule Meetings with Conservation Commission and Park and Recreation Commission

The Board was previously in receipt of copies of a memorandum from Town Manager Valente dated October 18, 2013. Town Manager Valente suggested a joint meeting and site visit be scheduled with the Conservation Commission and Park and Recreation Commission to discuss a potential recreation project, which would require the Board's approval to proceed. This would also need to be confirmed by Town Meeting and would require a Town Meeting appropriation for funding.

Town Manager Valente briefly described the proposal to deed up to 24 acres of Town-owned property behind Ti-Sales (the Parkinson land), to become conservation land under the direction of the Conservation Commission, as mitigation for two recreation field projects: the expansion of Davis Field and development of the front section of Parkinson land currently used for recreation purposes, including constructing a field and an adequate driveway into the site.

It was on motion unanimously

VOTED: To instruct the Town Manager to schedule a joint meeting with the Conservation Commission and Park and Recreation Commission to discuss potential recreation projects.

Sudbury Housing Authority – Requested Letter of Support

The Board was previously in receipt of copies of a letter from the Sudbury Housing Authority (SHA) to the Board dated October 16, 2013 and a letter from SHA sent to the Joint Committee on Housing dated October 1, 2013. Chairman Drobinski stated SHA is requesting a letter of support from the Board regarding the position taken by the SHA in opposition to the proposed housing authority reform legislation encouraging regionalization rather than local authority.

It was on motion unanimously

VOTED: To instruct Town staff to draft a letter on behalf of the Board, as requested by the Sudbury Housing Authority, to support the position taken by the Sudbury Housing Authority in opposition to the proposed housing authority reform legislation.

There being no further business, the meeting adjourned at 11:18 p.m.

Attest: _____
Maureen G. Valente
Town Manager-Clerk

AGENDA REQUEST - Item #10

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *October 23, 2013*

Requestor: *Paul Bisson for the L-S All Sports Boosters Club, Inc.*

Action requested: *Permission to hold a Pre-Thanksgiving Day All Sports bonfire at the high school on Wednesday, November 27, 2013.*

Financial impact expected: *None*

Background information: CONSENT CALENDAR

This is an annual event held without incident – no one has any issues with it.

Recommendations/Suggested Motion/Vote: *Vote to approve the annual L-SRHS Pre-Thanksgiving Day All Sports Ceremonial Bonfire on Wednesday, November 27, 2013 from 6:00 p.m. to 9:00 p.m., as requested in a letter dated October 23rd from Paul Bisson, Board Member, Lincoln-Sudbury All Sports Boosters Club, Inc.*

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

Selectmen's Office Section:

Date of Selectmen's Meeting: *November 5, 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)

145 agenda

Lincoln- Sudbury All Sports Boosters Club, Inc.
Paul Bisson – Board Member
55 Highland Ave.
Sudbury, Massachusetts 01776
Mobile: 617.212.1307
Office: 978-.40.9581

RECEIVED
BOARD OF SELECTMEN
SUDBURY, MA

2013 OCT 28 P 12: 10

Town of Sudbury Office of Selectmen
Attention: Patty Goldmen, Leila Frank
288 Old Sudbury Road
Sudbury, Massachusetts 01776

October 23, 2012

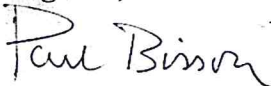
Re: Pre- Thanksgiving Day All Sports Ceremonial Bonfire

Dear Board of Selectmen,

On behalf of the Lincoln- Sudbury All Sports Boosters Club, I am asking for the Board's permission for Lincoln- Sudbury Regional High School to hold a Pre- Thanksgiving Day All Sports Ceremonial Bonfire at the school on Wednesday, November 27, 2013, from 6:00 PM to 9:00 PM. The event will comply with Police, Fire, DPW, and School Department regulations to ensure the event is safely accomplished.

Thank you for your consideration.

Regards,



Paul Bisson

CC Mr. Heather Clary

Golden, Patricia

From: Miles, William
Sent: Wednesday, October 30, 2013 1:06 PM
To: Golden, Patricia; Nix, Scott; Place, Bill
Subject: RE: LS All Sports Booster Club Pre-Thanksgiving Bonfire

Hi Patty,

The Booster Club normally hires two Firefighters for a fire detail for this event. As long as that practice continues, we have no problem with the event.

If you have any other questions, let me know.

Bill

William L. Miles
Fire Chief
Sudbury Fire Department
77 Hudson Road
Sudbury, MA 01776-1666
978-443-1038 Extension 1214

From: Golden, Patricia
Sent: Wednesday, October 30, 2013 11:39 AM
To: Nix, Scott; Miles, William; Place, Bill
Subject: FW: LS All Sports Booster Club Pre-Thanksgiving Bonfire

Attached is an application from the LS Boosters regarding the annual pre-Thanksgiving Ceremonial Bonfire.

This is on the 11/5 BOS agenda, therefore, could you please review and provide your comments no later than Friday, 11/1 at noon.

Thank you.

Patty Golden
Senior Admin Asst to the Town Manager
Town of Sudbury
Ph: 978-639-3382
Fax: 978-443-0756
www.sudbury.ma.us

When writing or responding, please be aware the Secretary of State has determined that e-mail is a public record and thus not confidential

Golden, Patricia

From: Place, Bill
Sent: Wednesday, October 30, 2013 12:54 PM
To: Golden, Patricia
Subject: RE: LS All Sports Booster Club Pre-Thanksgiving Bonfire

No issues they have been doing this for years.

Bill

From: Golden, Patricia
Sent: Wednesday, October 30, 2013 11:39 AM
To: Nix, Scott; Miles, William; Place, Bill
Subject: FW: LS All Sports Booster Club Pre-Thanksgiving Bonfire

Attached is an application from the LS Boosters regarding the annual pre-Thanksgiving Ceremonial Bonfire.

This is on the 11/5 BOS agenda, therefore, could you please review and provide your comments no later than Friday, 11/1 at noon.

Thank you.

Patty Golden
Senior Admin Asst to the Town Manager
Town of Sudbury
Ph: 978-639-3382
Fax: 978-443-0756
www.sudbury.ma.us

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Golden, Patricia

From: Nix, Scott
Sent: Wednesday, October 30, 2013 12:32 PM
To: Golden, Patricia; Miles, William; Place, Bill
Subject: RE: LS All Sports Booster Club Pre-Thanksgiving Bonfire

Patty,

The police department has no issues with the event. Typically they hire a detail officer as well as a fire detail. Thanks!

Scott

Respectfully,

Scott Nix

Chief of Police

Sudbury Police Department
415 Boston Post Road
Sudbury, MA 01776
(978) 443-1042
nixs@sudbury.ma.us

From: Golden, Patricia
Sent: Wednesday, October 30, 2013 11:39 AM
To: Nix, Scott; Miles, William; Place, Bill
Subject: FW: LS All Sports Booster Club Pre-Thanksgiving Bonfire

Attached is an application from the LS Boosters regarding the annual pre-Thanksgiving Ceremonial Bonfire.

This is on the 11/5 BOS agenda, therefore, could you please review and provide your comments no later than Friday, 11/1 at noon.

Thank you.

Patty Golden
Senior Admin Asst to the Town Manager
Town of Sudbury
Ph: 978-639-3382
Fax: 978-443-0756
www.sudbury.ma.us

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AGENDA REQUEST - Item #11

BOARD OF SELECTMEN

Requestor's Section:

Dates of request: *October 13, 2013*

Requestor: *Melinda Manente, Secretary, Sudbury Boy Scout Troop 60*

Action requested: *Letters of congratulations to two scouts, acknowledging their achievement to rank of Eagle Scout.*

Financial impact expected: *None*

Background information: *CONSENT CALENDAR*

Recommendations/Suggested Motion/Vote:

Vote to enter into the Town record and congratulate Gabriel L. Faucher, 12 Trillium Way, and Jacob G. Fisher, 26 Camperdown Lane, of Troop 60, who have been recently recognized at Courts of Honor for having achieved the high honor of Eagle Scout.

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

Selectmen's Office Section:

Date of Selectmen's Meeting: *November 5, 2013*

Board's action taken:

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

Distribution:

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

Golden, Patricia

From: Manente Family <manentefamily@gmail.com>
Sent: Sunday, October 13, 2013 5:18 PM
To: Golden, Patricia; Selectmen's Office
Subject: Request for Letter of Eagle Scout Commendation



Boy Scout Troop 60
Sudbury, Massachusetts

October 13, 2013

Greetings:

The Scouts, Leaders, and Members of Sudbury Massachusetts Boy Scout Troop 60, take great pleasure in announcing that:

Having completed the requirements for, and having been reviewed by
An Eagle Scout Board of Review

Gabriel L. Faucher (October 7, 2013)
12 Trillium Way, Sudbury, MA

Jacob G. Fisher (September 10, 2013)
26 Camperdown Ln, Sudbury, MA

Were found worthy of the rank of Eagle Scout

In honor of this achievement, would you be so kind as to send Gabriel and Jacob a letter of greeting or certificate to be presented at an Eagle Scout Court of Honor to be held on November 30, 2013?

Please address your letter or certificate in care of the following address: Melinda Manente, 23 Webster Circle, Sudbury, MA 01776. All letters and recognitions will be compiled, placed in a suitable keepsake, and after they are read, displayed during this special occasion.

Thank you very much for taking the time from your extremely busy schedule to help this community and Sudbury Troop 60 recognize Gabriel and Jacob for achieving the rank of Eagle Scout.

Sincerely,

Melinda Manente
Secretary, Sudbury Boy Scout Troop 60
978-443-7242
manentefamily@gmail.com

AGENDA REQUEST #12

BOARD OF SELECTMEN

Requestor's Section

Item Name: Walkway Gift

Date of request: *October 24, 2013*

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

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

Accept a \$5,400.00 gift from Burkhard Corporation, satisfying condition #11 of the Definitive Subdivision approval for Olde Bostonian Estates, granted by the Planning Board on November 8, 2007, towards the construction of town-wide walkways, to be expended under the direction of the Director of Public Works.

Financial impact expected: *none*

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

Attached memo from Jody Kablack

Recommendations/Suggested Motion/Vote:

Accept a \$5,400.00 gift from Burkhard Corporation, satisfying condition #11 of the Definitive Subdivision approval for Olde Bostonian Estates, granted by the Planning Board on November 8, 2007, towards the construction of town-wide walkways, to be expended under the direction of the Director of Public Works.

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

Selectmen's Office Section

Date of Selectmen's Meeting: *November 5, 2013*

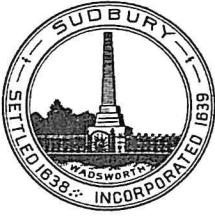
Board's action taken:

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

Planning and Community Development Department

Jody A. Kablack, Director

<http://www.sudbury.ma.us/services/planning>

kablackj@sudbury.ma.us

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3387
Fax: 978-443-0756

TO: Maureen Valente, Town Manager
FROM: *gak* Jody Kablack, Director of Planning and Community Development
RE: Developer Gift
DATE: October 24, 2013

Attached please find a check in the amount of \$5,400.00 from Burkhard Corporation negotiated by the Planning Board for the construction of walkways town-wide in conjunction with the Old Bostonian Estates Subdivision. Said funds should be accepted as a gift by the Board of Selectmen and placed into the account for town-wide walkway construction, to be expended under the direction of the Director of Public Works.

Enclosure

cc: Bill Place, DPW Director
Barbara Chisholm, Town Accountant (w/original check)

AGENDA REQUEST - Item #13A

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *October 31, 2013*

Requestor: *Samantha Greenfield, 21 Concord Rd*

Action requested: CONSENT CALENDAR
Approval of a one-day Wine and Malt Beverages License

Financial impact expected: *\$25 to General Fund*

Background information: *All requested information provided. Building Inspector, Police Dept, Fire Dept, and Board of Health expressed no issues.*

Recommendations/Suggested Motion/Vote:

Vote to grant a 1-day Wine & Malt license to Samantha Greenfield, Goodnow Library Foundation, to accommodate a "Technology Brainstorming Event" on Wednesday November 13, 2013 from 7:00 PM to 9:00 PM at Goodnow Library, 21 Concord Road, subject to use of a TIPS-trained bartender and receipt of a Certificate of Liability.

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

Selectmen's Office Section:

Date of Selectmen's Meeting: *November 5, 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

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

APPLICATION FOR ONE-DAY LIQUOR LICENSE

Non-profit organizations hosting an event in Sudbury are eligible to apply for a one-day liquor license. Application processing can take up to four weeks as approval from the Fire, Police, Building and Board of Health departments are required prior to Board of Selectmen approval. Processing begins after all required materials are received, so please plan accordingly.

Name of applicant: Goodnow Library Foundation

Address of applicant: 21 Concord Rd., Sudbury

Phone: 978-639-3224 Email: development@goodnow-foundation.org

Organization Name: The Goodnow Library

Name & Purpose of Event: Technology Brainstorming Event
to gather ideas and donations for new
technology in the library.

License Type Requested: \$25 Wine & Malt - OR - \$35 All Alcohol

Event Date: Nov. 13, 2013

Event Time: 7-9 pm

Event Venue & Address: Goodnow Library, 21 Concord Rd

Documents Enclosed:

- Certificate of Liability naming the Town of Sudbury
 - Proof of bartender(s) training/certification
 - Application fee: \$25 Wine & Malt or \$35 All Alcohol. Check payable to Town of Sudbury.
- for file*

Please submit completed application and materials to:
Board of Selectmen
278 Old Sudbury Rd.
Sudbury, MA 01776
Fax: 978-443-0756
Email: selectmenoffice@sudbury.ma.us

10/31/13
Date

[Signature]
Applicant Signature



CERTIFICATE OF LIABILITY INSURANCE

GOODN-1

OP ID: RC

DATE (MM/DD/YYYY)

09/10/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Morrill Insurance Agency 17 Central Street Norwood, MA 02062 Kattie Klissane	Phone: 781-762-7300 Fax: 781-762-7419	CONTACT NAME: _____ PHONE (A/C, No, Ext): _____ E-MAIL ADDRESS: _____ FAX (A/C, No): _____													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Hospitality Mutual Ins Co</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Hospitality Mutual Ins Co		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:
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INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															
INSURED Goodnow Library Foundation Samantha Greenfield 21 Concord Rd. Sudbury, MA 01776															

COVERAGES

CERTIFICATE NUMBER:

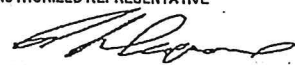
REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			TO BE DETERMINED	09/10/2013	09/10/2014	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$
	<input checked="" type="checkbox"/> Liquor Liability						PERSONAL & ADV INJURY	\$
GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE	\$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COM/OP AGG	\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	EXCESS LIAB						AGGREGATE	\$
	DED							\$
	RETENTION S							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		N/A				E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

SUDB003 Town of Sudbury 287 Old Sudbury Road Sudbury, MA 01776	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	---

MASSACHUSETTS DRIVER'S LICENSE

1 SAIA
 2 CHRISTOPHER J
 B 55 MACARTHUR ROAD
 CONCORD, MA 01742

3 DOB 01-15-1977
 4 EXP 01-15-2018
 5 ID# 2979026
 6 SEX M
 7 HGT 5.05
 8 HAIR BRN
 9 EYES BRN
 10 NOSE NONE
 11 EARS NONE
 12 4d NUMBER S45775205

5 00 01-15-2213 Ref 07-15-2009

Christopher J Saia

TIPS On Premise SSN: XXX-XX-XXXX

Issued: 4/14/2011 Expires: 4/5/2014

ID#: 2979026 D.O.B.: XXXX/XXXX

CHRIS SAIA
 1216 Main St
 Concord, MA 01742-3008

For service visit us online at www.gettips.com
 Martin D'Apollito, 16823

Golden, Patricia

From: Miles, William
Sent: Thursday, October 31, 2013 2:39 PM
To: Golden, Patricia; Nix, Scott; Herweck, Mark; Leupold, Bob
Cc: Grady, Robert; Whalen, John; Moberg, Tommy; Korman, Michele; Frank, Leila
Subject: RE: Goodnow One Day Applications

The Fire Department has no issues with these two events.

William L. Miles
Fire Chief
Sudbury Fire Department
77 Hudson Road
Sudbury, MA 01776-1666
978-443-1038 Extension 1214

From: Golden, Patricia
Sent: Thursday, October 31, 2013 2:32 PM
To: Nix, Scott; Miles, William; Herweck, Mark; Leupold, Bob
Cc: Grady, Robert; Whalen, John; Moberg, Tommy; Korman, Michele; Frank, Leila
Subject: FW: Goodnow One Day Applications

Good afternoon,
We just received these two 1-day wine & malt applications which are on the 11/5 agenda. Both of events are being held at the Goodnow Library on November 14th and 21st.

Would you please review and provide your comments, if possible, by tomorrow at 3PM? (The Selectmen's packets will be sent tomorrow and we prefer to include your comments.)

Thank you very much.

Patty Golden
Senior Admin Asst to the Town Manager
Town of Sudbury
Ph: 978-639-3382
Fax: 978-443-0756
www.sudbury.ma.us

When writing or responding, please be aware the Secretary of State has determined that e-mail is a public record and thus not confidential

Golden, Patricia

From: Nix, Scott
Sent: Thursday, October 31, 2013 2:34 PM
To: Golden, Patricia; Miles, William; Herweck, Mark; Leupold, Bob
Cc: Grady, Robert; Whalen, John; Moberg, Tommy; Korman, Michele; Frank, Leila
Subject: RE: Goodnow One Day Applications

Patty,

Given the information provided the police department does not have any issues with the events.

Respectfully,

Scott Nix
Chief of Police
Sudbury Police Department
415 Boston Post Road
Sudbury, MA 01776
(978) 443-1042
nixs@sudbury.ma.us

From: Golden, Patricia
Sent: Thursday, October 31, 2013 2:32 PM
To: Nix, Scott; Miles, William; Herweck, Mark; Leupold, Bob
Cc: Grady, Robert; Whalen, John; Moberg, Tommy; Korman, Michele; Frank, Leila
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Golden, Patricia

From: Leupold, Bob
Sent: Thursday, October 31, 2013 3:32 PM
To: Golden, Patricia
Subject: RE: Goodnow One Day Applications

Okay with the Board of Health. If food is being served please notify the Board of Health. Bob Leupold

From: Golden, Patricia
Sent: Thursday, October 31, 2013 2:32 PM
To: Nix, Scott; Miles, William; Herweck, Mark; Leupold, Bob
Cc: Grady, Robert; Whalen, John; Moberg, Tommy; Korman, Michele; Frank, Leila
Subject: FW: Goodnow One Day Applications

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Golden, Patricia

From: Herweck, Mark
Sent: Friday, November 01, 2013 2:21 PM
To: Golden, Patricia; Nix, Scott; Miles, William; Leupold, Bob
Cc: Grady, Robert; Whalen, John; Moberg, Tommy; Korman, Michele; Frank, Leila
Subject: RE: Goodnow One Day Applications

Hi Patty; **The Building Department** has no issues.

From: Golden, Patricia
Sent: Thursday, October 31, 2013 2:32 PM
To: Nix, Scott; Miles, William; Herweck, Mark; Leupold, Bob
Cc: Grady, Robert; Whalen, John; Moberg, Tommy; Korman, Michele; Frank, Leila
Subject: FW: Goodnow One Day Applications

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Thank you very much.

Patty Golden
Senior Admin Asst to the Town Manager
Town of Sudbury
Ph: 978-639-3382
Fax: 978-443-0756
www.sudbury.ma.us

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AGENDA REQUEST - Item #13B

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *October 31, 2013*

Requestor: *Samantha Greenfield, 21 Concord Rd*

Action requested: CONSENT CALENDAR
Approval of a one-day Wine and Malt Beverages License

Financial impact expected: *\$25 to General Fund*

Background information: *All requested information provided. Building Inspector, Police Dept, Fire Dept, and Board of Health expressed no issues.*

Recommendations/Suggested Motion/Vote:

Vote to grant a 1-day Wine & Malt license to Samantha Greenfield, Goodnow Library Foundation, to accommodate a "Author Reception with Kevin Cullen" on Thursday November 21, 2013 from 7:00 PM to 9:00 PM at Goodnow Library, 21 Concord Road, subject to use of a TIPS-trained bartender and receipt of a Certificate of Liability.

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

Selectmen's Office Section:

Date of Selectmen's Meeting: *November 5, 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

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

APPLICATION FOR ONE-DAY LIQUOR LICENSE

Non-profit organizations hosting an event in Sudbury are eligible to apply for a one-day liquor license. Application processing can take up to four weeks as approval from the Fire, Police, Building and Board of Health departments are required prior to Board of Selectmen approval. Processing begins after all required materials are received, so please plan accordingly.

Name of applicant: Goodnow Library Foundation

Address of applicant: 21 Concord Rd., Sudbury

Phone: 978-639-3324 Email: development@goodnow-foundation.org

Organization Name: The Goodnow Library Foundation

Name & Purpose of Event: host author Kevin Cullen
who co-wrote Whitey Bulger: Would like
to have a beer/wine reception following event to
connect with donors.

License Type Requested: \$25 Wine & Malt - OR - \$35 All Alcohol

Event Date: Thurs Nov 21st

Event Time: 7-9pm

Event Venue & Address: Goodnow library, 21 Concord Rd.

Documents Enclosed:

- Certificate of Liability naming the Town of Sudbury *Jan file*
- Proof of bartender(s) training/certification
- Application fee: \$25 Wine & Malt or \$35 All Alcohol. Check payable to Town of Sudbury.

Please submit completed application and materials to:

Board of Selectmen
278 Old Sudbury Rd.
Sudbury, MA 01776
Fax: 978-443-0756

Email: selectmenoffice@sudbury.ma.us

10/24/13
Date

[Signature]
Applicant Signature



CERTIFICATE OF LIABILITY INSURANCE

GOODN-1 OP ID: RC

DATE (MM/DD/YYYY)

09/10/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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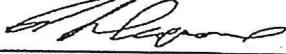
PRODUCER Morrill Insurance Agency 17 Central Street Norwood, MA 02062 Katie Kissane	Phone: 781-762-7300 Fax: 781-762-7419	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED Goodnow Library Foundation Samantha Greenfield 21 Concord Rd. Sudbury, MA 01776	INSURER A: Hospitality Mutual Ins Co	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

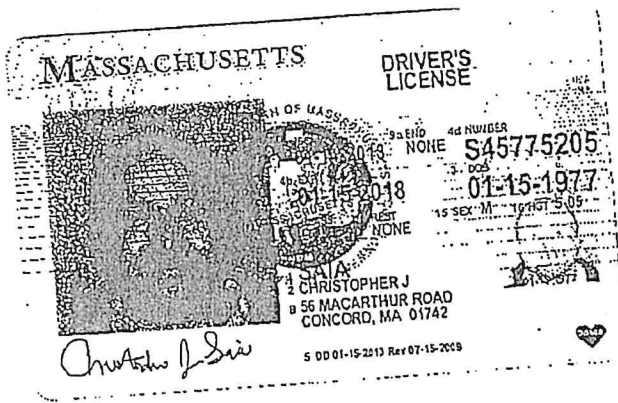
COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			TO BE DETERMINED	09/10/2013	09/10/2014	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY \$
	AUTOMOBILE LIABILITY						GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS						PRODUCTS - COM/POP AGG \$
	<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						PROPERTY DAMAGE (Per accident) \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				\$
							WC STATU-TORY LIMITS \$
							OTHER \$
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER Town of Sudbury 287 Old Sudbury Road Sudbury, MA 01776	SUDB003	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	---------	--



TIPS On Premise SSN: XXX-XX-XXXX
Issued: 4/14/2011 Expires: 4/5/2014
ID#: 2979026 D.O.B.: XXXXX/XXXX

CHRIS SAIA
1216 Main St
Concord, MA 01742-3008

For service visit us online at www.gettips.com
Martin D'Apolito, 16823

Golden, Patricia

From: Miles, William
Sent: Thursday, October 31, 2013 2:39 PM
To: Golden, Patricia; Nix, Scott; Herweck, Mark; Leupold, Bob
Cc: Grady, Robert; Whalen, John; Moberg, Tommy; Korman, Michele; Frank, Leila
Subject: RE: Goodnow One Day Applications

The Fire Department has no issues with these two events.

William L. Miles
Fire Chief
Sudbury Fire Department
77 Hudson Road
Sudbury, MA 01776-1666
978-443-1038 Extension 1214

From: Golden, Patricia
Sent: Thursday, October 31, 2013 2:32 PM
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Subject: FW: Goodnow One Day Applications

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Would you please review and provide your comments, if possible, by tomorrow at 3PM? (The Selectmen's packets will be sent tomorrow and we prefer to include your comments.)

Thank you very much.

Patty Golden
Senior Admin Asst to the Town Manager
Town of Sudbury
Ph: 978-639-3382
Fax: 978-443-0756
www.sudbury.ma.us

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To: Golden, Patricia; Miles, William; Herweck, Mark; Leupold, Bob
Cc: Grady, Robert; Whalen, John; Moberg, Tommy; Korman, Michele; Frank, Leila
Subject: RE: Goodnow One Day Applications

Patty,

Given the information provided the **police department** does not have any issues with the events.

Respectfully,

Scott Nix
Chief of Police
Sudbury Police Department
415 Boston Post Road
Sudbury, MA 01776
(978) 443-1042
nixs@sudbury.ma.us

From: Golden, Patricia
Sent: Thursday, October 31, 2013 2:32 PM
To: Nix, Scott; Miles, William; Herweck, Mark; Leupold, Bob
Cc: Grady, Robert; Whalen, John; Moberg, Tommy; Korman, Michele; Frank, Leila
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Patty Golden
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Ph: 978-639-3382
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Golden, Patricia

From: Leupold, Bob
Sent: Thursday, October 31, 2013 3:32 PM
To: Golden, Patricia
Subject: RE: Goodnow One Day Applications

Okay with the Board of Health. If food is being served please notify the Board of Health. Bob Leupold

From: Golden, Patricia
Sent: Thursday, October 31, 2013 2:32 PM
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Cc: Grady, Robert; Whalen, John; Moberg, Tommy; Korman, Michele; Frank, Leila
Subject: FW: Goodnow One Day Applications

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Patty Golden
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Ph: 978-639-3382
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To: Golden, Patricia; Nix, Scott; Miles, William; Leupold, Bob
Cc: Grady, Robert; Whalen, John; Moberg, Tommy; Korman, Michele; Frank, Leila
Subject: RE: Goodnow One Day Applications

Hi Patty; The Building Department has no issues.

From: Golden, Patricia
Sent: Thursday, October 31, 2013 2:32 PM
To: Nix, Scott; Miles, William; Herweck, Mark; Leupold, Bob
Cc: Grady, Robert; Whalen, John; Moberg, Tommy; Korman, Michele; Frank, Leila
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Senior Admin Asst to the Town Manager
Town of Sudbury
Ph: 978-639-3382
Fax: 978-443-0756
www.sudbury.ma.us

When writing or responding, please be aware the Secretary of State has determined that e-mail is a public record and thus not confidential

AGENDA REQUEST - Item #14

BOARD OF SELECTMEN

Requestor's Section:

Date of request: October 28, 2013

Requestor: Nancy McShea, Park & Recreation Director

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

CONSENT CALENDAR

Vote to accept a gift to the Park and Recreation Department of a Boardroom Electrol projection screen, valued at \$1,903, said item to be used to show movies at the Teen Center and other special events.

Financial impact expected: none

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

See attached memo from Nancy McShea

Recommendations/Suggested Motion/Vote:

Vote to accept a gift from Rebecca Chizzo to the Park and Recreation Department of a Boardroom Electrol projection screen, valued at \$1,903, as requested in a memo dated October 28 from Nancy McShea, said item to be used to show movies at the Teen Center and other special events, and to send a letter of thanks.

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

Selectmen's Office Section:

Date of Selectmen's Meeting: November 5, 2013

Board's action taken:

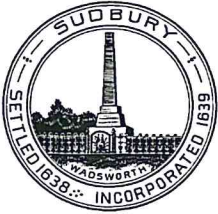
Follow-up actions required by the Board of Selectmen or Requestor:

Distribution:

Town Counsel approval needed?

Yes ()

No (X)



Town of Sudbury

Park & Recreation Department

Park and Recreation Department
40 Fairbank Road
Sudbury, MA 01776
978-639-3259

*Agenda
11/5*

mcshean@sudbury.ma.us

October 28, 2013

To: Sudbury Board of Selectmen
From: Nancy McShea, Park and Recreation Director
Re: Donation Approval Request

The Park and Recreation Department recent received a donation from Rebecca Chizzo for the Fairbanks Community Center. The donation was for a 6'h x 8'w Boardroom Electrol from 1992 currently valued at \$1903.00. This will allow us to show movies at teen centers, use it for camps and other special events. I hope that the Board of Selectmen will accept this generous gift. Thank you.

RECEIVED
BOARD OF SELECTMEN
SUDBURY, MA
2013 OCT 30 A 8:42

AGENDA REQUEST – Item #15

BOARD OF SELECTMEN

Requestor's Section

Date of request: *October 25, 2013*

Requestor: *Stephen Pickford, Wayside Inn Innkeeper and General Manager*

Action requested: *Approval of Change of Manager*

Financial impact expected: *None*

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 MGL c138, s. 12, vote to approve a change of manager for Longfellow's Wayside Inn, 72 Wayside Inn Road, from John Cowden to Stephen Pickford, as requested in an application dated October 25, 2013.*

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

Selectmen's Office Section

Date of Selectmen's Meeting: *November 5, 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 ()



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
www.mass.gov/abcc

Print Form

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
 MONETARY TRANSMITTAL FORM

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA: \$200.00

(CHECK MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL)

CHECK NUMBER

IF USED EPAY, CONFIRMATION NUMBER

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

LICENSEE NAME

ADDRESS

CITY/TOWN STATE ZIP CODE

TRANSACTION TYPE (Please check all relevant transactions):

- Alteration of Licensed Premises
- Change Corporate Name
- Change of License Type
- Change of Location
- Change of Manager
- Other
- Cordials/Liqueurs Permit
- Issuance of Stock
- Management/Operating Agreement
- More than (3) §15
- New License
- New Officer/Director
- New Stockholder
- Pledge of Stock
- Pledge of License
- Seasonal to Annual
- Transfer of License
- Transfer of Stock
- Wine & Malt to All Alcohol
- 6-Day to 7-Day License

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

ALCOHOLIC BEVERAGES CONTROL COMMISSION
 P. O. BOX 3396
 BOSTON, MA 02241-3396

**The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc**

PETITION FOR CHANGE OF LICENSE

125000011

Sudbury Ma

ABCC License Number

City/Town

The licensee **Wayside Inn Corporation** respectfully petitions the Licensing Authorities to approve the following transactions:

- Change of Manager
- Alteration of Premises
- Pledge of License/Stock
- Cordial & Liqueurs
- Change of Corporate Name
- Change of Location
- Change of DBA
- Change of License Type (\$12 ONLY, e.g. "club" to "restaurant")

Change of Manager

Last-Approved Manager:

Requested New Manager:

Pledge of License /Stock

Loan Principal Amount: \$ Interest Rate:

Payment Term: Lender:

Change of Corporate Name/DBA

Last-Approved Corporate Name/DBA:

Requested New Corporate Name/DBA:

Change of License Type

Last-Approved License Type:

Requested New License Type:

Alteration of Premises: (must fill out attached financial information form)

Description of Alteration:

Change of Location: (must fill out attached financial information form)

Last-Approved Location:

Requested New Location:

Signature of Licensee

Date Signed

(If a Corporation/LLC, by its authorized representative)



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
www.mass.gov/abcc

PERSONAL INFORMATION FORM

Each individual listed in Section 10 of this application must complete this form.

1. LICENSEE INFORMATION:

A. Legal Name of Licensee	Wayside Inn Corporation	B. Business Name (dba)	Longfellow's Wayside Inn
C. Address	72 Wayside Inn Road	D. ABCC License Number (If existing licensee)	125000011
E. City/Town	Sudbury	State	Ma Zip Code 01776
F. Phone Number of Premise	978-443-1776	G. EIN of License	04-21055813

2. PERSONAL INFORMATION:

A. Individual Name	Stephen Pickford	B. Home Phone Number	508-630-6244
C. Address	16 Beauregard Circle		
D. City/Town	Marlborough	State	Ma Zip Code 01752
E. Social Security Number	010-52-2916	F. Date of Birth	03/13/1962
G. Place of Employment	Longfellow's Wayside Inn		

3. BACKGROUND INFORMATION:

Have you ever been convicted of a state, federal or military crime? Yes No

If yes, as part of the application process, the individual must attach an affidavit as to any and all convictions. The affidavit must include the city and state where the charges occurred as well as the disposition of the convictions.

4. FINANCIAL INTEREST:

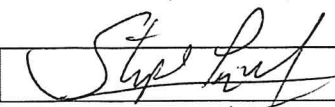
Provide a detailed description of your direct or indirect, beneficial or financial interest in this license.

N/A

IMPORTANT ATTACHMENTS (8): For all cash contributions, attach last (3) months of bank statements for the source(s) of this cash.

*If additional space is needed, please use the last page

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Signature  Date 10/25/13

Title INNKEEPER (If Corporation/LLC Representative)



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
www.mass.gov/abcc

MANAGER APPLICATION

All proposed managers are required to complete a Personal Information Form, and attach a copy of the corporate vote authorizing this action and appointing a manager.

1. LICENSEE INFORMATION:

Legal Name of Licensee: Business Name (dba):

Address:

City/Town: State: Zip Code:

ABCC License Number: Phone Number of Premise:
 (If existing licensee) *1776*

2. MANAGER INFORMATION:

A. Name: B. Cell Phone Number:

C. List the number of hours per week you will spend on the licensed premises:

3. CITIZENSHIP INFORMATION:

A. Are you a U.S. Citizen: Yes No B. Date of Naturalization: C. Court of Naturalization:

(Submit proof of citizenship and/or naturalization such as US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers)

4. BACKGROUND INFORMATION:

A. Do you now, or have you ever, held any direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages? Yes No

If yes, please describe:

B. Have you ever been the Manager of Record of a license to sell alcoholic beverages that has been suspended, revoked or cancelled? Yes No

If yes, please describe:

C. Have you ever been the Manager of Record of a license that was issued by this Commission? Yes No

If yes, please describe:

D. Please list your employment for the past ten years (Dates, Position, Employer, Address and Telephone):

2004-2011 Food and Beverage Manager, Longfellow's Wayside Inn, Sudbury, Ma 978-443-1776 ----2011-2013 Reinhart/Agar Sales Consultant, 22:

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate;

Signature

Date

10/25/13



Longfellow's
WAYSIDE INN

Sudbury, Massachusetts 01776

Town of Sudbury
Office of Selectmen
Flynn Building
278 Old Sudbury Rd 01776

October 25, 2013

Dear Selectmen,

Please be advised that on August 7, 2013 at a meeting of the Wayside Inn Board of Trustees, the Board voted unanimously to hire Steve Pickford as Innkeeper and General Manager of the Wayside Inn.

Sincerely,

A handwritten signature in cursive script that reads 'Lily Gordon'.

Lily Gordon
President
Board of Trustees

Golden, Patricia

From: Nix, Scott
Sent: Monday, October 28, 2013 4:15 PM
To: Golden, Patricia; Leupold, Bob
Cc: Grady, Robert; Korman, Michele; Frank, Leila
Subject: RE: Wayside Inn - Change of Manager Application

Patty,

The police department does not have any issues with the change in managers. Mr. Pickford has been with the Wayside Inn for many years, on and off. As well, I have corresponded with him regarding the Alcohol Rules and Regulations initiative.

Scott

Respectfully,

Scott Nix
Chief of Police
Sudbury Police Department
415 Boston Post Road
Sudbury, MA 01776
(978) 443-1042
nixs@sudbury.ma.us

-----Original Message-----

From: Golden, Patricia
Sent: Monday, October 28, 2013 4:10 PM
To: Nix, Scott; Leupold, Bob
Cc: Grady, Robert; Korman, Michele; Frank, Leila
Subject: FW: Wayside Inn - Change of Manager Application

Good afternoon,

Attached is an application for Change of Manager for Longfellow's Wayside Inn. This is scheduled for the 11/5 Selectmen's agenda.

Would you please review and provide your input by Thursday, 10/30.

Thank you very much.

Patty Golden
Senior Admin Asst to the Town Manager
Town of Sudbury
Ph: 978-639-3382
Fax: 978-443-0756
www.sudbury.ma.us

When writing or responding, please be aware the Secretary of State has determined that e-mail is a public record and thus not confidential

Golden, Patricia

From: Leupold, Bob
Sent: Tuesday, October 29, 2013 12:49 PM
To: Golden, Patricia
Subject: RE: Wayside Inn - Change of Manager Application

The Health Director has known Stephen Pickford for many years as the food service manager at the Wayside Inn. I recommend approval of the Change of Manager Application. Bob Leupold, Health Director

-----Original Message-----

From: Golden, Patricia
Sent: Monday, October 28, 2013 4:10 PM
To: Nix, Scott; Leupold, Bob
Cc: Grady, Robert; Korman, Michele; Frank, Leila
Subject: FW: Wayside Inn - Change of Manager Application

Good afternoon,
Attached is an application for Change of Manager for Longfellow's Wayside Inn. This is scheduled for the 11/5 Selectmen's agenda.
Would you please review and provide your input by Thursday, 10/30.

Thank you very much.

Patty Golden
Senior Admin Asst to the Town Manager
Town of Sudbury
Ph: 978-639-3382
Fax: 978-443-0756
www.sudbury.ma.us

When writing or responding, please be aware the Secretary of State has determined that e-mail is a public record and thus not confidential

AGENDA REQUEST – Item #16
BOARD OF SELECTMEN

Requestor's Section

Item Name: *Discussion of Town of Wayland plans for access to proposed DPW Facility on River Road in Wayland*

Date of request: *October 31, 2013*

Requestor: *Maureen Valente, Town Manager*

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

To provide information to the Board of Selectmen on the revised plans of the Town of Wayland for primary access to the proposed DPW building scheduled for a vote at a Special Town Meeting on 11/20/13. This is a change from the spring plan, which relied on River Road only for emergency access and the primary access was from Route 20 landfill area.

Financial impact expected: *Unclear at this time*

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

Attached Town Manager memo dated 10/25/13 and attached letter from Town Counsel dated 10/25/13

Recommendations/Suggested Motion/Vote:

None at this time. Options include sending a letter to the Wayland Board of Selectmen on any concerns with this revised plan.

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

Town Manager Maureen Valente

Selectmen's Office Section

Date of Selectmen's Meeting: *November 5, 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 (X) No ()



Town of Sudbury

Town Manager's Office

Townmanager@sudbury.ma.us

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

Maureen G. Valente, Town Manager

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

Date: October 25, 2013
To: Board of Selectmen
From: Maureen G. Valente, Town Manager *Maureen*
Subject: Wayland Plans for entrance to the new DPW facility

Quick Overview: Wayland is planning to have the primary entrance and exit for their proposed DPW facility be off of River Road in Wayland. They will be voting on this at a Special Town Meeting on November 20, 2013. This is a very late change to their plans. Earlier plans had called for the main entrance to be reached off of Boston Post Road.

Background

Chuck brought to my attention that Old County Road residents heard about changes Wayland was discussing regarding the facility, so I followed up with the Acting Town Administrator. He told me he was coming up to speed and that in a joint meeting of the Selectmen and the Permanent Building Committee the night before, they had just made the decision to use River Road as the primary access due to studies showing they could not connect to the DPW site from their Transfer Station/closed landfill, which had been their original intent. Fred Turkington had assured me last spring that they would use the River Road access point only in cases of emergencies.

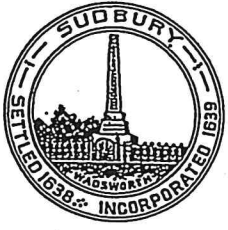
I asked Paul Kenny to provide me with what he saw as legal options for the Board to consider given this new turn of events. I have attached his response to me.

You may want to look at the Wayland website to find out more about this project. Here is a link: http://www.wayland.ma.us/Pages/WaylandMA_BComm/PMBC/DPWInfo

Suggested Board actions

I know you will have your own ideas on approaches to this news, and how serious you feel this might be.

1. I suggest you schedule this for a discussion on your November 5, 2013 Board of Selectmen meeting.
2. I would be happy to draft a letter to the Wayland Board of Selectmen advising them of your feelings on this matter, if that is your pleasure.



TOWN OF SUDBURY
Office of the Town Counsel

October 25, 2013

Maureen G. Valente, Town Manager
Town of Sudbury
278 Old Sudbury Rd.
Sudbury, MA 01776

Dear Maureen:

I have reviewed and viewed Old County Road and the proposed Wayland site and access. The Traffic Rules and Regulations can be amended to disallow trucks on that road or to make it one way. It appears from the Town records that Old County Rd. was laid out as a Town way rather than a County way. Accordingly, we could discontinue all or a portion of that road. Bearing in mind that the Sudbury abutters have the right to travel on that Road up to their property, discontinuance of the road beyond the Sudbury abutters would be an option. This might result in litigation as did Powder Mill Road years ago, but Powder Mill Road was a County way and was resolved by negotiation rather than litigation. It is my opinion that there are no apparent grounds for Wayland to litigate upon discontinuance by the Board of Selectmen of all or a part of Old County Road.

For your information Old County Road extends to the Sudbury Town Line and the way in Wayland is known as River Road.

You should be aware that all of the roads and land in this area are extremely susceptible to flooding which happens on a regular basis.

If you have further questions, please do not hesitate to give me call.

Very truly yours,

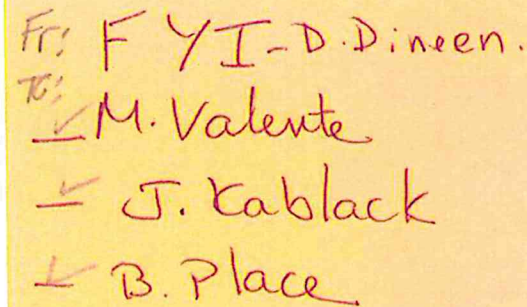
Paul L. Kenny
Town Counsel

LEGAL NOTICE
PUBLIC HEARING NOTICE
WAYLAND PLANNING BOARD

The Wayland Planning Board will hold a public hearing on Tuesday evening, November 12, 2013 at 7:35: PM, in the Wayland Town Building, 41 Cochituate Road, Wayland, MA. The purpose of the hearing is to act on a request to modify the Site Plan Approval Decision dated March 5, 2013 to access the proposed Department of Public Works Facility from River Road located at 66 River Road. The application is made at the request of Wayland Building Committee. The public is invited to attend and offer comments regarding this application.

The application and plans are available for review in the Town Planner's office, at the above-mentioned address, between the hours of 9:00 A.M. and 4:00 P.M. on Monday through Thursday and 9:00 A.M. and 12:00 P.M. on Friday.

Kent Greenawalt, Chair
Wayland Planning Board



Fr: FYI-D. Dineen.
To: M. Valente
J. Kablack
B. Place

AGENDA REQUEST - Item #17

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *October 10, 2013*

Requestor: *Stephanie Servideo, Marketing Asst., H2K Happy Health Kids
Fitness Studio*

Action requested:

To grant a special permit for a 5K Turkey Trot fundraiser to benefit the Sudbury Food Pantry on Thanksgiving Day, Thursday, November 28th at 7:00 AM.

Financial impact expected: *None*

Background information: *This first-time event is a fundraiser to benefit the Sudbury Food Pantry.*

Recommendations/Suggested Motion/Vote:

Question of voting to approve a special permit for a 5K Turkey Trot fundraiser for the Sudbury Food Pantry, on Thanksgiving Day, Thursday, November 28th, starting at 7:00 AM, as requested by Stephanie Servideo, H2K Happy Health Kids Fitness Studio, 730 Boston Post Road, subject to approval of Police Department and receipt of a Certificate of Liability.

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

Pat Mullen of the Sudbury Food Pantry

Selectmen's Office Section:

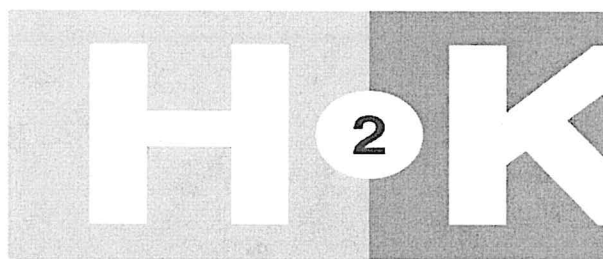
Date of Selectmen's Meeting: *November 5, 2013*

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)

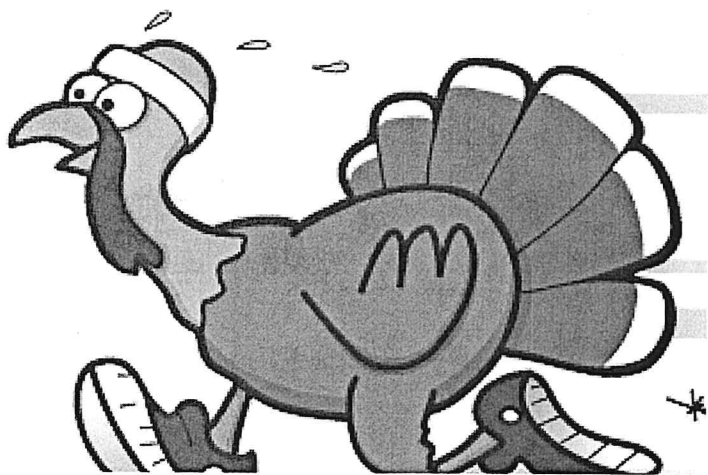


HAPPY HEALTHY &

and

The Sudbury Food Pantry

Proudly Present 5K Turkey Trot!!!



Date: 11/28/2013

Time: Race Day Registration &
Number Pick up begins @ 6:00 am
5K Begins at 7:00 am

Fee: \$25/participant

Place: Sudbury, MA

Join us Thanksgiving morning and trot off some calories before indulging in Thanksgiving dinner! All proceeds will go towards the Sudbury Food Pantry. The first 20 people to register will receive a Free T-Shirt!!! Bring 3 health and beauty products or stage 2 baby food, and receive a special Swag Bag!!!

The Sudbury Community Food Pantry was started in March of 1990. It is presently staffed by a group of 85 dedicated volunteers, and assists approximately 60 to 80 families each week. Their Mission is to help any family, or individual in need, and no one has ever been turned away from the Food Pantry. The Sudbury Food Pantry is in crucial need for additional funding. The Pantry is unique in the fact that they are an "Open Shop" so people can actually pick out food that they like!

Constitution Challenge 5K Road Race Route



©2011 MapQuest. Portions ©2011 ZeeMap, Inc.

Stay to the right of the road and be aware that local automobile traffic will be allowed on the roads during the race.

Golden, Patricia

From: Stephanie Servideo <steph@h2kchildrenfitness.com>
Sent: Thursday, October 10, 2013 1:19 PM
To: Selectmen
Subject: Proposal for 5K Turkey Trot

Good Afternoon,

I hope this email finds you well. My name is Stephanie Servideo and I am the marketing assistant at H2K Happy Healthy Kids Fitness Studio located on Boston Post Road in Sudbury.

We are working on organizing a 5K Turkey Trot. We will be working with the Sudbury Food Pantry to organize the event for Thanksgiving morning.

All of the proceeds will go to the Sudbury Food Pantry. We will be accepting food/ health product donations as well. We have been in contact with Pat Mullen over at the Sudbury Food Pantry and we are all excited to work together. We have also spoke with the Police Department.

Sergeant McClain has been very helpful and I will be contacting him once we have finalized the plans and been approved.

We plan on having the event on Thanksgiving morning around 7:00 AM. We are still working out the details of the route. We wanted to touch base with you to propose our idea. We will also be writing a formal proposal to be reviewed on the November 5th meeting.

Please contact me if you have any questions or concerns.

We are very excited about this!

Thank you for your time and consideration.

--

Best Wishes,

Stephanie Servideo
Marketing/Social Media Assistant
steph@h2kchildrenfitness.com
h2kchildrenfitness.com
978-261-5950

Dear Selectmen Committee,

My name is Stephanie Servideo and I work as the marketing assistant at H2K Happy Healthy Kids Fitness Studio in Sudbury, MA located on Boston Post Road. I am submitting this letter of proposal in hopes that you will approve the 5K event we plan on having Thanksgiving Day.

Here at H2K, we have partnered with the Sudbury Food Pantry to organize and hold a 5K Turkey Trot Event on Thanksgiving Day. We are working directly with Pat Mullen from the food pantry. We plan on having the event on Thanksgiving Day, November 28, 2013. Race day registration and number pick up will begin at 6:00 am and the race will begin at 7:00 am.

insert information on where we will start, race route, etc.
attach map of route

We have notified the Sudbury Police Department and they are aware of the event that we plan on having. Once we have the approval from the selectmen committee, I will contact the police department to confirm. I spoke with Sgt. McClain and he informed me that they will schedule police details to cover the race route once I confirm the details with him.

We are very excited about this event and look forward to raising money for the Sudbury Food Pantry. If you have any questions or concerns please contact us at the studio @ 978-261-5950 or email us at info@h2kchildrenfitness.com. My direct email is steph@h2kchildrenfitness.com.

Thank you in advance for your time and consideration.

Best Wishes,

sign name

Stephanie Servideo
Marketing and Social Media Assistant
steph@h2kchildrenfitness.com
h2kchildrenfitness.com
978-261-5950

AGENDA REQUEST - Item #18

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *October 30, 2013*

Requestor: *Lotte Diomede, SMILE Mass President & Co-Founder*

Action requested:

To grant a special permit for a SMILE Mass Second Annual Gobble Wobble 5K Road Race on Saturday, November 23rd, from 10:00 AM to 11:00 AM, as requested by Lotte Diomede, 66 Dudley Road.

Financial impact expected: *None*

Background information: *This first-time event is a fundraiser to benefit the Sudbury Food Pantry.*

Recommendations/Suggested Motion/Vote:

To grant a special permit for a SMILE Mass Second Annual Gobble Wobble 5K Road Race on Saturday, November 23rd, from 10:00 AM to 11:00 AM, as requested by Lotte Diomede, 66 Dudley Road, subject to approval of Police Department and receipt of a Certificate of Liability.

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

Pat Mullen of the Sudbury Food Pantry

Selectmen's Office Section:

Date of Selectmen's Meeting: *November 5, 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)



smile mass
small miracles in life exist

Lotte Diomede
President & Co-Founder

Susan Brown
Vice-President & Co-Founder

66 Dudley Road, Sudbury, MA 01776
Tel: 617-967-7755
www.smilemass.org

Dear Maureen,

I had the privilege of running in the Park and Rec 5K Road Race this past Sunday. I was very impressed with how smoothly it was run.

As you may already know, SMILE Mass is holding it's 2nd Annual Gobble Wobble 5K Road Race on Saturday, November 23rd. We are following the same route as last year, starting and ending at the Curtis Middle School. One reason why I believe why the Park and Rec Road Race went so well is because they were able to shut down one lane on Hudson Road. After seeing that, I went and spoke to Police Chief Nix to see what would need to be done to shut down one lane of Pratt's Mill Road for about 15 minutes for the Gobble Wobble Road Race. He said he would be happy to help us out, so long as we let the town management know what was happening.

We are writing today to find out what needs to be done to close one lane of Pratt's Mill Road (which is much less traveled than Hudson Road) for the start of our Road Race. As always, we will have event insurance naming the Town of Sudbury as additionally insured, we will work with the Sudbury Police Department and we will have an ambulance on site.

Thank you in advance for your help on this matter.

Sincerely,
Lotte Diomede

Attachments: race route and map

RECEIVED
BOARD OF SELECTMEN
SUDBURY, MA
2013 OCT 30 P 2:21

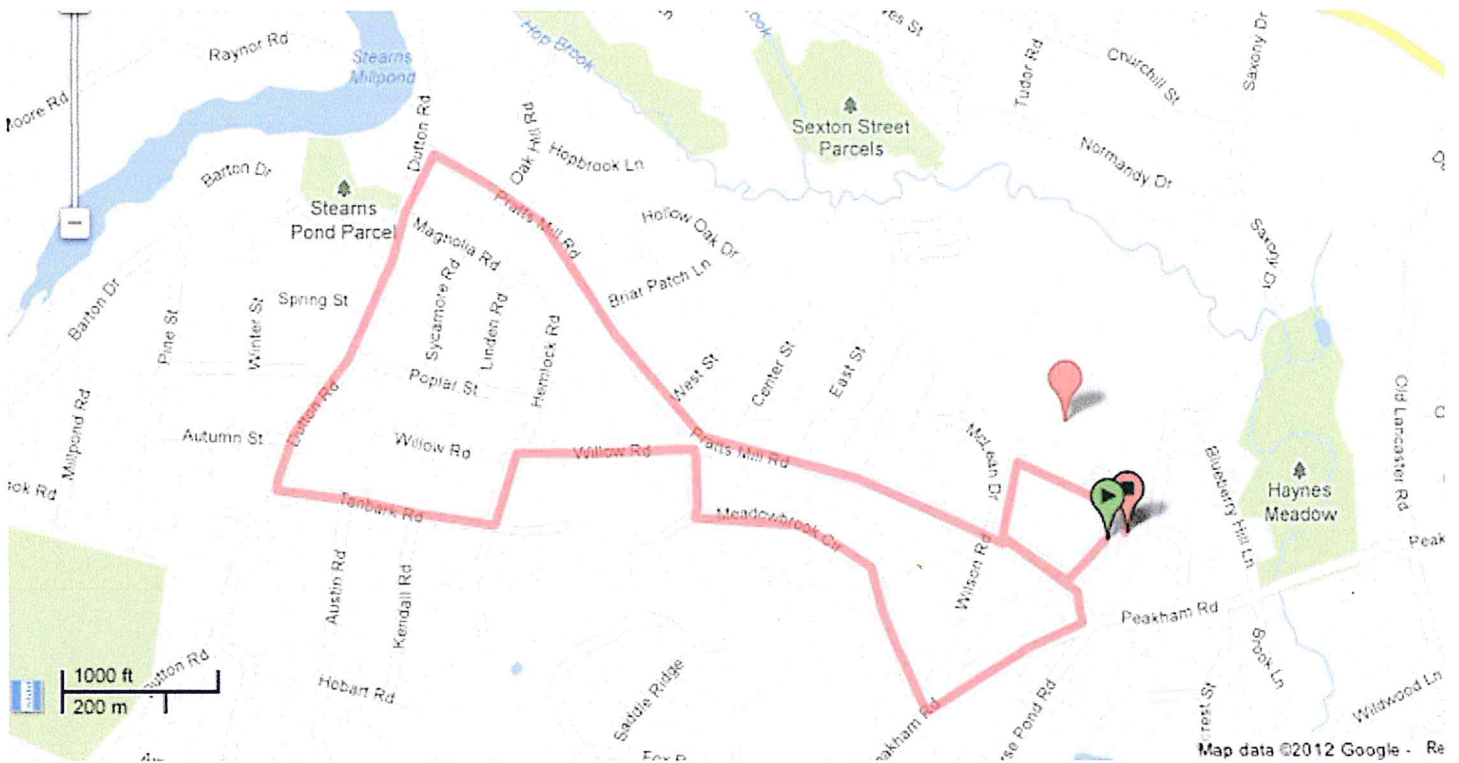


smile mass
small miracles in life exist

Lotte Diomedé
President & Co-Founder

Susan Brown
Vice-President & Co-Founder

66 Dudley Road, Sudbury, MA 01776
Tel: 617-967-7755
www.smilemass.org



Race Route

- Start at Curtis Middle School
- Right onto Pratt's Mill Rd
- Left onto Dutton Rd
- Left on Tanbark
- Left on Hemlock
- Right on Willow
- Right on Meadowbrook
- Left on Peakham
- Left on Pratt's Mill Rd.
- Turn into Curtis Middle School



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/1/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Stoner Insurance Agency 345 Boston Post Rd Po Box 362 Sudbury, Massachusetts 01776	Phone: (978)443-6381 Fax: (978)443-3004	CONTACT NAME: Elaine Stoner
		PHONE (A/C, No, Ext): E-MAIL ADDRESS: claine@stonerinsurance.com
INSURED SmileMass.org 66 Dudley Rd Sudbury, MA 01776	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Philadelphia Indemnity Insurance Company	NAIC # 18058
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			PHPK918877	9/30/2013	9/30/2014	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 10,000
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY	\$ 1,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS						BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB						PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE	\$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						AGGREGATE	\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			WC STATU-TORY LIMITS	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Town of Sudbury is Additional Insured with respect to Gobble Wobble Road Race Nov 23rd

CERTIFICATE HOLDER Holder's Nature of Interest : Certificate Holder Town of Sudbury Sudbury, MA 01776	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

AGENDA REQUEST – Item #19

BOARD OF SELECTMEN

Requestor's Section

Date of request: *October 31, 2013*

Requestor: *Maureen Valente, Town Manager*

Action requested: *Question of voting to extend the term of Town Counsel's appointment to June 30, 2014.*

Financial impact expected:

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

Recommendations/Suggested Motion/Vote: *Question of voting to extend the term of Town Counsel's appointment to June 30, 2014.*

Person(s) expected to represent Requestor at Selectmen's Meeting:
Maureen Valente, Town Manager

Selectmen's Office Section

Date of Selectmen's Meeting: *November 5, 2013*

Board's action taken:

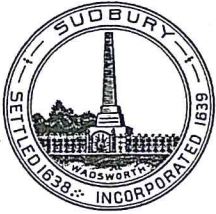
Follow-up actions required by the Board of Selectmen or Requestor:

Distribution:

Town Counsel approval needed?

Yes ()

No (X)



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

LETTER OF UNDERSTANDING BETWEEN THE TOWN OF SUDBURY AND PAUL L. KENNY, ESQ.

Dear Paul:

The Board of Selectmen has amended their vote to appoint you as Town Counsel by extending the term beginning July 1, 2013 and to end no later than **June 30, 2014**, with an option to serve additional months beyond this date if voted by the Board of Selectmen. You will serve at the pleasure of the Board of Selectmen. By entering into this Agreement, you acknowledge and agree that either party may terminate this Agreement at any time, for any reason, during this one year term upon fourteen days' notice.

As Town Counsel, you will be responsible for all activities delineated below unless so directed by the Board of Selectmen or their designee, with the understanding that the Selectmen will, upon the recommendation of the Finance Director, have the option to appoint separate counsel for all work connected with tax title and foreclosure activities. Further reference to this position is contained in the General Duties for Town Counsel hereinafter set forth.

General Duties:

1. Act as attorney for the municipal corporation, its various officers and boards.
2. Act as department head of the Legal Department.
3. Provide verbal advice and counsel to Town officials, boards, committees and department heads relating to their duties, as needed.
4. Give written opinions, if requested in writing, through the office of the Town Manager.
5. Prepare Town Meeting warrant articles and motions.
6. Attend the Annual Town Meeting and all Special Town Meetings.
7. Draft Bylaws and Regulations, including drafting legislation for the General Court, on request of the Board of Selectmen.
8. Give opinions as to actions to be proposed; contract and agreement form review and preparation.
9. Upon request of Board of Selectmen, and/or Town Manager, be present at Board of Selectmen meetings or other town agency meetings.
10. Review minutes (including those of executive sessions) of the meetings of each major board in Town that has legal exposure to identify legal issues and to provide the boards with appropriate advice in advance of potential legal problems.
11. Act as the procurement agent for real estate under the State Procurement Act.

12. Handle all eminent domain cases, including arranging for and review of title examinations and appraisals – prepare orders of taking – supervision of notice to owners, mortgagees, etc., - defense of petitions for assessment of damages – processing of *pro-tanto* payments and settlements.
13. Defend the Town *in tort* claims arising out of Town vehicle accidents, street defects, etc., including the processing of accident reports and claims, supervising investigation thereof; making and presenting claims for indemnity against contracts, permit holders and their bonding and insurance companies and impleading them by third party actions; negotiating settlements where advisable and making recommendations to Selectmen with reference thereto.
14. Provide other services as may be identified by the Town Manager and the Board of Selectmen.

Litigation Matters

Town Counsel shall notify the Town Manager and the Board of Selectmen as soon as possible of all legal action initiated against the Town of Sudbury. The Board of Selectmen will determine whether special counsel shall represent the Town of Sudbury in each action after receiving the recommendation of Town Counsel. Town Counsel shall assist the Town Manager and Board in evaluating all suits against the Town and developing strategies for defense of such suits. Town Counsel shall also assist the Town Manager and Board in selecting special counsel, negotiating the rates to be charged, and reviewing the services performed.

Administrative Provisions

1. Town Counsel shall work a minimum of twenty hours per week for the Town including the obligation to maintain at least twelve hours per week in the Sudbury Town offices with at least five of those hours on Friday of each week unless he seeks and receives prior approval of Town Manager to change days. Should Town Counsel be unable to work the twenty hour minimum in any week he shall promptly notify the Town Manager and he shall make up the time in subsequent weeks. Town Counsel agrees that in exchange for the compensation included in this Agreement he is not entitled to paid vacation or sick leave. Town Counsel further agrees that if for any reason he fails to perform his duties as described in the Agreement in general and this provision in particular, for a period of thirty calendar days then he shall be placed on unpaid leave status.
2. Town Counsel shall be further available during the week to Town officials. Availability of Town Counsel on evenings, for the convenience of Town agencies who cannot meet with Town Counsel during the day, will be arranged through the office of the Town Manager. It is understood that Town Counsel will be available by telephone.
3. Town Counsel shall meet with the Town Manager on a weekly basis to establish priorities and review activities. Unless otherwise arranged, these meetings will be on Fridays when Town Counsel is required to maintain office hours in Sudbury. Town Counsel will provide reasonable time estimates for all activities approved by Town Manager, and give regular status reports on progress made on projects. Town Counsel shall copy Town Manager on all written opinions issued.
4. Town Counsel's office shall keep the Town Manager apprised of the status of all on-going litigation, including costs and shall provide quarterly reports regarding other matters.
5. Town Counsel shall have the expertise to provide services to the local schools and Water District and shall perform same at the direction of the Board of Selectmen.
6. Town Counsel shall have the expertise to perform Labor Relations work including collective bargaining, mediation and arbitration and shall perform same at the direction of the Town Manager.
7. Town Counsel will fully utilize the office of the Town Manager to the best advantage of himself and the Town.
8. All work in connection with litigation, including court appearances, shall be reimbursed at the rate approved by the Board of Selectmen.
9. Town Manager's office will prepare the annual budget request for the Legal Department in consultation with the Legal Department. The Legal Department will oversee and administer the

budget of Legal Department and be responsible for obtaining the Town Manager's approval for all expenditures and payroll vouchers. Expenses of the Legal Department will include all general expenses for operation of the Legal Department, such as all special counsel hired by the Town unless other arrangements have been made, secretarial requirements, professional negotiator, telephone, travel, recording and filing fees, special representation for a Town board or official, printing, etc.

Compensation

Mr. Kenny shall be compensated at a monthly rate of \$7,594, which is an annual rate of \$91,128 for services rendered as Town Counsel. In addition, Mr. Kenny shall be compensated at a rate of \$90 per hour for litigation services.

Agreed to on _____, 2013

Paul L. Kenny

Maureen G. Valente, on behalf of
the Board of Selectmen

AGENDA REQUEST #20
BOARD OF SELECTMEN

Requestor's Section

Date of request: 10/31/13

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

Action requested: *Question of voting to approve a contract with Elmwood Homes, LLC (Daniel Gaulin) for affordable housing consulting services for the Regional Housing Services Office, retroactive to October 1, 2013 for up to \$40,000.*

Financial impact expected: *Funds to be paid out of RHSO revenue*

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

Attached memo from Jody Kablack

Recommendations/Suggested Motion/Vote:

Question of voting to approve a contract with Elmwood Homes, LLC (Daniel Gaulin) for affordable housing consulting services for the Regional Housing Services Office, retroactive to October 1, 2013 for up to \$40,000.

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

Jody Kablack, Director of Planning and Community Development

Selectmen's Office Section

Date of Selectmen's Meeting: *November 5, 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 ()

TO: Maureen Valente, Town Manager
FROM: Paul Kenny, Town Counsel
DATE: October 31, 2013
SUBJECT: Approval to sign contract listed below

Name of Contract: Agreement for Professional Services – Daniel Gaulin

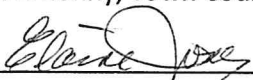
The attached contract is approved for your signature, with the following conditions:

1. Vote of Board of Selectmen
 - a. Scheduled agenda: ~~11/5/13~~ 11/5/13
 - b. Date of vote _____
2. Recommendation of department head requesting contract.
 - a. Name: Jody Kablack, Director of Planning and Comm. Development
 - b. Written request dated: October 31, 2013
 - c. Agenda request dated:
3. Procurement process: (Check process under which this contract was procured)
 - a. M.G.L. c.30B
 - b. M.G.L. c. 149 _____
 - c. M.G.L. c.30 §39M _____
 - d. Combination _____
 - e. M.G.L. c.7 §§ 38A1/2-O _____
 - f. M.G.L. c.25A §11 _____
 - e. Exempt:
 - f. Not applicable: Reason _____

Confirmation from Procurement Compliance Officer that all procurement/bidding requirements have been met. Please initial each checked box for confirmation.

4. Other conditions – Contract over \$25,000. RFP issued. 5 proposals received. Most advantageous determined to be Daniel Gaulin.
5. Town Accountant's approval that funds are available (if public construction over \$2,000)
 - a. Approved _____
 - b. Not applicable _____

Paul L. Kenny, Town Counsel



Elaine Jones for Town Counsel



Town of Sudbury

Planning and Community Development Department

Jody A. Kablack, Director

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3387
Fax: 978-443-0756

<http://www.sudbury.ma.us/services/planning>
kablackj@sudbury.ma.us

TO: Maureen Valente, Town Manager
Paul Kenny, Town Counsel
FROM: *gak* Jody Kablack, Dir. of Planning and Community Development
RE: Contract for Regional Affordable Housing Consultant Services
DATE: October 31, 2013

I am attaching an Agreement for Professional Services between the Town of Sudbury and Daniel Gaulin for Affordable Housing Consulting Services. I advertised a Request for Proposals for these services on August 22, 2013, and received 5 responses. It was my intention to fill 2 positions with this RFP – 1 for the Regional Housing Services Office work, and 1 for the Sudbury Housing Trust work. Mr. Gaulin was deemed to be the most responsive for the Regional Housing Services Office according to the criteria. The Housing Trust will be executing a contract for a consultant for their needs, however they have contract execution authority.

The funds for payment under Mr. Gaulin's contract will be from RHSO revenue, which has been budgeted for and collected for FY14. Please note that I have dated Mr. Gaulin's contract to be effective October 1, 2013, as he has been performing these duties at his FY13 rate and is due a small increase.

Please execute this contract at your earliest convenience.

Attachments

AGREEMENT FOR PROFESSIONAL SERVICES

The TOWN OF SUDBURY, acting by and through its TOWN MANAGER, (the "Town") hereby agrees to pay for and Elmwood Homes LLC, Daniel Gaulin (the "Consultant") hereby agrees to provide the services described in the proposal dated September 4, 2013 submitted in response to a Request for Proposal for Affordable Housing Consulting Services issued by the Town of Sudbury, dated August 22, 2013.

1. COST OF SERVICES
 - a. The Town shall pay for the services on a time and materials basis in accordance with the hourly rate schedule of \$55/hour from October 1, 2013 through June 30, 2014, and \$60/hour from July 1, 2014 through June 30, 2015 for approximately 15-20 hours/week.
 - b. Prices shall remain firm over the period of the contract from October 1, 2013 to June 30, 2014.
 - c. Additional services shall be agreed to in writing and shall be paid at the hourly rate of the person provided such services in accordance with the schedule attached hereto.
2. PAYMENT The Consultant shall submit invoices to the Town on a monthly basis according to the percentage of work completed, and the Town shall make payment within thirty (30) days after receipt of an invoice.
3. CONTRACT DOCUMENTS The following documents, together with this Agreement, constitute the entire agreement between the parties and any documents not appended to this Contract are hereby incorporated by reference thereto:
 - a) Request for Proposal, dated August 22, 2013.
 - b) Consultant's Proposal dated September 4, 2013.
4. CONSULTANT'S RESPONSIBILITIES The Consultant represents that he/she can and shall perform the services hereunder in a competent and professional manner. The Consultant shall at all times be acting as an independent contractor and not as an agent for, partner or joint venturer with the Town.
5. ASSIGNMENT The rights and obligations of the Consultant hereunder may not be assigned without the written consent of the Town.
6. OWNERSHIP OF DOCUMENTS All documents and materials of whatever kind prepared by the Consultant and delivered to the Town pursuant to this agreement shall become the sole property of the Town; provided, that the Consultant may use its copies of such materials for educational or promotional purposes or for required submissions to governmental bodies.

7. TERMINATION The Town may terminate this agreement at any time upon seven (7) days written notice. If such termination is without the fault of the Consultant, the Town shall pay the Consultant all compensation and reimbursement due to the Consultant up to the date of termination, including proportionate payment for completed portions of uncompleted work. Such payment shall not exceed the fair value of the work, as the Town shall determine.
8. NOTICE Notices shall be sent to the Town to the attention of:

Jody Kablack
Director of Planning and Community Development
278 Old Sudbury Road
Sudbury, MA 01776

and to the Consultant to:

Elmwood Homes LLC
Daniel Gaulin
150 Prospect Street
Framingham, MA 01701

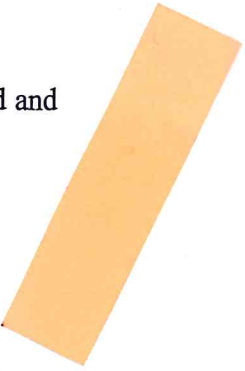
9. INDEMNIFICATION The Consultant shall indemnify, defend and save harmless the Town and all of its officers, agents and employees against all costs, damages, suits and claims of liability of every name and nature arising out of the negligence or intentional wrongful act of the Consultant in the performance of this agreement.
10. CONSULTANT INSURANCE The Consultant shall provide a certificate of professional liability coverage in the amount of one million dollars (\$1,000,000.00).
11. AMENDMENT OF AGREEMENT Any amendments to this agreement shall be in writing and signed by both parties.
12. APPLICABLE LAW This agreement shall be deemed to be executed and delivered within the Commonwealth of Massachusetts and shall be governed and construed in accordance with the laws of said Commonwealth.

TOWN OF SUDBURY:
By its Town Manager

Maureen G. Valente

DATE: _____

CONSULTANT:


Daniel Gaulin

Daniel Gaulin, Elmwood Homes LLC

DATE: 10/31/13

AGREEMENT FOR PROFESSIONAL SERVICES

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1. COST OF SERVICES
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5. ASSIGNMENT The rights and obligations of the Consultant hereunder may not be assigned without the written consent of the Town.
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- 8. NOTICE Notices shall be sent to the Town to the attention of:

Jody Kablack
Director of Planning and Community Development
278 Old Sudbury Road
Sudbury, MA 01776

and to the Consultant to:

Elmwood Homes LLC
Daniel Gaulin
150 Prospect Street
Framingham, MA 01701

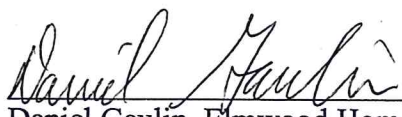
- 9. INDEMNIFICATION The Consultant shall indemnify, defend and save harmless the Town and all of its officers, agents and employees against all costs, damages, suits and claims of liability of every name and nature arising out of the negligence or intentional wrongful act of the Consultant in the performance of this agreement.
- 10. CONSULTANT INSURANCE The Consultant shall provide a certificate of professional liability coverage in the amount of one million dollars (\$1,000,000.00).
- 11. AMENDMENT OF AGREEMENT Any amendments to this agreement shall be in writing and signed by both parties.
- 12. APPLICABLE LAW This agreement shall be deemed to be executed and delivered within the Commonwealth of Massachusetts and shall be governed and construed in accordance with the laws of said Commonwealth.

TOWN OF SUDBURY:
By its Town Manager

Maureen G. Valente

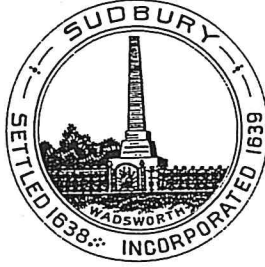
DATE: _____

CONSULTANT:



Daniel Gaulin, Elmwood Homes LLC

DATE: 10/31/13



Town of Sudbury, Massachusetts
Request for Proposals
Affordable Housing Consulting Services
August 22, 2013

The Town of Sudbury (hereafter “the Town” or “Sudbury”) seeks the services of a qualified consultant(s) to provide administrative and technical support relating to affordable housing issues. These services are to be provided in conjunction with the activities of the Regional Housing Services Office and the Sudbury Housing Trust.

The successful consultant(s) will work under the direction of the Town of Sudbury Director of Planning and Community Department and may work closely with housing and planning personnel from various town boards/committees in Acton, Bedford, Concord, Lexington, Sudbury and Weston with issues related to affordable housing.

The successful consultant(s) will specialize in all matters of affordable housing from a municipal perspective. This includes monitoring and preservation of units; providing local support to municipal housing boards and trusts; and resident qualification and support. These services include performing affirmative fair marketing of units and implementing the income restriction and other preference restrictions in compliance with applicable federal, state and local regulations and guidelines for affordable housing. Additionally, the consultant(s) will be available as a point of contact for town staff and residents, and will implement programs to service those residents.

The successful consultant(s) must have a Bachelor’s Degree from a four-year college or university, plus no less than 3 years of experience in affordable housing.

The preferred skills include income qualification under state and federal guidelines; resident assistance programs; familiarity with applicable local, state and federal subsidy programs, regulations and legislation, including Fair Housing laws and practices; affordable housing restrictions; monitoring practices; real estate; and permitting processes.

The successful consultant(s) must have the ability to perform research, collect and analyze information, as well as prepare written and oral reports/presentations for municipal boards, committees and the public; strong communication and interpersonal skills; effective public speaking skills; and accurate record-keeping. Microsoft Excel proficiency is required.

The Town prefers hiring an individual or individuals, not a firm, for this service. If a firm applies, said firm shall identify a single employee as the service provider.

The successful consultant(s) will be expected to work a minimum of 15 hours per week, and a maximum of 35 hours per week, through June 30, 2014 and will be paid on an hourly basis. The contract may be extended at the Town’s sole option for an additional 52-week period. The successful consultant(s) will be expected to perform some duties in the Town of Sudbury office building, and to attend meetings in Sudbury and other municipalities.

All proposals are due by Wednesday, September 11, 2013 at 2:00 p.m. Email submissions are required.

Respond to:

Jody Kablack, Director of Planning and Community Development
Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776

Email: kablackj@sudbury.ma.us

Phone: (978)639-3387

Proposal Submission Requirements

Proposers shall submit an electronic pdf copy of the proposal entitled “Affordable Housing Consulting Services Proposal, Town of Sudbury” containing all of the following items:

- Letter of interest
- Resume with qualifications of personnel, including any registrations or certifications
- A list of relevant projects, including a brief description of the project, location, services provided, costs, project manager and date services provided. Identify projects as completed or underway
- Contact name, phone number and project name for no less than 2 relevant projects
- Documentation of Evaluation Criteria
- Names of any Town officials or employees who are related to any of the partners, officials or directors of the consulting firm working, or others who have any ownership interest in the firm
- Completed certifications (see attachments to this RFP).
- A separate email pdf attachment entitled “Wage Proposal, Town of Sudbury” listing the consultant(s) name, hourly wage proposal, and an estimated minimum and maximum number of hours, for the current period through June 20, 2014 and for a 52-week extension.

Questions concerning this RFP should be submitted in writing via email by Wednesday, September 4, 2013 to Jody Kablack at kablackj@sudbury.ma.us.

Written responses to any questions that the Town determines are relevant to all will be emailed to any individual that received the RFP.

Evaluation Criteria

All proposals will be evaluated by the Director of Planning and Community Department or her designee based upon the ability of the respondent to meet the specifications outlined herein and if all criteria required in this proposal have been met. The ability of the respondent to meet contracted requirements will also be considered as well as the capability, integrity and reliability of the respondent to meet contract regulation.

Specifically, the proposals will be evaluated and rated according to the following criteria:

1. Massachusetts business/resident:

- Most advantageous - The consultant lives or has a business office within 25 miles from Sudbury, MA
- Advantageous - The consultant lives or has a business office within 50 miles from Sudbury, MA
- Non-advantageous - The consultant lives or has a business office farther than 50 miles from Sudbury, MA

2. The consultant is experienced with Massachusetts affordable housing programs and regulations:

- Most Advantageous - The consultant has experience with all of the following: Chapter 40B, Municipal Housing Trusts, Fair Housing laws, and MassHousing, DHCD and HOME guidelines.
- Advantageous - The consultant has experience with one or more of the following: Chapter 40B, Municipal Housing Trusts, Fair Housing laws, MassHousing guidelines, DHCD guidelines or HOME guidelines.
- Non-Advantageous: The consultant has limited or no experience with the following: Chapter 40B, Fair Housing laws, Municipal Housing Trusts, or MassHousing, DHCD and HOME guidelines.

3. The consultant is experienced and highly qualified:

- Most advantageous - The consultant has over 5 years of experience in the area of affordable housing with recent experience in municipal housing trusts.
- Advantageous - Has over 3 years of experience in the area of affordable housing with recent experience in municipal housing trusts.
- Non-Advantageous - Has less than 3 years of experience in the area of affordable housing and/or no recent experience in municipal housing trusts.

4. The consultant is experienced working with Massachusetts municipalities:

- Most Advantageous - The consultant has experience with two (2) or more affordable housing projects in Massachusetts municipalities, either in permitting, funding or qualifying residents.
- Advantageous - The consultant has experience with one (1) or more affordable housing projects in Massachusetts municipalities, either in permitting, funding or qualifying residents.
- Non-Advantageous - The consultant has no experience on affordable housing projects in Massachusetts municipalities, either in permitting, funding or qualifying residents.

5. Quality of the References provided:

- Most Advantageous - The work of the consultant is deemed excellent by all of their references.
- Advantageous - The work of the consultant is deemed good or excellent by at least 1 of their references.
- Non-Advantageous - The work of the consultant is deemed poor by any reference.

Award of Contract

The contract(s) will be awarded by the Town Manager upon determination of the most advantageous proposal from a responsible, qualified and responsive proposer(s), taking into consideration all evaluation criteria set forth in the RFP.

The Town of Sudbury reserves the right to accept or reject any or all proposals, to waive minor informalities, and to make awards as may be deemed to be in the best interest of the Town. Those who enter into contractual obligations with the Town of Sudbury must not discriminate against qualified, handicapped individuals in their employment decisions.

The Town reserves 90 days from the proposal deadline to make the award.

Evidence of valid insurance coverage must be submitted by the selected firm or individual(s) prior to or upon execution of the contract(s), as follows:

- Worker's Compensation, as required by Massachusetts law.
- General Liability Insurance, with the Town of Sudbury named as an additional insured, with a limit of no less than \$1,000,000 per Occurrence.

Housing Cons. RFP
Published on
website 8/22/13

Legal Ad in Town
Crier 8/29/13
Planners Listserve 8/28/13
Town Clerk
Posting 8/22/13

Elmwood Homes, LLC

RECEIVED
SEP 04 2013

September 4, 2013

Jody Kablack
Director of Planning and Community Development
Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776

Re: Affordable Housing Consulting Services Proposal

Dear Ms. Kablack:

This letter is in response to the Request for Proposals issued by the Town of Sudbury on August 22, 2013 for Affordable Housing Consulting Services. I am very interested in continuing to work for the Town of Sudbury in providing housing consulting services to the Regional Housing Services Office (RHSO) and the Sudbury Housing Trust (SHT).

Since June of 2011, I have worked for the Town as an affordable housing consultant primarily in connection with the RHSO with some SHT work as well. It has been a rewarding experience working with the Town staff, the staff and volunteers in the other RHSO towns and the developers, renters, homeowners and homebuyers that the RHSO and SHT work with to ensure that housing-related government activity, whether it be assessing property, facilitating refinances and resales, monitoring rental developments and homeowners, or any number of similar activities, are carried out in a fair and efficient manner.

Enclosed please find a copy of my resume, a description of my consulting practice that provides detail on relevant projects, contact information for five relevant projects, documentation of evaluation criteria, and a Wage Proposal. I am a sole proprietor and I am not related to any Town officials and employees. There are no separate certifications.

Sincerely,



Daniel R. Gaulin

150 Prospect Street, Framingham MA 01701
617-584-5424

www.ElmwoodHomesLLC.com

Daniel R. Gaulin

150 Prospect Street, Framingham, Massachusetts 01701

cell (617) 584-5424

dan@ElmwoodHomesLLC.com

Elmwood Homes LLC, Principal, Framingham, MA 2005 – present

Started a real estate consulting firm. See attached firm description for further details.

Mass. Department of Housing and Community Development, Boston, MA 1995-2005

HOME & Housing Stabilization Fund (HSF) Housing Specialist; 2004 HOME Director

Various duties related to the administration of the federal HOME and the state-funded HSF program including the review of applications, preparation and processing of contracts, coordination of loan closings, preparation of environmental reviews, monitoring program compliance, and processing construction requisitions. Represent DHCD on MassHousing's Collateral Security Committee and at public events. Prepare and deliver training presentations on aspects of the HOME program.

Boston Department of Neighborhood Development, Boston, MA 1994-95

Finance Specialist

Underwriting gap financing for rental development and homeownership programs utilizing HOME, Low Income Tax Credits, and Community Development Block Grant financing.

National Credit Union Administration, Braintree, MA 1990-94

Junior Analyst, Northeast Office, REO Sales

Part of a two-man staff responsible for the management and disposition of a \$5-8,000,000 portfolio consisting of up to 110 residential and commercial properties. Duties included writing detailed recommendations on: sales negotiations, initial list prices and broker selection, rent schedules, and rehabilitation work. Responsibilities also included reviewing appraisals, ordering maintenance, maintaining a database on the portfolio and processing/underwriting mortgage applications.

First National Funding Corporation, Norwood, MA 1990

EPM Financial Corporation, Boston, MA 1989-90

Mortgage Originator, Underwriting and processing

NYC Department of Housing Preservation and Development, New York, NY 1984-89

Senior Project Development Analyst, Division of Production & Planning

Financial and policy analysis of city-funded housing development programs.

Deputy Director, East Flatbush Neighborhood Preservation Office

Assisted the Director in all phases of the management and administration of the office – loan underwriting, code enforcement coordination, housing planning, and contract monitoring.

Loan Coordinator, Participation Loan Program

University of North Carolina, Chapel Hill, NC

Department of Regional Planning (Masters coursework completed May 1984)

Concentration: Housing and Economic Development

Dartmouth College, Hanover, NH

Bachelor of Arts (June 1982)

Graduated with Distinction in Geography

Church and Community Involvement

Newton UMC, Newton, MA 1994 - present: Lay Leader, Investment Subcommittee member; past Finance Committee Chair, Capital Campaign committee member, past Church School teacher, past Outreach Chair

Boston Wesleyan Society: 2005 – 2007 Board Member

Newton Girls Soccer, 2003-04: Head Coach U-12 Intramural Team; 2005-06, Assistant Coach U-14 Travel Team

Cabot After School Program, 1998-2002: Board Member and Treasurer,

Boy Scouts of America, 2000: Webelos Den Leader

Bethany UMC, Roslindale, MA 1990 – 1994: Church School teacher, Trustee

Elmwood Homes, LLC

Dan Gaulin started Elmwood Homes LLC in June 2005 to develop real estate and to provide affordable housing consulting. His consulting practice is focused on assisting for-profit, not-for-profit, and municipalities in the following areas:

- Preparation of One-Stop applications
- Preparation of Requests for Proposals or Requests for Qualifications
- Feasibility analysis
- Pre-submittal application review
- HOME Program rules and regulations
- Local Initiative Program/Comprehensive Permitting

Experience

Dan has 20+ years of experience in real estate that span all three levels of government (federal, state, and local); the private and public sector, and program administration, real estate management, sales, and finance.

From 1995 to 2005, he worked in the HOME and HSF programs at the Mass. Dept. of Housing and Community Development. Previously he worked in the housing departments of Boston and New York City. He also worked for the National Credit Union Administration managing and selling foreclosed properties.

Recent Assignments

Regional Housing Services Office (Town of Sudbury as lead community) – Since June 2011, Dan has provided staff support to the Regional Housing Services Office based in Sudbury that provides a variety of housing and monitoring services for Acton, Bedford, Concord, Lexington, Sudbury, Lincoln (up to 9/2012) and Weston. Recent services have included the identification of potential HOME projects in Bedford, Concord, Lexington and Lincoln.

Marshfield Housing Partnership – Dan has worked for the MHP since 2007 providing technical assistance to the town in its efforts to expand the supply of affordable housing in town. Dan developed the Marshfield Homeownership Opportunity Purchase Program, a First-time Homebuyers Program that utilizes Community Preservation Act funding to assist buyers in purchasing entry-level homes – over 10 homeowners have been assisted through this program. He updated the Community Housing Plan and assisted in the drafting of an Inclusionary Zoning By-Law.

New England Communities Inc. (Marc Slotnick, President) – Dan and NECI have completed a \$17,000,000+ refinancing and rehabilitation of Salem Towers, a 80-unit HUD Section 202 development in Malden. This innovative project utilized 4% Low Income Housing Tax Credits, HOME funds from the North Suburban Consortium, and state Housing Stabilization and Community-Based Housing funds. Salem Towers was featured in the April 2011 edition of Tax Credit Advisor magazine and it received the 2012 Chuck Edson Tax Credit Excellence Award for senior housing. Previously, Dan worked closely with Marc

Slotnick of NECI in providing development expertise to housing authorities in Worcester, Dracut, Sandwich, Chicopee, Somerville, and Easthampton.

Veterans, Inc. – Dan has obtained state approval for a major change in project configuration for an 81-bed transitional housing facility. He has also obtained acquisition and predevelopment funding for the purchase of a 50,000 sq. ft. monastery and retreat center with the capacity to serve another 30-45 homeless veterans.

FinePoint Associates – Dan has worked as a subcontractor to FinePoint Associates, a leader in HOME program monitoring, in providing consulting services to the City of Lawrence and the WestMetro HOME consortium. Dan's work with FinePoint is focused on the analysis of project finances and the preparation of subsidy layering reviews.

Past projects and clients

South Worcester Neighborhood Improvement Corporation and Mechanics Guild, LLC – preparation of a One-Stop application to the Mass DHCD for Tax Credit and HOME funding for a new 25-unit rental building on the former site of the City Builders lumber yard. This project was awarded highly competitive 9% Low Income Housing Tax Credits in August 2008. It was completed on time and under budget.

Steinberg-Lalli Foundation – obtained a comprehensive permit utilizing Chapter 40 B and the Local Initiative Program for a 4 unit (3 low-income new construction and 1 moderate income) rehabilitation development known as Lalli Terrace in Acton, MA.

City of Newton Community Preservation Committee – Dan prepared an analysis of a proposed Chapter 40-B development and presented his findings in a public meeting.

Lowell Transitional Living Center – assistance in completing final HOME requisition.

Massachusetts Department of Housing and Community Development – preparation and delivery of an underwriting training session

Massachusetts Housing Partnership

Under NECI's contract with the Massachusetts Housing Partnership, Dan has provided fiscal analysis and development proformas at sites in Charlton and Mashpee.

Chicopee Neighborhood Development Corporation – project management assistance in the redevelopment/resale of vacant single-family dwellings utilizing Neighborhood Stabilization Funds from the City of Chicopee.

City of Chicopee – multiple assignments including financial feasibility analysis of a potential condominium conversion project, preliminary review of homeownership proposals and cost analysis of completed projects.

Lower Cape Cod CDC – preparation of a proposal for 5 units of ownership housing on a town-owned parcel in Wellfleet.

Daniel Cahill, Consultant – worked with Mr. Cahill in providing program design assistance to the Quincy-Weymouth HOME Consortium.

Elmwood Homes, LLC

References

Marc Slotnick, President
New England Communities, Inc.
97 Parker Street
Newton Centre, MA 02459
(617) 290-5001

Randy Johnson and Gerry Home
Mechanics Guild LLC
Home + Johnson/StepONE
7 Mechanic Street
Natick, MA 01760
(508) 315-3666

Bob Carr, Chair
Marshfield Housing Partnership
(781) 834-1174

Elaine Nickerson
FinePoint Associates
(617) 543-2204

Steven Steinberg
Steinberg-Lalli Foundation
c/o Acton Management
69 Great Road
Acton, MA 01720
(978) 263-2989

Rita Farrell, Director of Community Housing Initiatives
Massachusetts Housing Partnership
48 North Pleasant Street
Amherst, MA 01002
(413) 253-7379

150 Prospect Street, Framingham, MA 01701
617-584-5424

www.ElmwoodHomesLLC.com

Elmwood Homes, LLC

Documentation of Evaluation Criteria

1. Massachusetts business/resident

My home and business is located at 150 Prospect Street, Framingham which is 7 miles from the Flynn Building. A screenshot of my LLC registration in the Secretary of the Commonwealth's Corporate Database is attached.

2. Experience with Massachusetts affordable housing programs

For nine years, I worked for the Massachusetts Department of Housing and Community Development in the Division of Housing Development. I worked directly in the HOME and Housing Stabilization Programs and since those programs were often combined with other programs, I worked indirectly with the Low Income Housing Tax Credit Program, the Facilities Consolidation Program, Section 8, HUD 202 and 811 Programs, and the Housing Innovations Fund Program.

Since 2005, I have worked as a consultant to developers and municipalities. In that time, I have worked with Chapter 40B on behalf of a developer in a successful Local Initiative Program (LIP) project in Acton known as Lalli Terrace and on behalf of communities in for the Town of Marshfield in vetting a potential LIP project. All the government programs that I have worked with are subject to Fair Housing Laws. As a government employee, I have helped draft the Analysis of Impediments for the RHSO towns and I have reviewed fair housing plans and have monitored housing developments for compliance with Fair Housing regulations. As a consultant, I developed the Marshfield Housing Opportunity Program to comply with DHCD Fair Housing requirements so that the units will count on the Subsidized Housing Inventory. I have also assisted developers in preparing fair housing plans and in complying with fair housing requirements. I have extensive experience with public housing authorities (PHA) including preparing feasibility studies, submitting affordable housing applications, performing HOME underwriting reviews of PHA rehabilitation projects and working with the Towns of Bedford, Lexington and Concord to commit HOME funds to their respective PHAs. I have worked with Housing Trusts in Sudbury and Weston and with Housing Partnerships in Bedford, Lexington and Marshfield. In my work with the RHSO, I have had the opportunity to assist towns in complying with MassHousing cost certification requirements on chapter 40B developments.

3. Experience and Qualifications

I have over 23 years of experience working in the field of affordable housing. This includes five years for the New York City Department of Housing Preservation and Development, one year with the Boston Department of Neighborhood Development, nine years with the Massachusetts Department of Housing and Community Development and eight years as an affordable housing consultant.

150 Prospect Street, Framingham MA 01701
617-584-5424

www.ElmwoodHomesLLC.com

Elmwood Homes, LLC

4. Experience with Massachusetts municipalities

I have worked as a development consultant for three completed projects in Massachusetts: a 4 unit LIP homeownership development in Acton (permitting, coordination of marketing), an 81 unit 4% Tax Credit rental rehabilitation project in Malden (funding) and a 25 unit Tax Credit Exchange new construction rental development in Worcester (funding). Since 2006, I have worked for the Town of Marshfield as a consultant where I designed one of the most successful purchaser buydown programs in the state that utilizes CPA funds to help income-qualified buyers purchase a home with deed restrictions so that the units are included on the Subsidized Housing Inventory. The initial income qualifications are performed by the Marshfield Housing Authority, I review their work.

5. Quality of References

I have provided contact information for references. I trust that they will be forthcoming about the quality of the work that I have performed for them.

Non-numbered requirements and skills

Bachelor's Degree and 3 years of experience in affordable housing

I graduated from Dartmouth College with a Bachelor's degree in Geography. I have over 23 years of experience in affordable housing.

Preferred Skills

I have performed, reviewed, and advised clients on income qualification. I have a strong familiarity with state and federal subsidy programs, especially those that I administered while at DHCD, and that I have used while a consultant to municipalities and developers. I have prepared Powerpoint presentations in connection with HOME projects in Bedford and Lexington that have shown them to the Boards of Selectmen in those towns. I have met with the Marshfield Housing Partnership for many years and have met with boards and agencies in all of the RHSO towns. From these meeting, I have gained an appreciation of how each town has a unique set of concerns, interests, and infrastructure with regard to affordable housing and that in turn helps me to give them the guidance that they seek. I am comfortable with Excel and helped construct the Master Spreadsheet used in the RHSO and I have improved the formulas in the Assessors spreadsheets.

Availability/Commitment

I can commit to working between 15 and 35 hours per week through June 30, 2014 and through June 30, 2015 at the Town's sole option. I understand that the work location will include the Town offices and meetings in other towns.

150 Prospect Street, Framingham MA 01701
617-584-5424

www.ElmwoodHomesLLC.com



HOME DIRECTIONS CONTACT US

Search sec.state.ma.us

Search

Corporations Division

Business Entity Summary

ID Number: 000892744

Request certificate

New search

Summary for: ELMWOOD HOMES, LLC

The exact name of the Domestic Limited Liability Company (LLC): ELMWOOD HOMES, LLC							
Entity type: Domestic Limited Liability Company (LLC)							
Identification Number: 000892744							
Date of Organization in Massachusetts: 04-05-2005							
Last date certain:							
The location or address where the records are maintained (A PO box is not a valid location or address):							
Address: 150 PROSPECT ST							
City or town, State, Zip code, Country: FRAMINGHAM, MA 01701 USA							
The name and address of the Resident Agent:							
Name: DANIEL R. GAULIN							
Address: 38 OTIS STREET							
City or town, State, Zip code, Country: NEWTONVILLE, MA 02460 USA							
The name and business address of each Manager:							
Title	Individual name	Address					
MANAGER	DANIEL R GAULIN	150 PROSPECT ST FRAMINGHAM, MA 01701 USA					
In addition to the manager(s), the name and business address of the person(s) authorized to execute documents to be filed with the Corporations Division:							
Title	Individual name	Address					
The name and business address of the person(s) authorized to execute, acknowledge, deliver, and record any recordable instrument purporting to affect an interest in real property:							
Title	Individual name	Address					
REAL PROPERTY	DANIEL R GAULIN	150 PROSPECT ST FRAMINGHAM, MA 01701 USA					
<input checked="" type="checkbox"/> Consent <input checked="" type="checkbox"/> Confidential Data <input checked="" type="checkbox"/> Merger Allowed <input checked="" type="checkbox"/> Manufacturing							
View filings for this business entity:							
<table border="1"> <tr> <th>ALL FILINGS</th> </tr> <tr> <td>Annual Report</td> </tr> <tr> <td>Annual Report - Professional</td> </tr> <tr> <td>Articles of Entity Conversion</td> </tr> <tr> <td>Certificate of Amendment</td> </tr> </table>			ALL FILINGS	Annual Report	Annual Report - Professional	Articles of Entity Conversion	Certificate of Amendment
ALL FILINGS							
Annual Report							
Annual Report - Professional							
Articles of Entity Conversion							
Certificate of Amendment							
View filings							
Comments or notes associated with this business entity:							

Elmwood Homes, LLC

Wage Proposal, Town of Sudbury

Firm: Elmwood Homes, LLC

Consultant: Daniel R. Gaulin

\$55.00 per hour – through June 30, 2014.

\$60.00 per hour – July 1, 2014 – June 30, 2015.

Minimum hours – 15/week

Maximum hours – 35/week

Expected average – 15-20/week

AGENDA REQUEST #21
BOARD OF SELECTMEN

Requestor's Section

Item Name: *Request for Board to approve draft agreement with NSTAR for planting plan on Stock Farm and Pelham Island Road*

Date of request: *October 31, 2013*

Requestor: *Maureen Valente, Town Manager*

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

Provide approval for the planting plans and responsibilities as negotiated by the Town Manager with NSTAR

Financial impact expected: *Will require DPW to perform watering on the plants*

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

Attached memo from Town Manager Maureen Valente

Recommendations/Suggested Motion/Vote:

Approve the negotiated agreement as described by the Town Manager

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

Town Manager Maureen Valente

Selectmen's Office Section

Date of Selectmen's Meeting:

Item #

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 (X)

No ()



Town of Sudbury

Town Manager's Office

Townmanager@sudbury.ma.us

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

Maureen G. Valente, Town Manager

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

Date: November 1, 2013
To: Board of Selectmen
From: Maureen G. Valente, Town Manager *Maureen*
Subject: Draft Agreement with NSTAR on road crossings

I am hereby recommending that the Sudbury Board of Selectmen approve the agreement I have reached with NSTAR for replacing the trees on the Road Crossings, as described below. It is essentially what I had described to you as what I hoped to achieve in this agreement. If next spring NSTAR does not live up to its commitments, you still have all options you have right now.

1. The planting will be in the spring, given the inability to get 150+ 8 foot trees at this time of year.
2. NSTAR will hold off removing the current vegetation until next spring, allowing the current screening to remain present until new screening is planted. NSTAR will cut off the tops of any trees or vegetation currently there that might threaten their power lines, but they will NOT clear cut the vegetation.
3. NSTAR agrees the height of all replacement trees will be a minimum of 8 feet.
4. NSTAR will prepare the area for tree planting by removing all existing vegetation, grinding out stumps, and otherwise preparing the area to the satisfaction of DPW Director Bill Place and Tree Warden Scott Taylor before they begin planting the replacement trees.
5. The trees will be planted according to Bill Places staggered planting plan, allowing for maximum coverage of open space visible at the crossing.
6. NSTAR will be allowed to keep one area open for vehicle access, but they will have that access on a diagonal approach, allowing trees to be planted alongside for maximum screening results.
7. The variety of trees will still be approved by the Town. There are several varieties of evergreens which we think will fill the commitment from NSTAR.
8. The Town agreed to water the trees, using our DPW resources.

In summary, we each made concessions. We need to bring this issue to a close for the benefit of both parties and the future of this area. I hope you will agree to approve this. Please let me know if you have any questions on this matter. Thank you.

AGENDA REQUEST- Item #22
BOARD OF SELECTMEN

Requestor's Section:

Date of request: 11/1/13

Requestor: Debbie Dineen, Conservation Coordinator

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

Financial impact expected: N/A

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

Designation as a Special Municipal Employee under M.G.L. c.268A is requested by Goddard Consulting, LLC for the purpose of wetland peer review to avoid a conflict of interest upon representation of clients appearing before Town Boards and Committees on other matters. See Conservation Commission memo dated 11/1/13.

Recommendations/Suggested Motion/Vote:

Vote: To designate the following position as Special Municipal Employee under M.G.L. c.268A:

Wetlands Peer Reviewer for property adjacent to 96 Moore Rd. for the Conservation Commission; and to the extent that there is an exemption required under the statute, such exemption is approved.

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

None

Selectmen's Office Section:

Date of Selectmen's Meeting: November 5, 2013

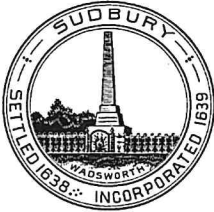
Board's action taken:

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

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 Agent
Date: Nov. 1, 2013
Re: Request for Agenda time on the Selectmen's Nov. 5, 2013 Agenda

I would like to request time on the Selectmen's agenda next week, Nov. 5, 2013 for the purpose of requesting that the Selectmen designate the position of wetland peer reviewer for the Conservation Commission as a Special Municipal Employee.

The Commission would like to use qualified wetland consultants on a sporadic basis as needed to assist with complex wetland delineations. Ethics laws will not permit a town's wetland peer reviewer(s) to appear before the Commission representing an applicant unless the position is dedicated as a Special Municipal Employee (SME). Town Counsel concurs with approach as long as the wetland peer reviewer is not appearing before the Commission representing an applicant during the duration of his contract with the Town as a peer reviewer. We are working with Town Counsel to draft an appropriate contract format.

There are only a limited number of wetland specialists in the area and even fewer who are familiar with the Sudbury Wetlands Administration Bylaw. Therefore, we request time on the agenda to explain this situation to the Selectmen and request the SME designation.

As you are aware, the Commission's timeframe for action on any wetland filing is very limited. We appreciate your consideration on this matter.