

**SUDBURY BOARD OF SELECTMEN  
AGENDA  
TUESDAY, OCTOBER 1, 2013  
7:30 p.m., Town Hall, 322 Concord Road**

1. 7:30     Opening remarks by Chairman
2. 7:35     Reports from Town Manager
3. 7:40     Reports from Selectmen
4. 7:45     Discussion and question of accepting the Sudbury Access Corporation's FY13 Financial &  
*Vote*            Operating Reports as required in their contract. (*Jeff Winston and Lynn Puorro will attend*)
5. 8:00     Citizen's Comments
6. 8:10     (a) As the Licensing Authority for the Town, discussion with Police Chief Scott Nix regarding  
*Vote*            Alcohol serving violation which occurred Friday, Sept. 13, 2013 at Soul of India, 103 Boston  
                    Post Road (*Chief Nix and Jaswant Singh, Manager will attend*)  
                    8:30         (b) Discussion of proposed revisions to Selectmen's Alcohol Rules & Regulations in anticipation  
                    8:40         of approval of final rules on October 22, 2013  
                    (c) Discussion of future use of existing Police Station on Route 20
7. 8:50     Interview candidate, Patricia Tabloski, 35 Maple Avenue, #301, to fill a vacancy on the Council  
*Vote/Sign*         on Aging for a term to expire 5/31/16.

**Consent Calendar:**

8. *Vote*     Vote to approve the regular meeting minutes of September 17, 2013.
9. *Vote/  
Sign*     Vote to grant a 1-day Wine & Malt license to Robert P. Chandler, 27 Crystal Lake Drive, to  
                    accommodate a fundraiser for the Lt. Scott Milley Foundation on Saturday, October 12, 2013  
                    from 12:00 Noon to 5:00 PM at the Boy Scout/Nobscot Reservation, 1 Nobscot Road, subject to  
                    use of a TIPS-trained bartender and receipt of a Certificate of Liability.
10. *Vote/  
Sign*     Vote to grant a 1-day Wine & Malt license to William Kneeland, to accommodate a Knights of  
                    Columbus fundraiser on Saturday, October 5, 2013 from 6:30 PM to 10:30 PM at St. Anselm  
                    Parish Hall, 100 Landham Road, subject to the use of a TIPS-trained bartender and a receipt of a  
                    Certificate of Liability.
11. *Vote/  
Sign*     Vote to grant a 1-day Wine & Malt license to David S. Petit, Goodnow Library Foundation, to  
                    accommodate a fundraiser, "A Toast to the Goodnow," on Saturday, October 19, 2013 from 6:30  
                    PM to 9:30 PM at Goodnow Library, 21 Concord Road, subject to the use of a TIPS-trained  
                    bartender and receipt of a Certificate of Liability.

*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.*



12. *Vote/Sign* Vote to enter into the Town record and congratulate Matthew James D'Isidoro, 4 Buckmaster Drive, and Connor D. Gilroy, 26 Harvard Drive, of Troop 60, who have been recently recognized at Courts of Honor for having achieved the high honor of Eagle Scout.
13. *Vote* Vote to accept a grant from The Sudbury Foundation in the amount of \$13,095 for the Fire Department to purchase a Lucas Chest Compression Machine to enhance the Fire Department's new Advanced Life Support service.
14. *Vote* Vote to accept a gift from HOPEsudbury to the Sudbury Fire Department of 40 pair of structural firefighting gloves at a cost of \$2,400.
15. *Vote* Vote to accept a \$2500 gift from SAI Communications, satisfying condition #8 of the site plan approval for the modification of an existing wireless communications tower granted by the Selectmen on June 18, 2013, towards public safety communications in the Town of Sudbury, to be deposited in to the Cell Tower Communication-Donation account and expended under the direction of the Town Manager.
16. *Vote* Question of clarifying Selectman Simon's membership on the Route 20 Sewer Committees.
17. *Vote* Vote to approve award of contract by the Town Manager for engineering and design services to reconfigure Featherland Park and Davis Field to Gale Associates of Weymouth, MA, pursuant to its August 16, 2013 response to Park & Recreation's solicitation.

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**Miscellaneous:**

18. *Vote* Discussion on timeline of the Town Counsel Search Committee, and question of voting to review timeline for process.
19. *Vote* Vote to approve mission statement and composition of Strategic Financial Planning – Capital Funding Committee.
20. *Vote* Vote to approve mission statement and composition of Strategic Financial Planning – OPEB Committee.
21. *Vote/Sign* Question of approving a site plan modification decision – Northern Bank & Trust Company, 430 Boston Post Road.

*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 #4

## BOARD OF SELECTMEN

### Requestor's Section:

**Date of request:** *August 2013*

**Requestor:** *Jeff Winston, Sudbury Access Corp. president*

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

*Annual performance evaluation of the Sudbury Access Corporation*

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

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

### Recommendations/Suggested Motion/Vote:

*Discussion and question of accepting the Sudbury Access Corporation's FY13 Financial & Operating Reports as required by their contract.*

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

*Jeff Winston, SAC president, Lynn Puorro, Executive Director, will attend.*

### Selectmen's Office Section:

**Date of Selectmen's Meeting:** *October 1, 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 )



**SUDBURY ACCESS CORP**  
**FY 2013 Financial & Operating Reports**  
**October 1, 2013**

For the just-completed year FY2013:

- 1) Notable accomplishments: See next page.
- 2) Quarterly/Annual Financials: See attached.
- 3) Results of Fundraising: Currently SAC does no fundraising.
- 4) Statistics on number of residents trained, number of hours of public programming: See attached Quarterly Programming Reports.
- 5) Number of hours by type of programming: See attached Quarterly Programming Reports.
- 6) Filed Corporation Annual Report, and MA Form PC (including Auditors' report and Federal Form 990), will be provided under separate cover on or before 11/15/13. Asset Inventory sent with this report.
- 7) Summary of VOD viewing stats. See attached.

For the upcoming year FY2014:

- 8) Budget: See attached.
- 9) List of operating equipment to be replaced in FY 2014:
  - Remote DV record deck to be replaced with a tapeless digital recorder
  - Replacing the Mac G5 editing computer is under consideration
- 10) Fundraising Targets: SAC plans no fundraising in FY 2014.
- 11) Programming plans: In FY 2014, SAC plans to
  - Continue to expand Sudbury civic meeting coverage
  - Continue providing coverage of Sudbury Senior Center programs
  - Continue to produce and introduce new programming highlighting the Sudbury community
  - Continue to provide coverage of LS sports teams
- 12) Plans for expanding existing services and adding new services
  - no plans for FY 2014
- 13) Plans for equipment upgrades:
  - An upgrade of the Town Hall video system is under consideration for FY 2014 or FY 2015, concurrent with the planned renovation.
  - Replacing the main SudburyTV control room equipment console and rewiring the system is under consideration for FY2014 or early FY2015.
- 14) Plans for expanding training capabilities: SudburyTV course offerings have been redesigned. Beginning in the fall of 2013, rather than holding a 4-week workshop twice a year, we offer a different course each week on a rotating basis,



Notable FY2013 Accomplishments:

1) Website Improvements:

Completed infrastructure improvements which now support live streaming of all remote live productions such as Board of Selectmen meetings and LWV Candidates' Nights. These changes also resulted in improvements to our Verizon cable feed.

2) Local Programming:

Launched five new programs in FY13: "Fashion Sense", "Impactful Fitness", "Sudbury Business Show", "Inside LS", and "Be In The Know About SPS". Introduced coverage of Sudbury Senior Center programs. "Sudbury Senior Scene" presents two or more new programs each month.

3) SudburyTV Production Workshops:

Provided one-on-one training to a total of 11 residents in Field and Studio Production. Held a 4-week production workshop in cooperation with the Sudbury Park and Recreation Department. The class was geared towards middle school students. Three students participated in the class.

4) SudburyTV Infrastructure improvements:

Completed the upgrade of the audio system in the Town Hall Meeting Room to support larger panel.

Current Meeting Coverage by SudburyTV

Board/ Committee	Broadcast Live	Taped for Replay	Posted On-Demand on Sudburytv.org	Agenda Indexed On-Demand
<b>Board of Selectmen</b>	Yes	Yes	Yes	Yes
<b>Finance Committee</b>	Annual Budget Hearings only	Yes	Yes	Yes
<b>SPS School Committee</b>	No	Yes	Yes	Yes
<b>LS School Committee</b>	No	Yes	Yes	Yes
<b>Town Meeting</b>	Yes	Yes	Yes	Yes
<b>Board of Appeals: Major Public Hearings</b>	Yes	Yes	Yes	Yes
<b>Conservation Commission: Major Public Hearings</b>	No	Yes	Yes	Yes

- Except where noted otherwise, coverage includes regularly scheduled meetings
- We cover any one/all meetings for any board/committee as requested

Educational Channel 9/32

- SudburyTV manages programming the channel from 4pm-midnight daily and weekends airing:
  - LS and SPS School Committee
  - LS Varsity Sports
  - Any other school/education related programming
- Work with Schools to produce special programs of interest to the school community as topics arise throughout the year. Past programs have included:
  - Metrowest Adolescent Health Survey Results
  - Community Connections Talks on Marijuana and the Adolescent Brain
  - Captain Thomas Kenney Talks to LS Students about his deployment to Afghanistan
- All Sudbury schools are encouraged to request coverage of events taking place in the school community
- Schools are welcome to submit programming for airing on the Ed. Channel



# AGENDA REQUEST- ITEM #6

## BOARD OF SELECTMEN

### Requestor's Section:

**Date of request:** *September, 2013*

**Requestor:** *Scott Nix, Police Chief*

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

*(a) Discussion with Chief Nix and Jaswant Singh, Manager of Soul of India Restaurant, regarding a liquor violation (service to a minor) which occurred on Sept. 13, 2013; (b) Discussion of proposed revisions to Selectmen's Alcohol Rules & Regulations; and (c) Discussion of future use of existing Police Station on Route 20.*

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**Financial impact expected:** *None*

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

*See attached on items (a) and (b). No materials are provided for item (c).*

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**Recommendations/Suggested Motion/Vote:** *As the Licensing Authority for the Town of Sudbury, vote to determine next steps regarding this violation (as needed after discussion)*

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

*Police Chief Scott Nix*

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### Selectmen's Office Section:

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**Date of Selectmen's Meeting:** *October 1, 2013*

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**Board's action taken:**

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

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

**Distribution:**

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**Town Counsel approval needed?**

**Yes ( )**

**No ( X )**

b(1)



Maureen G. Valente  
Town Manager

**TOWN OF SUDBURY**  
*Office of the Town Manager*  
[www.sudbury.ma.us](http://www.sudbury.ma.us)

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

September 23, 2013

Soul of India Restaurant  
Attn: Dariusz Zywna, Manager  
103 Boston Post Road  
Sudbury, MA 01776

Dear Mr. Zywna:

It has been brought to the Board of Selectmen's attention that Soul of India failed an alcohol compliance check which was conducted by the Sudbury Police Dept. on September 13, 2013.

As the Local Licensing Authority, the Board of Selectmen would like to meet with you on Tuesday, October 1, 2013, at 8:10 p.m. to discuss that liquor serving violation. The Board meets in Lower Town Hall, 322 Concord Road.

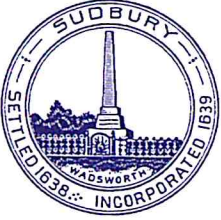
We trust that this date and time are convenient for you and would appreciate hearing from you that you will or will not be able to attend the meeting by calling my assistant, Patty Golden, at 978-639-3382 at your earliest convenience. Thank you.

Sincerely,

Maureen G. Valente  
Town Manager

cc: Police Dept.





TOWN OF SUDBURY  
*Office of the Chief of Police*

Scott Nix  
*Chief of Police*

415 Boston Post Road  
Sudbury, Massachusetts 01776  
Tel: (978) 443-1042  
Fax: (978) 443-1045  
E-mail: nixs@sudbury.ma.us

September 16, 2013

To: Maureen Valente, Town Manager  
From: Scott Nix, Chief of Police  
RE: Alcohol Compliance Check  
Violation at Soul of India

Ma'am:

As previously related to the Board of Selectmen, the licensing authority, we will be conducting more frequent alcohol compliance checks as we move forward. To that point, I assigned the Sudbury Detective Unit to conduct an alcohol compliance check which they facilitated on Friday evening, 9-13-13.

Two underage operatives were used to conduct the check; a 19 year old male and 20 year old female. Specific instructions were given verbally and in writing detailing the requirements of the check. Unfortunately Soul of India, 103 Boston Post Road, served both operatives a beer without requesting identification. Following the violation, a notice of the violation was provided to the manager who was identified as Jaswant Singh. Additionally, the bartender was identified as David Manning. While speaking with the manager it was discovered the appropriate postings required to be "conspicuously displayed" were absent, to include their License to Serve Alcoholic beverages. It was later discovered they were indeed licensed but were not able to produce the license in a timely manner. The manager was further advised the matter would be forwarded to the Licensing Authority, the Board of Selectmen.

To our knowledge this is the first offense at Soul of India. In keeping consistent with past first offenses, it would be my recommendation to the Board they receive a written warning while requiring they provide verification all pertinent employees have completed an approved Alcoholic Beverage Training Program. If you need further information please let me know.

Respectfully,

Scott Nix  
Chief of Police  
Sudbury Police Department



# Sudbury Police Department

415 Boston Post Road  
Sudbury, MA 01776  
Business (978) 443-1042  
Fax (978) 443-1045

## ALCOHOL VIOLATION REPORT

Date: 9/13/13

Name of establishment: SOUL OF INDIA

Address: 103 BOSTON POST RD

Time Entered: 17:32 Time Exited: 17:35

Was a sale of an alcoholic beverage made to the underage operative? YES  NO

Did any employee of the establishment request identification? YES  NO

Who requested the identification from the underage operative? NONE

What alcoholic beverage was purchased? BEER

What was the cost of the alcoholic beverage purchased? \_\_\_\_\_

Name of the person who served or sold the alcoholic beverage? DAVID MANNING

Underage operative: 00-13-4/00-13-5 DOB:    /   /    Age: \_\_\_\_\_

Signature: \_\_\_\_\_ Date:    /   /   

Police officer: WAYNE STURMIS

Signature: Wayne Sturmis Date: 9/13/13



**Sudbury Police Department**  
**415 Boston Post Rd.**  
**Sudbury, MA 01776**  
**(978) 443-1042**  
**Incident Report**



Incident Number: 2013000011797  
 File No: N/A  
 Dispatch Incident Number: 2013000012535  
 Print Date: September 24, 2013  
 Printed By: nixs

**Incident Information**

Occurred On/From	Day of Week	Date	Time	Occurred To	Day of Week	Date	Time	Reported On	Date	Time
	Mon	09/23/2013	12:07:57PM		Mon	09/23/2013	12:07:57PM	→	9/23/2013	12:07:57PM
Reported As			Incident Type - Primary			Arresting Officer				
Service Call			Service Call							
Incident Address							Reporting Officer			
103 BOSTON POST RD (E), SUDBURY, MA 01776							Patrolman John Perodeau			
Sector		Stat. Area		Sub Stat. Area		Census Tract		Landmark		
East		Rte 20 East								
Business Name					Incident Types - Other					
N/A										

**Related Incident Summary**

Incident No.	Date	Nature	Notes
No Related Incidents reported for Incident #: 2013000011797			

**Associated Businesses Summary**

Type	Name	Primary Phone #	Secondary Phone #
No Associated Businesses reported for Incident #: 2013000011797			

**Involved Officers**

Officer Title	Officer Name	Officer Type	Division
Patrolman	John A Perodeau	Reporting Officer	Patrol Division
Patrolman	John A Perodeau	Responding Officer	Patrol Division

**IBR/UCR Offenses**

Offense Number	IBR Type	Chapter	Section	Statute ID / IBR Type Description
No Incident Offenses Recorded for Incident #: 2013000011797				

**Complaint Charges**

Seq #	Chapter	Section	Name (Last, First, MI)	Description of Offense
No Complaint Offenses Recorded for Incident #: 2013000011797				

**Vehicle Info**

Vehicle No.	Vehicle Make	Vehicle Model	Vehicle Year	VIN	Primary Color	Secondary Color	Plate No.	State
No Vehicle Info Recorded for Incident #: 2013000011797								

**Property**

No Property info reported for Incident #: 2013000011797	
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**Citations**

Citation No	Code	Date	Status	Statute	Description
No Citations reported for Incident #: 2013000011797					

**Incident Dispatcher Remarks:**

Create User ID: system

**Date & Time**

09/23/2013 12:14:03

CAR 8 REPORTS A PAPER SERVICE CALL AT 103 B.P.R.. SERVED IN HAND TO CO-OWNER MR. SING



## 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](mailto:selectmen@sudbury.ma.us)

Example of a  
prior first-time  
violation

May 10, 2013

Mr. Chen Wu Ciang, Manager  
Oishii oo Sushi Bar  
365 Boston Post Road  
Sudbury, MA 01776


IN BOARD OF SUDBURY SELECTMEN  
April 23, 2013

**Liquor Serving Violations – Acapulcos, Bullfinch's and Oishii Too Sushi Bar –  
Discussion with Police Department**

Present: Sudbury Police Lt. Scott Nix, Manager of Acapulcos Restaurant Jorge Moreno and his attorney Nicholas Felici, and Manager of Oishii Too Sushi Bar Chen Wu Ciang

It was also on motion unanimously

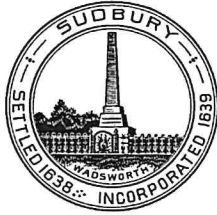
VOTED: As the Licensing Authority for the Town of Sudbury, to issue a warning to Oishii Too Sushi Bar, regarding the appropriate implementation of its All Alcoholic Beverages License, and to require that all currently TIPS-certified relevant restaurant employees provide written evidence of online TIPS certification within 30 days to the Police Department, and that all other relevant personnel provide the same documentation within 60 days.

Attest:   
Maureen G. Valente  
Town Manager – Clerk

cc: Lt. Scott Nix



6(b)



# Town of Sudbury

## Office of Selectmen

### Alcohol Rules and Regulations

#### Overview:

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

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

Any situation not expressly covered by these regulations shall be addressed in accordance with the latest publication of the Alcoholic Beverages Control Commission's "*Guide to Massachusetts Liquor Laws*," as deemed appropriate by the LLA and adjudicated on a case-by-case basis by the Issuing Authority.

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

The Board of Selectmen, as Local Licensing Authority, reserves the right to follow or deviate from these general guidelines when it judges such action to be in the public interest.

## **General Considerations:**

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

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

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

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

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

## **Violations:**

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



- D. At the hearing, the LLA will first hear evidence from the Police Chief (or his/her designee) and his/her agents and/or witnesses or from other complaining party, as may be appropriate. Then the licensee and/or the licensee's counsel will have an opportunity to present their response and evidence.
- E. After all testimony has been given, the Board reserves the right to question all witnesses and parties and, if necessary, take under advisement all facts and vote either to render their decision, or continue the hearing to a subsequent meeting of the LLA.

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

- A. In matter of a first offense, the LLA may issue a letter of reprimand to the owner and the licensed manager. If the violation is deemed particularly egregious or a public safety issue, the LLA may consider whether a suspension, revocation or any other action, to include re-training, is warranted at that time given the nature of the offense.
- B. In matter of a second offense in a period of thirty six (36) months, the LLA may consider imposing a suspension of 1 to 3 days, which can be deferred for up to a period of twelve (12) months, provided that during the period of suspension of this penalty, which shall be from the date of said vote until the end of the suspension period, the licensee shall not have engaged in any other conduct prohibited by Chapter 138 or the regulations promulgated herein. In considering the type of violation and the fact this is a deemed a second offence the LLA may consider whether revocation or any other action, to include re-training, is warranted at that time given the nature of the offense.
- C. In matter of a third violation within 36 calendar months, the LLA may consider the issuance of a suspension for a period of 3 to 14 days, the suspension or any part thereof, may be deferred for a period up to twenty-four (24) months, provided that during the period of suspension of this penalty, which shall be from the date of said letter until the end of the suspension period, the licensee shall not have engaged in any other conduct prohibited by Chapter 138 or the regulations promulgated herein. In considering the type of violation and the fact this is a deemed a third offense the LLA may consider whether revocation or any other action, to include re-training, is warranted at that time given the nature of the offense.
- D. Additional violations within the thirty six (36) calendar month window will be dealt with in a progressive manner commensurate with the violation.

- E. If an establishment incurs a violation and then remains violation-free for a period of 36 months, the next following violation may be considered as a First Offense.

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

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

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

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



- D. It is the affirmative responsibility of the Licensee to report to the Sudbury Police Department any calls for safety or medical aid, or report any illegalities discovered on the premises.

### **Renewals & Modifications:**

- A. The LLA reserves the right to obtain updated information about a renewal applicant/manager/owner at the time of renewal.
- B. To be revised.

### **Posting & Signs:**

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

### **Entertainment at Premises:**

- A. No licensee may provide entertainment of any kind unless the licensee holds an entertainment license issued pursuant to the General Laws, Chapter 140, §183A.
- B. No entertainment at the licensed premises may be conducted in a manner such that the noise from the entertainment is creating a nuisance and can be heard outside the boundaries of the premises.
- C. No dancing by patrons is permitted except upon proper licensing pursuant to General Laws, Chapter 140, §183A, and confined to a particular dance floor area which has been approved by the Local Licensing Authority and which is not inconsistent with the entertainment license requirements.

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

### **Hours of Operation:**

- A. The licensee and his/her employees may be upon the premises during the time the establishment is closed to the public only for the purpose of cleaning, making emergency repairs, providing security for the premises, or preparing food for the day's/next day's business or for opening/closing the business in an orderly manner.
- B. No alcoholic beverages shall be served except during those hours delineated on the license approved by the LLA, which establishes the outer parameters during which alcoholic beverages can be served.
- C. Not less than fifteen (15) minutes prior to the closing hour of the premises, the licensee or his employees shall advise all patrons of the time remaining to closing.
- D. At a time no later than the time designated as the closing hour on the Liquor License, all glasses, bottles and unconsumed drinks will be removed.
- E. Patrons shall not be allowed on the premises for more than fifteen (15) minutes beyond the closing time.
- F. Licensees shall ensure that their patrons leave the premises in an orderly manner. Licensees who have a clientele that regularly fails to leave the area in a quiet and orderly manner should hire security personnel to police the leave-taking of the patrons at closing time.
- G. No patron shall be allowed to enter the premises during the time the establishment is required to be closed.
- H. The LLA, or its agents, may enter the premises during the hours it is open to the public and at such other times as any persons are upon the premises, for the purpose of inspecting the premises and enforcing these rules and regulations.

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

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

## **Service of Suspension Orders:**

- A. When the Local Licensing Authority suspends the license or licenses of any licensee, it shall provide the licensee with an order of suspension for public display that must contain the words, "Closed per order of the Licensing Board for the Town of Sudbury." Such an order shall be publicly displayed by the licensee in the following manner. The order shall be readily seen from the street by being affixed to the door of the entrance to the premises or a window facing the street upon which the door opens.
- B. Suspension orders of the LLA shall remain affixed throughout the entire period of suspension. The removal, covering, defacement, obliteration of the order of suspension, or the failure to maintain the order of suspension in the manner and place required prior to the expiration of the suspension period shall be deemed the act of the licensee and shall be cause for further suspension, modification or revocation of the license.
- C. Suspension periods may not be used as a time to do renovations at the licensed premises unless such renovations have previously been approved by the Board.
- D. No members of the public may be on the premises at any time during suspension periods, with the exception that restaurants may be able to continue to service patrons without serving alcohol with the approval of the Local Licensing Authority.



## **Other Business Responsibilities:**

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

## **Employee Training:**

- A. Any licensee holding an All Alcoholic, including seasonal, or Beer and Wine License shall participate in a program designed to train employees who engage in either package sales or pouring in methods of observation and detection to avoid selling or serving to intoxicated persons and/or minors. This program will be based on the type of license issued.
- B. Listed below are programs currently available which meet the requirements of this policy:
- C. Techniques of Alcohol Management (T.A.M.), sponsored by the Mass. Package Store Association;
- D. Training for Intervention Procedures by Servers of Alcohol (TIPS), offered by Health Communications, and Alcohol Intervention Methods (AIM) Campbell/Trent;
- E. ServSave – recommended by the National Restaurant Association;
- F. Any Insurance Industry approved and qualified program offered by a certified trainer and approved by the Board of Selectmen.
- G. All personnel shall be required to participate in a training program based on the type of license issued. Establishments shall comply with this policy by having all of its eligible employees trained and certified.

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

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

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

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

DRAFT



# *Town of Danvers, MA*

## *Liquor License Guidelines/Regulations*

### I. *Overview*

The following guidelines and regulations, developed by the Board of Selectmen, are designed to provide Liquor License holders in the Town of Danvers with an understanding of the expectations of the Board of Selectmen as the Local Liquor Licensing Authority.

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

Any situation not expressly covered by these regulations shall be addressed in accordance with the latest publication of the Alcoholic Beverages Control Commission's "*Guide to Massachusetts Liquor Laws*" and adjudicated on a case-by-case basis by the Issuing Authority.

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

The Board of Selectmen, as Local Licensing Authority, reserves the right to follow or deviate from these general guidelines when it judges such action to be in the public interest.

### II. *General Considerations*

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



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

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

Violations of regulations will be reported to the Local Licensing Authority by the appropriate Town bodies and pursued in accordance with these guidelines.

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

The Local Licensing Authority, through the Danvers Police Department, DanversCares, or other agencies or designees will conduct Responsible Beverage Service and Sales Training Seminars for liquor license holders. The Board of Selectmen, as LLA, requires that license holders participate in such a seminar on an annual basis.

1. *Liquor License Filing Procedures & Responsibility of Applicant*

Complete and accurate filings are the responsibility of the Licensee (or Applicant)

Applicant must file completed Application for Alcoholic Beverage License for Retail Sale with the Clerk to the Board of Selectmen together with:

- A. Form A – Licensee Personal Information Sheet – for Manager.
- B. CORI Application – for Manager.
- C. Copy of Articles of Organization.
- D. Vote of Corporate Board.
- E. Purchase & Sales Agreement or lease.
- F. Pledge Agreement.
- G. Floor Plans (to include any build-outs, interior walls, bathrooms, kitchen, bar and equipment, seating, entrances, exits, windows, outside seating, railings, counters, and entertainment areas).

- H. Two-hundred dollars (\$200) payable to the “*Commonwealth of Massachusetts*.”
- I. Seventy-five dollar (\$75) local filing fee payable to “*Town of Danvers*.”
- J. Fifty dollars (\$50) payable to the “*Town of Danvers*” for advertising costs, when applicable.
- K. Affidavit of Notice of Mailing to Abutters - To be filed after abutters have been notified and prior to the public hearing.
- L. Form 983 – regarding transfers.
- M. A written policy describing the intended practice of verifying the age of patrons (carding) and monitoring alcohol consumption throughout the premises.
- N. Further, the Local Licensing Authority may consider one-day liquor licenses, in accordance with ABCC regulations. The applicant must submit a completed application no later than fifteen (15) days prior to the event. One-day liquor licenses may be restricted to three (3) applications per applicant and/or per address per calendar year at the discretion of the LLA.
- O. ABCC-approved Certificate of Insurance.

All other license modifications shall be submitted in accordance with the matrix as provided by the ABCC.

The Town Clerk will require at least 48 hours to review an application to determine whether the filing is complete prior to scheduling a public hearing. Once it is determined that the application is complete as presented, the Clerk will place the advertisement and at the same time distribute copies of the filing to each Board member for review.

The Board may require additional information from the applicant prior to the public hearing (e.g., financing questions, additional background information).

The hearing shall not be held sooner than ten (10) days after the advertising.

Applications will be acted on within thirty (30) days after filing application with the Clerk.

The Local Licensing Authority may, with the consent of the applicant, continue the hearing to a future date in order to allow the applicant to provide additional information, or the Local Licensing Authority to investigate and consider whether the application is in the best interest of the Town.

2. Renewals & Modifications

- A. The Local Licensing Authority reserves the right to obtain updated information about a renewal applicant/manager/owner at the time of renewal.
- B. A Seventy-Five Dollar (\$75) fee will be required for any license modifications requested; i.e., Change of Manager, Transfer of License, Alteration of Premises, etc. This will be in addition to the fee charged by the Alcoholic Beverages Control Commission for similar changes.

3. Violations

- A. Upon written notice from the Chief of Police or other source that an illegality has allegedly occurred at a licensed establishment or other matters that the Chief of Police, or designated representatives of the LLA, deems should be brought to the attention of the Board, the Board will consider in open session whether or not a public hearing should be held.
- B. If it is determined that a public hearing will be held by vote of the Local Licensing Authority, the Clerk shall send written notice to the applicant by Certified Mail/Return Receipt Requested.
- C. Any hearing will normally occur within the following two (2) scheduled meetings of the Board of Selectmen after the vote of the Board to conduct such hearing.
- D. At the hearing, the Local Licensing Authority will first hear evidence from the Police Chief and his agents and/or witnesses or from other complaining party, as may be appropriate. Then the licensee and the licensee's counsel will have an opportunity to present their response and evidence.
- E. After all testimony has been given, the Board reserves the right to question all witnesses and parties and, if necessary, take under advisement all facts and vote either to render their decision, or continue the hearing to a subsequent meeting of the Local Licensing Authority.

4. Disciplinary Remedies / General Approach

- A. In matters of a first offense, the Local Licensing Authority shall issue a letter of reprimand to the owner and license manager and/or consider whether a suspension, revocation, or any other action is warranted at that time. The Local Licensing Authority may also consider imposing a suspension of 1 to 7 consecutive days, which can be deferred for up to a period of twelve (12) months, provided that during the period of suspension of this penalty, which shall be from the date of said



letter until the end of the suspension period, the licensee shall not have engaged in any other conduct prohibited by Chapter 138 or the regulations promulgated there under.

- B. In matters of a second offense in a period of twenty-four (24) months, the Local Licensing Authority may consider the issuance of a suspension for a period of 3 to 14 days, and/or consider whether a suspension, revocation, or any other action is warranted at that time.
- C. In matters of a third or subsequent violation within 24 calendar months, the Local Licensing Authority shall consider a suspension of 7 to 30 days, and/or consider whether a suspension, revocation, or any other action is warranted at that time.
- D. If an establishment incurs a violation and then remains violation-free for a period of 24 months, the next following violation may be considered as a First Offense.

5. *Non-Use of Licenses*

Licenses are granted to serve the public need and, to that end, licensees are expected to operate the license for a substantial number of hours on all days when the premises are permitted to be open under the terms of the license. In the case of alcoholic beverages licenses, the numbers of which are limited according to statute, no alcoholic beverages licensee may close its place of business for any reason other than the following:

- A. Upon approval of a request to the Board for closing in order to do renovations for a reasonable time;
- B. For all holidays and religious days;
- C. A closing of one or more days per week upon approval of a request to the Board and a showing by licensee that it does not have adequate business upon such days;
- D. A closing due to an act of God, illness, or some other business problem for which request has been made to the Board and approval granted.
- E. Any licensee intending to close the license premises for a period in excess of one week shall notify the Local Licensing Authority in writing before such closing and, in the notice, state the reason and length of closing desired.
  - 1) If the Board becomes aware of a liquor license not being exercised, it may, within thirty (30) days of being made aware, call in the license holder for a status update.
  - 2) The Board reserves the right to require that the license holder appear before the Local Licensing Authority every three (3) months from that point

until the business has commenced or resumed operations, or the license has been transferred, or turned back to the Town.

- 3) A license is considered inactive as of the first day of closing. A license may remain inactive for no more than six (6) months unless the license holder petitions the Board of Selectman for an extension. Failure to appear and/or receive an extension shall constitute conditions for a public hearing to consider whether a suspension, revocation, or any other action is warranted.
- 4) Said petition is the responsibility of the license holder. The license holder shall appear, and give adequate cause for an extension no later than two (2) regularly-scheduled Selectman's meetings prior to the end of the six (6) month period. Failure to appear and/or receive an extension shall constitute conditions for a public hearing to consider whether a suspension, revocation, or any other action is warranted.
- 5) No more than two (2) extensions, for a total of eighteen (18) months of inactivity, may be granted by the Local Licensing Authority. Each extension shall be considered on its own merits. Failure to appear and/or receive an extension shall constitute conditions for a public hearing to consider whether a suspension, revocation, or any other action is warranted.
- 6) The Board reserves the right to revoke the license at any time, if it deems that the public good is not being served.

6. *Other Causes for Revocation, Suspension & Modification/  
Inspections & Investigations*

All licensed premises shall be subject to inspection by the Police Department of the Town of Danvers and other duly authorized agents of the Local Licensing Authority.

- A. Failure or refusal of the licensee to furnish or disclose any information required by any provision of the General Laws or by any rule or regulation of the Alcoholic Beverages Control Commission or any rule or regulation of the Local Licensing Authority.
- B. Any person who hinders or delays a police officer or other authorized agent of the Local Licensing Authority in the performance of the agent's duties or who refuses to admit, or locks out any such agent from any place which such agent is authorized to inspect or who refuses to give to such agent such information as may be required for the proper enforcement of the General Laws, Chapter 138, shall be punished by a fine of not less than fifty (\$50) and not more than two hundred dollars (\$200) or by imprisonment for not more than two (2) months or both.

- C. Failure to pay Town real estate and/or personal property taxes, Electric, Sewer, or Water fees or State meals and/or sales taxes may be considered by the Licensing Board in accordance with M.G.L. Chapter 40, §57 as adopted by the Town of Danvers on May 20, 1991.

7. *Illegal Activity on the Licensed Premises*

Licensees shall make all reasonable and diligent efforts to ensure that illegal activities do not occur at the licenses premises. Such efforts may include:

- A. Calling for police and medical assistance as necessary to protect patrons against injury or to evict unruly patrons or to uncover unlawful conduct or to give medical assistance and providing police with requested information.
- B. Frequent monitoring of restrooms and other nonpublic areas of the premises for signs of drug activity or other illegalities.
- C. It is the affirmative responsibility of the Licensee to report to the Danvers Police Department any calls for safety or medical aid, or report any illegalities discovered on the premises.

8. *Posting & Signs*

- A. Licenses issued by the Board shall be posted in a conspicuous place easily seen by the public where they can be read without difficulty or assistance of employees.
- B. All other licenses, permits and certificates affecting the licensed premises shall be posted conspicuously; provided, however, that no such document shall be posted in such a way as to cover any part of the license issued by the Board.
- C. No dress code, preferred customer program, cover charge or other admission policy shall be put into effect at the premises except upon proper posting.
- D. The posting or presentation of any photographs, signs, posters, drawings or other matter that is of an improper or objectionable nature in the public areas of the licensed premises is prohibited. The material presented must be suitable for view by members of the general public in the same manner as if it were located in other public areas such as public ways, public parks, common carrier stations, other government office, and business offices. Premises located within the Adult Entertainment Zone may post non-obscene materials representing nudity and other adult material inside, but not outside, the premises.



9. *Entertainment at Premises w/In-house Food and/or Beverage Service*

- A. No licensee may provide entertainment of any kind unless the licensee holds an entertainment license issued pursuant to the General Laws, Chapter 140, §183A. Such license must be held in the same name, by the same owners, and with the same manager as the food or beverage license; provided, however, that in cases where entertainment on the premises is to be conducted by a person or entity who is an independent contractor at the premises, the food or beverage licensee may seek the approval of the Board for an exemption from this rule based upon a written contract with the independent contractor which gives control of the premises to the food or beverage licensee while allowing the independent contractor to book and/or to produce the entertainment.
- B. The food or beverage licensee shall be responsible for the actions of any independent contractor on the premises providing entertainment in addition to the responsibility held by the independent contractor pursuant to the entertainment license.
- C. The food or beverage licensee shall pay the independent contractor a fee according to the written contract, said fee to be commensurate with the market value of the services, and the independent contractor shall not be given any direct or indirect interest in the licensed premises other than the fee set out in the contract. Said fee shall not be based upon the number of patrons attending an entertainment event.
- D. Any food or beverage licensee who permits entertainment at the licensed premises pursuant to a license held by a person in violation of this rule will be subject to disciplinary action by the Local Licensing Authority.
- E. No entertainment at the licensed premises may be conducted in a manner such that the noise from the entertainment is creating a nuisance and can be heard outside the boundaries of the premises.
- F. No dancing by patrons is permitted except upon proper licensing pursuant to General Laws, Chapter 140, §183A, and confined to a particular dance floor area which has been approved by the Local Licensing Authority and which is not inconsistent with the entertainment license requirements.
- G. Entertainment shall not be conducted on the premises prior to the opening or subsequent to the closing hour set by the Local Licensing Authority for the exercise of the food or beverage license or during any period when the food or beverage license has been suspended.
- H. No Licensee may permit any electronic games to be on the premises unless such machines are property licensed pursuant to General Law, Chapter 140, §177A.

- I. Licensees shall not permit any games to be played at the premises for money, alcoholic beverages, or for any other prize. Games may be played for money at certain fundraising activities which have been approved by the appropriate authority and for which the licensee holds other appropriate licenses.
- J. Licensees who hold licenses under General law Chapter 138, §12, to serve alcoholic beverages for on premises consumption, may petition the Local Licensing Authority for approval to allow dancing on Sundays between the hours of twelve midnight and one o'clock antemeridian or two o'clock antemeridian for the same hours for which the licensee is authorized to sell alcoholic beverages. (General Law Chapter 138, §33).
- K. Licensees must adhere to the Rules and Regulations of the Licensing Board of the Town of Danvers Establishing a Code of Conduct and Dress in and on Premises Licensed in Accordance with General Laws Chapter 138, §§1, 12, 14, & 23, adopted by the Danvers Licensing Board on January 17, 1978.

10. *Hours of Operation*

- A. Licensees are not permitted to have persons, including employees, on the premises except during the following hours:

The owner, manager and employees may be on the premises after hours only if they are actively engaged in cleaning, making emergency repairs, providing security for such premises, preparing food for the day's business or opening or closing the business in an orderly manner. No other persons, friends, or relatives may be on the premises with the owners, managers or employees of the licensed premises during the hours when the public is excluded from the premises.

- B. Licensee shall insure that no sale or service of pitchers, or multiple alcoholic beverages per person, will occur within one hour prior to posted closing time.
- C. Licensee shall insure that no sale or service of singular alcoholic beverages will occur within thirty (30) minutes prior to posted closing time.
- D. Consumption of alcoholic beverages shall cease at closing time, all glasses, bottles and receptacles shall be removed from tables, bars, and patrons promptly at closing time.
- E. Licensees shall ensure that their patrons leave the premises in an orderly manner. Licensees who have a clientele that regularly fails to leave the area in a quiet and orderly manner should hire security personnel to police the leave-taking of the patrons at closing time.

11. Code Fire Health - Capacity

- A. No license shall be issued or shall be considered in good standing unless the licensed premises comply with all statutory requirements, including all applicable building codes, and fire, health, safety, trash and other government regulations and laws.
- B. The licensed premises shall conform to the floor plan approved by the Local Licensing Authority with regard to the structures at the premises, as well as with regard to all tables, chairs, booths, bars, counters, barstools, dance floors, railing partitions, and other barriers at the premises. Changes in the floor plan or any renovations of any kind shall not be made without the approval of the Local Licensing Authority. This includes substantial changes in the arrangement of moveable furniture.
- C. All premises covered by the license shall be kept in a clean and sanitary condition.
- D. No outside area shall be used as a gathering place for patrons unless approved by the Local Licensing Authority and the ABCC if alcohol is consumed.
- E. All public areas in licensed premises shall be lighted in a manner sufficient for the safety of the patrons and in a manner sufficient for the agents of the Local Licensing Authority to make observations at the premises without the need to identify themselves or seek assistance.
- F. The capacity set for the premises by the Code Administration Department constitutes the maximum potential capacity for the premises but the actual capacity of the premises may not exceed the amount approved by the Local Licensing Authority and stated on the license.
- G. Licensees shall not permit or invite members of the general public to private areas of the premises which are approved by the Local Licensing Authority for storage, office, kitchen, music or video projection rooms or for any similar non-public use. Only owners and employees of the licensed premises may be in these areas.

12. Sanitation

All premises covered by the licensee shall be kept in a clean and sanitary condition with specific reference being made to fruit flies contaminating open liquor bottles.

13. Service of Suspension Orders



- A. When the Local Licensing Authority suspends the license or licenses of any licensee, it shall provide the licensee with an order of suspension for public display that must contain the words, "Closed per order of the Licensing Board for the Town of Danvers." Such order shall be publicly displayed by the licensee in the following manner. The order shall be readily seen from the street by being affixed to the door of the entrance to the premises or a window facing the street upon which the door opens.
- B. Suspension orders of the Local Licensing Authority shall remain affixed throughout the entire period of suspension. The removal, covering, defacement, obliteration of the order of suspension, or the failure to maintain the order of suspension in the manner and place required prior to the expiration of the suspension period shall be deemed the act of the licensee and shall be cause for further suspension, modification or revocation of the license.
- C. Suspension periods may not be used as a time to do renovations at the licensed premises unless such renovations have previously been approved by the Board.
- D. No members of the public may be on the premises at any time during suspension periods, with the exception that restaurants may be able to continue to service patrons without serving alcohol with the approval of the Local Licensing Authority.

14. *Other Business Responsibilities*

- A. Licensees shall immediately notify the Local Licensing Authority of any proceedings brought against them (or by them) under the Bankruptcy Act, or of any other proceedings, in court or otherwise, which may affect the status of the license.
- B. Assignment of stock in incorporated licensed places for the purpose of safeguarding the assignee on loans, etc., gives no right to such assignee to conduct the business of the Licensee.
- C. No license issued under these regulations may be pledged by the holder to a third party to secure a loan whenever such action may encumber or interfere with the right of the Local Licensing Authority to demand immediate possession thereof upon the expiration, suspension, revocation, cancellation or forfeiture of such a license.
- D. The licensee is responsible for ensuring that all employees who work in the public areas of the premises read the Rules and Regulations of the Local License Authority and ABCC, and comply with all rules and laws.
- E. The Manager of Record, identified in Form A, must be on the premises for no fewer than forty (40) of the hours open to the public per week.

- F. The Manager of Record, identified in Form A, shall not take a leave of absence exceeding four (4) consecutive weeks in duration without written notification to the Local License Authority, via the Town Clerk, at least two (2) weeks prior to said absence. This notice must identify an Alternate Manager who is certified and capable of fulfilling license conditions.
- G. There shall be no alcoholic beverages brought onto the premises of a licensed establishment except for deliveries for the operation of the business as controlled by the laws, rules and regulations of the Commonwealth of Massachusetts, or regulations of the Town of Danvers.
- H. Employee Training
- 1) The Manager and all Alternate Managers shall have successfully completed an alcoholic beverage server training program such as the Training for Intervention Procedures Program (TIPS), or its equivalent, prior to appointment.
  - 2) TIPS, or equivalent training, shall be required for all bartenders at restaurant establishment.
  - 3) All other employees engaged in service or sales of alcohol shall receive, at a minimum, in-house training similar to that received under the TIPS program.
  - 4) Verification of the training referred to in the previous section shall be maintained for each employee and shall be available for inspection on the premises at all times.
  - 5) Certification and recertification must be current. Employees must be recertified at the end of the certification process. Employers or License holders are responsible for appropriate documentation of current certification, and shall make it immediately available at the request of the LLA or its designees.

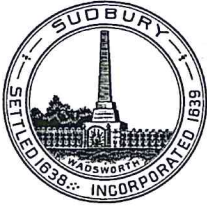
**Adopted by the Board of Selectmen, June 14, 2011**

TOWN OF SUDBURY BOARD OF SELECTMEN  
RULES AND REGULATIONS  
FOR LICENSES FOR THE SALE OF ALCOHOLIC BEVERAGES  
TO BE SERVED AND DRUNK ON THE PREMISES  
GRANTED PURSUANT TO G.L. CH. 138, 1 AND 12

1. Definitions
  - a. Patron. Any person other than the licensee or an employee of the licensee.
  - b. Licensee. The individual, partners or corporation to whom the alcoholic beverages license is issued.
  - c. Employee. A person employed by the licensee, including an officer of a licensed corporation.
  - d. Premises. The premises described on a common victualler or club alcoholic beverages license, and the dining rooms and other public rooms and areas described on an innholder alcoholic beverages license.
  - e. Closing Hour. The hour after which alcoholic beverages may not be served or consumed as set forth on the alcoholic beverages license.
  - f. Local Licensing Authority. The Board of Selectmen and its agents including police officers.
2. The licensee and his employees may be upon the premises during the time the premises are closed to the public only for the purpose of cleaning, making emergency repairs to, or providing security for, such premises, or preparing food for the day's business or opening or closing the business in an orderly manner.
3. No alcoholic beverages shall be served except during those hours stated on the alcoholic beverages license. Note that licensees may extend the closing hour on Friday and Saturday nights to 1:00 a.m., provided that food is served and the kitchen remains open.
4. Not less than fifteen minutes prior to the closing hour of the premises, the licensee or his employees shall advise all patrons of the time remaining to closing.
5. At the time designated as the closing hour, all glasses, bottles and unconsumed drinks will be removed.
6. Patrons shall not be allowed to remain upon the premises for more than 15 minutes beyond the closing hour.
7. No patron shall be allowed to enter the premises during the time the premises are required to be closed.
8. The local licensing authority may enter the premises during the hours it is open to the public and at such other times as any persons are upon the premises, for the purpose of inspecting the premises and enforcing these Rules and Regulations.



9. No patron shall be allowed to transport any alcoholic beverages onto the premises, or remove alcoholic beverages from the premises.
10. If any of the provisions of these Rules and Regulations or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions of these Rules and Regulations, or the applications of such other provisions, which can be given effect without the invalid provision or application thereof, and for this purpose the provisions of these Rules and Regulations are severable.
11. Effective Date: June 1, 1982.



# Town of Sudbury

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

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## TOWN OF SUDBURY BOARD OF SELECTMEN RULES AND REGULATIONS TRAINING FOR DISPENSERS AND SELLERS OF ALCOHOLIC BEVERAGES

- A. Any licensee holding an All Alcoholic, including seasonal, or Beer and Wine License shall participate in a program designed to train employees who engage in either package sales or pouring in methods of observation and detection to avoid selling or serving to intoxicated persons and/or minors. This program will be based on the type of license issued.
- B. Listed below are programs currently available which meet the requirements of this policy:
1. Techniques of Alcohol Management (T.A.M.), sponsored by the Mass. Package Store Association;
  2. Training for Intervention Procedures by Servers of Alcohol (TIPS), offered by Health Communications, and Alcohol Intervention Methods (AIM) Campbell/Trent;
  3. ServSave – recommended by the National Restaurant Association;
  4. Any Insurance Industry approved and qualified program offered by a certified trainer and approved by the Board of Selectmen.
- C. All personnel shall be required to participate in a training program based on the type of license issued. Establishments shall comply with this policy by having all of its eligible employees trained and certified.
- D. All establishments must maintain a roster or certificate of trained personnel in an accessible place during operating hours. An updated roster shall be submitted with the annual application for renewal of the license. The roster shall include:
- |                                    |                       |
|------------------------------------|-----------------------|
| 1. Employee name                   | 5. Date valid         |
| 2. Employee date of birth          | 6. Date of expiration |
| 3. Employee social security number | 7. Date of hire       |
| 4. Type of training (license)      |                       |
- E. All personnel shall be required to be re-certified once every five (5)\* years by an approved program, as noted above.
- F. Failure to comply with this policy may result in revocation of the license. Fines may also be levied against the license holder should any violation of this policy occur.

Adopted by the Sudbury Board of Selectmen on July 13, 1998.

\* Amended by the Board of Selectmen on June 10, 2003.



# Sudbury Police Department

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415 Boston Post Road  
Sudbury, MA 01776  
Business (978) 443-1042  
Fax (978) 443-1045

September 27, 2013

To: Board of Selectmen  
From: Scott Nix, Chief of Police  
RE: Alcohol Rules and Regulations

Gentlemen:

Please accept the draft of Alcohol Rules and Regulations for review. I have tried to incorporate and/or revise a number of documents to provide a clear articulation of what is expected of licensees. I do not want to reduce a business's ability to flourish in today's economy; but not at the peril of the public's interest or safety. In that effort I would be honored to accept guidance for further revision/changes as the Board sees fit.

Particular areas I believe need further attention are as follows:

- Varying serving hours for individual licensees as well as differentiation between approved hours to serve within and the hours designated by an establishment's prerogative relative to their business interests.
- A fair and equal requirement for serving food; to what level and time given the various entities?
- Progressive adjudication of violations in a consistent manner commensurate with the violation.
- Expectations of training; renewal period, in person or online.
- Retail outlet regulation?
- Any issues the Board would like further investigation

I have included the Town of Danvers Policy which I used extensively in modeling this draft, although theirs covers quite a bit more. I do not feel all the additional stipulations would be applicable to Sudbury but, again, would love your guidance in further enhancing our policy. I think this is a great starting point but as we progress I look forward to bringing further additions, revisions and/or clarifications that are in the interested of our citizenry, particularly their safety.

Thank you!

Respectfully submitted,

A blue ink handwritten signature, appearing to be "Scott Nix", written over a wavy blue line.

Scott Nix  
Chief of Police  
Sudbury Police Department



# AGENDA REQUEST - Item #7

## BOARD OF SELECTMEN

### Requestor's Section:

**Date of request:** *September 18, 2013*

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

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**Action requested:** *Interview candidate Patricia Tabloski for possible appointment to the Council on Aging for a term to expire May 31, 2016.*

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**Financial impact expected:** *None*

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**Background information:** *See attached application and memo*

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**Recommendations/Suggested Motion/Vote:** *Vote to approve the appointment of Patricia Tabloski, 35 Maple Avenue, #301, to the Council on Aging, for a term to expire May 31, 2016, as requested in a memo dated September 18, 2013, from Maryanne Bilodeau, Asst. Town Manager, HR Director.*

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

*Applicant*

### Selectmen's Office Section:

**Date of Selectmen's Meeting:** *October 1, 2013*

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**Board's action taken:**

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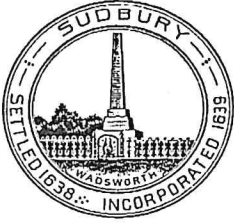
**Follow-up actions required by the Board of Selectmen or Requestor:**

**Town Counsel approval needed?**

Yes ( )

No ( X )





⑦

**TOWN OF SUDBURY**  
*Office of the Asst. Town Manager/HR Director*

Maryanne Bilodeau  
Asst. Town Manager/HR Director

278 Old Sudbury Road  
Sudbury, Massachusetts 01776  
Tel: (978) 639-3386  
Email: bilodeaum@sudbury.ma.us

To: Maureen Valente  
From: Maryanne Bilodeau MB  
Re: COA Appointment – Patricia Tabloski  
Date: September 18, 2013

The COA voted to accept new member Patricia Tabloski to fill the open seat that they have available. Her application is attached.

After meeting with Patricia to talk about her interest, I concur with their recommendation and feel she would be nice addition to the COA. She has over 35 years of experience in Gerontology Nursing as a Geriatric Nurse Practitioner and educator. She is clearly interested in applying this experience to helping the seniors in Sudbury.

She recently moved back to Sudbury about 9 months ago, after living in Concord for seventeen years. Prior to this she resided in Sudbury for nine years.

It would be appreciated by Deb Galloway and the COA if you could schedule her for the Selectmen's October 1<sup>st</sup> agenda.

Thank you.

Del ✓  
Following  
sent via  
email  
3/21/13

**TOWN OF SUDBURY**  
**APPLICATION FOR APPOINTMENT TO**  
**COUNCIL ON AGING**

BOARD OF SELECTMEN  
278 OLD SUDBURY ROAD  
SUDBURY, MA 01776

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

Name: PATRICIA TABLOSKI

Brief resume of background and experience: 35+ years as gerontological nurse practitioner & educator.

Address: 35 maple Ave. #301 Home phone: 978-457-4028  
Work phone: 617-552-4065

Years lived in Sudbury: 6 mos E-Mail Address: Tabloski@BC.EDU

Municipal experience (If applicable):  
Volunteer Open Role

Educational background: BS Purdue UNIV PhD Univ of Rochester  
MS Seton Hall UNIV.

Employment and/or other pertinent experience:  
Assoc Prof at Boston College

Reason for your interest in serving:  
Provide input into local issues as our

Times when you would be available (days, evenings, weekends):  
yes - Community grows.

Do you or any member of your family have any business dealings with the Town? If yes, please explain:

no

PT

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

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

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

Signature Patricia Tabloski Date 3/7/13

P.S. I am traveling next week but will be available for interview the week of 3/18.  
Thank in advance... P.T.



# Council on Aging

Sudbury, Massachusetts

Subscribe 

## Council on Aging

The duties of the Council on Aging are to:

1. Identify the total needs of the community's elderly population.
2. Educate the community and enlist the support and participation of all citizens concerning these needs.
3. Design, promote or implement services to fill these needs, or coordinate present existing services in the community.
4. Promote and support any other programs which are designed to assist the elderly in the community.

The council on Aging works with the Commonwealth of Massachusetts Office of Elder Affairs and is cognizant of all State and Federal legislation concerning funding, information exchange and program planning which exists for better community programming for the elder.

The COA gives an annual report in writing, to the Board of Selectmen, with a copy of that report directed to the Commonwealth of Massachusetts Office of Elderly Affairs.

### Related Departments:

- Commission on Disability
- Health Department
- Senior Center

## Contact

**Hours:** M-F 9-4  
**Email:** [coa@sudbury.ma.us](mailto:coa@sudbury.ma.us)  
**Phone:** 978-443-3055  
**Fax:** 978-443-3055  
 Fairbank Community Center  
 40 Fairbank Road  
 Sudbury, MA 01776  
 Senior Center

## Members

Current Members				
Name	Position	Address	Term	End Date
VACANCY			3	05/31/2016
John J. Ryan, Jr.	Chairman	155 Ford Road	3	05/31/2016
Phyllis Bially	Member	30 Nobscot Rd	3	05/31/2015
Barry S. David	Member	70 Thunder Rd	3	05/31/2015
Robert H. Diefenbacher	Member	32 Old Framingham Rd	3	05/31/2014
Carmine Gentile	Member	33 Surrey Ln	3	05/31/2016
Robert E. May	Member	98 Maynard Farm Rd	3	05/31/2015
Sabino Merra	Member	111 Woodside Rd	3	05/31/2014
Debra Galloway	Staff	40 Fairbank Rd	Indefinite	
John Beeler	Vice-Chairman	57 Wagonwheel Rd	3	05/31/2014

# AGENDA REQUEST – Item #8

## BOARD OF SELECTMEN

### Requestor's Section

Date of request: *September 18, 2013*

Requestor: *Patty Golden*

Action requested: *Approval of minutes*

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 September 17, 2013.*

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

### Selectmen's Office Section

Date of Selectmen's Meeting: *October 1, 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, SEPTEMBER 17, 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 7:34 p.m. in the Lower Town Hall, 322 Concord Road.

**Opening Remarks**

At 7:34 p.m., Chairman Drobinski opened the meeting. He reminded residents to be careful driving around Town now that school is back in session. He also noted the Town's flag will fly at half-mast until sunset on September 20, 2013 to honor yesterday's victims and families in Washington, D.C. Chairman Drobinski announced the road work on Landham Road has neared completion. He also announced road construction is planned for Sudbury Road in Marlborough.

**Reports from the Town Manager**

Town Manager Valente stated the Permanent Building Committee (PBC) has been meeting twice a week to juggle all pending projects. She also stated the Finance Committee is scheduling a busy fall agenda, with its October 21, 2013 meeting including the Sudbury Public Schools, and its November meeting including State Representative Tom Conroy. Ms. Valente further reported the Finance Committee recently voted to change the budget hearings for the three cost centers to be held separately.

Town Manager Valente stated she and Assistant Town Manager Maryanne Bilodeau will attend the International City/County Management Association Meeting in Boston from September 20 - September 25, 2013, and both will be available for business communications, if needed. Police Chief Nix will act as a point of contact during this time.

**Reports from the Board of Selectmen**

Selectman Simon stated he and Selectman Woodard attended a PBC meeting on September 11, 2013. He also provided the Board with updates from the committees to which he is the liaison, i.e., the Commission on Disabilities, the Goodnow Library, Minuteman Regional High School, Park and Recreation Commission, the Ponds and Waterways Committee and the Rail Trail Conversion Advisory Committee.

Selectman Haarde stated the Fairbank Community Center Committee met last week, and the Route 20 Sewer Steering Committee will meet tomorrow.

Vice-Chairman Woodard stated he attended the Fairbank Community Center Committee meeting last week. He reported the Committee has narrowed the architect field to three candidates, and it is hoped the feasibility study could be completed by next summer.

Chairman Drobinski stated he attended a meeting with Town Manager Valente and other Town staff members to discuss the option of working with Marlborough on shared sewer activities.

**Public Hearing: Site Plan Modification Request – Northern Bank and Trust Co. – 430 Boston Post Road**

Present: Director of Planning and Community Development Jody Kablack, Northern Bank & Trust Co. Attorney Shaun Briere, project engineer Brian Fairbanks, Strategic Designworks project architect Mark Sereda, MDM Transportation Inc, consultant Dan Dumais and Northern Bank and Trust Co. representative James Mawn

At 7:49 p.m., Chairman Drobinski opened the Public Hearing regarding the application of Northern Bank & Trust Company, applicant, and Colonial Auto of Sudbury, Inc., owner, for Modification to an approved Site Plan and approval of a Public Way Access Permit to construct a new 2,500 sq. ft. retail bank building and associated improvements including stormwater management and wastewater facilities, utility improvements, parking areas, remote drive-through facility, landscaping and lighting on property located at 430 Boston Post Road, zoned Business District, Town Assessor Map K08, Parcel 0077. The Board was previously in receipt of copies of the Site Plan Modification, attachment request and accompanying maps dated July 26, 2013, the Public Way Access Permit Application dated July 30, 2013, Sudbury Zoning Board of Appeals (ZBA) Meeting Minutes of May 20, 2013, a memorandum from Director of Planning and Community Development Jody Kablack dated September 13, 2013, a Site Plan Decision for Northern Bank & Trust Company dated January 22, 2013, approved Site Plan dated January 2013, Site Plan for Proposed Redevelopment last dated July 22, 2013, reports from Northeast Geotechnical, Inc. respectively dated February 13, 2013, April 2, 2013, and June 21, 2013 and a Traffic Impact Assessment prepared by MDM Transportation Consultants, Inc. dated July 25, 2013. In addition, copies of preliminary exterior elevation plans and preliminary floor plan and drive-up plans prepared by Strategic Designworks and plans of a project history comparison and proposed conditions exhibit prepared by EBI Consulting were distributed tonight.

Director of Planning and Community Development Jody Kablack stated the Hearing was duly publicized and abutters were duly notified. Ms. Kablack stated the Site Plan was approved by the Board in January 2013. She read aloud an email received from Conservation Commission Coordinator Debbie Dineen, stating the Commission is pleased the building is being moved slightly to the west. Ms. Kablack stated additional permitting will be needed. She also noted the Building Inspector and Fire Chief have stated they have no objections to the application, and the Director of Public Works will have comments once the stormwater report is submitted. Ms. Kablack highlighted this request will require a majority vote of the Board, as a result of the bylaw revision approved at the 2013 Town Meeting.

Northern Bank & Trust Co. Attorney Shaun Briere introduced the project team in attendance. He summarized the project, describing it as a beautification project for a dilapidated site at a key Town location. Mr. Briere stated the team has worked with the Town for over two years to present a good proposal which decreases many of the current non-conforming aspects of the site. He summarized events since January 2013, noting a Notice of Intent was filed with the Conservation Commission, meetings were held with the Zoning Board of Appeals (ZBA) and several rounds of soil testing were completed. Testing results indicate there is only one suitable location for the septic system. Mr. Briere also stated the ZBA unanimously approved three requested variances last night.

Project engineer Brian Fairbanks described the difference in the modified plan compared to the original plan with the use of exhibits. He stated the building has moved approximately 17 feet closer to Union Avenue, the septic location has been moved to the southeast corner of the site, a minor change was made to the exit from the drive-through to the shared alley and minor changes were accordingly made to sidewalks.

MDM Transportation Inc. consultant Dan Dumais briefly described the traffic benefits of the modified plan, including closing two driveways on Route 20 and closing one full access on Union Avenue.

Strategic Designworks architect Mark Sereda displayed renderings of the original design, noting the pitch of the roof was lowered, and recommendations of the Design Review Board (DRB) were incorporated. In response to a question from Selectman O'Brien, it was noted the drive-through is proposed as a single lane.

Mr. Briere stated the applicant appreciates the cooperation of the abutter regarding easements to enable Northern Bank to utilize the abutting alley to egress the site. He also stated the abutter has requested installation at the southern end of the alley of a freestanding pylon sign, which will need to be approved by the DRB.

Selectman Simon thanked the applicant's team for their perseverance in finding a plan which will work on the site. He believes the proposal is an enormous improvement to a key Town location. In response to a few questions from Selectman Simon, it was noted the sidewalks around the proposed building would be five-feet wide and surfaced with asphalt. Mr. Briere also described the proposed signage for the site.

Selectman Simon asked if problems are anticipated from the exit onto Union Avenue's proximity to the corner of Route 20 and potential traffic back-ups. Mr. Dumais stated this has been discussed, and no significant problems are anticipated.

In response to questions from Selectman O'Brien, Mr. Fairbanks explained the elevations, noting there are no depressions on site, and sod will be placed over the septic area. It was also noted that place for a dumpster is not needed and excessive snow would be hauled off-site.

Ms. Kablack highlighted all conditions of the original approved plan remain in effect for the modification application.

Selectman Haarde asked if the colonial-style brick and copper roof details are still proposed, which was confirmed. He also asked for clarifications of the Union Avenue and Route 20 elevations, which were provided.

Vice-Chairman Woodard asked if there are contamination issues with the site, due to its current use. Mr. Briere stated there were minimal issues which were addressed from a prior dry-cleaning operation.

Sudbury resident Ursula Lyons, 157 Wayside Inn Road, asked for more information regarding the dry-cleaning business contamination and whether there is possible leaching towards the brook.

Northern Bank representative Jim Mawn explained the testing his company performed to ensure the contamination had not migrated. He stated when the auto body business lifts are removed, there may be a small amount of remediation necessary, but no other problems are anticipated.

Ms. Kablack reiterated there are pending permits to be submitted and approved, and these processes would likely further address contamination and environmental issues.

It was on motion unanimously

VOTED: To close the Public Hearing regarding the application of Northern Bank & Trust Company, applicant, and Colonial Auto of Sudbury, Inc., owner, for Modification to an approved Site Plan and approval of a Public Way Access Permit to construct a new 2,500 sq. ft. retail bank building and associated improvements, including stormwater management and wastewater facilities, utility improvements, parking

areas, remote drive-through facility, landscaping and lighting on property located at 430 Boston Post Road, zoned Business District, Town Assessor Map K08, Parcel 0077.

It was also on motion unanimously

VOTED: To approve the application of Northern Bank & Trust Company, applicant, and Colonial Auto of Sudbury, Inc., owner, for Modification to an approved Site Plan and approval of a Public Way Access Permit to construct a new 2,500 sq. ft. retail bank building and associated improvements including stormwater management and wastewater facilities, utility improvements, parking areas, remote drive-through facility, landscaping and lighting on property located at 430 Boston Post Road, zoned Business District, Town Assessor Map K08, Parcel 0077 as shown on revised plans submitted with the Site Plan Modification application, and to instruct Town staff to prepare an affirmative Decision for the Board's review.

### **Capital Improvement Advisory Committee – Member Interviews**

Present: Candidates Bob Desaulniers and Jamie Gossels

At 8:30 p.m., Chairman Drobinski welcomed candidates Bob Desaulniers and Jamie Gossels to the meeting to be interviewed to become members of the Capital Improvement Advisory Committee (CIAC). Another candidate Jeff Barker was unable to attend tonight. He thanked the candidates for their interest in serving the community. The Board was previously in receipt of copies of resumes for the three candidates, a memorandum from Assistant Town Manager Maryanne Bilodeau dated September 4, 2013, the relevant vote approved for Article 22 of the May 7, 2013 Town Meeting, a draft "Anticipated Responsibilities of the CIAC members – August 21, 2013," and the CIPC webpage.

Candidate Jamie Gossels stated she has lived in Town 27 years, and she has served on the Town's Finance Committee. Through her work with the Finance Committee, Ms. Gossels has seen the critical need for capital improvement funding to maintain the Town's assets. She is enthusiastic to become involved with Town service again.

Candidate Bob Desaulniers stated he just moved to Town in May 2013, and he and his wife are expecting their first child. Mr. Desaulniers anticipates spending many years in Sudbury, and he would like to become involved. He stated his job is related to facilities services management and he evaluates capital planning issues daily. Mr. Desaulniers believes his experience could be helpful to the Committee.

Selectman Simon stated Ms. Gossels' experience as a member of the Finance Committee well qualifies her for the CIPC. He asked Mr. Desaulniers if he foresees problems being available for timed evening meetings and whether he has any other board/committee experience. Mr. Desaulniers answered no to both questions.

Selectman O'Brien stated he is pleased Ms. Gossels is volunteering her services again, and he believes Mr. Desaulniers' background and new perspective to the Town will benefit the Committee.

Selectman Haarde asked each candidate how they might prioritize capital expenses, and both candidates responded that the relative merits of projects would need to be evaluated in combination with the funds available and the demonstrated need.

Vice-Chairman Woodard and Chairman Drobinski both thought each of the candidates would bring new talents to the CIPC.



Selectman O'Brien updated the Board on the interview he and Vice-Chairman Woodard conducted with the third candidate Jeff Barker. He stated Mr. Barker has lived in Town 13 years, he would like to be more involved, and he has skill sets which suit the CIPC. Mr. Barker's schedule is such that it may be difficult for him to attend all meetings. Thus, he has requested to be considered as a member for a two-year term.

Town Manager Valente stated the CIPC vacancies were advertised as two members needed for two-year terms and one member needed for a three-year term.

It was on motion unanimously

VOTED: To approve the appointments of Bob Desaulniers, 238 Horse Pond Road, and Jeff Barker, 32 Moore Road, to the Capital Improvement Advisory Committee, for terms to expire May 31, 2015, and to appoint Jamie Gossels, 11 Spiller Circle, for a term to expire May 31, 2016.

**Town Forum: Department of Public Works, Fire and Police Departments - Updates**

Present: Department of Public Works Director Bill Place, Fire Chief Bill Miles and Police Chief Scott Nix

At 8:45 p.m., Chairman Drobinski welcomed Department of Public Works (DPW) Director Bill Place, Fire Chief Bill Miles and Police Chief Scott Nix to the meeting to update the Board on their respective Departments. The Board was previously in receipt of copies of a memorandum from Town Manager Valente dated September 12, 2013 regarding NStar plantings for road crossings, a letter from NStar to Town Counsel Paul Kenny dated August 20, 2013 and accompanying March 9, 1971 document, a letter from NStar to Town Manager Valente dated June 17, 2013 and relevant excerpts from the 1969 and 1970 Selectmen's Town Reports and 1971 Selectmen correspondence, an email from The Sudbury Foundation to Fire Chief Miles dated September 13, 2013, a memorandum from Town Manager Valente dated September 12, 2013 regarding the proposed policy for tasers, a memorandum from Police Chief Nix to Town Manager Valente dated September 12, 2013, a letter from Police Chief Nix to Town Manager Valente dated August 7, 2013 and documentation regarding the safety of conducted energy devices and electronic control weapons.

**DPW Director Bill Place** updated the Board on the completion of the Landham Road construction project, and a notebook of photographs was circulated. Mr. Place stated the gas and water mains will be re-connected next week, and the road shoulders will be graded and paved.

Mr. Place stated the DPW has worked on construction of walkways on Old Framingham Road and Peakham Road. Trees have also been flagged for removal for a walkway to be constructed on Dudley Road next spring. He also stated work has been ongoing for the Town Center intersection improvements. Granite curbing and paving will be installed next week.

Town Manager Valente summarized her memo regarding replanting plans at Stock Farm and Pelham Island Roads. She explained the Town has been trying to achieve an agreement with NStar to be completely responsible for the successful growing of screening trees and vegetation on road crossings at Stock Farm and Pelham Island Roads. She updated the Board on the current status and provided three options for action. Town Manager Valente stated she has informed Sudbury resident Stan Kaplan, who has exhibited interest in the outcome, of the current status of the project.

Mr. Place distributed photographs of the current conditions to the Board for review. He stated he believes proper removal of root systems is the only way to ensure the invasive plants do not return. Mr. Place has recommended red cedar trees be planted for screening, which grow to approximately 14 feet. He estimates the cost for the trees needed to be approximately \$25,200, which does not include installation costs.

Chairman Drobinski suggested the Board communicates its preferences to NStar in a letter in order to keep the pressure on NStar to take responsibility for appropriate plantings.

Selectman Simon asked when the clearing would be done and at what cost. He also questioned if these costs should be itemized in the letter. It was noted the clearing would possibly be done next spring, and the cost to remove the invasive plants is estimated to be approximately \$10,000.

Town Manager Valente encouraged the Board to finalize an agreement with staff currently in place at NStar. She urged the Board to offer the red cedar tree planting alternative in the hopes it will be accepted by NStar. However, Town Manager Valente stated that, if NStar rejects the offer, she encourages the Board to agree to the Weston Nurseries option previously provided so that at least something is done to improve the locations.

It was on motion unanimously

VOTED: To instruct Town staff, on behalf of the Board, to draft a letter to be sent to NStar requesting the current soils and invasive plants be thoroughly cleaned prior to planting red cedar trees, as recommended by Department of Public Works Director Bill Place, and to include a diagram designating the anticipated number of plants needed and locations where there are to be planted.

**Fire Chief Bill Miles** stated the Department hopes to be offering Advanced Life Support (ALS) services by November 1, 2013. There are currently 10 paramedics in the Department and two more are in training. Chief Miles stated a lot of relevant equipment has been purchased in the past year for the program, and the medical supply room has been re-organized. In addition, significant time has been spent in the past year on paramedic training and working with Town Counsel to draft the required agreements.

Chief Miles reported The Sudbury Foundation approved a \$13,095 grant to purchase a Lucas Chest Compression Machine to be used for the ALS program.

Chief Miles stated the Department is at its 32-member maximum. He emphasized hiring the right people for the community is a time-consuming process, and he acknowledged the assistance received from Assistant Town Manager Bilodeau. Chief Miles stated the Department has been able to avoid the closing of Station 3. He also stated the combined dispatch duties with the Police Department are working well after one year of implementation.

Chief Miles reported Department equipment is in good condition. The breathing apparatus is expected to arrive soon, which was part of a Federal FEMA grant award. However, Chief Miles also reported the 1987 Engine 1 was recently diagnosed with frame corrosion which is too costly to repair. Thus, Engine 1 has been taken out-of-service, and one spare engine remains. Chief Miles further stated he has submitted a new engine as part of the FY15 budget. He also noted the Department's buildings are in good shape, and he acknowledged Combined Facilities Director Jim Kelly's assistance with maintenance.

Chief Miles commended his staff and the work of Assistant Fire Chief Whalen.

Selectman Simon thanked Chief Miles for his comprehensive update, and he congratulated him on the Federal grant award. He stated the Town appreciates the Department being fully-staffed and available to serve residents at any time.

Selectman O'Brien noted the cost of the ALS program is covered by the ambulance billings. Chief Miles confirmed this to be accurate. Selectman O'Brien also thanked the personnel of the Fire and Police Departments for their assistance during the Landham Road construction.

Selectman Haarde asked what the consequences are when an engine is taken out-of service. Chief Miles stated the engine is stripped of all usable equipment, and it is typically traded-in for a new model. However, he noted no purchases are currently planned. Chief Miles also noted the Fire Academy has expressed interest in utilizing the 1987 engine.

Vice-Chairman Woodard asked for more explanation regarding the spare engines and the cost of the FY15 budgeted engine. Chief Miles explained the goal is to have an engine for the North Station, an engine for the South Station and an engine and ladder at the Main Station. He also emphasized all engines are needed and used during severe storms in order to respond to more calls in a timely fashion. Chief Miles stated the new engine and accompanying equipment has been estimated at \$450,000 in the FY15 budget.

**Police Chief Scott Nix** thanked residents, his staff and the project contractors for their support during the Landham Road construction. He also advised residents of upcoming road work which will impact traffic on Sudbury Road in Marlborough due to work on water and sewer projects.

Chief Nix stated all of his Department personnel vacancies have been filled, noting Detective Stephanie Howe has been promoted to be the Department's first female sergeant. He also emphasized his philosophy of finding the right person for the Department and Sudbury rather than just hiring to fill a position. Chief Nix stated the Department has been working with the Sudbury Public Schools and Superintendent Wilson to develop school safety programs.

Chief Nix stated there has been a kick-off meeting for construction of the new Police Station. He stated the Board's support would be appreciated in the Department's continuing efforts to inform the public about the project. Chief Nix stated training budgets for police departments have been cut State-wide. However, the requirements remain the same, and thus mandatory training has had to be funded and handled internally out of his department budget.

Chief Nix stated he has been researching alcohol rules and regulations for other towns and he was impressed with those implemented in Danvers. He is preparing a draft using the Danvers model for the Board's review prior to the end of this year. Chief Nix stated the Department conducted a liquor license compliance check sting operation last Friday. Unfortunately, one establishment had a violation as a first-time offense. A report regarding the violation will be presented to the Board at a future date.

Selectman O'Brien asked if there is similar receptiveness regarding joint programs at Lincoln-Sudbury Regional High School (L-SRHS) as the ones described with SPS. Chief Nix stated the L-SRHS Safety Committee has been receptive to working with the Department.

Chief Nix informed the Board of the Department's intent to introduce a use of force option commonly known as "tasers" to the Department. He stated the Department acquired four devices for evaluation and testing. The devices have not yet been deployed as equipment. Chief Nix explained the devices are intended to temporarily subdue the subject to enable the officers time to control the subject, and thereby reduces the possibility of injuries for all parties. Currently, officers are issued pepper spray and a baton. The addition of electronic control weapons (ECW) will help protect police officers and volatile subjects. Chief Nix stated the Executive Office of Public Safety provides strict guidelines for training, policies and deployment, and taser-use would be governed by State law and Department policies.

In response to a question from Selectman O'Brien, Chief Nix explained how the use of a taser could be directed and he explained the different cartridges. He also noted several other communities using ECWs and tasers.

Chairman Drobinski noted the Chief does not require the Board's approval for implementing ECWs, and he is only providing an informational update of the Department's decision.

In response to a question from Selectman Simon, Chief Nix explained the different modes available and that the device cannot be set to a safety position.

At 9:56 p.m., Chairman Drobinski thanked the Departments for their updates tonight and their work throughout the year.

Town Manager Valente stated a lot has been accomplished in the past year. She noted Sudbury runs a "lean" operation, but she is proud of everything the Department leaders and their staffs have been able to accomplish.

#### **Friends of the Bruce Freeman Rail Trail – Donation Proposal**

At 9:56 p.m., Chairman Drobinski opened the discussion regarding a proposal presented to the Board of Selectmen from the Friends of the Bruce Freeman Rail Trail to raise funds for construction of a portion of a rail trail in Sudbury. The Board was previously in receipt of copies of a memorandum from Town Manager Valente dated September 9, 2013. In addition, copies of a draft motion prepared by Selectman Simon, an email from Council on Aging Chairman Jack Ryan dated August 16, 2013 and an email from President of the Friends of the Bruce Freeman Rail Trail Tom Michelman dated September 17, 2013 were distributed.

Town Manager Valente summarized her memo, stating she worked with Town Counsel to provide the Board with a draft vote for consideration. She stated an alternative motion has also been suggested by Selectman Simon and a revised version has been circulated tonight.

Selectman Simon stated the Friends initially made its offer in June 2011 and revised its offer in August 2013. He summarized the intentions of the offer to raise \$58,700 to pay for the 25% design adhering to State Department of Transportation (DOT) guidelines for a half-mile stretch of the rail trail on Route 117. Selectman Simon stated he has prepared a revised motion which he believes more simply allows the Board to accept the offer, which does not include more conditions and does not obligate the Town to future actions beyond its purpose. He emphasized that, although it is preferable to abide by local bylaws, he does not believe it should be a requirement of a rail trail proposal, if it presents an obstacle to the trail coming to fruition.

Chairman Drobinski referenced the motion drafted by Town staff, noting it sends a positive message of accepting the offer. He emphasized it is important for the Town to also include protections for itself.

Selectman Haarde stated he prefers the motion prepared by Town staff because he believes it is important for the Town to comply with its own bylaws. He also stated it is important to ensure Sudbury does not yield any of its rail trail control to neighboring towns and that the ramifications for parking at Davis Field are better understood.

Selectman Simon stated his proposed motion does not yield any control to any other party. He emphasized the Town is not at the stage of entering into a full contract for anything at this time.



Selectman O'Brien stated he prefers the specificity of the motion drafted by Town staff. He believes it is important for the Town to maintain flexibility for when the Request for Proposal (RFP) process would begin so as not to coincide with other priorities.

Selectman Simon referenced his draft motion, stating he has attempted to eliminate any references of potential friction, including language regarding the initial \$5,000 gift proposed.

Vice-Chairman Woodard noted there is nothing in Selectman Simon's revised motion regarding timing for the RFP process. He also stated Mr. Michelman and the Friends have been well advised of the future process and timing. Vice-Chairman Woodard recommended, and the Board concurred, that Selectman Simon's motion be amended to add the words "100% of the cost of" after the word "funding" in the third sentence.

Selectman O'Brien suggested a straw poll be taken. Selectman Simon supported his own motion, Selectman O'Brien stated he prefers the specificity of the Town staff motion. Selectman Haarde stated he prefers the Town staff motion, and he views it as a win-win for all. Vice-Chairman Woodard stated he prefers the simplicity of Selectman Simon's motion and Chairman Drobinski concurred with Vice-Chairman Woodard.

It was on motion

VOTED: To advise the Friends of the Bruce Freeman Rail Trail that the Board of Selectmen are receptive to and will vote to accept a gift of \$58,700 from the Friends of the Bruce Freeman Rail Trail (FBFRT) for the purpose of funding 100% of the cost of a 25% design study in the Right of Way (ROW) and according to MassDOT guidelines for the extension of the Bruce Freeman Rail Trail for the approximately ½ mile segment of the BFRT from the Concord/Sudbury town line to the south side of Route 117 in Sudbury, plus a parking count for the Davis Field Recreation Field parking area.

Selectmen O'Brien and Haarde voted in opposition to this motion. However, both emphasized they support the rail trail and they have voted tonight only in opposition to the language presented in the motion.

#### **Board of Selectmen – Goal Setting Update and Next Steps**

Present: Sudbury resident Bryan Semple

At 10:29 p.m., Chairman Drobinski opened a discussion regarding the Board's goals for FY14. The Board was previously in receipt of copies of a memorandum from Town Manager Valente dated September 12, 2013, an email from Sudbury resident Bryan Semple and attached comments dated September 12, 2013. In addition, copies of an email from Vice-Chairman Woodard to Mr. Semple dated September 16, 2013 was distributed tonight.

Town Manager Valente summarized her memo. She noted Director of Planning and Community Development Jody Kablack suggested the Board reviews the Town's Housing Production Plan for applicable information regarding housing goals.

Sudbury resident Bryan Semple, 15 Revere Road, requested this time for his Citizen's Comments. Mr. Semple addressed the Board referencing notes which he stated were revised from previous copies given to the Board. He stated he believes it is critical for the Town to establish a Chapter 40B strategy. Mr. Semple does not believe the Town can achieve its affordable housing quota through home-ownership units, and he believes a plan focused on rental properties must be developed.

Mr. Semple also believes the Board should prioritize as a goal fixing the regional agreement with Lincoln regarding L-SRHS. He acknowledged receipt of feedback regarding his written comments from one Selectman, which he appreciated. Mr. Semple believes either the governance or funding formulas are flawed in the Agreement. He believes Lincoln should contribute more funds, but he realized there is no incentive for Lincoln to change the structure of the current Agreement. He urged the Board to help influence the election process to bring about changes which are more favorable for Sudbury.

Chairman Drobinski stated the Board is trying to coordinate a joint meeting with L-SRHS and the Lincoln Board of Selectmen.

Mr. Semple thanked Town Manager Valente for supplying updated budget information. He stated the Town's budget has grown from \$58 million to \$81 million in the time he has lived here. Mr. Semple believes the Town has followed a defensive spending strategy. However, he noted much of the budget is designated for compensation, and he believes there needs to be a five-year plan established to evaluate these costs.

Chairman Drobinski suggested the Board schedules a joint meeting with the Finance Committee to gain more input before finalizing its FY14 goals. Selectman O'Brien concurred, stating the Board should, subsequent to the joint meeting, have another meeting of its own to finalize its goals.

Selectman O'Brien also suggested the Board sets a separate time to further discuss the L-SRHS Inter-municipal Agreement prior to meeting with Lincoln's Selectmen.

Vice-Chairman Woodard suggested this discussion be conducted in Executive Session.

Town Manager Valente stated Town Counsel has advised the discussion does not qualify as a reason to meet in Executive Session. She explained only discussions related to contract negotiations related to collective bargaining and land interest qualify.

Selectman Haarde stated he is comfortable having this discussion in public session. He believes our objectives will be clearly transparent to Lincoln's Board.

Selectman Simon suggested Lincoln may well have a similar conversation to the one this Board is having now.

At 10:50 p.m., Chairman Drobinski stated the Board will soon meet jointly with the Finance Committee and then subsequently set an agenda time to further discuss its FY14 goals, and he closed the discussion.

### Minutes

It was on motion

VOTED: To approve the special meeting minutes of August 21, 2013.

Selectman Haarde recused himself from this vote.

It was also on motion unanimously

VOTED: To approve the regular session minutes of September 3, 2013.

It was further on motion

VOTED: To approve the special meeting minutes of September 9, 2013.

Vice-Chairman Woodard recused himself from this vote.

**Ride to Defeat ALS – Special Permit**

Selectman Simon recused himself from this vote.

It was on motion

VOTED: To grant a Special Permit to Mike Farricker, Committee Co-Chair to hold a “Ride to Defeat ALS” bike ride on Sunday, September 29, 2013 from 9:00 a.m. through approximately 4:00 p.m., following the same route as in previous years, subject to Police Department safety requirements, proof of insurance coverage and the assurance that any litter will be removed at the race’s conclusion.

**Sudbury Women’s Softball League - Sudbury Celebrates 375/Sudbury Day Committee – Donation**

It was on motion unanimously

VOTED: To accept, on behalf of the Town, a gift of \$100 from the Sudbury Women’s Softball League for use by the Town of Sudbury for the purpose of the Sudbury Celebrates 375/Sudbury Day Committee celebration, and may be used for another similar purpose as authorized by the Board of Selectmen in the event that all funds are not expended at the conclusion of the aforementioned celebration.

**Fairbank Community Center Master Plan – Award of Contract**

It was on motion unanimously

VOTED: To approve award of contract by the Town Manager for the development of the Fairbank Community Center Complex Master Plan to Bargmann Hendrie + Archetype, Inc. upon the recommendation of the Permanent Building Committee acting as the Town’s Designer Selection Committee.

**Election Officer – Re-appointment**

It was on motion unanimously

VOTED: To re-appoint Fletcher Comrie, 26 Amanda Road, a student at Lincoln-Sudbury Regional High School, as an election officer for a term to expire on August 14, 2014, to work at the polls for community service hours, as requested by Rosemary Harvell, Town Clerk.

**Draft Board of Selectmen’s Citizen’s Comment Procedure – Discussion**

At 10:53 p.m., Chairman Drobinski opened a discussion regarding the Citizen’s Comments Procedure. He thanked everyone who provided input. The Board was in receipt of copies of a memorandum from Town Manager Valente dated September 12, 2013, a red-lined revised draft “Sudbury Board of Selectmen Citizen’s Comment Procedure,” a draft “Sudbury Board of Selectmen’s Office Hours,” an email from Sudbury resident Ralph Tyler dated September 3, 2013, an email and attachment from Sudbury resident Dan DePompei dated September 11, 2013, an email from Sudbury resident Jan Hardenbergh dated August 26,

2013, an email from Sudbury resident Bryan Semple dated August 28, 2013, an email from Sudbury resident Pat Brown dated September 2, 2013, and the relevant materials distributed at the Board's August 20, 2013 meeting. In addition, copies of an email from Mr. DePompei dated September 14, 2013 and accompanying suggested revisions were distributed tonight.

Selectman Simon stated he had sent suggested revisions to Town Manager Valente which have not been incorporated into the draft presented tonight. Town Manager Valente stated she had assumed Selectman Simon would broach his suggestions with the Board to determine consensus prior to her incorporating them into a document which had already been reviewed by the Board.

Vice-Chairman Woodard expressed his opposition to having citizens wait for hours to address the Board with their comments. He noted tonight, the comments would have occurred at 10:50 p.m. at the close of discussion of timed items.

The consensus of the Board was that the draft Sudbury Board of Selectmen Citizen's Comment Procedure should be amended to delete the words "five minutes" from the first sentence of #1, and to include language to reflect that the Chair has the discretion to schedule the comments at each meeting, no later than following the timed items.

It was on motion unanimously

VOTED: To adopt, as reviewed and amended tonight, the Sudbury Board of Selectmen Citizen's Comment Procedure.

**Three New Committee Updates – Town Counsel Review Committee, Other Post-Employment Benefits (OPEB) Committee and Capital Financing Committee**

The Board was previously in receipt of copies of a memorandum from Town Manager Valente dated September 12, 2013.

Town Manager Valente summarized her memo, stating the Town Counsel Review Committee will meet September 19, 2013. She stated Assistant Town Manager Bilodeau has established an aggressive schedule for the Committee.

Town Manager Valente stated the other committees need more time to determine who will serve as members. However, the Finance Committee has stated Bill Kneeland and Mark Minassian will be its representatives on the OPEB Committee, and Bob Stein and Andrew Sullivan will be its representatives on the Capital Financing Committee.

There being no further business, the meeting adjourned at 11:09 p.m.

Attest: \_\_\_\_\_

Maureen G. Valente  
Town Manager-Clerk



# AGENDA REQUEST - Item #9

## BOARD OF SELECTMEN

### Requestor's Section:

**Date of request:** *September 23, 2013*

**Requestor:** *Robert P. Chandler, 27 Crystal Lake Dr*

---

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

---

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

---

**Background information:** *Requested information provided; awaiting updated Certificate of Liability naming the Town of Sudbury. The bartender has been TIPS-trained. Building Inspector, Police Dept, Fire Dept, and Board of Health expressed no issues.*

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**Recommendations/Suggested Motion/Vote:**

*Vote to grant a 1-day Wine & Malt license to Robert P. Chandler, 27 Crystal Lake Drive, to accommodate a fundraiser for the Lt. Scott Milley Foundation on Saturday, October 12, 2013 from 12:00 Noon to 5:00 PM at the Boy Scout/Nobscot Reservation, 1 Nobscot 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:** *October 1, 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](mailto:selectmen@sudbury.ma.us)

## APPLICATION FOR ONE-DAY LIQUOR LICENSE

Name of applicant: Robert P. Chandler Date: 9-12-13

Address of applicant: 27 Crystal Lake Drive

Phone: 978-443-2944 Email: bobchandler@verizon.net

Organization Name: Lt. Scott F. Milley Memorial Foundation

Purpose of Event: Fundraisig Barbeque at the Boy Scout  
Reservation on Nobscot Road to raise money for the  
construction of the Scott Milley Memorial at Willis Lake

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

Event Date: October 12th, 2013

Event Time: noon to 5 pm

Event Address: One Nobscot Road, Sudbury

### 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.

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](mailto:selectmenoffice@sudbury.ma.us)

  
Applicant Signature



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
9/20/2013

**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).**

<b>PRODUCER</b> HUB International New England 299 Ballardvale St Wilmington, MA 01887 978 657-5100	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 978 657-5100      FAX (A/C, No): 978-988-0038 E-MAIL ADDRESS: _____ <table style="width:100%; border: none;"> <tr> <td style="text-align: center; border: none;"><b>INSURER(S) AFFORDING COVERAGE</b></td> <td style="text-align: center; border: none;"><b>NAIC #</b></td> </tr> <tr> <td style="border: none;">INSURER A : Peerless Insurance Co</td> <td style="border: none;">24198</td> </tr> <tr> <td style="border: none;">INSURER B : Technology Insurance Co</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER C :</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER D :</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER E :</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER F :</td> <td style="border: none;"></td> </tr> </table>	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>	INSURER A : Peerless Insurance Co	24198	INSURER B : Technology Insurance Co		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															
<b>INSURED</b> Tables of Content Inc 2 McCraw Street Boston, MA 02131															

**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			CBP1331758	08/01/2013	08/01/2014	EACH OCCURRENCE	\$1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$5,000
	<input checked="" type="checkbox"/> Liquor Liab.						PERSONAL & ADV INJURY	\$1,000,000
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 - COMP/OP AGG	\$2,000,000
I	AUTOMOBILE LIABILITY			BA1331756	08/01/2013	08/01/2014	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input checked="" type="checkbox"/>	SCHEDULED AUTOS				BODILY INJURY (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/>	NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident)	\$
								\$
A	UMBRELLA LIAB			CU8700688	08/01/2013	08/01/2014	EACH OCCURRENCE	\$5,000,000
	EXCESS LIAB		OCCUR CLAIMS-MADE				AGGREGATE	\$5,000,000
	DED	<input checked="" type="checkbox"/>	RETENTION \$10000					\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			TWC3329759	08/01/2013	08/01/2014	WC STATUTORY LIMITS	OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				E.L. EACH ACCIDENT	\$1,000,000
		<input checked="" type="checkbox"/>					E.L. DISEASE - EA EMPLOYEE	\$1,000,000
							E.L. DISEASE - POLICY LIMIT	\$1,000,000

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

**Evidence of Coverage Only**

<b>CERTIFICATE HOLDER</b> Tables of Content Catering 2 McCraw Street Boston, MA 02131	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. <hr/> AUTHORIZED REPRESENTATIVE 
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4/4/2016

D.O.B.:

XX/XX/XXXX

Debbie Ann Davis  
Tables of Content Catering  
2 McCraw St  
Roslindale, MA 02131-2762

For service visit us online at [www.gettips.com](http://www.gettips.com)



**1<sup>st</sup> Lt. Scott F. Milley Memorial  
Fundraising Project**



**Saturday, October 12<sup>th</sup>**

**Noon-5pm**

**Nobscot Scout Reservation**

**One Nobscot Rd. Sudbury**

- **Hike the beautiful trails to Tippling Rock and Fords Folly!**
  - **Enjoy LIVE music by**  
**The Bruce Marshall Band**
- **BBQ- Ribs, Pork, Chicken, Hamburgers and Hot Dogs**  
**Til 3pm**

**Tickets Available at**

**[Itscottfmilley Memorialfund.org](http://Itscottfmilley Memorialfund.org)**

**Adults \$25.00**

**Children \$10.00**

**All proceeds to benefit the**

**Lt. Scott F. Milley Memorial Project at**

**Willis Lake, Sudbury**

# Lt. Scott F. Milley Memorial

## Willis Lake, Sudbury, MA



Scott "Scooter" Milley graduated from Lincoln/Sudbury Regional High School where he excelled as a student and an athlete. Scott went on to college at UNH, where he played Rugby and was a leader in the ROTC program.

Following his graduation from UNH, Scott entered active duty in the infantry branch and completed Ranger school. He was commissioned to the 2<sup>nd</sup> Battalion 30<sup>th</sup> Infantry Regiment, 4<sup>th</sup> Brigade Combat Team, 10<sup>th</sup> Mountain Division, where he served as a platoon leader. Scott was promoted to the rank of first lieutenant, and was deployed to Afghanistan as part of Operation Enduring Freedom.

While conducting combat operations in the Baraki Barak district of Afghanistan, Scott was killed leading his soldiers when insurgents attacked his unit. He died on November 30, 2010. Scott was the recipient of the Bronze Star, Combat Infantryman's Badge and the Purple Heart.

.....

In an effort to honor Scott, the Milley family along with a group of friends and neighbors have been working to create a memorial at the beach of Willis Lake in Sudbury. The site holds special meaning to the Milley family as it is a place that Scott spent so much time while growing up in the Pine Lakes of Sudbury. A beautiful plan has been drawn up and construction and fundraising have begun.

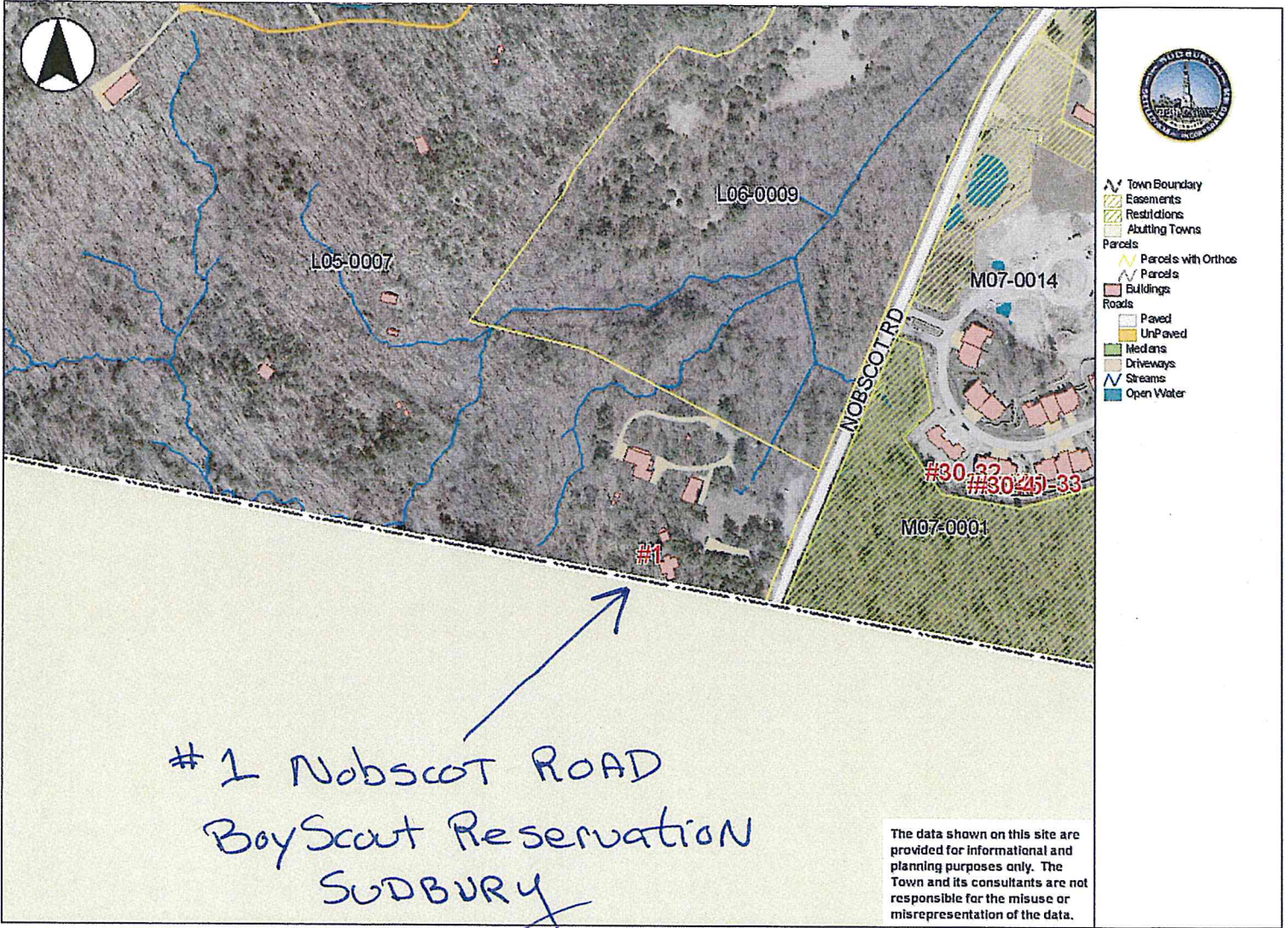
If you would like to donate to the memorial, please visit.

[ltscottmilleymemorialfund.org](http://ltscottmilleymemorialfund.org)  
(“Memorial Donations” tab)

If you are interested in helping with the project or with fundraising, please contact Sarah Kelly at.

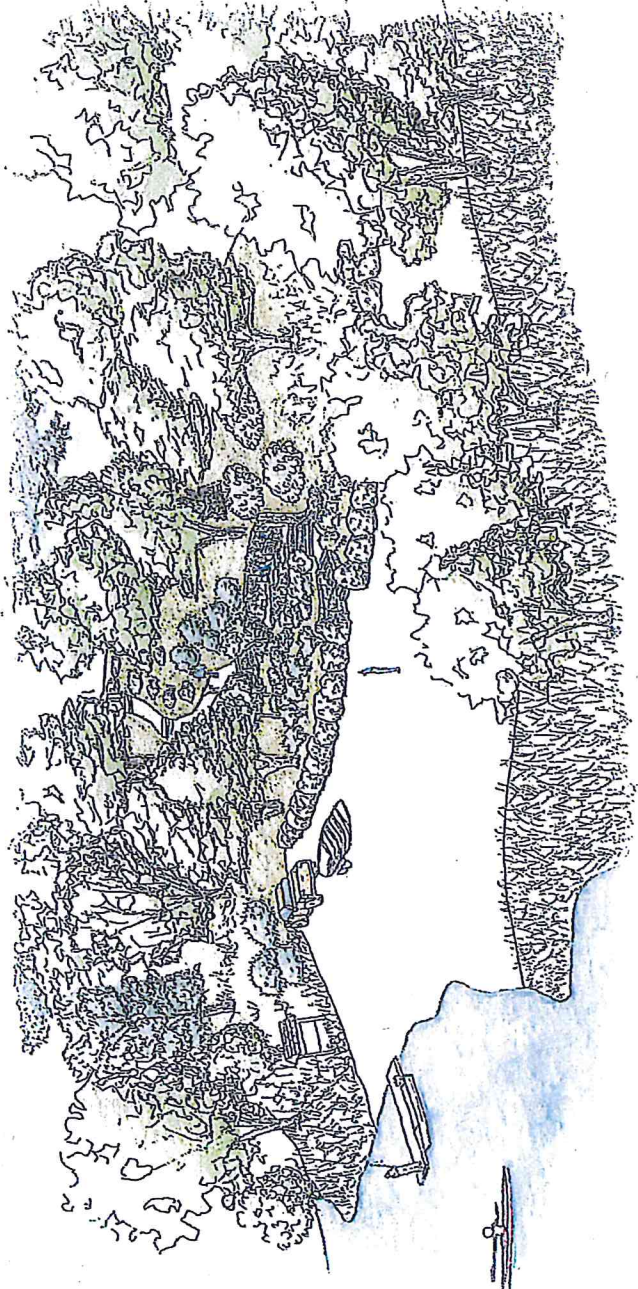
[jsajkelly@hotmail.com](mailto:jsajkelly@hotmail.com)





#1 Nobscot Road  
 Boy Scout Reservation  
 Sudbury





AERIAL VIEW

**SUDBURY  
DESIGN GROUP**  
748 Beacon Pkwy. #11, Sudbury, MA 01776  
978-443-3638 MA 1 sudburysdg.com | 401.270.5800 NJ

**LT. SCOTT MILEY MEMORIAL**  
WILLIS LAKE  
SUDBURY, MASS.  
SCALE: 1/8" = 1'-0"  
FEBRUARY 5, 2013

ALL PLANS ARE PROPERTY OF SUDBURY DESIGN GROUP. UNAUTHORIZED USE OR REPRODUCTION OF ANY PART OF THESE PLANS WITHOUT THE WRITTEN CONSENT OF SUDBURY DESIGN GROUP IS STRICTLY PROHIBITED.  
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9''  
**Golden, Patricia**

---

**From:** Nix, Scott  
**Sent:** Tuesday, September 24, 2013 3:19 PM  
**To:** Golden, Patricia; Miles, William; Leupold, Bob; Herweck, Mark  
**Cc:** Whalen, John; Grady, Robert; Moberg, Tommy  
**Subject:** RE: 1-day wine & malt application - Scott Milley Memorial Foundation - Oct. 12

Patty,

Given the documentation already provided regarding the training of the bartender on site the police department does not have an issue with the permit.

Scott

Respectfully,

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

---

**From:** Golden, Patricia  
**Sent:** Tuesday, September 24, 2013 2:45 PM  
**To:** Miles, William; Nix, Scott; Leupold, Bob; Herweck, Mark  
**Cc:** Whalen, John; Grady, Robert; Moberg, Tommy  
**Subject:** 1-day wine & malt application - Scott Milley Memorial Foundation - Oct. 12

Good afternoon,

The Lt. Scott Milley Memorial Foundation has applied for a 1-day W&M license to accommodate a fundraiser to raise money for the construction of a memorial at Willis Lake. This will be held Saturday, Oct. 12 from 12:00 noon to 5:00 PM at the Boy Scout Reservation, 1 Nobscot Road, Sudbury.

Since this item is on the October 1st Selectmen's agenda, could you please review the attached materials and provide your comments no later than Thursday, Sept. 26th.

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](http://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:** Frank, Leila  
**Sent:** Wednesday, September 25, 2013 1:53 PM  
**To:** Miles, William  
**Cc:** Golden, Patricia  
**Subject:** RE: 1-day wine & malt application - Scott Milley Memorial Foundation - Oct. 12

Hi Bill,

Bob Chandler will be on site at the event and his cell phone is 978-460-7478. Jim Kelly (978-360-6131) will also be there. Please let me know if you need anything else with this.

Thank you,  
Leila

**Leila S. Frank**  
**Town of Sudbury, Office of Town Manager/Board of Selectmen**  
**Office Supervisor**  
**278 Old Sudbury Road**  
**Sudbury, MA 01776**  
**978-639-3380**  
**Fax) 978-443-0756**

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

**From:** Miles, William  
**Sent:** Wednesday, September 25, 2013 9:20 AM  
**To:** Nix, Scott; Golden, Patricia; Leupold, Bob; Herweck, Mark  
**Cc:** Whalen, John; Grady, Robert; Moberg, Tommy; Frank, Leila  
**Subject:** RE: 1-day wine & malt application - Scott Milley Memorial Foundation - Oct. 12

Good Morning, Patty

The Fire Department would like two contact cell phone numbers, one for the person who is in charge and one other who will be present at the event.

With such a large area, two contact persons would help us pinpoint our response in case of emergency. In addition, it would be helpful if there was a call about cooking smoke from a passing motorist or resident.

If two contact numbers are provided, we have no other issues with the permit.

If you have any questions, let me know.

Bill

William L. Miles  
Fire Chief  
Sudbury Fire Department  
77 Hudson Road  
Sudbury, MA 01776-1666

"9"

**Golden, Patricia**

---

**From:** Herweck, Mark  
**Sent:** Wednesday, September 25, 2013 7:28 AM  
**To:** Golden, Patricia; Miles, William; Nix, Scott; Leupold, Bob  
**Cc:** Whalen, John; Grady, Robert; Moberg, Tommy  
**Subject:** RE: 1-day wine & malt application - Scott Milley Memorial Foundation - Oct. 12

Hi Patty; The Fundraising Event on October 12, has chosen a good safe location and reasonable time of day for such an event. The Building Department has no issue with granting the permit.

**From:** Golden, Patricia  
**Sent:** Tuesday, September 24, 2013 2:45 PM  
**To:** Miles, William; Nix, Scott; Leupold, Bob; Herweck, Mark  
**Cc:** Whalen, John; Grady, Robert; Moberg, Tommy  
**Subject:** 1-day wine & malt application - Scott Milley Memorial Foundation - Oct. 12

Good afternoon,

The Lt. Scott Milley Memorial Foundation has applied for a 1-day W&M license to accommodate a fundraiser to raise money for the construction of a memorial at Willis Lake. This will be held Saturday, Oct. 12 from 12:00 noon to 5:00 PM at the Boy Scout Reservation, 1 Nobscot Road, Sudbury.

Since this item is on the October 1st Selectmen's agenda, could you please review the attached materials and provide your comments no later than Thursday, Sept. 26th.

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](http://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*

"9"

**Golden, Patricia**

---

**From:** Leupold, Bob  
**Sent:** Tuesday, September 24, 2013 3:02 PM  
**To:** Golden, Patricia  
**Subject:** RE: 1-day wine & malt application - Scott Milley Memorial Foundation - Oct. 12

The Board of Health will issue a one day temporary food permit for the event. BobLeupold, Health Director

**From:** Golden, Patricia  
**Sent:** Tuesday, September 24, 2013 2:45 PM  
**To:** Miles, William; Nix, Scott; Leupold, Bob; Herweck, Mark  
**Cc:** Whalen, John; Grady, Robert; Moberg, Tommy  
**Subject:** 1-day wine & malt application - Scott Milley Memorial Foundation - Oct. 12

Good afternoon,

The Lt. Scott Milley Memorial Foundation has applied for a 1-day W&M license to accommodate a fundraiser to raise money for the construction of a memorial at Willis Lake. This will be held Saturday, Oct. 12 from 12:00 noon to 5:00 PM at the Boy Scout Reservation, 1 Nobscot Road, Sudbury.

Since this item is on the October 1st Selectmen's agenda, could you please review the attached materials and provide your comments no later than Thursday, Sept. 26th.

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](http://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 #10

## BOARD OF SELECTMEN

### Requestor's Section:

**Date of request:** *September 23, 2013*

**Requestor:** *William Kneeland Jr., 43 Pennymeadow Rd*

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

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

**Background information:** *Requested information provided with the exception of proof of bartender(s) training/certification. 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 William Kneeland, to accommodate a Knights of Columbus fundraiser on Saturday, October 5, 2013 from 6:30 PM to 10:30 PM at St. Anselm Parish Hall, 100 Landham Road, subject to the use of a TIPS-trained bartender and a 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:** *October 1, 2013*

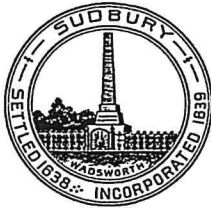
**Board's action taken:**

**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](mailto:selectmen@sudbury.ma.us)

## APPLICATION FOR ONE-DAY LIQUOR LICENSE

Name of applicant: William E. Kneeland Jr Date: 9/16/13

Address of applicant: 43 Peeringmeadow Rd., Sudbury, MA 0176

Phone: 978-443-5457 Email: w.kneeland@nev.edu

Organization Name: Knights of Columbus Council #5188

Purpose of Event: FUNDRAISER FOR KNIGHTS OF COLUMBUS COUNCIL #5188 CHARITY FUND AND ACTIVITIES

Annual Oktoberfest dinner/dance.

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

Event Date: 10-5-13

Event Time: 6:30 PM - 10:30 PM

Event Address: ST ANSELMI'S PARISH HALL  
100 LANHAM ROAD, Sudbury, MA 0176

### Documents Enclosed:

- Certificate of Liability naming the Town of Sudbury - IN PROCESS
- Proof of bartender(s) training/certification - IN PROCESS
- 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: [selectmensoffice@sudbury.ma.us](mailto:selectmensoffice@sudbury.ma.us)

William E. Kneeland Jr  
Applicant Signature



# CERTIFICATE OF LIABILITY INSURANCE

OP ID: D S

DATE (MM/DD/YYYY)  
09/25/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS ON 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).

<b>PRODUCER</b> Morrill Insurance Agency 17 Central Street Norwood, MA 02062 Sudbury Insurance Agency Inc.	Phone: 781-762-7300 Fax: 781-762-7419	<b>CONTACT NAME:</b> Donald Staff PHONE (A/C, No, Ext): 781-762-7300 FAX (A/C, No): 781-762-2481 E-MAIL ADDRESS: d.staff@morrillinsurance.com PRODUCER CUSTOMER ID#: ASSOC-2														
<b>INSURED</b> Assoc Of Sudbury Inc And Knights Of Columbus 43 Penny Meadow Road Sudbury, MA 01776		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">INSURER(S) AFFORDING COVERAGE</td> <td style="text-align: center;">NAIC#</td> </tr> <tr> <td>INSURER A: Scottsdale Insurance Company</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> </table>	INSURER(S) AFFORDING COVERAGE	NAIC#	INSURER A: Scottsdale Insurance Company		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC#															
INSURER A: Scottsdale Insurance Company																
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 SUBR INSR	DVID	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			8500032079	08/20/2013	08/20/2014	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Anyone person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 1,000,000
							\$
<b>AUTOMOBILE LIABILITY</b>							COMBINED SINGLE LIMIT (Ea accident) \$
<input type="checkbox"/> ANY AUTO							BODILY INJURY (Per person) \$
<input type="checkbox"/> ALL OWNED AUTOS							BODILY INJURY (Per accident) \$
<input type="checkbox"/> SCHEDULED AUTOS							PROPERTY DAMAGE (Per accident) \$
<input type="checkbox"/> HIREDAUTOS							\$
<input type="checkbox"/> NON-OWNED AUTOS							\$
							\$
							\$
<b>UMBRELLA LIAB</b>							EACH OCCURRENCE \$
<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE							AGGREGATE \$
<input type="checkbox"/> DEDUCTIBLE							\$
<input type="checkbox"/> RETENTION \$							\$
<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>							IWC STATUTORY LIMITS    OTHER
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N    N/A							E.L. EACH ACCIDENT \$
If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
B	Hospitality Mutual Event Coverage.			0073950TL	10/05/2013	10/06/2013	Liab                      100,000 Event Coverage       200,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 Event 10/05/13

<b>CERTIFICATE HOLDER</b>  SUDB003  Town of Sudbury Flynn Building 287 Old Sudbury Road Sudbury, MA 01776	<b>CANCELLATION</b>  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 
--	--



**Golden, Patricia**

---

**From:** Nix, Scott  
**Sent:** Thursday, September 26, 2013 8:40 AM  
**To:** Golden, Patricia; Miles, William; Leupold, Bob; Herweck, Mark  
**Cc:** Grady, Robert; Whalen, John; Moberg, Tommy; Frank, Leila  
**Subject:** RE: 1-day Wine & Malt application - Knights of Columbus

Patty,

As long as they are able to provide documentation a bartender on site is current with appropriate alcohol server training the police department does not have any issues with the benefit. Thanks!

Scott

Respectfully,

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

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

**From:** Golden, Patricia  
**Sent:** Wednesday, September 25, 2013 1:50 PM  
**To:** Nix, Scott; Miles, William; Leupold, Bob; Herweck, Mark  
**Cc:** Grady, Robert; Whalen, John; Moberg, Tommy; Frank, Leila  
**Subject:** FW: 1-day Wine & Malt application - Knights of Columbus

Hello,

We have another 1-day Wine & Malt License request on the October 1st Selectmen's agenda. This is for the Knights of Columbus' Annual Octoberfest Dinner Dance at St. Anselms Parish Hall on Saturday evening, October 5th.

Could you please review the attached and provide your input by 12 Noon Friday, Sept. 27th.

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



"10"

**Golden, Patricia**

---

**From:** Miles, William  
**Sent:** Wednesday, September 25, 2013 3:02 PM  
**To:** Golden, Patricia  
**Cc:** Nix, Scott; Leupold, Bob; Herweck, Mark; Grady, Robert; Whalen, John; Moberg, Tommy; Frank, Leila  
**Subject:** Re: 1-day Wine & Malt application - Knights of Columbus

Hi Patty,

The Fire Department has no issues with this event.

Bill

Sent from my iPhone

> On Sep 25, 2013, at 1:50 PM, "Golden, Patricia" <GoldenP@sudbury.ma.us> wrote:  
>  
> Hello,  
> We have another 1-day Wine & Malt License request on the October 1st Selectmen's agenda. This is for the Knights of Columbus' Annual Octoberfest Dinner Dance at St. Anselms Parish Hall on Saturday evening, October 5th.  
>  
> Could you please review the attached and provide your input by 12 Noon Friday, Sept. 27th.  
>  
> 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  
>  
>  
>  
> <doc02246020130925122745.pdf>

10"

## Golden, Patricia

---

**From:** Leupold, Bob  
**Sent:** Thursday, September 26, 2013 2:36 PM  
**To:** Golden, Patricia  
**Subject:** RE: 1-day Wine & Malt application - Knights of Columbus

The Board of Health will issue a temporary food permit when requested with adequate information on the food provider. Bob Leupold, Health Director

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

**From:** Golden, Patricia  
**Sent:** Wednesday, September 25, 2013 1:50 PM  
**To:** Nix, Scott; Miles, William; Leupold, Bob; Herweck, Mark  
**Cc:** Grady, Robert; Whalen, John; Moberg, Tommy; Frank, Leila  
**Subject:** FW: 1-day Wine & Malt application - Knights of Columbus

Hello,

We have another 1-day Wine & Malt License request on the October 1st Selectmen's agenda. This is for the Knights of Columbus' Annual Oktoberfest Dinner Dance at St. Anselms Parish Hall on Saturday evening, October 5th.

Could you please review the attached and provide your input by 12 Noon Friday, Sept. 27th.

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](http://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:** Herweck, Mark  
**Sent:** Friday, September 27, 2013 7:38 AM  
**To:** Golden, Patricia; Nix, Scott; Miles, William; Leupold, Bob  
**Cc:** Grady, Robert; Whalen, John; Moberg, Tommy; Frank, Leila  
**Subject:** RE: 1-day Wine & Malt application - Knights of Columbus

Hi Patty ; The Building Department has no comments or issues with this Event.

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

**From:** Golden, Patricia  
**Sent:** Wednesday, September 25, 2013 1:50 PM  
**To:** Nix, Scott; Miles, William; Leupold, Bob; Herweck, Mark  
**Cc:** Grady, Robert; Whalen, John; Moberg, Tommy; Frank, Leila  
**Subject:** FW: 1-day Wine & Malt application - Knights of Columbus

Hello,

We have another 1-day Wine & Malt License request on the October 1st Selectmen's agenda. This is for the Knights of Columbus' Annual Octoberfest Dinner Dance at St. Anselms Parish Hall on Saturday evening, October 5th.

Could you please review the attached and provide your input by 12 Noon Friday, Sept. 27th.

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Patty Golden  
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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 #11

## BOARD OF SELECTMEN

### Requestor's Section:

**Date of request:** *September 23, 2013*

**Requestor:** *David S. Petit, 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. The bartender has been TIPS trained. 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 David S. Petit, Goodnow Library Foundation, to accommodate a fundraiser, "A Toast to the Goodnow," on Saturday, October 19, 2013 from 6:30 PM to 9:30 PM at Goodnow Library, 21 Concord Road, subject to the 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:** *October 1, 2013*

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**Board's action taken:**

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

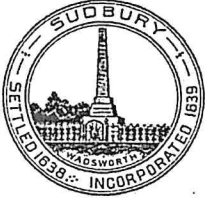
**Future Agenda date (if applicable):**

**Distribution:**

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<b>Town Counsel approval needed?</b>	<b>Yes ( )</b>	<b>No ( X )</b>
--------------------------------------	----------------	-----------------





# 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](mailto:selectmen@sudbury.ma.us)

## APPLICATION FOR ONE-DAY LIQUOR LICENSE

David S. Pettit

Name of applicant: Goodnow Library Foundation Date: 9/10/13

Address of applicant: 21 Concord Road, Sudbury, MA 01776

Phone: 617-901-5198 Email: DAVID.PETTIT@COMCAST.NET

Organization Name: Goodnow Library Foundation

Purpose of Event: WINE AND BEER TASTING

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

Event Date: October 19, 2013

Event Time: 6:30 - 9:30

Event Address: 21 Concord Road

### 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.

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](mailto:selectmenoffice@sudbury.ma.us)

David Pettit  
Applicant Signature  
Treasurer  
Goodnow Library Foundation



# 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 Katie Kissane	Phone: 781-762-7300	CONTACT NAME:
	Fax: 781-762-7419	PHONE (A/C, No, Ext):
		FAX (A/C, No):
		E-MAIL ADDRESS:
		INSURER(S) AFFORDING COVERAGE
		INSURER A : Hospitality Mutual Ins Co
		INSURER B :
		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:

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			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) \$
	<input type="checkbox"/> UMBRELLA LIAB	<input type="checkbox"/> OCCUR					EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	<input type="checkbox"/> DED	<input type="checkbox"/> RETENTIONS					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				OTHER \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						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

## CANCELLATION

Town of Sudbury 287 Old Sudbury Road Sudbury, MA 01776	SUDB003	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 

© 1988-2010 ACORD CORPORATION. All rights reserved.

**MASSACHUSETTS DRIVER'S LICENSE**

1 SAIA  
 2 CHRISTOPHER J  
 3 56 MACARTHUR ROAD  
 4 CONCORD, MA 01742

5a END NONE  
 4d NUMBER S45775205  
 3 DOB 01-15-1977  
 15 SEX M 18 HGT 5-05

2011-15-2018

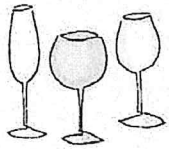
5 00 01-15-2013 Rev 07-15-2009

*Christopher J Saia*

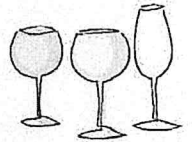
**TIPS** On Premise SSN: XXX-XX-XXXX  
 Issued: 4/14/2011 Expires: 4/5/2014  
 ID#: 2979026 D.O.B.: XXX/XX/XXXX

CHRIS SAIA  
 1216 Main St  
 Concord, MA 01742-3008

For service visit us online at [www.gettips.com](http://www.gettips.com)  
 Martin D'Apolito, 16823



Encourage Your Friends to Attend!



# A Toast to The Goodnow

Please join us for a Wine and Beer Tasting

Saturday, October 19, 2013

6:30 – 9:00 p.m.

at

The Goodnow Library

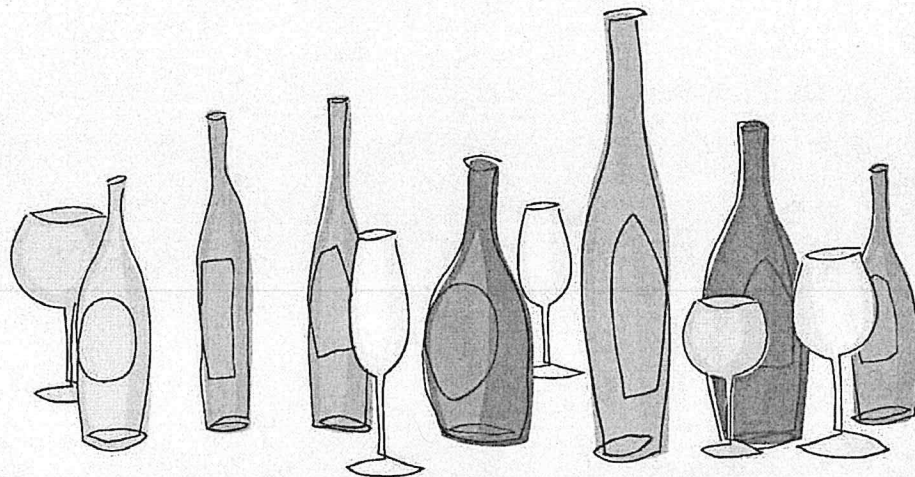
21 Concord Road, Sudbury

Come taste wines and beers chosen to highlight  
Old World and New World styles.


Appetizers from local restaurants and caterers.

Entertainment from talented Sudbury music groups.

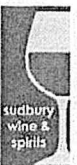
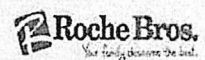
\$55 per ticket, smart casual attire



Sponsored by Roche Bros. and Sudbury Wine & Spirits.

Check us out on Facebook  or [www.goodnow-foundation.org](http://www.goodnow-foundation.org)

For additional information, email: [development@goodnow-foundation.org](mailto:development@goodnow-foundation.org)





Golden, Patricia

---

**From:** Nix, Scott  
**Sent:** Thursday, September 26, 2013 6:14 PM  
**To:** Golden, Patricia  
**Subject:** RE: Goodnow One-Day Oct 2013 Application

Patty,

We do not have an issue with this event either.

Scott

Respectfully,

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

---

**From:** Golden, Patricia  
**Sent:** Thursday, September 26, 2013 4:52 PM  
**To:** Miles, William; Nix, Scott; Leupold, Bob; Herweck, Mark  
**Cc:** Whalen, John; Grady, Robert; Moberg, Tommy; Frank, Leila  
**Subject:** FW: Goodnow One-Day Oct 2013 Application

Good afternoon,

We have yet another 1-day wine & malt application which is on the October 1<sup>st</sup> agenda. October is a popular month! I apologize for not sending this sooner. This event is being held at the Library on Saturday October 19<sup>th</sup>.

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](http://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*

**From:** Frank, Leila  
**Sent:** Wednesday, September 11, 2013 1:48 PM

## Golden, Patricia

---

**From:** Miles, William  
**Sent:** Thursday, September 26, 2013 8:09 PM  
**To:** Golden, Patricia  
**Cc:** Nix, Scott; Leupold, Bob; Herweck, Mark; Whalen, John; Grady, Robert; Moberg, Tommy; Frank, Leila  
**Subject:** Re: Goodnow One-Day Oct 2013 Application

Hi Patty,

The Fire Department has no issues with this event..

Bill

Sent from my iPad

On Sep 26, 2013, at 4:52 PM, "Golden, Patricia" <GoldenP@sudbury.ma.us> wrote:

> Good afternoon,  
> We have yet another 1-day wine & malt application which is on the October 1st agenda. October is a popular month! I apologize for not sending this sooner. This event is being held at the Library on Saturday October 19th.

>  
> 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

>  
>  
>  
>  
> From: Frank, Leila  
> Sent: Wednesday, September 11, 2013 1:48 PM  
> To: Golden, Patricia  
> Subject: Goodnow One-Day Oct 2013 Application

>  
> Hi Patty,

>  
> Please see attached the application for the October 1 agenda. It's  
> also saved in the G drive: G:\LICENSES\One Day License\ One Day  
> License Special Wine\_Goodnow Trustees\_Oct  
> 2013.pdf<file:///\\ServerNS\selectmen\LICENSES\One%20Day%20License\%20

## Golden, Patricia

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**From:** Herweck, Mark  
**Sent:** Friday, September 27, 2013 7:18 AM  
**To:** Golden, Patricia; Miles, William; Nix, Scott; Leupold, Bob  
**Cc:** Whalen, John; Grady, Robert; Moberg, Tommy; Frank, Leila  
**Subject:** RE: Goodnow One-Day Oct 2013 Application

Hi patty; The Building Department has no comments or issues with this Event.

**From:** Golden, Patricia  
**Sent:** Thursday, September 26, 2013 4:52 PM  
**To:** Miles, William; Nix, Scott; Leupold, Bob; Herweck, Mark  
**Cc:** Whalen, John; Grady, Robert; Moberg, Tommy; Frank, Leila  
**Subject:** FW: Goodnow One-Day Oct 2013 Application

Good afternoon,

We have yet another 1-day wine & malt application which is on the October 1<sup>st</sup> agenda. October is a popular month! I apologize for not sending this sooner. This event is being held at the Library on Saturday October 19<sup>th</sup>.

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](http://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*

**From:** Frank, Leila  
**Sent:** Wednesday, September 11, 2013 1:48 PM  
**To:** Golden, Patricia  
**Subject:** Goodnow One-Day Oct 2013 Application

Hi Patty,

Please see attached the application for the October 1 agenda. It's also saved in the G drive: [G:\LICENSES\One Day License\One Day License Special Wine Goodnow Trustees Oct 2013.pdf](#)

Thank you,  
Leila

**Leila S. Frank**  
Town of Sudbury, Office of Town Manager/Board of Selectmen

Golden, Patricia

---

**From:** Leupold, Bob  
**Sent:** Friday, September 27, 2013 10:44 AM  
**To:** Golden, Patricia  
**Subject:** RE: Goodnow One-Day Oct 2013 Application

The Board of Health will issue a one day temporary food permit.

**From:** Golden, Patricia  
**Sent:** Thursday, September 26, 2013 4:52 PM  
**To:** Miles, William; Nix, Scott; Leupold, Bob; Herweck, Mark  
**Cc:** Whalen, John; Grady, Robert; Moberg, Tommy; Frank, Leila  
**Subject:** FW: Goodnow One-Day Oct 2013 Application

Good afternoon,

We have yet another 1-day wine & malt application which is on the October 1<sup>st</sup> agenda. October is a popular month! I apologize for not sending this sooner. This event is being held at the Library on Saturday October 19<sup>th</sup>.

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](http://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*

**From:** Frank, Leila  
**Sent:** Wednesday, September 11, 2013 1:48 PM  
**To:** Golden, Patricia  
**Subject:** Goodnow One-Day Oct 2013 Application

Hi Patty,

Please see attached the application for the October 1 agenda. It's also saved in the G drive: <G:\LICENSES\One Day License\One Day License Special Wine Goodnow Trustees Oct 2013.pdf>

Thank you,  
Leila

**Leila S. Frank**  
Town of Sudbury, Office of Town Manager/Board of Selectmen  
Office Supervisor



# AGENDA REQUEST - Item #12

## BOARD OF SELECTMEN

### Requestor's Section:

**Dates of request:** *September 22, 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 Matthew James D'Isidoro, 4 Buckmaster Drive, and Connor D. Gilroy, 26 Harvard Drive, 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:** *October 1, 2013*

**Board's action taken:**

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

**Distribution:**

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

"12"

**Golden, Patricia**

---

**From:** M Manente <manentefamily@gmail.com>  
**Sent:** Tuesday, September 24, 2013 9:10 AM  
**To:** Golden, Patricia  
**Subject:** Re: Eagle Scout Commendation Request

Connor was recognized on September 17th.

Melinda

On Sep 24, 2013, at 8:52 AM, "Golden, Patricia" <[GoldenP@sudbury.ma.us](mailto:GoldenP@sudbury.ma.us)> wrote:

Hello Melinda,  
If you could send one email with both names, that would be fine. Was Connor also recognized on Sept. 10<sup>th</sup>?  
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](http://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*

**From:** Manente Family [<mailto:manentefamily@gmail.com>]  
**Sent:** Monday, September 23, 2013 7:44 PM  
**To:** Golden, Patricia  
**Subject:** Re: Eagle Scout Commendation Request

Hi Patty,  
I'm happy to change the email for future requests. At this point there are 2 scouts who have just earned their Eagle Scout rank. Would you like me to send separate email messages, like I did this time, or put them into 1 email?

I appreciate your help to recognize the following scouts:

Matthew James D'Isidoro  
4 Buckmaster Drive  
Sudbury, MA

Connor D. Gilroy  
26 Harvard Drive  
Sudbury, MA

Let me know if you need any other information.  
Thank you,

Melinda

On Mon, Sep 23, 2013 at 10:41 AM, Golden, Patricia <[GoldenP@sudbury.ma.us](mailto:GoldenP@sudbury.ma.us)> wrote:

Dear Melinda,

Thank you for your email. This eagle scout commendation will most likely be on the next Board of Selectmen's agenda, which is October 1<sup>st</sup>.

Could you please provide Matthew's home address, as this will be included on his letter.

In the future, would it be possible to change the email address for the Board of Selectmen to: [selectmensoffice@sudbury.ma.us](mailto:selectmensoffice@sudbury.ma.us) rather than just to my email ([goldenp@sudbury.ma.us](mailto:goldenp@sudbury.ma.us).) This is to be sure it's also sent to my colleague, Leila Frank, in case I'm out of the office.

Thank you very much for your assistance.

Patty Golden  
Senior Admin Asst to the Town Manager  
Town of Sudbury  
Ph: [978-639-3382](tel:978-639-3382)  
Fax: [978-443-0756](tel:978-443-0756)  
[www.sudbury.ma.us](http://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*

**From:** Manente Family [<mailto:manentefamily@gmail.com>]  
**Sent:** Sunday, September 22, 2013 9:23 PM  
**To:** [Mike.Barrett@masenate.gov](mailto:Mike.Barrett@masenate.gov); [carterweb@emory.edu](mailto:carterweb@emory.edu); [information@ogwb.org](mailto:information@ogwb.org);  
[tom@tomconroy.org](mailto:tom@tomconroy.org); [chief.scout@scout.org.uk](mailto:chief.scout@scout.org.uk); Golden, Patricia; [Amber.C.Jackson@usdoj.gov](mailto:Amber.C.Jackson@usdoj.gov);  
[mccarthy.gina@epa.gov](mailto:mccarthy.gina@epa.gov); [constituent.services@state.ma.us](mailto:constituent.services@state.ma.us); [James.Eldridge@MASenate.gov](mailto:James.Eldridge@MASenate.gov);  
[Norman\\_Birenbaum@Warren.Senate.Gov](mailto:Norman_Birenbaum@Warren.Senate.Gov); [valerie\\_brown@nps.gov](mailto:valerie_brown@nps.gov)  
**Subject:** Eagle Scout Commendation Request

September 22, 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 on September 10, 2013  
Matthew James D'Isidoro  
Was found worthy of the rank of Eagle Scout

In honor of this achievement, would you be so kind as to send Matthew a letter of greeting or certificate to be presented at an Eagle Scout Court of Honor.

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 Matthew for achieving the rank of Eagle Scout.

Sincerely,

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



# AGENDA REQUEST – Item #13

## BOARD OF SELECTMEN

### Requestor's Section

**Date of request:** *September 23, 2013*

**Requestor:** *Bill Miles, Fire Chief*

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**Action requested:** CONSENT CALENDAR

Vote to accept Grant from the Sudbury Foundation for the Fire Department

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**Financial impact expected:** provide funds to purchase equipment

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

See attached letter from The Sudbury Foundation.

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**Recommendations/Suggested Motion/Vote:**

Vote to accept a grant from The Sudbury Foundation in the amount of \$13,095 for the Fire Department to purchase a Lucas Chest Compression Machine to enhance the Fire Department's new Advanced Life Support service.

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

### Selectmen's Office Section

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**Date of Selectmen's Meeting:** October 1, 2013

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**Board's action taken:**

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

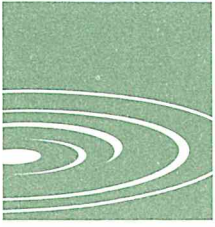
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**Future Agenda date (if applicable):**

**Distribution:**

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



**THE SUDBURY  
FOUNDATION**

Trustees

Miner A. Crary  
Richard H. Davison  
Susan Iuliano  
Jill M. Stansky  
Bank of America

Staff

Marilyn Martino  
*Executive Director*  
Tricia Brunner  
*Grants Administrator*

September 23, 2013

10/11 agenda  
RECEIVED  
BOARD OF SELECTMEN  
SUDBURY, MA

2013 SEP 25 A 11: 56

Maureen Valente  
Town Manager  
Town of Sudbury  
278 Old Sudbury Road  
Sudbury, MA 01776

Dear Maureen:

On behalf of the Sudbury Foundation, I am delighted to enclose a grant check for \$13,095 to purchase a Lucas Chest Compression Machine to enhance the Town of Sudbury Fire Department's new Advanced Life Support service.

Also enclosed is an acknowledgment form describing the conditions of a Sudbury Foundation grant. These include submission of financial and programmatic reports upon completion of the project or within a year of the grant award, whichever comes first. A sample grant report outline is also enclosed. Please sign and return one copy of the Acknowledgement Form at your convenience.

Maureen, the Trustees join me in wishing you all the best with this project.

Warm regards,

Marilyn Martino  
Executive Director

enclosure

cc: Fire Chief William Miles



# AGENDA REQUEST - Item #14

## BOARD OF SELECTMEN

### Requestor's Section:

Date of request: *Sept. 4, 2013*

Requestor: *Sudbury Fire Department*

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

*Vote to accept a gift from HOPEsudbury of 40 pair of structural firefighting gloves*

### **CONSENT CALENDAR**

Financial impact expected: *N/A*

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

Recommendations/Suggested Motion/Vote: *Vote to accept a gift from HOPEsudbury of 40 pair of structural firefighting gloves at a cost of \$2,400.*

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

### Selectmen's Office Section:

Date of Selectmen's Meeting: *October 1, 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 )



September 20, 2013

P.O. Box 802  
Sudbury, MA 01776  
978-443-0849

Tax ID# 55-0796459

Patty Golden  
Senior Assistant to Town Manager  
Flynn Building  
278 Old Sudbury Road,  
Sudbury, MA 01776

Dear Patty:

HOPEsudbury was delighted to recently donate 40 pairs of Firecraft Protector Structural Gloves to the Sudbury Fire Department.

As you probably know, HOPEsudbury is dedicated to engaging the people of Sudbury in community-wide efforts to provide humanitarian aid to people in need, both at home and abroad. Our signature program, The HOPEsudbury Community Assistance Fund (The HOPE Fund), is a valuable source of short-term financial assistance for local individuals and families with emergency or unexpected financial need. In addition, each year we direct a portion of our charitable giving to non-profit organizations locally, nationally and internationally.

Please contact us if you would like to learn more about HOPEsudbury.

Sincerely,

A handwritten signature in blue ink that reads "Corinne".

Corinne J Meyer  
Co-President/Treasurer

Board of Directors:

Tracy Stewart  
*Co-President*

Corinne Meyer  
*Co-President/Treasurer*

Jackie Kabat  
*Clerk*

Carole Ann Baer  
Jennifer Cossette-Wood  
Beth Farrell  
Rachel Goodrich  
Christina Granahan  
Samantha Hammel  
Jody Kablack  
Beth Maier  
Marilyn Martino  
Edie Ravenelle  
Kirsten Roopenian  
Jill Stansky



# AGENDA REQUEST - Item #15

## BOARD OF SELECTMEN

### Requestor's Section:

**Date of request:** *August 29, 2013*

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

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

*Accept a \$2,500.00 gift satisfying condition #8 of the site plan approval for the modification of an existing wireless communications tower granted by the Selectmen on June 19, 2013, towards public safety communications in the Town of Sudbury, to be deposited into the Cell Tower Communications-Donation account and expended under the direction of the Town Manager.*

### **CONSENT CALENDAR**

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

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

*See attached memo from Jody Kablack*

**Recommendations/Suggested Motion/Vote:** *Vote to accept a \$2,500.00 gift satisfying condition #8 of the site plan approval for the modification of an existing wireless communications tower granted by the Selectmen on June 19, 2013, towards public safety communications in the Town of Sudbury, to be deposited into the Cell Tower Communications-Donation account and expended under the direction of the Town Manager.*

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

### Selectmen's Office Section:

**Date of Selectmen's Meeting:** *October 1, 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 )**

1011  
Agenda



# Town of Sudbury

Planning and Community Development Department

Jody A. Kablack, Director

<http://www.sudbury.ma.us/services/planning>  
[kablackj@sudbury.ma.us](mailto: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: *gal* Jody Kablack, Planning Director  
RE: AT&T, 199 Raymond Road  
DATE: August 29, 2013

Attached please find a check in the amount of \$2,500.00 from SAI Communications satisfying condition #8 of the site plan approval for the modification of an existing wireless communications tower granted by the Selectmen on June 18, 2013. Said funds should be accepted as a gift for towards public safety communications in the Town of Sudbury, to be deposited into the Cell Tower Communication-Donation account and expended under the direction of the Town Manager.

cc: Barbara Chisholm, Town Accountant (w/original check)  
Bill Miles, Fire Chief  
Richard Glavin, Police Chief



# AGENDA REQUEST – Item #16

## BOARD OF SELECTMEN

### Requestor's Section

**Date of request:** *September 26, 2013*

**Requestor:** *Maureen Valente*

**Action requested:** *Question of clarifying Selectman Simon's membership on the Route 20 Sewer Committees.*

**Financial impact expected:** *None*

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

**CONSENT CALENDAR** - *see attached*

**Recommendations/Suggested Motion/Vote:** *Question of clarifying Selectman Simon's membership on the Route 20 Sewer Committees.*

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

### Selectmen's Office Section

**Date of Selectmen's Meeting:** *October 1, 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

## 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: September 27, 2013  
To: Board of Selectmen  
From: Maureen G. Valente, Town Manager *Maureen*  
Subject: Question of Mr. Simon's membership on Route 20 committees

It has come to our attention that it is not clear on Selectman Simon's role to the Route 20 sewer committees. There appears to be several possibilities.

1. Membership on the Citizen's advisory committee. If so, then the Board should appoint Mr. Simon to this committee so that he counts toward the quorum and has voting rights.
2. Membership on the Steering Committee. If so, then the Board should amend the Mission statement and appoint Mr. Simon to this committee.
3. Liaison to the Citizen's Advisory Committee. If so, no action needs to be taken. Mr. Simon is shown on the liaison summary sheet in this role, where he does not count toward quorum.

Staff would appreciate it if this issue is clarified.

Thank you.





**Route 20 Sewer Citizens' Advisory Committee**  
**Town of Sudbury**  
(Voted to establish July 5, 2011 by the Sudbury Board of Selectmen)

**Mission Statement**

The Citizens' Advisory Committee (CAC) is a committee appointed by the Board of Selectmen and reporting to the Steering Committee. Its role is to work with the Technical Advisory Committee (TAC) in the wastewater treatment planning process. The TAC will focus on those issues that are technical in nature such as a needs assessment, feasibility study, wastewater treatment alternatives, and facility siting options. The CAC will deal with issues that are political in nature, including but not limited to defining the structure and regulations of a sewer district, cost allocation between users, financing the project, operation and management of the wastewater treatment facility and community outreach and public education. The CAC may also assist the TAC in addressing questions that arise from the TAC's work that have a political component.

**Membership and Officers**

The CAC shall be appointed by the Board of Selectmen. Each member shall serve for a two-year term, expiring on June 30<sup>th</sup> of the second year. Membership shall be solicited from the business community, Chamber of Commerce, residents of Boston Post Road within the project area, commercial property owners, residents and members of relevant boards and committees and residents who possess the skills described below. Members will be chosen to represent the five (5) precincts of the Town to the extent feasible and depending on the applicant pool.

The Board of Selectmen shall seek members who possess skills necessary to accomplish the needed tasks, including but not limited to understanding the Sudbury business climate, knowledge of Federal and State grant funding, knowledge of wastewater treatment facilities, knowledge of financing and betterments, knowledge of municipal affairs, residents with strong analytical, presentation and/or graphic design skills, and/or property owners within the proposed sewer district area.

The CAC shall appoint a chair, co-chair and clerk. It is anticipated that sub-committees will be formed, and that CAC members will be expected to join at least one sub-committee so that progress can be made concurrently on several issues.

**Responsibilities and Functions**

The CAC will work with the Steering Committee to develop a list of political, governance, operational and financing issues that must be addressed, develop a list of options on each issue, set criteria for evaluating those options, and make recommendations to the Steering Committee

regarding formation of a sewer district, cost allocation, project financing and operating a wastewater treatment system in Sudbury's Route 20 business district.

The CAC will provide the Steering Committee with a written report of its work including: all issues studied, all options examined, the process used for evaluation, the discussion on each option, and the committee's findings.

Further, the CAC will work with the Steering Committee to educate the public on the information gathered. Educating the public throughout the process will be critical to the success of the Route 20 sewer project, explaining what we are doing and why we are doing it. This shall be accomplished by posting articles on the Town's website, discussing the issues with the *Sudbury Town Crier* and *Sudbury Patch* journalists, posting minutes of public meetings, etc.

**Compliance with State and Local Laws**

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

Open Session/Executive Session. Town staff will advise the Committee as to whether any part of their meetings should be held in executive session. Otherwise, all meetings of the Committee will be held in public sessions. One member of the Committee should be designated as Clerk of the Committee, and shall keep minutes of all meetings.



## **Route 20 Sewer Steering Committee Town of Sudbury**

**(Voted to establish July 5, 2011 by the Sudbury Board of Selectmen)**

- Mission:** The Steering Committee is an ad hoc entity established by and reporting to the Board of Selectmen in order to provide guidance and coordination to all committees and groups working on the Route 20 sewer issue, including the Technical Advisory Committee, Citizens' Advisory Committee, Route 20 Zoning Committee, and any sub-committees of those groups. It shall confine its efforts to the mission and responsibilities described herein, unless the Board of Selectmen subsequently increases the mission or responsibilities.
- Membership:** The Steering Committee shall be appointed by the Board of Selectmen and shall be comprised of one member of the Board of Selectmen, or their designee; one member of the Planning Board, or their designee; one member of the Board of Health, or their designee; one member of the Sudbury Water District; one member of the Sudbury Public School Committee and one member of the Finance Committee. Other organizations and residents who possess the skills described below will also be considered for appointment to the Steering Committee.
- Member skills – The Board of Selectmen shall seek members who possess skills necessary to understand and analyze the Sudbury business climate, who have demonstrated knowledge of Federal and State grant funding, who have demonstrated knowledge of wastewater treatment facilities, who own property within the proposed sewer district, or who possess knowledge of municipal affairs.
- Term of Appointment:** Each voting member shall serve for a two-year term, expiring on June 30<sup>th</sup> of the second year.
- The Steering Committee shall disband upon the appropriation of construction funds for the project, or June 30, 2014, whichever occurs first.
- Responsibilities:** The Steering Committee shall compile a working library of all materials produced by the various Route 20 sewer committees.

The Steering Committee shall recommend candidates for Citizens' Advisory Committee membership to the Board of Selectmen.

The Steering Committee shall investigate the experiences of other Massachusetts communities with regard to wastewater management planning and implementation.

The Steering Committee shall increase public awareness of the wastewater planning process by regularly presenting material and findings to various boards, committees and citizen groups.

The Steering Committee shall work with the Board of Selectmen on determining timing for any Town Meeting or ballot initiatives regarding the Route 20 sewer project.

The Steering Committee shall investigate any opportunities for grant or outside funding for the project.

The Steering Committee shall initiate and consistently meet with land owners in the proposed sewer district to better understand, weigh and make recommendations for resolution of the issues and concerns of the property owners.

The Steering Committee will report progress to the Board of Selectmen at least once per month.

**Staffing:**

All staff time will be allocated by and through the Town Manager, who will endeavor to provide five hours per week for this effort, (excluding evening meeting time). For initial meetings of the Steering Committee, the Director of Planning and Community Development will attend and provide start up staffing assistance for the committee.

**Compliance with State and Local Laws:**

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

Open Session/Executive Session. Town staff will advise the Committee as to whether any part of their meetings should be held in executive session. Otherwise, all meetings of the Committee will be held in public sessions. One member of the committee should be designated as Clerk of the Committee, and shall keep minutes of all meetings.



# AGENDA REQUEST ITEM #17

## BOARD OF SELECTMEN

### **Requestor's Section:**

**Date of request:** 9-25-13

**Requestor:** Nancy McShea, Park & Recreation Director

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

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**Financial impact expected:** CPA Funds ATM13/37

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

This project proposed by Park and Recreation for field design was funded in the total amount of \$80,000 at the 2013 Annual Town Meeting.

### *CONSENT CALENDAR*

---

**Recommendations/Suggested Motion/Vote:** To approve award of contract by the Town Manager for engineering and design services to reconfigure Featherland Park and Davis Field to Gale Associates of Weymouth, MA, pursuant to its August 16, 2013 response to Park & Recreation's solicitation.

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

None

### **Selectmen's Office Section:**

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**Date of Selectmen's Meeting:** 10/1/13

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**Board's action taken:**

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

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

**Distribution:**

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<b>Town Counsel approval needed?</b>	<b>Yes ( )</b>	<b>No ( X )</b>
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# AGENDA REQUEST – Item #18

## BOARD OF SELECTMEN

### Requestor's Section

**Date of request:** *September 27, 2013*

**Requestor:** *Town Manager Valente*

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**Action requested:** *Discussion on timeline of Town Counsel Search Committee, and question of voting to review timeline for process.*

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

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

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**Recommendations/Suggested Motion/Vote:** *Vote to approve Town Counsel Search Committee, and question of voting to review timeline for process.*

---

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

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### Selectmen's Office Section

**Date of Selectmen's Meeting:** *October 1, 2013*

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**Board's action taken:**

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

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

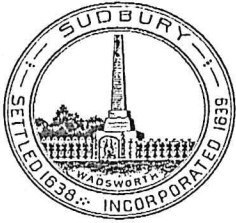
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**Distribution:**

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





**TOWN OF SUDBURY**  
*Office of the Asst. Town Manager/HR Director*

Maryanne Bilodeau  
Asst. Town Manager/HR Director

278 Old Sudbury Road  
Sudbury, Massachusetts 01776  
Tel: (978) 639-3386  
Email: bilodeaum@sudbury.ma.us

To: Maureen Valente  
From: Maryanne Bilodeau *mib*  
Re: Town Counsel Search Committee Initial Recommendations  
Date: September 27, 2013

Maureen,

The Town Counsel Search Committee met on September 19<sup>th</sup> to start the process and to discuss what steps would need to be taken in order to recommend finalists to the Board of Selectmen. The Committee felt that the schedule to appoint a new Town Counsel by January 1<sup>st</sup> was too ambitious. In order to do a thorough job, the Committee voted to recommend that the projected start date for Town Counsel be March 17, 2014 with a list of finalists submitted to the Selectmen's Office by January 31, 2014. This would give the Board of Selectmen 6 weeks to interview the finalists, make an appointment and negotiate a contract.

The Committee also voted to recommend that the BOS adopt the Goal of the Committee as initially directed by the Board of Selectmen, which was:

"To have a group of Selectmen, other elected officials, and Town staff develop a statement of the specific needs of the Town for Town Counsel services; draft materials for advertising for Town Counsel services; review applications received; conduct initial ranking of applications received; and recommend to the full Board of Selectmen which finalists should be interviewed by the Board/Town Manager."

Our next Committee meeting is scheduled for Wednesday, October 2<sup>nd</sup>, at which time the Committee will plan to finalize the Timeline and RFP. We look forward to hearing back as to whether the BOS feels the January 31<sup>st</sup> and March 17<sup>th</sup> dates are acceptable. We would also like to know if the BOS wants to review the RFP before we advertise.

Thank you.

# AGENDA REQUEST – Item #19

## BOARD OF SELECTMEN

### Requestor's Section

**Date of request:** *September 27, 2013*

**Requestor:** *Town Manager Valente*

**Action requested:** *Vote to approve mission statement and composition of Strategic Financial Planning – Capital Funding Committee.*

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

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

**Recommendations/Suggested Motion/Vote:** *Vote to approve mission statement and composition of Strategic Financial Planning – Capital Funding Committee.*

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

### Selectmen's Office Section

**Date of Selectmen's Meeting:** *October 1, 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

## 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: September 26,, 2013  
To: Board of Selectmen  
From: Maureen G. Valente, Town Manager *Maureen*  
Subject: Appointments to Strategic Financial Planning Committee for Capital Funding

At this point, several committees indicated they would be discussing their designees to this committee during the week of September 30, so that we likely would not have the names for your meeting tonight. You can either wait until all members have been designated, or you can vote some of the members tonight.

Below is the list of who has been identified for this committee at this time.

Board of Selectmen: Chuck Woodard and Larry O'Brien  
Finance Committee: Bob Stein and Andrew Sullivan  
Sudbury Public School Committee: To be determined  
Lincoln-Sudbury Regional School Committee: To be determined  
Capital Improvement Advisory Committee: To be determined  
Town Manager: Maureen Valente  
Assistant Town Manager: Maryanne Bilodeau  
Town Finance Director: Andrea Terkelsen  
LS Finance Director: Glenn Fratto  
SPS Finance Director: Mary Will  
Facilities Director: Jim Kelly  
Citizen-at-large: To be determined



**Strategic Financial Planning Committee for Capital Funding  
Town of Sudbury  
Voted to establish October 1, 2013 by the Sudbury Board of Selectmen**

**Mission Statement**

The Board of Selectmen are creating this committee to generate, evaluate and report on strategies and options, both short and long term, for ensuring adequate funding for the capital needs of the Town, the Sudbury Public Schools and Lincoln-Sudbury Regional High School so as to protect the Town's investment in its capital assets. The capital projects to be considered by this committee have been outlined in the Strategic Financial Planning Report dated April 4, 2013 but they may be added to from time to time by the Board of Selectmen. The committee shall work to create and submit to the Selectmen a report that the Board, Finance Committee, Capital Improvement Advisory Committee and staff can use for scheduling capital projects over the next 15 years.

**Membership**

Members of *Strategic Financial Planning Committee for Capital Funding* shall be appointed by the Selectmen according to the following list. All appointments shall expire on May 31, 2014, but may be extended by the Board of Selectmen.

- Two members of the Board of Selectmen
- Two members of the Finance Committee
- One member of the Sudbury Public Schools
- One member of the Lincoln-Sudbury Regional School Committee
- Two members of the Capital Improvement Advisory Committee
- Town of Sudbury Town Manager
- Town of Sudbury Assistant Town Manager
- Town of Sudbury Finance Director
- Lincoln-Sudbury Regional High School Director of Finance
- Sudbury Public Schools Director of Finance
- Town/SPS Facilities Director
- One Citizen-at-large with specific expertise that will be useful to the committee

The Committee shall elect a Chair and a Clerk from among its members. The Chair will run meetings, be the designated communications link with the Town Manager or other Town staff, and schedule committee meetings. The Clerk shall insure that full minutes and a list of members in attendance are kept of each meeting and promptly submitted to the Committee for approval, filing with the Town Clerk, and posting to the Town's website.

## **Staffing Assistance**

The appointed staff members of the committee shall be available to assist in carrying out the work of the committee.

## **Tasks**

It is anticipated that the committee will discuss and develop their own work plan to accomplish the mission of the committee. At a minimum, the Board of Selectmen anticipates that the following tasks will be important to this work

1. What have other towns done? What are their policies and guidelines? Are they successful in sticking to them? If so, what is the key to their success?
2. Using the Strategic Financial Planning Report as a starting point, develop a multi-year financing plan for debt issuance and the projects included in Group A: Major Projects/Debt Options.
3. Using the Strategic Financial Planning Report as a starting point, develop a multi-year financing plan for the projects included in Group B: Capital Exclusion options.
4. Using the Strategic Financial Planning Report as a starting point, develop a multi-year financing plan for the projects included in Group C: Rolling Stock.
5. Using the Strategic Financial Planning Report as a starting point, develop a multi-year financing plan for the annual capital budget that is adequate for the costs of items exemplified by Group D: Annual Capital Budget/Within Levy Options.
6. Using the Strategic Financial Planning Report as a starting point, address the other capital issues listed, including replacement of the turf fields, building maintenance costs and other uncertain projects that might require funding in future years.
7. Review the current staff and committee annual process for evaluating Capital Improvement Program projects and develop recommendations for any changes to that process.

## **Compliance with State and Local Laws and Town Policies**

The *Strategic Financial Planning Committee for Capital Funding* is responsible for conducting its activities in a manner which is in compliance with all relevant state and local laws and regulations including but not limited to the Open Meeting Law, Public Records Law, and Conflict of Interest Law, as well as all Town policies which affect committee membership. In particular, all appointments are subject to the following:

The Code of Conduct for Selectmen Appointed Committee. A resident or employee who accepts appointment to a Town committee by the Board of Selectmen agrees that he/she will follow this code of conduct.

The Town's Email Communication for Committee Members Policy. Anyone appointed to serve on a Town committee by the Board of Selectmen agrees that he/she will use email communication in strict compliance with the Town of Sudbury's email policy, and further understands that any use of email communication outside of this policy can be considered grounds for removal from the committee by the Selectmen.

Use of the Town's Web site. The Committee will keep minutes of all meetings and post them on the Town's web site. The committee will post notice of meetings on the Town's website as well as at the Town Clerk's Office.



# AGENDA REQUEST - Item #20

## BOARD OF SELECTMEN

### Requestor's Section:

**Date of request:** *September 27, 2013*

**Requestor:** *Maureen Valente*

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

*Approve mission statement and composition of Strategic Financial Planning - OPEB Committee.*

**Financial impact expected:** *None.*

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

*see attached draft mission statement*

**Recommendations/Suggested Motion/Vote:** *Vote to approve mission statement and composition of Strategic Financial Planning - OPEB Committee.*

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

### Selectmen's Office Section:

**Date of Selectmen's Meeting:** *October 1, 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 ( )






# 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: September 26,, 2013  
To: Board of Selectmen  
From: Maureen G. Valente, Town Manager   
Subject: Appointments to Strategic Financial Planning Committee for OPEB

At this point, several committees indicated they would be discussing their designees to this committee during the week of September 30, so that we likely would not have the names for your meeting tonight. You can either wait until all members have been designated, or you can vote some of the members tonight.

Below is the list of who has been identified for this committee at this time.

Board of Selectmen: Chuck Woodard and Larry O'Brien  
Finance Committee: Bill Kneeland and Mark Minassian  
Sudbury Public School Committee: To be determined  
Lincoln-Sudbury Regional School Committee: To be determined  
Capital Improvement Advisory Committee: To be determined  
Town Manager: Maureen Valente  
Assistant Town Manager: Maryanne Bilodeau  
Town Finance Director: Andrea Terkelsen  
LS Finance Director: Glenn Fratto  
SPS Finance Director: Mary Will  
Citizen-at-large: To be determined



**Strategic Financial Planning Committee for OPEB<sup>1</sup> Liabilities**  
**Town of Sudbury**  
**Voted to establish October 1, 2013 by the Sudbury Board of Selectmen**

**Mission Statement**

The Board of Selectmen is creating this committee to generate, evaluate and report on strategies and options, both short and long term, for dealing with the unfunded OPEB liabilities facing the Town of Sudbury, including the Sudbury Public Schools and L-S Regional High School.

These liabilities may require separate strategies for Town/Sudbury Public Schools than Lincoln-Sudbury Regional High School, due to the different historic and current benefit packages offered that caused the different levels of liability. In addition to this, the L-S approach will need the involvement of the Town of Lincoln. Nevertheless, overall “big picture” strategies and fundamental philosophies may be applicable to both entities.

Short-term options might include articles for the 2014 Annual Town Meeting; longer term strategies might need to be developed and implemented over the next few years. The Committee will evaluate and make recommendations to the Board for 2014 Annual Town Meeting articles by December 31, 2013 so that the Board has sufficient time to draft articles before the warrant closing deadline.

The committee shall work to create and submit to the Selectmen a report that the Board, Finance Committee, and School Committees can use to make OPEB related decisions over the next 15 years.

**Membership**

Members of *Strategic Financial Planning Committee for OPEB Liabilities* shall be appointed by the Selectmen according to the following list. All appointments shall expire on May 31, 2014, but may be extended by the Board of Selectmen.

- Two members of the Board of Selectmen
- Two members of the Finance Committee
- One member of the Sudbury Public Schools School Committee
- One member of the Lincoln-Sudbury Regional School Committee
- Town of Sudbury Town Manager
- Town of Sudbury Assistant Town Manager
- Town of Sudbury Finance Director
- Lincoln-Sudbury Regional High School Director of Finance
- Sudbury Public Schools Director of Finance
- One Citizen at large with specific expertise that will be useful to the committee

The Committee shall elect a Chair, Vice-chair and a Clerk from among its members. The Chair will run meetings, be the designated communications link with the Town Manager or other Town staff, and schedule committee meetings. The Clerk shall insure that full minutes and a list of members in attendance are kept of each

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<sup>1</sup> OPEB is defined as Other Post-Employment Benefits (i.e., other than pensions, typically retiree health insurance).

meeting and promptly submitted to the Committee for approval, filing with the Town Clerk, and posting to the Town's website.

### **Staffing Assistance**

The appointed staff members of the committee shall be available to assist in carrying out the work of the committee.

### **Tasks**

It is anticipated that the committee will discuss and develop their own work plan to accomplish the mission of the committee. At a minimum, the Board of Selectmen anticipates that the following tasks will be important to this work:

1. What have other towns done? Using the Strategic Financial Planning Report as a starting point, develop a baseline assessment of other triple A-rated<sup>2</sup> towns, their approaches and the logic they are using for their decisions.
2. What are funding options? Should the Town and L-S be setting aside a minimum amount each year and if so, what should that amount be? Where should these funds come from?
3. How can these liabilities be best managed? What could the Town/SPS and L-S be doing to keep the liability from growing larger? What could they do to reduce the liability?
4. Is doing nothing an option? What are the implications of the do-nothing or "pay as you go" option?

### **Compliance with State and Local Laws and Town Policies**

The *Strategic Financial Planning Committee for OPEB Liabilities* is responsible for conducting its activities in a manner which is in compliance with all relevant state and local laws and regulations including but not limited to the Open Meeting Law, Public Records Law, and Conflict of Interest Law, as well as all Town policies which affect committee membership. In particular, all appointments are subject to the following:

The Code of Conduct for Selectmen Appointed Committee. A resident or employee who accepts appointment to a Town committee by the Board of Selectmen agrees that he/she will follow this code of conduct.

The Town's Email Communication for Committee Members Policy. Anyone appointed to serve on a Town committee appointed by the Board of Selectmen agrees that he/she will use email communication in strict compliance with the Town of Sudbury's email policy, and further understands that any use of email communication outside of this policy can be considered grounds for removal from the committee by the Selectmen.

Use of the Town's Web site. The Committee will keep minutes of all meetings and post them on the Town's web site. The committee will post notice of meetings on the Town's website as well as at the Town Clerk's Office.

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<sup>2</sup> Either AAA credit rating by Standard & Poor's or Aaa credit rating by Moody's



# AGENDA REQUEST – Item #21

## BOARD OF SELECTMEN

### Requestor's Section

**Date of request:** *September 27, 2013*

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

**Action requested:**

*Approval of Site Plan Modification of Northern Bank & Trust, 430 Boston Post Road*

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

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

*See attached*

**Recommendations/Suggested Motion/Vote:** *Vote to approve the site plan modification submission of Northern Bank & Trust Company to construct a 2,500 sq. ft. retail bank building on property located at 430 Boston Post Road, Town Assessor's Map K08, Parcel 0077, zoned Business District.*

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

*none*

### Selectmen's Office Section

**Date of Selectmen's Meeting:** *October 1, 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 )



October 1, 2013

SITE PLAN MODIFICATION  
SUDBURY BOARD OF SELECTMEN  
NORTHERN BANK & TRUST COMPANY  
430 Boston Post Road

DECISION of the Board of Selectmen of the Town of Sudbury, Massachusetts (the "Board") on the petition of Northern Bank & Trust Company, (the "Applicant"), for approval to modify the original site plan decision of the Board of Selectmen dated January 22, 2013 to construct a new 2,500 sq. ft. retail bank building and associated improvements including stormwater management facilities, utility improvements, parking area, 1 lane remote drive-through facility, landscaping and lighting, by moving the location of the building approximately 17 feet to the west of the originally approved location and other minor adjustments. The Property is located at 430 Boston Post Road, Sudbury, MA, and shown on Sudbury Town Assessors' Maps K08, Lot 0077, containing approximately 27,738 sq. ft., and lies within a Business District and the Water Resource Protection District Zone II (the "Property").

This decision is in response to an application submitted to the Board on August 5, 2013 for approval to modify the Site Plan 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, John C. Drobinski, Chairman of the Board, called the public hearing to order on September 17, 2013. The hearing was closed at the end of the September 17, 2013 proceedings. Board members and 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. Request for Site Plan Modification dated July 26, 2013, received August 5, 2013, including Site Plans prepared by EBI Consulting, Burlington, MA dated August 15, 2012, last revised July 22, 2013, consisting of 9 sheets; Landscape Plans prepared by EBI Consulting and TerraInk dated August 15, 2012, last revised July 22, 2013, consisting of 2 sheets; Site Photometrics Plan prepared by EBI Consulting and Engineering Advantage, Inc. dated May 16, 2013, last revised July 17, 2013, consisting of 1 sheet; Site Plan Survey prepared

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- by Northeast Survey Consultants dated June 7, 2012; and architectural elevations and floor plans prepared by SDI Architects PC and Strategic Designworks dated September 25, 2012, last revised July 22, 2013, consisting of 3 sheets; Geotechnical Reports prepared by Northeast Geotechnical, Inc. dated April 2, 2012, February 13, 2013 and June 21, 2013; Revised Traffic Impact Assessment prepared by MDM Transportation Consultants, Inc. dated July 25, 2013; and a Public Way Access Permit application dated July 25, 2013.
2. Memo from Jody Kablack, Planning Director, to the Board of Selectmen dated September 13, 2013, including draft minutes of the ZBA meeting of May 20, 2013.
  3. Email from Debbie Dineen, Conservation Coordinator, to Jody Kablack dated September 13, 2013.

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 Modification application of Northern Bank & Trust Company, (the "Applicant"), for property located at 430 Boston Post Road, Sudbury Town Assessors' Maps K08, Lot 0077, as shown on plans entitled "Site Plans for Proposed Redevelopment, 430 Boston Post Road, Sudbury, Massachusetts" prepared by EBI Consulting, Burlington, MA dated August 15, 2012, last revised July 22, 2013, consisting of 9 sheets (C-1 thru C-9); Landscape Plans prepared by EBI Consulting and TerraInk dated August 15, 2012, last revised July 22, 2013, consisting of 2 sheets (L-1, L-2); Site Photometrics Plan prepared by EBI Consulting and Engineering Advantage, Inc. dated May 16, 2013, last revised July 17, 2013, consisting of 1 sheet (SL-1); Site Plan Survey prepared by Northeast Survey Consultants dated June 7, 2012; and architectural elevations and floor plans prepared by SDI Architects PC and Strategic Designworks dated September 25, 2012, last revised July 22, 2013, consisting of 3 sheets (A1.1, A2.1, A2.2), (the "Revised Plan"), subject to compliance with all governmental laws and regulations 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. The approval herein granted is based on the Revised Plan and application as described herein, with modifications allowed under this decision, as well as other documents on file but not included herein. All conditions as part of the original Site Plan Decision dated January 22, 2013 are incorporated herein and shall remain in full force and effect.
2. Final review of the Revised Plan by the Design Review Board prior to issuance of a building permit, particularly for landscaping, stone walls, fencing and signage.
3. This proposal is subject to variances granted by the Zoning Board of Appeals dated July 30, 2012, as well as additional variances voted by the Zoning Board of Appeals September 16, 2013. All conditions contained in the Variance approvals shall be incorporated herein.

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4. Condition 9 of the original decision dated January 22, 2013 shall be amended to refer to condition "25" in place of "24".
5. Prior to Selectmen endorsement of the Revised Plan, the Applicant shall provide a detailed list of all changes made to the Revised Plan since the December 22, 2012 plan date.
6. This approval shall lapse if construction and substantial use thereof have not commenced except for good cause within two (2) years from the effective date of said approval.

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

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October 1, 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

October 1, 2013

On this 1<sup>st</sup> day of October, 2013, before me, the undersigned notary public, personally appeared the above-named \_\_\_\_\_, proved to me through satisfactory evidence of identification, which was personal knowledge, to be the person whose name is signed on the preceding document, and acknowledged to me that he signed it voluntarily for its stated purpose as a member of the Board of Selectmen.

\_\_\_\_\_  
, Notary Public

My commission expires:

cc: Town Clerk  
Board of Health  
DPW Director  
Building Inspector  
Planning and Comm. Dev. Dept.

Town Counsel  
Conservation Commission  
Fire Chief  
Sudbury Water District  
Applicant/Attorney