

SUDBURY BOARD OF SELECTMEN
AGENDA
TUESDAY, SEPTEMBER 3, 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 Joint meeting with the Goodnow Library Trustees to interview candidates for appointment:
Vote/Sign Gregory P. Hamill, 16 Pine Street; Edward Feldman, 32 Old Framingham Road, Unit 49; and
Nancy Vetstein Hershfield, 88 Butler Road, and elect by roll call vote this prospective new
member of the Goodnow Library Trustees to serve until the effective date of the next Town
Election, in accordance with General Laws Chapter 41, section 11, as amended, to fill a vacancy
created by a Trustee resignation. (*Esme Green, Library Director, applicants, and Library Trustees will attend.*)

Consent Calendar:

5. *Vote* Vote to approve the regular session minutes of August 20, 2013.
6. *Vote* Vote to approve a special permit to Harold Cutler for the Colonial Fair and Muster of Fifes and
Drums to be held on the Wayside Inn grounds from 10:00 a.m. to 5:00 p.m. on Saturday,
September 28, 2013, subject to conditions and permits required by the Fire and Police
Departments and the Board of Health.
7. *Vote* Vote to approve the appointment of Jane Kline, 153 Woodside Road, to the Sudbury Celebrates
375/Sudbury Day Committee, for a term expiring November 30, 2014, as requested by Harold
Cutler, Committee Co-chair.
8. *Vote/
Sign* Vote to renew the current Sunday Entertainment License for Bullfinch's, Inc., d/b/a
Bullfinch's Restaurant, 730 Boston Post Road, for a live jazz trio from 11:00 a.m. to
2:00 p.m., for the period of September 8, 2013 to August 31, 2014.

Miscellaneous (untimed items):

9. *Vote* Discussion/vote on establishing a working group to handle tasks associated with helping the
Board make Town Counsel decision.
10. Discussion on OPEB Strategic Planning, and establishing a committee.
11. Discussion on establishing a working group regarding Strategic Planning–Capital Financing.
12. Discussion of Town Forum bylaw.

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 8, 2013*

Requestor: *Carol Hull, Chair, Goodnow Library Trustees*

Action requested: *Joint Meeting with Goodnow Library Trustees and Board of Selectmen to interview candidates Gregory P. Hamill, Edward Feldman, and Nancy Vetstein Hershfield, and elect by roll call vote to fill a vacancy occasioned by a Trustee resignation.*

Financial impact expected: *None*

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

See attached resumes

Recommendations/Suggested Motion/Vote: *Vote to elect by roll call vote this prospective new member of the Goodnow Library Trustees to serve until the effective date of the next Town Election, in accordance with General Laws Chapter 41, section 11, as amended, to fill a vacancy created by a Trustee resignation.*

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

Goodnow Library Trustees, Esme Green, Library Director, and three applicants.

Selectmen's Office Section

Date of Selectmen's Meeting: *September 3, 2013*

Board's action taken:

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

Future Agenda date (if applicable):

Distribution:



Goodnow Library Trustees

Sudbury, Massachusetts

[Subscribe](#)

Goodnow Library Trustees

Related Departments:

Goodnow Library

Contact

Email: goodnow@sudbury.ma.us

Members

Current Members				
Name	Position	Address	Term	End Date
Carol Hull	Chairman	15 Maple Avenue	3	04/30/2016
VACANCY	Member		3	04/30/2015
Lily A. Gordon	Member	60 Dutton Road	3	04/30/2015
Robert W. Iuliano	Member	22 Jason Drive	3	04/30/2014
Barbara F. Pryor	Member	221 Nobscot Road	3	04/30/2014
Sarah M. Sogigian	Member	128 Union Ave	3	04/30/2016

Gregory P. Hamill (Greg)
16 Pine Street
Sudbury MA 01776
(978) 443-6496
Greghamillx3@verizon.net

Education –

Ph.D. in Materials Science (minor in astrophysics), California Institute of Technology, 1977
Post-doctorate in Crystallography, McGill University, Montreal, 1977-1979

Career –

Various jobs in analytical physics and materials science 1979-2003:

GTE Laboratories – senior scientist, X-ray laboratory
Rigaku USA – marketing technical advisor, researcher
Teradyne – editor

High school physics teacher, Billerica, 2003-2005

Current position – technical editor, Lincoln Laboratory Journal, 2005-present

From 1979 to 2000, I was a member of the International Centre for Diffraction Data, a not-for-profit organization disseminating technical data to the X-ray diffraction community.

Positions held –

Vice president and member of the Board of Directors
Technical Committee chairman
Finance Committee chairman
Member of Bylaws Committee
Course instructor

Interests: history, travel, golf, curling, astronomy

My library experiences –

I have always been an eclectic reader – science fiction, mystery, romance, technology, history. My favorites within these genres include

Science fiction – Asimov's *Foundation* trilogy, now expanded to seven or eight volumes

Mystery – Sherlock Holmes and Lord Peter Wimsey

Romance – various authors of historical fiction

Technology – recent "new science" articles, cosmology, Einstein

History – *Atlas of World History*

I also appreciate the library network's expansive classical video selections, and now that I have a Kindle HD, I can take a few books on vacation without the bulk of 400-page volumes.

Edward Feldman

32 Old Framingham Road
Unit 49
Sudbury, Ma.01776
978-261-5656

Experience

Harvard University 1972-2009

Manager, Central Accounts Receivable

- Oversaw Operation of all University external billing for 150 University departments
- Managed a staff of 5-15 people
- Budget management and oversight
- Balance daily and monthly to General Ledger

Education

Calvin Coolidge College	B.A., English (1968)
Cambridge College	Masters in Management (1998)

Other

Harvard University Employees Credit Union Board Member 1984-present

- I have participated in overseeing the largest industrial and fastest growing Credit Union in Massachusetts
- Chair, Audit Committee (multiple occasions)
- Chair, Credit Committee
- Member of Executive Committee

Volunteer

- Mount Auburn Hospital
- Emerson Hospital
- MetroWest Medical Center

NANCY VETSTEIN HERSHFIELD

88 Butler Road
Sudbury, MA 01776
(978) 579-9960

A proven communications professional with extensive experience in writing and copyediting marketing materials, and creating and executing brand-building consumer and business relations campaigns and promotions.

- Direct, persuasive writer; crackerjack copyeditor
- Broad-based client relations manager
- Demonstrated project manager
- Creative problem solver
- Strategic idea generator
- Independent contributor and integrated team player

PROFESSIONAL EXPERIENCE

THE OUTBOX, INC. , Founder

2006- Present

Founded communications company specializing in writing strategic marketing materials for both internal and external audiences. Materials include Websites, brochures, newsletters, bylined articles, case studies, press kits, direct mail, Webinars and news releases.

- More than 25 years' experience conceptualizing and writing promotional copy.
- Clients include: Dunkin' Donuts, Baskin-Robbins, CreativeMINT, PDF-eXPLODE, League School of Greater Boston, ZOLL Medical.

FIDELITY INVESTMENTS, Marketing Communications Manager

2000-2006

Developed and implemented communications programs, including managing media relations and broader public relations initiatives, for various Fidelity businesses: Fidelity Registered Investment Advisor Group, Pembroke Real Estate (part of Fidelity Real Estate Company), Fidelity Personal Investments, Fidelity Investment Institutional Services and Fidelity Investments Life Insurance.

- Initiated strategy that integrated with sales and marketing programs, wrote publicity materials, managed client relationships, directed messaging, counseled and prepared executives for media interviews, and interacted cross-functionally to effectively roll out programs.
- Crafted public relations strategies around key launches and messaging initiatives as well as built year-long strategic plans.
- Developed press releases, pitches, talking points and Q&As on an ongoing basis to announce new programs and products, including technology platforms, business-building initiatives and financial resources.
- Produced marketing communications for clients, such as employee letters and customer letters and articles for the president; an online pr primer for customers; and sales force Q&As.

IBELONG. INC., Corporate Marketing/Public Relations

1999–2000

Initiated the first public relations plan and process for this Internet start-up. Oversaw media, analyst and industry relations as well as collateral development.

- Composed first iBelong Website to communicate corporate message and benefits.
- Drafted first press materials to introduce iBelong to key media.
- Put iBelong on the map with articles in *New York Times*, *Fortune.com*, *Interactive Week*, *Chicago Tribune*, *Boston Globe*, *AdAge* and *NPR's Marketplace*.
- Identified and initiated relationships with industry analysts and associations to establish credibility.
- Set strategy for public relations agency and evaluated results against set goals.

MULLEN, Account Director

1988–1999

Played an integral role, with increasing responsibility, in the public relations department of this award-winning advertising agency. Managed account teams in developing and implementing strategic public relations campaigns to build consumer brands. Created public relations campaigns as component of integrated marketing programs. Extensive food experience: Boston Market, Lindt Chocolate, H. P. Hood, Smartfoods, Einstein Bros. Bagel.

Mullen Cont'd

- Pounded the pavement for the relaunch of Dexter Shoe as the public relations strategist on integrated marketing team. Gained coverage in *Woman's Day*, *GQ*, *Men's Health* and *Redbook*.
- Launched Harvard Vanguard Medical Associates internally and externally with videos, editorial board meetings and continued coverage in print and broadcast outlets.
- Headed up 1,000-pound-mashed-potato-sculpture event for 1,000th store opening of Boston Market. Secured print and broadcast coverage in top national media outlets in major markets.
- Spotlighted the Ryka athletic shoe story around the nation, including on the *Today Show*.
- Sweated on the team that pioneered guerilla (grassroots) marketing, which propelled Smartfoods to a \$50 million company in three years and caught the eye of now-parent Frito-Lay.

BOSTON MAGAZINE, Service Features Writer

1985–1988

Wrote, copyedited and proofread for this lifestyle publication.

- Researched and wrote a monthly style feature that required consumer reporting and creativity.
- Covered wide-ranging topics, including fashion, interior design and lifestyles.
- Conferred with writers; editors; freelancers; and research, art and production departments.

RADCLIFFE QUARTERLY/OFFICE OF PUBLIC INFORMATION, Assistant Editor

1982–1984

Coordinated the development, scheduling, copyediting and production of the *Radcliffe Quarterly*, the alumnae magazine.

- Generated story ideas, edited and proofread manuscripts and galleys, and wrote art column and features.

EDUCATION

Harvard and Radcliffe Colleges: A.B., *cum laude*, 1982. Concentration in English and American literature with courses in art history.

Radcliffe Publishing Procedures Course: Certificate, August 1984.

AWARDS

Won several Bell Ringers, a Hatch Award and a One Show award for press kit writing.

ORGANIZATIONAL INVOLVEMENT

GOODNEW LIBRARY, SESQUICENTENNIAL COMMITTEE, Member

2012-2013

Served on committee to plan and promote the 150th anniversary of the second-oldest free public library in Massachusetts.

BOSTON-AREA JEWISH EDUCATION PROGRAM (BJEP), Board of Director

2011- present

Serve on the board of directors of this cooperative Hebrew Sunday school, heading up marketing and public relations.

SUDBURY PONDS AND WATERWAYS COMMITTEE, Associate Member

2010-2011

Wrote column for local paper to educate the public on how to help maintain the quality of our waterways.

GEN. JOHN NIXON ELEMENTARY SCHOOL, PTO Publicity Chair

2009-2011

Wrote articles for local paper to promote the school's educational and enrichment programs.

LEAGUE SCHOOL OF GREATER BOSTON, Vice President, Board of Directors

1997–2011

Served on the board of directors of this school for students with autism, including as vice president.

LIBRARY TRUSTEE VACANCY
September 3, 2013

Roll Call Vote	Edward Feldman	Gregory P. Hamill	Nancy Vetstein Hershfield
Lily Gordon			
Carol Hull			
Robert Iuliano			
Barbara Pryor			
Sarah Sogigian			
John Drobinski			
Robert Haarde			
Lawrence O'Brien			
Len Simon			
Chuck Woodard			
TOTAL			

AGENDA REQUEST – Item #5

BOARD OF SELECTMEN

Requestor's Section

Date of request: *August 27, 2013*

Requestor: *Patty Golden*

Action requested: *Approval of minutes*

Financial impact expected: *None*

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

Recommendations/Suggested Motion/Vote:

Vote to approve the regular session minutes of August 20, 2013.

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

Selectmen's Office Section

Date of Selectmen's Meeting: *September 3, 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)
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IN BOARD OF SUDBURY SELECTMEN
TUESDAY, AUGUST 20, 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 7:31 p.m. in the Lower Town Hall, 322 Concord Road.

Opening Remarks

At 7:31 p.m., Chairman Drobinski opened the meeting. He announced the Town is seeking applicants to consult for the Town regarding stormwater management-related issues. The Town is also seeking applicants to fill open positions on the Capital Improvement Planning Committee. Additional information is available on the Town website.

Reports from the Town Manager

Town Manager Valente announced the Town received approval from the State's Attorney General's Office in a letter dated July 10, 2013, for the bylaws passed at the 2013 Annual Town Meeting. She distributed copies of the announcement letter dated August 19, 2013, and accompanying correspondence received from Town Clerk Rosemary Harvell.

Town Manager Valente attended the groundbreaking ceremony held on Monday, August 19, 2013 for the Lincoln-Sudbury Regional High School (L-SRHS) Community Softball Field project. She mentioned the Selectmen's Office has made the transition following Mary McCormack's retirement, and Patty Golden and Leila Frank have assumed their new responsibilities.

Town Manager Valente introduced Department of Public Works Director Bill Place to provide the Board with an update on a Landham Road project. Mr. Place stated that three culverts under Landham Road have been recently discovered to be severely deteriorated and requiring repair. The work has begun, and he displayed photographs of the process to date, and he explained how the culverts are being replaced. Mr. Place thanked the Police and Fire Departments for their assistance with the project. In response to questions from the Board, he stated the average life expectancy of the replacements is approximately 70-100 years, and the estimated cost of the project is approximately \$200,000. Mr. Place also stated the source of funding would be Chapter 90 funds and that, depending on good weather and no unforeseen problems, the project could be completed by September 3, 2013.

Reports from the Board of Selectmen

Selectman Simon suggested other boards and committees not schedule meetings on nights when the Board meets to allow Selectmen the opportunity to attend other meetings. Chairman Drobinski stated sometimes scheduling conflicts arise with the many groups that meet to conduct Town business.

Selectman O'Brien stated he was contacted by the Council on Aging (COA) Chair noting the COA would like to be part of the rail trail discussion process. He asked Town Manager Valente to circulate this correspondence to the Board.

Selectman Haarde stated the Fairbank Community Center Committee and the Route 20 Sewer Steering Committee have not met in recent weeks, but the Route 20 Sewer Zoning subcommittee will meet tomorrow night with the Planning Board.

Public Hearing: Site Plan Application – Cavicchio Greenhouses, Inc. - 110 Codjer Lane

Present: Applicant Paul Cavicchio, and Director of Planning and Community Development Jody Kablack

At 7:45 p.m., Chairman Drobinski opened the Public Hearing regarding the application submitted by Paul Cavicchio for Site Plan approval for construction of an approximately 18,000 square foot new agricultural structure, on a parcel of land consisting of approximately 130 acres, located at 110 Codjer Lane. Town Manager Valente read aloud the Public Hearing Notice. She also reviewed the materials received by the Board to date, including copies of the Public Hearing Notice and the Site Plan Application and accompanying exhibits, a memorandum from Director of Planning and Community Development Jody Kablack dated August 13, 2013, an email from Building Inspector Mark Herweck dated August 14, 2013, a letter from Assistant Fire Chief John Whalen dated August 8, 2013, and a memorandum from Conservation Commission Coordinator Debbie Dineen dated August 6, 2013 and accompanying maps, and a Draft "Site Plan Decision Sudbury Board of Selectmen Cavicchio Greenhouses, Inc. 110 Codjer Lane," dated August 20, 2013. In addition, copies of a memorandum from Conservation Commission Coordinator Debbie Dineen and DPW Director Bill Place dated August 20, 2013 were distributed tonight. Ms. Kablack highlighted this memo corrects previous flood plain-related information obtained from an inaccurate GIS map-layer. She stated only a Request for Determination will need to be submitted to the Conservation Commission. Thus, Ms. Kablack has accordingly revised the first condition listed in the draft Site Plan Decision.

Ms. Kablack stated the purpose of the new building is for planting and storage for the greenhouse operation. Ms. Kablack stated the parcel is over 130 acres and over 450,000 square feet of structures exist on the property. An existing 6,600 square-foot structure will be removed, and the new 18,000 square-foot structure will be built. The use of the property is agricultural, and thus it is exempt for the purposes of zoning, and the Board's jurisdiction is thereby limited. Ms. Kablack stated the request is minor within the scope of the property. She also recommended granting the requested waiver for the type of plan submitted.

In response to questions from Selectman Simon, Mr. Cavicchio stated the new structure would have a foundation, be permanent, made of metal and is expected to last 50-100 years, and it would replace the existing 6,000 square-foot structure which will be demolished.

Vice-Chairman Woodard asked if the bylaw should be changed to accommodate a minor request such as this. Ms. Kablack stated a Public Hearing is not required, but the Town has chosen to always conduct one, which seems to work well for all parties.

Selectman O'Brien asked what the elevation would be for the new building, and he suggested the new FEMA flood plain maps be reviewed. Mr. Cavicchio stated the elevation is proposed to be approximately 141-142 feet. Ms. Kablack stated Ms. Dineen and Mr. Place typically review the updated FEMA maps as they become available.

Selectman Simon asked for clarification regarding the wetlands filing which will be needed and whether any stormwater-related problems are anticipated. Ms. Kablack reviewed the filing information, and she noted no additional stormwater issues are anticipated. Additionally, a condition related to erosion control during construction is included in the draft Decision. Chairman Drobinski stated the plan presents no new net stormwater runoff. Ms. Kablack further stated the proposal does not meet the threshold for a stormwater management permit review.

Selectman Haarde reviewed the location of the new structure, noting approximately 80% of the proposal will be constructed over the existing structure.

Sudbury resident and abutter Sam Mushnick, 9 Wash Brook Road, asked how many stories the new building would be, what activities would be conducted there, and whether noise levels would increase. Mr. Cavicchio stated it will be a one-story building used for transplanting and storage of materials previously kept outdoors. He further stated some activities and noise from outside would now be moved indoors.

Sudbury resident and abutter Greg George, 39 Meadow Drive, stated the proposed plan is to construct a building three times the size of the current one, and thus, the plan does not seem minor to neighbors. He stated he appreciates being notified of the project and being able to participate in a Public Hearing process. Mr. George asked for clarification of the new building location and what the difference in height would be from the current building. Mr. Cavicchio stated the new building would be about four feet taller. Chairman Drobinski provided Mr. George with a copy of the proposed plan. Mr. George also asked if air conditioning units will run in the new building. Mr. Cavicchio stated no air conditioning is proposed.

Sudbury resident and abutter Richard Testa, 95 Bridle Path Road, also asked for clarification regarding the proposed new building location, and Ms. Kablack showed him where it would be on a map.

Mr. Cavicchio thanked Ms. Kablack for her assistance and thorough explanation of the project.

It was on motion unanimously

VOTED: To approve the Site Plan Decision Sudbury Board of Selectmen Cavicchio Greenhouses, Inc. 110 Codjer Lane, dated August 20, 2013, as amended to revise condition #1 as noted tonight, for the Site Plan Application to construct an approximately 18,000 square-foot agricultural building on property located at 110 Codjer Lane, zoned Residential-A District, Town Assessor Map J08, Parcel 0004, and to grant the waiver request for the requirement for a fully-engineered plan to be submitted.

FY13 Year-End Statement for Pooled Town Trusts and Authorize FY14 Spending Requests

Present: Finance Director Andrea Terkelsen

At 8:07 p.m., Chairman Drobinski welcomed Finance Director Andrea Terkelsen to the meeting. The Board was previously in receipt of copies of a memorandum from Ms. Terkelsen dated August 15, 2013 and accompanying spreadsheets.

Ms. Terkelsen stated the trusts to be voted on tonight are part of special resources held in the Sudbury Trust program, and that additional information on the program is available on the Town website. She summarized her memo, noting investment results and year-end balances have been provided for holdings held at Charles Schwab & Company. Ms. Terkelsen stated she monitors the accounts with the help of three financial advisors.

Selectman Simon asked why there are no disbursements listed for some of the Trust accounts. Ms. Terkelsen and Town Manager Valente explained the funds are sometimes only used when major repairs are needed and/or the Trusts have not authorized the use of funds recently. It was also noted the Trusts are not required to spend funds as is the case in other entities.

Selectman O'Brien asked if the investment strategy has changed. Ms. Terkelsen stated it has remained consistent. She also noted the total pooled trust disbursements in FY13 were very similar to the interest and dividends generated. Ms. Terkelsen stated the goal for FY14 is to maintain spending limits at or below expected interest and dividends earned.

Vice-Chairman Woodard asked for clarification of the asset allocation, which Ms. Terkelsen provided.

Selectman Haarde suggested developing a one-page description of the Trust fund accounts to incorporate into the report each year.

It was on motion unanimously

VOTED: Acting as co-trustees of Town Trust Funds, to accept the unaudited FY13 fourth quarter statements for the Pooled Town Trust Funds for the period ended June 30, 2013, and to accept the Pooled Trust Fund expenditure limits for FY14 as submitted by the beneficiaries and requested by Andrea Terkelsen, Finance Director, Treasurer/Collector.

Friends of the Bruce Freeman Rail Trail – Donation Proposal

Present: President of the Friends of the Bruce Freeman Rail Trail Tom Michelman

At 8:26 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 design of a portion of a rail trail in Sudbury. The Board was previously in receipt of copies of a memorandum from President of the Friends of the Bruce Freeman Rail Trail, Tom Michelman, dated August 8, 2013 and accompanying updated offer, scope of work and cost estimate in the amount of \$58,700, a memorandum from Town Manager Valente dated August 13, 2013, providing Town staff responses to questions previously posed, and relevant sections of the Boston Metropolitan Planning Organization (MPO)'s TIP Project Information Forms. In addition, copies of a memorandum to the Board from Selectman Simon dated August 20, 2013 and accompanying handouts, and a letter to the Board from Sudbury residents Robert and Marilyn Ellsworth, 5 Hop Brook Lane, dated August 15, 2013, were distributed tonight.

Chairman Drobinski thanked the Friends for its offer and interest in a subject long discussed in Town. He stated tonight's discussion is intended to help the discussion move forward and help set a direction for the Town to pursue.

Sudbury resident Rick Johnson, 38 Bent Road, asked Selectman Simon to acknowledge and disclose to the public his potential conflict of interest in this agenda item.

Selectman Simon stated he had been a member of the Board of the Friends of the Bruce Freeman Rail Trail, however he resigned this position and he also resigned his membership in the organization prior to being sworn in as a Selectman.

Mr. Michelman stated consultants from Greenman-Pedersen, Inc. (GPI) are in attendance tonight. He stated the Friends made an offer to the Board in June 2011 to raise \$50,000 to pay for the 25% design adhering to State Department of Transportation (DOT) guidelines for a half-mile stretch of the rail trail from the Concord Town Line to Route 117 in Sudbury. Mr. Michelman stated the offer did not obligate the Town to build the trail. He explained that, in the past two years, the Town passed two non-binding relevant resolutions overwhelmingly. Mr. Michelman stated the Friends recently asked GPI to update its cost estimate for an updated scope of work. On July 29, 2013, the Friends voted to make a revised offer to the Board to raise \$58,700 to complete the 25% design according to Mass. DOT guidelines, with up to \$5,000 of these funds to be made available immediately upon Town approval. He further stated the Friends hopes the Board could approve the offer and begin the Request for Proposal (RFP) process, and the Friends would then begin its fundraising efforts for the remainder of the funds.

Chairman Drobinski asked how long the Friends will need to raise the funds. Mr. Michelman stated it is hoped the funds could be raised by the end of this year.

Town Manager Valente asked if the Friends could provide copies of other similar agreements to assist Town Counsel with his review process. Mr. Michelman stated the Friends have not done this before, so no other similar agreements exist.

Based on information previously provided, Selectman O'Brien stated the half-mile trail could cost approximately \$1.25 million to construct according to Mass. DOT standards, of which the state would pay 90%. If the Friends' offer is accepted, he stated the Town would possibly be responsible for approximately \$67,000 for this half-mile segment before state funds would be approved.

Chairman Drobinski explained a 25% design is a very preliminary stage of the process. He stated the goal at this stage is to determine if the plan is buildable, and/or if there are permitting issues.

Selectman O'Brien asked what questions would be answered with a 25% design.

GPI consultant Becky Williamson listed communities her firm has worked with for this type of project. She stated the goal of the 25% design would be to establish the Town has a legitimate project which can be built, that obstacles could be overcome, and the project has public support. Ms. Williamson briefly reviewed the typical process, which would include two public hearings.

Selectman O'Brien asked if the consultants coordinate their work with local Conservation Commission bylaws. Ms. Williamson stated they would.

Selectman Simon stated this project has been discussed in Town for ten years. He stated the Friends' offer would give the Town the opportunity to "test the waters." Selectman Simon believes it is time for the Board to decide whether it wants to proceed with this first step. He asked Mr. Michelman what would happen if the RFP came in for less than the \$58,700 which would be raised. Mr. Michelman stated he assumes there would be terms and conditions dictating this scenario within the agreement which would be created.

Selectman Simon asked Ms. Williamson whether her firm has completed other 25% designs for the Bruce Freeman Rail Trail (BFRT). Ms. Williamson stated the firm was not involved in Phase 1 of the BFRT. However, she stated the firm has had significant rail trail experience, which she summarized. Selectman Simon also asked her if all the trail work was designed to Mass. DOT standards and if the firm was always able to overcome obstacles to produce a 25% design. Ms. Williamson answered affirmatively to both questions.

Vice-Chairman Woodard asked if the wetlands would be delineated and who would pay for this activity. Ms. Williamson stated this was not assumed to be needed, but the firm has recently learned this would now also be required. She estimated the cost for this service to be approximately \$2,500 to \$4,000.

Chairman Drobinski explained there is a three-year shelf life to the flagging of wetlands, and he opened the discussion to comments from the public.

Sudbury resident Robert Abrams, 48 Horse Pond Road, asked what would happen if the Friends could not pay its promised \$58,700. He stated the Friends of the Bruce Freeman Rail Trail has a complaint pending with the Internal Revenue Service (IRS) regarding potential violations of the use of exempt funds for political purposes. Mr. Abrams urged the Board to consider this factor in its deliberations regarding whether to accept this offer.

Chairman Drobinski stated the Town would not enter into an agreement if the funds were not assured. He also stated Town Counsel would review draft documents to ensure the Town's interests are protected.

Westford resident Emily Teller is on the Board of the Friends. She stated legislation for rail trails has changed over the years, and now towns are asked by the State to pay 10% as a good faith gesture towards the project. Ms. Teller urged the Board to accept the offer, which if eventually constructed, would connect Sudbury to 10 miles of adjacent trails.

Sudbury resident Dan DePompei, 35 Haynes Road, urged the Board to carefully and legally review the offer to ensure there would be no potential in any agreement made for exempt and non-exempt funds to be co-mingled. He also encouraged the Board to be sure the offer would be an appropriate use of Friends' funds. Mr. DePompei also asked for further clarification regarding the distribution of the consulting firm's eventual 25% design report.

Ms. Williamson stated the 25% design would ensure for the Town it has a plan which can be constructed.

Selectman O'Brien asked if the consultants would provide the Town with its report, and then the Town could decide if it wanted to submit it to the Mass. DOT. Ms. Williamson stated that, when a Town commits to a DOT plan, the engineers typically submit the plan to the DOT, and at the same time, they provide the Town with a copy. Selectman O'Brien asked if the 25% design is submitted to Mass. DOT, has the Town then started down the path to building the trail according to DOT standards. Ms. Williamson stated the submission of the design to DOT does not obligate the Town regarding construction.

Mr. DePompei also encouraged the Board to determine what the applicable laws would be for the project regarding stormwater management regulations and the environment. Chairman Drobinski stated the Town could address these issues in its RFP.

Sudbury resident Jeff Harper has followed this topic for three years. He believes it is a good offer for the Town to allow the first step to be taken with no financial consequences to the Town. Mr. Harper stated the offer would allow the Town to determine if the project is viable, and he urged the Board to accept the offer.

Sudbury resident Pat Brown, 34 Whispering Pine Road, asked for more information regarding the extent of the project and what would be proposed to Mass. DOT. She referenced the Concord section leading up to the Sudbury line on Route 117, and she asked if this would be included and whose project would it be, i.e., Concord's, Sudbury's, or would it be a regional project. Mr. Michelman stated these issues are yet to be determined.

Concord resident and Friends' Board member Barbara Pike stated Concord's Phase 2B project was designed to the Sudbury Town line, but Concord's Town Meeting voted that a more natural terminus at this time would be at Powder Mill Road.

Selectman O'Brien asked when the Powder Mill connection is scheduled to be built. Ms. Williamson stated it would be on the State's 2016 TIP, to likely be constructed in the spring of 2017. Again, this is contingent on Sudbury progressing on its trail.

Ms. Brown asked if the entire plan would be built according to Sudbury's bylaws. Ms. Williamson stated town bylaws are not ignored in a 25% design, and they would comply with local bylaws.

Selectman Simon stated Concord has an environmental bylaw and he asked if it was waived.

Ms. Williamson stated her experience is only with West Concord, but she believes compliance with Concord bylaws was handled in a manner which would conform to what Concord's residents wanted.

Ms. Brown encouraged the Board to have Conservation Commission Coordinator Debbie Dineen review all pertinent material, since she is an expert on Sudbury's environmental bylaws.

Vice-Chairman Woodard asked who would pay for the wetlands delineation. Chairman Drobinski stated the Town could address this also in the RFP.

Mr. Abrams strongly urged the Board to discuss with Town Counsel that compliance with Town bylaws and the requirement that the 25% design is submitted to the Town and not to Mass. DOT be clearly defined in any and all agreement documents.

Sudbury resident Carol Wolfe, 637 Concord Road, stated she attended several rail trail meetings in Concord. Ms. Wolfe stated Concord based its wetlands bylaw on Sudbury's, but it grandfathered the rail trail, believing it could not be built according to the guidelines of the new bylaw.

Selectman Haarde asked Ms. Williamson if she foresees any problem achieving a 25% design in Town, which is in compliance with Sudbury's bylaws. Ms. Williamson stated she has not read all of Sudbury's bylaws in detail, but she does not anticipate any problems as long as the trail does not directly impact wetlands, which she believes is not the case.

An unnamed male Concord resident, 501 Powder Mill Road, stated there was a lot of concern in Concord about not being locked into a 25% design for environmentally-sensitive areas, and a change of surface was proposed for limited areas. However, the gentleman stated Concord's Town Meeting voted to proceed with an all-paved trail.

Vice-Chairman Woodard asked if the Town wants to occasionally deviate from a straight path, can it do so according to Mass. DOT standards. Ms. Williamson stated the Mass. DOT tends to work with each project on a case-by-case basis, and that it will consider a community-sensitive trail, and it will want the trail to comply with American with Disabilities Act (ADA) standards.

Selectman Haarde asked if the Friends would consider making the offer without the Mass. DOT stipulation. Mr. Michelman stated this is not an option because the Friends' goal is to complete the 25% design process in order to give the Town the opportunity in the future to receive construction funds from the State.

Selectman Simon referred to the materials he distributed tonight, and he summarized prior votes conducted in Town on this issue. He believes the residents understood what type of rail trail they were voting to support, and that it is a trail designed to Mass. DOT standards.

Mr. DePompei stated votes on this issue have gone both ways. He believes residents have expressed a need to understand the rail trail concept which will be pursued. Mr. DePompei believes the Friends is a political advocacy group, and he urged for careful consideration of its offer. He does not want Sudbury to lose flexibility in its rail trail pursuits.

Sudbury resident Cate Dill, 7 Birchwood Avenue, believes the Board needs to make a decision as to how to proceed with this project, and she encouraged the Board to move forward.

Chairman Drobinski stated Town Counsel will need to review votes by the Board and an RFP document.

Selectman Simon summarized the current offer being made by the Friends.

Selectman O'Brien asked if Town Counsel Paul Kenny has reviewed the updated offer. Town Manager Valente stated he has not. Selectman O'Brien suggested Town Counsel reviews the current offer and information and that he prepares a draft Memorandum of Understanding for the Board's review.

Mr. Michelman stated this approach is acceptable, and he encouraged Town Counsel to contact the Friends, if needed.

Selectman Haarde stated it is important for Town Counsel to review the offer before the Board votes. Vice-Chairman Woodard stated the vote by the Board is important because it will be the first symbolic step for this project.

Sudbury resident Nancy Powers, 201 Union Avenue, asked if Town Counsel could report directly to the Board to expedite the process.

Selectman O'Brien recommended, and the Board concurred, that the process not be rushed, and that the Board continues its discussion regarding this offer at its September 17, 2013 meeting.

It was on motion unanimously

VOTED: To request Town Counsel review the offer made by the Friends of the Bruce Freeman Rail Trail 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, and to prepare, if appropriate, an affirmative Memorandum of Understanding and/or agreement for the Board's review at its September 17, 2013 meeting.

Minutes

It was on motion

VOTED: To approve the regular session minutes of July 30, 2013, and the special session minutes for Bond Signing of August 6, 2013.

Vice-Chairman Woodard recused himself from the vote on the July 30, 2013 meeting minutes, and Selectman Haarde recused himself from the vote on the August 6, 2013 meeting minutes.

Council on Aging – Resignation

It was on motion unanimously

VOTED: To accept the resignation of Mary-Lee Mahoney Emerson, 11 Poplar Street, from the Council on Aging, as noted in a letter dated July 28, 2013, and to send a letter of thanks for her service to the Town.

Executive Office of Energy and Environmental Affairs – Land and National Diversity (LAND) Grant – Pantry Brook Farm

Selectman O'Brien recognized the work of Town staff who helped to obtain this \$400,000 grant which had initially been budgeted only for a \$250,000 potential award.

It was on motion unanimously

VOTED: To accept, on behalf of the Town, a grant in the amount of \$400,000 from the Executive Office of Energy and Environmental Affairs Land and National Diversity (LAND) Grant Program for the Pantry Brook Farm preservation project.

Special State Primary Election Warrant

It was on motion unanimously

VOTED: To sign a Special State Primary Election Warrant for posting at Town Hall and in at least three places within each of the five precincts no later than October 8, 2013, at least seven days before the time appointed for said meeting of October 15, 2013, as requested by the Town Clerk.

Newbridge Farm Trust – Removal of Land from M.G.L. c. 61B – Newbridge Road – Discussion

Present: Director of Planning and Community Development Jody Kablack

At 9:43 p.m., Chairman Drobinski opened a discussion regarding the Town's opportunity to exercise its Right of First Refusal option regarding Newbridge Farm Trust. The Board was previously in receipt of copies a memorandum from the Board of Assessors dated July 26, 2013, a letter from Sudbury's Planning Board dated August 1, 2013, a memorandum from Conservation Commission Coordinator Debbie Dineen dated August 1, 2013, a memorandum from the Land Acquisition Review Committee dated August 1, 2013, an email from The Sudbury Valley Trustees Land Protection Specialist Susan Crane dated August 14, 2013, all recommending that the Town not exercise its option to purchase the parcel, and a draft "Discharge of Right of First Refusal."

Ms. Kablack summarized the applicable Chapter 61B guidelines, which grants a property preferential tax status requiring the owners to offer the opportunity for purchase to the Town at the time of sale or conversion of the property to a different use. She explained the owners plan to remove a one-acre lot for sale, which is part of a much larger property, which in its entirety, is listed on the Town's Open Space Plan.

Chairman Drobinski stated the Town has long been interested in acquiring the whole parcel. Ms. Kablack stated the owners have expressed an interest in preserving the larger property, but they have an immediate financial need to resolve at this time. She stated the family has sold off approximately five lots over a long period of time. Ms. Kablack stated that, in the past, and currently, several Boards and committees have reviewed the one-acre lot offer and have recommended that the Town does not exercise its Right of First Refusal, because this particular lot does not sacrifice the ecological value of the larger property.

Chairman Drobinski stated this is the type of property in its entirety which would be a prime candidate for Community Preservation Act funds to be used to protect it from potential Chapter 40B development.

Sudbury resident and abutter Fern Firth, 41 New Bridge Road, is also the broker for the property, and she commented on the remaining frontage of the property, which according to the map locus is 882.95 feet.

Selectman Haarde opined that, if the rear of the property can be preserved, it seems reasonable to allow the owners their options with the frontage.

Chairman Drobinski stated the Town wants to work with the Dickey family, property owners.

Selectman O'Brien suggested sending the property owners a letter stating the Town would like to creatively work with them regarding their property. Ms. Kablack stated the Trust has many beneficiaries and several stakeholders involved.

It was on motion unanimously

VOTED: To not exercise the Town of Sudbury's right of first refusal pursuant to M.G.L. c.61B on a 40,043 +/- sq.ft. lot shown as Lot 3 on Newbridge Road, owned by Newbridge Farm Trust, which is proposed to be converted to a residential use for the construction of a single-family dwelling and is under an executed Purchase and Sale Agreement dated June 20, 2013 for the price of \$305,000, and to sign the "Discharge of Right of First Refusal."

Draft Board of Selectmen's Citizen's Comment Procedure – Discussion

At 9:56 p.m., Chairman Drobinski stated the Board would like to review its policy for receiving citizen's comments. The Board was in receipt of copies of a memorandum from Town Manager Valente dated August 13, 2013, the current Meeting Policy and a draft insertion for the Board of Selectmen's Policies and Procedures.

Town Manager Valente stated she researched how other towns handle this issue to remain in compliance with the State's Open Meeting Law. Most towns do not have any written procedures. However she prepared a draft for review based primarily on input from Wellesley, which has been reviewed by Sudbury's Town Counsel. Town Manager Valente also stated Selectman Simon suggested a sign-up sheet be placed at the rear of Town Hall for citizens, and she distributed copies of a sample sign-up sheet to the Board.

Selectman Simon recommended, and the Board concurred, that the draft procedures and sign-up sheet be posted on the Town website, offering a two-week comment period, and that the topic be added to the Board's September 17, 2013 meeting to allow for feedback from the public.

Sudbury resident Pat Brown, 34 Whispering Pine Road, requested the Board of Selectmen's policies be posted on the Town website. Town Manager Valente stated staff members have been working to complete this project.

There being no further business, the meeting adjourned at 10:05 p.m.

Attest: _____
Maureen G. Valente

AGENDA REQUEST - Item #6

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *August 1, 2012*

Requestor: *Harold Cutler*

Action requested: **CONSENT CALENDAR:**

To grant a special permit for the Colonial Fair and Muster of Fifes and Drums to be held on the Wayside Inn grounds

Financial impact expected: *None*

Background information: *N/A*

Recommendations/Suggested Motion/Vote: *Vote to approve a special permit to Harold Cutler for the Colonial Fair and Muster of Fifes and Drums to be held on the Wayside Inn grounds from 10:00 a.m. to 5:00 p.m. on Saturday, September 28, 2013, subject to conditions and permits required by the Fire and Police Departments and the Board of Health.*

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

Selectmen's Office Section:

Date of Selectmen's Meeting: *September 3, 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)

Harold & Betsey Cutler

163 Landham Road
Sudbury, MA USA
01776-3156

Tele: 978-443-2525
Fax: 978-443-7088
Email: hcutlercfpe@verizon.net

August 26, 2013

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

Greetings:

This letter is to request issuance of a one day (with no designated rain day) permit for the Colonial Fair and Muster of Fifes and Drums to be held on the grounds of the Wayside Inn, off Route 20, From 10:00 AM to 5:00 PM on Saturday, September 28. The program for the day will include a short parade of fife and drum units along Wayside Inn Road from the Grist Mill to the fair ground across from the Wayside Inn. That parade will begin at 12:30 PM.

Please be advised that we will be working with personnel of the Sudbury Police Department as we have in the past on parking and traffic control arrangements. There will be several police officers on traffic detail for the day as well as members of the Companys in control of the off-street parking areas.

We will requesting a permit from the Board of Health required for the sale of food and baked goods at this event. We have also contacted the Sudbury Fire Department for permits for cooking fires used in the encampment of visiting fife and drum units and also during the fair itself.

Please send the permit to Carl Hutchinson, a Faire Co-chair using the enclosed self addressed stamped envelope.

Thank you for your cooperation.

Harold R. Cutler

Hal Cutler

cc: Carl Hutchinson, SCMM

Golden, Patricia

From: Leupold, Bob
Sent: Monday, August 26, 2013 11:38 AM
To: Golden, Patricia
Subject: RE: Processing Colonial Faire License - input requested

A 1-day food permit will be issued by the Board of Health. Bob Leupold

From: Golden, Patricia
Sent: Monday, August 26, 2013 10:26 AM
To: Leupold, Bob; Nix, Scott; Miles, William
Subject: FW: Processing Colonial Faire License - input requested

Good morning,

We received this request for a 1-day permit for a special license for the Colonial Fair and Muster of Fifes and Drums for Saturday, 9/28.

This is on the next Selectmen's agenda, so if you could please respond by Wed, 8/28 with your comments it would be appreciated.

Thank you!

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

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

Golden, Patricia

From: Nix, Scott
Sent: Monday, August 26, 2013 11:02 AM
To: Golden, Patricia
Subject: RE: Processing Colonial Faire License - input requested

Patty,

We do not have any concerns with the event from our perspective other than the stipulation articulated in their letter work with us regarding traffic/pedestrian control. Thank you!

Scott

Respectfully,

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

From: Golden, Patricia
Sent: Monday, August 26, 2013 10:26 AM
To: Leupold, Bob; Nix, Scott; Miles, William
Subject: FW: Processing Colonial Faire License - input requested

Good morning,
We received this request for a 1-day permit for a special license for the Colonial Fair and Muster of Fifes and Drums for Saturday, 9/28.
This is on the next Selectmen's agenda, so if you could please respond by Wed, 8/28 with your comments it would be appreciated.

Thank you!

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

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

Golden, Patricia

From: Miles, William
Sent: Wednesday, August 28, 2013 7:36 AM
To: Golden, Patricia; Whalen, John
Subject: RE: Processing Colonial Faire License - input requested

Good Morning, Patty

The Fire Department has no issues with the Colonial Faire..

If you need anything else, let me know.

Bill

William L. Miles
Fire Chief
Sudbury Fire Department
77 Hudson Road
Sudbury, MA 01776-1666
978-443-2239

From: Golden, Patricia
Sent: Tuesday, August 27, 2013 4:37 PM
To: Miles, William; Whalen, John
Subject: FW: Processing Colonial Faire License - input requested

Hello,

Just a reminder if you could please send your comments by tomorrow on this request scheduled for the 9/3 BOS meeting.

Thank you.

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

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

From: Golden, Patricia
Sent: Monday, August 26, 2013 10:27 AM
To: Leupold, Bob; Nix, Scott; Miles, William
Subject: FW: Processing Colonial Faire License - input requested

AGENDA REQUEST - Item #7

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *July 9, 2013*

Requestor: *Hal Cutler, Co-Chair of the Sudbury Celebrates 375/
Sudbury Day Committee*

Action requested: **CONSENT CALENDAR**

*Vote to appoint Jane Kline to the Sudbury Celebrates 375/Sudbury Day Committee
for a term expiring November 30, 2014.*

Financial impact expected: *None*

Background information: *None*

Recommendations/Suggested Motion/Vote:

*Vote to approve the appointment of Jane Kline, 153 Woodside Road, to the Sudbury
Celebrates 375/Sudbury Day Committee, for a term expiring November 30, 2014, as
requested by Hal Cutler, Committee Co-Chair.*

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

Selectmen's Office Section:

Date of Selectmen's Meeting: *September 3, 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 ()



Sudbury Celebrates 375 / Sudbury Day Committee

Sudbury, Massachusetts

[Subscribe](#)

Sudbury Celebrates 375 / Sudbury Day Committee

It is the intention of the Selectmen in creating **Sudbury Celebrates 375 / Sudbury Day Committee** to provide an instrument for recognizing a significant milestone occurring in 2014 – the 375th anniversary of Sudbury's incorporation in 1639. As such, the Committee shall evaluate fitting events to properly commemorate such a prestigious occasion (anniversary) – events encompassing many Town boards and committees, such as agriculture, conservation/ environmental, cultural/ library, historical, public safety, sports and recreation, etc. The Committee shall be appointed by the Board of Selectmen and shall provide updates to the Board when requested to do so.

Contact

Email: sudbury375@sudbury.ma.us

Entire Sudbury Celebrates 375 / Sudbury Day Committee - Mission Statement

Members

Current Members				
Name	Position	Address	Term	End Date
Hal Cutler	Co-Chairman	163 Landham Rd	1	11/30/2014
Ellen M. Gitelman	Co-Chairman	Address withheld per request	1	11/30/2014
Lisa V. Barth	Member	286 Old Lancaster Road	2	11/30/2014
Jacqueline Bausk	Member	50 Pratts Mill Rd	1	11/30/2014
Joseph D. Bausk	Member	50 Pratt's Mill Road	1	11/30/2014
Marilyn Ellsworth	Member	5 Hop Brook Ln	1	11/30/2014
Judith Gross	Member	9 Blandford Dr	2	11/30/2014
Nancy S. Hamill	Member	16 Pine St	1	11/30/2014
Nancy Hershfield	Member	88 Butler Rd	1	11/30/2014
Sally P. Hild	Member	206 Nobscot Rd	1	11/30/2014
Elin Neiterman	Member	8 Red Oak Dr	2	11/30/2014
Kirsten Roopenian	Member	45 Harness Ln	1	11/30/2014
Susan Rushfirth	Member	48 Harvard Dr	1	11/30/2014
Lee F. Swanson	Member	55 Hudson Rd	2	11/30/2014

Golden, Patricia

From: hcutlercfpe <hcutlercfpe@verizon.net>
Sent: Thursday, August 15, 2013 3:28 PM
To: Golden, Patricia
Cc: Ellen Gitelman
Subject: Re: 375 Committee Donation - 8/20 agenda item?

Patty,

I have conferred with Ellen Gitelman, 375th Celebration Committee Cochair, concerning Jane's appointment and we agree you should proceed with processing of her appointment.

Hal

Harold R. Cutler

163 Landham Road
Sudbury, MA 01776

Telephone: 978-443-2525

On Aug 15, 2013, at 11:48 AM, Golden, Patricia wrote:

Hi again, Hal.

I hope you had a nice vacation. I'm still holding Jane Klein's appointment application. Is the committee still interested in appointing her? If so, I need to schedule for a future Selectmen's agenda.

Thank you.

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

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

From: hcutlercfpe [mailto:hcutlercfpe@verizon.net]
Sent: Thursday, August 15, 2013 8:39 AM
To: Golden, Patricia
Subject: Re: 375 Committee Donation - 8/20 agenda item?

Ignore that last message. I forgot that I had responded while away.

Hal

On Aug 6, 2013, at 10:32 AM, Golden, Patricia wrote:

TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT TO

(Board or Committee Name) Sudbury Celebrates 375/Sudbury Day Com.

BOARD OF SELECTMEN
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

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

Name:

Jane KD Kline

ECC Certificate

MA Notary Public

History Channel
Lifetime Member

Brief resume of background and experience:

see attached. MA Notary Public, Linked IN
co-chair - Gardening Beautifica. Nixon School, now old Curtis, watering key for Peam. Landscape
Sudbury Civic: Garden Club, Domestic Violence Roundtable, past Newcomers, PTO, WW2 charter mem.
Honor Roll

Address:

153 Woodside Road

Home phone:

Work phone:

978-443-4654

- Historic
Boston
- Brain
Science
Foundation

Years lived in Sudbury:

since '85

E-Mail Address:

jane.kline@gmail.com

Municipal experience (If applicable):

former town employee LSRHS, library

Educational background:

Katharine Gibbs School - uncompensated proofreader - bio
Bunker Hill Comm. College

Employment and/or other pertinent experience:

I represent my award-winning artist brother
in his career and PR - NYC, Bos gallery comeback, int'l award.
See resume.

Reason for your interest in serving:

Patriotic, Civil War re-enactor, interest in this pursuit

12th GA Infantry
Yankee 26th Div. WW1
Know Maynard
German
re-enactors

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

part-time

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

no, recent donation of rare Church pew thru Lee Swanson.

JDK

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

Sending Mullin
reference.
Sep.

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

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

Signature

Jane KD Kline

Date

07-19-13

former
Lt. Gov.
candidate

JANE KD KLINE

**153 Woodside Road
Sudbury, MA 01776
janekline@gmail.com
508-308-3340 (cell)
978-443-4654 (landline – primary)
MA NOTARY PUBLIC**

Note: For extensive descriptions on the below job positions, please view my Linked IN online resume with the above name listed. There will be a variety of customer service and volunteer, plus legal support past positions.

Proficiency in most business office machines, including scanner, copiers, faxes, postal and MAC-based, plus PC software, including word processing, keyboarding, stenography, and billing software. Use of proofreading and copy editing marks, when requested; I've freelanced and worked with these recent for area authors. Event planning and fundraising nonprofits and schools. Database management and organization with past training using FilemakerPro. Point of Sale terminals and credit card machine verification. Facebook administrator for account management; Linked IN online resume creator; When I need a tutorial, I usually use www.lynda.com, or I've used the MA Job Force and Work Development Classes for the MS Office trio of Powerpoint/Word/Excel. On Apple products, I've created my own slideshows (with transitions) and iMovies as a beginning for a hobby and always attending Apple Store tutorials.

EDUCATION:

5-year recent range of MA Employee Workforce/Job Development, Marlboro, Newton and Norwood sites, MS Office;

1983-84 – Bunker Hill Community College, Charlestown, MA – 1 year – left due to starting of family – psychology and certification;

1975-76 – Katharine Gibbs School, Boston, MA – Business English, Shorthand, Accounting, Typing and Law preparation – adhered to the strict reputation of this finishing and secretarial school.

1975 – Boone High School, Boone, IA – graduate of a vocational school studies

IN REVERSE CHRONOLOGICAL ORDER:

2011 – Receptionist/Business Office Clerk/Filing/Activities Substituting – Traditions of Wayland, Wayland, MA – 8 months – left to due illness and only recently returning to job searching. Contact Laura Crosby, through Linked IN for reference, former Dir.

2010 – Assistant Book Manager – The Paper Store, Maynard, MA – 1 year – left due to hours reduced; inventory and special orders, merchandising, constant customer contact with POS training and closing of store operations assistance—while there I was doing shift work, supervising teen clerks, and raising the percentage of sales in all departments.

2009 - Lincoln Public Schools, Lincoln, MA – secretary to the METCO Director, Academic Adviser, Social Worker; 100 students and liaison with the Boston families and with the entire school departments.

2007-2008 – Smith & Duggan, Lincoln and Boston, MA, paralegal, receptionist, and legal billing for civil defense, 3 partners and 3 associates; ordered supplies and worked with the hiring committee; file management and tailoring of legal documents, made deadlines with correspondence and court-sensitive documents.

2006 – Temporary office work with Beacon West Placement Services (theatre software and reception for a ballet company); Nashoba Valley Placement, Acton – law library filing for a recently transferred 50 states merging of all hard copy libraries to a clearing house.

2002-2006 – Goodnow Library, Sudbury, MA – circulation clerk, part-time with handling the requests of a very busy library in the Minuteman Library Network, involvement with The Friends and the technical services department for attention to detail labeling.

2001-2007 – Assistant to the Director of Communications, Lincoln-Sudbury Regional High School, Sudbury, MA – oversaw approximately 25 teen editors and photographers to produce an award-winning 350-page color yearbook- promoted to Business Manager and created ads for community and parents, increasing sales. Troubleshooter with all of the departments in the school.

1993-1999 – The Want Advertiser and Wheels, Etc. Publications, Sudbury, MA – proofreader and copyeditor. Twice weekly, proofed downloaded galley sheets, wrote ad text, improving the content and sales, made suggestions regarding photos, and learned the reception area. I reported to the supervisors of the data entry clerks and made the deadlines for printing.

1978-1984 – Hale and Dorr, Boston, MA (aka Wilmer.Hale), legal secretary, word processor, and paralegal work in many departments of this Top 3 Boston law firm with offices located around the country. Overtime was a constant as I was putting my spouse through computer programming school. I was part of the early days of learning the word processing, legal billing and record management for many partners and associates, including supervisory heads of departments.

1976-1978 –Sundstrand Hydro-Transmission, Ames, Iowa – secretary to Quality Assurance and Quality Control Departments, including the Director of Engineering;

1975 – Rochelle State Bank, Rochelle, Illinois – secretary to bank president, two vice presidents, and opened up bank accounts within a receptionist setting, assisted with the tellers – FBI training.

Recent involvement with my brother's apparel factory business (merchandising and inventory), and promotion of his NYC/Soho art business, as I manage his Linked IN online resume and have been supportive with correspondence and communications with his contacts, including a movie producer for his trademarked game, which is now in negotiations. I can supply his resume (which I created) and reference from him.

Boston landlord – 1980 – 1985 – North End, 3-units; Beacon Hill, 2 studio-abutting condos with separate entrance carriage house. Property management in Sudbury, MA, 1 home, 5 years.

~~~~~

Historic Bostons, Member;

Domestic Violence Roundtable, Lincoln, Wayland and Sudbury, Member;

Volunteer, Brain Science Foundation, Wellesley, MA;

Volunteer, Seniors Classic PGA, Nashawtuc CC, Concord, MA; LPGA, Granite Links, Quincy, MA,; lifelong golfer, high school team, member of EWGA

Archdiocese of Boston – 12 years of teaching with basic teacher training and volunteer within the church setting,

Early Childhood Certification with MA – current

Elvis Presley Insiders Club – self-appointed Elvis historian and given programs on it in an Assisted Living setting;

Bridge player, intermediate – started a bridge group with Stow COA director, recent.

Dementia-trained for Alzheimer's Disease and free-lanced as an elder care companion and trained in hospice.

Sudbury Garden Club: Gardening and Beautification co-chair for 2-3 new schools in Sudbury, MA, where I planned with the PTO and the principals the new layouts and carried them out, as a volunteer, making diagrams of those plantings, including watering year round for the Permanent Landscape Committee

Proud achievement: mother to 4 successful children, with 2 graduates from Cornell University and 1 from Quinnipiac University, current Eagle Scout son/BOSTON GLOBE Div. , captain all-star, state champion volleyball team, at UMass/Amherst. Involved with their scouting and 1 daughter is a Gold Award girl scout.

**References available upon request**



# **AGENDA REQUEST- Item #8**

## **BOARD OF SELECTMEN**

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

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

**Requestor:** *Bullfinch's Restaurant, T. Scott Richardson, Mgr.*

**Action requested:** **CONSENT CALENDAR:**

*To renew the current Sunday Entertainment License for Bullfinch's Restaurant*

**Financial impact expected:** *\$250 license fee to General Fund*

**Background information:** *Annual renewal for jazz trio to play during Sunday brunch. There have not been any issues with this license.*

**Recommendations/Suggested Motion/Vote:** *Vote to renew the current Sunday Entertainment License for Bullfinch's, Inc., d/b/a Bullfinch's Restaurant, 730 Boston Post Road, for a live jazz trio from 11:00 a.m. to 2:00 p.m., for the period of September 8, 2013 to August 31, 2014.*

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

*None*

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

**Date of Selectmen's Meeting:** *September 3, 2013*

**Board's action taken:**

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

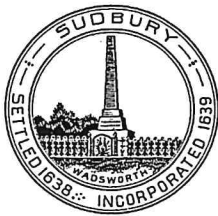
**Future Agenda date (if applicable):**

**Distribution:**

**Town Counsel approval needed?**

**Yes ( )**

**No ( X )**



# Town of Sudbury

Office of Selectmen

Flynn Building  
278 Old Sudbury Rd  
Sudbury, MA 01776-1843  
978-639-3381  
Fax: 978-443-0756

[selectmen@town.sudbury.ma.us](mailto:selectmen@town.sudbury.ma.us)

August 19, 2013

Mr. T. Scott Richardson, Manager  
BULLFINCH'S  
730 Boston Post Road  
Sudbury, MA 01776

Dear Mr. Richardson:

This letter is to advise that Bullfinch's Sunday entertainment license expires on September 1, 2013.

If you wish to renew this license for another year, please complete and sign the enclosed duplicate application forms and return them to the Selectmen's Office on or before Wednesday, August 28, 2013 to prepare for the Board of Selectmen's meeting on Tuesday, September 3<sup>rd</sup>. We have already filled in the current licensing year for you. Payment to the Commonwealth of Massachusetts in the form of a money order or certified or registered check in the amount of \$100 and \$250 payable to the Town of Sudbury should accompany your application.

Additionally, your attention is directed to the enclosed tax attestation form which is required by the Department of Revenue with all applications.

Also, please note that the state Workers' Compensation Act requires local licensing authorities to withhold license renewals if the licensee has not provided evidence of its compliance with the Act's requirement to provide workers' compensation insurance for its employees. A copy of the current policy or a certificate of insurance is satisfactory.

Thank you for your prompt attention to this matter.

Very truly yours,

Patricia B. Golden  
Selectmen's Office



State Fee, \$ 100  
Municipal Fee, \$ 250

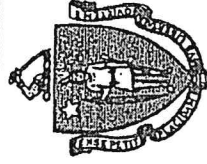
THE COMMONWEALTH OF MASSACHUSETTS

Town OF Sudbury

LICENSE

for  
Public Entertainment on Sunday

Bullfinch's Inc., d/b/a Bullfinch's, T. Scott Richardson, Manager



license for Live Jazz Trio is hereby granted a  
(Type of entertainment) on, Sun., Sept. 8, 2013 to Sun., August 31, 2014  
to be conducted at No. 730 Boston Post Road (Date)  
Street.

The name of the establishment is Bullfinch's Inc., d/b/a Bullfinch's, T. Scott Richardson, Manager

This license is granted and accepted, and the entertainment approved, upon the understanding that such entertainment will not commence before 1 P.M. and that the licensee shall comply with the laws of the Commonwealth applicable to licensed entertainments, and also to the following terms and conditions:

The licensee shall not advertise his place of amusement, or any performance or exhibition therein, by means of pictorial posters or placards of an obscene or indecent nature; shall not, in his place of amusement, allow any person to wear a head covering which obstructs the view of other spectators; shall at all times allow any person designated in writing by the Mayor, Board of Selectmen, or Commissioner of Public Safety, to enter and inspect his place of amusement and view the exhibitions and performances therein; shall permit regular police officers, detailed by the Commissioner of Public Safety or Chief of the local Police Department to enter and be about his place of amusement during performances therein; shall employ to preserve order in his place of amusement only regular or special police officers designated therefor by the Chief of Police, and shall pay to said Chief of Police for the services of the regular police officers such amount as shall be fixed by him; shall permit at all times to enter and be about his place of amusement such members of the Fire Department as shall be detailed by the Chief Engineer of the Fire Department to guard against fire; shall keep in good condition, so as to be easily accessible, such standpipes, hose, water pails, axes, chemical extinguishers and other apparatus as the Chief Engineer of the Fire Department may require; shall allow such members of the fire department, in case of any fire in such place, to exercise exclusive control and direction of his employees and of the means and apparatus provided for extinguishing fire therein; shall permit no obstruction of any nature in any aisle, passageway or stairway of the licensed premises, nor allow any person therein to remain in any aisle, passageway or stairway during an entertainment; and shall conform to any other rules and regulations at any time made by the Mayor or Board of Selectmen.

This license shall be kept on the premises where the entertainment is to be held, and shall be surrendered to any regular police officer or authorized representative of the Commissioner of Public Safety.

This license is issued under the provisions of Chapter 136 of the General Laws, as amended, and is subject to revocation at any time by the Mayor, Board of Selectmen, or Commissioner of Public Safety.

The following numbers shown on  
program submitted are not approved:

Mayor or Selectmen

Do not write in this space

THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES



## Application for License for Public Entertainment on Sunday

Sept. 3, 2013

Hon. John D. Drobinski

Mayor,  
Chairman of Board of Selectmen, Sudbury

(Date)

(City or Town)

Dear Sir:

The undersigned, in accordance with chapter 136 of the General Laws, as amended, hereby requests a license for \_\_\_\_\_

## Live Jazz Trio

**Bullfinch's Inc., d/b/a Bullfinch's, T. Scott Richardson, Manager**

(Insert Description of Entertainment)

in or on the property at No. 730 Boston Post Road Street

on Sun., Sept. 8, 2013 to Sun., August 31, 2014, from 11 AM P.M. to 2:00 P.M.  
(Date) (Name of Building)

(Date)

The concert or entertainment above mentioned is to be in keeping with the character of the Lord's Day and not inconsistent with its due observance.

**Licensee or**

ay and not inconsistent with its due obs

Scott Richardson

Authorized representative.

(Sign name legibly)

Home Address,

4 Blueberry In

Hudson MA 01749

**PROGRAM OF CONCERT OR ENTERTAINMENT**

[illegible]

**THIS APPLICATION AND PROGRAM MUST BE SIGNED BY THE LICENSEE OR AUTHORIZED REPRESENTATIVE OF ENTERTAINMENT TO BE HELD. NO CHANGE TO BE MADE IN THE PROGRAM WITHOUT PERMISSION OF THE AUTHORITIES GRANTING AND APPROVING THE LICENSE.**

THE FEE OF \_\_\_\_\_ DOLLARS TO ACCOMPANY THIS APPLICATION AND PROGRAM WHEN FORWARDED TO THE COMMISSIONER OF PUBLIC SAFETY FOR APPROVAL.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/27/2013

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><br>Insurance Marketing Agencies, Inc.<br>306 Main Street<br>Worcester MA 01608                           |  | <b>CONTACT NAME:</b> Jody B. Champlin<br><b>PHONE (A/C, No, Ext):</b> 508-471-1112<br><b>E-MAIL ADDRESS:</b> jbc@imaagency.com<br><b>FAX (A/C, No):</b> 508-471-1812 |  |
| <b>INSURED</b><br>BULLF<br>Bullfinch's, Inc.<br>D/B/A Bullfinch's Restaurant<br>730 Boston Post Road<br>Sudbury MA 01776 |  | <b>INSURER(S) AFFORDING COVERAGE</b><br>INSURER A: Technology Insurance Company<br>INSURER B:<br>INSURER C:<br>INSURER D:<br>INSURER E:<br>INSURER F:                |  |

## COVERAGES

CERTIFICATE NUMBER: 1943125247

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                                                                                                   |                                     |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|---------------|-------------------------|-------------------------|----------------------------------------------------------------------------------------------------------|-------------------------------------|
|          | <b>GENERAL LIABILITY</b><br><input type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC |           |          |               |                         |                         | EACH OCCURRENCE                                                                                          | \$                                  |
|          |                                                                                                                                                                                                                                                                                                      |           |          |               |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence)                                                                | \$                                  |
|          |                                                                                                                                                                                                                                                                                                      |           |          |               |                         |                         | MED EXP (Any one person)                                                                                 | \$                                  |
|          |                                                                                                                                                                                                                                                                                                      |           |          |               |                         |                         | PERSONAL & ADV INJURY                                                                                    | \$                                  |
|          |                                                                                                                                                                                                                                                                                                      |           |          |               |                         |                         | GENERAL AGGREGATE                                                                                        | \$                                  |
|          |                                                                                                                                                                                                                                                                                                      |           |          |               |                         |                         | PRODUCTS - COMP/OP AGG                                                                                   | \$                                  |
|          |                                                                                                                                                                                                                                                                                                      |           |          |               |                         |                         |                                                                                                          | \$                                  |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input type="checkbox"/> HIRED AUTOS<br><br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS                                                     |           |          |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident)                                                                      | \$                                  |
|          |                                                                                                                                                                                                                                                                                                      |           |          |               |                         |                         | BODILY INJURY (Per person)                                                                               | \$                                  |
|          |                                                                                                                                                                                                                                                                                                      |           |          |               |                         |                         | BODILY INJURY (Per accident)                                                                             | \$                                  |
|          |                                                                                                                                                                                                                                                                                                      |           |          |               |                         |                         | PROPERTY DAMAGE (Per accident)                                                                           | \$                                  |
|          |                                                                                                                                                                                                                                                                                                      |           |          |               |                         |                         |                                                                                                          | \$                                  |
|          | <b>UMBRELLA LIAB</b><br><input type="checkbox"/> EXCESS LIAB<br><br>DED <input type="checkbox"/> RETENTION \$                                                                                                                                                                                        |           |          |               |                         |                         | EACH OCCURRENCE                                                                                          | \$                                  |
|          |                                                                                                                                                                                                                                                                                                      |           |          |               |                         |                         | AGGREGATE                                                                                                | \$                                  |
|          |                                                                                                                                                                                                                                                                                                      |           |          |               |                         |                         |                                                                                                          | \$                                  |
| A        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                        |           | N/A      | TWC3324954    | 8/1/2013                | 8/1/2014                | X WC STATUTORY LIMITS<br>E.L. EACH ACCIDENT<br>E.L. DISEASE - EA EMPLOYEE<br>E.L. DISEASE - POLICY LIMIT | \$500,000<br>\$500,000<br>\$500,000 |

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

Restaurant  
Evidence of Workers Compensation Insurance - To Renew Liquor License

## CERTIFICATE HOLDER

## CANCELLATION

|                                                                                              |                                                                                                                                                                |
|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Town of Sudbury<br>Selectman's Office-Flynn Bldg<br>278 Old Sudbury Road<br>Sudbury MA 01776 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
|                                                                                              | AUTHORIZED REPRESENTATIVE<br>                                                                                                                                  |

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# AGENDA REQUEST - Item #9

## BOARD OF SELECTMEN

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

**Date of request:** *August 21, 2013*

**Requestor:** *Maureen Valente*

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

*Discussion and vote on establishing a working group to handle tasks associated with helping the BOS make Town Counsel decision.*

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

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

**Recommendations/Suggested Motion/Vote:** *Discussion and vote on establishing a working group to handle tasks associated with helping the Board make Town Counsel decision.*

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

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

**Date of Selectmen's Meeting:** *September 3, 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 Counsel Review Committee**

### **Charge/Mission**

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.

### **Suggested Membership of the Review Committee**

Two members of the Board of Selectmen  
One member of the Board of Assessors  
Town Moderator  
Assistant Town Manager  
Facilities Director  
Planning and Community Development Director  
Police Chief  
Town Finance Director

### **Schedule for Committee**

To be determined

# **AGENDA REQUEST - Item #10**

## **BOARD OF SELECTMEN**

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

**Date of request:** *August 21, 2013*

**Requestor:** *Maureen Valente*

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

*Discussion on OPEB Strategic Planning and establishing a committee.*

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

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

*see attached draft mission statement*

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

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

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

**Date of Selectmen's Meeting:** *September 3, 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 ( )**

## **Draft Mission Statement for OPEB Working Group**

### **Charge/Mission**

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/SPS and the L-S Regional High School.

These liabilities may require separate strategies for Town/SPS than L-S, due to the different historic benefit packages offered that caused the different levels of liability. And 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.

### **Tasks**

The working group should include at a minimum the following as expected tasks

1. What have other towns done? Using the Strategic financial Planning Report as a starting point, develop a baseline assessment of other AAA towns, their approaches and the logic they are using for their decisions. What is their expectation for what their approach will achieve?
2. Can the Employer amount of funds remaining in the Health Claims Trust Fund be transferred into the Town’s OPEB fund to pre-fund a significant amount of the Town/SPS’s liabilities?
3. Are there changes that need to be made in providing for future funding for new hires for the Town, SPS and L-S?
4. Are there other actions that the Town or L-S could take to reduce the unfunded liabilities?
5. Should the annual operating budget include an increased set aside each year for OPEB and if so, what should that amount be? Where should these funds come from?
6. Is doing nothing an option? What are the implications of the do-nothing option?

### **Suggested Membership of the Working Group**

2 Selectmen

2 FinCom members

1 SPS member

1 L-S member

Town Manager

Assistant Town Manager

Town Finance Director

LS Finance Director

SPS Finance Director



# AGENDA REQUEST - Item #11

## BOARD OF SELECTMEN

### Requestor's Section:

Date of request: *August 21, 2013*

Requestor: *Maureen Valente*

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

*Discussion on establishing a working group regarding Strategic Planning – Capital Financing*

Financial impact expected: *None.*

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

*see attached draft mission statement*

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

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

### Selectmen's Office Section:

Date of Selectmen's Meeting: *September 3, 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 ( )

## **Draft Mission Statement for Capital Financing Working group**

### **Charge/Mission**

To generate, evaluate and report on strategies and options, both short and long term, for ensuring adequate funding for the capital projects and to protect the Town's investment in its capital assets. The capital projects have been outlined in the Strategic Financing Planning Report. This report is a working document that the Board, Finance Committee, Capital Improvement Advisory Committee and staff can use for discussing and scheduling capital projects.

### **Tasks**

The working group should include at a minimum the following as expected tasks:

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?

Using the Strategic Financial Planning Report as a starting point, develop a multi-year financing plan for debt issuance.

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.

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.

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 the items listed in the report.

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.

### **Members**

2 Selectmen  
2 FinCom members  
1 SPS  
1 L-S  
2 CIAC members  
Town Manager  
Assistant Town Manager  
Finance Director  
LS Business Manager  
SPS Business Manager  
Town/SPS Facilities Director



# AGENDA REQUEST - Item #12

## BOARD OF SELECTMEN

### Requestor's Section:

**Date of request:** *August 21, 2013*

**Requestor:** *Maureen Valente*

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

*Discussion of Town Forum bylaw*

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

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

*see attached memo*

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

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

### Selectmen's Office Section:

**Date of Selectmen's Meeting:** *September 3, 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: August 21, 2013  
To: Board of Selectmen  
From: Maureen G. Valente, Town Manager  
Subject: Town Forum Bylaw  
CC: Senior Staff

With permission of Chairman Drobinski, I have added a discussion of the Town Forum bylaw to your agenda for 9/3/13. At the Goal Working Session held on August 21, many ideas were circulated as to how to conduct this Forum. I have summarized some of the ideas below.

1. Instead of a head table/audience style, have a large room with tables, each the spot for conversation on a different topic. Residents could choose to drop in on whichever topics they preferred.
2. Have separate break out rooms after an initial introductory meeting in a plenary room.
3. Follow the Lincoln model where the Board of Selectmen set the form and agenda, and they lead the discussion of items of the Board's choosing.
4. Ask residents ahead of time to suggest the topics for the Forum's discussion and use the time to discuss that. Boards and staff can be prepared for those topics.
5. Have a panel of Chairmen from various boards at head table; briefly they can talk about their committee's goals and efforts for the year, then open up to audience questions.
6. Focus on pre- Town meeting and the articles and efforts that are expected to be raised at 2014 Annual Town Meeting.

### Issues to consider

1. As the AG's office notes, the bylaw does not state who is charged with coordinating and scheduling the Town Forum. I believe the Board of Selectmen should do this work, as you publicly endorsed this bylaw at Town Meeting.
2. As the AG's office notes, it is not clear what the Open Meeting law requirements and limitations are for this Town Forum. A meeting of the Board of Selectmen or any other Town board or committee requires that an agenda be prepared listing those items that the Chair(s) reasonably anticipates will be discussed at the meeting. The AG's office suggests that you work with Town Counsel office on this, and after you determine the format of this forum, you may want to take that step.
3. The bylaw requires this Annual Forum once per year but it does not specify when it will be held. You should discuss this.
4. The bylaw appears to apply only to Town officials – not any school officials.

5. There is no budget for this meeting. Of course there is a budget for holding Town Meeting at L-S and it includes items such as the audio system that is used, police details for parking and traffic, etc. L-S does not charge for renting the hall, but there are charges for the custodians to keep the building open and close up and clean up afterwards. You could hold the Forum at Town Hall, if you expect that attendees and staff together will be less than 150 (I think that is the maximum capacity, but we do not have enough chairs for that total without custodians doing a lot of work to move them from other buildings. And since we do not have night custodians, any such needed work will likely require overtime costs.