

**SUDBURY BOARD OF SELECTMEN – AGENDA**  
**TUESDAY, APRIL 29, 2014**  
**6:30 PM, Flynn Building, Silva Conference Room, 278 Old Sudbury Road**

1. 6:30 Meet and interview Christine Nihan, candidate for position of Town Accountant for the Town of Sudbury.
2. 6:45 **Vote** Vote to enter into Executive Session to conduct contract negotiations with nonunion personnel Town Manager Maureen Valente and Town Counsel Paul Kenny, wherein strategy discussion in an open meeting may have a detrimental effect on the bargaining position of the Board.  
  
7:25 **Vote to end Executive Session and reconvene in open session and continue meeting at Lower Town Hall, 322 Concord Road**
3. 7:30 Opening remarks by Chairman
4. 7:35 Reports from Town Manager
5. 7:40 Reports from Selectmen
6. 7:45 Statement from Board of Selectmen on Johnson Farm 40B litigation and question of voting to sign letter to Department of Environmental Protection
7. 8:00 Citizen's comments on items not on the agenda
8. 8:05 Discussion with proponent of Petition Article #43: Resolution – Adopt C61A Lands Policy (*petitioner Susan Doherty to attend*)
9. 8:20 Meet with Mike Melnick, chairman of the Permanent Building Committee, Jim Kelly, Facilities Director and Scott Nix, Police Chief, for an update on the Police Station project (Article 14).
10. 8:35 Meet with Community Preservation Committee regarding CPC articles.  
Article 29: Town-Wide Walkways  
Article 30: Sudbury Housing Trust Allocation  
Article 31: Historic Projects  
Article 32: Bruce Freeman Rail Trail Design  
Article 33: Melone Property Engineering  
Article 34: SHA Preservation Project  
Article 35: Amend Art. 43/2006 ATM SHA Unit Buy Down
11. 9:00 **Vote Public Hearing:** Review Application of Sun Edison for site plan approval to construct a photovoltaic system on the LSRHS property, and vote whether or not to approve this project.

*These agenda items are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

12. 9:20 Meet with Planning board regarding Zoning bylaw articles.  
Article 38: Medical Marijuana Treatment Centers  
Article 39: Art. IX, Section 2326 Accessory Structures  
Article 40: Art IX, Section 4100 Flood Plain Overlay District  
Article 41: Art. IX – Delete Section 4500, Wastewater Treatment Facilities
13. 9:30 Continued discussion regarding Minuteman Regional Vocational Technical High School and Town Meeting Article #4 Operating Budget and Article #27 Regional agreement amendments.  
(a) Question of adopting the so-called Needham Resolution  
(b) Further discussion of Board’s position of article #27  
(c) Meet with Minuteman School Committee member, David Manjarrez, at his request regarding proposed amendment to Article 4 as it relates to Minuteman High School
14. 9:40 Discussion regarding updated information on Town Meeting articles with particular attention to:  
Article 4 FY15 Operating Budget  
Article 13 FY15 Capital Budget  
Article 15 Fire Department Ambulance and Fire Engine  
Article 16 DPW Rolling Stock replacement  
Article 17 Technology Infrastructure Improvement – LSRHS  
Article 19 School Driveways, parking lot, and sidewalks improvements  
Article 21 Fairbank Community Center Roof Project  
Article 22 Energy Services Company Energy Improvement Program  
Article 23 Nixon School – Partial Roof, Window and Door Replacements  
Article 24 DPW Rolling Stock Stabilization Fund  
Article 25 Energy Saving Programs Stabilization Fund

---

**Miscellaneous (Untimed)**

15. **Vote/Sign** Question of ratifying the terms of a successor Employment Agreement with Town Manager Maureen G. Valente for the period July 1, 2014 through June 30, 2017, if such an agreement is approved at an Executive Session scheduled for 6:45 PM on 4/29/14.
16. **Vote/Sign** Question of ratifying the terms of a successor Memorandum of Understanding with Town Counsel Paul L. Kenny for the period July 1, 2014 through June 30, 2017 if such agreement is approved at an Executive Session scheduled for 6:45 PM on 4/29/14.
17. **Vote** Question of appointing Christine Nihan to the position of Town Accountant for the Town of Sudbury effective May 19, 2014, as recommended by Andrea Terkelsen, Finance Director, in a memo dated April 24, 2014.
18. **Vote** Question of appointing Robin Porcella, Assistant Town Accountant, to serve as Acting Town Accountant, from the period May 1 until May 18, 2014.
19. **Vote** Discuss/vote Senior Veteran Tax Work-off Guidelines as requested by Debra Galloway, Senior Center Director

*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.*

20. Question of nominating candidates to MAPC Executive Committee or nominating other individuals for other awards as indicated in a letter received from MAPC dated March 31, 2014, and as noted in a memo from Patty Golden.
- 

**Consent Calendar:**

21. **Vote** Vote to approve the April 8, 2014 regular session meeting minutes.
22. **Vote/Sign** Vote to enter into Town Record and congratulate John Patrick Mannherz, 33 Cudworth Lane; Charles Vernon Keighley IV, 10 Boston Post Road; Austin Todd Heisey, 60 Blackmer Road; and Christian Helgeson, 4 King Philip Road; all of Troop 61, to be recognized at a Court of Honor at 3:00 p.m. on May 31, 2014, at Memorial Congregational Church, for achieving the high honor of Eagle Scout.
23. **Vote/Sign** Vote to enter into Town Record and congratulate Alexander Benton, 7 Forest Street; Joseph Malcolm Mooney, 27 Powers Road; Frederick John Rust, 177 Haynes Road; and Andrew James Wilkins, 34 Meadow Drive; all of Troop 63, to be recognized at a Court of Honor at 3:00 p.m. on May 26, 2014, at Our Lady of Fatima Parish, for having achieved the high honor of Eagle Scout.
24. **Vote** Question of voting to recommend the state reappointment of Judith Deutsch, 41 Concord Road, to the Sudbury Housing Authority, as requested by Jo-Ann Howe, for Sheila Cusolito, Sudbury Housing Authority Executive Director.
-

# AGENDA REQUEST - #1

## BOARD OF SELECTMEN

NOTE: 6:30 pm in Silva Room Flynn Building

### **Requestor's Section**

**Item Name:** *Meet and interview Christine Nihan, candidate for position of Town Accountant for the Town of Sudbury*

**Date of request:** *4.29.14*

**Requestor:** *Andrea Terkelsen, Finance Director*

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

*To meet with the candidate and be prepared for a vote later in the meeting, under agenda item 17, to appoint Ms. Nihan to this position.*

**Financial impact expected:**

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

**Recommendations/Suggested Motion/Vote:**

*None under this agenda item.*

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

*Andrea Terkelsen, Finance Director*

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

**Date of Selectmen's Meeting:** *4/29/14*

**Board's action taken:**

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

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

**Distribution:**

**Town Counsel approval needed?**

**Yes (X)**

**No ( )**

- 1 -

**MEMORANDUM**

TO: Board of Selectmen  
CC: Maureen Valente, Town Manager  
FROM: Andrea Terkelsen, Finance Director  
DATE: April 25, 2014  
RE: Appointment Request for Town Accountant

---

**Vote Request**

To approve the appointment of Christine Nihan as Town Accountant for an indefinite term of office beginning May 19, 2014, as recommended by Finance Director Andrea Terkelsen, to fill the vacancy occasioned by the retirement of Barbara Chisholm. This appointment is subject to all conditions set forth in her letter of appointment and Sudbury's personnel handbook.

**For your consideration**

Christine is a finance professional with close to thirty years of experience, the last five plus spent working in municipal accounting. Christine is an accounting and business masters graduate of Northeastern University and MA licensed certified public accountant. Christine is an active member of the Massachusetts Municipal Auditors' & Accountants' Association (MMAAA) and is currently working towards meeting all the educational and experience requirements to be recognized as a Certified Governmental Accountant (CGA) by the Association.

Christine's appointment is further recommended by an interview panel comprised of Board Vice Chair Chuck Woodard, Dan Sullivan, a partner of the Town's audit firm CliftonLarsonAllen, LLP, Town Manager Maureen Valente, Assistant Town Manager Maryanne Bilodeau, SPS Business Manager Mary Will and myself, as Finance Director for the Town.

She comes to us with a very desirable combination of experience, skills, personality and work ethic. I am very pleased to bring forth her candidacy to the Board for consideration and am confident that Christine will be a welcomed and worthy addition to Sudbury's Finance team.

**AGENDA REQUEST - #6**  
**BOARD OF SELECTMEN**

**Requestor's Section**

**Item Name:** *Statement from the Board of Selectmen on Johnson Farm 40B and question of voting to sign a letter to DEP*

**Date of request:** *4.29.14*

**Requestor:** *Town Manager Valente*

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

*To issue a statement from the Board and vote to sign the letter to DEP*

**Financial impact expected:**

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

**Recommendations/Suggested Motion/Vote:**

*To issue a statement from the Board and vote to sign the letter to DEP*

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

*Town Manager Valente*

**Selectmen's Office Section**

**Date of Selectmen's Meeting:**            *4/29/14*

**Board's action taken:**

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

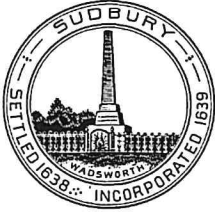
**Future Agenda date (if applicable):**

**Distribution:**

**Town Counsel approval needed?**

**Yes (X)**

**No ( )**



# Town of Sudbury

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

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

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

April 29, 2014

Mr. Eric Worrall, Acting Regional Office Director  
MassDEP, Northeast Region  
205B Lowell Street,  
Wilmington, MA 01887

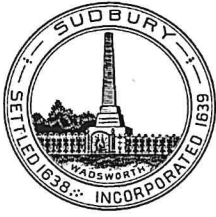
RE: DEP File #301-1068, OADR Docket No. WET-2013-030  
Johnson Farm, Landham Road, Sudbury, MA

Dear Mr. Worrall:

The Sudbury Board of Selectmen has recently been made aware of a Settlement Agreement and side agreement regarding DEP File #301-1068, OADR Docket No. WET-2013-030 which was signed by the Sudbury Conservation Commission regarding the Johnson Farm development located on Landham Road in Sudbury. The Selectmen were not aware of the extent of negotiations on this development, and want to make DEP aware of the Town's concerns for certain aspects of the plan and process so as not to restrict the Town from making changes as this development proceeds to final review by the Zoning Board of Appeals.

We are cognizant that the revised plan proposes a reduction in the overall footprint of disturbance, especially the reduction in alteration near wetland resource areas, which is far less than in the original plan. We also understand that the side agreement signed by the Conservation Commission and the developer includes further protection of the wetlands and resource areas with the placement of a Conservation Restriction on a significant portion of the property, and the installation of denitrification treatment on the septic system.

What we are concerned about are the overall changes to the development plan which are under the lawful jurisdiction of the Zoning Board of Appeals. These details, including the location of structures, the number of units in the development, building height and style of development, must be properly proposed and reviewed by the Zoning Board of Appeals. And while we understand that the overall development plan and its infrastructure could have impacts on the wetland resources under DEP's jurisdiction, sanctioning them through the DEP appeal process is strenuously opposed by the Town of Sudbury since further changes to the plan are likely during the ZBA process. The Zoning Board must be given the opportunity to review the revised plan, and have the ability to modify the development through its own process.



# Town of Sudbury

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

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

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

To this end, we request that any reference to the structural representations on the DEP-approved plan (building configuration details, type, height, number of units, etc.) be removed, leaving only a maximum footprint of disturbance area and maximum wastewater flow approved indicated on the plan. Further, the Board of Selectmen request that any Superseding Order of Conditions include a comment that the plan details are subject to approval by the Zoning Board of Appeals. Leaving these details to Zoning Board of Appeals to determine may avoid further plan amendments

Please consider these issues as you complete your adjudication process. If there are any questions, do not hesitate to contact the Town Manager, Maureen Valente, at the phone number indicated above.

Sincerely,

John C. Drobinski, Chairman  
Sudbury Board of Selectmen

cc: Elizabeth Kimball, DEP Senior Counsel  
Sudbury Conservation Commission  
Sudbury Zoning Board of Appeals  
Robert Moss, Madison Place Sudbury, LLC



## DRAFT STATEMENT

The Selectmen held an executive session on April 14, 2014 jointly with the Conservation Commission and Board of Appeals to discuss strategy concerning the pending litigation regarding at the Land Court and the Department of Environmental Protection (DEP). While the details of the executive session cannot be disclosed, the Selectmen have chosen to participate in the litigation going forward.

At this time, the Board is advising the community that they are immediately sending a letter to DEP regarding DEP's pending appeal of the Johnson Farm matter, which is proceeding through the adjudicatory process with regard to wetland issues only. The letter basically indicates that the Selectmen want to make DEP aware of their concerns for certain aspects of the plan and process so as not to restrict the Town from making changes as this development proceeds to review by the Zoning Board of Appeals. The DEP hearings should not be concluded for a couple of months with the intervener's taking the lead.

The next step after DEP will be a return of the application to the Board of Appeals for their review. The return to the Board of Appeals is at least a couple of months away after the adjudicatory process at DEP. The Selectmen have indicated financial support for hiring Special Counsel to advise the Board of Appeals.

Once the application returns to the Board of Appeals, the Board of Selectmen plan to send a letter to MassHousing identifying conditions of the Project Eligibility letter dated January 20, 2011 which will be impacted, changed or removed by the revised plan, and request they review the conditions and issue a new Project Eligibility letter.

# AGENDA REQUEST – Item #8

## BOARD OF SELECTMEN

### Requestor's Section

**Date of request:** *March 27, 2014*

**Requestor:** *Board of Selectmen at prior meeting*

**Action requested:** *Discussion of Town Meeting petition article #43 –  
Resolution – Adopt C61A Lands Policy*

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

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

**Recommendations/Suggested Motion/Vote:** *Discussion only*

**Person(s) expected to represent Requestor at Selectmen's Meeting:**  
*Susan Doherty, petitioner, will attend*

### Selectmen's Office Section

**Date of Selectmen's Meeting:** *April 29, 2014*

**Board's action taken:**

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

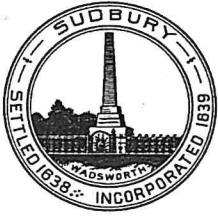
**Future Agenda date (if applicable):**

**Distribution:**

**Town Counsel approval needed?**

Yes ( )

No ( )



# Town of Sudbury

Planning and Community Development Department

Jody A. Kablack, Director

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

<http://www.sudbury.ma.us/services/planning>  
[kablackj@sudbury.ma.us](mailto:kablackj@sudbury.ma.us)

TO: Board of Selectmen  
FROM: *gak* Jody Kablack, Director of Planning and Community Development  
RE: 2014 ATM, Article 43 – Sale of Land Under Chapter 61  
DATE: April 25, 2014

As the Selectmen look to my office for advice on matters related to land purchases and preservation, and also for coordination of all requests under MGL Chapter 61, I am providing my recommendations on the above petition article under consideration at the 2014 Annual Town Meeting. It is understandable why this petition was submitted. The neighbors, and many residents, were disappointed in the Selectmen's decision in December of 2013 not to exercise its right of first refusal to purchase the property at 233 Concord Road. However, that decision was after consultation with many Town Boards, and was not made unlawfully, or without strict compliance with the law. This policy, if it were in effect at the time, would likely not have resulted in a different outcome.

Overall, I find this article to be redundant to the statute in many areas, and confusing in other areas. MGL Chapter 61, 61A and 61B are process-oriented laws that have very specific timeframes and procedures for decisions and actions. Creating a local document with conflicting or confusing provisions may entice the Town to follow the procedures therein, and not be mindful of the statutory requirements. This could have serious legal ramifications.

My specific comments are as follows:

Section C.1 (page 2) requires the Board of Selectmen's office to ascertain in writing within 3 days of receiving the notice, that the Planning Board, Board of Assessors and Conservation Commission have also received the notice. The statute contains the provision that a notarized affidavit shall be considered conclusive evidence that the landowner has mailed the notice in the manner and at the time specified. The burden is on the landowner to make sure the notification has been done properly, not the Town.

Same section C.1 (page 3), states that the Selectmen shall require that all interested boards promptly provide written recommendations to the Selectmen on whether the Town should exercise its right of first refusal. The statute provides for the Selectmen to receive comments from any interested party within 120 days following receipt of the notice. It has no such requirement that a Town board submit recommendations, merely that they are informed of the issue. In Sudbury, we are vigilant of notifying interested parties of important proposals so that fully informed decisions are made.

Section C.4 adds the requirement that letters to the landowner must be sent by certified mail. The statute does not require the mailing to be certified.

Section C.5 contains a list of information that will be gathered by the Selectmen regarding the property. The statute does not require this, however the various Town boards and departments do provide similar information during their assessments as requested by the Selectmen.

Section C.6 requires a public hearing be held and requires representatives from each interested board to attend. The statute requires a public hearing only when the Town will be exercising its right of first refusal, however, as was the case at 233 Concord Road, a public hearing is typically held regardless of the

outcome. This section proposes the hearing in the early stages of review. The statute does not have a time frame for holding the hearing provided it is within the 120 day period.

Section D contains various new requirements for the Town as it readies for a vote. This section is confusing as to the scheduling in section D.1 (first bullet), is incorrect on the closure of the property in the second bullet, and does not contain many details of the statute in section D.2. These are critical components of the statute, and inconsistencies should not be introduced into the process.

If you need anything further, please advise.

cc: Town Counsel  
Planning Board  
Conservation Commission  
Historical Commission  
Board of Assessors



8

# 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: April 25, 2014  
To: Board of Selectmen  
From: Maureen G. Valente, Town Manager  
Subject: Agenda item 8: Petition article 43

The information below was prepared for you by Town Counsel's office and you had it previously when you met with other petitioners last month.

I have provided it again for your reference.

#### Article 43. Resolution: Adopt Chapter 61 Lands Policy

This article sets forth a recommended policy and timeframes relative to right of first refusal decision making. It is in the form of a resolution and is non-binding.

While the policy is based upon the statute in general, it broadens several areas while restricting others. For example, the Policy directs the Board to provide notice to other interested boards and committees including the Historic Districts Commission and the Park and Recreation Commission, requires them to provide written recommendations and provides that a representative will attend the public hearing to answer questions from the public. It also requires the Board to gather information on the property particularly from the Conservation Commission and/or other qualified individuals including the performance of a "reasonably detailed environmental assessment." The Policy indicates that the Board will gather background information about the interests and perspectives of the landowner, abutters and the proposed buyer. It also includes language pertaining to the timing scheduling for a town meeting which is not prescribed in the statute. There is also an error with regard to the timing of the closure on the property. The policy also includes the requirement for the Selectmen to hold a public hearing within 60 days of receiving the notice, when the statute requires a public hearing at some point during the 120 days and only if the Town is going to exercise its option. The Board currently follows the detailed requirements of the law without such a policy in place. Creating a redundant document creates confusion which may lead to errors when processing these notices.

Please note that these comments do not constitute a thorough legal review.

Thank you.

# AGENDA REQUEST - Item #9

## BOARD OF SELECTMEN

### Requestor's Section:

**Date of request:** *April 19, 2014*

**Requestor:** *Mike Melnick, Permanent Building Committee*

**Action requested:** *Discuss update on Police Station project (article 14)*

**Financial impact expected:** *None*

**Background information:**

**Recommendations/Suggested Motion/Vote:** *Discussion only*

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

*Mike Melnick, Chairman, PBC; Jim Kelly, Facilities Director; Scott Nix, Police Chief*

### Selectmen's Office Section:

**Date of Selectmen's Meeting:** *April 29, 2014*

**Board's action taken:**

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

**Distribution:**

**Town Counsel approval needed?**

**Yes ( )**

**No ( )**

# AGENDA REQUEST - Item #10

## BOARD OF SELECTMEN

### Requestor's Section:

**Date of request:** *April 19, 2014*

**Requestor:** *Jody Kablack, Director of Planning & Community Dev.*

**Action requested:** *Meet with Community Preservation Committee regarding CPC articles 29, 30, 31, 32, 33, 34, 35*

**Financial impact expected:** *None*

**Background information:**

**Recommendations/Suggested Motion/Vote:** *Discussion only*

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

*members of Community Preservation Committee*

### Selectmen's Office Section:

**Date of Selectmen's Meeting:** *April 29, 2014*

**Board's action taken:**

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

**Distribution:**

**Town Counsel approval needed?**

**Yes ( )**

**No ( )**

# AGENDA REQUEST - Item #11

## BOARD OF SELECTMEN

### Requestor's Section:

**Date of request:** *April 19, 2014*

**Requestor:** *Jody Kablack, Director of Planning & Community Dev.*

**Action requested:** *Discussion of application of Sun Edison for site plan approval to construct a photovoltaic system on the LSRHS property and vote whether or not to approve this project.*

**Financial impact expected:**

**Background information:** *see attached*

**Recommendations/Suggested Motion/Vote:** *Discussion of application of Sun Edison for site plan approval to construct a photovoltaic system on the LSRHS property and vote whether or not to approve this project.*

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

### Selectmen's Office Section:

**Date of Selectmen's Meeting:** *April 29, 2014*

**Board's action taken:**

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

**Distribution:**

**Town Counsel approval needed?**

**Yes ( )**

**No ( )**



Public Hearing:  
Site Plan of Solar Sudbury One LF LLC  
20 Boston Post Road  
Material received as of April 25, 2014

Notice of the Public Hearing was duly posted and advertised in the *Sudbury Town Crier* on April 17 and 24, 2014. Abutters according to the Assessors were provided written notice by first class mail. The Sudbury Planning Board and other boards and officials were notified and requested to report to the Selectmen. The Selectmen opened the public hearing on April 29, 2014.

The Board is in receipt of the following:

1. Application for Site Plan dated April 15, 2014, including Site Plan prepared by, Whitman, 7 Pleasant Hill Road, Cranberry, NJ. Dated 7/23/2013, last revised dated 4/7/14 consisting of 9 sheets has been submitted.
2. Memo from Jody Kablack, Planning Director, to the Board of Selectmen dated April 25, 2014.
3. SunEdison Proposal to Lincoln/Sudbury Regional High School, dated February 26, 2014.
4. Memo from Mark Herweck/Building Inspector/Town of Sudbury, dated April 17, 2014
5. Memo from Sudbury Police Chief, Scott Nix, dated April 14, 2014.
6. Pre-Application Meeting notes dated, April 24, 2014



# Town of Sudbury

Office of Selectmen

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

## TOWN OF SUDBURY NOTICE OF PUBLIC HEARING

The Board of Selectmen will hold a public hearing on Tuesday, April 29, 2014, at 9:00 p.m. at the Town Hall, 322 Concord Road, Sudbury, MA, on the application of Sun Edison, applicant, and the Lincoln Sudbury Regional High School, owner, for Site Plan approval to construct a 1.26918 megawatt ground-mounted photovoltaic system on the Lincoln Sudbury Regional High School property located at 390 Lincoln Road, zoned A-Residential, Town Assessor Map F10, Parcel 0014.

Copies of the plan and application are on file in the Planning and Community Development Office and may be inspected during regular office hours. Any person interested, or wishing to be heard on the proposed plan should appear at the time and place designated.

Board of Selectmen

Publication: *Sudbury Town Crier*. April 17 and 24, 2014

Post: Town Hall and Flynn Building

cc: Abutters  
Applicant  
Owner  
Sudbury Town Clerk  
Sudbury Planning Board

APPLICATION FOR SITE PLAN APPROVAL

Date: April 15, 2014

To: The Board of Selectmen, Town of Sudbury, Massachusetts 01776

In accordance with Town of Sudbury Bylaws Article IX.6000, Section 6300, and the Board of Selectmen's Rules and Regulations, application for Site Plan approval is made as follows:

1. **Name of Plan/Business**  
Sun Edison and Lincoln Sudbury Regional School District
2. **Site location/address** Lincoln Sudbury Reg. High Sch./ 390 Lincoln Rd Sudbury, MA 01776  
**Zoning District** A **Assessors Plate/Parcel No.** F10-0014  
**Registry of Deeds Book** \_\_\_\_\_ **Page** \_\_\_\_\_ **Area of Property** 93.94 \_\_\_\_\_ **acres/square**  
**feet**
3. **Proposed Use** Solar Photovoltaic Parking Canopy
4. **Applicant** Sun Edison **Tel/FAX Nos.** 443-909-7200  
**Address** 12500 Baltimore Ave, Beltsville MD 20705
5. **Owner of property** Lincon Sudbury Regional High School **Tel/FAX Nos.** 978-443-9961  
**Address** 390 Lincoln Rd Sudbury MA 01776
6. **Engineer** Whitman **Tel/FAX Nos.** 732-390-5858  
**Address** 7 Pleasant Hill Rd, Cranbury, NJ 08512
7. **Architect** N/a **Tel/FAX**  
**Nos.** \_\_\_\_\_  
**Address** N/a

8. **Plans** (list each sheet of plan by title, date, and sheet number):

- N/A
- SP-1 Overall Site Plan
- SP-1A Existing Conditions Survey
- SP-1B Tree Removal Plan
- SP-2 Enlarged Site Plan
- SP-3 Equipment Details
- SP-4 Site Details
- SP-5 Site Details

*SP-6 - Site Lighting + Footcandle level Plan*

9. **Other documents and data (ATTACH):**

a. Consent of owner, if applicable (yes/no).

b. Traffic impact study (yes/no). If yes, provide title reference. N/A

c. Mass. Highway Dept. street entrance permit (yes/no). If yes, provide date or progress. N/A

d. Other studies or data (list). \_\_\_\_\_  
\_\_\_\_\_

10. **Prior Site Plans** (list any prior site plans submitted, indicating date filed and whether approved or denied):

N/A - for this work

11. **Prior variances or permits granted by Board of Appeals** (list by Case Numbers and attach copies):

N/A - for this work

12. **Present use of property:**

Regional High School- No change of use proposed

13. **ATTACH: Written Statement of proposed use of property** (fully describe all activities to be conducted and by whom).

14. **ATTACH: Written statement of changes to site.**

15. **ATTACH: Building coverage and open space - description and calculation.**

16. **ATTACH: Estimated traffic impact on adjacent public ways due to changes to site.**

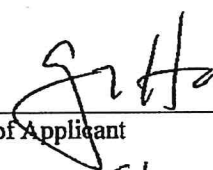
17. **ATTACH: Drainage calculations.**

18. **ATTACH: Calculations of the volume of earth to be removed.**

19. **ATTACH: Parking space calculations.**

20. Applicant understands that application to any of the following may be required for a proposed use or change (this list is not all inclusive):

- Board of Appeals (zoning permit or variance)
- Conservation Commission (alterations affecting wetlands)
- Board of Health (septic/sewerage, food permits)
- Building Inspector (building/wiring/gas permits, occupancy permit, approval of signs).
- Earth Removal Board [Bylaws, Article V(A)]
- Planning Board (Water Resource Protection Special Permit)
- Historic Districts Commission (Certificate of Appropriateness)
- Board of Selectmen (licenses for alcoholic beverages, common victualler, and entertainment)
- Sudbury Dept. of Public Works (access to public storm drains, street permit for utilities, driveway permit)
- Sudbury Water District (water service)
- Massachusetts Highway Department (street entrance permit if State road)

  
\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name, title

\_\_\_\_\_  
Address

Glenn Fratt, Dir. of Fin. Ops

LSRHS, 390 Lincoln Rd, Sudbury, MA 01276

RE: Sun Edison Site Plan Application  
Lincoln Sudbury Regional High School  
390 Lincoln Rd Sudbury, MA  
Parcel No. F10-0014

**Attachment no. 1 Written Statement of use of property:**

The proposed use of the property will not change from the current Regional High School. The proposed development planned is for the installation of photovoltaic (solar) car port canopy system with the generated electrical power being tied to the utility grid, with the school receiving credit for the solar production. The canopies will be installed within the existing parking lot and no change of parking and or traffic patterns is proposed.

**Attachment no. 2 Written Statement of changes to site:**

The proposed solar canopies will be installed within the existing parking lot footprint. The electrical equipment that is associated with the solar production will be located within a landscaped area off the parking lot, and electrical conduits will be routed back underground, to the utility electrical service via grass, service roads and parking lots. The canopies will be installed as to not impact the existing parking layout and underground drainage system.

**Attachment no. 3 Building Coverage and Open Space- description and calculation:**

The proposed development will not change any of the building coverage, or open space. However the area of the proposed car ports <sup>is</sup> 85,000 sf (1.95 ac).

**Attachment no. 4 Estimated traffic impact on adjacent public ways due to changes to site:**

There will be no impact to the adjacent roads due to the proposed development, other than during construction of the project, which will be minimal. The anticipated traffic will be deliveries of material and construction employee transportation in and out of the site twice a day.

**Attachment no. 5 Drainage Calculations:**

No impact to site drainage is proposed

### **Attachment no. 6 Calculations of the volume of earth work to be removed.**

It is anticipated if a drilled shaft foundation is utilized the approximate size of foundations are anticipated to be maximum of 4' diameter with a depth of approximate 10'. There will be approximately 102 foundations for the canopies.

Therefore

- Piers

$$\pi \times 2' \times 10' = 62.83 \text{ cf Each foundation}$$

$$102 \text{ piers} \times 62.83 \text{ cf} = 6,408.66 \text{ cf}$$

$$\frac{6,408.66 \text{ cf}}{27 \text{ cf per yd}} = 237.4 \text{ cy}$$

- Pad – Pad area approximately 390 sf

$$390 \text{ sf} \times 6" (.5 \text{ ft}) = 195 \text{ cf}$$

$$\text{Footing haunch } 2' \times 1.5' \times 43' = 129 \text{ cf}$$

$$(195 \text{ cf} + 129 \text{ cf}) \div 27 \text{ cf per yd} = 12 \text{ cy}$$

- Trench- the utility trenches will be backfilled with excavated soils, it is anticipated that 90% of soils will used as back fill, therefore

$$1200 \text{ ft} \times 1 \text{ ft} = 1200 \text{ cf}$$

$$\frac{1200 \text{ cf}}{27 \text{ cf per yd}} = 44.4 \text{ cy}$$

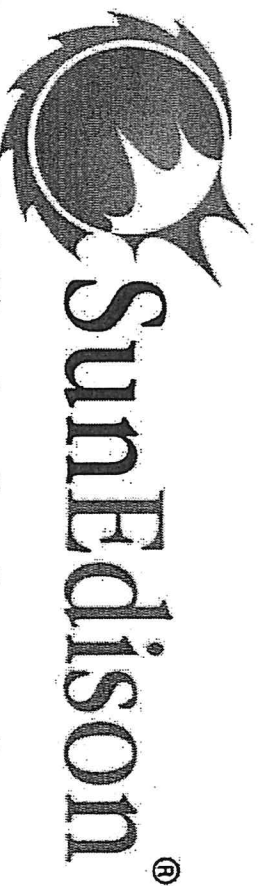
- Total-

$$237.4 \text{ cy} + 195 \text{ cy} + 12 \text{ cy} + 44.4 \text{ cy} = 488.8 \text{ cy}$$

### **Attachment no. 7 Parking space calculations:**

The existing parking will not be impacted by the proposed installation. The current parking has 584 parking stalls and 6 handicap spaces.

INTELLIGENT ENERGY SOLUTIONS  
RALL LEADER



# Lincoln Sudbury Regional High School

February 26, 2014



# Previous Proposal

---

- Nstar's request
  - "... This design presents problems to NSTAR and we would prefer that this design be modified to be a "Stand-alone" design rather than "behind the meter" design." –Joseph Feraci, NStar
  - Would add time and cost to the project
- Demand Heavy Tariff
  - Analysis from December demonstrated that solar would decrease demand in the average month by 28%
  - Regardless of solar production, a spike in peak demand could jeopardize savings from the PPA

# Current proposal

---

- In front of the meter system
- Net metering credits will be valued at A9 tariff by moving the system “in front of the meter.”
  - Credits are generated at a much higher value (~\$.1884/kwh)
- Good hedge on rising NStar costs
  - As NStar supply/T&D costs rise, as will the credit value
- Tracking Trigger
  - Acts as “floor” for fixed price contracts

# Project savings

1	1,617,968	\$	0.1884	\$	0.1150	\$	0.0734	\$	118,751
2	1,609,878	\$	0.1912	\$	0.1150	\$	0.0762	\$	122,706
3	1,601,829	\$	0.1941	\$	0.1150	\$	0.0791	\$	126,687
4	1,593,820	\$	0.1970	\$	0.1150	\$	0.0820	\$	130,694
5	1,585,851	\$	0.2000	\$	0.1150	\$	0.0850	\$	134,727
6	1,577,921	\$	0.2030	\$	0.1150	\$	0.0880	\$	138,786
7	1,570,032	\$	0.2060	\$	0.1150	\$	0.0910	\$	142,872
8	1,562,182	\$	0.2091	\$	0.1150	\$	0.0941	\$	146,984
9	1,554,371	\$	0.2122	\$	0.1150	\$	0.0972	\$	151,125
10	1,546,599	\$	0.2154	\$	0.1150	\$	0.1004	\$	155,292
11	1,538,866	\$	0.2186	\$	0.1150	\$	0.1036	\$	159,488
12	1,531,171	\$	0.2219	\$	0.1150	\$	0.1069	\$	163,712
13	1,523,516	\$	0.2252	\$	0.1150	\$	0.1102	\$	167,965
14	1,515,898	\$	0.2286	\$	0.1150	\$	0.1136	\$	172,247
15	1,508,319	\$	0.2321	\$	0.1150	\$	0.1171	\$	176,559
16	1,500,777	\$	0.2355	\$	0.1150	\$	0.1205	\$	180,900
17	1,493,273	\$	0.2391	\$	0.1150	\$	0.1241	\$	185,271
18	1,485,807	\$	0.2427	\$	0.1150	\$	0.1277	\$	189,673
19	1,478,378	\$	0.2463	\$	0.1150	\$	0.1313	\$	194,106
20	1,470,986	\$	0.2500	\$	0.1150	\$	0.1350	\$	198,570
<b>Total</b>									<b>\$3,157,116</b>

# Financing Capabilities

---

- \$150 million construction revolver (Deutsche Bank, Portigon, TD Bank)
- Over \$5 Billion secured in project financing to date (Wells Fargo, DLL, PNC)
- Broad investor pool for MA
- 32+ MW under construction in MA

# Construction

---

- Structure will be designed to meet and exceed local building codes for wind and snow loads.
  - The canopy design will allow all drainage to be directed to the center of the canopy therefore avoiding any sliding snow into the drive aisles or pedestrian areas.
  - Canopy will have a water management system to provide a water tight canopy construction
  - Steel structure will be designed to account for snow drifting at center of canopy
  - Canopy will provide clearances to allow for emergency and maintenance vehicles and equipment (min clearance of 13'-6")

# Construction (cont.)

---

- Lighting
  - Lighting will be provided at code required illumination levels under all canopies
  - Fixtures will be LED type to reduce energy consumption
- Security
  - Executed contract indemnifies LSRHS for incidents related to provider's negligence

# Next Steps

---

- Amend current contract with proposed net meter credit language
- Finish permitting process
- Execute Interconnection Services Agreement (ISA)
- Begin construction late Spring 2014



TOWN OF SUDBURY  
Building & Inspections Department

April 17, 2014

Mark Herweck  
Building Commissioner  
Town of Sudbury

Hi Jody;

My comments pertaining to the Site Plan for Sun Edison Project at Lincoln Sudbury High School 390 Lincoln Road.

Zone Res A-1 Current use Educational.

Proposed Solar has an exemption 40A section 3. No zoning ordinance or bylaw shall prohibit or unreasonably regulate the installation of solar energy systems or the building of structures that facilitate the collection of solar energy, except where necessary to protect the public health, safety or welfare.

- Screening / Will this be seen from the street? / I recommend screening or colors that would blend in.
- Glare / Will the panels produce any glare that will effect abutters or students?
- Illumination of 81 lamps meet the bylaw for glare?
- Drainage? / Will the grass die from shade? Will the existing drainage still function?
- Trees Removed / I recommend trees of 6" dia. or less be saved and transplanted.
- Elevation minimum height 13'-6" / I recommend a minimum height of 14'
- Parking spaces. / None will be compromised.
- Foundation / If 1 column is removed by accident, will the structure fail?
- Structural / I will be looking for the following.  
Snow load 55 lbs. Wind Load 100 M.P.H. and Seismic S1 / 0.069

Sincerely Mark Herweck





# Sudbury Police Department Office of the Chief of Police

415 Boston Post Road  
Sudbury, MA 01776  
Business (978) 443-1042  
Fax (978) 443-1045  
nixs@sudbury.ma.us

**Scott Nix**  
*Chief of Police*

**RECEIVED**  
APR 15 2014

April 14, 2014

BY: .....

To: Jody Kablack, Director of Planning  
From: Scott Nix, Chief of Police  
RE: Lincoln-Sudbury Solar Project

Jody,

I apologize for not be able to make any of the suggested meeting times. I lieu of my presence please accept the following:

- Of concern is the possibility of unauthorized individual's ability to gain access to the top of the solar structures. This could result in substantial injury whether by accident or intentionally.
- For those with unscrupulous intentions, what is the ability of the equipment to withstand a vandal's intention of damaging the array and/or video surveillance to deter/investigate such behavior?

Projects as such are a benefit both financially as well as environmentally. Therefore, I do not feel my concerns would warrant the project to be discontinued and they may already have taken these factors into account. If you need any further input please let me know. Thank you for acceptance of my thoughts.

Respectfully,

Scott Nix  
Chief of Police



# Town of Sudbury

Planning and Community Development Department

Jody A. Kablack, Director

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

<http://www.sudbury.ma.us/services/planning>  
[kablackj@sudbury.ma.us](mailto:kablackj@sudbury.ma.us)

TO: Board of Selectmen  
FROM: *jak* Jody Kablack, Director of Planning and Community Development  
RE: Lincoln Sudbury Regional High School Solar Project  
DATE: April 25, 2014

Lincoln Sudbury Regional High School Committee, in partnership with Sun Edison, is proposing to install a 1.26918 megawatt ground-mounted photovoltaic system on the Lincoln Sudbury Regional High School property located at 390 Lincoln Road, zoned A-Residential, Town Assessor Map F10, Parcel 0014. A plan prepared by Whitman, 7 Pleasant Hill Road, Cranbury, NJ dated 7/23/13, last revised 4/7/14, consisting of 9 sheets has been submitted.

The project consists of construction of a 14 foot high carport structure over portions of the existing parking lot at the school holding 3,846 solar panels; installation of a switchboard and transformer located on a concrete pad (enclosed by 4' high chain link fencing); and installation of a medium voltage switchgear on a concrete pad (enclosed by 4' high chain link fencing). The project will be installed on approximately 1.95 acres of the parking lot, requiring the removal of 35 trees and 8 light poles, with 5 light poles to be relocated to other areas of the parking lot. The canopy will be illuminated by 81 LED lights.

The proposal states there will be no decrease in the number of parking spaces, and minimal earth removal for the installation of the concrete piers for the canopy.

Town Staff conducted a pre-application meeting with the applicant and school representatives, and the notes from that meeting are attached to this memo. Specific concerns identified at that meeting include:

1. 33,000 sq. ft. of additional impervious surface will be created with this proposal (due to covering existing landscape islands in the parking lot). Runoff from this additional impervious surface must be treated under the DEP Stormwater requirements. If the additional runoff is proposed to be directed into the existing drainage system at LSRHS, the proposal will require filing a Notice of Intent with the Conservation Commission, as the existing drainage system drains into wetlands. The applicant was urged to work with Debbie Dineen and Bill Place to resolve this issue.
2. The minimum height of the canopy should be at least 14 feet to allow access by the Town's public safety vehicles. A greater height was encouraged.
3. Trees proposed to be removed should be relocated on the property, if possible, or additional trees added if necessary for screening.
4. It appears that 4 new utility poles will be installed on the LS property in the wooded area between Lincoln Road and the first row of parking (east of the school building). It is not clear if all utility lines between the panels and the transformer will be underground.

5. Monitoring for vandalism or ability to gain access to the top of the canopy.

Additionally, I offer the following comments and recommendations:

- The cover sheet should remove the signature block for the Planning Board – no Planning Board approval is necessary.
- The applicant should describe the impacts of the under-canopy illumination on the neighboring residential properties.

cc: Building Inspector  
Fire Chief  
DPW Director  
Conservation Coordinator  
Police Chief  
Glenn Fratto  
Sun Edison

4/24/14

Pre-Application Meeting on Lincoln Sudbury Regional High School Solar Project

Those in attendance: Mark Herweck, Bill Place, Bill Miles, John Whalen, Debbie Dineen, Jim Kupfer, Jody Kablack, Glenn Fratto, Kevin Rossley, 2 Sun Edison reps - Jose Reis and Steve Bernstein, Civil Engineer

Jody Kablack opened the meeting. Introductions were made.

Mark Herweck, Building Inspector, began the review by inquiring about proposed screening. Will they be seen from street? Response: The solar panels will not be seen from the street. Any glare for drivers? Response: No

Mark asked about lighting. Response: 81 LED lights will be added under array. Some old light poles will be removed.

Mark asked about how the grass islands? Response: Three islands will be covered by the array. The pervious surface will remain, but they will be covered.

Mark asked if trees are to be removed and if so, can they be transplanted? Response: Yes, they will review each tree and if able to transplant they will.

Mark requested the minimum elevation rise from 13'6" to 14'.

Mark asked if parking spaces would be compromised. Response: No

Mark asked about the foundation - if one pier is hit, will the structure be compromised? Response: Yes, potentially but they are 42" diameter concrete and would be extremely difficult to take out.

Mark requested that they make sure to have at least 55 pound snow load and 100 mph wind load. These are the commercial standards.

Bill Place, DPW Director, stated that no drainage calculations were submitted, but 33,000 sq. ft. of additional impervious surface is being created due to the covering of the islands. Need to treat the first 1" of rain.

Bill is also concerned with the height and also recommends 14'.

Bill was originally concerned about the protection around columns but agrees that the 42" concrete will not need protection.

Fire Dept., Chief Miles and Asst. Chief Whalen - Ladder truck is 11'8", no concerns with height but agree 14' is better than the 13'6" proposed.

Fire asked if all panels will be tied into 1 inverter so that if needed, the entire grid can be cut off at once? Response: Yes, it is proposed to be located near the old main entrance, easy to shut off.

Fire asked what happens if a car catches on fire below a panel, will the panel catch on fire and spread? Sun Edison responded that the panels are easily replaceable if damaged, panels are not combustible and they will submit specifications to show that they will not catch on fire.

Debbie Dineen stated that the conservation commission will need a Notice of Intent for increased stormwater runoff. However, the School has one outstanding order of conditions that must be cleared up before Con Com will accept the Notice of Intent.

Debbie Dineen, Conservation Coordinator, asked how they plan to direct the additional runoff. Response: All runoff will be directed into the existing drainage systems with gutters. Debbie stated that they will need to determine if the existing system can handle it, or if there is another way to treat the water (example: water quality swales, rain gardens).

Debbie asked what the plan is for snow removal. Response: Disposal will be the same as they dispose of it now. They do not anticipate removing snow off panels. The panels get warm and the snow will quickly melt.

Debbie asked if any hazardous materials are associated with this use. Response: Transformers contain oil in sealed units with a containment basin. The entire system has a 24 hour monitoring system with alarms if something malfunctions.

Jody Kablack, Planning Director, asked if any new utility poles are to be added. Response: Only within the LS property.

Jody mentioned the Police Chief's memo. Response: The school will be monitoring the site and hope to limit any vandalism.

Glenn Fratto, LS Business Manager, mentioned that the array will also be part of a student project. They will have the ability to track and monitor solar production and become educated on how it works.

There is a similar project in the design stage at Bristol Community College. The Staples garage in Framingham, off Route 9 also has solar panels that you can view from the street. Most of the sites constructed and monitored by Sun Edison exceed the energy production noted. Also if they do not meet expectations they still pay the school for the amount short per the agreement.

LS School Committee held public hearing with abutters - few comments, no attendance at hearing.

# AGENDA REQUEST - Item #12

## BOARD OF SELECTMEN

### Requestor's Section:

**Date of request:** *April 19, 2014*

**Requestor:** *Jody Kablack, Director of Planning & Community Dev.*

**Action requested:** *Meet with Planning Board regarding Zoning bylaw articles 38, 39, 40, 41*

**Financial impact expected:** *None*

**Background information:**

**Recommendations/Suggested Motion/Vote:** Discussion

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

### Selectmen's Office Section:

**Date of Selectmen's Meeting:** *April 29, 2014*

**Board's action taken:**

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

**Distribution:**

**Town Counsel approval needed?**

Yes ( )

No ( )

**AGENDA REQUEST – Item #13**  
**BOARD OF SELECTMEN**

**Requestor's Section**

**Item Name:** *Continued discussions regarding Minuteman Regional Vocational High School*

**Date of request:** *4.29.14*

**Requestor:** *Town Manager Valente*

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

*To consider three related matters: (a) the so-called Needham Resolution; (b) Further discussion of the Board's position on article 27; discussion with Sudbury Minuteman School committee member Dave Manjarrez regarding his proposal to amend the Minuteman budget/assessment for Sudbury under article 4 at Town Meeting.*

**Financial impact expected:**

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

**Recommendations/Suggested Motion/Vote:**

*No recommendation at this time*

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

*Town Manager Valente*

**Selectmen's Office Section**

**Date of Selectmen's Meeting:** *4/29/14*

**Board's action taken:**

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

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

**Distribution:**

**Town Counsel approval needed?**

**Yes (X)**

**No ( )**

- 13(a)



# 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: April 25, 2014  
To: Board of Selectmen  
From: Maureen G. Valente, Town Manager *Maureen*  
Subject: Agenda Item for Minuteman Regional High School

Below is the so-called Needham Resolution that Mr. Matthews of Needham asked you to consider voting to adopt. I have been advised that Weston, Boxborough, Lancaster and Needham have voted this resolution. Other Towns are scheduling votes over the next few weeks.

*Resolved: That in the event of ratification of the revised Minuteman Regional Vocational School District agreement as approved by the Regional School Committee on March 11, 2014, and in the event of notice of desire to withdraw by one or more members of the District given within one year of the effective date of the revised Agreement, the Board of Selectmen will not place a warrant article disapproving such withdrawal in a Town Meeting warrant, unless required by law, and will oppose such a disapproval article or motion in any event.*

*Please note: there is no supporting document for Agenda Item 13(b).*



13a

To: Board of Selectmen, Town Manager  
From: Dan Matthews, Selectman  
Re: Minuteman Regional School District Agreement - Proposed Resolution  
Date: April 4, 2014

In working on ratification of the proposed revised Minuteman Regional School District Agreement, it has become apparent that some towns considering *approving the new agreement* in order to be able to *withdraw from the district* are concerned that once the agreement is approved, other towns may object to their withdrawal.

Under the new agreement, blocking a withdrawal would require an affirmative "no" vote by each of eight town meetings (half of the district members). Although boards of selectmen cannot bind their town meetings, the board as warrant committee could decline to put such an article in the warrant unless required by law, as in a citizens petition, and could commit to oppose a blocking vote in any case.

As background, in drafting the new agreement, the municipal representatives on the Agreement Study recommended that towns have a *unilateral* right to withdraw from the district (subject to reasonable notice and payment of outstanding capital shares). Waiving exercise of the blocking provisions in this instance would allay community concerns in the ratification process.

In that context, this is to recommend that the boards of selectmen of each of the member towns, including those considering withdrawing from the district, consider voting a resolution in substantially the following form:

*Resolved: That in the event of ratification of the revised the Minuteman Regional Vocational School District agreement as approved by the Regional School Committee on March 11, 2014, and in the event of notice of desire to withdraw by one or more members of the District given within one year of the effective date of the revised Agreement, the Board of Selectmen will not place a warrant article disapproving such withdrawal in a Town Meeting warrant, unless required by law, and will oppose such a disapproval article or motion in any event.*

## Valente, Maureen

---

**From:** Dan Matthews <mattlaw@comcast.net>  
**Sent:** Wednesday, April 09, 2014 11:19 PM  
**To:** Valente, Maureen  
**Cc:** Kate Fitzpatrick; Dan Matthews  
**Subject:** Minuteman Regional Agreement

Maureen-

Following up, the Needham Selectmen this evening unanimously voted the resolution not to block withdrawals during the first year after ratification of the new agreement, and will notify the other towns of that action.

On the issue of DESE's willingness to approve withdrawals, below is an email from Deputy Commissioner Jeff Wulfson forwarded to me by Superintendent Bouquillon. We can request that this or a similar statement be made formally as part of this process.

Thanks.

Dan Matthews  
Needham  
cell: 339-225-1677

---

**From:** Wulfson, Jeffrey R [<mailto:JWulfson@doe.mass.edu>]  
**Sent:** Monday, April 07, 2014 9:04 AM  
**To:** Ed Bouquillon  
**Subject:** RE: Minuteman Regional Agreement Status

Ed –

Sorry I didn't get back to you earlier on this.

In response to your question, cities and towns are encouraged but not required to offer Chapter 74 programs for their resident students. Because participation in a regional vocational district is a local option, the Department will respect the withdrawal of a town from a regional vocational district if it is done in accordance with the regional agreement. A town that withdraws from a regional vocational district must continue to offer its students the opportunity to enroll in Chapter 74 programs, either through a tuition agreement with a vocational district or through the Chapter 74 non-resident program.

Jeff

*Deputy Commissioner Jeff Wulfson  
Mass. Dept. of Elementary and Secondary Education*

*75 Pleasant St, Malden MA 02148*

**Valente, Maureen**

---

**From:** Manjo <manjo1111@verizon.net>  
**Sent:** Monday, April 21, 2014 3:16 PM  
**To:** Finance Committee; Board of Selectmen; Drobinski, John; Douglas Kohen  
**Cc:** mecastagno@aol.com; DuPont; JoeScali; perugini4@comcast.net; Camie Lamica; Bettergov@aol.com  
**Subject:** Requests to Speak  
**Attachments:** Part 3 of 3 Letters to the Editor.pdf; 2nd Letter to Sudbury Town CrierOVER.ASSESSMENTS.pdf; Letter to Sudbury Town Crier14.03.31.pdf; INCREASED NONMEMBER STUDENTS AND BUDGETS.pdf; FY12 Over assessments.14.04.07.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Chairmen,

I am requesting that Doug Kohen and John Drobinski as Chairs permit me to speak before the Sudbury Finance Committee and the Sudbury Board of Selectmen, respectively, in advance of the coming Town Meeting. I also request that the Finance Committee and the Board of Selectmen request that the Minuteman superintendent and the Minuteman assistant superintendent for finance attend the same Sudbury Finance Committee and Board of Selectmen's meetings at the same time with me to eliminate any confusion.

I am presenting the above three letters published in the Sudbury Town Crier as the basis of my presentation regarding Sudbury being over assessed by the Minuteman administration without investigation or intervention by the Minuteman school committee.

My presentation will include facts and data to support my claims that the Minuteman administration has been annually over assessing member towns by as much as \$2.7 million annually without their knowledge.

**REQUESTED ACTIONS**

I believe my presentations will convince both the Finance Committee and Board of Selectmen to cast votes of no confidence in the Minuteman FY2015 budget.

I will be asking the voters at Town Meeting to support my motion that Minuteman's FY2015 (\$543,451) assessment be reduced by \$1.00 (one dollar). No more and no less.

**OBJECTIVES OF VOTES**

The reduction would stay in place and the \$1.00 not be paid to the Business Office of Minuteman Regional High School until the Minuteman administration presents a plan to reduce the school's over enrollment of underfunded tuition students and halts the over assessment of member towns to obtain the funds to subsidize nonmember towns sending tuition students to minuteman. I believe this will create an awareness that 20 cents of every assessment dollar goes to subsidize nonmember towns.

These meetings are directly related to NOT PASSING the Minuteman Regional Agreement Amendment Subcommittee (RAAS) Sudbury Warrant article.

I think it is incumbent upon me to present my material ahead of time to town officials rather than at Town Meeting for the first time.

Sincerely,

Dave Manjarrez

Sudbury Appointee to the Minuteman school committee

47 Firecut Lane

3/31/2014

OPEN LETTER TO THE SUDBURY TOWN CRIER

Sudbury is a member of the Minuteman Regional High School District. Officials from the school's administration and school committee continue to defend a theory that an unnecessarily large and underfunded out-of-district nonmember tuition student enrollment is somehow a financial advantage for all the taxpayers in the District's 16 member towns. These officers are undeterred by financial realities and data to the contrary including their own estimate that the school loses \$4,000 on each tuition student.

These officials persist in these claims knowing full well that member town enrollment alone generates and contributes over \$13 million towards Minuteman's \$19.8 million annual operating budget. At the same time, tuition payments from nonmember cities and towns represent less than \$6 million in payments towards reducing Minuteman's operating expenditures while out-of-district nonmember tuition students number nearly half (47%) of Minuteman's total student enrollment.

The Minuteman school committee positions member towns to subsidize more and more students from Boston, Medford, Watertown, Waltham and 30 other nonmember towns by allowing Minuteman member town assessments to increase by 5% annually even as member towns must contend with budgets restricted by Proposition 2 ½ and member student enrollment is flat.

Taxpayers have been coaxed into subsidizing 34 nonmember towns through misleading and biased reports. After being given only a subset of all pertinent facts, member towns are now being asked to believe the school is on the cusp of a financial and educational break through if member towns would only to agree to increase their current annual \$2.0 million subsidy of out-of-district nonmember cities and town by paying an additional \$1.2 million in increased capital contributions to build a new school to benefit primarily nonmember students. Together these operational and capital subsidies total \$3.2 million solely for the benefit of nonmember towns.

The new school is being designed for 800 students of which only 435 students will be from member towns like Sudbury. The other half of the new school's total capacity will be filled with 365 underfunded nonmember tuition students that will contribute less than 28% towards Minuteman's total annual operating and capital costs while Sudbury and 15 other member towns pay the remaining 72%.

I intend to present during Sudbury's Town Meeting all of Minuteman's financial facts to taxpayers for their review. Then Sudbury voters can make an informed decision as to who should financially benefit from the building of a new school; why member towns must bear all capital construction costs while nonmember towns that include Boston, Medford, Watertown, and Waltham refuse to contribute to capital costs; and why nonmember towns should be allowed to continue to underfund Minuteman year after year.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Manjarrez', with a stylized flourish at the end.

David Manjarrez  
47 Firecut Lane  
Sudbury, MA 01776

Appointed by Sudbury to the Minuteman School Committee in April, 2008

4/07/2014

Letter Submitted to the Editor of the Sudbury Town Crier

### Minuteman's Broken Budget Process

In last week's "Minuteman's Financial Facts," Letter to the Editor, it was proven that Minuteman's underfunded nonmember tuition student enrollment creates an operating revenue shortfall totaling millions of dollars annually and anticipated millions more in increased capital cost both subsidized by member towns.<sup>1</sup>

Minuteman uses the same budgetary approach to determine annual assessments that our town uses to reconcile the budget. Anticipated State aid, personal property tax payments and other revenue sources are subtracted from expenditures with the balance paid through property taxes and emergency funds. In the case of Minuteman, there are significant and serious differences that result in unjustified operating budget increases and related over assessments.

While Proposition 2 ½ restricts Sudbury tax increases, Minuteman approves its own 5% budgets increases under the guise of providing level services. Doing so is both misleading and untrue. Over the past 5 years, member town student enrollment has remained essentially flat and teacher staffing has decreased.<sup>2</sup> This is while Administration costs increase 53% (or \$630,000 in staffing growth and raises),<sup>3</sup> and nonmember tuition student enrollments from cities including Boston and Watertown that have spiked upward 44%.<sup>4</sup> This is while the school has an identified \$9,000 annual revenue loss for each and every tuition student.<sup>5</sup>

Minuteman also understates budgetary revenue sources. When this occurs in our towns, the understated state aid and personal property taxes actually collected flow into rainy day or Emergency & Deficiency (E&D) funds to be used the next year to reduce property taxes. Minuteman's understated revenue and misstated assessment line items total \$2 million in over assessments that is immediately spent to expand Administration staffing and salaries with the lion's share used to subsidize educational services for underfunded

---

<sup>1</sup> The Minuteman administration has only released the annual audit and supporting documentation for FY2012. When this letter was submitted to the Editor, the Minuteman administration was still withholding FY2013 data. This notwithstanding, the FY2013, FY2014, and FY2015 Budget books still reveal the same over assessments plus unjustified budget increases.

<sup>2</sup> This is evidenced in the last 5 Minuteman Budget Books that quantify member and nonmember enrollments; teacher staffing; budget increases.

<sup>3</sup>

Minuteman FY15 Budget Book Expenditures by DOE					
Fund Codes					
DOE Fund Code	Description	FY2010	FY2015	\$ Dollar Increase	% Percentage Increase
1000	Administration	\$1,190,473.00	\$1,821,306.00	\$ 630,833.00	53%

<sup>4</sup> Ibid.

<sup>5</sup> The FY2012 budget is \$16,435,472. 47% of that figure equals \$7,724,671 of all revenue required to operate Minuteman. The tuition revenue nonmember towns sending tuition students to Minuteman contribute is less than \$4.3 million. The tuition revenue shortfall equals \$3,389,671 or 20% of all revenues. This is an average revenue loss of \$9,000 per tuition student and over twice the fallacious and biased \$4,000 loss per tuition student claimed by a Minuteman task force nearly 2 years ago.

tuition students. Any later Minuteman surplus funds are blocked from increasing the E&D by hundreds of thousands of dollars in unreconciled deficit spending.

This all takes place while Minuteman assessments increase and there exists underutilized tuition revenues in off-budget revolving accounts that are increasing every year rather than being transferred to budgeted general funds to be used to reduce assessments. These hoarded funds are never disclosed and kept off-budget during the budget process.

The school committee has allowed the administration to over assess and misstate member town budget assessments for the last 7 years while ignoring and marginalizing auditor and other warning year after year in the blind pursuit of unjustified and unwarranted budget increases in order to subsidize a large tuition enrollment. The inflated enrollment is used to justify building the largest school possible regardless of costs to member town to benefit a privileged few.

“Every man, every woman who has to take up the service of government, must ask themselves two questions: ‘Do I love my people in order to serve them better? Am I humble and do I listen to everybody, to diverse opinions in order to choose the best path?’ If you don't ask those questions, your governance will not be good.”

Pope Francis

Sincerely,

A handwritten signature in black ink, appearing to be 'DM' with a long horizontal stroke extending to the right.

David Manjarrez, 47 Firecut Lane, appointed to the Minuteman school committee in April 2008



April 11, 2014

### Part 3 of 3 Those facilitating Over Assessments

Minuteman Regional High School's unnecessarily large and underfunded nonmember tuition enrollment requires subsidies that are passed on and paid for by its 16 member towns. The subsidies totaling millions so of dollars each year are generated through the manipulation of a broken budgeting process.

The last 5 annual Minuteman budgets have been prepared and presented to the school committee solely by the Minuteman superintendent and the Minuteman assistant superintendent for finance who was the previous Minuteman Treasurer hired with the fiduciary responsibility to insure the integrity of school finances. Both officers have a legal responsibility to present an accurate and complete annual budget. The Minuteman finance subcommittee in turn reviews the budget and recommends passage to the full school committee.

Lacking competent accounting resources or supervisory review by a Certified Public Accountant, the finance subcommittee repeatedly recommends the administration's annual budgets ignoring suggestions to utilize surplus revenue to reduce expenditures or reduce expenditures. The chair of the Finance subcommittee has unequivocally indorsed unjustified Level Service budget increases of 5% to 6% annually when the only costs centers significantly increasing are Administration (up 64%) and nonmember tuition enrollment (increasing by 44%). The school committee accepts the guidance of the administration and school officers and unquestioningly accepts and passes each of the administration's flawed budgets with no changes.

These officers have the school committee locked in a folly de tois. The folly is the construction of the largest school possible regardless of the cost for the benefit of a privileged few. They artificially justifying a larger school based on enrolling as many money losing nonmember tuition students the superintendent can find and over crowd Minuteman's classrooms and labs.

This folly annually costs Sudbury the equivalent of a Lincoln-Sudbury teacher driving each day to Minuteman each day week after week to educate 11 (eleven) nonmember students from Boston, Medford, Watertown, Waltham and 30 other municipalities. In the future Sudbury could be sending two (2) L-S teachers to Minuteman on Sudbury's bill.

Minuteman member towns must now take back their school by requesting the MA Inspector General along with an independent third party forensic accountant review all Minuteman accounts including off-budget revolving accounts. In this way, the school may be able to salvage the public's trust and correct the situation. If an administration and school committee officers cannot manage its annual budget, how can it be relied upon to manage a \$130 million capital project?

"In people's lives and in social history there is always a first mistake, a little mistake which happen almost imperceptivity, a momentary slip-up, but this first mistake creates others, and these mistakes follow each other, accumulating little by little, one on top of the other. Eventually this creates a fateful error.

Joseba Sarrionaindia, Ni ez naiz hemengoa

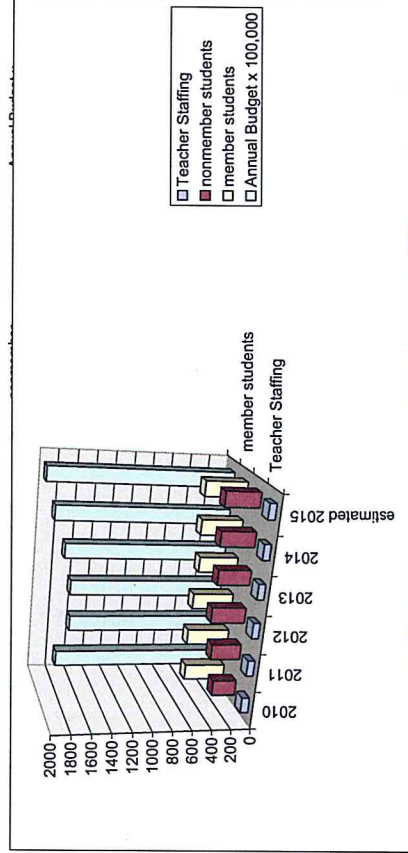
(I Am not from Here), 1985

INCREASING NONMEMBER ENROLLMENT DIRECTLY RELATED TO INCREASED ASSESSMENTS						
Fiscal year	2010	2011	2012	2013	2014	2015
ANNUAL BUDGET	\$17,496,001	\$16,258,679	\$16,435,473	\$17,251,713	\$18,547,098	\$19,645,065
Y-O-Y BUDGET INCREASES		-7.1%	1.1%	5.0%	7.5%	5.9%
Y-O-Y BUDGET INCREASE		-\$1,237,322	\$176,794	\$816,240	\$1,295,385	\$1,097,967
Assessment	\$9,974,116	\$8,680,359	\$9,178,552	\$9,572,041	\$9,891,196	\$10,270,150
Fiscal year	2010	2011	2012	2013	2014	2015
Y-O-Y ASSESSMENT INCREASE		-13.0%	5.7%	4.3%	3.3%	3.8%
Y-O-Y ASSESSMENT INCREASES		-\$1,293,757	\$498,193	\$393,489	\$319,155	\$378,954
15 year historical enrollment - Oct 1 data	680.00	754.00	785.00	749.00	794.00	794.00
Y-O-Y ENROLLMENT CHANGE		10.9%	4.1%	-4.6%	6.0%	?
MEMBER NONMEMBER ENROLLMENT						
Fiscal year	2010	2011	2012	2013	2014	2015
MEMBER	430	445	430	409	434	438
NONMEMBER	250	309	355	340	360	362
Annual VOCATIONAL ACADEMIC Teacher count	79.2	71.2	70.4	70.2	71.2	72.2

ANALYSIS FISCAL YEARS FY10 THRU FY15  
 INCREASE IN TEACHERS (7.0)  
 INCREASE IN MEMBER STUDENTS 0.9% 4.0  
 INCREASE IN TUITION STUDENTS 44.0% 114.0

ANALYSIS FISCAL YEARS FY11 THRU FY15  
 BUDGET INCREASE 20.8% \$3,386,386  
 ASSESSMENT INCREASE 18.3% \$1,589,791

SOURCES: MINUTEMAN FY2015 ADMINISTRATION BUDGET BOOK AND FY2013 DESE EOY REPORT



MINUTEMAN FY2012 Revenue Sources 4/7/2014	Budgeted Amount	DESE & MM ACTUALS	Understated Difference Resulting in Over Assessment
Tuition	\$4,335,000.00	\$5,180,984.00	\$845,984.00
C.70 School Aid	\$2,029,285.00	\$2,129,272.00	\$99,987.00
c.71 trans aid	\$495,000.00	\$760,235.00	\$265,235.00
subtotal	\$6,859,285.00	\$8,070,491.00	\$1,211,206.00
c.71 transportation aid treated as an asset	\$0.00	\$495,000.00	\$495,000.00
Totals	\$6,859,285.00	\$8,565,491.00	\$1,706,206.00
Deficits Increases			\$250,000.00
E&D Over Appropriations			\$200,000.00
Average Annual Budget Increases			\$600,000.00
Total Subsidies			\$2,756,206.00

SOURCE FY2012 MINUTEMAN  
BUDGET BOOK  
DESE eoy report  
AUDITOR REPORTS

# AGENDA REQUEST - Item #14

## BOARD OF SELECTMEN

### Requestor's Section:

**Date of request:** *April 19, 2014*

**Requestor:** *Town Manager Maureen Valente*

**Action requested:** *Discussion regarding updated information on ATM articles with particular attention to articles 4, 13, 15, 16, 17, 19, 21, 22, 23, 24, 25*

**Financial impact expected:** *None*

**Background information:**

**Recommendations/Suggested Motion/Vote:** Discussion only

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

### Selectmen's Office Section:

**Date of Selectmen's Meeting:** *April 29, 2014*

**Board's action taken:**

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

**Distribution:**

**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: April 25, 2014  
To: Board of Selectmen  
From: Maureen G. Valente, Town Manager  
Subject: Agenda Item on Finance Articles

The Finance Committee will be meeting on Monday April 28<sup>th</sup> and Thursday May 1 for continued votes and discussions on all financial articles. I want you to be aware of this and I will report to you Tuesday night on any changes in their positions on the following articles.

By then, I hope to have for you the final recommended amounts for these articles, the source of funding for each, and any other updates on the financial articles.

Thank you.

**AGENDA REQUEST – Item #15**  
**BOARD OF SELECTMEN**

**Requestor's Section**

**Item Name:** *Ratifying successor employment agreement with Town Manager*

**Date of request:** *4.29.14*

**Requestor:** *Chairman John Drobinski and Vice-Chair Chuck Woodard*

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

*If successor agreement is approved in Executive Session, vote to approve new agreement*

**Financial impact expected:** *see agreement*

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

**Recommendations/Suggested Motion/Vote:**

*Move the following: to substitute the existing agreement with the Town Manager with a new agreement dated April 29, 2014, for a period commencing July 1, 2014 and ending June 30, 2017; to appoint Maureen Valente to the position of Town Manager in accordance with terms of the agreement for a period of 3 years; to have terms of the existing agreement remain in full effect until June 30, 2014; to have the new agreement be attached to the minutes of this meeting.*

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

*Chairman Drobinski and Vice Chair Woodard*

**Selectmen's Office Section**

**Date of Selectmen's Meeting:** **4/29/14**

**Board's action taken:**

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

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

**Distribution:**

**Town Counsel approval needed?**

**Yes (X)**

**No ( )**

**AGENDA REQUEST – Item #16**  
**BOARD OF SELECTMEN**

**Requestor’s Section**

**Item Name:** *Approve new agreement with Paul Kenny as Town Counsel*

**Date of request:** *4.29.14*

**Requestor:** *Chairman John Drobinski and Vice-Chair Chuck Woodard*

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

*If agreement is approved in Executive Session, vote to approve new agreement*

**Financial impact expected:** *see agreement*

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

**Recommendations/Suggested Motion/Vote:**

*Move the following: to appoint Paul Kenny as Town Counsel for a period of three years commencing July 1, 2014 and ending June 30, 2017; to execute a new agreement dated April 29, 2014 and in accordance with terms of agreement for a period of three years through June 30, 2017; to have the terms of the existing agreement remain in full effect until June 30, 2014, to have the new agreement be attached to the minutes of this meeting.*

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

*Chairman Drobinski and Vice Chair Woodard*

**Selectmen’s Office Section**

**Date of Selectmen’s Meeting:**

**Item #**

**Board’s action taken:**

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

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

**Distribution:**

**Town Counsel approval needed?**

**Yes (X)**

**No ( )**

**AGENDA REQUEST - #17**  
**BOARD OF SELECTMEN**

**Requestor's Section**

**Item Name:** *Question of appointing Christine Nihan to the position of Town Accountant*

**Date of request:** *4.29.14*

**Requestor:** *Finance Director Andrea Terkelsen*

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

Question of appointing Christine Nihan to the position of Town Accountant for the Town of Sudbury effective May 19, 2014, as recommended by Andrea Terkelsen, Finance Director, in a memo dated April 24, 2014.

**Financial impact expected:** *TBD*

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

*See attached*

**Recommendations/Suggested Motion/Vote:** Question of appointing Christine Nihan to the position of Town Accountant for the Town of Sudbury effective May 19, 2014, as recommended by Andrea Terkelsen, Finance Director, in a memo dated April 24, 2014.

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

**Selectmen's Office Section**

**Date of Selectmen's Meeting:** *4/29/14*

**Board's action taken:**

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

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

**Distribution:**

**Town Counsel approval needed?**

**Yes (X)**

**No ( )**



## MEMORANDUM

TO: Board of Selectmen  
CC: Maureen Valente, Town Manager  
FROM: Andrea Terkelsen, Finance Director  
DATE: April 25, 2014  
RE: Appointment Request for Town Accountant

---

### **Vote Request**

To approve the appointment of Christine Nihan as Town Accountant for an indefinite term of office beginning May 19, 2014, as recommended by Finance Director Andrea Terkelsen, to fill the vacancy occasioned by the retirement of Barbara Chisholm.

### **For your consideration**

Christine is a finance professional with close to thirty years of experience, the last five plus spent working in municipal accounting. Christine is an accounting and business masters graduate of Northeastern University and MA licensed certified public accountant. Christine is an active member of the Massachusetts Municipal Auditors' & Accountants' Association (MMAAA) and is currently working towards meeting all the educational and experience requirements to be recognized as a Certified Governmental Accountant (CGA) by the Association.

Christine's appointment is further recommended by an interview panel comprised of Board Vice Chair Chuck Woodard, Dan Sullivan, a partner of the Town's audit firm CliftonLarsonAllen, LLP, Town Manager Maureen Valente, Assistant Town Manager Maryanne Bilodeau, SPS Business Manager Mary Will and myself, as Finance Director for the Town.

She comes to us with a very desirable combination of experience, skills, personality and work ethic. I am very pleased to bring forth her candidacy to the Board for consideration and am confident that Christine will be a welcomed and worthy addition to Sudbury's Finance team.

**AGENDA REQUEST - #18**  
**BOARD OF SELECTMEN**

**Requestor's Section**

**Item Name:** *Question of appointing Robin Porcella to the position of Acting Town Accountant from May 1 until May 18, 2014.*

**Date of request:** *4.29.14*

**Requestor:** *Finance Director Andrea Terkelsen*

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

*Question of appointing Robin Porcella, Assistant Town Accountant, to serve as Acting Town Accountant, from the period May 1 until May 18, 2014.*

**Financial impact expected:**

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

*See attached*

**Recommendations/Suggested Motion/Vote:** *Question of appointing Robin Porcella, Assistant Town Accountant, to serve as Acting Town Accountant, from the period May 1 until May 18, 2014.*

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

**Selectmen's Office Section**

**Date of Selectmen's Meeting:** *4/29/14*

**Board's action taken:**

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

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

**Distribution:**

**Town Counsel approval needed?**

**Yes (X)**

**No ( )**

**MEMORANDUM**

TO: Board of Selectmen  
CC: Maureen Valente, Town Manager  
FROM: Andrea Terkelsen, Finance Director  
DATE: April 25, 2014  
RE: Temporary Appointment as Acting Town Accountant

---

**Vote Request**

To approve the temporary appointment of Robin Porcella as Acting Town Accountant from May 1, 2014 through May 18, 2014, as recommended by Finance Director Andrea Terkelsen, to fill the vacancy occasioned by the retirement of Barbara Chisholm until such time as Christine Nihan takes office.

# AGENDA REQUEST - Item #19

## BOARD OF SELECTMEN

### Requestor's Section:

**Date of request:** *April 16, 2014*

**Requestor:** *Debra Galloway, Senior Center Director.*

**Action requested:** *Discuss/vote Senior Veteran Tax Work-off Guidelines as requested by Debra Galloway, Senior Center Director*

**Financial impact expected:** *None*

**Background information:**

**Recommendations/Suggested Motion/Vote:** Discussion

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

### Selectmen's Office Section:

**Date of Selectmen's Meeting:** *April 29, 2014*

**Board's action taken:**

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

**Distribution:**

**Town Counsel approval needed?**

Yes ( )

No ( )

**DRAFT**

Revised  
4/11/14

**Town of Sudbury**  
**Property Tax Work-off Program Guidelines**  
**Seniors and Veterans**

The Property Tax Work-off Program follows the general guidelines established by the Mass. General Law, Part 1, Title IX, Chapter 59, Section 5K (seniors) and The Valor Act - Mass. General Law, Part 1, Title IX, Chapter 59, Section 5N (veterans). This program places older Sudbury residents and Sudbury veterans of any age in varied jobs within Sudbury Town Departments in exchange for an abatement on the following year's Property Taxes, in 2014, equal to \$800 for 100 hours of work (\$8 per hour as this is current minimum wage).

The Town of Sudbury has allotted fifty slots for older residents and eighteen slots for veterans. The abatement is credited in the year following the hours worked. The Town of Sudbury has been an active participant in the Senior Tax Work-off Program since 1996. The Town opted to begin participation in the Veterans Tax Work-off Program in 2014.

**Eligibility**

For the Senior Program:

- Age 60 years or over;
- Must be the assessed owner of the property on which the tax is exempted (homeowner or current spouse);
- If the property is subject to a trust, the applicant must have legal title, i.e. be one of the trustees, on the applicable January 1 assessment date, or at the time the work is performed;
- Property must be the primary residence of applicant;
- Applicant must offer a skill or talent that can be utilized by a Town Department.
- One abatement is available per household.

For the Veterans Program:

- Must be a veteran as determined by Massachusetts state law;
- Must be the assessed owner of the property on which the tax is exempted (homeowner or current spouse);
- If the property is subject to a trust, the applicant must have legal title, i.e. be one of the trustees, on the applicable January 1 assessment date, or at the time the work is performed;
- Property must be primary residence of applicant;
- Applicant must offer a skill or talent that can be utilized by a Town Department. If the veteran has a disability that makes it impossible for him/her to perform a task needed by a Town department, the Veteran may designate a proxy to work the hours for him/her.

- One abatement is available per household.

Although the program *does not* have strict income guidelines, when there is competition for a work slot, preference may be given to households with greater financial need. The Tax Work-off application gives applicants the option to indicate whether their income is below \$30,000 per year; between \$30,000 and \$45,000 or above \$45,000 per year. Applicants may also indicate extreme expenses of an unusual nature that may be considered.

### **Abatement**

The abatement is considered to be income by the Federal Government and therefore subject to taxation and OBRA. The Town makes an OBRA retirement deposit for each person who participates in the program. It is not considered income by the state of Massachusetts.

Interested parties may contact the Sudbury Senior Center at (978) 443-3055 to receive a Tax Work-off Program Application or the office of the Veteran's Agent at (978) 639-3357 for further information.

### **FAQ:**

1. **How many hours do I have to work?** In order to receive a full credit of \$800.00 you must complete 100 hours of service. If you do not complete 100 hours, your credit will be prorated based on the number of hours worked.
2. **How long do I have to complete my hours?** The program begins on January 1 and service hours must be completed by December 31.
3. **How are the assignments made?** Selection is based on the working needs of the Town departments and applicant's skills that could be utilized as a participant in the Tax Work-off program. The Tax Work-off Program Coordinator for each program interviews new applicants and attempts to match the skills of the applicant with the Town Departments that need assistance. However, there is no guarantee that a match will be possible in a given year.
4. **When are applications available?** Applications can be filled out at any time and submitted to the Coordinator. The Coordinator will contact the applicant with information about the availability of a job. Generally, most new applicants begin their positions at the start of the calendar year. Occasionally, a space is available during the middle of a calendar year.
5. **Will I have the same position each year?** There is no guarantee that you will have the same position each year, but often it makes sense for the same person to continue into the following year.
6. **May I also receive a property tax exemption or defer the remainder of my taxes?** Yes, if you are otherwise eligible for a property tax exemption under other statutes, you may receive it.

And, should you desire and be eligible for a tax deferral on the remainder of your tax obligation, you may choose to defer it.

7. **May I carry over work hours from calendar year to the next?** Hours from one year cannot be carried to the next year.
8. **If I am a disabled veteran, may I designate a family member or other person, to work my hours for me?** Yes, if you a disabled veteran, and unable to perform work for a Town Department, you may designate another person to work the hours for you, if the person has skills/abilities that match a departmental need.
9. **If I am a veteran and 60 years of age and older, can I apply for two abatements?** Only one abatement is available for each household.
10. **My husband and I are both veterans, can we both participate?**  
If a household has two seniors, or a veteran and a senior, or two veterans, and they are both eligible and can be matched with an available job, they may each work part of the 100 hours and earn the one abatement.
11. **If my wife is working in the program as a senior, can I apply as a veteran and get two abatements for my household?**  
Each household is eligible for only one abatement. If two veterans would like to work and are matched with a town department, they may split the abatement hours between them.

### **Applications**

The Tax Work-off Coordinator receives applications throughout the year. The Coordinator contacts applicants and interviews applicants as appropriate, assesses their skills and abilities, and determines whether their skills are a potential match for a particular Town department. If a position is open, applicants will then interview with the Town Department head or other appointed person in the department. Following the interview, the Department head will discuss the appropriateness of the applicant with the Coordinator. The Coordinator will notify the applicant and provide the applicant with the appropriate forms for recordkeeping.

### **Participant Procedures**

Participants in the program will receive a blue Monthly Recording Form. The participant is required to fill in the hours worked each week, and have their Supervisor initial at the end of each month worked. Participants then make a copy of the blue form and submit this to the Tax Work-off Program Coordinator. When the participant is finished working for the year, the total number of hours will be calculated and the Department Supervisor signs the back of the form officially certifying how many hours of work have been completed. The completed form is sent to the Town Assessor. The Town Assessor implements the Tax Abatement for the following calendar year.

# AGENDA REQUEST - Item #20

## BOARD OF SELECTMEN

### Requestor's Section:

**Date of request:** *April 2014*

**Requestor:** *Patty Golden, Senior Admin. Asst. to Town Manager*

### **Action requested:**

Question of nominating candidates to MAPC Executive Committee or nominating other individuals for other awards as indicated in a letter received from MAPC dated March 31, 2014, and as noted in a memo from Patty Golden.

**Financial impact expected:** *None*

**Background information:** *See attached memos*

### **Recommendations/Suggested Motion/Vote:**

Question of nominating candidates to MAPC Executive Committee or nominating other individuals for other awards as indicated in a letter received from MAPC dated March 31, 2014, and as noted in a memo from Patty Golden.

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

### Selectmen's Office Section:

**Date of Selectmen's Meeting:** *April 29, 2014*

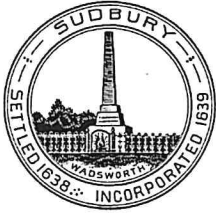
**Board's action taken:**

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

### Distribution:

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





# Town of Sudbury

Office of Selectmen

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

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

April 25, 2014

TO: Board  
FROM: Patty Golden  
RE: **Request for MAPC Nominations**

Please review the attached request from the MAPC (Metropolitan Area Planning Council.) Do you wish to nominate anyone for:

1. The MAPC Executive Committee, or
2. The Legislator of the Year Award or the Charles W. Elliot Award?

If so, I will forward these nominations to the MAPC.

Thank you.



Smart Growth & Regional Collaboration

RECEIVED  
BOARD OF SELECTMEN  
SUDBURY, MA

2014 APR -2 P 12:42

March 31, 2014

Dear Council Representative:

On May 28, 2014 the Metropolitan Area Planning Council (MAPC) will hold its annual meeting at a time and location yet to be determined. At that meeting, all Council members will elect four officers (President, Vice-President, Treasurer and Secretary), and the four caucuses (cities, towns, ex officio members, and gubernatorial appointees) will each elect five of their members to the Executive Committee.<sup>1</sup> We are writing to ask you to consider expressing interest in assuming one of these leadership positions.

MAPC is helping to lead metropolitan Boston toward thoughtful growth and regional collaboration, and this is an exciting time to become involved as we implement our regional plan, *MetroFuture: Making a Greater Boston Region* through education and technical assistance, research and data analysis, public engagement, and public policy advocacy.

Election to the Executive Committee is an effective way to influence regional deliberations on these and many other important physical, social and economic issues facing Greater Boston. We need active involvement and input from the Council's representatives – and serving as an officer or Executive Committee member is the perfect way to have an impact on our work.

Enclosed please find a one-page description of the nomination and election process, plus supporting documents. Please note that, under recent amendments to the Open Meeting Law, voting by absentee ballot is no longer allowed. We hope you will all try to attend the meeting. However, MAPC allows all municipalities in the region the option to appoint alternates as well as regular Council members. If you are unable to attend the annual meeting your alternate will be able to vote in your place. Alternates are appointed by the same appointing authority that appoints regular Council members. ✓

On another matter, MAPC annually makes awards to deserving individuals in several categories. ✓ Two of these awards will be made at the annual meeting and we are presently soliciting nominations. The awards are described on an enclosed sheet, along with a nomination form. We encourage you to send in your nominations.

---

<sup>1</sup> To be precise, towns, ex officio, and gubernatorial appointees elect five each; cities elect four, because Boston is a permanent member

Nominations for Officers and the Executive Committee are due on Friday, May 23, 2014, and Nominations for the Legislator of the Year are due on Friday, April 25, 2014. So, please fill out your nomination forms and send them back to us by mail or fax.

If you need any further information, or if you wish to discuss the rewards of deeper involvement in MAPC, feel free to call either one of us.

Respectfully,



Michelle Ciccolo, President  
(978) 562-2989



Marc Draisen, Executive Director  
(617) 933-0701

## **SUMMARY OF NOMINATION AND ELECTION PROCESS**

In accordance with MAPC bylaws a Nominating Committee has been appointed by the Executive Committee. The Nominating Committee is charged with recommending candidates for officer positions to the full Council. This will include president, vice president, treasurer, and secretary. When it meets, it will consider all nominees that have been filed by Council representatives.

In regard to the Executive Committee, caucuses of each category of Council representatives will elect members to the Council from their respective category on the day of the annual meeting. The categories are: town, city, gubernatorial, and ex-officio. (The Nominating Committee recommends officer candidates only, not other candidates to the Executive Committee.)

Enclosed you will find a nomination form and supporting documents. You may submit your own name or the name of another Council representative, to run for an officer or Executive Committee seat. Nominations for officer positions will be forwarded to the Nominating Committee, and the report of the Committee will be forwarded to the full Council. Nominations from the floor will be allowed for all officer positions and within each caucus.

**NOMINATION FORMS ARE DUE AT THE COUNCIL OFFICES AT  
60 TEMPLE PLACE, BOSTON, MA 02111 by 5 PM, Friday, May 23, 2014**

**FORMS MAY BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 617-482-7185  
ATTENTION: THOMAS HAUENSTEIN**

**MAPC AWARDS  
IN RECOGNITION OF  
EXTRAORDINARY ACCOMPLISHMENT OR PROMISE**

MAPC presents two awards at the annual meeting to individuals who help to advance the goals of the agency in a variety of ways. Council members are encouraged to nominate individuals for the first award; nominations for the Charles W. Eliot II Award are made through the high schools in the MAPC district, but please feel free to encourage your high school administrators to apply.

**Legislator of the Year Award**

This award is made to a member of the Massachusetts General Court for active support of the agency's legislative priorities. Recipients of the award have demonstrated a high level of commitment to developing regional ways of dealing with issues such as economic development, transportation, water resources, housing, and environmental protection.

**Charles W. Eliot II Award**

This award is made to a high school senior who demonstrates an interest in and commitment to land use planning, open space protection, and other ecological issues. Charles Eliot II was a respected champion of regional land use planning and green space protection, and he helped to found MAPC in the 1960s. The award is accompanied by a scholarship of at least \$500. Scholarship application forms can be downloaded from our web site, at this address:

<http://www.mapc.org/eliot-scholarship>



## METROPOLITAN AREA PLANNING COUNCIL

### AGENCY DESCRIPTION

The Metropolitan Area Planning Council (MAPC) is a regional planning agency serving the people who live and work in the 101 cities and towns of Metropolitan Boston. Established in 1963, MAPC is a public agency created under Massachusetts General Law Chapter 40B Section 24.

Our mission is promoting smart growth and regional collaboration.

We work toward sound municipal management, sustainable land use, protection of natural resources, efficient and affordable transportation, clean energy, a diverse housing stock, public safety, economic development, public health, an informed public, and equity and opportunity among people of all backgrounds. A critical component of MAPC's mission is to advance equity and cultural competency both internally and in our work throughout the region

MAPC is governed by representatives from each city and town in our region, as well as gubernatorial appointees and designees of major public agencies. Each municipality in our region belongs to one of eight subregions. Each subregion elects its own leaders, and its work is facilitated by an MAPC staff member. The MetroWest subregion is led by an independent board and director. Each subregion includes municipal officials and regional and community stakeholders, all of whom work together to develop an annual work plan and priorities.

**NOMINATING COMMITTEE**

2014

Jay Ash (City/Chelsea)

Kathy Baskin (Ex Officio/MWRA)

Richard Canale (Town/Lexington)

Robert Cohen (Gubernatorial)

Stephen Silveira (Gubernatorial)



**METROPOLITAN AREA PLANNING COUNCIL  
2014 NOMINATION FORM FOR OFFICERS AND EXECUTIVE COMMITTEE**

You may nominate yourself or another individual

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

The nominee, is a (check one)

\_\_\_\_\_ city \_\_\_\_\_ town \_\_\_\_\_ gubernatorial \_\_\_\_\_ ex-officio representative

I hereby submit (check one)

\_\_\_\_\_ my name \_\_\_\_\_ my nominee's name for nomination to the office of  
(check one)

\_\_\_\_\_ President \_\_\_\_\_ Vice-President \_\_\_\_\_ Treasurer \_\_\_\_\_ Secretary  
OR

\_\_\_\_\_ as a member of the Executive Committee

If nominating an individual other than yourself, please provide the following information:

Name of Nominee

\_\_\_\_\_

By signing this form, I certify that I am a duly appointed representative to the Metropolitan Area Planning Council.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Nomination forms are due to the Council offices by 5 PM on Friday, May 23, 2014 via mail to MAPC, 60 Temple Place, Boston, MA 02111 or by fax at 617-482-7185 att: Thomas Hauenstein**

Office Use Only

---

---

Nominee \_\_\_\_\_ is \_\_\_\_\_ is not qualified to hold office. Term Expires \_\_\_\_\_

# AGENDA REQUEST - Item 21

## BOARD OF SELECTMEN

### Requestor's Section

**Date of request:** *April 24, 2014*

**Requestor:** *Patty Golden*

**Action requested:** *Vote to approve the April 8 regular session meeting minutes.*

**Financial impact expected:** *None*

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

*CONSENT CALENDAR*

**Recommendations/Suggested Motion/Vote:**

*Vote to approve the April 8, 2014 regular session meeting minutes.*

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

### Selectmen's Office Section

**Date of Selectmen's Meeting:** *April 29, 2014*

**Board's action taken:**

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

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

**Distribution:**

**Town Counsel approval needed?**

Yes ( )

No ( X )

# AGENDA REQUEST - Item #22

## BOARD OF SELECTMEN

### Requestor's Section:

**Date of request:** *April 4, 2014*

**Requestor:** *Curtis Heisey, Assistant Scoutmaster, Boy Scout Troop 61*  
~~22~~

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

**Financial impact expected:** *None*

**Background information:** *CONSENT CALENDAR*

### **Recommendations/Suggested Motion/Vote:**

*Vote to enter into the Town record and congratulate Charles V. Keighley IV, 10 Boston Post Road; Austin Todd Heisey, 60 Blackmer Road; Christian Helgeson, 4 King Philip Road; John Patrick Mannherz, 33 Cudworth Lane; to be recognized at a Court of Honor on May 31, 2014, for having achieved the high honor of Eagle Scout.*

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

### Selectmen's Office Section:

**Date of Selectmen's Meeting:** *April 29, 2014*

**Board's action taken:**

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

**Distribution:**

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

# Boy Scout Troop 61

Boy Scouts of America  
Sudbury, MA 01776  
<http://troop61.info/>



April 4, 2014

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

Dear Sir or Madam,

Troop 61, within the Liberty District, Knox Trail Council of the Boy Scouts of America, is pleased to announce **John Patrick Mannherz, Charles V Keighley III, Austin Todd Heisey, and Christian Helgeson** have achieved the rank of Eagle Scout. A key element required to earn the rank, is the leadership and completion of an Eagle Scout Service Project:

**John Patrick Mannherz** replaced the 80 foot long retaining wall for the conservation land parking lot on Brimstone Lane in Sudbury, MA.

**Charles V Keighley III** cleaned debris from, as well as slightly rebuild a stone wall behind the Martha Mary Chapel just down the road from the historic Wayside Inn in Sudbury, MA.

**Austin Todd Heisey** constructed five benches for the Assabet River National Wildlife Refuge in Sudbury, MA. More information can be found at <http://www.farnwr.org/news.html#Nov27>.

**Christian Helgeson** built an information kiosk located at the trailhead of the King Philip Woods Conservation Land. The kiosk benefits a local group known as S.W.E.E.T. (Sudbury Weed Education and Eradication Team).

Earning the Eagle Scout rank is a notable achievement reflecting their attainment of the highest rank in Boy Scouting. John, Charles, Austin and Christian will be recognized at a Court of Honor on May 31<sup>st</sup>, 2014, at Memorial Congregational Church, 26 Concord Road, Sudbury, MA at 3:00 in the afternoon. You are cordially invited to attend the Eagle Court of Honor.

We ask for your assistance in recognizing the achievements and service of each Eagle recipient. Will you please send each young man a letter of greeting, along with any other items you wished to be presented to him during a recognition ceremony? Please address your letters and recognitions in care of the following address:

Curtis Heisey  
60 Blackmer Rd  
Sudbury, MA 01776-3104

Thank you very much for taking time from your extremely busy work schedule to help this community and this troop recognize the personal achievement and service of John, Charles, Austin and Christian.

Yours respectfully,

Curtis Heisey  
Assistant Scoutmaster,  
Boy Scout Troop 61

2014 APR - 7 P 12:30

RECEIVED  
BOARD OF SELECTMEN  
SUDBURY, MA

# AGENDA REQUEST - Item #23

## BOARD OF SELECTMEN

### Requestor's Section:

**Date of request:** *April 19, 2014*

**Requestor:** *Kate Marchand, Boy Scout Troop 63*

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

**Financial impact expected:** *None*

**Background information:** *CONSENT CALENDAR*

### **Recommendations/Suggested Motion/Vote:**

*Vote to enter into the Town record and congratulate Alexander Benton, 7 Forest Street; Joseph Malcolm Mooney, 27 Powers Road; Frederick John Rust, 177 Haynes Road; and Andrew James Wilkins, 34 Meadow Drive; to be recognized at a Court of Honor on May 26, 2014, for having achieved the high honor of Eagle Scout.*

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

### Selectmen's Office Section:

**Date of Selectmen's Meeting:** *April 29, 2014*

**Board's action taken:**

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

**Distribution:**

**Town Counsel approval needed?**

Yes ( )

No ( )

**Golden, Patricia**

---

**From:** Kate Marchand <katemarchand@hotmail.com>  
**Sent:** Saturday, April 19, 2014 9:46 AM  
**To:** Board of Selectmen  
**Subject:** FW: Eagle Court of Honor

Dear Ms. Golden, Ms. Frank, Ms. Bicoules and Ms. Vert:

On behalf of the Scouts, Leaders and Committee of Troop 63 Sudbury, Massachusetts, it is my pleasure to announce that:

**Alexander Benton, Joseph Malcolm Mooney,  
Frederick John Rust and  
Andrew James Wilkins  
have achieved the rank of Eagle Scout  
and will be recognized at a Court of Honor  
on May 26, 2014.**

Would you please send these worthy Eagle Scouts a letter of greeting, along with any other items you wish to be presented to them during the Court of Honor? All letters and certificates received for these Scouts will be read and displayed for the guests and then presented to the Scouts.

You are cordially invited to attend the Eagle Court of Honor which will be assembled to celebrate the achievements of these fine young men. The Eagle Court of Honor will be held at Our Lady of Fatima Parish, Hurley Hall, 160 Concord Road, Sudbury MA on Monday, May 26 at 3:00pm.

Please address letters to the Eagle Scouts listed above and send them in care of the following address. Thank you for helping us to acknowledge these very worthy Scouts.

Sincerely,

Kathleen Marchand  
Troop 63 Sudbury  
101 Victoria Road  
Sudbury, MA 01776

# AGENDA REQUEST - Item #24

## BOARD OF SELECTMEN

### Requestor's Section:

**Date of request:** *April 10, 2014*

**Requestor:** *Joanne Howe for Sheila Cusolito, Sudbury Housing Authority*

---

**Action requested:** *Send letter of support to the State on behalf of Judith Deutsch to recommend her reappointment as the State-appointed member of the Sudbury Housing Authority*

---

**Financial impact expected:** *None*

---

**Background information:** *See attached*

---

**Recommendations/Suggested Motion/Vote:** *Question of voting to recommend the state reappointment of Judith Deutsch, 41 Concord Road, to the Sudbury Housing Authority, as requested by Jo-Ann Howe, for Sheila Cusolito, Sudbury Housing Authority Executive Director.*

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

### Selectmen's Office Section:

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

---

**Board's action taken:**

---

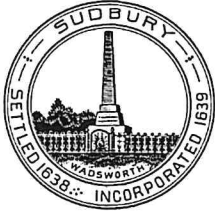
**Follow-up actions required by the Board of Selectmen or Requestor:**

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

**Distribution:**

---

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



# Town of Sudbury

Office of Selectmen

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

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

April 29, 2014

Ms. Juliana Gamble  
Manager of Special Initiatives  
Dept. of Housing and Community Development  
100 Cambridge Street, Suite 300  
Boston, MA 02114

Dear Ms. Gamble:

The Sudbury Board of Selectmen recommends the reappointment of resident Judith Deutsch, 49 Concord Road, as the State Appointee to the Sudbury Housing Authority.

Ms. Deutsch has been a Sudbury resident for over 40 years, is an active member of the League of Women Voters, and is the Legislative Chair of Mass-Care. She has served on the Community Housing Committee, Council on Aging, was an Associate Member of the Sudbury Housing Authority, and has had a long history of support for affordable housing issues.

We look forward to favorably hearing from you regarding the State appointment of Ms. Deutsch to the Sudbury Housing Authority.

SUDBURY BOARD OF SELECTMEN

John C. Drobinski, Chairman

Charles C. Woodard, Vice-Chairman

Lawrence W. O'Brien

Robert C. Haarde

Leonard A. Simon



BJ

**SUDBURY HOUSING AUTHORITY**

55 HUDSON ROAD  
SUDBURY, MASSACHUSETTS 01776  
sudburyhousing@verizon.net

Sheila Cusolito  
Executive Director

Phone: (978) 443-5112  
Fax: 978-443-5112

RECEIVED  
APR 15 2014

April 10, 2014

BY: .....

Board of Selectmen

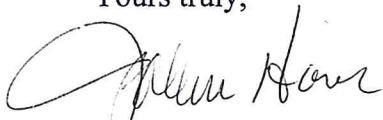
The Sudbury Housing Authority requests that the Selectmen send a letter supporting the reappointment of Judith Deutsch as its Governor's Appointee. She has served the SHA extremely well during the past five years, and prior to that, attended meetings as a non-voting associate for two years. She is currently serving as our Chairperson.

You will see by her resume that Judy is very well qualified for the position and that there are no conflicts between this appointment and her other community activities, which are all voluntary in nature. Among other things, she is an active member of the League of Women Voters, is the Legislative Chair of Mass-Care, and has a long history of support for affordable housing.

The letter should be sent to me by email and I will include it in a package to be emailed, at her request, to Juliana Gamble, Manager of Special Initiatives, at the Department of Housing and Community Development.

Thank you for your help in this matter.

Yours truly,



Jo-Ann Howe, for  
Sheila Cusolito,

RECEIVED  
BOARD OF SELECTMEN  
SUDBURY, MA  
2014 APR 15 A 11:29

## Sheila Cusolito, Sudbury Housing Authority

---

**From:** "Judith Deutsch" <revjd@aol.com>  
**Date:** Thursday, April 10, 2014 10:02 AM  
**To:** <SudburyHousing@verizon.net>  
**Attach:** 2014\_Resume\_forSHA\_appt.pages  
**Subject:** my updated resumé

Reverend Judy Deutsch  
 Unitarian Universalist Minister Emerita  
 41 Concord Rd.  
 Sudbury, MA 01776  
 978 443 8609 [rebjd@aol.com](mailto:rebjd@aol.com)

Spring 2014 Resumé

### Volunteer Work Related to Affordable Housing

- 2009-2014, Governor appointed Commissioner on Sudbury Housing Authority Board (2013-2014, chair)
- 2007-2009, Associate member of Sudbury Housing Authority
- 2005-2007, Member, Community Housing Committee
- 2004, Member, St. Anselm Committee (Town of Sudbury Committee to consider ways to use St. Anselm property for affordable housing if it were to become available)
- 2001, Co-chair and Moderator of Sudbury Affordable Housing Forum
- ca 1975, member of Sudbury Housing Committee coordinator of, and cook for event including lunch at which Sudbury Seniors were invited to look at model of Musketahquid Village (the 64 unit affordable building for seniors and disabled people)

### Formal Education

B.A., 1950, from Hunter College of City of New York in history and political science  
 M.A. ,1965, from New School for Social Research in political science and philosophy  
 M.A., 1980, from Boston College in systematic theology, specializing in religion and society

### Awards and Accreditation

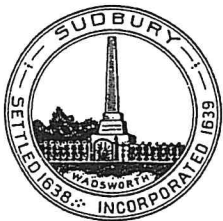
1950, Alvin Johnson Prize Scholarship  
 1972, Accredited as Unitarian Universalist Religious Educator,  
 1980, Fellowshiped as Unitarian Universalist Parish Minister  
 1980, Ordained as Unitarian Universalist Minister  
 2000, Awarded Minister Emerita status by First Parish Medfield Unitarian Universalist  
 2000, Inducted intdy Deutsch for reappointment to the Sudbury Housing Authorit the Hunter College Hall of Fame  
 2007, Selected as Unsung Hero of Sudbury, May 2007

### Work History

1950-1953, history and English teacher, and social worker  
 1953-1967, mostly stay-at-home Mom  
 1967-1980, Unitarian Universalist religious educator  
 1980-2000-Unitarian Universalist parish minister

### Current Non-housing-Related Volunteer Work

chair of League of Women Voters of MA and Sudbury health care committees; legislative chair of Mass-Care; coordinator of Faith In Action Team at First Parish, Sudbury; member, Sudbury Democratic Town Committee; mentor to a prisoner at Massachusetts Correctional Institution at Norfolk.



# TOWN OF SUDBURY

Office of Selectmen

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

278 Old Sudbury Road  
Sudbury, Massachusetts 01776-1843  
Tel: (978) 639-3381  
Fax: (978) 443-0756  
E-mail: [selectmen@town.sudbury.ma.us](mailto:selectmen@town.sudbury.ma.us)

July 7, 2009

Ms. Jo-Ann Howe  
38 Birchwood Avenue  
Sudbury, MA 01776

IN BOARD OF SUDBURY SELECTMEN

June 23, 2009

**Sudbury Housing Authority - State Appointee Member**

It was on motion unanimously

VOTED: As requested by Jo-Ann Howe, Executive Director of the Sudbury Housing Authority, to send letters of support to the State on behalf of Judith Deutsch, 41 Concord Road, to become the State-appointed member of the Sudbury Housing Authority, filling the position of DeBorah Sonnenschein, whose term expires on July 21, 2009.

Attest:

Maureen G. Valente  
Town Manager-Clerk

## Library References

Municipal Corporations § 6, 39. C.J.S. States §§ 141 to 143, 165, 202.  
States § 84.  
C.J.S. Municipal Corporations §§ 7, 8, 85  
to 87.

### § 5. Membership; appointment; election; term of office

Every housing and redevelopment authority shall be managed, controlled and governed by five members, appointed or elected as provided in this section, of whom three shall constitute a quorum.

In a city, four members of a housing or redevelopment authority shall be appointed by the mayor subject to confirmation by the city council; provided, that, the members shall be appointed to serve for initial terms of one, two, four and five years, respectively.

In a town, four members shall be elected by the town; provided, that of the members originally elected at an annual town meeting, the one receiving the highest number of votes shall serve for five years, the one receiving the next highest number of votes, for four years, the one receiving the next highest number of votes, for two years, and the one receiving the next highest number of votes shall serve for one year; provided, that upon the initial organization of a housing or redevelopment authority, if a town so votes at an annual or special town meeting called for the purpose, four members of such an authority shall be appointed forthwith by the selectmen to serve only until the qualification of their successors, who shall be elected at the next annual town meeting as provided above.

In a city or town, one member of a housing or redevelopment authority shall be appointed by the department for an initial term of three years. Thereafter, as the term of a member of any housing or redevelopment authority expires, his successor shall be appointed or elected, in the same manner and by the same body, for a term of five years from such expiration. Membership in a housing or redevelopment authority shall be restricted to residents of the city or town.

In a city, one of the four members of a housing authority appointed by the mayor shall be a resident of that city and shall be a representative of organized labor who shall be appointed by the mayor from a list of not less than two nor more than five names, representing different unions submitted by the Central Labor Council, AFL-CIO and the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America of the city or of the district within which the city is included. If no such list of names is submitted within sixty days after a vacancy occurs, the mayor may appoint any representative of organized labor of his own choosing to the authority. In a city, one of the four members of

## HOUSING AND URBAN RENEWAL

building owned and operated by or on behalf authority who shall be appointed by the mayor submitted by each duly recognized city-wide and organization in the city. A tenants' organization n contains not less than two nor more than five nar shall make his selection from among the names s that, where no public housing units are owned and housing authority and no such units are owned and the local housing authority, the mayor shall app housing authority from lists submitted in accord If no list of names is submitted within sixty days e the mayor shall appoint any tenant of his choo

Vacancies, other than by reason of expiration o for the balance of the unexpired term, in the sar same body, except elected members in towns who in accordance with the provisions of section elev Every member, unless sooner removed, shall serve of his successor.

As soon as possible after the qualification of the or redevelopment authority the city or town cler shall file a certificate of such appointment, or of election, as the case may be, with the departr thereof, in either case, in the office of the state s secretary finds that the housing or redevelopme organized and the members thereof elected or a law, he shall issue to it a certificate of organizati shall be conclusive evidence of the lawful organi and of the election or appointment of the membe

Whenever the membership of an authority is ch election, resignation or removal, a certificate and that effect shall be promptly so filed. A certif conclusive evidence of the change in membershi ferred to therein.

Added by St.1969, c. 751, § 1. Amended by St.1971, c. St.1979, c. 707; St.1983, c. 649, § 1.

### Historical Note

St.1971, c. 565, § 1, approved July 29, 1971, in the sixth paragraph, substituted the first and second sentences for the former first sentence which read: "In a city, one of the five members of a housing authority shall be representative of organized labor," graph, which p one of the fou thory appoint representative be appointed b five or more n unions submit