

SUDBURY BOARD OF SELECTMEN
 AGENDA - TUESDAY, AUGUST 19, 2014
 7:30 PM, LOWER TOWN HALL, 322 CONCORD ROAD

1.	7:00 PM	Vote	Executive Session: Open meeting in Open Session in Flynn Building, Silva Room, and immediately vote to go into Executive Session by roll call wherein having an open session on these issues will be detrimental effect on the Town's bargaining position. <i>If necessary, the Executive Session will be suspended at 7:25 p.m. and resumed at the end of the Regular Session.</i>
2.		Vote	Vote to end Executive Session and reconvene in Open Session at Lower Town Hall, 322 Concord Road.
3.	7:30 PM		Opening remarks by Chairman
4.	7:35 PM		Reports from Town Manager
5.	7:45 PM		Reports from Selectmen
6.	7:55 PM		Citizen's comments on items not on agenda
7.	8:00 PM		Report from DPW Director on projects the DPW is working on, including an update on Town Center, Nixon Elementary School, walkway construction, and other projects. <i>(DPW Director Bill Place to present)</i>
8.	8:15 PM	Vote	Discussion and update on: (1) Vote to accept FY14 year-end statement for Pooled Town Trusts and authorize spending requests for FY15; (2) Sudbury Trust Program; (3) Discussion and vote to accept a tax deferral interest rate for taxes levied for FY14. <i>(Finance Director/Treasurer Collector Andrea Terkelsen to present)</i>
9.	8:35 PM		Update on Police Station project <i>(Police Chief Scott Nix, Facilities Director Jim Kelly, and PBC Chair Mike Melnick to present)</i>
10.	8:45 PM	Vote	Update on Bruce Freeman Rail Trail: (1) Discussion of draft scope of services; (2) BOS guidance on whether to proceed with an RFP for consulting services related to the 25% MA DOT design plan; negotiate a contract with Greenman-Pedersen, Inc. directly for such; or contact several engineering firms for pricing on the scope of services. <i>(Jody Kablack, Planning and Community Development Director, and Jim Kupfer, Assistant Planner to present)</i>
11.	9:05 PM	Vote	Vote to approve the Mission Statement for the Melone Property Redevelopment Advisory Committee and direct staff to advertise for two at-large members to be interviewed by the Board of Selectmen at the Sept. 23, 2014 meeting, as requested by Jody Kablack, Director of Planning and Community Development.
12.	9:25 PM		Meet with Andrew Sullivan to discuss Mass Central Rail Trail
13.	9:40 PM		Town Forum Discussion <i>(Vice-Chairman Pat Brown to present)</i>

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.

MISCELLANEOUS

14.	Vote	Vote to accept the proposal of New Cingular Wireless PCS in response to the Town's Request for Proposal issued on June 25, 2014, for lease of approximately 900 s.f. of land located at the Department of Public Works, 275 Old Lancaster Road, for the installation and use of a wireless communications facility; and to authorize the Town Manager to execute a Lease therefor for a period of ten years with two extension terms of five years each, said execution subject to determination of the specific location on the site and finalization of said lease by Town Counsel and New Cingular Wireless PCS.
15.	Vote/ Sign	Vote to approve a new Livery and Limousine License for Metro Company, 648 Boston Post Road, in accordance with application dated July 10, 2014, and to approve rate schedule set forth therein, said license to expire on June 30, 2015. <i>(Muhammad Chaudry, owner, will attend)</i>

CONSENT CALENDAR

16.	Vote	Vote to approve the regular session meeting minutes of June 17, July 8, July 22, and August 12, 2014, and the executive session minutes of April 29 and June 17, 2014.
17.	Vote	Vote to accept, on behalf of the Town, donations from: US Sports Institute, Bonnies Boot Camp, Marlborough Savings Bank, Veebop Enterprises, Merrifield Garden and Design, and Bright Horizons Family Solutions totaling \$1,000 to the Summer Concert Series Revolving Funds Account, as requested by Nancy McShea, Park & Recreation Director, in memos dated July 15 and July 28, 2014, said funds to be expended under the direction of the Park and Recreation Director.
18.	Vote	Vote to accept a Green Communities Grant from the Department of Energy Resources in the amount of \$250,000 as requested in an Energy & Sustainability Committee grant application dated April 15, 2014; and to authorize the Town Manager to execute documents related to said project inclusive of the Grant Contract.
19.	Vote/ Sign	Vote to grant a 1-day Wine and Malt license to Ingrid Mayyasi, to accommodate a Friends of the Goodnow Library fundraiser, "Teamwork Trivia Night," on Friday, September 19, 2014 from 7:00 PM to 10:00 PM at Goodnow Library, 21 Concord Rd, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.
20.	Vote/ Sign	Vote to grant a one-day Wine and Malt License to Gail Coppola, Parmenter Foundation, 400 Boston Post Road, Suite 1A, to accommodate a fundraiser, "Hoedown for Heartplay," at The Sudbury Valley Trustees, 18 Wolbach Road, Saturday, September 20, from 7:00 p.m. to 10:00 p.m., subject to use of a TIPS-trained bartender and receipt of a Certificate of Liability.
21.	Vote/ Sign	NStar Utility Petition #14-01: Question of approving NStar Electric and Verizon New England, Inc. petitions and plans to obtain a Grant of Location to relocate pole 6/13 within Hudson Road to clear access for proposed driveway/proposed police station.
22.	Vote/ Sign	NSTAR Utility Petition #14-02: Question of approving NStar Electric and Verizon New England, Inc. petitions and plans to obtain a Grant of Location to relocate poles 2/66 and 2/67 within Hudson Road in order to accommodate road reconstruction at the Town Center.

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23.		Vote	Vote to accept a \$6,900 gift from 82 Maynard LLC (developer for 82 Maynard Road subdivision) for town-wide walkway construction, as noted in condition 10 of the Definitive Subdivision Decision dated March 26, 2014 approving the development. Said funds shall be deposited into the Town-wide walkway account and spent under the direction of the Director of Public Works.																																	
24.		Vote/ Sign	Vote to approve the appointment of Lucie S. St George, 752 Concord Road, as the SPS designee to the Strategic Financial Planning Committee for Capital Funding for a term to expire 5/31/15, as occasioned by the resignation of Robert CG Armour.																																	
25.		Vote	Vote to accept the resignation of Robert CG Armour, 21 Brookside Farm Lane, from the Strategic Financial Planning Committee for Capital Funding, and the Fairbank Study Committee, effective 7/22/14, and to send a letter of thanks for his service to the Town.																																	
26.		Vote	Vote to approve for FY15 the following annual or renewal DPW contracts awarded and previously approved for FY14 or to be awarded in FY15 on a Fiscal Year basis or Calendar Year basis by the Town Manager in accordance with procurement requirements and as reviewed by Town Counsel:																																	
			<table border="1"> <thead> <tr> <th>Contract Number</th> <th>Contract Name</th> <th>Contract Period</th> </tr> </thead> <tbody> <tr> <td>2015-ER-1</td> <td>Street Sweeping</td> <td>Calendar Year (1/1/15 thru 12/31/15)</td> </tr> <tr> <td>2015-CM-1</td> <td>Cemetery Mowing</td> <td>Calendar Year (1/1/15 thru 12/31/15)</td> </tr> <tr> <td>2015-G-1</td> <td>Gasoline</td> <td>State Contract - 8/1/12 thru 7/31/13 - Extended thru 3/31/15</td> </tr> <tr> <td>2015-DF-1</td> <td>Diesel Fuel</td> <td>State Contract - 8/1/12 thru 7/31/13 - Extended thru 3/31/15</td> </tr> <tr> <td>2015-M-1</td> <td>Borrow Materials</td> <td>Fiscal Year (7/1/14 thru 6/30/15)</td> </tr> <tr> <td>2015-T-1</td> <td>Trees & Stumps: Removal & Disposal</td> <td>Fiscal Year (7/1/14 thru 6/30/15)</td> </tr> <tr> <td>2015-BM-1</td> <td>Bituminous Materials</td> <td>Calendar Year (1/1/15 thru 12/31/15)</td> </tr> <tr> <td>2015-M-2</td> <td>Bituminous Concrete Type I In Place</td> <td>Fiscal Year (7/1/14 thru 6/30/15)</td> </tr> <tr> <td>2012 thru 2014-SLM-1</td> <td>Street Light Maintenance</td> <td>Calendar Year (3 Year Contract)</td> </tr> <tr> <td>2015-TLP-1</td> <td>Traffic Line Painting</td> <td>Calendar Year (1/1/15 thru 12/31/15)</td> </tr> </tbody> </table>	Contract Number	Contract Name	Contract Period	2015-ER-1	Street Sweeping	Calendar Year (1/1/15 thru 12/31/15)	2015-CM-1	Cemetery Mowing	Calendar Year (1/1/15 thru 12/31/15)	2015-G-1	Gasoline	State Contract - 8/1/12 thru 7/31/13 - Extended thru 3/31/15	2015-DF-1	Diesel Fuel	State Contract - 8/1/12 thru 7/31/13 - Extended thru 3/31/15	2015-M-1	Borrow Materials	Fiscal Year (7/1/14 thru 6/30/15)	2015-T-1	Trees & Stumps: Removal & Disposal	Fiscal Year (7/1/14 thru 6/30/15)	2015-BM-1	Bituminous Materials	Calendar Year (1/1/15 thru 12/31/15)	2015-M-2	Bituminous Concrete Type I In Place	Fiscal Year (7/1/14 thru 6/30/15)	2012 thru 2014-SLM-1	Street Light Maintenance	Calendar Year (3 Year Contract)	2015-TLP-1	Traffic Line Painting	Calendar Year (1/1/15 thru 12/31/15)
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27.		Vote/ Sign	Vote to renew the current Sunday Entertainment License for Bullfinch's, Inc., d/b/a Bullfinch's Restaurant, 730 Boston Post Road, for a live jazz trio from 11:00 a.m. to 2:00 p.m., for the period of September 7, 2014 to August 30, 2015.																																	
28.		Vote	Vote to grant a special permit to Myke Farricker, Committee Co-Chair, to hold a "Ride to Defeat ALS" bike ride on Sunday, September 28, 2014, from 7:00 a.m. through approximately 4:00 p.m., following the same route as in previous years, subject to Police Dept. safety requirements, proof of insurance coverage and the assurance that any litter will be removed at the race's conclusion.																																	
29.		Vote	Vote to authorize the Town Manager to execute the Certificate of Compliance form for 162 Pratts Mill Road, Sudbury, MA, and if desired, to designate the Town Manager to sign for the "Chief Executive Officer" or "Municipality" for administrative actions on affordable housing units (refinancing approval, resale right of first refusal, resale procedures, etc.) where the Town of Sudbury is the Monitoring Agent.																																	

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30.		Vote	Vote to accept, on behalf of the Town, a total of \$3,355 in donations to be used by the Town of Sudbury for the purpose of the Sudbury Celebrates 375/Sudbury Day Committee celebration, and may be used for another similar purpose as authorized by the Board of Selectmen in the event that all funds are not expended at the conclusion of the aforementioned celebration.
31.		Vote	Vote to approve a request dated August 6, 2014 from Robert Conrad, owner, Conrad's Restaurant (formerly Bistro20), to grant permission for one 40-ft. long storage container to be used for furniture and equipment storage at 120 Boston Post Road during the remodeling of Conrad's beginning August 20, 2014 and ending October 11, 2014, subject to approval of the Building Inspector.
32.		Vote/ Sign	Vote to appoint Robert C. Haarde, Patricia A. Brown (Selectmen); William E. Kneeland (Finance Committee); Scott B. Nassa (Sudbury Public Schools); David R. Manjarrez (Minuteman representative), and Elena Kleifges (LSRHS School Committee Chair) to the Vocational Education Options Committee for a term to expire May 31, 2015.

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AGENDA REQUEST – Item #7
BOARD OF SELECTMEN

Requestor's Section

Item Name: *Annual Meeting with DPW Director Bill Place*

Date of request: *8/12/14*

Requestor: *Town Manager Maureen Valente*

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

To receive a verbal report from DPW Director on Projects the DPW is working on, including an update on Town Center, Nixon Elementary School, walkway construction, and other projects

Financial impact expected: *None*

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

Recommendations/Suggested Motion/Vote:

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

DPW Director Bill Place

Selectmen's Office Section

Date of Selectmen's Meeting: **8/19/14**

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 ()
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AGENDA REQUEST - Item #8

BOARD OF SELECTMEN

Requestor's Section

Date of request: July 14, 2014

Requestor: Andrea Terkelsen

Action requested: *Discussion and update on: (1) Vote to accept FY14 year-end statement for Pooled Town Trusts and authorize spending requests for FY15; (2) Sudbury Trust Program;(3) Discussion and vote to accept a tax deferral interest rate for taxes levied for FY14*

Financial impact expected: to be determined

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

Recommendations/Suggested Motion/Vote:

Discussion and update on: (1) Vote to accept FY14 year-end statement for Pooled Town Trusts and authorize spending requests for FY15; (2) Sudbury Trust Program; (3) Discussion and vote to accept a tax deferral interest rate for taxes levied for FY14 (Finance Director/Treasurer Collector Andrea Terkelsen to present)

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

Andrea Terkelsen

Selectmen's Office Section

Date of Selectmen's Meeting: August 19, 2014

Board's action taken:

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

Future Agenda date (if applicable):

Distribution:

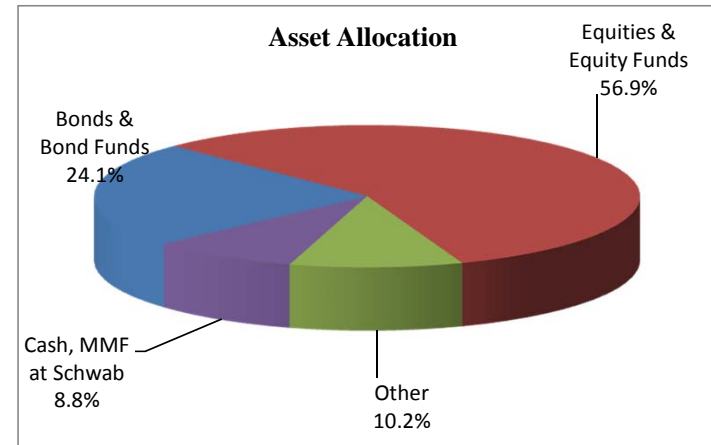
Town Counsel approval needed?

Yes ()

No ()

**Town of Sudbury
Town Trust Investments
as of June 30, 2014**

<u>Portfolio Composite:</u>	<u>Market Value</u>	<u>Unrealized Gain/(Loss)</u>	<u>% Gain/(Loss)</u>
Bonds & Bond Funds	\$ 476,149	\$ (8,921)	-1.9%
Equities & Equity Funds	\$ 1,121,950	\$ 208,597	18.6%
Other	\$ 201,663	\$ 58,088	28.8%
Cash, MMF at Schwab	\$ 172,760	\$ -	0.0%
	<u>\$ 1,972,522</u>	<u>\$ 257,764</u>	<u>13.1%</u>
	-	-	
FY Income/Earnings	\$ 62,737		
FY Market Value Changes	\$ 171,207		
FY changes excld. Deposits/transfers	<u>\$ 233,944</u>		



**Investment Portfolio
as of June 30, 2014**

				<u>Price</u>	<u>Market</u>	<u>Average</u>	<u>Unrealized</u>
	<u>% of Portfolio</u>	<u>Shares</u>		<u>Current</u>	<u>Value</u>	<u>Cost</u>	<u>Market</u>
						<u>Basis</u>	<u>Gain/(Loss)</u>
Investments - Bonds & Bond Funds							
Vanguard GNMA Fund	11.21%	20,586.11	\$	10.74	221,094.82	226,523.21	(5,428.39)
Vanguard Interm Term	5.66%	11,239.77	\$	9.94	111,723.27	113,446.90	(1,723.63)
Vanguard Short-Term Treasury	7.27%	13,382.93	\$	10.71	143,331.21	145,099.90	(1,768.69)
Total:	24.14%	45,208.81			476,149.30	485,070.01	(8,920.71)
Investments - Equities & Equity Funds							
Fidelity Contra Fund	13.29%	2,639.71	\$	99.34	262,228.79	176,976.20	85,252.59
Harbor International Fund Inst CL	11.68%	3,106.74	\$	74.16	230,395.62	174,974.75	55,420.87
PIMCO All Asset Instl Cl	10.44%	16,155.09	\$	12.75	205,977.38	200,076.00	5,901.38
Vanguard Emerging Mkts Stock Index Fund	7.63%	5,505.62	\$	27.34	150,523.60	153,354.06	(2,830.46)
Vanguard Div Appreciation	13.83%	3,500.00	\$	77.95	272,825.00	207,971.95	64,853.05
Total:	56.88%	30,907.15			1,121,950.39	913,352.96	208,597.43
Investments - Other							
JP Morgan Exch Traded NT Alerian MLP	10.22%	3,850.00	\$	52.38	201,663.00	143,575.45	58,087.55
Total:	10.22%	3,850.00			201,663.00	143,575.45	58,087.55
Investments - Cash & MMF							
Cash & MMF- at Charles Schwab	8.76%	172,759.52	\$	1.00	172,759.52	172,759.52	-
TOTAL TRUST INVESTMENTS					<u>1,972,522.21</u>	<u>1,714,757.94</u>	<u>257,764.27</u>

Town of Sudbury Town Trust Disbursements as of June 30, 2014

Fund	Approved		Distribution
	Distributions FY14	Expenses FY14	Balance FY14
Forrest Bradshaw	100.00		100.00
Goodnow Library	20,900.00	17,873.80	3,026.20
Lydia Raymond	300.00		300.00
Rhoades Memorial	800.00		800.00
Total: Goodnow Library	22,100.00	17,873.80	4,226.20
Annie Thorpe			0.00
Cheri-Anne Cavanaugh	2,200.00	440.00	1,760.00
Discretionary/Charity	2,200.00	1,800.00	400.00
Raymond Mausoleum	900.00		900.00
Raymond Scholarship*	3,000.00	3,000.00	0.00
Tercentenary Fund			0.00
School Fund			0.00
Sept. 11 Memorial Fund	300.00	279.46	20.54
Perpetual Care	25,800.00	24,360.00	1,440.00
Garfield Trust			0.00
Haskell Field Loop Trail			0.00
Boundless Playgrd Maint			0.00
Wood-Davison House			0.00
Harry C Rice			0.00
Total: Other	34,400.00	29,879.46	4,520.54
Total: Town Trust Funds	56,500.00	47,753.26	8,746.74

*Approval occurs in May/June. FY14 actuals includes late disbursement for FY13 recipient and FY14.

**Town of Sudbury
Town Trust Fund Balances
as of June 30, 2014**

	Curr % of Total in Trust	NON EXPENDABLE PORTION			EXPENDABLE PORTION						Total FY14 YTD Balance	*Allocated Available Cash Balance
		7/1/2013 Balance	New Principal	FY14 YTD Balance	7/1/2013 Balance	Investment Income	Market Value Changes	New Expendable Principal	Distributions	FY14 YTD Balance		
Forest Bradshaw	0.06%	600.00	-	600.00	493.16	38.97	106.41	-	0.00	638.54	1,238.54	136.76
Goodnow Library	19.78%	254,386.30	-	254,386.30	104,481.25	12,685.55	34,559.90	-	17,873.80	133,852.90	388,239.20	28,668.41
Lydia Raymond	0.11%	854.79	-	854.79	1,126.79	70.69	193.27	-	0.00	1,390.75	2,245.54	297.87
Rhoades Memorial	0.42%	3,793.46	-	3,793.46	3,536.36	261.32	713.88	-	0.00	4,511.56	8,305.02	966.28
Sub-Total: Goodnow Library	20.38%	259,634.55	-	259,634.55	109,637.56	13,056.53	35,573.46	-	17,873.80	140,393.75	400,028.30	30,069.32
Annie Thorpe Fund	1.68%	6,222.27	-	6,222.27	22,872.31	1,038.03	2,837.61	-	0.00	26,747.95	32,970.22	5,728.84
Cheri-Anne Cavanaugh Fund	0.66%	1,045.04	-	1,045.04	10,811.40	418.51	1,139.04	40.00	440.00	11,968.95	13,013.99	2,563.49
Discretionary/Charity	3.48%	51,370.67	-	51,370.67	10,579.73	2,191.77	5,963.88	-	1,800.00	16,935.38	68,306.05	3,627.19
Ramond Mausoleum	0.29%	1,020.10	-	1,020.10	4,071.99	181.49	495.51	-	0.00	4,748.99	5,769.09	1,017.13
Raymond Scholarship	0.76%	13,879.50	-	13,879.50	2,135.66	526.65	1,467.90	-	3,000.00	1,130.21	15,009.71	242.07
Tercentenary Fund (Yr 2075)	0.04%	-	-	0.00	680.43	24.27	66.35	-	0.00	771.05	771.05	165.14
School Fund	0.21%	276.11	-	276.11	3,412.99	131.61	359.79	-	0.00	3,904.39	4,180.50	836.24
Sept 11 Memorial	1.84%	-	-	0.00	32,072.28	1,142.73	3,116.39	-	279.46	36,051.94	36,051.94	7,721.55
Perpetual Care	53.87%	817,427.28	9,900.00	827,327.28	128,853.55	33,658.89	91,847.29	-	24,360.00	229,999.73	1,057,327.01	49,260.99
Garfield Trust	2.69%	41,136.86	-	41,136.86	5,419.12	1,661.00	4,540.63	-	0.00	11,620.75	52,757.61	2,488.91
Haskell Field Loop Trail	0.43%	-	-	0.00	7,507.38	267.86	732.20	-	0.00	8,507.44	8,507.44	1,822.11
Boundless Playgrd Maint Trust	0.92%	-	-	0.00	15,888.09	566.85	1,549.58	-	0.00	18,004.52	18,004.52	3,856.18
Wood-Davison House	3.92%	-	-	0.00	67,959.66	2,424.60	6,628.14	-	0.00	77,012.40	77,012.40	16,494.40
Harry C Rice	8.81%	0.00	-	0.00	152,663.19	5,446.62	14,889.31	-	0.00	172,999.12	172,999.12	37,052.69
Sub-Total: Other	79.62%	932,377.83	9,900.00	942,277.83	464,927.78	49,680.88	135,633.62	40.00	29,879.46	620,402.82	1,562,680.65	132,876.94
Total: Pooled Trust Funds	100.00%	1,192,012.38	9,900.00	1,201,912.38	574,565.34	62,737.41	171,207.08	40.00	47,753.26	760,796.57	1,962,708.95	162,946.26

*Allocated cash balance equals money market position(s) less funds still owed to Town for disbursements.

About Sudbury

Sudbury, Massachusetts



Sudbury Trust

Town of Sudbury

2014



This is a comprehensive program of giving for the Town of Sudbury. This program introduces the many ways a potential donor may give a gift or donation to the Town – for a wide variety of programs, services, or individual memorial and honor items. The goal is to let it be known, “giving is central to the future of Sudbury”.

**Town of Sudbury
278 Old Sudbury Road
Sudbury, MA 01776
www.sudbury.ma.us**

The Sudbury Trust

The Sudbury Trust is a comprehensive charitable donation program sponsored by the Town of Sudbury. The Sudbury Trust invites you to help us reach our goals. Your donations help sustain vital municipal and educational programs, as well as advance new economic, social, and cultural initiatives in Sudbury. Together we can sustain the unique quality of life in Sudbury and enhance opportunities for all its citizens, for years to come. Trust in our Town, trust in our future.

Giving is central to the future of Sudbury

How may I give to Sudbury?

- ▀ Monetary Gifts [Learn more](#)
- ▀ Tangible & Real Estate Property [Learn more](#)
- ▀ Services [Learn more](#)
- ▀ Personal Time [Learn more](#)



All gifts and donations are subject to the [Town of Sudbury's Donation Policy](#).

For more information on The Sudbury Trust, call 978-639-3381 or e-mail Sudburytrust@sudbury.ma.us

Each year, the Town receives monetary gifts of various sizes for both restricted and general use. It is through the continued generosity of individuals, organizations and businesses alike, that we are able to provide and maintain services, programs and assets for the benefit of the community that would otherwise not be possible. Monetary donations made directly to the Town of Sudbury *may* be tax deductible. However, it is important to note that a municipality is not considered a section 501(c) (3) charitable organization by the IRS. (For more information on charitable contributions, see [IRS Publication #526](#).)

Restricted Gifts

You may choose to give a restricted or designated gift whose purpose is to strengthen a particular program or department. Perhaps you would like to help meet a particular capital need. A *restricted gift* may be used solely for the project, program or service that you specify. Restricted gifts typically go toward a specific item, event or ongoing program purpose. Your restricted donation will be administered under the direction of Town boards, committees or other responsible parties.

Here is a sampling of restricted gift accounts established in recent years.

- Memorial Day**
- Conservation**
- Fuel Assistance**
- Police Bike Patrol**
- Sudbury Day**
- 4th of July Parade**
- Child Safety**
- Local Emergency Planning**
- Community Emergency Response**
- Ponds & Waterways**
- Youth & Teen Center**
- Sudbury Educational Resource Fund***
- Sudbury Special Education Fund***

*for more information regarding gifts and donations specifically for Sudbury Public Schools you may contact Central Office at 978-443-1058 or email school_committee@sudbury.k12.ma.us

Persons wishing to contribute to any existing restricted gift categories, or establish a new one to better suit your giving goals, may contact the Selectmen's Office at 978-639-3381 or email Sudburytrust@sudbury.ma.us.

Unrestricted Gifts

Unrestricted gifts allow the Board of Selectmen to address what it believes are areas of greatest need. This type of gift provides the most flexibility when distributed. Such gifts may be combined with other unrestricted donor funds to permit the town to initiate major institutional goals once enough funds have been raised.

Persons wishing to contribute an unrestricted gift of any size may contact the Selectmen's Office at 978-639-3381 or email Sudburytrust@sudbury.ma.us.

Anonymous Gifts

While the Town wishes to respect all donor requests, it has chosen to ensure that all donations remain public record, thus anonymous donations can only be made through a third party. All donors will be consulted as to their desires for recognition.

Memorial and Honor Gifts

A thoughtful way to honor a loved one, friend or colleague is through a gift made in their name. Memorial and honor gifts can be made to any area of the Town. The individual being honored or family of the deceased is notified of the contribution and a permanent record of the gift will be maintained in the official records of the Town. Would you like to purchase a heritage tree or bench? Sponsor a pond or conservation trail? To learn more about the many options for memorial and honor gifts [click here](#).

Endowments/Trusts

A **gift** is an outright transfer of monies for a specified purpose. A **trust** usually involves an ongoing donation or financial concern, where the funds are given to support a special purpose on a continuing basis. Some trusts may include a restricted or non-expendable portion in order to extend the longevity of the donated resource. An **endowment** agreement generally indicates that any donation of principal be held in a trust fund in perpetuity. Only the investment earnings (and any portion of principal deemed expendable per the terms of the endowment) are available to be used for specific purposes. While Town appropriations are not required for trust activities, Trustees are required to submit expenditure budgets each fiscal year to the Board of Selectmen. Individual trusts are invested per Town Trust guidelines, subject to generally accepted accounting and audit standards.

“In Sudbury We Trust ...”



People From left to right
1. Fred A Noyes - RFD Carrier
2. Clyde Barber - Rubbish Collector
3. Harvey Fairbanks - Former Selectmen, owns Farm on Rte 27
4. Forrest Bradshaw - Postmaster, Town Clerk, owned convenience store (Bradshaws Store)

Citizens of Sudbury have benefited and continue to benefit from the generosity of those who preceded them. Beginning more than 300 years ago, various endowments and trust funds have been established according to the wishes of the donors. Pictured here above for example, is Forrest Bradshaw (c. 1930's). Forrest's strong ties to Sudbury over the years included being the Postmaster, Town Clerk and a local storeowner. In 1987, the Bradshaw family established an endowment in memory of Forrest D. Bradshaw to be used in perpetuity by the Goodnow Library to obtain and preserve historical documents of Sudbury.

If you wish to contribute to any of our existing trusts, or would like to establish a new trust or endowment, you may contact the Selectmen's Office at 978-639-3381 or

Sudburytrust@sudbury.ma.us. For more details

on existing trust projects, [click here](#).

Priority Projects

While the Board of Selectmen are grateful of all donations offered for projects that can improve the quality of life in Sudbury, they reserve the right to decline gifts or grants for projects that might require *extraordinary* in-kind or monetary contributions from the Town or its staff to assist in the planning, implementing or maintaining of a project.

The Board of Selectmen is pleased to offer a list of key projects that have already been through a priority setting process and are **“ready to go”** once sufficient funds have been identified. **If you do not see exactly what you are looking for on the priority projects list** - Town staff would be excited and happy to work with all donors to discuss these projects to see if any can be tailored to meet your specific giving goals.



For a list of priority projects, [click here](#). Persons wishing to contribute to the existing list of priority projects, or would like us to consider something new, may contact the Selectmen's Office at 978-639-3381 or email Sudburytrust@sudbury.ma.us.

Tangible Assets and Real Estate Property

[home](#)

The Town is also happy to receive tangible assets and real estate property as gifts. All gifts or donations are subject to the [Town of Sudbury's Donation Policy](#). Tangible property donations *may* also be tax deductible. (For more information on charitable contributions, see [IRS Publication #526](#).) If you or your organization would like to donate any tangible assets or real estate property to the Town, you may contact the Selectmen's Office at 978-639-3381 or email Sudburytrust@sudbury.ma.us.



Services

[home](#)

The Town is also happy to receive donations of services from businesses and organizations located within or otherwise doing business in the Sudbury community. All gifts or donations are subject to the [Town of Sudbury's Donation Policy](#). If you or your organization would like to donate services the Town, you may contact Selectmen's Office at 978-639-3381 or email Sudburytrust@sudbury.ma.us.



Personal Time

[home](#)

- ❖ **Volunteering** – Are you interested in getting involved in town government? Why not consider volunteering your time by applying for an open position on one of our more than 40 Town Boards and Committees. See open positions on our website at [Volunteer and Job Opportunities](#)
- ❖ **Support** ongoing Sudbury events and initiatives. Stay in touch by regularly visiting [Sudbury's website Calendar](#) for the latest calendar page news and listings.
- ❖ **Senior Work Tax Credit Program** – The Sudbury Senior Community Work Program matches qualified people age 60 and older with a variety of jobs that support Town Departments. Earn up to \$750 of property tax relief For more information you may contact the Senior Center at 978-443-3055 or email senior@sudbury.ma.us



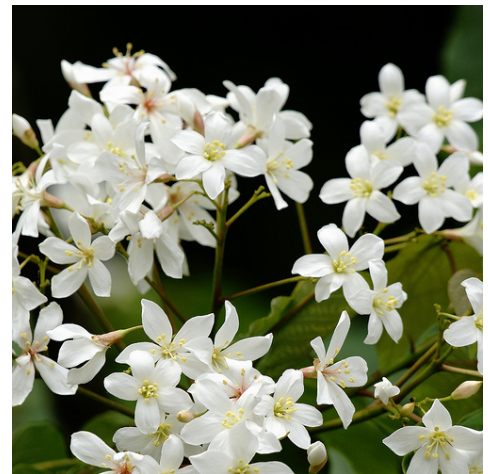
Memorial and Honor Gifts

[home](#)

A thoughtful way to honor a loved one, friend or colleague is through a gift made in their name. The Board of Selectmen will officially acknowledge all memorial and gifts. The individual being honored or family of the deceased will be notified of the contribution and a permanent record of such gift will be maintained in the official records. Donations for specific assets such as benches, trees or furnishings may also include a dedication plaque.

Memorial and honor gifts can be made to benefit a wide variety of programs, activities or areas within the Town of Sudbury:

- Heritage Tree & Park Bench Program [Learn more](#)
- Sponsor a Pond Program **Coming Soon**
- Sponsor a Conservation Trail Program **Coming Soon**
- Youth and Recreation programs
- Park improvements
- Building grounds beautification and maintenance
- Public art and Sudbury Cultural Council sponsorships
- Public health programs
- Sudbury Fire Department equipment or activities
- Sudbury Police Department equipment or activities
- Sudbury Public School scholarships
- Recycling education and environmental programs
- Conservation and Historical Preservation



Persons wishing to make memorial and honor gifts to any of the above areas, or establish something new, may contact the Selectmen's Office at 978-639-3381 or email Sudburytrust@sudbury.ma.us.

Heritage Tree & Bench Program

[home](#)

The Heritage Tree and Bench Program provides a unique way to commemorate a special event, or honor a loved one, friend or colleague. Program trees and benches are placed on Town-owned land. Trees and benches purchased through the program may be placed in Town parks, trails, playgrounds, recreation fields or other suitable outdoor municipal settings. Exact placement is at the discretion of the DPW Director, Parks and Recreation Director, Town Manager and Board of Selectmen. Payment is due at the time order is placed. These donations *may* be tax deductible. (For more information on charitable contributions, see [IRS Publication #526](#).)

In addition to this program, you can honor a special event or, remember a friend, family member or colleague in many other ways. [Find out more...](#)

Heritage Trees

The cost of a Heritage Tree is \$500. This includes the tree, gift plaque and continued maintenance of the tree (fertilizer, pruning, mulching, etc.). After the tree is planted, the contact person will receive a certificate and map of the planting location for each tree. Trees ordered from April 1 through October 15 will be planted in the late fall. Trees ordered October 16 through March 31 will be planted in the spring.

Payment is due at the time the order is placed. [Printable Order Form](#)



Newly Planted Memorial Tree



Gift Plaque

For more information on the Heritage Tree & Bench Program, you may contact the Department of Public Works at:

Public Works Division
275 Old Lancaster Road
Sudbury, MA 01776
Phone: 978-443-2209 ext. 1221
DPW@sudbury.ma.us

Heritage Benches

[home](#)



The fee for a Heritage Bench is \$1400. This fee covers the cost of a granite bench with a brass plaque or engraving, installation and perpetual care of the bench. Plaques may be inscribed with up to two lines of text. Payment is due at the time the order is placed.

Installation depends on the time of year received and the number of preceding orders. Benches may take as long as 8 weeks to be installed and remain the property of the Town of Sudbury. Once the bench is installed, the contact person will receive a letter notifying them that the bench has been placed and provided a map showing the location of the bench.

[Printable Order Form](#)

For more information on the Heritage Tree & Bench Program, you may contact the Department of Public Works at:

Public Works Division
275 Old Lancaster Road
Sudbury, MA 01776
Phone: 978-443-2209 ext. 1221, DPW@sudbury.ma.us

Discretionary/Charity Fund

This fund, also sometimes known as the “Donation Fund” or “Ancient Fund”, comprises monies from wills and trusts going as far back as 1697. The Board of Selectmen may use this fund each year to provide small gifts to individual residents of Sudbury based on financial need.

Forrest Bradshaw Memorial

The Bradshaw family designated the Goodnow Library as a recipient of memorial donations in the name of Forrest D. Bradshaw. The Library’s Board of Trustees may use this fund in support of the Bradshaw collections of historical papers relating to Sudbury.

Goodnow Library Fund

John Goodnow’s October 18, 1861, will bequeathed monies to the Town of Sudbury. The Library’s Board of Trustees may use this fund in support of Goodnow Library. (Picture Right, Original Goodnow Library c. 1888)



Lydia Raymond Fund

Lydia G. Raymond of Sudbury died January 24, 1960, leaving a will bequeathing monies to Goodnow Library. The Library’s Board of Trustees may use this fund in support of Goodnow Library.

Rhoades Memorial

Paul Whitney Rhoades of Sudbury bequeathed monies in 1981. The Library’s Board of Trustees may use this fund to purchase books relating to landscape architecture, horticulture, gardening and floriculture.

Annie L. Thorpe Trust

Originally established in 1934 in the name of Annie L. Thorpe for furthering the work of the School District Nurses or other health work in Sudbury. This trust is administered under the guidance of Sudbury’s Board of Health Director.

Cheri-Anne Cavanaugh Fund

Named for Cheri-Anne Cavanaugh, a 16-year-old Sudbury resident who died in April 1992. This fund was established by her family and friends to perpetuate her memory and to help the

youth of Sudbury. This trust is administered under the guidance of Sudbury's Board of Health Director to support health and human services for Sudbury children.

George J. Raymond Scholarship Fund

In 1925, Lydia G. Raymond established this perpetual trust fund for the promotion of higher education in the Sudbury High School. Today this trust annually provides one-time modest academic scholarship to a graduating senior at Lincoln-Sudbury Regional High School.

Tercentenary Fund (Yr 2075)

The Bicentennial Committee of 1976, donated a small remaining balance from the Town's celebration fund to be reinvested until the year 2075, to be used for the celebration of the Nation's 300th anniversary.

School Fund

As best can be determined, this fund originated as portions of the monies from two sources: the 1757 will of Joshua Haynes and 1697 will of Peter Noyes. The Sudbury Public School Committee may use this fund to purchase text books or other educational materials.

Autism Fund

A private donation provided to Sudbury Public Schools in support of programs designed to meet the educational needs of children with autism.

Sept 11 Memorial

Dedicated on September 11, 2003, the Memorial Garden features flowering plants and trees, three bluestone benches, and a commemorative center stone of Sudbury granite where engraved bronze plaques recount the events of September 11, 2001, and memorialize three Sudbury residents who were lost that day. The Memorial Garden Oversight Committee may use the monies in this trust for the maintenance and enhancement of the September 11th Memorial Garden.



Perpetual Care Fund

One of the oldest and largest funds, these monies are used for the perpetual care of Sudbury's seven cemeteries. A portion of the proceeds from the sale of Town cemetery plots is applied to this fund. The Cemetery Department, under the Direction of Public Works, may use a portion of this fund for the permanent care, maintenance and improvements to Town cemeteries.



Thomas Garfield Trust

Established by Thomas Garfield. The Cemetery Department, under the Direction of Public Works, may use a portion of this fund for the permanent care, maintenance and improvements specifically for Mount Pleasant Cemetery and to supplement the Perpetual Care Fund.

Raymond Mausoleum

Established in 1962 from the will of Lydia G. Raymond, for the perpetual care, maintenance, preservation and repair of the Raymond Family Mausoleum.

Wood Davison House

Monies in this trust fund comprise donations originally made to support a project to move the Wood Davison house from its location at 348 Boston Post Road to Town property on Old Sudbury Road between the Flynn Building and the Loring Parsonage. The project was later determined to be infeasible. In order to use the funds for purposes other than those specifically stipulated under the Wood Davison House fundraiser, the Town must petition the Probate Court for approval. To date, no such determination has been made.

Harry C. Rice Museum Fund

Established in 1979 from the will of Harry Rice. The will stipulated that this fund, together with any other monies that might be donated to it from other sources, are to be invested by Sudbury's Treasurer until such time as the accumulated fund is substantial enough to allow the Town to build a suitable, fireproof museum to properly house and display "artifacts, materials and programs which are appropriate to the study of American History, and in particular the history of New England and Sudbury, including American Indian history." The will also stipulated the funds must be solely used for the development of a separate Sudbury Museum. In order to use the funds for purposes other than those stipulated, the Town must petition the Probate Court for approval. To date, no such determination has been made.

Haskell Field Loop Trail Maintenance Fund

In December 2007, the Town received charitable gifts from an anonymous donor to construct and maintain a loop trail on Town-owned property at Haskell Field. The donor also gifted monies for the purpose of establishing and funding a trust for maintaining the loop trail.

Atkinson Pool Scoreboard Trust

Established in 2010, this initial gift, together with any other monies that might be donated to it from other sources, may be used under the direction of the Atkinson Pool Scoreboard Advisory Committee, for maintaining, repairing and providing for the eventual replacement of the scoreboard.

Boundless Playground Fund

[home](#)

This amazing playground is a state of the art facility with play opportunities for all children ages 2-12 was made possible by a grant from Boundless Playgrounds generously donated by the Lyons Family of Sudbury. Funds were also given by CVS Caremark and through the additional fundraising efforts of the SMILE Sudbury Committee. Lyons' Pride is the first Boundless Playground in Middlesex County. Money has also been donated to establish a trust for maintaining and preserving this popular community asset for years to come.



Other Sudbury Trusts/Memorial Funds....

Grinnell Memorial
Hosmer Memorial
Walker Walsh Alumni
Nature's Outdoor Classroom



(Homser House, c. 1820)

Priority Projects

[home](#)

Below is a listing of priority projects that are in need of your financial support. Town staff would be excited and happy to work with you to tailor any of these projects to meet your specific giving goals. *Together we can make them happen!*

Category	Description
Restricted Gifts:	<ul style="list-style-type: none">➤ Construct a museum to display Town artifacts, including a 1938 Ford Fire Engine (currently privately owned), donated by Henry Ford to Sudbury➤ Repair the Carding Mill house and restore the Water Wheel to generate power for the building (perhaps house a Sudbury Museum at the location)➤ Annual fireworks display (Fourth of July)➤ Signage (Town Offices) over entry doors➤ More canoe/kayak launches with parking areas➤ Signage, maps, rules, etc. for historic “side of the road” turn-in areas➤ Landscaping materials and services for Town Offices, public ways and cemeteries
Memorial Gifts:	<ul style="list-style-type: none">➤ An added room for the Senior Center➤ More exercise stations for Haskell Field site➤ Park benches/signage and gazebo for Haskell Field site➤ Blackout curtains for the Senior Ctr. for movie viewing or presentations➤ Flagpole, light and landscaping at the DPW Building➤ Flagpole at the Flynn Building➤ History trail designed by Maria von Brincken➤ Install a dock at Stearns Mill Dam➤ Reconstruct bandstand near Noyes School➤ Flowering tree groupings along Boston Post Road in the business area➤ Stonewall encasing the “Alan Flynn Building” sign in front of the Flynn Bldg., giving the area some definition➤ Continuation of the front stone wall along the driveway side of the Flynn Bldg. to contain a perennial garden entryway➤ Stone benches and a water fountain in the area of the old bandstand➤ Windows, Lighting to reduce energy costs in Town buildings (two satellite fire stations, Fairbank building, Town Hall and Police Station)
Unrestricted Gifts:	<ul style="list-style-type: none">➤ Retrofitting Fire Stations 2 & 3 to accommodate separate male and female sleeping and bathroom facilities

I. Definition and Governance -

Donations subject to this policy include all monetary gifts, donations, grants, or bequests, and all donations of equipment, materials, or other donations in kind. Gifts and donations may be accepted by the Town from a charitable foundation, a private corporation, or an individual, or from the Commonwealth, a county or municipality or an agency thereof, pursuant to the provisions of M.G.L. Chapter 44, Sections 53A. These amounts may be expended without appropriation, however, must be spent in accordance with the provisions of the gift or donation. Considered a special purpose fund, the monies in a gift account may be held-over from year to year.

II. Acceptance of Donations –

Monetary -

The Board of Selectmen recognizes and appreciates the benefits to the Town of donations of time, talent, and money in support of the Sudbury community. While the Board of Selectmen is grateful for donations for a variety of projects that can improve the quality of life in Sudbury, they reserve the right to decline donations for specific projects that might require extraordinary in-kind or monetary contributions from the Town or its staff to assist in planning, implementing or maintaining the project, or where the project would compromise the success of other efforts of the Town.

All donations accepted by the Board of Selectmen will be expended at the discretion of the Board of Selectmen or appropriate designee (e.g. responsible department, division, trustees, committee or individual associated with direct benefit of or expenditure authority for the gift).

Donations that are accepted by the Board of Selectmen will ordinarily be accepted without condition or restriction, unless requested and the Board approves a proposed condition or restriction as being in the interest of the Town.

Monetary donations will be placed in a separate account as needed and in compliance with applicable laws.

Tangible personal property –

The Board of Selectmen may, in its sole discretion and authority, accept gifts of tangible personal property on behalf of the Town from the federal government, a charitable foundation, private corporation, individual, or from the Commonwealth or any political subdivision thereof, and may, in its sole discretion and authority, use said gifts, without specific appropriation

thereof, for the purpose of such a gift or, if no restrictions are attached to the gift, for such other purposes as it deems advisable.

Donations of time and personal services –

Donations of time and personal services by Sudbury residents shall not be subject to this policy. This exemption shall apply to individual volunteerism only, and shall not extend to donations of services by employees and agents of businesses or commercial entities, which shall be treated the same as donations of money or other contributions of economic value under this policy.

III. Rejection of Donations –

The Board of Selectmen reserves the right to reject any donation when it finds that the donation would not serve the best interests of the Town. The Board will consider the overall interests of the Town in reviewing each donation, but generally will not accept donations in the following circumstances:

1. The donation is incompatible with existing or planned services, programs, or goals of the Town.
2. The donation would result in an unreasonable inequity among Sudbury residents or groups of residents within the Town.
3. The donation may tend to result in a recurring cost to the Town such as the salary or benefits for a staff position, or ongoing maintenance or support of equipment or materials, or would create a cost to the Town to terminate or eliminate the staff, equipment or materials (e.g. unemployment.)
4. The donation may require special supplies, maintenance, or installation, or entail other significant costs not covered by the donation.
5. The donation would involve unreasonable advertising or promotion of a commercial interest.
6. The donation would support a program that has been discontinued or any program, equipment or materials, or a capital item that was proposed but not funded in the budget approved for the Town by the voters of the Town of Sudbury at a Town Meeting or Town Election.

IV. Exceptions to Requirement of Board of Selectmen–

None. While the Board of Selectmen does not need to authorize, accept or promote the actions of individuals or organizations to engage in fundraising, the proceeds of which may be given to the Town as a gift or donation, either in lump-sum, regular intervals or periodically into the future, all donations regardless of dollar amount or purpose must be accepted by the Board of

Selectmen before being considered a revenue of the Town, expended or encumbered for any purpose.

V. Fundraising

Any group or organization that seeks to raise funds to support the Town, especially to support a particular program or initiative, should communicate with the Town to ensure its efforts are compatible with the Town's goals. Generally, communication and coordination with the Town is encouraged for any fundraising efforts. Donations from fundraising efforts are subject to the donation approval policy. The Board of Selectmen may choose not to accept donations from fundraising efforts in the absence of approval prior to the fundraising effort. Furthermore, individuals, commercial or private entities, or any other type of organization is prohibited from engaging in any fundraising efforts on behalf or in the name of the Town of Sudbury, without express prior permission.

Individuals, commercial or private entities, or any other type of organization that engage in fundraising are solely responsible for operating under all State and Federal mandates, including those governing charitable funds, fundraising, and non-profit activities. More details regarding charitable funds and fundraising may be obtained at the [Mass. Attorney General's Office](#) and the [Internal Revenue Service](#).

Often times, separate fundraising efforts will warrant that the Town becomes involved as the permanent custodian or funding mechanism for a particular purpose. However, until the Town is legally designated through proper trust documentation or money is donated to an existing Town trust, or accepted by the Board of Selectmen for an established municipal purpose (or on behalf of and in accordance with established municipal committees or commissions (e.g. the LEPC, COA or the Cultural Council), such donations may not be considered revenue to the Town, subject to use or appropriation by the Town.

Any individual or organization that raises funds for any purposes may be prosecuted for misrepresenting or misusing the Town of Sudbury's Tax ID, State and Federal tax-exemption status or other determinations under IRS section 501(c)(3).

VI. An important notice regarding charitable gifts or donations made to local government entities

Charitable donations made directly to a local government *may* be tax deductible by donors but are not expressly granted or guaranteed under IRS section 501(c)(3) or any other tax regulations. For further details see [IRS Publication #526](#), contact the IRS or consult with a tax professional regarding particular charitable contributions as well as the eligibility requirements for specific individuals (or entities) when claiming deductions for federal income, estate and gift tax purposes.



Publication 526
Cat. No. 15050A

Charitable Contributions

For use in preparing
2013 Returns



Get forms and other information
faster and easier by
Internet at IRS.gov

Nov 12, 2013

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Future Developments

For the latest information about developments related to Publication 526 (such as legislation enacted after we release it), go to www.irs.gov/pub526.

What's New

Limit on itemized deductions. For 2013, you may have to reduce the total amount of certain itemized deductions, including charitable contributions, if your adjusted gross income is more than:

- \$150,000 if married filing separately,
- \$250,000 if single,
- \$275,000 if head of household, or
- \$300,000 if married filing jointly or qualifying widow(er).

For more information and a worksheet, see the instructions for Schedule A (Form 1040).

Reminders

Disaster relief. You can deduct contributions for flood relief, hurricane relief, or other disaster relief to a qualified organization (defined under [Organizations That Qualify To Receive Deductible Contributions](#)). However, you cannot deduct contributions earmarked for relief of a particular individual or family.

Publication 3833, Disaster Relief: Providing Assistance through Charitable Organizations, has more information about disaster relief, including how to establish a new charitable organization. You can also find more information

HERITAGE TREE & BENCH PROGRAM BROCHURE

Sponsored by Sudbury Trust, the Memorial Tree and Bench Program provides a unique way to commemorate a special event, or honor a loved one, friend or colleague. Trees and benches purchased through the program may be placed in Town parks, trails, playgrounds, recreation fields or other suitable outdoor municipal settings. Exact placement is at the discretion of the DPW Director, Parks and Recreation Director, Town Manager and Board of Selectmen.

These donations *may* be tax deductible. (For more information on charitable contributions, see [IRS Publication #526](#).)



TREE PROGRAM

Cost of the program is \$500 per tree. This includes the tree, plaque and continued maintenance of the tree (fertilizing, pruning, mulching, etc.). After the tree is planted, the contact person will receive a certificate and map of the planting location for each tree. For more information, call the Department of Public Works 978-443-2209 ext. 1221.



TREE ORDER FORM

Contact Name:

E-mail address:

Phone number:

Mailing address:

Plaque to read: (Max 2 lines, 20 letters/spaces per line)

(Various species available. Contact DPW for more details at DPW@sudbury.ma.us)

Make checks payable to: Town of Sudbury.

Mail check & order form to:

Town of Sudbury, Selectmen's Office,
278 Old Sudbury Road, Sudbury, MA
01776

BENCH PROGRAM

Cost of the program is \$1400 per bench. This fee includes cost of a granite bench with a brass plaque or engraving, installation and perpetual care of the bench. Plaques may be inscribed with up to two lines of text. After the bench is installed, the contact person will receive a certificate and map of the location for each bench.

For more information, call the Department of Public Works at 978-443-2209 ext. 1221.



BENCH ORDER FORM

Contact Name:

E-mail address:

Phone number:

Mailing address:

Plaque to read: (Max 2 lines, 20 letters/spaces per line)

Make checks payable to: Town of Sudbury.

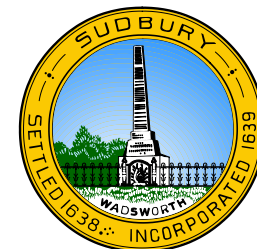
Mail check & order form to:

Town of Sudbury, Selectmen's Office,
278 Old Sudbury Road, Sudbury, MA
01776

MEMORIAL TREE & BENCH PROGRAM



Town of Sudbury
Sudbury Trust
www.sudbury.ma.us



MEMORANDUM

TO: Board of Selectmen

CC: Maureen Valente, Town Manager

FROM: Andrea Terkelsen, Finance Director/Treasurer/Collector

DATE: July 5, 2014

RE: Senior Tax Deferral Rate Request for FY15

On an annual basis, the Board of Selectmen votes to set the Senior Tax Deferral interest rate for the coming fiscal year in accordance with M.G.L. Chapter 59, Section 5 (41A) and as amended by Sudbury's Special Act of 2002. The chosen rate will be charged against any taxes deferred in FY15 and will remain in effect until that year's deferral amount has been paid in full. Deferral program interest is charged on a per diem basis against the principal balance (e.g. does not account for the effects of interest compounding).

As in past years, I have attached my latest report on Sudbury's senior tax deferral program. I hope you will find the updated program statistics, historical information and commentary useful in your decision making process.

At a later date we will come to you for your decision to set the cap (% of levy) for the FY15 Senior Tax Exemptions. However, what is interesting to note about this new program in relation to deferrals is that the reduction in tax liability for 118 qualifying seniors nearly equaled in total dollars for FY14 deferrals. Of the 54 new deferrals issued in FY14, many participants also took advantage of the new tax exemption program. Due to privacy concerns I do not wish to comment further but to say that the new exemption program has effectively reduced the current and future tax liability of several seniors in Sudbury.

At the same time, the tax levy requirements for the Town continue to grow which means that any tax liabilities reduced or deferred into the future must be paid by someone. In the case of the new senior tax exemption those tax dollars are being paid by all current residential homeowners. In the case of senior deferrals, the principal along with any modest interest charges are paid by the property owners themselves or their heirs at some time in the future.

Although we have seen a drop off in senior deferrals since a peak in 2010 the program remains popular amongst those who have been in it for several years and/or new participants that do not have a mortgage on their property. Since 2010, most consumer lenders will not allow their customers to enter into any tax deferral programs. Consequently, some seniors cannot take advantage of Sudbury's deferral program regardless of the any special payment or interest terms we offer.

In my decade tenure of administering this program, I remain convinced that for those who are able and willing to participate in a long-term deferment program, the modest interest they will be charged is inconsequential to their decision to make large payment(s) in the future towards tax principal using their home's equity, whether or not that value is newly generated or more often than not may have accumulated over a "lifetime" in Sudbury.

Vote Request

That the Board of Selectmen vote to approve a senior tax deferral interest rate for fiscal year 2015 of **2.0%**.

For your consideration

The reasons for charging interest to senior deferral participants remain the same. By way of quick review, charging a modest interest rate to a selective group of taxpayers for an extended period of time:

- reflects the tenor of the 2002 Town Meeting when voters gave the Board the ability to lower the interest rate from the State mandate of 8% but did not vote to abolish charging interest on senior deferrals,
- reflects the actions taken by of most municipalities; all of those with deferral programs at or below Sudbury's program in popularity, size and duration,
- provides some parity between a selective group of taxpayers and all other taxpayers who qualify for this program except for meeting the age requirement,
- defrays the costs associated with administering the senior deferral program along with several other local tax relief options in Sudbury.

Lowering the senior deferral rate to only 2% for FY15 deferrals would do the following:

- considers the current trend in consumer rates which remain historically low but are showing signs of stabilizing,
- remains at or below the majority of other Massachusetts' communities with an active deferral program,
- continues to offer participants a very low cost alternative to any consumer, market-based borrowing options,
- matches the program's lowest rate since 2005
- reduces the participant's cost of borrowing from \$25 to \$20 per thousand
- reduces the Town's deferred interest income for FY15 deferrals to approximately \$6,000 per year,
- limits are total deferred receivables interest income to approximately \$70,000 or less.

REPORT – SUDBURY'S SENIOR TAX DEFERRAL PROGRAM DETAILS

PROGRAM INFORMATION AS OF JUNE 30, 2014

FREQUENTLY ASKED QUESTIONS (FAQ'S) ABOUT SUDBURY'S DEFERRAL PROGRAM

How does a senior tax deferral differ from an exemption or abatement of taxes? Unlike an exemption or abatement of taxes, a senior tax deferral simply allows someone to *postpone* payment of taxes. A tax deferral agreement requires the deferred taxes along with interest to be paid in full *ONLY* (1) when the property is sold or transferred, (2) upon death, or (3) upon the death of a surviving spouse if he or she qualifies for a deferral and enters into a new tax deferral agreement.

What is the current balance for all tax deferrals in Sudbury? As of the date of this report the balance is \$2.45 Million.

What besides senior tax deferrals is recorded in Sudbury's tax deferral account and what is that balance? Included in this general ledger account grouping is any activity for *temporary hardship deferrals*. As of the date of this report the balance for temporary hardship deferrals is \$16,972.

Does Sudbury receive any sort of reimbursement from the State for tax deferrals? No. Unlike some other age or income tax relief options granted at the local level the State does not give municipalities any funding for tax deferrals either on a permanent or temporary basis. Massachusetts has not adopted legislation similar to Washington, Minnesota, Idaho and Oregon that require the State's Treasury to lend funds (equal to annual deferrals) to the local taxing authorities. When deferrals are paid the local government refunds the state treasury, including interest collected. A state reimbursement program of this kind would typically require the establishment of a special revolving fund that would allow for an accumulation of earnings for future self-funding and/or borrowing outside General fund appropriations. Therefore in order for Massachusetts to adopt something similar the legislature would have to identify a potential revenue source or devise a way to borrow funds to support a statewide program.

Now that Sudbury's Special Act for a Senior Citizen Exemption has become law how will this impact the senior tax deferral program? This new tax exemption does not preclude seniors from also taking advantage of the Senior Deferral program. The value of any exemption is applied to a taxpayer's tax liability first thereby lowering the amount to be deferred.

Is charging interest on senior tax deferrals required by Massachusetts General Law? No, not since 2006 when State legislation was passed allowing communities based on Town Meeting vote to set an annual interest rate on senior tax deferrals anywhere from (the previous statutory rate of) 8% to as low as zero.

How does Sudbury determine the interest rate on deferrals? In 2003, a special act regarding senior deferrals went into effect. The Act calls for the Board of Selectmen to set the interest rate for each fiscal year. This process supersedes the changes subsequently made at the State level in 2006 that requires Town Meeting approval to determine a rate not to exceed 8% but that may be as low as zero.

How does the Board of Selectmen determine what the interest rate should be each year?

At or near the beginning of each fiscal year the Town Treasurer provides the Board of Selectmen with one or more recommendations for an interest rate for the coming year. The Treasurer provides a report that includes Program's current status and other information considered useful in their decision-making process.

TIMELINE FOR SENIOR TAX DEFERRAL PROGRAM

Governances – M.G.L. Chapter 59, Section 5 (Clause 41A) and all updates relative thereto from Legal Acts, general or special.

1993 Sudbury's *first long-term tax deferral* is granted. Program administered under regular State criteria; mandated interest rate of 8%.

1998 Sudbury's senior tax deferrals increase to *two*. Program administered under regular State criteria; mandated interest rate of 8%.

2002 Town successfully submitted special legislation to expand the existing eligibility parameters for senior tax deferrals. This allows the Board of Selectmen to set the deferral rate at their discretion annually, not to exceed statutory 8%. Sudbury has **5 senior tax deferrals**.

2003 Town lowers interest rate from 8% to 4%. Participation in program doubles again from **5 to 10 senior tax deferrals**.

2005 Town sets interest rate at 2.5% primarily based on 1-year Constant Maturity Treasury Bill rates. Participation in program continues to increase; **quadruples to 20** since passing special act 2002.

2006 State allows all communities to lower interest rate based on Town Meeting vote to anything between 8% and zero. This does not affect the Town's program under special act 2002. **49 senior tax deferrals**.

2008 State allows all communities to further increase qualifying gross receipts limitation by a fixed amount or as a percentage of circuit breaker level to increase annually. This does not affect the Town's program under special act 2002. **65 senior tax deferrals**.

2010 Town maintains 2.5% interest rate based on longer-term Constant Maturity Treasury rates. Longer horizon for rate setting chosen to bypass volatility of short-term economic markets and realize a reasonable rate of return for receivable payoff horizon of 10-20 years. **77 senior tax deferrals. Total of 92 parcels in deferral, total receivable increases to \$1.74M.**

2012 Town's Special Act of STM 2011 for Senior Tax Exemption was still being considered by Massachusetts' Legislature. Town maintains 2.5% interest rate based on longer-term Constant Maturity Treasury rates. **72 senior tax deferrals issued in FY12. Total of 90 parcels in the program, total receivable increases to \$2.35M.**

2013 Town's Special Act of STM 2011 for Senior Tax Exemption was passed by Massachusetts' Legislature as a pilot program to operate from FY14 through FY16. **See the Town's website for further information on this new program.**

2014 We had **118 participants in the new Senior Tax Exemption program for a total of \$289,152.** Total receivables for senior deferrals have leveled off at \$2.45 million due to nearly an equal amount of payoffs as new deferrals during FY14. Not only has the number of new deferrals declined from a few years ago but many participants have also taken advantage of Sudbury's new Senior Tax Exemption program reduce their overall tax liability.

LOCAL OPTIONS RESULT IN LOCAL FINANCIAL CONSEQUENCES

As mentioned in previous reports, very little has been done over the years regarding senior tax relief legislation at the State-level except to allow local options unfortunately also place the burdens onto local municipalities. Recent Circuit-Breaker legislation is the notable one exception that benefits both seniors and local communities by offering a real estate credit that on State income taxes.

At the local level Sudbury continues to lead the way in developing meaningful tax relief for seniors. Most recently Sudbury passed a Special Act for senior tax relief in 2011. This groundbreaking legislation which was enacted into law this year establishes a pilot exemption program in Sudbury that promises to deliver tax relief to a majority of seniors that also qualify for the State's tax circuit-breaker program. The annual benefits provided under this new program would be borne entirely at the local level by all residential taxpayers.

How does senior tax relief impact finances at a local level? Senior tax relief programs reduce the amount of taxes collected (exemptions), delay the collection of taxes (senior and temporary hardship deferrals) for years or even decades, or shift the burden of one segment of taxpayers onto the rest of the tax base (Sudbury's special legislation of 2011). Exemptions of taxes and property values are financed through the municipal budgeting and tax rate setting processes, respectively. Tax deferrals on the other represent revenues that are budgeted for each year but not collected for years or even decades. It is important to note that while tax deferrals do not throw our annual budget "out of balance" they do represent an impediment to using available reserves as necessary, or on building balances for the future.

A municipality is allowed to consistently spend more than it collects in revenues? Yes. Remember that spending is controlled by the appropriation process. While a municipality cannot spend more than what is appropriated at Town Meeting it may spend more in annual appropriations than what it collects in property tax revenues. The reason for this is that there is a basic assumption that because the town has a lien on the property it will eventually collect the taxes. This premise holds true for *all* property taxes including balances that become delinquent (not paid by June 30) or otherwise fall into the special category of tax deferral.

If a large portion of tax revenues are not collected then where does the money come from to pay for the appropriations every year? The Town may continue to spend up to its annual appropriations by using available funds from its reserves. Unlike revenue deficits that are required to be raised on the next year's tax rate this type of "borrowing" from

available cash flow can put a tremendous burden on a community's ability to maintain adequate cash reserves for the future. While we may have not reached that tipping point yet we need to remain cognizant of that possibility somewhere down the road depending on if the amount of annual deferrals were to increase significantly and/or receivables rise to a level that far exceeds our ability to generate sufficient Free Cash to support senior tax relief programs or other extraordinary needs that require reserves.

RECENT USAGE OF SUDBURY SENIOR EXEMPTIONS AND DEFERRALS

Sudbury has enacted many local options over the years in order to expand on tax relief opportunities for its seniors. These options include lowering age and income requirements for certain programs in addition to increasing the actual dollar amounts given on various exemptions. Sudbury has also significantly reduced the interest rate for Senior Deferrals from the State mandated 8%.

Sudbury's current senior tax relief options (relating strictly to age and income factors) are as follows:

1. Clause 41C. Elderly person over age 64. Maximum benefit of \$2,000.
2. Clause 17E. Elderly person over age 70 or surviving spouse. Maximum benefit of \$563.18
3. CPF Surcharge Exemption. Exemption up to 100% of surcharge. (Automatic 100% exemption for Senior Deferral program participants).
4. Clause 41A. Senior Tax Deferral. Deferral allowance up to 100% of tax. 2.5% simple interest. Payback only at sale or transfer of property.
5. Clause 18. Hardship Exemption. Exemption amount given at discretion of Board of Assessors.
6. Clause 18A Deferral. Temporary Hardship Deferral. Deferral allowance up to 100% of tax for 3 years. 8% statutory interest. 2 year grace period before payback.
7. Tax Work-Off Program. Relief of \$800 property tax per year. May be combined with other program benefits.
8. *New* local Senior Tax Exemption to reduce property tax liability based on income.

Table 1 Sudbury's History of Age/Income Restricted Exemptions and Deferrals

	2010	2011	2012	2013	2014	5-YRS	5-YR AVG
<u>Exemptions:</u>							
41C	56,833	58,044	59,198	52,502	44,251	270,828	54,166
17D/E	4,572	4,578	4,449	4,224	4,293	22,117	4,423
CPF	38,195	38,353	33,920	31,360	32,082	173,909	34,782
18	16,752	11,670	10,061	4,000	-	42,483	8,497
Work-Off	36,236	35,104	34,133	36,626	38,891	180,989	36,198
Sr. Residential Exemption	-	-	-	-	289,152	289,152	57,830
	152,588	147,749	141,760	128,712	408,669	979,478	195,896
<u>Deferrals:</u>							
18A Temp Hardship Deferral	12,870	13,040	-	-	-	25,910	5,182
Senior Deferral	435,354	466,071	436,999	369,129	311,622	2,019,174	403,835
	448,224	479,111	436,999	369,129	311,622	2,045,084	409,017

Note that tax exemptions are applied against the Town's tax Overlay Reserve account. **Overlay Reserve** is an account established annually to fund anticipated property tax abatements, exemptions and uncollected taxes in that year. The overlay reserve is not established by the normal appropriation process, but rather is raised on the tax rate recapitulation sheet. The Town uses Overlay to budget for less than the total amount of taxes levied (and works similar to an allowance for uncollectible receivables in the private sector). What is budgeted for in Overlay represents tax dollars that we commit every year but will not receive. Tax deferrals on the other hand represent tax dollars that we will eventually collect at some point in the future.

STATISTICS FOR SUDBURY'S SENIOR TAX DEFERRAL PROGRAM

Table 2 Senior Tax Deferral Receivable Balance Information by FY, as of June 1, 2014

FY	Parcel Count	Min Def A/R Bal	Max Def A/R Bal	Avg Def A/R Bal	Total Def A/R Bal
1993	1	\$ 3,165.12	\$ 3,165.12	\$ 3,165.12	\$ 3,165.12
1994	1	\$ 3,189.05	\$ 3,189.05	\$ 3,189.05	\$ 3,189.05
1995	1	\$ 3,261.63	\$ 3,261.63	\$ 3,261.63	\$ 3,261.63
1996	1	\$ 3,494.86	\$ 3,494.86	\$ 3,494.86	\$ 3,494.86
1997	1	\$ 3,644.74	\$ 3,644.74	\$ 3,644.74	\$ 3,644.74
1998	1	\$ 3,644.74	\$ 3,644.74	\$ 3,644.74	\$ 3,644.74
1999	1	\$ 4,766.12	\$ 4,766.12	\$ 4,766.12	\$ 4,766.12
2000	2	\$ 2,038.98	\$ 5,311.21	\$ 3,675.10	\$ 7,350.19
2001	2	\$ 3,577.97	\$ 5,828.78	\$ 4,703.38	\$ 9,406.75
2002	3	\$ 535.72	\$ 6,401.91	\$ 3,175.12	\$ 9,525.36
2003	6	\$ 1,869.69	\$ 6,915.04	\$ 3,923.12	\$ 23,538.72
2004	8	\$ 1,423.59	\$ 6,809.41	\$ 3,981.64	\$ 31,853.08
2005	13	\$ 301.22	\$ 6,809.41	\$ 3,718.25	\$ 48,337.23
2006	28	\$ 139.40	\$ 7,426.76	\$ 3,977.23	\$ 111,362.54
2007	40	\$ 972.38	\$ 9,700.93	\$ 4,408.82	\$ 176,352.74
2008	40	\$ 1,357.73	\$ 10,210.19	\$ 4,669.97	\$ 186,798.70
2009	43	\$ 1,414.26	\$ 9,176.27	\$ 4,874.72	\$ 209,613.17
2010	56	\$ 1,561.84	\$ 11,909.20	\$ 5,235.39	\$ 293,181.79
2011	56	\$ 1,889.14	\$ 16,028.64	\$ 5,840.45	\$ 327,064.98
2012	58	\$ 2,000.00	\$ 16,355.68	\$ 6,002.38	\$ 348,137.80
2013	58	\$ 1,469.00	\$ 14,381.21	\$ 5,925.09	\$ 343,655.01
2014	53	\$ 1,117.63	\$ 17,370.10	\$ 5,730.82	\$ 303,733.66
Grand Total	473	\$ 139.40	\$ 17,370.10	\$ 5,190.44	\$ 2,455,077.98

Table 2a Senior Tax Deferral Payments Made in FY2014 as of June 30, 2014

Deferral Payments Made in FY14	
1998 \$	49,227
2004	8,993
2006	19,124
2007	13,141
2008	18,493
2009	68,694
2010	90,805
2011	4,552
2013	19,119
Total \$	292,148

Fourteen tax deferrals were paid for a total \$219,822. The number of payoffs is nearly double from 8 last year but the total amount increased by only \$50,000.

Over the years no clear pattern for payoffs has emerged. However we have seen an increase in recent years in the number existing and eligible participants that have mortgages are looking to refinance or take out reverse mortgages on their properties. Often mortgage companies do not allow senior tax deferrals. Consequently we are seeing a reduction in new or continuing deferral participation.

Massachusetts does not have legislation that would require banks or mortgage companies to accept or allow tax deferrals.

Therefore many lenders choose to protect their underlying investment by requiring all property taxes be paid in full at all times regardless of age, income or local options that otherwise enable someone to defer property taxes.

Chart 1 Senior Tax Deferral Receivable Aging of June 2014

Sudbury’s current tax deferral receivables include balances that stretch across 19 years generated from **76 different parcels**. History shows that once someone has entered the deferral program they will generally continue to defer for several years. The chart below shows the current duration of participation in the program. The average duration of the program increased slightly from 5.70 to 6.22 years in FY14. We expect a likely maximum range for deferrals of 20-25 years.

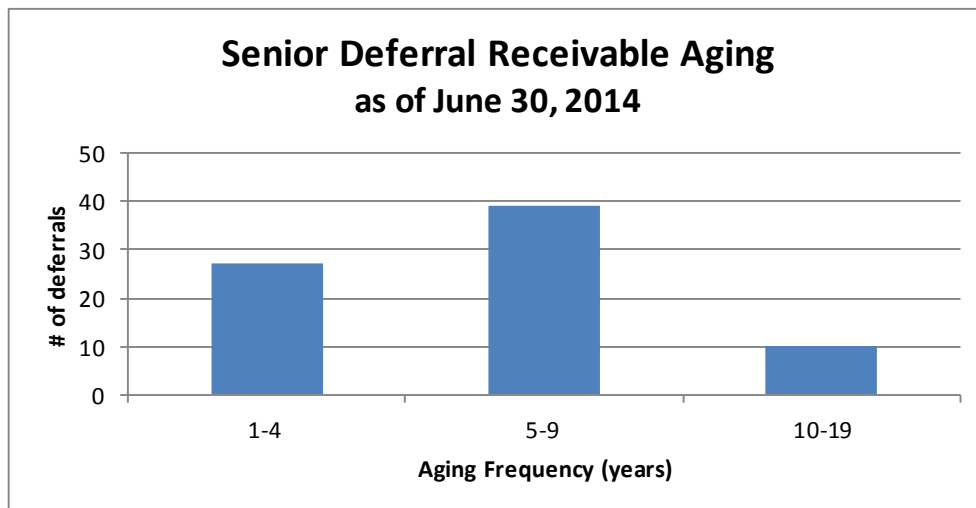


Chart 2 Deferral Receivable Balance Information as of June 2014

As mentioned earlier, the Town experienced a significant amount of payoffs verses new deferrals in FY2014 which led to the smallest net growth in total tax deferral receivables to date at only \$19,454.

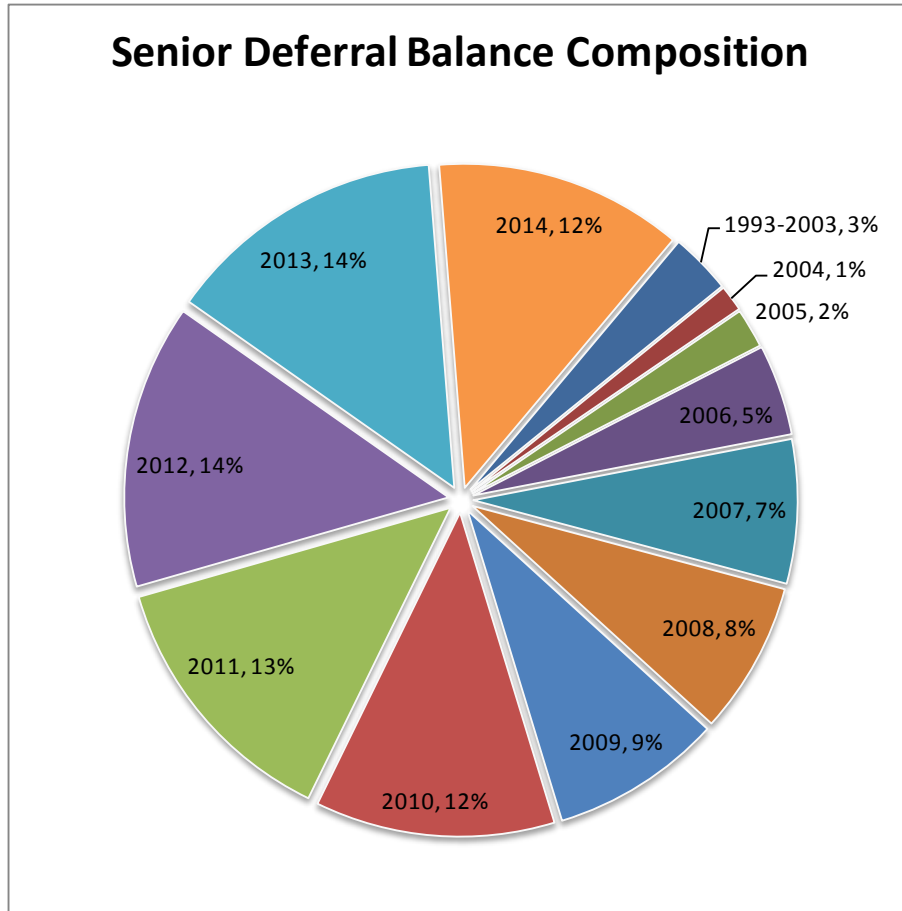


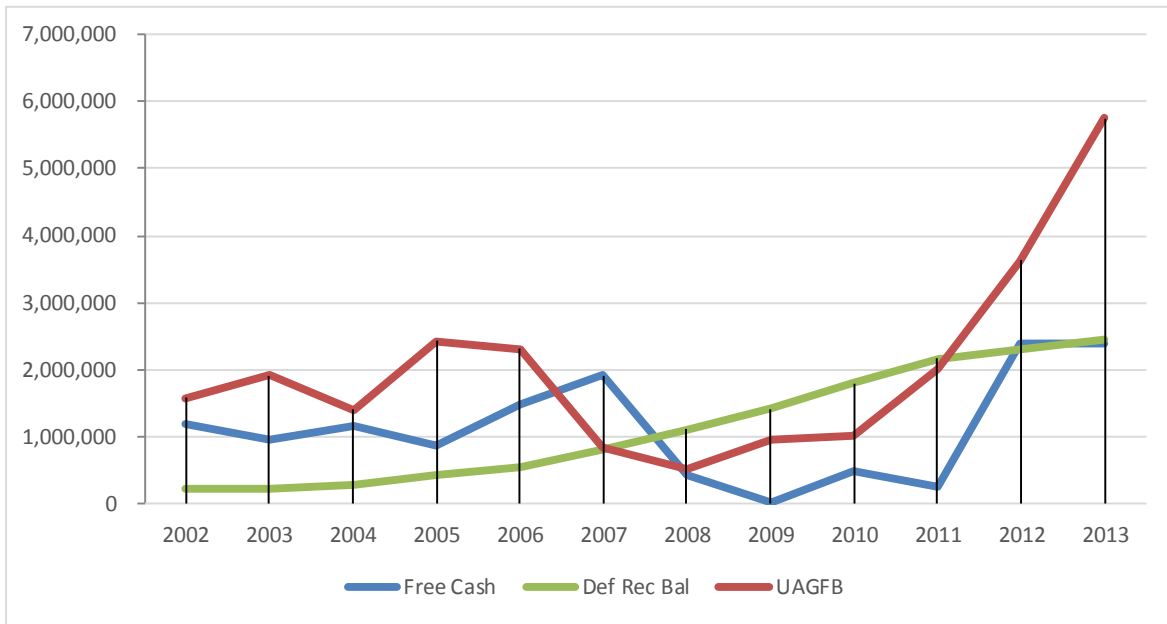
Chart 3 Cash flow, Reserves & Receivables

Maintaining a very large deferral program presents some unique albeit worthwhile financial challenges for Sudbury. We can make reasonable assumptions each year regarding how many people will apply for deferrals and possibly for how much. However, as mentioned earlier we do not have a way of including this financial information in the municipal budgeting and tax rate setting processes. The next chart shows a history of deferral receivable balance, Free Cash and Available General Fund Balance (AGFB). Other factors which contribute to changes in reserve levels are not included.

The bulk of our tax deferral receivables balance has come about in recent years during a prolonged period of economic difficulties and budgetary constraints. As conditions improve so too may our ability to absorb even *greater* deferral participation but much will depend on our reserve levels going forward, as well as, any major complex, competing uses (as identified in the Town's preliminary strategic financial plan issued April 2013).

Some other states have established a senior property tax deferral revolving account to be used for the purpose of making the payments to municipal tax collectors of property taxes as amounts are deferred. Upon payment of the deferred receivables the tax liens are redeemed and the amounts collected including interest are transmitted back to the State Treasury. The State of Oregon for example has been running its deferral reimbursement program for several decades paying out in upwards of \$14-\$15 million in annual reimbursements to the various counties where the tax deferrals range anywhere from 3 to 1,900 accounts. In all cases the State charges interest on deferrals to help pay for program administration as well as

borrowing costs, where necessary. Washington, Minnesota and Idaho are also among the list of other States taking an active *financial* role in advancing senior tax deferral programs by providing local property tax authorities with what amount to very low cost loans to qualifying homeowners so that municipalities do not have to; thereby are not forced to suffer any *cash flow* crises in an effort to help seniors by deferring large amounts of taxes levied (and budgeted for each year) that may not be paid off for 20 years.



INTEREST ON DEFERRALS

Table 3 Deferral and Market Rate History

Participation Year	Deferral Rate	15-yr FMR	New/Ongoing Deferrals
2002	8.00%	6.11%	14
2003	4.00%	4.63%	23
2004	2.00%	5.66%	26
2005	2.50%	5.17%	33
2006	2.50%	6.31%	49
2007	2.50%	6.34%	62
2008	2.50%	5.91%	65
2009	2.50%	4.90%	66
2010	2.50%	4.18%	77
2011	2.50%	3.69%	76
2012	2.50%	2.95%	71
2013	2.50%	3.17%	62
2014	2.50%	3.27%	54

Source: Mortgage rates from Freddie Mac

We continue to offer our seniors an exceptional alternative to any consumer-based borrowing opportunities available. Sudbury’s deferral program remains very popular in comparison to all other communities surveyed, including those charging little or no interest.

It has been suggested that we should further lower or even eliminate charging interest as a means of increasing participation in the deferral program. While taxpayers that defer would undoubtedly prefer not to have to pay any interest there is no evidence to suggest that a modest, *per annum* interest charge is considered a financial hardship or otherwise discourages participation in our program. Instead what we have heard time and again from senior taxpayers that qualify for the program but do not participate is that they:

- a) Do not want any sort of arrangement that constitutes a long-term liability of accumulating tax principal for themselves (or their heirs).
- b) Cannot take advantage of income tax deduction or circuit-breaker credit when deferring their property taxes.
- c) Cannot refinance or obtain either a mortgage or a reverse mortgage on their property when deferring their taxes.

OTHER MARKET INTEREST RATE REFERENCES

Rate Type	Current	1 Year Ago
MMDT	.18%	.15%
6 mo. CD's	.15%	.26%
State & Local Bonds (20 yr)	4.29%	3.93%
Bank Prime	3.25%	3.25%
1 yr CMT	.10%	.14%
5 yr CMT	1.72%	1.04%
10 yr CMT	2.63%	2.12%
20 yr CMT	3.18%	2.93%
15 yr Fixed Rate Mortgage	3.13%	2.88%
30 yr Fixed Rate Mortgage	4.08%	3.91%

CMT: The Constant Maturity Treasury rates are also known as "Treasury Yield Curve Rates". Yields on Treasury securities at "constant maturity" are interpolated by the U.S. Treasury from the daily yield curve, which is based on the closing market bid yields on actively traded Treasury securities in the over-the-counter market.

AGENDA REQUEST – Item #9
BOARD OF SELECTMEN

Requestor's Section

Date of request: 8/12/14

Requestor: Jim Kelly, Facilities Director

Action requested: Discussion and update on Police Station Project

Financial impact expected: None

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

Recommendations/Suggested Motion/Vote: None; discussion only

Person(s) expected to represent Requestor at Selectmen's Meeting:
Police Chief Scott Nix, Facilities Director Jim Kelly, and PBC Chair Mike Melnick to attend

Selectmen's Office Section

Date of Selectmen's Meeting: 8/19/14

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 () No ()

**Sudbury Police Headquarters
Sub Bid / Budget Comparison**

August 6, 2014

Division	Title	Apparent Low Bid	Budget	Variance
4	Masonry	\$ 424,000	\$ 478,213	\$ (54,213)
5	Misc Metals	\$ 87,816	\$ 83,650	\$ 4,166
7	Waterproofing	\$ 52,100	\$ 12,460	\$ 39,640
	Roofing	\$ 78,000	\$ 90,743	\$ (12,743)
9	Ceramic Tile	\$ 44,397	\$ 43,475	\$ 922
	Acoustic Ceilings	\$ 47,575	\$ 50,529	\$ (2,954)
	Resilient Floors	\$ 83,923	\$ 43,355	\$ 40,568
	Painting	\$ 53,900	\$ 84,561	\$ (30,661)
14	Elevators	\$ 129,960	\$ 84,000	\$ 45,960
15	Fire Sprinklers	\$ 128,500	\$ 134,842	\$ (6,342)
	Plumbing	\$ 335,000	\$ 240,581	\$ 94,419
	HVAC	\$ 622,000	\$ 619,311	\$ 2,689
16	Electrical	\$ 627,000	\$ 674,002	\$ (47,002)
TOTAL - All Filed Sub-Bids:		\$ 2,714,171	\$ 2,639,722	\$ 74,449

AGENDA REQUEST – Item #10
BOARD OF SELECTMEN

Requestor's Section

Item Name: Bruce Freeman Rail Trail – Update

Date of request: August 12, 2014

Requestor: Jody Kablack, Dir. Planning and Community Development

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

- (1) Discussion of draft scope of services;
(2) BOS guidance on whether to proceed with an RFP for consulting services related to the 25% MA DOT design plan; negotiate a contract with Greenman-Pedersen, Inc. directly for such; or contact several engineering firms for pricing on the scope of services.

Financial impact expected: Funds approved by Town Meeting and ballot.

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

Memo dated August 13, 2014

Recommendations/Suggested Motion/Vote:

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

Jim Kupfer, Asst. Planner; Jody Kablack, Planning Director

Selectmen's Office Section

Date of Selectmen's Meeting: 8/19/14

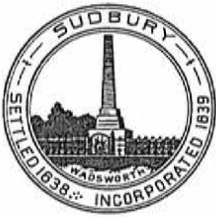
Board's action taken:

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

Future Agenda date (if applicable):

Distribution:

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



Town of Sudbury

Planning and Community Development

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Sudbury, MA 01776
978-639-3387
Fax: 978-443-0756

pcd@sudbury.ma.us

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

TO: Board of Selectmen
FROM: *JK* Jody Kablack, Planning and Community Development Director
Jim Kupfer, Assistant Planner
RE: Bruce Freeman Rail Trail (BFRT) Update
DATE: August 13, 2014

At the 2014 Annual Town Meeting, the Town voted to appropriate funding, as proposed by the Selectmen and recommended by the Community Preservation Committee, for the purpose of preparing the 25% (preliminary) design plan for the full length of the BFRT in Sudbury to MassDOT standards. Additional funds to supplement the CPA appropriation (including Friends of the Bruce Freeman Rail Trail gift and unspent CPA funds) were also approved.

Following the July 22, 2014 Board of Selectmen's meeting the Planning and Community Development Department, at the direction of the Board, has prepared a scope of services for the 25% design and has continued its due diligence on reviewing neighboring trails and experienced firms. Attached please find a DRAFT Scope of Services for the 25% design of the Bruce Freeman Rail Trail along with supporting documentation for the Selectmen's use in providing staff guidance on how best to move forward.

During our last discussion, the Board and staff spoke at length over how to proceed with procurement of an engineering firm. Staff provided two options; a Request for Proposals to procure design services, or to contract directly with Greenman-Pedersen, Inc. (GPI). Keeping quality and cost in mind, staff has investigated a third option to distribute a scope to three reputable firms that have experience in the region on MassDOT rail trails. Those firms are GPI, VHB, and BETA (see attached documentation for qualifications). This option was reviewed and approved by Town Counsel as engineering design is an exempt category under State procurement procedures (Chapter 30B). We request the Board recommend one approach so that the staff can proceed immediately in initiating the procurement process.

Ideally, a completed scope of services and procurement will be finalized in the fall of 2014 with design services and public meetings beginning in early spring of 2015.

We request the Selectmen's feedback on the scope of services, as well as the procurement process for a consultant.

Attachments

Bruce Freeman Rail Trail Next Step Notes for decision making – compiled by Planning and Community Development Dept., August 2014

Comments, Experiences and Practices from other communities with similar projects

Along the Bruce Freeman Rail Trail:

- Chelmsford/ Northern Middlesex Council of Governments

Contacts spoken to: Evan Belansky, Community Development Director, 978-250-5231, Town of Chelmsford/ Beverly A. Woods, Executive Director, 978-454-8021, Northern Middlesex Council of Governments

Advisory Committee: Yes, made up of staff and residents

Design Firm Used: Holden Engineering, Concord, NH

Comments: A grant provided by MassHighway completed both the design and construction in the early 2000's. The Town has since added fencing and other amenities. Experience with this firm was unsatisfactory and they would not recommend – scheduling/timing issues, as well as several conservation concerns. They suggest towns should request amenities such as benches and fences prior to 100% design because it is hard to add after the fact.

- Concord, MA

Contacts spoken to: Marcia Rasmussen, Director, 978- 318-3290, Town of Concord

Advisory Committee: Yes

Design Firm Used: VHB, GPI

Comments: Completed an engineering study by FST. VHB initially started the 25% designs. The Town requested VHB use aerial imagery and assessing maps in order to complete survey which led to inaccuracies and an eventual departure from the project. Concord then joined with Acton and other towns using GPI to complete the 25% and 75% designs. The Town is extremely pleased with their work to date. As currently designed they are looking at using a 10 foot paved path. The path goes through several sensitive wetland and wildlife areas and are continuing to work through those issues.

- Acton

Contacts spoken to: Roland Bartl, Director, 978-929-6631, Town of Acton

Advisory Committee: Staff led the process

Design Firm Used: GPI

Comments: GPI has done an excellent job to date. No complaints, very knowledgeable of MassDOT standards. They issued an RFP and received several proposals (VHB, FST, and Pare Associates). GPI was not the least expensive but far more knowledge and understanding of the process. They have overrun budget but has agreed to complete the 100% as agreed upon. Conservation Commission has issued an Order of Conditions. They are designing the path at 12 feet and would strongly encourage others to do the same if feasible.

Other Trails

- Natick - Cochituate Rail Trail

Contacts spoken to: Patrick Reffett, Director of Community Development, 508-647-6445, Town of Natick

Advisory Committee: Yes, staff point of contact

Design Firm Used: FST, BETA

Comments: FST did conceptual design but it was not sufficient for MassDOT 25% design. Went with BETA Group to complete. Completed an ANRAD. Did an RFP and has an Advisory Committee. BETA is extremely knowledgeable of MassDOT standards. Asphalt surface and 12' width. Currently at finalized 25%. Major hurdle was MassDOT added an overpass which added to design cost but DOT has funded construction.

- Milford - Upper Charles Rail Trail

Contacts spoken to: Larry L. Dunkin, Town Planner, Town of Milford, 508-634-2317/ Reno Deluzio Former Planner

Advisory Committee: Yes, staff led but strong advisory committee support

Design Firm Used: GPI

Comments: Both phases of the Milford Upper Charles Trail were designed by GPI. Had some difficulties in Phase 1, but felt they were the result of less experienced engineers assigned and insufficient quality checks by more seasoned engineers. As a result of Phase 1 lessons learned, GPI performed significantly better in Phase 2. The best hedge against poor performance is a detailed scope of services and a contingency fund to cover unforeseen circumstances and changes in scope.

- Cape Cod Commission - Cape Cod Rail Trail

Contacts spoken to: Lev Malakoff, Transportation Planner, Cape Cod Commission, 508-744-1229
Kathy Williams, Town Planner, Town of Yarmouth 508-398-2231 ext. 1276

Advisory Committee: Yes, from a regional perspective, towns were each represented

Design Firm Used: VHB, Current Phase in Dennis/Yarmouth and next phase to Barnstable

Comments: Built in several phases. Original phase was built in 70s. Currently looking to add extension in Yarmouth and Dennis over the Bass River. VHB has done an incredible job of working with public and is extremely knowledgeable to both MassDOT standards and cooperation with DCR.

Firms Recommended to Submit Scope of Services to:

These firms are prequalified by MassDOT for environmental documentation, transportation planning and field surveying, as well as have an established record of performance in the area.

- GPI
- VHB
- BETA

Any firm that needs to subcontract out for wetlands delineation and assessment will have to identify subcontractors and reference checks.

MassDOT Prequalification Resumes:

Consultant: Greenman-Pedersen, Inc.

Contact: Christer Ericsson, P.E.

Address: 181 Ballardvale Street, Suite 202, Wilmington, MA 01887

Phone Number: (978) 570-2955 **Fax Number:** (978) 658-3044

Approval Expiration: 6/21/2015

Disciplines: Major Environmental Documentation
Basic Roadway Design
Intermediate Roadway Design
Complex Roadway Design
Basic Bridge Design/Rating
Intermediate Bridge Design/Rating
Complex Bridge Design/Rating
NBIS Bridge Inspection
Traffic Operations Studies and Design
Construction Oversight
Hydraulics and Hydrology
Materials Inspection and Testing
Transportation Planning
Intelligent Transportation Systems
Engineering Field Survey
Total Station AutoCAD Base Plan Services
Layout Document Preparation
Photogrammetry

Consultant: Vanasse Hangen Brustlin, Incorporated

Contact: David A. Bohn, P.E.

Address: 101 Walnut Street, P.O. Box 9151, Watertown, MA 02472

Phone Number: (617) 924-1770 **Fax Number:** (617) 924-2286

Approval Expiration: 4/25/2016

Disciplines: Major Environmental Documentation
Basic Roadway Design
Intermediate Roadway Design
Complex Roadway Design
Basic Bridge Design/Rating
Intermediate Bridge Design/Rating
Complex Bridge Design/Rating
NBIS Bridge Inspection
Traffic Operations Studies and Design
Construction Oversight
Construction Contract Assistance
Hydraulics and Hydrology
Materials Inspection and Testing
Landscape Architecture
Transportation Planning
Intelligent Transportation Systems
Transit and Rail Systems Design
Cultural Resources
Hazardous Waste - Site Investigation and Assessment
Hazardous Waste - Remediation
Wetlands - Delineation and Assessment
Wetlands - Mitigation
Water Quality - Assessment
Water Quality - Mitigation
Air Quality
Noise Studies
Engineering Field Survey
Total Station AutoCAD Base Plan Services
Layout Document Preparation

Consultant: Beta Group, Incorporated

Contact: Michael E. Grilli, Chairman

Address: 315 Norwood Park South, Norwood, MA 02062

Phone Number: (781) 255-1982 **Fax Number:** (781) 255-1974

Approval Expiration: 2/28/2016

Disciplines: Basic Roadway Design
Intermediate Roadway Design
Complex Roadway Design
Basic Bridge Design/Rating
Intermediate Bridge Design/Rating
NBIS Bridge Inspection
Traffic Operations Studies and Design
Construction Oversight
Hydraulics and Hydrology
Landscape Architecture
Transportation Planning
Intelligent Transportation Systems
Hazardous Waste - Site Investigation and Assessment
Hazardous Waste - Remediation
Wetlands - Delineation and Assessment
Wetlands - Mitigation
Water Quality - Assessment
Water Quality - Mitigation

Town of Sudbury
SCOPE OF SERVICES 25% DESIGN
Bruce Freeman Rail Trail

The objective of this project is to advance the Bruce Freeman Rail Trail (BFRT) 25% design plan in accordance with the MassDOT 2006 Project Development and Design Guide, at a schedule that allows for a construction contract award for approximately the Federal Fiscal Year 2019. Services and tasks to be performed shall include, but not necessarily be limited to, those outlined in this scope of services. All items shall be in accordance and compliant with MassDOT standards.

A. Target Completion Date and Timelines

1. The target completion date for this project is October 30, 2016 for submission of the 25% design review documents to MassDOT. The Consultant is expected to finish all tasks, products, and objectives identified in this scope by the specified completion date. The Town, at its discretion, may amend the deadline as it deems necessary to accommodate actions (or failures to act) by Local, State, and Federal agencies with jurisdiction, or other circumstance beyond the Consultant's control.

B. Special considerations/issues/caveats

- Executive Office of Transportation (EOT) is the current owner of the right-of-way (ROW). A contract with the selected design engineer is contingent on EOT granting permission to access the ROW and perform necessary surveys and site investigations to deliver the 25% MassDOT design.
- The BFRT will include 7 road crossings, including Route 27 and 117. Good design and traffic management may allow safe at-grade crossings in these locations. Design options must be explored.
- Much of the trail route runs through extensive wetlands and flood plains as well as delineated Natural Heritage Endangered Species habitat. The Sudbury Conservation Commission is aware of the project and early communication with the Commission is vital.
- Appropriate locations for designated parking areas dispersed throughout the project shall be identified, and incorporated into the 25% design work as directed by the Town. Specifically, parking at Davis Field on Route 117 shall be studied to determine the demand of the BFRT users, as well as the supply of parking for all users. The distance to the nearest parking facility along the BFRT in Concord shall be taken into consideration in the Davis Field parking study.
- Along the BFRT route there are opportunities for spur trails or direct access into surrounding areas and neighborhoods, especially where there is adjacent or nearby Town-owned land. These opportunities shall be identified and explored, and incorporated into the 25% design work as directed by the Town.

- The Town has considerable information available for review on this project, including a survey, wildlife survey, and title examination, which should be examined prior to undertaking any additional work in these areas. This information can be found on the Town's website at <http://sudbury.ma.us/departments/PCD/news4738/>
- The Town will require additional meetings above the minimum requirements noted in the 25% design process.

C. General Tasks:

The Consultant shall do all things necessary to prepare and obtain approval for the 25% MassDOT design plans in accordance with the applicable procedures and standards outlined in the MassDOT 2006 Project Development and Design Guide, including but not limited to:

1. Hold meetings with Town boards, commissions, departments, residents, abutters, MassDOT, utility companies, etc., and maintain subsequent consultations throughout the duration of the project as needed to advance the project. The Town anticipates 8 public (night) meetings and 12 day time staff meetings throughout the 25% design phase (not including any meetings related to Conservation Commission permitting). The Consultant shall prepare and distribute minutes of all meetings. The Town will be responsible for advertising and notifications for all public meetings, which will be posted at least two (2) weeks in advance.
2. Provide the Town with monthly update/ progress reports. Reports shall be in the form of technical memoranda or letters, not as e-mail communications.
3. Act as Town liaison to MassDOT representatives and the Boston MPO, as necessary.
5. Identify all required local, State, and Federal environmental and other permits, certificates, and other approvals that are needed for the construction of the rail trail. Prepare and file all applications for such approvals at the appropriate time as early as practical during the project schedule to ensure that the rail trail stays on track for the year when Federal construction funding is programmed.
6. File an Abbreviated Notice of Resource Area Delineation (ANRAD) with the Sudbury Conservation Commission during the 25% design phase.
7. Coordinate and communicate with all agencies having jurisdiction, and keep the town and MassDOT informed of all such communications.
7. Follow MA Department of Environmental Protection's Best Management Practices (BMPs) for Controlling Exposure to Soil during the Development of Rail Trails.
8. Meet with abutters to determine privacy and screening needs. The design shall identify and consider such screenings to a reasonable extent within the anticipated available budget.
9. Determine any additional ROW and alternative routes that may be necessary to build the project.

10. Submit to MassDOT (in the format and number of duplicates that they may require) and the Town (3 copies, plus electronic files) the necessary documentation and plans for the 25% Submission Design Review, including but not limited to:

- Survey plans and designs;
- Documentation and data for the 25% Submission Environmental Review by MassDOT Environmental Section;
- Preliminary designs for bridges, boardwalks, street crossings, and on-street segments;
- Functional Design Report and Traffic Safety Analysis;
- Design Exceptions Report as necessary;
- Cost estimates for the completion of the project based on the most recent available information, broken down by detailed design and construction portions, separately. Include separate details on assumptions for each of the following: rail and tie removal; grading; and the scrap value of the rails. A contingency fee of no less than 20% shall be contained in all cost estimates.
- Any other documentation required by MassDOT for acceptance of the 25% design plan.

11. Complete all other items necessary for MassDOT and Federal Highway Administration, if needed, 25% design approval.

D. Survey, Engineering, Design - Process and Details:

The following items shall be completed to the satisfaction of MassDOT for the 25% design phase of the project. An alternative work plan can be submitted by the Consultant, with approval by the Town, which delivers a better product or service provided the project objectives and quality of work is not diminished and the alternative work plan meets MassDOT standards.

1. Field Survey, Base Mapping, and Data Collection

- a. Collect available data and inspect all features of the rail trail route.
- b. Supplement available mapping and plans with on-the-ground survey as needed to establish ground control, and to locate on the plan existing features and conditions including rails, culverts, bridges, limits of vegetation, foot paths, walks, drives, parking lots, streets, walls, curbing, structures, fences, manholes, hydrants, utility poles, water lines, sewer lines, utility lines, drainage lines, and other physical features above and below ground.
- d. Establish existing ROW lines and property boundaries/ownership from available maps and plans, and field verify. Identify gaps in ownership.
- e. Provide cross-section details, where needed.

- f. Create an electronic base plan with all information at 1"=40' scale for plans and appropriate scale for cross sections and profiles.
- g. Conduct a Parking Needs/Demand Analysis to identify and explore appropriate locations for designated parking areas along the length of the rail trail and incorporate into the 25% design plan.
- h. Collect and review available wetland resource and flood plain mapping. Meet on site with the Town's Conservation Commission representatives to view wetland resource areas and limits. Establish wetland boundaries/resource delineation as required by the Conservation Commission. Include approved wetland delineation on base plan. Complete and submit a Categorical Exclusion Checklist, Water Quality Data Form and an Abbreviated Notice of Resource Area Determination (ANRAD).
- i. Collect traffic data at major street crossings to determine prudent safeguards for trail users and motorists.

2. Concept Design Plans

- a. Identify construction details of entire length of rail trail, including surface treatment, shoulders, road crossings, bridges, etc. in accordance with MassDOT Shared Use Paths and Greenways requirements and as directed by the Town.
- b. Compile a constraints map on an aerial plan to include base survey information, wetlands limits, other environmental constraints, ROW lines, encroachments, etc. Describe constraints in narrative terms.
- c. Identify design alternatives for constrained areas at specific locations, including pros/cons and cost/benefit analyses.
- d. Prepare Conceptual Construction Cost estimate for the trail with the design options still in play. A contingency fee of no less than 20% shall be contained in all cost estimates.
- e. Meet with Town, MassDOT representatives and residents to present the revised concept plans and Conceptual Construction Cost estimates. The purpose of these meetings is to advance one preferred design option (or a set of choices) in each location or subject area that will then be carried forward to the 25% design stage.

3. 25% Design Review Submittal

- a. Advance the final concept plans to the 25% design stage as required for MassDOT 25% design review. Show on the plan preferred typical and, as needed, special/critical cross section(s) and layout, proposed profile (with existing profile shown), and preferred solutions to the areas of special consideration and concern identified herein.

- b. Identify on plan all areas where additional ROW acquisition is necessary to accommodate the preferred design.
- c. Present the anticipated storm drainage design and best management practices (BMPs) at a level suitable for the 25% submittal.
- d. Summarize traffic data and appropriate traffic controls.
- e. Develop detailed Conceptual Construction Cost estimates for 100% design, bidding, construction, and construction supervision. A contingency fee of no less than 20% shall be contained in all cost estimates.
- f. Prepare for and participate in the 25% design public hearings.
- g. Receive, review, and summarize 25% design review comments for the Town and in cooperation with the Town's representatives do all additional work, amend the plan, and revise documents as necessary to obtain MassDOT 25% design approval.

E. Proposal Requirements

1. Consultants must submit a suggested work schedule with realistic dates for key events, such as hearings and document submissions, and for the completion of interim project milestones.
2. Consultants must submit a price proposal broken down by major tasks. Pricing for additional meetings shall be included, if necessary.
3. Include any MassDOT required item missing from this scope of services.
4. Any sub-contractors must be identified, including tasks they will be responsible for, price for those components, name and contact information for principal supervisor of work, resumes of all personnel who will be preparing work under this proposal and at least 3 references for the firm(s).
5. Consultants should list any current projects under review by MassDOT and the Boston MPO, including name of project, MassDOT Project Number, type of project, and estimated cost.

MEMO

TO: Board of Selectmen, Maureen Valente
FROM: Len Simon
DATE: August 4, 2014
RE: Bruce Freeman Rail Trail

At the conclusion of the BOS meeting on July 22, 2014, I was concerned about the way the discussion on the Bruce Freeman Rail Trail unfolded and concluded. Something just did not seem right to me. After thinking about it, the reasons became clear.

On July 22, the Planning and Community Development office brought three issues before the Board. First, the scope of the work to be done in the 25% design plan. Second, whether to appoint an advisory committee. Third, whether to do an RFP or award the 25% design plan directly to GPI.

Looking back at Article 32 at 2014 Town Meeting, it reads:

To see if the Town will vote to appropriate an amount not to exceed \$150,000 in Community Preservation Act Funds from FY15 Revenue, as recommended by the Community Preservation Committee, for the purpose of preparing the 25% design plan for the full 4.4 mile Bruce Freeman Rail Trail in Sudbury to MA DOT standards, and to redirect remaining funds in the amount of \$27,684.56 from Article 24 of the 2007 Annual Town Meeting (BFRT Base Map) and \$25,000 from Article 27 of the 2009 Annual Town Meeting (BFRT Concept Plan) to be used for this purpose, or to act on anything relative thereto. All appropriations will be allocated to the Recreation Category and funded from FY15 Revenue or unrestricted reserves.

The vote at Town Meeting in support of this article was overwhelming.

A cursory reading of this article also shows the Bruce Freeman Rail Trail has received financial support and has been viewed favorably by Town Meeting for seven years, since 2007.

SCOPE OF WORK

By expanding the scope of the normal 25% design plan, as stated by Ms. Kablack and Mr. Kupfer, to include items other than the standard items required by MA DOT in the 25% design plan, the Planning and Community Development Office has gone beyond the permissible use of funds and scope of work voted in Article 32. This expansion of scope of work has two consequences. First, funds were not allocated at Town Meeting for anything beyond the 25% design study requirements. Second, the expanded scope of work will exceed the plain clear language and intent of Article 32, which was to do only the 25% design plan. An expansion of scope of work will require additional time and will further delay the BFRT project, neither of which was anticipated in Article 32.

In addition, by expanding the scope of the engineering work beyond the 25% design plan, which normally takes 24 months, the town will fall further behind in obtaining construction funding because such funding is contingent upon completion of the 25% design plan.

At least equally important, MA DOT has a protocol for its rail trail design studies, and Sudbury should follow those protocols, even if the town thinks it should do things in a different order, or that by doing so it may save time later. In other words, we do not have the option of doing various parts of the design studies in any order we wish, or combining parts of one design plan with another, without prior approval. To do so could place the project in jeopardy.

The town, acting through its staff and the various boards and committees, and particularly the Board of Selectmen because it was the Board that requested funding from the Community Preservation Committee and it was the Board that presented Article 32 at Town Meeting, is obliged to implement the clear language and intent of Article 32 as the will of the town.

Conservation Commission issues that may come up after the 25% design study is complete will be addressed in the order anticipated by MA DOT protocol, that is, after the 25% design plan is complete.

ADVISORY COMMITTEE

Regarding an advisory committee, the Planning and Development Department made clear in its July 17 memo, it does not feel an advisory committee is necessary at this point. "Due to the additional time demands of upholding the public meeting law, it is our strong recommendation that the Selectmen oversee and advise on this project directly."

By now, 3 months after approval of Article 32, the Planning and Community Development office should have the Bruce Freeman Rail Trail project moving forward through its own efforts. As discussed at the Board meeting last night, an advisory committee is a topic that can be revisited down the road if it becomes necessary.

RFP VS RFQ WITH GPI

The Planning and Community Development office correctly pointed out the 25% design plan for the BFRT does NOT need to go through the RFP process, as this is an exempt activity to be performed by professional engineers.

Mr. Kupfer reported his office had done its due diligence and GPI received "glowing recommendations" from Acton and Concord about GPI's work. In addition, the July 17 memo noted, "GPI is a known entity to MA DOT and is familiar with the state and federal funding of this project." At our April 2014 meeting with MA DOT in Worcester, their officials spoke highly of the work done by GPI on the BFRT in Acton and Concord, the two towns to our north that are soon to begin construction. There was also discussion about delays and waste of resources if the engineering work is not done correctly and has to be re-done. The July 17 memo from Ms. Kablack noted there could be a delay of "at least three months" if an RFP were done.

With all of these facts known to Planning and Community Development, it is obvious that GPI is, by far, the best choice to do the 25% design plan. This is particularly relevant if Sudbury is to have the northernmost half-mile connect with Concord in two years, as MA DOT said could be done at our April meeting, if Sudbury approved funding for the 25% design plan at our May 2014 Town Meeting.

For these reasons, Planning and Community Development has the authority to award the 25% design plan contract to GPI, and it should do so without further delay.

CONCLUSIONS

The Planning and Community Development office and the Town Manager have an obligation to carry out the votes of Town Meeting in a prompt and reasonably efficient manner. The present course is not consistent with those obligations.

Keeping the Selectmen informed of progress on the BFRT should be done through a liaison from the Board and/or periodic reports. If the Board of Selectmen is needed to make specific decisions along the way, it can do so.

For these reasons, I believe the correct and preferred approach is to engage GPI immediately, work with GPI to develop the scope of work, and have GPI begin work on the 25% design plan.

The Planning and Community Development Director can update the BOS as warranted and the BOS consider an advisory committee in the future, if the need arises.

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

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

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

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

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

Friends of the Bruce Freeman Rail Trail – Donation Proposal

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

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

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

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

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

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

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

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

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

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

It was on motion

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

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

Board of Selectmen – Goal Setting Update and Next Steps

Present: Sudbury resident Bryan Semple

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

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

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

MOTION: To accept a gift of \$58,700 from the Friends of the Bruce Freeman Rail Trail

Move to accept a gift of \$58,700 from the Friends of the Bruce Freeman Rail Trail for the purpose of funding 100% of cost of a 25% design study in the Right of Way (ROW) and according to MassDOT guidelines for the extension of the Bruce Freeman Rail Trail for the approximately 1/2 mile segment of the Bruce Freeman Rail Trail from the Concord/Sudbury town line to the south side of Route 117 in Sudbury, plus a parking count for the Davis Field Recreation Field parking area.

April 2, 2014



TOWN OF SUDBURY

Office of Selectmen
www.sudbury.ma.us

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

October 3, 2013

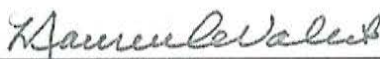
Tom Michelman
President-Friends of the Bruce Freeman Rail Trail, Inc.
6 Magnolia Dr.
Acton, MA 01720

IN BOARD OF SUDBURY SELECTMEN
September 17, 2013
Friends of the Bruce Freeman Rail Trail – Donation Proposal

It was on motion

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

Attest:



Maureen G. Valente
Town Manager – Clerk

cc: Jody Kablack
Bill Place
Treasurer
Accounting



**Friends of the
Bruce Freeman Rail Trail**

P.O. Box 1192
Concord, MA 01742
www.brucefreemanrailtrail.org

August 8, 2013

Board of Selectmen
Town of Sudbury
Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776
Selectmen@sudbury.ma.us

RE: BRING THE TRAIL TO SUDBURY

Dear Board of Selectmen:

We are excited and thankful that our (the Friends of the Bruce Freeman Rail Trail - FBFRT) offer to fund the preliminary ("25%") design adhering to MassDOT guidelines of the 0.5-mile northernmost section of the Bruce Freeman Rail Trail in Sudbury is on your agenda for the August 20, 2013 meeting.

RECAP

To quickly recap our offer, on June 27, 2011 we, (the FBFRT), offered \$50,000 to the Town of Sudbury to pay for the preliminary ("25%") design adhering to MassDOT guidelines of the 0.5-mile northernmost section of the Bruce Freeman Rail Trail in Sudbury.

On January 12, and May 12, 2012 we officially wrote you again, urging you to move forward on our June 2011 offer. During the two years since our offer, the Town has passed two non-binding resolutions for moving ahead with the BFRT in Sudbury. These resolutions were submitted by the Board of Selectmen for the Town Election and for Town Meeting, and in both cases, the nonbinding resolutions passed overwhelmingly (by more than 2 to 1 in the Town Election). In addition representatives of the FBFRT have met and discussed the issue informally with members of the BOS over the last two years, and have weighed at various public forums.

As we previously described, accepting our offer of funds for the design of the northernmost 0.5-mile section to MassDOT guidelines does not obligate the Town to build to those guidelines. What it does do is provide the option to build the trail to MassDOT guidelines – and thus the option for construction to be paid for with state and federal rather than local funds. Further, such a design will provide information so the BOS and the Town can decide whether they want to move forward with a rail trail built to MassDOT guidelines.



Friends of the Bruce Freeman Rail Trail

P.O. Box 1192
Concord, MA 01742
www.brucefreemanrailtrail.org

Per the Transportation Improvement Program (TIP) process on July 25, 2013, the Boston Region Metropolitan Planning Organization (MPO) voted to fully fund construction for all unbuilt sections of the BFRT north of Sudbury.

- Phase 2A – Acton, Carlisle, Westford in 2014
- Phase 2B – Bridge over Route 2 spanning Acton & Concord in 2017
- Phase 2C – Concord to the Sudbury border in 2016

If Sudbury moves swiftly with a 25% design of its northernmost 0.5-mile section, it may be possible to be included as a short but very logical addition to Phase 2C, or put out to bid simultaneously with Phase 2B. Given our experience and success advocating for BFRT construction funds from the Boston MPO, and the Commonwealth's new emphasis on sustainable transportation, we are confident that the northernmost 0.5-mile section in Sudbury also will be funded through the TIP process, if a 25% design and request is submitted by the Town.

There are many questions remaining on the structure of the BFRT in Sudbury. We strongly believe that a professional 25% design study adhering to MassDOT guidelines for the northernmost 0.5 miles is in the best interest of Sudbury given the overwhelming public support for the BFRT to be built as a standard rail trail. A 25% design for the northernmost 0.5 miles of the trail, a study that the Town of Sudbury will control, will simultaneously accomplish:

- Answering many of the questions the proponents, doubters and BOS have about the details of a proposed trail (e.g., a rail trail built to MassDOT standards can have a permeable surface such as stone dust or permeable asphalt).
- It will provide a viable option (but not requirement) to become eligible for State funding to pay for the trail, and could be connected to the construction of a phase of the BFRT to the north. Given the above funding recommendations from the MPO, a 2016 / 2017 Sudbury construction start is a real possibility.
- A 25% design will signify real and concrete progress on the Sudbury portion of the BFRT. The trail has been officially studied for at least the last eight years since the commencement of the Rail Trail Conversion Advisory Committee (first official meeting March 3, 2005 see, <http://www.sudbury.ma.us/departments/RailTrail/#>). The 25% design would be the first detailed plan that could be reviewed and commented upon by all stakeholders in Sudbury.

UPDATED OFFER

In anticipation of the BOS discussing our offer on August 20, the FBFRT requested and received an updated cost estimate for a 25% design from Greenman-Pedersen, Inc. (GPI, the lead engineering consultant for Phases 2A & 2C). The cost estimate is for \$58,700 which includes an optional parking count and analysis to better address the often voiced concerns about parking at Davis Field. Given the GPI cost estimate, the Board of Directors of the FBFRT voted on July 29, 2013 to make the following updated offer.



Friends of the Bruce Freeman Rail Trail

P.O. Box 1192
Concord, MA 01742
www.brucefreemanrailtrail.org

The Board of Directors of the Friends of the Bruce Freeman Rail Trail authorizes up to \$58,700 to the Town of Sudbury for the purpose of completing the 25% design in the Right of Way (ROW) and according to MassDOT guidelines for the extension of the BFRT – approximately 1/2 mile from the Concord/Sudbury town line to the South side of North Road (Route 117). Up to \$5,000 of this amount will be available immediately upon full appropriate Town approval, and the balance will be paid when the Town of Sudbury executes the aforementioned 25% design contract.

If the BOS cannot or will not accept the above terms, then we would like to engage in a dialogue of terms that would be acceptable to both the BOS and the FBFRT. If the BOS desires additional scope not provided in the GPI cost estimate then we encourage the BOS to request such an increase in scope and engage in a dialogue with the FBFRT. More generally, if the BOS is amenable to the general structure of what is offered, please consider this offer letter part of that dialogue.

We (and GPI) understand that Sudbury will need to put the Sudbury 0.5 mile 25% design contract out to public bid, and that the actual costs may be higher or lower than the GPI estimate. If the costs are lower, then our offer will hold, if higher, then there would have to be a FBFRT Board vote for additional authorization of funds. We also would like to reiterate that the offer has no clawback provision; as long as the funds provided are used for the 25% design; the FBFRT will not be asking for a refund if the Town decides to deviate from MassDOT guidelines or do nothing at all with the railroad ROW after completion of the 25% design.

To help describe the cost estimates, a representative from GPI will attend the August 20th meeting to answer questions on methodology, requirements, and assumptions that may arise.

After waiting more than two years for a clear answer to our offer that we believe is both generous and logical, we hope the BOS votes at the August 20th or September 3rd meeting to accept our offer and proceed with the 25% design process.

We look forward to working with you, Town Staff, Town Committees, and the entire Sudbury community to make progress on the Bruce Freeman Rail Trail. Again, do not hesitate to contact me if you have any questions or concerns.

Sincerely,

Tom Michelman – President Friends of the Bruce Freeman Rail Trail, Inc.
tmichelman@gmail.com



Friends of the Bruce Freeman Rail Trail

P.O. Box 1192
Concord, MA 01742
www.brucefreemanrailtrail.org

www.brucefreemanrailtrail.org
6 Magnolia Drive
Acton, MA 01720

cc:

Sudbury

- Maureen Valente, Town Manager
- "Concept Committee" Members:
 - Debbie Dineen, Conservation Coordinator
 - Jody Kablack, Planning & Community Development Director
 - Bill Place, Department of Public Works Director
- Pat Brown Chair, Rail Trail Conversion Advisory Committee
- Rebecca Williamson, Project Manager GPI Greenman-Pedersen, Inc.

Friends of the Bruce Freeman Rail Trail

- Board of Directors (bcced)

PRELIMINARY DESIGN SUDBURY BFRT (CONCORD TOWNLINE TO ROUTE 117)

The following is a “ballpark” estimate of the design funds necessary to complete the 25% design of the Sudbury BFRT from the Concord Townline to Route 117. The estimate assumes the project will be reviewed and approved by MassDOT.

Assumptions

1. Survey and basemapping are complete and will be provided to the designer. No additional survey or mapping will be required.
2. Existing road layout and property lines (including trail property lines) are complete and accurate. Abutter information is current. Copies of right of way research are supplied. No further right of way research or field work is required.
3. Wetland delineation is complete, an Order of Resource Delineation was granted and no additional delineation will be required.
4. The trail will cross Route 117 and terminate.
5. Only work specifically detailed below is part of this design estimate.

Standard Scope of Service Tasks

1. Project Need Form
2. Project Initiation Form
3. Kick-Off Meeting
4. Field Reconnaissance
5. Preliminary Right – of – Way Plans
6. Early Environmental Coordination Report
7. Water Quality Data Form
8. Categorical Exclusion (CE) Checklist
9. Traffic Technical Memorandum
10. Meeting with Town and MassDOT
11. 10% Public Meeting
12. 25% Design Plans
13. 25% Preliminary Construction Cost Estimate
14. Design Public Hearing
15. Respond to 25%/Public Hearing Comments
16. General Coordination
17. Expenses – Mileage, Reproduction ATRs for traffic counts, speeds and gaps - \$1,500

Fee: \$53,020

Optional Scope of Service Tasks

1. Parking Counts – It is assumed that counts will be conducted at four (4) lots for a two hour period at three peak times (weeknight, Saturday and Sunday)
2. Parking Analysis
3. Expenses – Mileage, Reproductions \$400

Fee: \$5,680

Total Fee Standard and Optional Scope: \$58,700

**TOWN OF SUDBURY
PRELIMINARY DESIGN SUDBURY BRT (CONCORD TOWNLINE TO ROUTE 117)
PRICE PROPOSAL**

Project Tasks	PRINCIPAL IN CHARGE	PROJECT MANAGER	LEAD ENGINEER	PROJECT ENGINEER	SURVEYOR	DESIGNER/TECHNICIAN	TOTAL HOURS	FEE PER TASK
A. Standard Scope of Services	\$200.00	\$165.00	\$135.00	\$100.00	\$75.00	\$85.00		
PNF		2	14				16	\$2,220.00
PIF		2	14				16	\$2,220.00
Kick-Off Meeting		4					4	\$660.00
Field Reconnaissance				8			8	\$800.00
Preliminary Right-of-Way Plans			12			32	44	\$4,340.00
Early Environmental Coordination Report		4	16				20	\$2,820.00
Water Quality Data Form			4				8	\$800.00
Categorical Exclusion (CE) Checklist			4				4	\$540.00
Traffic Technical Memorandum		2	8				18	\$2,210.00
Meeting with Town and MassDOT		4	4				8	\$1,200.00
10% Public Meeting		6	6			16	28	\$3,160.00
25% Design Plans		4	40	80		40	164	\$17,460.00
25% Preliminary Construction Cost Estimate		2	4	32		8	46	\$4,750.00
Design Public Hearing		6	6			16	28	\$3,160.00
Respond to 25% Public Hearing Comments		4	8	8			20	\$2,540.00
General Coordination		16					16	\$2,640.00
TOTAL LABOR FEE - STANDARD CONTRACT		52	108	144		112	416	\$51,520.00
DIRECT EXPENSES								\$1,500.00
(Mileage Reproductions, AT&T for traffic counts, speeds and gaps)								
TOTAL FEE (Standard Scope of Services)								\$53,020.00
B. Optional Services								
Parking Counts						36	36	\$3,060.00
Parking Analysis		2	14				16	\$2,220.00
TOTAL LABOR FEE - OPTIONAL SERVICES		2	14	0	0	36	52	\$5,280.00
DIRECT EXPENSES								\$400.00
(Mileage Reproductions)								
TOTAL FEE (Optional Scope of Services)								\$5,680.00
TOTAL FEE (Standard and Optional Scope of Services)		54	122	144	0	148	468	\$56,700.00

AGENDA REQUEST – Item #11
BOARD OF SELECTMEN

Requestor's Section

Item Name: Melone Property Redevelopment – Next Steps

Date of request: August 13, 2014

Requestor: Jody Kablack, Dir. Planning and Community Development

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

Discussion of next steps on this project;

(1) BOS to approve Mission Statement for Committee;

(2) BOS to schedule interviews for 2 at-large memos for Sept. 23, 2014.

Financial impact expected: None – CPA Funds approved by Town Meeting

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

Memo dated August 13, 2014; Draft Mission Statement

Recommendations/Suggested Motion/Vote:

Vote to approve the Mission Statement for the Melone Property Redevelopment Advisory Committee and to direct staff to advertise for 2 at-large members, to be interviewed by the Selectmen at the Sept. 23, 2014 meeting.

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

Jody Kablack, Dir. Planning and Community Development

Selectmen's Office Section

Date of Selectmen's Meeting: 8/19/14

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 () No (X)



Town of Sudbury

Planning and Community Development

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TO: Board of Selectmen
FROM: *JK* Jody Kablack, Planning and Community Development Director
RE: Melone Redevelopment Planning
DATE: August 13, 2014

The Town has been studying potential uses for redevelopment/restoration of this property for several years. This is the largest remaining, buildable town-owned property and it has considerable development potential. In 2005, the Board of Selectmen indicated through a vote that their intent was for the Melone property to be used for either mixed affordable housing and recreational purposes or individual affordable housing and recreational projects. In 2006 CPC funds were approved to conduct a development feasibility study. In 2012 the Selectmen commissioned a market valuation and planning study. Most recently, the Selectmen supported redevelopment of this property into housing to achieve Sudbury's 10% affordable housing goal, culminating in a 2014 Annual Town Meeting appropriation of \$150,000 towards a public planning process that will result in a master plan for development of this property with uses that will count towards the Town's 10% affordable housing goal, as well as complementary and/or accessory open space and recreation uses, so that the property can be conveyed to a private developer.

The first order of business on this project, as envisioned by the Selectmen earlier this year as the Town Meeting article for funding was being developed, is to create an Advisory Committee to facilitate the decision-making process for the project. I have attached a draft mission statement for this committee, and include recommendations for membership. Committee members who are familiar with and support the mission of the project will be most effective in completing the process efficiently. My recommendation is to populate the committee with 7 board representatives and 2 at-large members. Boards represented should include the Selectmen, Planning Board, Conservation Commission, Park & Recreation Commission, Council on Aging, Design Review Board, and either the Sudbury Housing Authority or the Sudbury Housing Trust.

Secondly, we will advertise for members (including notifying boards to designate a member), with interviews for at-large members tentatively scheduled at your meeting on September 23, 2014.

Once the committee is in place, the following estimated timeline has been developed for the totality of the project, which involves significant staff time, hiring of consultants, specific procurement requirements, collaborating with 2 abutting property owners and the Town of Concord, and at least 2 Town Meeting votes. Note that this is a multi-year project which requires Town Meeting votes for 2 critical elements – 1 for zoning changes, if needed, to enable construction of the preferred development, and 1 for disposition of the land to a developer. The objective of this schedule is to have the zoning secure prior to inviting developers to the table. This decreases risk and increases the value of the property.

This is a multi-year project, and the timeline and tasks could easily change. If there is an expectation that we are going to carry this through to disposition, I wanted you all to be aware of the best case timeline that I can come up with based on the major components of the project.

ESTIMATED TIMELINE:

Aug. 20-Sept. 18:	Advertise for members
Sept. 23:	Conduct interviews for at-large members, appoint
October 2014:	First meeting of Advisory Committee, prepare scope of services
Nov. 2014:	Advertise RFP for consultant (Central Register), review proposals, interview firms
Jan. 2015:	Award contract to consultant
Feb. 2015:	First public forum
Feb.-May 2015:	Study and presentation of scenarios
May 2015	Town Meeting update on project (resolution by Selectmen to move forward with project)
June-October 2015:	Prepare zoning bylaw changes, if needed, and public forum on zoning
Jan. 2016:	Submit Town Meeting articles on zoning and abutting property configuration, public hearings
May 2016:	Town Meeting on zoning
May – Aug. 2016:	RFP for developers, public forum once a developer is chosen
Fall/Winter 2016:	Special Town Meeting to dispose of property to chosen developer
2017	Permitting by chosen developer, Construction

I request the Selectmen's guidance on next steps and look forward to working closely in the coming months as we begin to plan the future of this important parcel.

Attachment

**Melone Property Redevelopment Advisory Committee
TOWN OF SUDBURY**

(Voted to establish _____ by the Sudbury Board of Selectmen)

Mission Statement

It is the intention of the Selectmen in creating this Committee to provide a mechanism for the Board to be advised on options to redevelop the Melone gravel pit property on North Road into rental housing which significantly counts towards the Town's 10% affordable housing requirement and to enhance opportunities for recreational and other uses. The Melone Property Redevelopment Advisory Committee (Committee) will make recommendations to the Board of Selectmen. The Committee will not have the power to control or commit town resources or approve projects. The Committee will work closely with all relevant Town boards, committees and departments which will, to the extent feasible, identify and recommend to the Town Manager available Town resources to support the goal of assessing the redevelopment capacity and restoration of this property.

Responsibilities and Functions

The Melone Property Redevelopment Advisory Committee shall:

- Develop a Request for Proposals for a consulting team
- Review RFPs and make a recommendation to the Board of Selectmen on the preferred consultant;
- Provide guidance and feedback to the consultant during the study period;
- Conduct a public process in partnership with the consultant to involve residents and boards in deciding the best use or uses for the property, including multiple/complementary uses;
- Prepare a Request for Proposals and make recommendations to the Board of Selectmen on the selection of a developer for disposition of the land; and
- Provide support for any required board, committee or Town Meeting votes on the project through construction of the project.

Membership and Officers

The Melone Property Redevelopment Advisory Committee shall have nine (9) voting members – seven (7) members representing boards and commissions of the Town, and 2 at-large members, all to be appointed by the Board of Selectmen. Each of the following boards and committees shall appoint a member, or a designee: Board of Selectmen, Planning Board, Conservation Commission, Park and Recreation Committee, Council on Aging, Design Review Board, and one member or designee from either the Sudbury Housing Trust or the Sudbury Housing Authority. All appointments shall end on May 31, 2016. In addition, the Conservation Coordinator, Town Planner, Board of Health Director, Director of Public Works and the Park and Recreation Director or his/her representative(s), shall serve as liaisons and resources to the Committee, subject to the discretion of the Town Manager.

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

Compliance with State and Local Laws and Town Policies

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

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

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

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

DRAFT



Town of Sudbury

Planning Board

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July 2, 2014

Mr. Charles Woodard, Chairman
Board of Selectmen
Sudbury, MA 01776

RE: Melone Property Study

The Planning Board supports the study of the Melone property on Route 117 for rental housing in order to achieve, or work substantially towards, the Town's 10% affordable housing goal. This property can provide opportunities for the Town to achieve several different goals which have been articulated over the last few years - there is the potential to generate income from the disposition of the property; to make meaningful and significant progress towards meeting our affordable housing needs; to provide diverse housing styles for various income and age levels; to restore the property to a usable and manicured landscape; and to create new open space and recreation areas. We believe that rental development is our best opportunity for achieving the 10% goal, and recognize that we will need to follow state housing guidelines in order to have the units count on our SHI. It may not be possible to be 100% age-restricted, but in order to minimize the impact to the Town, the highest percentage of age-restricted units should be sought.

Previous studies have indicated that the greatest site value (as of September 2012) would be for either multifamily rental or garden condo development. However, the Planning Board urges the Selectmen to solicit input from the community to determine what the community's desires for the site are. The best option may be one of middle ground where many different uses, some municipal (fields) and some housing, are realized.

From a regulatory standpoint, there are several different options for development, including permitting under current zoning, 40B or rezoning the property, and these methods will be reviewed during the study process. No matter which method of development is used, it is assumed that residential units would be rental, with a preference for age-restricted units and that no less than 25% of the units will be affordable in perpetuity, making the entire development eligible on the town's Subsidized Housing Inventory. Consideration should be given to rezoning the property as an Overlay District to increase flexibility for permitting and attract the strongest developer. The value of the land will be determined by the restrictions the Town places on it, and these restrictions and goals will be articulated in legal documents before the land is sold or leased to a developer.

Planning Board members have direct experience in this type of real estate development and would like to be very involved in the Advisory Committee formed to study the property. Our collective board experience, in site planning, engineering, law and development, will be valuable assets to the process and we offer our services to the Selectmen.



Town of Sudbury

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In preparation for the next phase, we also thought it would be helpful to clear up some misinformation that has been circulating about this property, particularly regarding contamination, but about other issues as well. Everyone should be working off the same facts and information as we engage publicly on this subject. We have attached a report prepared by the Planning and Community Development Department which goes into detail about the property, and the requirements and process for achieving the various town goals that are desired if development proceeds.

We look forward to working with you on this important project. Let us know how we can help.

Sincerely,

Craig Lizotte, Chairman

Enclosure

Melone Property

Contamination:

There is no known soil contamination at the Melone property. The contamination issue identified at Town Meeting originates at the former Sperry Rand/Unisys property at 142 North Road and is largely groundwater contamination. Between 1959 (when the Sperry Rand building was constructed) and 1983 (when the facility closed), these companies dumped chlorinated solvents (TCE) down sinks and into a small depression behind the building (known as the gravel pit, but this is not the Melone gravel pit), which infiltrated into the groundwater. The groundwater migration pattern is towards the east, southeast, and the Melone property is in this groundwater migration path (as are other developments including the Cummings office buildings, the Northwoods at Sudbury condominium complex, and the Frost Farm Village condominium project). Unisys has claimed responsibility for cleaning the site, and has been actively remediating and monitoring groundwater at 2 locations on the property since 1986. The Town of Sudbury purchased a portion of the Unisys property in 1991 with full knowledge of the contamination, and has no clean up responsibilities under an Indemnification Agreement with the former property owner.

The site is under the review of the MA Department of Environmental Protection (DEP), and a Licensed Site Professional (LSP) hired by the Unisys Corporation. LSPs are private parties who are financially responsible under Massachusetts law for assessing and cleaning up confirmed and suspected hazardous waste sites. LSPs are scientists or engineers experienced in the assessment and cleanup of oil, gasoline, and hazardous material contamination. They are licensed by an independent state board to manage cleanups and provide formal, written opinions that cleanup work meets the requirements of the Massachusetts Contingency Plans (MGL c. 21E Regulations). Clean up and monitoring is being performed by the engineering firm ERM. John Drobinski is a principal in the firm but has no responsibility for this site. The Licensed Site Professional is Gregg Demers.

A comprehensive list of documents on the clean-up efforts and the status of the property can be found on DEP's website at www.mass.gov/DEP by going into Clean Up of Sites & Spills/Searchable Waste Site List and searching for the property under its RTN. The RTN for this site is RTN 3-0435. One of these reports, dated 12/4/2009, states that no significant risk of harm to human safety exists at the site. Data from 2009 also indicates that there has not been any reportable detection of chemicals in Well #5 since 1991, and wellhead treatment has been on-going since 1993. The Sudbury Water District uses this water supply well sporadically during heavy demand periods.

The developments of Frost Farm Village and Northwoods at Sudbury have both proceeded on portions of the original holdings of the Sperry Rand/Unisys property since the contamination was detected, and neither were prohibited for residential use by MA Dept. of Environmental Protection.

Getting to 10%

Sudbury is vulnerable to development applications under MGL c. 40B until we create at least 592 units of housing that are defined as affordable under the state requirements. Currently, our Subsidized Housing Inventory (SHI – the state's count of each municipality's affordable units) totals 352 units of such housing. In order to reach 10%, we need 240 additional units. If a rental development is approved and leases at least 20% of the units to households making 50% of the Area Median Income (AMI), or leases 25% of the units to households making 80% of the AMI, then all the units count on the SHI. Developing Melone into a rental development is the only way to make meaningful progress towards the goal.

In 2013, the Board of Selectmen set a goal to investigate the development of maximization of rental housing units on the Melone property to make meaningful progress towards Sudbury's 40B obligation

Melone Property

(voted 4-0, with John Drobinski abstaining due to his professional relationship with the Unisys property). This goal translated into the CPC proposal passed at the 2014 Annual Town Meeting under Article 31. It is unsure whether the Melone property can sustain the necessary 250 units to get Sudbury to 10%, but it can likely get substantially there. The Planning Board strongly supports continuing with the development study of the property even if the eventual number of units fall short of our 10% goal. The potential to get even ½ way to the goal is laudable. If fewer housing units are constructed, there may be potential for additional recreational or passive open space areas on the property.

In order for units to count on the Town's SHI, the development must receive approval from the one of the state housing agencies, either DHCD or MassHousing. The Town must be aware of state housing policies related to age-restricted housing, and the encouragement of family housing per Fair Housing requirements (see the attached Interagency Agreement). A fully age-restricted development will require justification of the need and a market analysis. Any developer chosen to advance a development proposal should have specific experience and success in getting age-restricted units approved by the state for inclusion in the SHI. The Town of Wayland is negotiating this issue with DHCD right now on their River's Edge development proposal on Route 20 at the town line. It is noted that only 25% of the units in this development will be age-restricted, which is a change since the original proposal which had 100% and, according to the Wayland's Town Planner, is due to market conditions and financial feasibility.

The Melone property has been mentioned as a potential parcel for affordable housing for many years. It is identified in the Town's Housing Production Plan (HPP), adopted by the Planning Board and the Board of Selectmen in 2011. Other parcels are noted in the HPP as well which may be appropriate for development if Melone is not capable of providing the requisite number of units to reach 10%. However no other town-owned site has the potential for developing 100 units or more.

Length of Affordability

It is assumed that any affordable units created at the Melone property will contain a perpetual affordable housing deed restriction conforming to MGL c. 184, s. 31-32. These deed restrictions do not expire within 30 years (as do those recorded pursuant to c. 184, s. 23) if expressly stated they are in perpetuity. All of the Town's affordable housing restrictions are in perpetuity (with the exception of those at Orchard Hill) and conform to MGL c. 184, s. 31-32.

Zoning

There are several ways that the Melone property could be developed into rental housing. The property is in a Research District, which allows Senior Residential Communities (SRC), Incentive Senior Developments (ISD), and residential care facilities. These uses are all defined in the Zoning Bylaw, and are the only residential uses allowed in the Research District under current zoning. The SRC and ISD options contain density restrictions which are low, and these bylaws may not be appropriate if maximization of units is the goal. The SRC option may only yield 45 units, and the ISD option only 72 units (these numbers are only estimated at this time based on 21 acres of buildable land yielding an 18 lot conventional plan). The residential care facility provision has no density restriction, and may be an option. It is noted that all 3 of these zoning options require the units to be age-restricted. A requirement to include affordable units would be added as a condition of any disposition of the property to a developer, as none of the current zoning bylaws have any affordability requirement. No less than 20% of the units would need to be affordable to households making 50% of the HUD AMI (or 25% of the units making 80% AMI) in order for the units to count on the SHI.

Melone Property

Another potential way to develop the property is as a Comprehensive Permit under Chapter 40B. This would likely be town-sponsored, but submitted by the developer who is awarded the contract. The mix of housing units and occupancy would be required to be approved by DHCD as well.

The Town can also consider changing the zoning of the property, or creating an Overlay District on the Melone parcel to allow the development envisioned, including size and number of units, affordability, style, occupancy, etc. An Overlay District can be placed upon 1 or more properties, and would not have to include all parcels in the Research District. The property might be ripe for a MGL c. 40R Smart Growth Overlay District, which acknowledges impacts of development and awards towns' monetary payment for creating these districts and approving developments in them. Any zoning change would require a 2/3 vote of Town Meeting, and should be done in advance of awarding a contract for disposition of the land to a developer, as this will reduce risk to the developer, and consequently could provide greater income to the Town. The process will take longer than if developed under current zoning or under Chapter 40B, but could avoid some of the controversy of developing under Chapter 40B and will allow the Town the maximum flexibility to define specifically what it wants the development to be.

The BOS must make a decision as to which zoning approach is most advantageous. Any method that is used to permit development at Melone would still have to receive approval from a state housing agency if units are expected to count on the Town's SHI.

How can we be sure Sudbury is protected if we sell the property to a developer

The Town can be assured of compliance with any conditions of sale and development in several ways - by putting requirements into zoning (if an Overlay District is created), requiring conditions of any permit approvals, requiring conditions in a Purchase and Sale Agreement, executing a Development Services Agreement with the developer, or requiring a bond with the submittal of a proposal under a Request for Proposals. All of these documents are legally binding and can guarantee performance. It is anticipated that several of these methods will be employed for this proposal.

Impacts

Development impacts will be identified during the study process. Any development of this property will have impacts – traffic, financial, strain on municipal and school budgets, water use, environmental, etc. It should be the Selectmen's goal for this project to minimize impacts to the degree possible while still accomplishing the overall goal of maximizing units to be counted on the SHI.

Clearly, the number of students in the development will be of grave concern. As an example, the Concord Mews project, 350 units recently constructed and occupied, had 82 students as of January 2014 and nearly full occupancy. Using that development as a comparison, if Melone has 240 units, we might expect 59 students.

CPA eligibility

At Town Meeting a resident inquired if studying the Melone property was eligible under CPA if all the units were not income restricted. According to the Community Preservation Coalition's website, numerous communities have used CPA funds to "study" property or issues related to affordable housing, including development feasibility, re-use of properties, formation of a Housing Trust, and benefits of Homeownership Conversion program. For the Melone project, one of the Town's goals for the project is to attempt to develop the property into housing which counts significantly towards our 10% obligation. That is clearly furtherance of affordable housing in Sudbury. If construction funds from CPA were

Melone Property

requested for a development, only that percentage of the development which is affordable would be eligible for funds.

Previous Studies

We encourage all interested residents and board members to review the previous studies conducted on this property within the past 7 years, which include:

Density Through Design, completed by UMass Amherst planning students under the guidance of the 495/MetroWest Corridor Partnership, 2007. *This study presents an innovative design and regulatory solution for the Melone property to address the core issues of the study, which were: increasing residential density, providing workforce housing options, and encouraging environmentally sustainable development. The study provides development options and designs.*

<http://www.sudbury.ma.us/documents/dl/3825/DensitybyDesign-MeloneSummaryandRecommendation.pdf>

The Budget Review Task Force, December 2008. *This report encouraged the highest and best use of the Melone property, in a manner sensitive to Sudbury's character and the interests of its residents, by promoting "high margin" developments that will increase property tax revenues without increasing taxpayer burdens.* <http://sudbury.ma.us/departments/BRTF/doc5183/BRTFFinalReport6-30-09v4.pdf>

Melone Feasibility Study by Goldsmith, Prest and Ringwall, Inc., 2011. *This study evaluated the potential for use of the Melone property for 3 potential uses: (1) A multi-purpose recreational facility with amenities appropriate to a high level sports venue; (2) A multi-family housing development; and (3) Open space usage, including trails, passive recreation uses and links to adjacent open space. The multi-family scenarios were designed to achieve maximum density residential development on the site, but after rough pricing on the sewage treatment facility that would be required, it was decided to reduce residential density to allow for a septic system, and increase the active recreational use. This combination use was thought to be appropriate and feasible for the site, which because of its highly disturbed nature (active gravel pit), would not be as appropriate for passive recreational uses. The study noted that the site would likely need to be re-zoned for these proposed uses, as it is currently zoned Research District, which does not allow the housing use under consideration.*

<http://sudbury.ma.us/departments/CPC/doc6559/MeloneFinalReport.pdf>

Larry Koff and Associates Planning Valuation Study, 2012. *This study examined the market potential and physical feasibility of the site to accommodate a broad range of commercial and residential development scenarios. The consultant team (which included consulting planners, designers and appraisers) found severe market limitations in the short term on all but the residential development options. Of the commercial alternatives, only office development had significant development potential in the longer term—possibly ten years out. The consultant team undertook a more detailed assessment of the potential value of the property for the following use alternatives:*

Melone Property

Use	Buildout (Sudbury Portion Only)	Potential Land Value	Marketing Time
1. Multifamily Rental	250 units	\$7.5M - \$8.75M	1-1.5 years
2. Garden Condo	250 units	\$11.25M – \$13.75M	3-5 years
3. Townhouse Condo	83 units	\$6.5M – \$8.0M	2-4 years
4. Single Family	15 units	\$3.75M - \$4.0M	1-2 years
5. Office	260,000 s.f.	\$2.6M - \$3.9M	10+ years
6. Assisted Living	90 units	?	? years

The greatest site value in September 2012 would be for either multifamily rental or garden condo development, closely followed by a townhouse condo complex. Taking marketing time into account, multifamily rental ranks first in spite of the higher potential value of garden condos, because of a reduced present worth of return. Moreover, the current economic uncertainty in 2012 made ownership models more risky for Town's disposition. While estimates assume full payment at the time of closing, the Town may not receive full value of property for some time, as many ownership developments are structured so that land is paid for as units are sold. A multifamily rental would be the most feasible/highest value option in 2012 for the town to dispose of the property. A development of smaller, lower value townhouse condos might reduce the time for marketing but it would also reduce the value of this alternative to the town. Single family housing might be the least risky option but it would return less to the town than the other residential options. An office use would be a higher risk, speculative land bank option for the town allowing interim uses until the market for this use might reappear.

<http://sudbury.ma.us/departments/PCD/doc7949/KoffSudburyfinalreport9-6.pdf>

AGENDA REQUEST – Item #12
BOARD OF SELECTMEN

Requestor's Section

Item Name: *Mass Central Rail Trail*

Date of request: *8/12/14*

Requestor: *Andrew Sullivan*

Action requested: *Discussion on Mass Central Rail Trail*

Financial impact expected: *None*

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

Materials to be provided Monday, 8/11

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

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

Andrew Sullivan

Selectmen's Office Section

Date of Selectmen's Meeting: **8/19/14**

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 ()

No ()



Sudbury Greenways- Mass Central Rail Trail (MCRT)

www.sudburygreenways.org

**Recreational rail trails connecting
Sudbury's neighborhoods, schools,
playing fields, and retail areas**

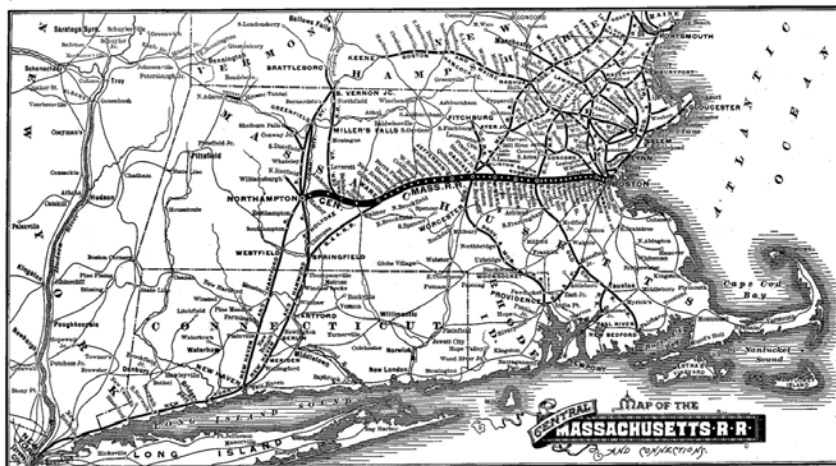
MA Central Railroad History& Facts

- Chartered 1869
- Ran east to west from Boston to North Hampton, 104 miles
- Large stretch redirected due to the construction/ flooding of the Wachusett Reservoir from 1897-1906
- The New England Hurricane of 1938 destroyed a large portion of the western end of the rail line
- From 1938 on the active portion of the line continued to be reduced from west to east.
- In 1962 a portion of the rail right-of-way (ROW) is utilized as part of the Mass Pike Extension east of Route 128/ 95 to Boston
- MBTA took control of service on the line in 1965 after decades of railroad company mergers and bankruptcies
- Service ran until November 1971 in Sudbury (2 Stops- East and South Stations, Flag Stop at Wayside Inn destroyed in 1940's)
- MBTA takes ownership of the ROW in 1976

MA Central Railroad ROW more recently

- Beginning in the late 1990's many towns west of Worcester began converting the rail ROW to multi-use recreational rail trails
- 24 communities have converted 25 miles of the ROW into rail trails
- Wachusett Greenways- great example of low cost, town driven trail conversion in the MCRT ROW, public- private partnership

Historic Map of MA Central Railroad



The “Wayside Branch” and DCR

- In 2011 the MA Department of Conservation and Recreation (DCR) executes a 99 year lease of the 23 mile stretch of ROW from Waltham to Berlin for the purpose of developing it into a multi-use recreational trail through partnership with local communities and names it the Wayside Branch
- In November 2013 the DCR files an Expanded Environment Notice Form (EENF) with the MA Department of Energy and Environmental Affairs (EEA) proposing the construction of the Wayside Branch rail trail and seeks a waiver from being required to prepare an Environmental Impact Report (EIR)
- In January 2014 the secretary of MA EEA grants a waiver from the mandatory EIR and issues the DCR a Mass Environmental Policy Act (MEPA) certificate for the project
- DCR begins to engage the 8 towns along the ROW regarding developing the trail. The project has no funding through DCR/ MA.

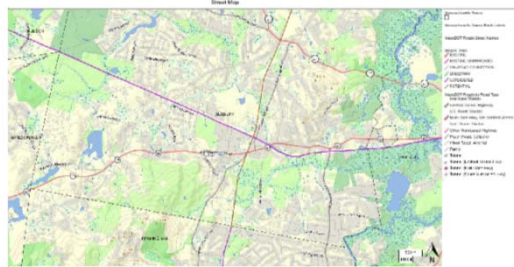
MCRT- Wayside Branch in Sudbury

- 4.6 miles east-west in the southern section of town
- ROW averages 60-80 feet
- From the Wayland town line heading east it goes under Landham Rd and crosses Boston Post Rd/ Route 20, Union Ave, Horse Pond Rd, Peakham Rd and Dutton Rd at grade.
- Crosses the Hop Brook west of Dutton Rd and again behind Mill Village

MCRT in Sudbury

Street Map

Page 1 of 1



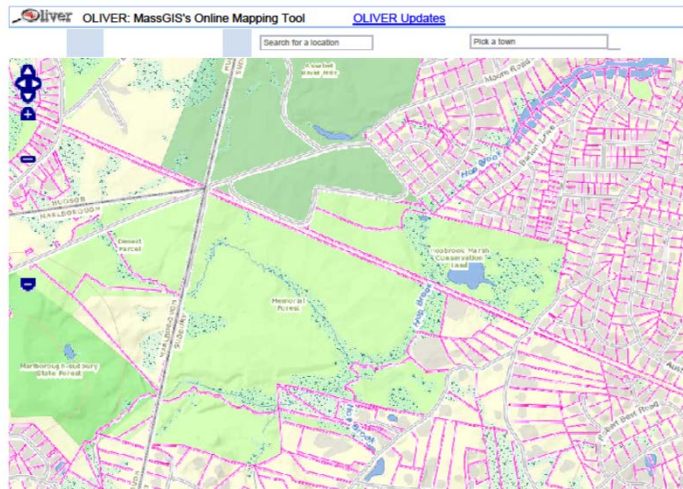
http://maps.massgis.state.ma.us/emap/OL_MCRIS_gisnet/197567731.59467924.html

4/15/2014

OLIVER

MCRT Sudbury- Western Portion

Page 1 of 2



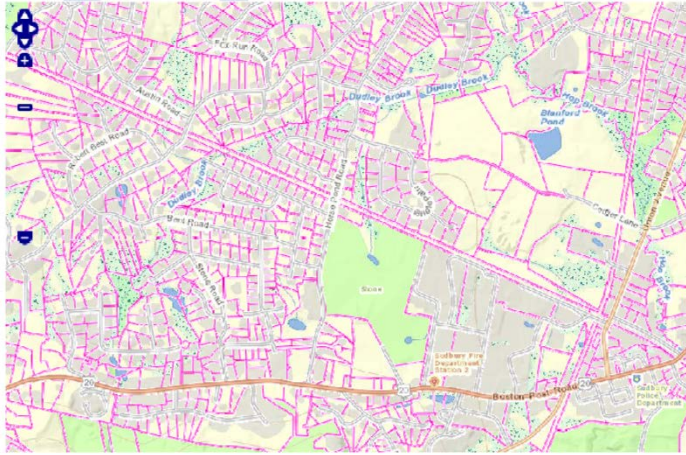
http://maps.massgis.state.ma.us/map_ol/oliver.php

8/18/2014

OLIVER **MCRT Sudbury- Central Portion** Page 1 of 2

OLIVER: MassGIS's Online Mapping Tool [OLIVER Updates](#)

Search for a location Pick a town




The map displays a central portion of the MCRT Sudbury area. It features a dense network of streets outlined in pink, interspersed with green areas representing parks and open spaces. Several water bodies, including streams and ponds, are shown in blue. Key landmarks such as the 'Ludlow Arm Depositional Site' and 'Sturtevant Pond' are labeled. Major roads like Boston Road and various local streets are also visible. The map includes standard navigation controls on the left side.

http://maps.massgis.state.ma.us/map_ol/oliver.php 8/18/2014

OLIVER **MCRT Sudbury- Eastern Portion** Page 1 of 2

OLIVER: MassGIS's Online Mapping Tool [OLIVER Updates](#)

Search for a location Pick a town



The map displays the eastern portion of the MCRT Sudbury area. It shows a continuation of the street network (pink outlines) and green parkland. Water features like streams and ponds are present. Labeled areas include 'Lynette Carter Elementary' and 'Lynette Carter Middle'. The map also shows the intersection with other roads and the proximity to the city center. Navigation and search tools are included at the top and left.

http://maps.massgis.state.ma.us/map_ol/oliver.php 8/18/2014

General DCR Trail Specifications

- 19 foot construction corridor (60-80 foot ROW)
- 10 foot wide multi-use recreational trail
- No surface mandates
- Surface must be hard and firm
- Must provide Americans with Disabilities Act (ADA) compliant access
- Safe road crossings- Manual of Uniform Traffic Control Devices (MUTCD) standards
- Rehabilitated bridges- decking and railing installation

DCR, Town of Sudbury, Sudbury Greenways Meeting- July 2014

- DCR presented on status of trail and there is a discussion with respect to how trail development will take place
- The project is unfunded at the state/ DCR level and DCR is looking to partner with towns on each communities vision of the trail, funding will need to come from the towns
- DCR confirms they will not mandate trail surface and stone dust can we used
- DCR confirms they would allow a phased approach to developing the trail in Sudbury

DCR, Town of Sudbury, Sudbury Greenways Meeting- July 2014

- DCR states they have control of the steel rails and have no use for them and are willing allow towns to use the value of the steel rails to offset some of the development costs
- DCR states Sudbury must use standard MA Chapter 30B procurement procedures for the bidding of the project
- A cost discussion follows, DCR states they estimate trail development will cost \$1,200,000 per mile if federal transportation funds are used through MA-DOT at some future date (unfunded). The high estimated cost is due to the numerous mandates and layers of bureaucracy associated with the expenditure of federal and state transportation funds
- Neither the representative from DCR nor Sudbury's DPW Director were surprised the cost the develop the trail is in excess of 10 times the cost using federal transportation funds
- A conceptual cost estimate obtained by Sudbury Greenways from Beta Environmental/ Iron Horse Preservation Society is discussed, the estimate does not seem too far out of line for engineering and constructing a greenway style rail trail.

Example of 10 foot wide rolled stone dust greenway style rail trail in Danvers



The Conversion Process

- Towns receive permitting for the construction from their Conservation Commission (ConCom), a Notice of Intent (NOI) must be filed.
- Towns are granted an access and construction permit by DCR
- Towns fund the project, hire an environment engineering firm and construction company, control and manage the trail development in partnership with DCR

The Proposed Phase 1 of the MCRT in Sudbury

- From Union Ave to Dutton Rd, 1.8 miles
- Lowest cost section of the trail- no bridges, no high volume road crossing, less wetlands abutment than other sections- all areas of increased costs
- Conceptual Cost Estimate: \$160,000
- Connects numerous neighborhoods
- Provides access to Route 20/ Union Ave commercial area

OLIVER Page 1 of 2

OLIVER: MassGIS's Online Mapping Tool [OLIVER Updates](#)

Search for a location Pick a town

http://maps.massgis.state.ma.us/map_ol/oliver.php 8/18/2014

Conceptual Cost Estimate- Proposed Phase 1

Subsury Greenways - MA Central Rail Trail Phase 1 (Duffon Road to Union Street)					Engineer's Conceptual Cost Estimate
Item	Description	Qty	Units	Unit Price	Total
1	Project Management	1	LS	na	\$7,500
2	Wetlands Definition (WS)	1	LS	na	\$5,000
3	Notice of Intent (NOI) & SWPPP Preparation / Filing	1	LS	na	\$9,000
4	Con-Comen Public Hearings	3	Each	\$2,100	\$6,300
5	Implement Erosion Controls	1	LS	na	\$10,000
6	Engineering Design Drawings - Crossing Details - 60' Scale	2	sheets	\$3,800	\$7,600
7	ADA Layout, Slope & Misc. Details (field verify)	1	sheet	\$7,500	\$7,500
8	Grade Crossings, including MUTCD Signage - three locations	1	Each	\$2,500	\$2,500
9	RRFB Signs at Route 20 and Union Street	0	Each	\$12,500	\$0
10	Rail & Tie Removal by SPS, with Grading	10,000	LF	\$0/LF	\$0
11	Bridge and Stream Crossings - Deck Replacement	0	LF	\$220/LF	\$0
12	Stone Dust & Granite Stabilizer at up to 4 ADA Access Locations (in place)	10,000	LF	\$5/LF	\$50,000
13	Flexible shoulders	1	LS	na	\$14,000
14	Survey Layout & Verification	4	Days	\$2,400	\$9,600
15	Contingency	1	Allowance	na	\$31,000
Total Estimate of Probable Construction Cost					\$160,000

Assumptions:

1. Up to four (4) ADA trail access points
2. Stone dust surface, including stabilized granite at ADA access points
3. O&M of ADA access points & trail by Subsury Greenways
4. No contamination to be addressed under this phase.
5. Comply with Best Management Practices, but incomplete stone dust cover.
6. Layout based on MassGIS Drawings
7. ADA Compliant Stone Dust Surface
8. MEPA Certificate already issued

Conceptual Cost Estimate- Full 4.6 Miles

Sudbury Greenways - MA Central Rail Trail - Wayside Branch				Engineer's Conceptual Cost Estimate	
Item	Description	Qty	Units	Unit Price	Total
1	Project Management	1	LS	na	\$15,000
2	Wetlands Delineation (W/D)	1	LS	na	\$18,000
3	Notice of Intent (NOI) & SWPPP Preparation / Filing	1	LS	na	\$32,500
4	ConCom Public Hearings	4	Each	\$2,100	\$8,400
5	Implement Erosion Controls	1	LS	na	\$40,000
6	Engineering Design Drawings - Crossing Details - 80' Scale	10	sheets	\$3,800	\$38,000
7	ADA Layout, Slope & Misc. Details (field verify)	1	sheet	\$7,500	\$7,500
8	Grade Crossings, including MUTCD Signage - three locations	3	Each	\$2,500	\$7,500
9	RRFB Signs at Route 20 and Union Street	2	Each	\$12,500	\$25,000
10	Rail & Tie Removal by M/F, with Grading	24,300	LF	\$5/LF	\$0
11	Bridge and Stream Crossings - Deck Replacement	200	LF	\$220/LF	\$44,000
12	Stone Dust & Granite Stabilizer at up to 12 ADA Access Locations (in place)	24,300	LF	\$5/LF	\$121,500
13	Flexible shoulders	1	LS	na	\$30,000
14	Survey Layout & Verification	8	Days	\$2,400	\$19,200
15	Contingency	1	Allowance	na	\$43,400
Total Estimate of Probable Construction Cost					\$460,000

Assumptions:

1. Up to twelve (12) trail access points
2. Stone dust surface, including stabilized granite at ADA access points
3. O&M of ADA access points & trail by Sudbury Greenways
4. No contamination to be addressed under this phase
5. Comply with Best Management Practices, but incomplete stone dust cover
6. Layout based on MassGIS Drawings
7. ADA Compliant Stone Dust Surface
8. MEPA Certificate already issued

Suggested Next Steps to Set Phase 1 in Motion

- Fall 2014: Sudbury Greenways donates for the cost of wetlands delineation and preparation of the NOI for Sudbury ConCom, estimated to be \$15,000
- Fall 2014: The Town of Sudbury through the leadership of the Board of Selectman, determines a funding source, creates a binding Warrant Article to fund the project, and holds a Town Meeting for voter approval
- Estimated cost to the town to complete Phase 1 is \$160,000
- Possible funding sources are free cash, capital exclusion, or Community Preservation Act Funds (CPA)

A Sudbury Greenways partnership with town of Sudbury

- Confirm the town's residents want the trail developed and want the board of selectman to complete phase 1 of the trail through voting on the 2 non-binding MCRT articles on Warrant at the September 4 Town Meeting
- Donate for cost of Phase 1 wetlands delineation and NOI, ~\$15,000
- Donate the materials for split rail fencing along trail in elevated sections- need identified by Sudbury Planning and Development during walk through of Phase 1 section. Awaiting estimate.

Making the MCRT in Sudbury a near term reality

- Estimated Cost: \$450,000 (engineering and construction) for the entire 4.6 mile trail. \$160,000 (engineering and construction) for phase 1 from Dutton Rd to Union Ave, 1.8 miles
- Next Steps: Sudbury Greenways will fundraise to pay for the cost of wetlands delineation and a Notice of Intent (NOI) filing for phase 1 of the MRCT in Sudbury. The Sudbury Conservation Committee will be the permitting agency for this project. We hope to be in a position to file the NOI this fall. We have an estimate of \$15,000 for the work from an environmental engineering firm with experience in rail trail development.
- Funding considerations for Phase 1 design build: Free cash, capital exclusion, Community Preservation Act (CPA) funds

Thank you.
To learn more visit
www.sudburygreenways.org
Like us on Facebook.



AGENDA REQUEST – Item #13
BOARD OF SELECTMEN

Requestor's Section

Date of request: *August 12, 2014*

Requestor: *Vice-Chairman Pat Brown*

Action requested: *Discuss potential topics for Town Forum*

Financial impact expected: *none*

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

See attached

Recommendations/Suggested Motion/Vote:

No vote – discussion only

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

Selectmen's Office Section

Date of Selectmen's Meeting: **8/19/14**

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 () No (X)

Four Topics for the Fall 2014 Sudbury Town Forum

Proposed to the Board of Selectmen August 19, 2014

Pat Brown

Given **four topics** and a projected two-hour meeting, I am assuming about 30 minutes per topic; this will expand or contract with citizen interest. (Six projects are presented; I wanted the Board to have some choice.) I'd like the primary presenter of a topic to give a **five-minute introduction**, followed primarily by a question and answer period.

1. Route 20 Sewer Project

Prepare to describe who is evaluating this project, what options they are considering, what is the history of this project, what is the current status, what are next steps, what is the desired outcome, what are the financial implications and other questions as they arise.

2. Minuteman Regional Vocational High School

Describe Sudbury's current academic and financial relationship with Minuteman, the proposed changes to the regional agreement, the vocational education alternatives for Sudbury students if we choose not to continue with Minuteman, and the need for a prompt (2015 Town Meeting) decision in this matter.

3. Town Finance

Describe the annual budget cycle and the role of various groups (the Treasurer, the Assessor, the FinCom, the Board of Selectmen, the Department of Revenue, Town Meeting) in creating the budget. How is free cash generated and how can it be spent? What documents are produced? What are the limits imposed by Proposition 2 ½?

4. Prioritization of Capital Projects

Describe what constitutes a capital project and how the town's capital projects are identified and prioritized. What projects are under consideration and what projects are to follow? How are capital expenses balanced with other expenditures (e.g. operating expenses, OPEB and pension liabilities)? How are on-going capital expenses such as vehicle and building maintenance integrated into the plan? How are they funded?

5. Land Acquisition Process

Describe the town's process for evaluating and acquiring land for open space and for other purposes. Who determines whether to purchase a parcel? How are appraisals handled? What is the Chapter 61 legislation? When can CPC funds be used, and what is the process? What other funding is available? What parcels remain to be acquired in the Sudbury Open Space and Recreation Plan, and what are our plans to acquire them? What is a conservation or agricultural restriction, and when would we purchase them? For what other purposes would we acquire or use town land?

6. Affordable Housing

Describe the town's commitment to providing affordable housing in Sudbury. What is affordable housing? What are the requirements of the State's 40B law? Why is the town evaluating the Malone property for affordable housing? What do we expect to accomplish? What are the restrictions on development for 40B home ownership and for 40B rental housing? What are the bodies within Sudbury town government that promote and manage affordable housing? What is the Regional Housing Services Office?

Other topics suggested included:

Progress on BOS 2014 Goals
Town Hall, Town Center, and Fairbank Center projects
DPW expenditures (FY 2015)
Finance Committee Appointments
Cherry Sheet Funds
Sudbury Housing Trust
Nixon School MSBA project
Rail Trail

Note that other topics of smaller scope were also mentioned, which often fall into one or more of the general topics above.

AGENDA REQUEST – Item #14

BOARD OF SELECTMEN

Requestor's Section

Date of request: *August 12, 2014*

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

Action requested: *See vote*

Financial impact expected: **None**

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

Memo attached

Recommendations/Suggested Motion/Vote:

Vote to accept the proposal of New Cingular Wireless PCS in response to the Town's Request for Proposal issued on June 25, 2014, for lease of approximately 900 s.f. of land located at the Department of Public Works, 275 Old Lancaster Road, for the installation and use of a wireless communications facility; and to authorize the Town Manager to execute a Lease therefor for a period of ten years with two extension terms of five years each, said execution subject to determination of the specific location on the site and finalization of said lease by Town Counsel and New Cingular Wireless PCS.

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

Jody Kablack

Selectmen's Office Section

Date of Selectmen's Meeting: *August 19, 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 (X)	No ()
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Town of Sudbury

Planning and Community Development Department

Jody A. Kablack, Director

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

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

TO: Board of Selectmen
FROM: *jak* Jody Kablack, Director of Planning and Community Development
RE: RFP for Cell Tower, 275 Old Lancaster Road
DATE: August 12, 2014

An RFP was issued by the Town on June 25, 2014 requesting proposals for construction of a new cell tower and lease of town-owned land at 275 Old Lancaster Road. Bids were accepted until July 21, 2014 at 2:00 pm, and were opened immediately thereafter at 278 Old Sudbury Road. Two proposals were received – New Cingular Wireless PCS, LLC (by and through its Manager, AT&T Mobility Corporation) and US Wireless, Inc. Present at the proposal opening were Scott Nix, Police Chief; Elaine Jones, Legal Assistant; James Kupfer, Assistant Planner; Jody Kablack, Planning Director; and Mr. Chris Hesse from US Wireless.

The proposals were subsequently reviewed by Scott Nix, Police Chief; Elaine Jones, Legal Assistant; James Kupfer, Assistant Planner; and Jody Kablack, Planning Director.

The New Cingular Wireless proposal proposes use of approximately 900 sq. ft. of land for the tower and associated equipment areas for at least 2 carriers. The New Cingular Wireless proposal includes a \$27,000 per year lease amount, increasing annually by 3%, as well as a contribution of \$50,000 towards the Town's public safety communications equipment. New Cingular will also install the Town's equipment at no charge if it is purchased prior to construction of the tower.

Alternatively, the US Wireless price proposal was not as competitive, offering \$20,000 per year lease payment, and \$30,000 for Town public safety communication equipment. US Wireless also requires 4,000 sq. ft. of land. The RFP specified a lease of 900 sq. ft., and leasing additional land on this property would be difficult due to the daily operations of the Highway and DPW Departments, as well as the wetland constraints of the property.

The impetus for the RFP is the combined public safety communication needs of the new Police Station and existing Fire Station at 77 Hudson Road. The DPW site is within the Town's Wireless Services Overlay District, and the chosen responder will be required to go through the permitting process with the ZBA (special permit) and the Board of Selectmen (site plan). The Town's actions relative to long term leases for this type of installation is secured under Chapter 407 of the Acts of 2010.

Collectively, we recommend that the contract and lease be awarded to New Cingular Wireless PCS, LLC, subject to approval of the specific location of the facility at 275 Old Lancaster Road, and the execution of a lease by the parties.

AGENDA REQUEST - Item #15

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *July 10, 2014*

Requestor: *Muhammad I. Chaudhry, President of Metro Company*

Action requested: *Issuance of new Livery and Limousine License to Metro Company, in accordance with their applications, and to approve rate schedule as presented.*

Financial impact expected: *\$50 licensing fee*

Background information: *Vehicles have been inspected by the Police Dept. and driver is registered with the State.*

Recommendations/Suggested Motion/Vote:

Vote to approve a new Livery and Limousine License for Metro Company, 648 Boston Post Road, in accordance with application dated July 10, 2014, and to approve rate schedule set forth therein, said license to expire on June 30, 2015.

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

Mr. Chaudhry will be present to introduce himself to the Board

Selectmen's Office Section:

Date of Selectmen's Meeting: *August 12, 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
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

TAXI & LIMOUSINE LICENSE APPLICATION

Please complete the application form and return to the Selectmen's Office along with all required materials listed below. For further details, please see Taxi and Limousine Service Regulations (attached). Please note all licenses must be renewed by July 1 of each year.

NAME: MUHAMMAD I. CHAUDHRY

ADDRESS: 648 BOSTON POST RD, SUDBURY, MA
01776

PHONE: _____ (W) _____)

EMAIL: _____


BUSINESS NAME: METRO COMPANY

BUSINESS ADDRESS: 648 BOSTON POST RD, SUDBURY
MA. 01776

PLEASE ENCLOSE THE FOLLOWING WITH YOUR APPLICATION:

- Copy of Registration for each Fleet Vehicle
- Fee: \$50. Please make checks payable to Town of Sudbury
- Hours of Operation
- Name(s), Address(es), Date(s) of Birth and Driver's License Number(s) of all drivers
- Proof of Worker's Compensation Insurance
- Proof of Auto Insurance for all Fleet Vehicles
- Rate Schedule
- Tax Attestation Form (attached)

I hereby apply for a license to operate taxis and limousines within the Town of Sudbury.

Applicant Signature:  Date: 7-10-2014

The above applicant has received Police Department approval for vehicles and drivers.

Police Department Signature:  Date: 7-15-14



CERTIFICATE OF REGISTRATION

M.G.L. Chapter 90 Section 24B makes it a crime to alter this Certificate

RMV Division

PLATE TYPE PAN	REGISTRATION NUMBER 4ETX60	REGISTRATION TYPE PASSENGER	EFFECTIVE DATE 01/04/2013	EXPIRES LAST DAY OF →	MONTH 10	YEAR 14	TRANSACTION NUMBER 01300487080104										
MFRS MODEL YEAR 2013	MAKE LNDR	MODEL SPORT	BODY STYLE/TYPE UTIL	COLOR BLACK	Not valid without official signature of Registrar		IF VEHICLE CARRYING PASSENGERS FOR HIRE: MAXIMUM NUMBER OF PASSENGERS THAT CAN BE SEATED.										
INSURANCE COMPANY QUINCY MUTUAL FIRE			TITLE NUMBER	REGISTRAR <i>Rachel Kaprielian</i>	TOTAL REGISTERED WEIGHT FOR A COMMERCIAL VEHICLE OR TRAILER.												
RESIDENTIAL ADDRESS (IF DIFFERENT)				FEEES													
NAME(S) OF OWNER(S) AND MAILING ADDRESS JP MORGAN CHASE BANK NA BX 901098 FT WORTH, TX 76101				<table border="0"> <tr><td>REGISTRATION</td><td>46.00</td></tr> <tr><td>TITLE</td><td>75.00</td></tr> <tr><td>SPECIAL PLATES</td><td>0.00</td></tr> <tr><td>SALES TAX</td><td>0.00</td></tr> <tr><td>TOTAL</td><td>121.00</td></tr> </table>				REGISTRATION	46.00	TITLE	75.00	SPECIAL PLATES	0.00	SALES TAX	0.00	TOTAL	121.00
REGISTRATION	46.00																
TITLE	75.00																
SPECIAL PLATES	0.00																
SALES TAX	0.00																
TOTAL	121.00																
MASSACHUSETTS DEPARTMENT OF TRANSPORTATION REGISTRY OF MOTOR VEHICLES DIVISION The records of the RMV database constitute the official status of the vehicle registration.																	

SPECIAL MESSAGE IF THIS VEHICLE IS NEWLY ACQUIRED, IT MUST BE INSPECTED WITHIN SEVEN (7) DAYS OF REGISTRATION.	CHANGE OF ADDRESS STREET ADDRESS CITY, STATE, ZIP CODE
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Important Information for Vehicle Owners

- Every person operating a motor vehicle shall have the Certificate of Registration for the motor vehicle and for the trailer, if any, and his/her license to operate, upon his/her person or in the vehicle, in some easily accessible place.
- By law, you must report any change of address to the RMV within 30 days in writing. Address changes can be made on the RMV website: www.mass.gov/rmv or by mail to: RMV, P.O. Box 55889, Boston, MA 02205-5889. Once you have reported the address change to the RMV, please write corrected address in box provided above.
- Return the registration plates to the RMV immediately if:
 - The vehicle has been sold or junked and the registration is not going to be transferred to another vehicle. Keep a copy of the *Bill of Sale, Title, and completed Reassignment of Title* for your records to document the transfer.
 - You move to another state and you register the vehicle in that state.
 - The insurance policy is not renewed or is cancelled and there is no plan to obtain a new policy.

Transferring Your Plates: Massachusetts law (G.L. Chapter 90, Section 2) allows you to transfer valid registration plates from this vehicle to a newly acquired new or used motor vehicle or trailer while you obtain insurance and a new registration. All the following must be met: 1. You are at least 18 years of age and you own the motor vehicle or trailer identified on this *Registration Certificate*; 2. You transfer ownership of this vehicle to another person or permanently lose possession of it (such as through repossession, etc.); 3. The newly acquired vehicle is of the same vehicle type (passenger vehicle to passenger vehicle, trailer to trailer, etc.); the same registration type (passenger to passenger, commercial to commercial); and has the same number of wheels; and, 4. The seller and buyer properly complete the Assignment of the Certificate of Title (for the newly acquired "used" vehicle) or Certificate of Origin (if a "new" vehicle). If all of the above are met, you may operate the newly acquired vehicle with the transferred plates up to 5:00 pm of the 7th calendar day following the date of transfer (or loss of possession). The day of transfer or loss is day #1. During those 7 days, you must carry the *Bill of Sale* (or the dealer's *Purchase Contract*) for the newly acquired vehicle and this *Registration Certificate* when operating the vehicle. See *FAQs About the Seven-Day Registration Transfer Law* on the RMV's website at www.mass.gov/rmv.

No Insurance Card Required: Massachusetts's law does not require an insurance card. The law, M.G.L. Chapter 90, Section 34A and Chapter 175, Section 113A requires the vehicle's owner to maintain a compulsory motor vehicle insurance policy or bond for bodily injury coverage and property damage insurance. If an insurer is identified on the face of this *Registration Certificate*, it is required by law to electronically notify the RMV (Registry of Motor Vehicles) if coverage lapses. The vehicle owner is then notified by the RMV to obtain new insurance within 10 days or the registration will be revoked. Bonds are filed with the State Treasurer's Office.

BE FIRST IN LINE BY GOING ONLINE AT WWW.MASS.GOV/RMV

- | | |
|---------------------------------|----------------------------------|
| Schedule a Road Test | Request a Duplicate Title |
| Renew Your Driver's License | Request a Duplicate Registration |
| Renew Your Registration | Change Your Address |
| Pay Citations/Court Hearing Fee | Cancel My Plate/Registration |
| Replace Your Driver's License | Order a Special Plate |

NEED TO VISIT AN RMV OFFICE?
SAVE TIME
Complete Your
Application Online!

VISIT OUR WEBSITE FOR A FULL LIST OF AVAILABLE TRANSACTIONS



CERTIFICATE OF REGISTRATION

M.G.L. Chapter 90 Section 24B makes it a crime to alter this Certificate

RMV Division

PLATE TYPE PAN	REGISTRATION NUMBER 687VG8	REGISTRATION TYPE PASSENGER	EFFECTIVE DATE 10/31/2012	EXPIRES LAST DAY OF	MONTH 08	YEAR 14	TRANSACTION NUMBER 01230588730105										
MFRS MODEL YEAR 2013	MAKE HONDA	MODEL CRV	BODY STYLE/TYPE UTIL	COLOR BLACK	Not valid without official signature of Registrar		IF VEHICLE CARRYING PASSENGERS FOR HIRE: MAXIMUM NUMBER OF PASSENGERS THAT CAN BE SEATED.										
VEHICLE IDENTIFICATION NUMBER		INSURANCE COMPANY QUINCY MUTUAL FIRE	TITLE NUMBER	REGISTRAR <i>Rachel Kaprielian</i>		TOTAL REGISTERED WEIGHT FOR A COMMERCIAL VEHICLE OR TRAILER.											
RESIDENTIAL ADDRESS (IF DIFFERENT)				FEES													
NAME(S) OF OWNER(S) AND MAILING ADDRESS HONDA LEASE TRUST 600 KELLY WAY HOLYOKE, MA 010409681				<table border="0"> <tr><td>REGISTRATION</td><td>48.00</td></tr> <tr><td>TITLE</td><td>75.00</td></tr> <tr><td>SPECIAL PLATES</td><td>0.00</td></tr> <tr><td>SALES TAX</td><td>0.00</td></tr> <tr><td>TOTAL</td><td>123.00</td></tr> </table>				REGISTRATION	48.00	TITLE	75.00	SPECIAL PLATES	0.00	SALES TAX	0.00	TOTAL	123.00
REGISTRATION	48.00																
TITLE	75.00																
SPECIAL PLATES	0.00																
SALES TAX	0.00																
TOTAL	123.00																
MASSACHUSETTS DEPARTMENT OF TRANSPORTATION REGISTRY OF MOTOR VEHICLES DIVISION The records of the RMV database constitute the official status of the vehicle registration.																	

SPECIAL MESSAGE IF THIS VEHICLE IS NEWLY ACQUIRED, IT MUST BE INSPECTED WITHIN SEVEN (7) DAYS OF REGISTRATION.	CHANGE OF ADDRESS
	STREET ADDRESS
	CITY, STATE, ZIP CODE

Important Information for Vehicle Owners

- Every person operating a motor vehicle shall have the Certificate of Registration for the motor vehicle and for the trailer, if any, and his/her license to operate, upon his/her person or in the vehicle, in some easily accessible place.
- By law, you must report any change of address to the RMV within 30 days in writing. Address changes can be made on the RMV website: www.mass.gov/rmv or by mail to: RMV, P.O. Box 55889, Boston, MA 02205-5889. Once you have reported the address change to the RMV, please write corrected address in box provided above.
- Return the registration plates to the RMV immediately if:
 - The vehicle has been sold or junked and the registration is not going to be transferred to another vehicle. Keep a copy of the *Bill of Sale, Title*, and completed *Reassignment of Title* for your records to document the transfer.
 - You move to another state and you register the vehicle in that state.
 - The insurance policy is not renewed or is cancelled and there is no plan to obtain a new policy.

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BE FIRST IN LINE BY GOING ONLINE AT WWW.MASS.GOV/RMV

- Schedule a Road Test
- Renew Your Driver's License
- Renew Your Registration
- Pay Citations/Court Hearing Fee
- Replace Your Driver's License

- Request a Duplicate Title
- Request a Duplicate Registration
- Change Your Address
- Cancel My Plate/Registration
- Order a Special Plate

NEED TO VISIT AN RMV OFFICE?

SAVE TIME
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CERTIFICATE OF REGISTRATION

RMV Division

M.G.L. Chapter 90 Section 24B makes it a crime to alter this Certificate

PLATE TYPE PAN	REGISTRATION NUMBER 627PY2	REGISTRATION TYPE PASSENGER	EFFECTIVE DATE 04/12/13	EXPIRES LAST DAY OF →	MONTH 02	YEAR 15	TRANSACTION NUMBER 01310272570101
MFRS MODEL YEAR 2013	MAKE AUDI	MODEL S5	BODY STYLE/TYPE COUPE	COLOR WHITE	Not valid without official signature of Registrar		IF VEHICLE CARRYING PASSENGERS FOR HIRE: MAXIMUM NUMBER OF PASSENGERS THAT CAN BE SEATED.
VEHICLE IDENTIFICATION NUMBER		INSURANCE COMPANY QUINCY MUTUAL FIRE	TITLE NUMBER	REGISTRAR <i>Rachel Kaprielian</i>	TOTAL REGISTERED WEIGHT FOR A COMMERCIAL VEHICLE OR TRAILER.		
RESIDENTIAL ADDRESS (IF DIFFERENT)				FEEES			
NAME(S) OF OWNER(S) AND MAILING ADDRESS Ejaz Chaudhry VW CREDIT LEASING LTD 1401 FRANKLIN BLVD LIBERTYVILLE, IL 60048				REGISTRATION	48.00		
				TITLE	75.00		
				SPECIAL PLATES	0.00		
				SALES TAX	0.00		
				TOTAL	123.00		
MASSACHUSETTS DEPARTMENT OF TRANSPORTATION REGISTRY OF MOTOR VEHICLES DIVISION The records of the RMV database constitute the official status of the vehicle registration.							

SPECIAL MESSAGE IF THIS VEHICLE IS NEWLY ACQUIRED, IT MUST BE INSPECTED WITHIN SEVEN (7) DAYS OF REGISTRATION.	CHANGE OF ADDRESS STREET ADDRESS CITY, STATE, ZIP CODE
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- Every person operating a motor vehicle shall have the Certificate of Registration for the motor vehicle and for the trailer, if any, and his/her license to operate, upon his/her person or in the vehicle, in some easily accessible place.
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 - You move to another state and you register the vehicle in that state.
 - The insurance policy is not renewed or is cancelled and there is no plan to obtain a new policy.

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- | | |
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Metro Company

Permanent Location: 648 Boston Post Road, Sudbury, MA 01776

Rate Card:

Service	Cost	Notes
Booking Fee	N/A	N/A
Minimum Fare	\$30	N/A
Fare per 10 minutes	*\$15	*All partial minutes are rounded up to next 10 minute mark
Special Fares	TBD	Determined on case-by-case basis
Cancellation Fee	^\$30	^Applied when cancelled within 2 hours of pickup time

Hours of Operation:

Services	Hours	Notes
Hours Of Operation	7AM – 10PM	N/A

Drivers:

Driver Name	Address	Date of Birth	License Number
Muhammad Chaudhry	648 Boston Post Road, Sudbury, MA	C	



QUINCY MUTUAL GROUP

MASSACHUSETTS AUTOMOBILE RENEWAL FORM (STATEMENT OF FACTS)

ISSUED BY: Quincy Mutual Fire Insurance Company
(617) 472-8770

POLICY NUMBER: AMV 034466
POLICY RENEWAL DATE: 07/28/2014

INSURED NAME AND ADDRESS:

EJAZ M CHAUDHRY
648 BOSTON POST ROAD
SUDBURY MA 01776

AGENT NAME AND ADDRESS:

CHRISTO-TYRRELL INS AGCY INC
385 CONCORD AVENUE
BELMONT MA 02478

(617) 484-6006

Dear Insured,

It is very important that we have accurate driver and garaging information. All household members who are licensed to drive and any individual(s) that regularly use your autos must be listed on your policy's Coverage Selection Page. You must also verify where your vehicles are garaged. **Failure to list all licensed household members and individual(s) who regularly operate your autos, and the failure to provide accurate garaging information may reduce or eliminate coverages under your policy.**

Please verify this information and make any necessary changes. It is your obligation to review this renewal form. You further warrant that the information contained is true, accurate, and complete and that no material facts have been omitted, misrepresented or misstated.

Operators currently shown on your policy: Our records show the following individuals are licensed household members or have regular access to your autos.

Opr. No.	Operator Name	Date of Birth mm/dd/yy	License Number	Lic. St.	Date First Licensed		% of Use for Auto				Please indicate the reason for any changes (for example, "Driver Added" or "Corrected Information")
					Auto mm/dd/yy	Motorcycle mm/dd/yy	Veh 1	Veh 2	Veh 3	Veh 4	
1	EJAZ M CHAUDHRY	02/07/XX	XXXXX0950	MA	07/25/89						
2	MUHAMMAD I CHAUDHRY	04/05/XX	XXXXX8786	MA	04/17/95						

Vehicles currently shown on your policy: Our records show the following automobiles are listed on your policy and are garaged at the location(s) listed below.

Veh #	Year	Make and Model of Vehicle	Garaging Location	Please indicate the reason for any changes (for example, "Vehicle Deleted" or "Garaging Location Changed")
AUTO 1:	2013	HOND CRV	SUDBURY	
AUTO 2:	2013	LNDR SPORT	SUDBURY	
AUTO 3:	2013	AUDI S5	SUDBURY	

Important Notice: If you or someone on your behalf knowingly gives us false, deceptive, misleading or incomplete information in this application and if such false, deceptive, misleading or incomplete information increases our risk of loss, we may refuse to pay claims under any or all of the Optional Insurance Parts, we may also limit payments under Part 3 and Part 4, and we may cancel your policy. Such information includes the description and the place of garaging of the vehicles to be insured, the names of household members, and customary operators required to be listed.

IF YOU ARE MAKING CHANGES OR CORRECTING INFORMATION, PLEASE SIGN THIS FORM AND RETURN IT TO YOUR AGENT AT THE ADDRESS LISTED ABOVE.

DATE _____ INSURED'S SIGNATURE _____
DO NOT RETURN THIS FORM IF THE VEHICLE, VEHICLE GARAGING AND DRIVER INFORMATION LISTED ABOVE IS ACCURATE OR IF YOU ARE NOT ATTACHING ANY DOCUMENTATION FOR CREDITS/DISCOUNTS

(SEE REVERSE FOR DESCRIPTION OF CREDITS/DISCOUNTS AND REQUIRED DOCUMENTATION)



COVERAGE SELECTIONS PAGE

This page and any attached endorsements form a part of your policy

ITEM 1. This policy is Issued By: Quincy Mutual Fire Insurance Company
This policy is Issued To: EJAZ M CHAUDHRY
648 BOSTON POST ROAD
SUDBURY MA 01776

Massachusetts Personal Automobile
Agent: 00178 Policy Number AMV 034466
CHRISTO-TYRRELL INS AGCY INC
385 CONCORD AVENUE
BELMONT MA 02478

ITEM 2. This policy is effective from: JULY 28, 2014

To: JULY 28, 2015 (617) 484-6006

(12:01 A.M. Eastern Standard Time)

ITEM 3. Description of your Auto:

BILL TO: CUSTOMER

Table with 2 columns: AUTO 1 2013 HOND CRV DUTIL, AUTO 2 2013 LNDR SPORT UTIL

ITEM 4. This policy provides only the coverages for which a premium charge is shown.

Main coverage table with columns: COVERAGES, PARTS 1-12, AUTO 1, AUTO 2. Rows include Bodily Injury to Others, Personal Injury Protection, etc.

* INCL WAIVER OF DEDUCT

Table with columns: Discount %, Age 65+, Anti-Theft, Multi-Car, Account, Mileage, Superior Client, Air bag/Auto Seatbelts, One Pay Plan, Continuous Coverage, Good Student, Student Away, Preferred Operator, Good Driver, Early Issue.

Identification Numbers of Endorsements Forming a Part of this Policy

M-0108-S M-109-S MPY-0016-S QM-0099-S QMAE QMRCMA M-0070-S

ITEM 5. Place of Principal Garaging

ITEM 6. Secured Lender/Lessor-Additional Insured, if Rented Auto

Table with 2 columns: ITEM 5 (AUTO 1 SUDBURY MA 01776 27), ITEM 6 (HONDA LEASE TRUST PD BOX 997515 SACRAMENTO CA 95899)

Driver Information:

Table with columns: Opr No., Operator Name, Date of Birth, License Number, Lic. St., Date First Licensed, Driver Training, Extra Risk, Deferred Operator, Operator Status.

Check carefully that all operators of your auto(s) are shown. Your failure to list a household member or any individual who customarily operates your auto may have very serious consequences.

NOTICE: If you or someone else on your behalf has knowingly given us false, deceptive, misleading or incomplete information and if such false, deceptive, misleading or incomplete information increases our risk of loss, we may refuse to pay claims under any or all of the Optional Insurance Parts and we may cancel your policy. Such information includes the description and the place of garaging of the vehicle(s) to be insured, the names of all household members and customary operators required to be listed and the answers given above for all listed operators. We may also limit our payments under Part 3 and Part 4. Check to make certain that you have correctly listed all operators and the completeness of their previous driving records. The Merit Rating Board may verify the accuracy of the previous driving records of all listed operators.

We will not pay for a collision or limited collision loss for an accident which occurs while your auto is being operated by a household member who is not listed as an operator on your policy. Payment is withheld when the household member, if listed, would require the payment of additional premium on your policy because the household member would be classified as an inexperienced operator or would require payment of additional premium on your policy under the Merit Rating Plan.

DISCOUNTS: Several discounts are available and your premium has been reduced if one or more of the following categories is indicated in Item 4. Contact your agent or company representative for further details.

	Age 65 and Older	Passive Restraint	Anti-Theft Device/ Vehicle Recovery System	Annual Mileage		Multi-Car Discount	Preferred Operator
				0-5000	5001-7500		
Coverage	All	Parts 2, 3, 6, and 12	Part 9	Parts 1-8 and 12	Parts 1-8 and 12	Parts 1, 2, 4, 5, 7, 8 and 9	All
Discount Available	25%	25%	5-36% Depending on the category of device	10%	5%	10%	4%

	One Pay Billing	Continuous Coverage	Student Away at School	Good Student	Account Credit	Good Driver	Superior Client	Early Issue
Discount Available	5%	10%	5%	5%	10%	10%	7%	5%

PART 5 - OPTIONAL BODILY INJURY TO OTHERS

The limits shown for this Part are the total limits you have under Compulsory Bodily Injury to Others (Part 1) and this Part. This means that the Compulsory limits are included within the limits shown for this Part and are not in addition to them.

PART 12 - BODILY INJURY CAUSED BY AN UNDERINSURED AUTO

The limits shown for this Part are subject to adjustment. We will only pay for any unpaid damages up to the difference between the total amount collected from the automobile bodily injury liability insurance covering the owner and operator of the underinsured auto and the limits shown for this Part.

MERIT RATING PLAN

The Merit Rating adjustment shown on the reverse side for each auto is based on the driving records of the operators listed on your policy. Credits result from 5 or 6 years of incident-free driving. If an additional premium is shown for any auto, refer to the Merit Rating Plan statement furnished with your Coverage Selections Page to determine how the additional amount for each listed operator was calculated. The operator with the highest combined operator classification and Merit Rating Code shall be assigned to the auto with the highest premium for Parts 1, 2, 4, 5, 7, 8 and 9. The operator with the next highest combined operator classification and Merit Rating Code shall be assigned to the auto with the next highest premium and so forth.

ADDITIONAL INFORMATION:

- M-0070-S : APPLIES TO AUTO 1, COVERAGE FOR ANYONE RENTING AN AUTO TO YOU
- M-0070-S : APPLIES TO AUTO 2, COVERAGE FOR ANYONE RENTING AN AUTO TO YOU
- M-0070-S : APPLIES TO AUTO 3, COVERAGE FOR ANYONE RENTING AN AUTO TO YOU

VEH #	RATING CLASS	PREM TOWN	STAT CLASS	CAR ID	RISK TYPE	COMM TO TOWN	EST MILES	PIP		LIABILITY LIMITS						PHYSICAL DAMAGE COVERAGES											MRP CODE	P R	SND EQ	OEM	
								COV	DED	BI	PD	MED	U1	U2	COL	LOSS OF USE	OTC	AGE	SYMBOL	ATD	MCD	PRE	HT CMP	ER CMP	ER COL	EXP					
1	14	645	1101	8	1		999	1	01	08	07	00	04	04	016	085	234	2	21	23	4	B	9	0	0	0	12	98	1		0
2	14	645	1101	8	1		999	1	01	08	07	00	04	04	016	085	234	2	49	34	4	B	9	0	0	0	12	98	1		0

CO USE	CURR DATE	END NO	COUNTERSIGNED BY	AUTHORIZED AGENT
	140619	000		



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This page and any attached endorsements form a part of your policy

ITEM 1.

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This policy is Issued To: EJAZ M CHAUDHRY
648 BOSTON POST ROAD
SUDBURY MA 01776

Massachusetts Personal Automobile
Agent: 00178 Policy Number AMV 034466
CHRISTO-TYRRELL INS AGCY INC
385 CONCORD AVENUE
BELMONT MA 02478

ITEM 2. This policy is effective from: JULY 28, 2014

To: JULY 28, 2015 (617) 484-6006

(12:01 A.M. Eastern Standard Time)
BILL TO: CUSTOMER

Table with 2 columns: AUTO 3 2013 MINI S5 UCOUP and AUTO

ITEM 4. This policy provides only the coverages for which a premium charge is shown.

Main coverage table with columns: COVERAGES, PARTS 1-12, AUTO 3, AUTO. Rows include Bodily Injury to Others, Personal Injury Protection, etc.

TOTAL PREMIUM \$ 3040

* INCL WAIVER OF DEDUCT

Table listing various discounts: Discount %, Age 65+, Anti-Theft, Multi-Car, Account, Mileage, Superior Client, Air bag/Auto Seatbelts, One Pay Plan, Continuous Coverage, Good Student, Student Away, Preferred Operator, Good Driver, Early Issue.

Identification Numbers of Endorsements Forming a Part of this Policy

M-0108-S M-109-S MPY-0016-S QM-0099-S QMAE QMRCMA M-0070-S

ITEM 5. Place of Principal Garaging: AUTO 3 SUDBURY MA 01776 27
ITEM 6. Secured Lender/Lessor-Additional Insured, if Rented Auto: VW CREDIT LEASING LTD PO BOX 47377 ATLANTA GA 303620377

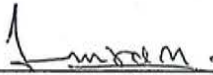
Driver Information:

Table with columns: Opr No., Operator Name, Date of Birth, License Number, Lic. St., Date First Licensed, Driver Training, Extra Risk, Deferred Operator, Operator Status.

CERTIFICATE OF TAXES/TAX ATTESTATION

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under penalties of perjury that MUHAMMAD I CHAUDHRY has/have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number, or
Federal Identification Number


Signature of Individual, or
Corporation Name

7-10-2014
Date

By: _____
Corporate Officer & Title (if applicable)

AFFIX CORPORATE SEAL

AGENDA REQUEST - Item #16

BOARD OF SELECTMEN

Requestor's Section

Date of request: *August 13, 2014*

Requestor: *Patty Golden*

Action requested: *Vote to approve the regular session meeting minutes of June 17, July 8, July 22, August 12, 2014, and the executive session minutes of April 29 and June 17, 2014.*

Financial impact expected: *None*

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

CONSENT CALENDAR

Recommendations/Suggested Motion/Vote:

Vote to approve the regular session meeting minutes of June 17, July 8, July 22, August 12, 2014, and the executive session minutes of April 29 and June 17, 2014.

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

Selectmen's Office Section

Date of Selectmen's Meeting: *August 19, 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 #17

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *July 15, 2014*

Requestor: *Nancy McShea, Park and Recreation Director*

Action requested:

CONSENT CALENDAR

Accept donations totaling \$1,000 to the Summer Concert Series Revolving Fund Account

Financial impact expected: *\$1,000 in additional funds for Summer Concerts*

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

See attached memos

Recommendations/Suggested Motion/Vote: *Vote to accept, on behalf of the Town, donations from: US Sports Institute, Bonnies Boot Camp, Marlborough Savings Bank, Veebop Enterprises, Merrifield Garden and Design, and Bright Horizons Family Solutions totaling \$1,000 to the Summer Concert Series Revolving Fund Account, as requested by Nancy McShea, Park & Recreation Director, in memos dated July 15 and July 28, 2014, said funds to be expended under the direction of the Park and Recreation Director.*

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

Selectmen's Office Section:

Date of Selectmen's Meeting: *August 19, 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)



Town of Sudbury

Park & Recreation Department

Park and Recreation Department
40 Fairbank Road
Sudbury, MA 01776
978-443-1092

McShean@sudbury.ma.us

Memorandum

TO: Patty Golden
FROM: Nancy McShea
RE: Summer Concert Series
DATE: July 15, 2014

To the Board of Selectmen:

Please accept the following donations to support Park and Recreation's Summer Concert Series. These donations will be deposited in the Revolving 53 ½ Account. Expenses associated with the Summer Concert Series will be paid using these donations.

US Sports Institute	\$150
Bonnies Boot Camp	\$100
Marlborough Savings Bank	\$500

I have enclosed copies of the checks. The total donation is \$750.

Please let me know when these donations are approved by the Selectmen and I will deposit the checks into the Revolving 53 ½ Account.

Thank you,

Nancy McShea
Parks & Recreation Director
40 Fairbank Road
Sudbury, MA 01776-1843
978-639-3259

2014 JUL 18 P 2:24

RECEIVED
TOWN OF SUDBURY
JUL 18 2014



Town of Sudbury

Park & Recreation Department

Park and Recreation Department
40 Fairbank Road
Sudbury, MA 01776
978-443-1092

McShean@sudbury.ma.us

Memorandum

TO: Patty Golden
FROM: Nancy McShea
RE: Summer Concert Series
DATE: July 28, 2014

To the Board of Selectmen:

Please accept the following additional donations to support Park and Recreation's Summer Concert Series. These donations will be deposited in the Revolving 53 ½ Account. Expenses associated with the Summer Concert Series will be paid using these donations.

Maher	\$50
Merrifield Garden and Design	\$100
Bright Horizons Family Solutions	\$100

I have enclosed copies of the checks. The total donation is \$250.

Please let me know when these donations are approved by the Selectmen and I will deposit the checks into the Revolving 53 ½ Account.

Thank you,

Nancy McShea
Parks & Recreation Director
40 Fairbank Road
Sudbury, MA 01776-1843
978-639-3259

2014 JUL 31 P 12:19

RECEIVED
BOARD OF SELECTMEN

AGENDA REQUEST- Item #18

BOARD OF SELECTMEN

Requestor's Section:

Date of request: 7-25-14

Requestor: Jim Kelly, Energy & Sustainability Committee

Action requested: See vote.

Financial impact expected: Reduction of energy consumption

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

CONSENT CALENDAR

The Energy Committee submitted a competitive grant and was awarded the maximum amount of \$250,000 to fund the four projects below:

\$50,000 for Lincoln-Sudbury Regional H.S. – Replace parking lot and exterior lights with LEDs. This project will reduce Lincoln Sudbury Regional High School's annual electrical consumption and maintenance costs by replacing the parking lot and outside building lights with efficient and long lived LED units.

\$168,000 for Town wide – LED streetlights

This project will reduce Sudbury's annual electrical consumption and maintenance costs by replacing high pressure sodium streetlights with efficient and long-lived LED units.

\$9,000 for Goodnow Library – Retrocommissioning

This project may reduce Goodnow Public Library's thermal and electrical usage. The retro-commissioning will witness, test and verify the library's HVAC systems with regard to temperature and in accordance with design and needs of the occupants.

\$23,000 for Fairbank Community Center – Replace rooftop unit

This project will replace the Roof Top Unit (RTU) at Sudbury's Fairbank Community Center multi-purpose room with a new energy efficient heating and air conditioning unit. This will improve energy efficiency and performance and increase the user's comfort of the conditioned space.

The competitive grants were open to municipalities currently designated "Green Communities." Sudbury applied for \$250,000 in grants and was awarded the full amount.

Recommendations/Suggested Motion/Vote:

Vote to accept a Green Communities Grant from the Department of Energy Resources in the amount of \$250,000 as requested in an Energy & Sustainability Committee grant application dated April 15, 2014; and to authorize the Town Manager to execute documents related to said project inclusive of the Grant Contract.

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

Selectmen's Office Section:

Date of Selectmen's Meeting: 8/19/14

Board's action taken:

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

Future Agenda date (if applicable):

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

AGENDA REQUEST - Item #19

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *July 23, 2014*

Requestor: *Ingrid Mayyasi, 29 Walker Farm Rd.*

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

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

Background information: *Requested information provided with the exception of Certificate of Liability. Building Inspector, Police Dept, Fire Dept, and Board of Health expressed no issues.*

Recommendations/Suggested Motion/Vote:

Vote to grant a 1-day Wine & Malt license to Ingrid Mayyasi, to accommodate a Friends of the Goodnow Library fundraiser, "Teamwork Trivia Night," on Friday, September 19, 2014 from 7:00 PM to 10:00 PM at Goodnow Library, 21 Concord Rd, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.

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

Selectmen's Office Section:

Date of Selectmen's Meeting: *August 19, 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)
--------------------------------------	----------------	-----------------



Town of Sudbury

Office of Selectmen
www.sudbury.ma.us

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

Email: selectmen@sudbury.ma.us

APPLICATION FOR ONE-DAY LIQUOR LICENSE

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

Name of applicant: INGRID MAYYASI

Address of applicant: 29 WALKER FARM RD

Organization Name: FRIENDS OF THE GOODNOW LIBRARY

Name & Purpose of Event: TEAMWORK TRIVIA NIGHT -
TO RAISE MONEY FOR THE FRIENDS OF
THE GOODNOW LIBRARY

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

Event Date: FRIDAY, SEPT 19, 2014

Event Time: 7 - 10 PM

Event Venue & Address: GOODNOW LIBRARY CONCORD RD

Documents Enclosed:

- Certificate of Liability naming the Town of Sudbury - WE WILL BE COVERED
 - Proof of bartender(s) training/certification UNDER THE GOODNOW
 - Application fee: \$25 Wine & Malt or \$35 All Alcohol. Check payable to Town of FOUNDATION
- Sudbury. POLICY AS OF SEPT 11, 2014

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

7/23/14
Date

Ingrid Mayyasi
Applicant Signature

Teamwork Trivia Night One-Day Wine & Malt License Department Feedback

Board of Health Approval:

From: Leupold, Bob

Sent: Thursday, July 24, 2014 12:03 PM

Subject: RE: Friends of the Goodnow Library: One-Day Wine & Malt Application

If food is being provided it is requested that the Board of Health be advised of the food provider and type of foods. Bob Leupold

Building Department Approval:

From: Herweck, Mark

Sent: Thursday, July 24, 2014 10:58 AM

Subject: RE: Friends of the Goodnow Library: One-Day Wine & Malt Application

Building has no issues.

Fire Department Approval:

From: Whalen, John

Sent: Thursday, July 24, 2014 2:13 PM

Subject: RE: Friends of the Goodnow Library: One-Day Wine & Malt Application

The Fire Department has no issue with this application request.

John M. Whalen, Assistant Fire Chief

Police Department Approval:

From: Nix, Scott

Sent: Thursday, July 24, 2014 10:56 AM

Subject: RE: Friends of the Goodnow Library: One-Day Wine & Malt Application

The police department has no issues with the event.

-Scott

Frank, Leila

From: Ingrid Mayyasi <imayyasi@yahoo.com>
Sent: Thursday, July 24, 2014 12:44 PM
To: Frank, Leila
Subject: Re: Food served at Trivia Event

Hello Leila,
As soon as the menu is decided upon and the food has been ordered, I will contact the Board of Health.

Thanks,
Ingrid

On Thu, 7/24/14, Frank, Leila <FrankL@sudbury.ma.us> wrote:

Subject: Food served at Trivia Event
To: "imayyasi@yahoo.com" <imayyasi@yahoo.com>
Date: Thursday, July 24, 2014, 12:11 PM

Hello Ingrid,

If food is being provided at the
September 19 Goodnow Library event, it is requested that the Board of Health be advised of the food provider and
type of foods.

Thank you,
Leila

Leila S. Frank
Town Manager/Board of
Selectmen's Office
Office
Supervisor/Information Officer
Town of Sudbury
278 Old Sudbury
Road
Sudbury, MA
01776
978-639-3380

Fax)

AGENDA REQUEST - Item #20

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *July 22, 2014*

Requestor: *Gail Coppola, Office Coordinator, Parmenter Foundation*

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

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

Background information: *All requested information provided. The bartender has been TIPS- trained. Building Inspector, Police Dept, Fire Dept, and Board of Health expressed no issues.*

Recommendations/Suggested Motion/Vote:

Vote to grant a one-day Wine and Malt License to Gail Coppola, Parmenter Foundation, 400 Boston Post Road, Suite 1A, to accommodate a fundraiser, "Hoedown for Heartplay," at The Sudbury Valley Trustees, 18 Wolbach Road, Saturday, Sept. 20, 2014, from 7:00 p.m. to 10:00 p.m., subject to use of a TIPS-trained bartender and receipt of a Certificate of Liability.

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

Selectmen's Office Section:

Date of Selectmen's Meeting: *August 19, 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)



Town of Sudbury

Office of Selectmen

www.sudbury.ma.us

2014 JUL 29 A 11:47

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776-1843

978-639-3381

Fax: 978-443-0756

Email: selectmen@sudbury.ma.us

APPLICATION FOR ONE-DAY LIQUOR LICENSE

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

Name of applicant: The Parmenter Foundation - Attn: Gail Coppola

Address of applicant: 400 Boston Post Rd, Suite 2A, Sudbury, MA

Organization Name: The Parmenter Foundation

Name & Purpose of Event: Howe down Supporting children's Bereavement Programs - Fundraiser

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

Event Date: 9/20/14

Event Time: 7:00 pm

Event Venue & Address: Sudbury Valley Trustees, 18 Wolbach Rd
Sudbury, MA

Documents Enclosed:

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

Please submit completed application and materials to:

Board of Selectmen

278 Old Sudbury Rd.

Sudbury, MA 01776

Fax: 978-443-0756

Email: BOSadmin@sudbury.ma.us

7/22/14
Date

Gail Coppola
Applicant Signature

Hoedown for Heartplay One-Day Wine & Malt License Department Feedback

Board of Health Approval:

From: Leupold, Bob
Sent: Thursday, July 31, 2014 11:57 AM
Subject: RE: Hoedown for Heartplay One-Day Alcohol License

The Board of Health requests information on bathroom facilities being provided and the estimated number of attendees. Bob Leupold, Health Director

Building Department Approval:

From: Herweck, Mark
Sent: Wednesday, July 30, 2014 4:11 PM
Subject: RE: Hoedown for Heartplay One-Day Alcohol License

The building is not designed for assemble use. If there is an occupant load of 50 or more you will need a fire detail. No parking in the road keeping clear path for any emergency vehicles. If there is a tent it may or may not require a building permit. The applicant can call me anytime. Other than that I have no issues. Thank You

Mark.

Fire Department Approval:

From: Miles, William
Sent: Wednesday, July 30, 2014 8:44 AM
Subject: RE: Hoedown for Heartplay One-Day Alcohol License

In the past, we have required a fire detail for any event in the Wolbach Road Barn that hosts more than 50 people and serves alcohol.

As long as the Parmenter Foundation arranges and pays for a fire detail, we have no issues with this event.

Police Department Approval:

From: Nix, Scott
Sent: Wednesday, July 30, 2014 11:59 AM
Subject: RE: Hoedown for Heartplay One-Day Alcohol License

Given the information included in the packet, the police department does not have any issues with the event.

Scott

Response from Parmenter:

From: Gail Coppola

Sent: Wednesday, August 06, 2014 12:44 PM

Subject: RE: Hoedown for Heartplay Feedback

I am addressing the questions below:

Bathroom Facilities: We will be renting two porta potts.

Estimated Guests: 75 - 90

Fire Detail: I have already been in touch with the fire dept. and we will be hiring an officer for the event.

Parking: We are hiring a parking attended

Tent: I have reserved the tent with Taylor Rental in Sudbury and they said we do not need a permit.

Let me know if there is anything else that you may need.

Thanks, Gail

AGENDA REQUEST - Item #21

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *July 29, 2014*

Requestor: *William D. Lemos, Rights and Permits Supervisor, NSTAR Electric Co. and Albert E. Bessette, Right of Way Manager, Verizon New England, Inc.*

Action requested: *NStar Utility Petition #14-01: Question of approving NStar Electric and Verizon New England, Inc. petitions and plans to obtain a Grant of Location to relocate pole 6/13 within Hudson Road to clear access for proposed driveway/proposed police station.*

Financial impact expected: *None*

Background information: *See attached information*

CONSENT CALENDAR

Recommendations/Suggested Motion/Vote: *Vote to approve (or disapprove) a grant of location for Utility Petition UP#14-01 from NSTAR Electric Co. and Verizon New England, Inc. for the purpose of relocating pole 6/13 within Hudson Road to clear access for proposed driveway/proposed police station.*

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

None

Selectmen's Office Section:

Date of Selectmen's Meeting: *August 19, 2014*

Board's action taken:

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

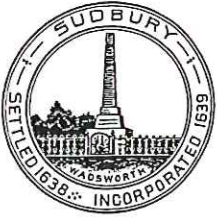
Future Agenda date (if applicable):

Distribution:

Town Counsel approval needed?

Yes ()

No (X)



Town of Sudbury

Dept. of Public Works

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

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

July 29, 2014

Ms. Maureen Valente
Town Manager
288 Old Sudbury Road
Sudbury, MA 01776

Subject: NSTAR Petition — Pole 6/13 Hudson Road

Dear Ms. Valente:

This office is in receipt of a petition request from NSTAR Electric Co. to relocate Pole 6/13 Hudson Road.

The pole relocation is required to allow access to the proposed Police station.

If there are any questions, please advise.

Sincerely,

I. William Place

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

IWP/ab



One NSTAR Way
Westwood, Massachusetts 02090

UP14-1

Bill P
Jim
Scott

July 3, 2014

Board of Selectmen
Town of Sudbury
Sudbury, Ma 01776

Re: Hudson Road
Sudbury, Ma
Work Order: #1985752



Dear Members of the Board:

The enclosed petition and plan is being presented by the NSTAR Electric Company for the purpose of obtaining a Grant of Location to relocate pole 6/13 within Hudson Road.

This work is necessary in order to clear access for proposed driveway/proposed police station.

Your prompt attention to this matter would be greatly appreciated. If you have any questions, please contact Christine Cosby, Right of Way Agent, at (508) 305-6989

Very truly yours,

William D Lemos

William D. Lemos, Supervisor
Rights and Permits

WDL/la
ENCLOSURES

RECEIVED
SOUTHBOROUGH
2014 JUL 15 A 11:09

**PETITION OF NSTAR ELECTRIC COMPANY AND OTHER COMPANIES
FOR ALTERATION OF JOINT OR IDENTICAL LOCATIONS FOR EXISTING POLES**

To the **BOARD OF SELECTMEN** of the Town of **SUDBURY** Massachusetts:

Respectfully represent **NSTAR ELECTRIC COMPANY** and **VERIZON NEW ENGLAND, INC.** companies subject to Chapter 166 of the General Laws (Ter. Ed.), that they have heretofore received a grant of joint or identical location for, and have erected or constructed, a line consisting of wires, poles and such other fixtures as may be necessary to sustain or protect the wires of the line, upon, along and across the public way or ways hereinafter specified, and that it is desirable that the location of certain of said poles be altered.

WHEREFORE, your petitioners pray that the Board of Selectmen may by Order direct an alteration in the location of said existing poles so that hereafter said poles, together with such other fixtures as may be necessary to sustain or protect the wires of the line, shall be located, substantially as shown on the plan made by **A. Debeneditis** dated **March 14, 2014** herewith upon, along and across the following public way or ways of said Town:

Hudson Road - Southwesterly side, approximately 450 feet Southeast of
Maynard Road
One (1) pole (6/13) to be relocated
One (1) existing pole 6/13 to be removed

WO 1985752

"NO HEARING REQUIRED"

Also for permission to lay and maintain underground laterals, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes. Your petitioners agree to reserve space for one crossarm at a suitable point upon each of said poles for the telephone, fire and police signal wires owned by the Town and used for municipal purposes.

Your petitioner agrees to reserve space for one crossarm at a suitable point on each of said poles for the telephone, fire and police signal wires owned by the Town and used for municipal purposes.

NSTAR ELECTRIC COMPANY

By William D Lemos
William D. Lemos, Supervisor
Rights & Permits

VERIZON NEW ENGLAND, INC.

By Albert E. Bessette
Albert E. Bessette, P.O.W Manager

Dated this 3 day of July 2014
Town of **SUDBURY**, Massachusetts

Received and filed _____

SUDBURY Board of Selectmen
BECof Form X5413 (518-7A)

**ORDER FOR ALTERATION OF JOINT OR IDENTICAL LOCATIONS FOR EXISTING POLES
TOWN OF SUDBURY**

WHEREAS, **NSTAR ELECTRIC COMPANY** and **VERIZON NEW ENGLAND INC.** have heretofore been granted a joint or identical location for, and have erected or constructed, a line consisting of wires, poles and such other fixtures as may be necessary to sustain or protect the wires of the line upon, along and across the public way or ways hereinafter specified, and have petitioned for an alteration in the location of certain of said poles.

It is **DIRECTED** that the location heretofore granted for said poles be altered so that hereafter said poles shall be located, substantially as shown on the plan on file with said petition for alteration in the location, upon, along and across the following public way or ways of said Town:

Hudson Road - Southwesterly side, approximately 450 feet Southeast of
Maynard Road
One (1) pole (6/13) to be relocated
One (1) existing pole 6/13 to be removed

WO 1985752
"NO HEARING REQUIRED"

Also for permission to lay and maintain underground laterals, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes. Your petitioners agree to reserve space for one crossarm at a suitable point upon each of said poles for the telephone, fire and police signal wires owned by the town and used for municipal purposes.

All construction work under this Order shall be in accordance with the following conditions:
Poles shall be of sound timber and located as shown on a plan made by **A. Debenedictis** dated **March 14, 2014** on file with said petition. There may be attached to said poles by said **NSTAR ELECTRIC COMPANY** and by said **VERIZON NEW ENGLAND INC.** wires and cables necessary for the conduct of their business. All such wires and cables shall be placed at a height of not less than eighteen from the ground.

Selectmen of
the Town of
SUDBURY

CERTIFICATE

I hereby certify that the foregoing is a true copy of the Order of the **Board of Selectmen** of the Town of **SUDBURY**, Massachusetts, duly adopted on the _____ day of _____, 2014 and recorded with the records of location Orders of said Town, Book _____, Page _____.

Attest: _____

Clerk of the Town Sudbury, Massachusetts

AGENDA REQUEST - Item #22

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *July 29, 2014*

Requestor: *William D. Lemos, Rights and Permits Supervisor, NSTAR Electric Co. and Albert E. Bessette, Row Manager, Verizon New England, Inc.*

Action requested: *NSTAR Utility Petition #14-02: Question of approving NStar Electric and Verizon New England, Inc. petitions and plans to obtain a Grant of Location to relocate poles 2/66 and 2/67 within Hudson Road in order to accommodate road reconstruction at the Town Center.*

Financial impact expected: *None*

Background information: *See attached information*

CONSENT CALENDAR

Recommendations/Suggested Motion/Vote: *Vote to approve (or disapprove) a grant of location for Utility Petition UP#14-02 from NSTAR Electric Co. and Verizon New England, Inc. for the purpose of relocating poles 2/66 and 2/67 within Hudson Road in order to accommodate road reconstruction at the Town Center.*

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

None

Selectmen's Office Section:

Date of Selectmen's Meeting: *August 19, 2014*

Board's action taken:

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

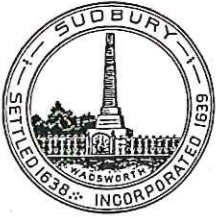
Future Agenda date (if applicable):

Distribution:

Town Counsel approval needed?

Yes ()

No (X)



Town of Sudbury

Dept. of Public Works

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

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

July 29, 2014

Ms. Maureen Valente
Town Manager
288 Old Sudbury Road
Sudbury, MA 01776

Subject: NSTAR Electric Co. /Verizon New England, Inc.
Petition — Pole 2/66 & 2/67 Concord Road

Dear Ms. Valente:

This office is in receipt of a petition request from NSTAR Electric Co. and Verizon New England, Inc. to relocate two poles 2/66 and 2/67 on the east side of Concord Rd.

The relocation of the pole is necessary to reconstruct the intersection of Concord Road, Hudson Road and Old Sudbury Road.

If there are any questions, please advise.

Sincerely,

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

IWP/ab



One NSTAR Way
Westwood, Massachusetts 02090

UP14-2

Schedule w/ other
grant of location.
8/12/14

Bill

June 5, 2014

Board of Selectmen
Town of Sudbury
Sudbury, Ma 01776

Re: Concord Road
Sudbury, Ma

Work Order: #1978851
No Hearing Required

Dear Members of the Board:

The enclosed petition and plan is being presented by the NSTAR Electric Company and Verizon New England, Inc. for the purpose of obtaining a Grant of Location to relocate poles 2/66 and 2/67.

This work is necessary in order to accommodate road reconstruction.

Your prompt attention to this matter would be greatly appreciated. If you have any questions, please contact Christine Cosby, Right of Way Agent, at (508) 305-6989

Very truly yours,

William D. Lemos, Supervisor
Rights and Permits

WDL/la
ENCLOSURES

RECEIVED
2014 JUL 16 P 1:21

**PETITION OF NSTAR ELECTRIC COMPANY AND OTHER COMPANIES
FOR ALTERATION OF JOINT OR IDENTICAL LOCATIONS FOR EXISTING POLES**

To the **BOARD OF SELECTMEN** of the Town of **SUDBURY** Massachusetts:

Respectfully represent **NSTAR ELECTRIC COMPANY** and **VERIZON NEW ENGLAND, INC.** companies subject to Chapter 166 of the General Laws (Ter. Ed.), that they have heretofore received a grant of joint or identical location for, and have erected or constructed, a line consisting of wires, poles and such other fixtures as may be necessary to sustain or protect the wires of the line, upon, along and across the public way or ways hereinafter specified, and that it is desirable that the location of certain of said poles be altered.

WHEREFORE, your petitioners pray that the Board of Selectmen may by Order direct an alteration in the location of said existing poles so that hereafter said poles, together with such other fixtures as may be necessary to sustain or protect the wires of the line, shall be located, substantially as shown on the plan made by **A. Debenedictis** dated **May 23, 2014** herewith upon, along and across the following public way or ways of said Town:

Concord Road - Southeasterly side, approximately 332 feet North of Goodman Hill Road
Two (2) poles to be relocated (2/66, 2/67)

WO 1978851

“NO HEARING REQUIRED”

Also for permission to lay and maintain underground laterals, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes. Your petitioners agree to reserve space for one crossarm at a suitable point upon each of said poles for the telephone, fire and police signal wires owned by the Town and used for municipal purposes.

Your petitioner agrees to reserve space for one crossarm at a suitable point on each of said poles for the telephone, fire and police signal wires owned by the Town and used for municipal purposes.

NSTAR ELECTRIC COMPANY

By William D Lemos
William D. Lemos, Supervisor
Rights & Permits

VERIZON-NEW ENGLAND, INC.

By Albert E. Bessette
Row Manager

Dated this _____ day of _____ 2014
Town of **SUDBURY**, Massachusetts.

Received and filed _____

**ORDER FOR ALTERATION OF JOINT OR IDENTICAL LOCATIONS FOR EXISTING POLES
TOWN OF SUDBURY**

WHEREAS, **NSTAR ELECTRIC COMPANY** and **VERIZON NEW ENGLAND INC.** have heretofore been granted a joint or identical location for, and have erected or constructed, a line consisting of wires, poles and such other fixtures as may be necessary to sustain or protect the wires of the line upon, along and across the public way or ways hereinafter specified, and have petitioned for an alteration in the location of certain of said poles.

It is **DIRECTED** that the location heretofore granted for said poles be altered so that hereafter said poles shall be located, substantially as shown on the plan on file with said petition for alteration in the location, upon, along and across the following public way or ways of said Town:

Concord Road - Southeasterly side, approximately 332 feet North of Goodman Hill Road
Two (2) poles to be relocated (2/66, 2/67)

WO 1978851

“NO HEARING REQUIRED”

Also for permission to lay and maintain underground laterals, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes. Your petitioners agree to reserve space for one crossarm at a suitable point upon each of said poles for the telephone, fire and police signal wires owned by the town and used for municipal purposes.

All construction work under this Order shall be in accordance with the following conditions:
Poles shall be of sound timber and located as shown on a plan made by **A. Debeneditis** dated **May 23 , 2014** on file with said petition. There may be attached to said poles by said **NSTAR ELECTRIC COMPANY** and by said **VERIZON NEW ENGLAND INC.** wires and cables necessary for the conduct of their business. All such wires and cables shall be placed at a height of not less than eighteen from the ground.

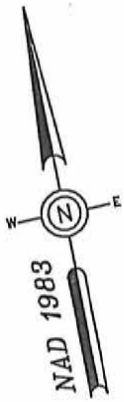
_____	_____	Selectmen of
_____	_____	the Town of
_____	_____	SUDBURY

CERTIFICATE

I hereby certify that the foregoing is a true copy of the Order of the **Board of Selectmen** of the Town of **SUDBURY**, Massachusetts, duly adopted on the _____ day of _____, 2014 and recorded with the records of location Orders of said Town, Book _____, Page _____.

Attest:_____

Clerk of the Town of **SUDBURY**, Massachusetts



CONCORD

#289

#293

#295

GOODMANS HILL RD
APPROX. 332.0'±

(EXISTING RIGHT OF WAY)
(EXISTING CURBLINE)
(NEW CURBLINE)

103

104

105

135.5'±

(EXISTING CURBLINE)

(EXISTING RIGHT OF WAY)

5.3'±

(NEW CONC. WALL)

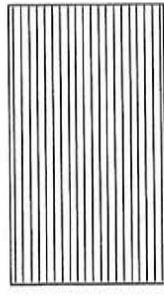
118.8'±

(NEW CURBLINE)

(EXISTING WALKWAY)
(NEW RIGHT OF WAY)

JO-NSTAR
2/66

(EXT. WALKWAY)
(NEW WALKWAY)
JO-NSTAR
2/67



SCALE IN FEET

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Proposed pole locations shown thus ⊕
 Pole locations to be abandoned, shown thus ○
 Proposed Anchor Guy shown thus T
 Proposed Hip Guy shown thus T±
 Proposed Underground location shown thus —
 Proposed Push Brace shown thus ⊕
 Existing Pole location shown thus ●

C#	
Ward #	
Work Order #	1978851
Surveyed by:	
Research by:	SC
Plotted by:	PDM
Proposed Structures:	PDM
Approved:	A DEBENEDICTIS

NSTAR ELECTRIC
 A Northeast Utilities Company
 1105 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of CONCORD ROAD, SUDBURY

Showing PROPOSED POLE RE-LOCATIONS

Scale 1"=30' Date MAY 23, 2014

1 of 1

AGENDA REQUEST – Item #23
BOARD OF SELECTMEN

Requestor's Section

Item Name: Accept Gift from 82 Maynard LLC

Date of request: August 1, 2014

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

Action requested:

CONSENT CALENDAR

Accept a \$6,900.00 gift from 82 Maynard LLC (developer for 82 Maynard Road subdivision) for town-wide walkway construction, as noted in condition 10 of the Definitive Subdivision Decision dated March 26, 2014 approving the development. Said funds shall be deposited into the Town-wide walkway account and spent under the direction of the Director of Public Works.

Financial impact expected: none

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

Plan attached.

Recommendations/Suggested Motion/Vote:

Accept a \$6,900.00 gift from 82 Maynard LLC (developer for 82 Maynard Road subdivision) for town-wide walkway construction, as noted in condition 10 of the Definitive Subdivision Decision dated March 26, 2014 approving the development. Said funds shall be deposited into the Town-wide walkway account and spent under the direction of the Director of Public Works.

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

Selectmen's Office Section

Date of Selectmen's Meeting: 8/19/14

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 () No (X)



Town of Sudbury

Planning and Community Development Department

Jody A. Kablack, Director

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

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

TO: Maureen Valente, Town Manager
FROM: *JK* Jody Kablack, Director of Planning and Community Development
RE: Developer Gift
DATE: August 1, 2014

Attached please find a check in the amount of \$6,900.00 from 82 Maynard LLC negotiated by the Planning Board as a condition of Definitive Subdivision approval in lieu of construction of walkways within the development. Said funds should be accepted as a gift by the Board of Selectmen and placed into the account for town-wide walkway construction, to be expended under the direction of the Director of Public Works.

Enclosure

cc: Bill Place, DPW Director
Christine Nihan, Town Accountant (w/original check)

AGENDA REQUEST - Item #24

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *July 21, 2014*

Requestor: *Patty Golden, Selectmen's Office*

Action requested:

Appointment of Lucie S. St George to the Strategic Financial Planning Committee for Capital Funding

Financial impact expected: *None*

CONSENT CALENDAR

Background information: *See attached*

Recommendations/Suggested Motion/Vote:

Vote to approve the appointment of Lucie S. St George, 752 Concord Road, as the SPS designee to the Strategic Financial Planning Committee for Capital Funding for a term to expire 5/31/15, as occasioned by the resignation of Robert CG Armour.

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

Selectmen's Office Section:

Date of Selectmen's Meeting: *August 19, 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)
--------------------------------------	----------------	-----------------

From: Bob Armour [mailto:bob.armour@sudbury.k12.ma.us]
Sent: Monday, July 21, 2014 7:06 PM
To: Selectmen's Office; Woodard, Chuck; Ellen Joachim
Subject: Re: Committee Reappointment Open Meeting Law Requirements

Please note that I have decided to retire from the Fairbank Task Force, as well as the Capital Improvement Planning Committee.

Lucy St George will represent the SPS SC on the Capital Planning Committee.

Depending on the longer term direction / next steps for the Fairbank Community Center, it may or may not make sense for a school committee member to participate in that task force so we have not yet identified a replacement candidate. We are expecting further interim repairs (as voted this past town meeting) to take place this fall (per Jim Kelly) which should help ensure a suitable work environment for the SPS administration and other users at Fairbank for next several years.

Longer term plans for the SPS administration are of course important to us and I am sure we will find a way to participate in a process to work through that question depending on the Town Hall / Flynn plans, etc.

Thanks,

Bob



Strategic Financial Planning Committee for Capital Funding Sudbury, Massachusetts

[Subscribe](#)

Strategic Financial Planning Committee for Capital Funding

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

Complete [Strategic Financial Planning Committee for Capital Funding - Mission Statement](#)

Contact

Email: sfpccf@sudbury.ma.us

Members

Current Members				
Name	Position	Address	Term	End Date
Charles C. Woodard	Chairman	32 Old Framingham Rd	1	05/31/2015
VACANCY	Member		1	
VACANCY	Member		1	05/31/2015
Robert CG. Armour	Member	21 Brookside Farm Ln	1	05/31/2015
Maryanne Bilodeau	Member	278 Old Sudbury Road	1	05/31/2015
Glenn Fratto	Member	390 Lincoln Rd	1	05/31/2015
James Kelly	Member	DPW Building	1	05/31/2015
Kevin J. Matthews	Member	137 Haynes Rd	1	05/31/2015
Lawrence W. O'Brien	Member	687 Boston Post Rd.	1	05/31/2015
Andrea Terkelsen	Member	Flynn Building	1	05/31/2015
Thomas S. Travers	Member	32 Old Framingham Rd	1	05/31/2015
Maureen G. Valente	Member	Flynn Building	1	05/31/2015
Mary Will	Member	40 Fairbank Road	1	05/31/2015
Andrew R. Sullivan	Vice-Chairman	28 French Rd	1	05/31/2015

AGENDA REQUEST – ITEM #25

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *July 22, 2014*

Requestor: *Robert CG Armour*

Action requested: CONSENT CALENDAR

Accept the resignation of Robert CG Armour from the Strategic Financial Planning for Capital Funding Committee and the Fairbank Study Committee.

Financial impact expected: *None*

Background information: *N/A*

Recommendations/Suggested Motion/Vote: *Vote to accept the resignation of Robert CG Armour, 21 Brookside Farm Lane, from the Strategic Financial Planning for Capital Funding Committee and the Fairbank Study Committee, effective July 22, 2014, and to send a letter of thanks for his service to the Town.*

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

Selectmen's Office Section:

Date of Selectmen's Meeting: *August 19, 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)
--------------------------------------	----------------	-----------------

From: Bob Armour

Sent: Monday, July 21, 2014 7:06 PM

To: Selectmen's Office; Woodard, Chuck; Ellen Joachim

Subject: Re: Committee Reappointment Open Meeting Law Requirements

Please note that I have decided to retire from the Fairbank Task Force, as well as the Capital Improvement Planning Committee.

Lucy St George will represent the SPS SC on the Capital Planning Committee.

Depending on the longer term direction / next steps for the Fairbank Community Center, it may or may not make sense for a school committee member to participate in that task force so we have not yet identified a replacement candidate. We are expecting further interim repairs (as voted this past town meeting) to take place this fall (per Jim Kelly) which should help ensure a suitable work environment for the SPS administration and other users at Fairbank for next several years.

Longer term plans for the SPS administration are of course important to us and I am sure we will find a way to participate in a process to work through that question depending on the Town Hall / Flynn plans, etc.

Thanks,

Bob



Strategic Financial Planning Committee for Capital Funding Sudbury, Massachusetts

[Subscribe](#)

Strategic Financial Planning Committee for Capital Funding

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

Complete [Strategic Financial Planning Committee for Capital Funding - Mission Statement](#)

Contact

Email: sfpccf@sudbury.ma.us

Members

Current Members				
Name	Position	Address	Term	End Date
Charles C. Woodard	Chairman	32 Old Framingham Rd	1	05/31/2015
VACANCY	Member		1	
VACANCY	Member		1	05/31/2015
Robert CG. Armour	Member	21 Brookside Farm Ln	1	05/31/2015
Maryanne Bilodeau	Member	278 Old Sudbury Road	1	05/31/2015
Glenn Fratto	Member	390 Lincoln Rd	1	05/31/2015
James Kelly	Member	DPW Building	1	05/31/2015
Kevin J. Matthews	Member	137 Haynes Rd	1	05/31/2015
Lawrence W. O'Brien	Member	687 Boston Post Rd.	1	05/31/2015
Andrea Terkelsen	Member	Flynn Building	1	05/31/2015
Thomas S. Travers	Member	32 Old Framingham Rd	1	05/31/2015
Maureen G. Valente	Member	Flynn Building	1	05/31/2015
Mary Will	Member	40 Fairbank Road	1	05/31/2015
Andrew R. Sullivan	Vice-Chairman	28 French Rd	1	05/31/2015



Fairbank Community Center Study Task Force

Sudbury, Massachusetts

[Subscribe](#)

Fairbank Community Center Study Task Force

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

Related Departments:

[Facilities Department](#)

Contact

Email: fairbankstudy@sudbury.ma.us

Meetings

Meetings 		
Date	Location	Files
Today's Date: Tuesday, July 22, 2014		
Jul 14, 2014 (7:30 PM)	Department of Public Works Building - Conference Room <i>The Meeting is in conference room #2 at the DPW Building</i>	
Jun 11, 2014 (7:30 PM)	Department of Public Works Building - Conference Room <i>Joint meeting with the PBC to discuss the Fairbank Community Center Study</i>	

[View All Meetings](#)

AGENDA REQUEST- Item #26

BOARD OF SELECTMEN

Requestor's Section:

Date of request: 7-29-14
Requestor: DPW Director Bill Place

Action requested: See vote

Financial impact expected: Budgeted

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

CONSENT CALENDAR

Recommendations/Suggested Motion/Vote:

Vote to approve for FY15 the following annual or renewal DPW contracts awarded and previously approved for FY14 or to be awarded in FY15 on a Fiscal Year basis or Calendar Year basis by the Town Manager in accordance with procurement requirements and as reviewed by Town Counsel:

<i>Contract Number</i>	<i>Contract Name</i>	<i>Contract Period</i>
2015-ER-1	Street Sweeping	Calendar Year (1/1/15 thru 12/31/15)
2015-CM-1	Cemetery Mowing	Calendar Year (1/1/15 thru 12/31/15)
2015-G-1	Gasoline	State Contract - 8/1/12 thru 7/31/13 - Extended thru 3/31/15
2015-DF-1	Diesel Fuel	State Contract - 8/1/12 thru 7/31/13 - Extended thru 3/31/15
2015-M-1	Borrow Materials	Fiscal Year (7/1/14 thru 6/30/15)
2015-T-1	Trees & Stumps: Removal & Disposal	Fiscal Year (7/1/14 thru 6/30/15)
2015-BM-1	Bituminous Materials	Calendar Year (1/1/15 thru 12/31/15)
2015-M-2	Bituminous Concrete Type I In Place	Fiscal Year (7/1/14 thru 6/30/15)
2012 thru 2014-SLM-1	Street Light Maintenance	Calendar Year (3 Year Contract)
2015-TLP-1	Traffic Line Painting	Calendar Year (1/1/15 thru 12/31/15)

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

Selectmen's Office Section:

Date of Selectmen's Meeting: 8-19-14

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 () No (X)

AGENDA REQUEST- Item #27

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *July 31, 2014*

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

Action requested: CONSENT CALENDAR:

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

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

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

Recommendations/Suggested Motion/Vote: *Vote to renew the current Sunday Entertainment License for Bullfinch's, Inc., d/b/a Bullfinch's Restaurant, 730 Boston Post Road, for a live jazz trio from 11:00 a.m. to 2:00 p.m., for the period of September 7, 2014 to August 30, 2015.*

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

None

Selectmen's Office Section:

Date of Selectmen's Meeting: *August 19, 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)
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THE COMMONWEALTH OF MASSACHUSETTS

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

Town of Sudbury

LICENSE



Public Entertainment on Sunday

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

license for Live Jazz Trio (Name of licensee) on Sun., Sept. 7, 2014 to Sun., August 30, 2015 is hereby granted a

to be conducted at No. 730 Boston Post Road (Type of establishment) (Date)

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

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

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

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

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

The following numbers shown on program submitted are not approved:

Mayor or Selectmen

Do not write in this space

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

Application for License for Public Entertainment on Sunday

August 19, 2014

Hon. Charles C. Woodard Mayor, (Date)
 Chairman of Board of Selectmen, Sudbury (City or Town)

Dear Sir:

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

Live Jazz Trio

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

(Insert Description of Entertainment)

in or on the property at No. 730 Boston Post Road Street
 on Sun., Sept. 7, 2014 to Sun., August 30, 2015, from 11 AM P.M. to 2:00 P.M.
(Date) (Name of Building)

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

Licensee or 

Authorized representative _____

(Sign name legibly)
 Home Address, 4 Blueberry Ln.
Hudson, MA 01749

PROGRAM OF CONCERT OR ENTERTAINMENT

No.	Name of Artists, Orchestra or other Entertainment	Nature of Entertainment	Description of Costume to be worn

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

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

CERTIFICATE OF TAXES/TAX ATTESTATION

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under penalties of perjury that Bullfinchs inc. has/have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

042.701.869

Social Security Number, or
Federal Identification Number



Signature of Individual, or
Corporation Name

8.8.14

Date

By: Thomas Scott Richardson
Corporate Officer & Title (if applicable)
President.

AFFIX CORPORATE SEAL

AGENDA REQUEST - Item #28

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *July 28, 2014*

Requestor: *Myke Farricker*

Action requested: CONSENT CALENDAR

To grant a special permit for the "Ride to Defeat ALS" to be held on Sunday, September 28, 2014.

Financial impact expected: *None*

Background information: *This annual event (formerly known as the Positive Spin for ALS) has not been an issue with any of the related departments: Police or Park and Rec*

Recommendations/Suggested Motion/Vote: *Vote to grant a special permit to Myke Farricker, Committee Co-Chair, to hold a "Ride to Defeat ALS" bike ride on Sunday, September 28, 2014, from 7:00 a.m. through approximately 4:00 p.m., following the same route as in previous years, subject to Police Dept. safety requirements, proof of insurance coverage and the assurance that any litter will be removed at the race's conclusion.*

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

Selectmen's Office Section:

Date of Selectmen's Meeting: *August 19, 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)
--------------------------------------	----------------	-----------------



TOWN OF SUDBURY

Office of Selectmen
www.sudbury.ma.us

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

Email: selectmen@sudbury.ma.us

APPLICATION FOR A CHARITABLE WALK/RELAY PERMIT ON A PUBLIC WAY

Written permission to conduct a fundraising walk or relay race in any public street, public sidewalk or public way within the Town must be obtained from the Board of Selectmen prior to the event. The Chief of Police will determine the appropriate public safety requirements for this event and the cost of such special duty officers, if any required, will be borne by the applicant. The Town of Sudbury requires a Certificate of Insurance of no less than \$1,000,000, naming the Town as an additional insured. All cleanup from the event will be completed by the applicant within 8 hours after the stated ending time or applicant will be billed for the Town's cost to clean up. Application processing can take up to four weeks as approval from the Police, Building and Park & Recreation departments may be required prior to Board of Selectmen approval. Processing begins after all required materials are received, so please plan accordingly.

Organization Name POSITIVE SPIRIT FOR ALS BIKE RIDE, AKA RIDE TO DEFEAT ALS
Event Name MASSACHUSETTS ALS CHAPTER
Organization Address _____
Name of contact person in charge MIKE FARZICKER
Telephone Number(s) of contact _____ (cell) _____
Email address _____
Date of event Sunday SEPT 28 Rain Date _____
Starting time 7am Ending time 4pm
Route of the race/relay and portion of the road requested to be used (please indicate on map and attach to this application) ROUTE ATTACHED
Anticipated number of participants 30 - 50
Assembly area (enclose written permission of owner if private property to be used for assembly) _____
THE LONGFELLOW CLUB, ROUTE 20, WAYLAND, MA
Organization that proceeds will go to MASSACHUSETTS ALS CHAPTER
Any other important information _____

The undersigned applicant agrees that the applicant and event participants will conform to applicable laws, by-laws and regulations as well as any special requirement that may be made as a condition of the granting of permission pursuant to this application. I/we agree to hold the Town of Sudbury harmless from any and all liability and will defend the Town of Sudbury in connection therewith.

Signature of Applicant *Myke Farzicker* Date 7/28/14



TOWN OF SUDBURY

Office of Selectmen
www.sudbury.ma.us

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

Email: selectmen@sudbury.ma.us

CONTINUED: APPLICATION FOR A CHARITABLE WALK/RELAY PERMIT...

Application Checklist:

- Application Form
- Map of Route
- Evidence of Certificate of Insurance (please see details above)

Please submit completed application and materials to:

Board of Selectmen
278 Old Sudbury Rd.
Sudbury, MA 01776
Fax: 978-443-0756
Email: BOSadmin@sudbury.ma.us

-----**FOR INTERNAL USE ONLY**-----

Application received in Selectmen's office by PG Date 7/28/14

Recommendation and requirements of Sudbury Chief of Police: _____

Signature of Police Chief _____ Date _____

Positive Spin for ALS Bike Ride Department Feedback

Fire Department Approval:

From: Miles, William
Sent: Thursday, August 07, 2014 4:24 PM
Subject: Re: 2014 Positive Spin for ALS Fundraising bike ride

The Fire Department has no issues with this event.

Thanks,
Bill

Highway Department Approval:

From: Place, Bill
Sent: Wednesday, July 30, 2014 1:55 PM
Subject: RE: 2014 Positive Spin for ALS Fundraising bike ride

As long as the bicyclists are positioned far enough apart there should be no problem, but if they are grouped together many of the streets in Sudbury are very narrow and winding there could be a potential problem.

Bill.

Park & Recreation Approval:

From: McShea, Nancy
Sent: Tuesday, July 29, 2014 10:07 AM
Subject: Re: 2014 Positive Spin for ALS Fundraising bike ride

Recreation has no issue with this. Thanks

Nancy McShea, CPRE, CPSI

Police Department Approval:

From: Grady, Robert
Sent: Tuesday, July 29, 2014 10:23 AM
Subject: RE: 2014 Positive Spin for ALS Fundraising bike ride

The police department has no problems with this race providing that three details officers are assigned. 1) one at the start which is actually Sudbury to assist in flow of traffic on RT20, 2) One at RT 27 and Water Row, and 3) One at Mossman and 117. This is a new route we have had the first two posts covered in the past. We believe the Mossman and 117 should also have an officer due to the intersection.

Lieutenant Robert Grady

Sudbury Police Department

Response from Event Organizer:

From: Myke Farricker [mailto:mykefarricker@gmail.com]

Sent: Wednesday, August 13, 2014 5:20 PM

Subject: Re: 2014 Positive Spin for ALS Fundraising bike ride

Thank you for your support of the ride. Below are my **responses in red** to your two issues.

Highway Department:

As long as the bicyclists are positioned far enough apart there should be no problem, but if they are grouped together many of the streets in Sudbury are very narrow and winding there could be a potential problem. **The riders all ride in single file on the ride. by the time they reach Sudbury from The Longfellow club in Wayland, they will be spread out so that they will not be bunched up in large groups**

Police Department:

The police department has no problems with this race providing that three details officers are assigned. 1) one at the start which is actually Sudbury to assist in flow of traffic on RT20, 2) One at RT 27 and Water Row, and 3) One at Mossman and 117. This is a new route we have had the first two posts covered in the past. We believe the Mossman and 117 should also have an officer due to the intersection. **That is fine with us. We were planning on having three details as we do each year.**

Myke Farricker
General Manager
The Longfellow Clubs
Wayland & Natick, MA

Client#: 42045

AMYOLATE

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/05/2014

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

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

PRODUCER (C) Wharton/Lyon & Lyon 101 S. Livingston Avenue Livingston, NJ 07039 973 992-5775	CONTACT NAME: Mary O'Connor
	PHONE (A/C, No., Ext): 973 992-5775 FAX (A/C, No): 9739926660 E-MAIL ADDRESS: mcoconnor@whartoninsurance.com
INSURED Amyotrophic Lateral Sclerosis Assoc. 1275 K Street NW, 2nd Floor, Suite 250 Washington, DC 20005	INSURER(S) AFFORDING COVERAGE NAIC #
	INSURER A: Hanover Insurance 22292
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			ZHY949968802	04/01/2014	04/01/2015	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			ZHY949968802	04/01/2014	04/01/2015	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$0			UHYA01456403	04/01/2014	04/01/2015	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Re: Ride to Defeat ALS Cycle Event at Longfellow Club, Wayland, MA on September 28, 2014 for the ALS Association Massachusetts Chapter

The Town of Sudbury is named as additional insured under General Liability per form # CG2026 07/04.

CERTIFICATE HOLDER

Town of Sudbury
Sudbury Town Hall
322 Concord Road
Sudbury, MA 01776

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Robert L. Sileno

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Positive Spin for ALS - Sept 28 , 2014

65 Mile Route -

Follow route signs with "65" label only

On-road assistance available from SAG vehicles with flags on antennae

Mile	Description	Town
0.1	R onto Rte 20 - CAUTION follow cones	Wayland
0.2	R into Papa Gino's Parking Lot	Wayland
0.3	R onto Old County Road - Becomes River Road	Wayland
1.0	L onto Water Row	Wayland
1.3	L onto Rte 27 (Maynard Road) - CAUTION	Sudbury
2.7	Straight at traffic light, Sudbury Center	Sudbury
3.1	Straight on Hudson Road (don't follow Rte 27 which bears right)	Sudbury
9.8	Straight at traffic light, Rte 62	Hudson
10.8	Straight at traffic light, Tower Street	Hudson
10.9	Tropic Sun Tanning Salons - Pit Stop & Water, bathrooms available in Paradise Gym	Hudson
11.1	Straight at traffic light, (Toohey Pharmacy - Manning/Broad Street)	Hudson
11.4	R onto Rte 62 West at circle	Hudson
11.5	Bear R onto Rte 85 (Lincoln Street)	Hudson
11.7	Straight at traffic light, Lincoln Street becomes Hudson Road	Hudson
13.4	L on Century Mill Road	Bolton
14.7	Cross Under Rte 495	Bolton
15.4	S at Stop Sign	Bolton
16.0	R at yield sign onto Watoquadoc Road (Nashoba Winery on left)	Bolton
16.2	R onto Rte 117 at stop sign	Bolton
17.2	Cross Under Rte 495	Bolton
19.1	L onto East End Road	Bolton
19.4	Bear R staying on East End	Bolton
21.0	R onto Eldridge	Harvard
21.5	Stay straight heading onto Garner Road (don't bear left!!!)	Stow
22.1	Hard L at "No Name" sign	Stow
22.2	Bear R back onto Taylor (up hill)	Stow
24.3	Bear R onto Boxboro Road	Stow
24.8	Straight across West Acton Road onto South Acton Road (careful not to take right!!!!)	Stow
27.1	L at Rte 27 sign (Martin Street)	Acton
27.2	Jones Field - Pit Stop & Water	Acton
27.4	Cross Railroad	Acton
27.5	R onto Central at "Y"	Acton
27.8	Bear R onto Main (Rte 27) at STOP sign	Acton
27.9	L at traffic light onto school	Acton
28.3	L onto Piper Road	Acton
29.2	Cross Rte 2, Piper becomes Taylor	Acton
29.7	R onto Minot Avenue	Acton
30.3	R onto Concord Road @ "T"	Acton
31.0	R onto Great Road, (Rte 119), at STOP sign	Acton
31.2	L onto Pope Road	Acton
32.5	R onto Strawberry Hill Road	Acton
34.5	L onto Barretts Mill Road at stop sign	Concord
35.2	R onto Lowell Road at STOP sign	Concord
36.1	R onto Keyes	Concord

36.5	R onto Main Street	Concord
36.5	Bear R staying on Main Street (Rte 62)	Concord
36.8	Straight at traffic light	Concord
37.0	Bear L staying on Main Street (Rte 62)	Concord
37.3	Bear L staying on Main Street (Rte 62) - Cross under railroad bridge	Concord
37.7	L on Old Road to Nine Acre Corner	Concord
37.8	Cross Rte 2	Concord
39.6	R onto Sudbury Road	Concord
39.7	Verrill Farm - Pit Stop & Water	Concord
40.3	Straight at traffic light across Rte 117, Sudbury becomes Concord Road	Sudbury
42.7	R at stop sign, turning onto Pantry Road	Sudbury
43.5	Cross Rt 117 onto Dakin - CAUTION - fire station on right	Sudbury
44.2	Concord becomes Old Pickard Road	Concord
44.8	L onto Old Marlboro Road	Concord
45.4	Sudbury becomes Powers Road	Sudbury
46.3	L onto Powder Mill at STOP	Sudbury
46.4	Cross Rte 117 onto Mossman at STOP - CAUTION	Sudbury
47.0	R onto Willis	Sudbury
48.4	R onto Marlboro at STOP	Sudbury
48.8	R onto Rte 27 (Maynard Road) - CAUTION	Sudbury
49.3	L onto Fairbanks	Sudbury
50.0	Atkinson Pool on left - Pit Stop & Water	Sudbury
50.1	R onto Hudson	Sudbury
50.3	L onto Dutton	Sudbury
51.8	Bear L onto Old Garrison - stone marker	Sudbury
52.3	L Staying on Old Garrison at STOP	Sudbury
52.4	L onto Peakham at STOP	Sudbury
53.9	L onto Horse Pond Road then immediate L onto Pratts Mill Road at STOP and DOUBLE ISL	Sudbury
55.0	R onto Dutton at STOP	Sudbury
55.6	R onto Hudson at STOP - CAUTION	Sudbury
55.8	L onto Fairbanks	Sudbury
55.9	Atkinson Pool on right - Pit Stop & Water	Sudbury
56.6	R onto Rte. 27 (Maynard Road) at STOP - CAUTION	Sudbury
56.7	L onto Marlboro	Sudbury
57.1	Straight on Marlboro at 4-way STOP	Sudbury
57.7	Bear L staying on Marlboro at STOP intersection with Morse	Sudbury
58.2	R onto Haynes	Sudbury
58.4	R onto Pantry	Sudbury
58.6	Straight - becomes Concord Road	Sudbury
59.5	L onto Lincoln Street at Lincoln Sudbury High School	Sudbury
60.3	R onto Water Row	Sudbury
62.3	Cross Rte 27 (Maynard Road) - CAUTION	Wayland
62.5	R onto River Road - becomes Old County Road	Wayland
63.3	L into Papa Gino's parking lot	Wayland
63.4	L onto Rte. 20 - CAUTION - follow cones	Wayland
63.6	L into Longfellow	Wayland
63.7	Finish - CONGRATULATIONS!	Wayland

AGENDA REQUEST - Item #29

BOARD OF SELECTMEN

Requestor's Section:

ITEM NAME: Compliance Certificate, 162 Pratts Mill Rd

Date of request: August 12, 2014

Requestor: Jody Kablack, Planning and Community Development Director

Action requested: CONSENT CALENDAR

BOS to authorize the Town Manager to sign the Certificate of Compliance form for 162 Pratts Mill Road, Sudbury, MA, and if desired, to designate the Town Manager to sign for the "Chief Executive Officer" or "Municipality" for administrative actions on affordable housing units (refinancing approval, resale right of first refusal, resale procedures, etc.) where the Town of Sudbury is the Monitoring Agent.

Financial impact expected: None

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

Memo attached from Planning and Community Development Director dated 8/12/14

Recommendations/Suggested Motion/Vote: Vote to authorize the Town Manager to execute the Certificate of Compliance form for 162 Pratts Mill Road, Sudbury, MA, and to delegate the Town Manager to sign for the "Chief Executive Officer" or "Municipality" for administrative actions on affordable housing units (refinancing approval, resale right of first refusal, resale procedures, etc.) where the Town of Sudbury is the Monitoring Agent.

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

Selectmen's Office Section:

Date of Selectmen's Meeting: 8/19/14

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 ()

No ()



Town of Sudbury


Planning and Community Development Department

Jody A. Kablack, Director

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

kablackj@sudbury.ma.us

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

TO: Maureen Valente, Town Manager
FROM:  Jody Kablack, Planning and Community Development Director
DATE: August 1, 2014
RE: Affordable Housing Compliance Certificate, 162 Pratts Mill Road

In preparing for the closing of the next Home Preservation unit at 162 Pratts Mill Road, the Town of Sudbury, as the Monitoring Agent, is required to execute a Certificate of Compliance noting the purchase price and resale price multiplier for the unit complies with state standards. This certificate is then recorded as part of the closing documentation. The certificate requires execution by the Chief Executive Officer, or their designee. Under our Town Charter, the Board of Selectmen is the Chief Executive Officer.

I am again asking the Board of Selectmen to designate the Town Manager to act on the Town's behalf for this and other similar actions needed when the Town has been designated the Monitoring Agent. The Board has previously designated the Town Manager for signing off on refinancing requests only. But there are other administrative requests that will keep occurring for the 32 units of affordable homeownership units in Sudbury, all of which will have similar requirements for Municipal consent for a variety of ministerial issues, and which require timely decisions. The need to bring forth an agenda item each time a request is made is cumbersome to the property transfer process and could delay closings. Each request will be scrutinized by Town staff and a recommendation provided to the Town Manager. The more important approval authority for the creation of new units of affordable housing or other substantive housing considerations will specifically require Board of Selectmen approval and will be put on the agenda for discussion. This request for delegation of the Selectmen's authority is again for acts such as passing on the Town's rights of first refusal to purchase affordable units, executing forms and other ministerial acts.

Please discuss this information with the Selectmen at your earliest consideration. But in the interim, please have the Chairman sign the enclosed certificate at the August 12, 2014 meeting, as the closing for this unit is scheduled for August 15, 2014.

AGENDA REQUEST - Item #30

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *August 8, 2014*

Requestor: *Sudbury Celebrates 375/Sudbury Day Committee*

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

CONSENT CALENDAR

Vote to accept, on behalf of the Town, donations totaling \$3,355 for use by the Sudbury Celebrates 375/Sudbury Day Committee celebration

Financial impact expected: *\$3,355 donation to committee fund*

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

Recommendations/Suggested Motion/Vote:

Vote to accept, on behalf of the Town, donations from Friends of the Goodnow Library; Kirsten Roopenian; George and Melinda Connor; Longfellow's Wayside Inn; Sudbury Wines, Spirits and Provisions and Middlesex Savings Bank totaling \$3,355 to be used by the Town of Sudbury for the purpose of the Sudbury Celebrates 375/Sudbury Day Committee celebration, and may be used for another similar purpose as authorized by the Board of Selectmen in the event that all funds are not expended at the conclusion of the aforementioned celebration.

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

Selectmen's Office Section:

Date of Selectmen's Meeting: *August 19, 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 #31

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *August 6, 2014*

Requestor: *Robert Conrad, Owner, Conrad's Restaurant*

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

Grant permission for storage container at 120 Boston Post Road

Financial impact expected: *none*

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

Recommendations/Suggested Motion/Vote: *Vote to approve a request dated August 6, 2014 from Robert Conrad, owner, Conrad's Restaurant (formerly Bistro20), to grant permission for one 40-ft. long storage container to be used for furniture and equipment storage at 120 Boston Post Road, during the remodeling of Conrads, beginning August 20, 2014 and ending October 11, 2014, subject to approval of the Building Inspector.*

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

none

Selectmen's Office Section:

Date of Selectmen's Meeting: *August 19, 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)

From: Herweck, Mark

Sent: Tuesday, August 12, 2014 12:50 PM

To: Golden, Patricia

Cc: Nix, Scott

Subject: RE: Storage Container

Hi Patty; I am ok with temporary storage trailer Mr. Conrad is proposing.

Thanks

Mark

From: Golden, Patricia

Sent: Monday, August 11, 2014 9:47 AM

To: Herweck, Mark

Subject: FW: Storage Container

Hi Mark,

Bob Conrad sent this memo last week. This approval will be on the 8/19 BOS agenda.

Could you please provide your input by Thursday, 8/14?

Thank you very much.

Patty Golden

Senior Admin Asst to the Town Manager

Town of Sudbury

Ph: 978-639-3382

Fax: 978-443-0756

www.sudbury.ma.us

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

August 6th 2014

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

Re: Conrad's Restaurant

Board of Selectmen:

On behalf of Sudbobcon dba Conrad's Restaurant I request permission to set up on site a storage container to be used to store existing chairs, tables, and equipment during the remodeling of Conrad's located at 120 Boston Post Road. The container is 40 feet long. I would like to drop it off on 8/20 and it will be removed during the week of 10/06 at the latest. The location would be parallel to the existing patio at the location.

Thank you for your consideration.

Sincerely Robert Conrad

President
Sudbobcon

AGENDA REQUEST - Item #32

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *August 13, 2014*

Requestor: *Chairman Chuck Woodard*

Action requested:

Appointment of members to the Vocational Education Options Committee

CONSENT CALENDAR

Financial impact expected: *None*

Background information: *See attached mission statement*

Recommendations/Suggested Motion/Vote:

Vote to appoint Robert C. Haarde, Patricia A. Brown (Selectmen); William E. Kneeland (Finance Committee); Scott B. Nassa (Sudbury Public Schools); David R. Manjarrez (Minuteman representative), and Elena Kleifges (LSRHS School Committee Chair) to the Vocational Education Options Committee for a term to expire May 31, 2015.

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

Selectmen's Office Section:

Date of Selectmen's Meeting: *August 19, 2014*

Board's action taken:

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

Distribution:

Town Counsel approval needed?

Yes ()

No ()



**Vocational Education Options Committee
Town of Sudbury**

Voted to establish July 22, 2014 by the Sudbury Board of Selectmen

Mission Statement

The Board of Selectmen is creating the Vocational Education Options Committee to generate, evaluate and report on best options for the Town of Sudbury in selecting a vocational school for our students. The Committee's mission is to advise the Board and the Sudbury Community on alternatives for providing vocational/technical options for Sudbury students that are both academically and financially appropriate. As part of this, the Board requests that this Committee develop a report with three recommendations: 1) whether to approve proposed changes to the Minuteman Regional Agreement; 2) which available vocational school(s) will best meet Sudbury's academic and budgetary needs; and 3) whether Sudbury should participate in the vocational school(s) as a member or on some other basis.

Background: Sudbury has been a member of the Minuteman Regional Vocational Technical High School District since its founding in 1971. The Minuteman District School Committee is engaged in a multi-year process to determine how best to address a number of building shortcomings, including construction of a new school building. As part of that process, that committee has recommended significant amendments to the Minuteman Regional Agreement to facilitate financing this capital project, to modify the governance provisions to give more voting weight to member towns with large numbers of students, to increase the relative share of the capital charges assessed to member towns with small numbers of students, and to make it easier for individual member towns to terminate their membership. Minimally, Sudbury must decide whether to approve these amendments. Additionally, Sudbury has the opportunity to evaluate a wide range of vocational options to obtain the most academically appropriate and fiscally responsible programs for our students as we decide how to proceed.

Membership

The *Vocational Education Options Committee* will be appointed by the Board of Selectmen and shall be comprised of:

- Two Sudbury Selectmen
- Two members of the Sudbury Finance Committee
- One member of the Sudbury Public Schools or a designee of the SPS Committee
- One member of the Lincoln-Sudbury Regional School Committee or a designee of the L-S School Committee
- The Sudbury member of the Minuteman School Committee
- Principal of Curtis Middle School or a designee with knowledge of educational preferences and needs of Sudbury middle school students
- Superintendent/Principal of Lincoln-Sudbury Regional High School or a designee with knowledge of educational preferences and needs of Sudbury high school students
- Up to two at-large members

All appointments shall expire on May 31, 2015, but may be extended by the Board of Selectmen. The Committee shall elect a Chair and a Clerk from among its members. The Chair will run meetings and be the designated communications link with the Board of Selectmen's office. The Clerk shall insure that full minutes and a list of members in attendance are kept of each meeting and promptly submitted to the Committee for approval, filing with the Town Clerk, and posting to the Town's website.

Staffing Assistance

At this time there is no staff assigned to assist this committee.

Tasks

It is anticipated that the committee will discuss and develop their own work plan to accomplish the mission of the committee. The Board of Selectmen expects that the first work product of the committee will be to determine what tasks they believe are necessary to provide a report to the Board of Selectmen so the Board may determine a position on the question of approving the proposed regional agreement at the 2015 Annual Town Meeting. The final report of the committee shall be submitted to the Board of Selectmen no later than December 31, 2014.

Compliance with State and Local Laws and Town Policies

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

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

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

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

From: Radha Gargeya [mailto:rrg_ls07@yahoo.com]
Sent: Thursday, August 14, 2014 1:27 PM
To: Frances Zingale
Cc: Bella Wong; Elena Kleifges; Golden, Patricia; Valente, Maureen
Subject: Re: Fwd: FW: Minuteman/Vocational options committee appointees

Hi Patty and Maureen:

Elena Kleifges, L-S School Committee vice-chair, (her email address is in the cc: list above) has agreed to be the L-S School Committee liaison for the Minuteman/Vocational Optional Committee.

Thanks.

- Radha

From: Valente, Maureen
Sent: Thursday, August 14, 2014 8:48 AM
To: Wilson, Anne; Bella_Wong@lsrhs.net
Cc: Golden, Patricia
Subject: FW: Minuteman/Vocational options committee appointees

Good morning Anne and Bella

I am wondering if you and/or your school committee have determined who will be serving on the committee created by the Board of Selectmen.

As I had noted they hoped to vote on these names by Tuesday night – will we have names by then?

Thanks very much Maureen

Maureen G. Valente
Town Manager
Town of Sudbury
www.sudbury.ma.us

Please be aware that most emails sent to and from town offices are considered to be public records.

From: Valente, Maureen
Sent: Wednesday, July 23, 2014 12:06 PM
To: Bella Wong (bella_wong@lsrhs.net); anne_wilson@sudbury.k12.ma.us
Cc: patbrownian@me.com; Golden, Patricia (GoldenP@sudbury.ma.us)
Subject: Minuteman/Vocational options committee appointees

Hi Bella and Anne

Patty Golden will be sending separately the approved mission statement for the creation of this new committee to help the town decide future directions for vocational education options for Sudbury students.

As you can see, it asks for both staff and elected official participation from SPS and L-S.

I understand that SPS has agreed Scott Nassa will serve as the elected official on this committee, but we still need a staff person – we have put in the Curtis principal but perhaps Anne someone else could serve as well?

And Bella, we need both elected and staff from L-S.

As for a timetable, the Board would like to vote the membership at its meeting on August 19th, so they hope they will have these names from you by then.

The committee will start its work in the fall.

Additionally, the Board felt it wise to add up to two members from the community, who might have a child at Minuteman or might have a middle school child considering going to Minuteman. If you are aware of anyone like that, could you please point out to them the possibility of serving on this important committee?

Selectman Pat Brown may have contacted you earlier on this, but she asked me to follow up so we are sure you received the mission statement and this request.

Best regards

Maureen

Maureen G. Valente
Town Manager
Town of Sudbury
www.sudbury.ma.us

Please be aware that most emails sent to and from town offices are considered to be public records.

From: MarilynAWE@aol.com [<mailto:MarilynAWE@aol.com>]

Sent: Tuesday, July 22, 2014 4:55 PM

To: Selectmen's Office

Cc: cohen.k@comcast.net; marilynawe@aol.com; nlhamill@verizon.net

Subject: 375th scavenger hunt

Dear Members of the Board of Selectmen:

The 375th Celebration Committee and League of Women Voters are planning an Historic Scavenger Hunt for the August 23rd Olde Time Family Community Fair. The Scavenger Hunt will last until the September 6th Field Day and Fireworks Celebration at L-SRHS. At that time, players will turn in their sheets of 14 historic sites with a sticker for each site to indicate that they "found" the site. A prize will be given for completion of the game.

We plan to have a short stake, such as those used around driveways in winter or short garden stakes, at each site. The stake will have a plastic bag nailed on it. Inside the bag will be an 8x12 inch poster board stating that this is the site of the League of Women Voters/375th scavenger hunt. There will be a box of colored stickers in each bag. Each player will take a sticker for their game board to indicate that they "found" the site.

The following are the historic sites where we will need to place the above materials:

- The Wayside Inn
- The Martha Mary Chapel
- The Grist Mill
- The Redstone School
- The Wadsworth Monument
- The Civil War Monument
- The Inuit Kayak (Goodnow Library)
- The Diamond formed by the junction of the East-West and North-South Railroad Lines (near AAA Limousine)
- The Hosmer House
- The Revolutionary War Monument
- The Revolutionary War Cemetery
- The Town Pound
- The Grinding Stone
- The Haynes Garrison

Our plan is to put a stake close by each location and monitor it frequently to make sure that it remains in place for the duration of the scavenger hunt. We already have permission from Steven Pickford, Wayside Innkeeper, for stakes at the first 4 locations. The stakes will be in place from Thursday, August 21 to Sunday, September 7th. We hope that this will be an enjoyable event for all ages and that it will inspire us all to learn more about our town's history.

The League of Women Voters and 375th Committee hope that our plans meet with your approval.

Sincerely,
Marilyn Ellsworth
LWV of Sudbury
375th Committee Member