

SUDBURY BOARD OF SELECTMEN
AGENDA
TUESDAY, January 14, 2014
7:30 PM, Lower Town Hall, 322 Concord Road

1. 7:30 Opening remarks by Chairman
 2. 7:35 Reports from Town Manager
 3. 7:40 Reports from Selectmen
 4. 7:55 Citizen's Comments on items not on the agenda
 5. 8:00 Presentation from Chuck Woodard – Capital Funding Committee Draft Report
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Consent Calendar:

6. **Vote** Vote to approve the December 17th and December 18th meeting minutes, and December 18th executive session meeting minutes.
7. **Vote** Vote to accept a 2014 Student Awareness Fire Education (S.A.F.E.) grant of \$7,704 from the Commonwealth of Massachusetts Dept. of Fire Services to the Sudbury Fire Department, said funds to be used at the discretion of the Fire Chief.
8. **Vote** Vote to establish, on behalf of the Goodnow Library, the Blacker Memorial Fund, and accept donations totaling \$245, said funds to be expended under the direction of the Goodnow Library Trustees and Director.
9. **Vote** Vote to approve the expenditure limit of \$300 for the September 11th Memorial Trust Fund for fiscal year 2014, as requested by Andrea Terkelsen, Treasurer/Collector.
10. **Vote** Vote to accept the resignation of Parker Coddington, 29 Plympton Road, from the Conservation Commission, effective immediately, as noted in a letter dated 12/17/13, and to send a letter of thanks for his service to the Town.
11. **Vote** Vote to accept the resignation of Susan Rushfirth, 48 Harvard Drive, from the Sudbury Celebrates 375/Sudbury Day Committee, as noted in an email dated 11/20/13, and to send a letter of thanks for her service to the Town.
12. **Vote/Sign** Vote to approve the reappointment of Linda G. Hawes, 38 King Philip Road, to the Historic Districts Commission for a term to expire 1/1/19.
13. **Vote** Vote to approve the award of contract by the Town Manager for cleaning and light maintenance services for the Goodnow Library for FY14 (1/1/14 through 6/30/14) to Jani-King of Boston,

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.

Inc., Burlington, MA, together with any subsequent renewals thereof, as approved by Town Counsel.

14. **Vote** Vote to accept, on behalf of the Town, a grant of \$15,000 from The Sudbury Foundation, as outlined in a letter dated December 30, 2013, from Marilyn Martino, Executive Director, for the purpose of a leadership training course for town department heads, said funds to be expended under the direction of the Town Manager.

 15. **Vote** Vote to accept, on behalf of the Town, a grant of \$18,000 from The Sudbury Foundation, as outlined in a letter dated December 20, 2013, from Marilyn Martino, Executive Director, to enable the Council on Aging to continue to fund the Senior Volunteer Coordinator position, said funds to be expended under the direction of the Town Manager.
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AGENDA REQUEST #5

BOARD OF SELECTMEN

Requestor's Section

Date of request: 1/11/14

Requestor: Chuck Woodard

Action requested: Present Capital Funding Committee Draft report

Financial impact expected:

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

See attached memo and slides

Recommendations/Suggested Motion/Vote:

None – discussion only

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

Selectmen's Office Section

Date of Selectmen's Meeting: 1/14/14

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 ()

January 10, 2014

To: Board of Selectmen

From: Chuck Woodard

Subject: Capital Funding Committee draft report

I am enclosing a copy of the draft recommendations of the Strategic Financial Planning Committee for Capital Funding along with some of the slides that will be included in my presentation and discussion Tuesday evening. The remainder of the slides are still being developed.

Goal number four on our list of goals for 2014 was to create a committee and charge them with developing a capital financing funding program, with action steps. In response the Board created this committee with a mission 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, SPS and LS so as to protect the Town's investment in its capital assets. The committee was 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.

The capital projects considered by the committee are outlined in the ninety page Strategic Financial Planning Report that was delivered to the Board, the Finance Committee, and the Capital Improvement Advisory Committee in April 2013.

Some important points to bear in mind as you review the attached and consider the presentation Tuesday evening:

- These are draft recommendations and thus a work in progress.
- These are recommendations with regard to how we fund and finance our capital projects. They are not an endorsement of the projects and capital needs contained in the April 2013 report. The endorsement of specific projects and capital needs is properly the function of the Capital Improvement Advisory Committee, which will generally consider capital requests one year at a time.
- The April 2013 report was an outstanding piece of work on the part of Town, SPS and LS staff to inventory the long term capital needs of the town. It is a very well informed starting point- a bottoms up detailed assessment - that gives us the scope of the need and provides a solid context for devising a capital funding strategy. It is also a projection. Some projects may occur later than projected and some may never happen. Some may cost more; some may cost less. The cost and timing of the Town Hall, Fairbank and Sewer projects, for instance, are subject to substantial change as more information is developed.
- Looking at where we are today it is probably fair to say that the Town has been underspending on capital over the last ten years, partly in response to the large increase in taxes as a result of new school construction and partly in response to the budget difficulties all towns have faced since the great recession of 2009.
- We are at a point where we need to begin increasing our capital budget in order to avoid long term damage to the quality of the Town's assets.
- Fortunately we are also at a point where significant declines in debt service from the school building projects will enable us to begin to address capital needs without necessarily raising

taxes. However, because these are capital projects rather than operating budget items we will need to ask taxpayers for capital and debt exclusions to pay for each of them.

- One of the objectives of the committee in its consideration of alternatives was to try to keep the total tax impact of capital spending below the level of FY14 except in the case of major new projects such as the Town Hall and Fairbank buildings.
- Another and equally important objective was to avoid significant year to year swings in the tax impact of the capital budget and thus significant swings in our tax bills as a result of dealing with these needs.

The Committee looks forward to your questions and comments Tuesday evening.

Capital Funding Policy Recommendations (010914)

The Capital Funding Policy is a recommendation with regard to the funding of those capital requests that may be recommended by the CIAC. It is not an endorsement of the future requests that are likely as a result of the inventory of capital needs prepared by Town and School staff that was delivered in April 2013.

FY15

- Continue with the “capital budget within tax levy” to pay for small items.
- Use a portion of Free Cash in FY15 to catch up on the large backlog of rolling stock needs (\$558K), several important SPS and Town facility needs (\$440K), and fund Sudbury’s share of the LS network need (\$500K).
- Set up a Rolling Stock Stabilization Fund as a means to enable the purchase of rolling stock for cash in the future and discontinue leasing.
- Use a capital exclusion to pay for public safety equipment (fire truck and ambulance).
- Consider a capital exclusion for those projects that the CIAC determines should not be deferred. Defer the remainder of Small Project needs.
- Use a debt exclusion to bond the Police Station project.

Post FY 15

- Continue with the “capital budget within tax levy” to pay for small items.
- Fund the Rolling Stock Stabilization Fund with contributions of \$400K per annum and plan to pay cash for rolling stock. No more new leasing.
- Use capital exclusions to pay for occasional very large rolling stock purchases (e.g. fire trucks).
- Generally use capital exclusions to pay for Small Projects except: Consider financing some of the 2016-2018 bulge in Small Projects over a period not to exceed ten years to get past the backlog and avoid spikes in capital exclusion requests of the taxpayers.
- Generally try to reserve debt usage for Large Projects.
- Use debt exclusions to bond large projects over the term permitted by State law.

Timing to be Determined: Consider the ESCO approach to funding the cost of some energy and infrastructure projects with the energy savings produced by those projects.

Still Under Discussion: The establishment of special purpose stabilization funds as permitted under State law to smooth the funding and tax impact of specific types of capital needs.

Strategic Financial Planning Committee for Capital Funding

PRELIMINARY REPORT PRESENTATION TO BOARD OF SELECTMEN

JANUARY 14, 2014

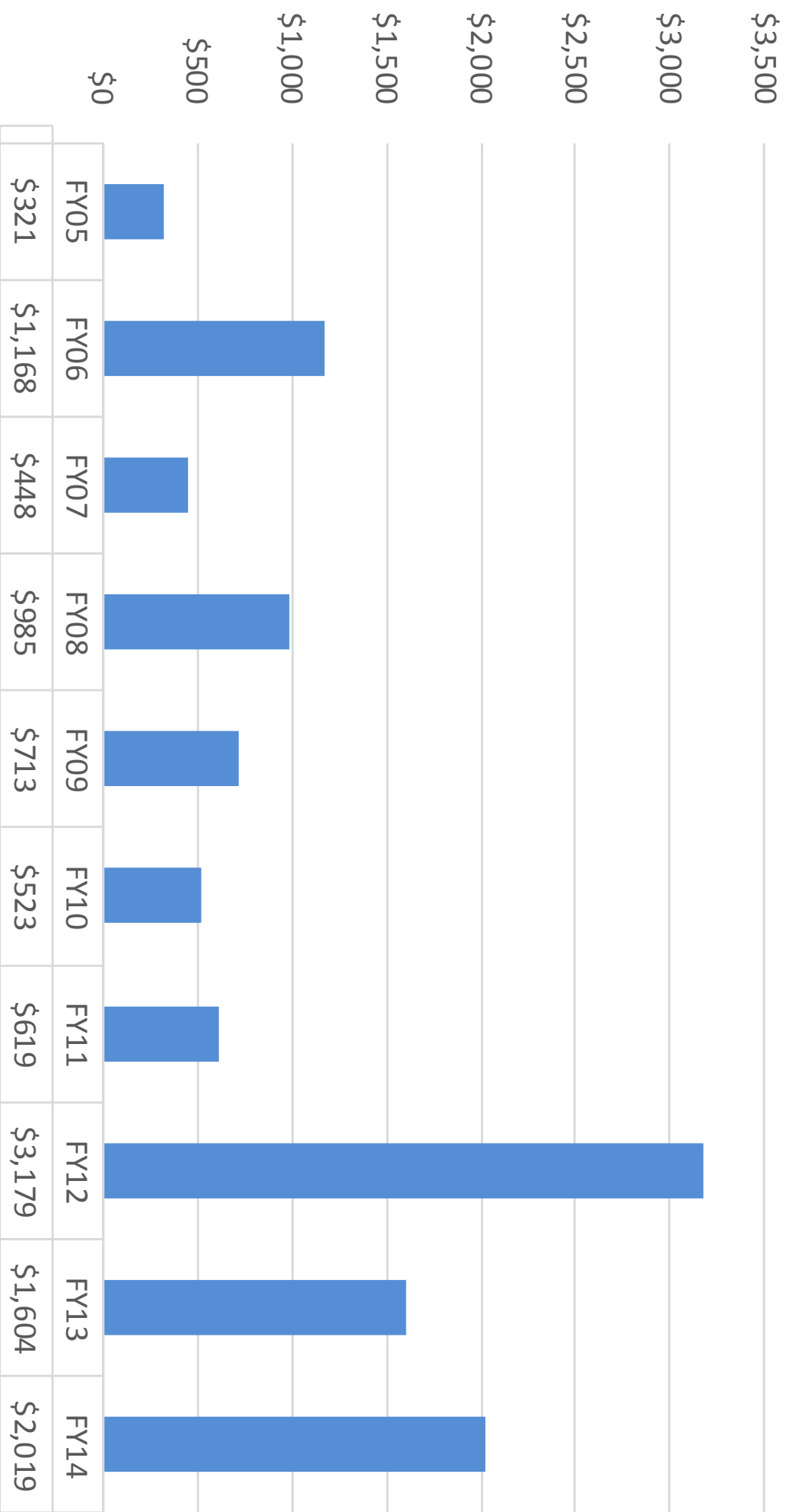
TOWN OF SUDBURY



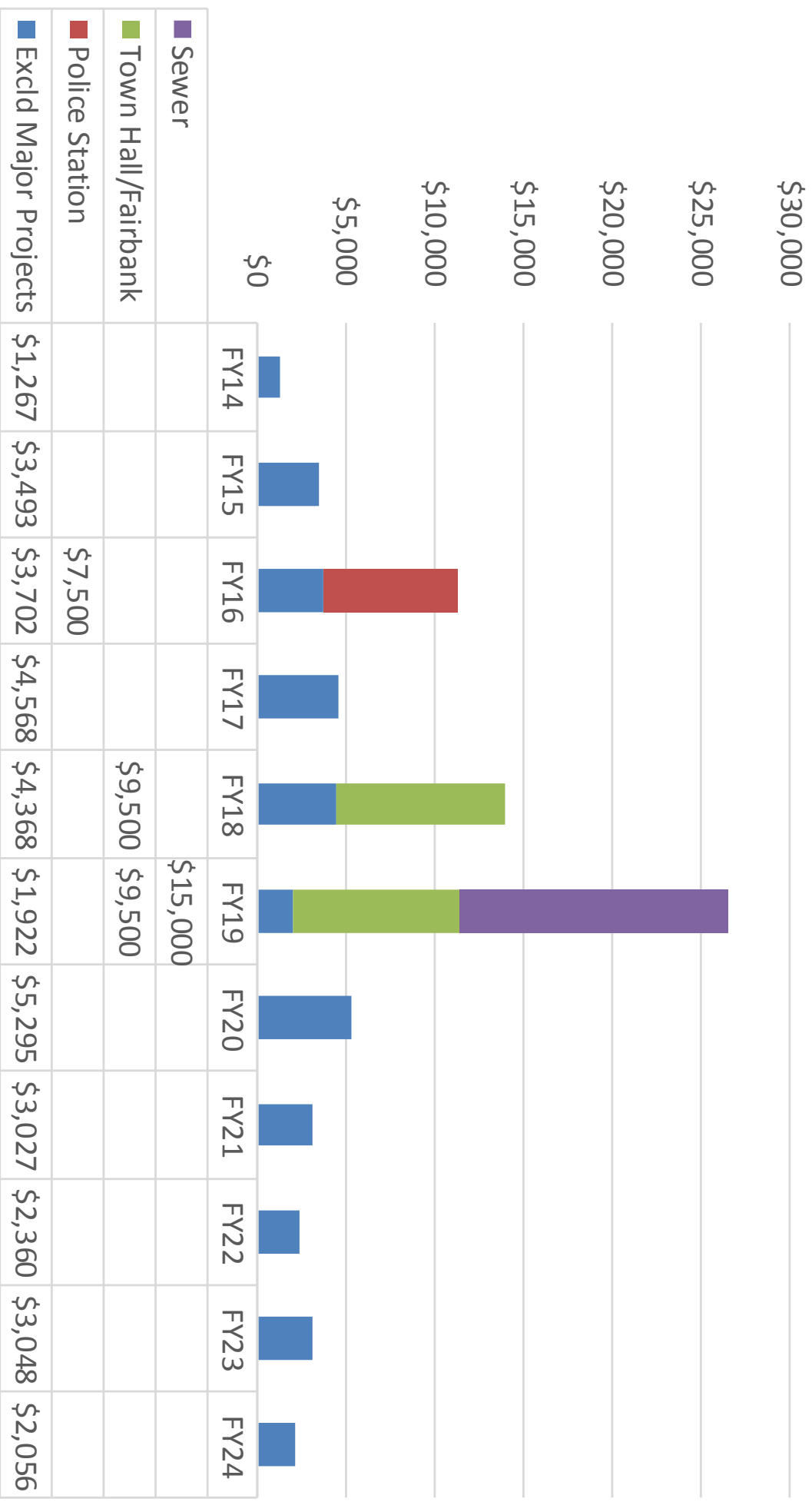
Strategic Financial Planning Report

April 4, 2013

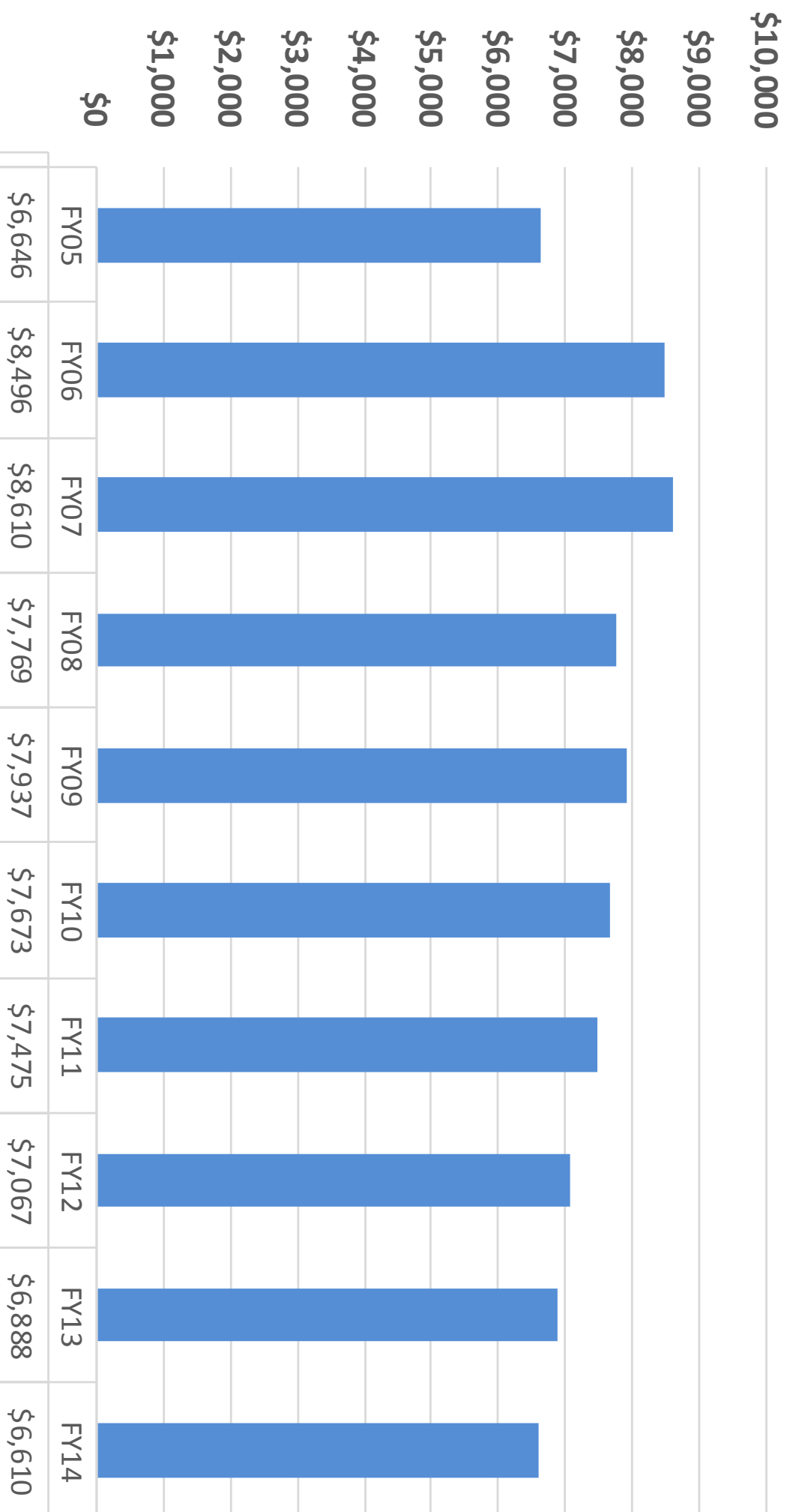
Historical Capital Spending (\$'000's)



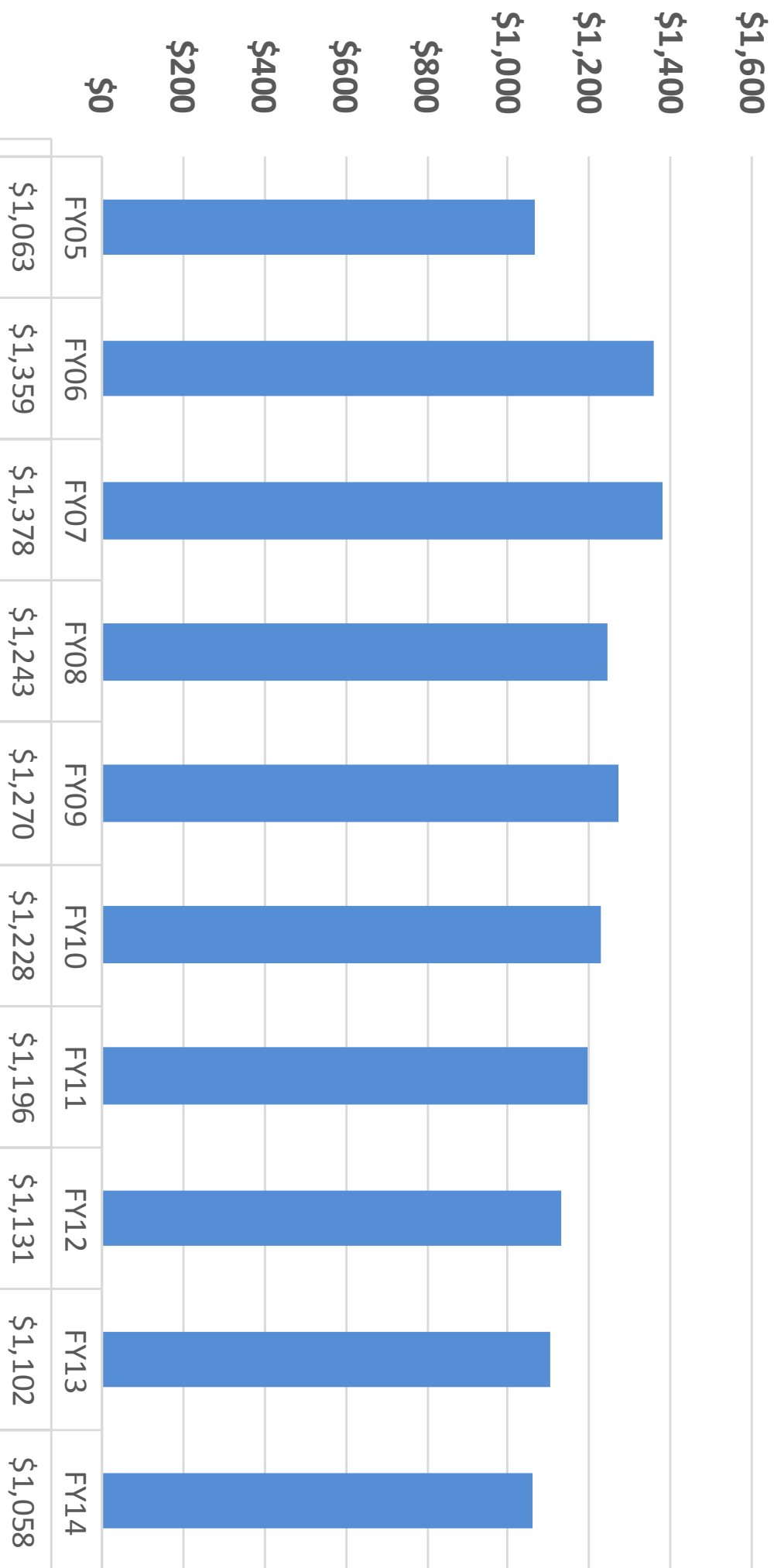
Projected Capital Spending (\$'000's)



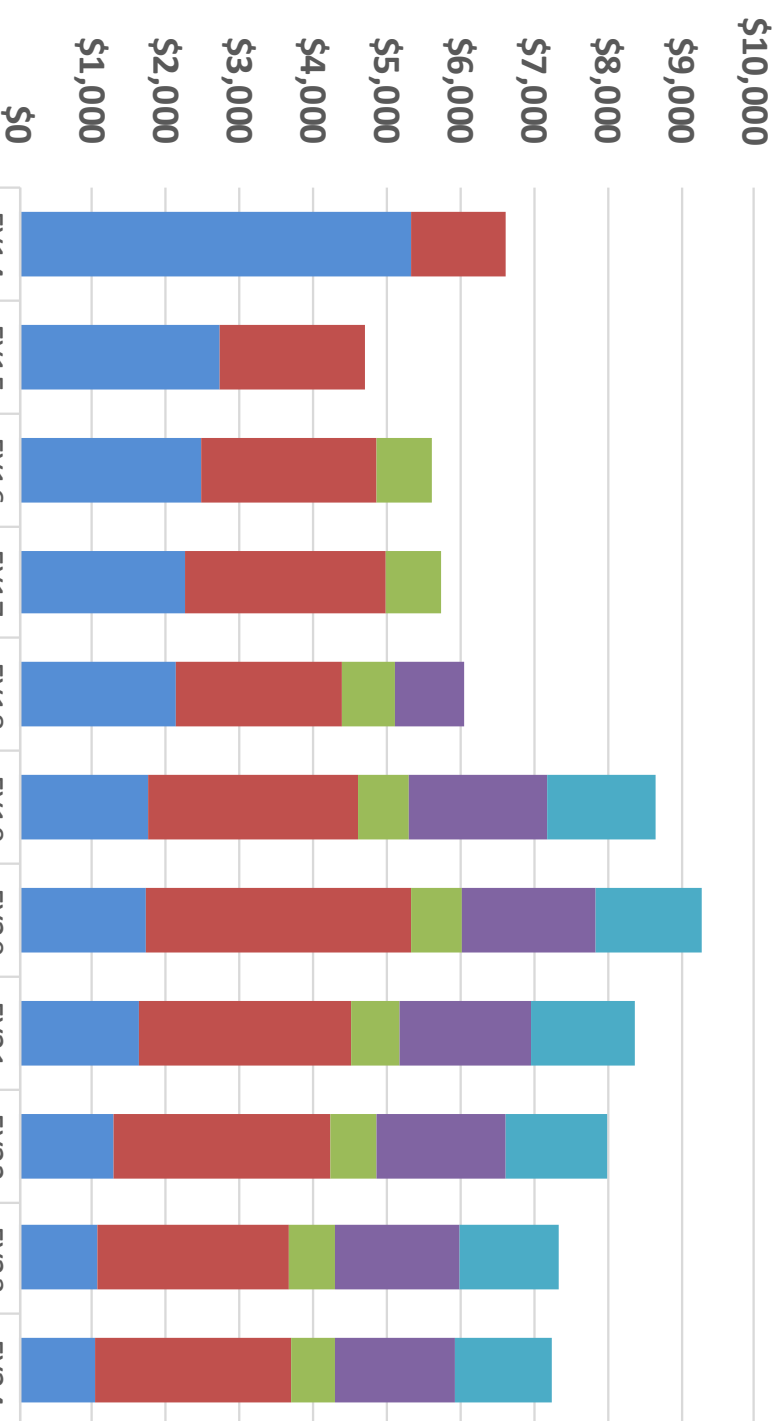
Budget Impact of Historical Capital Spending (\$'000)



Impact on Average Tax Bill

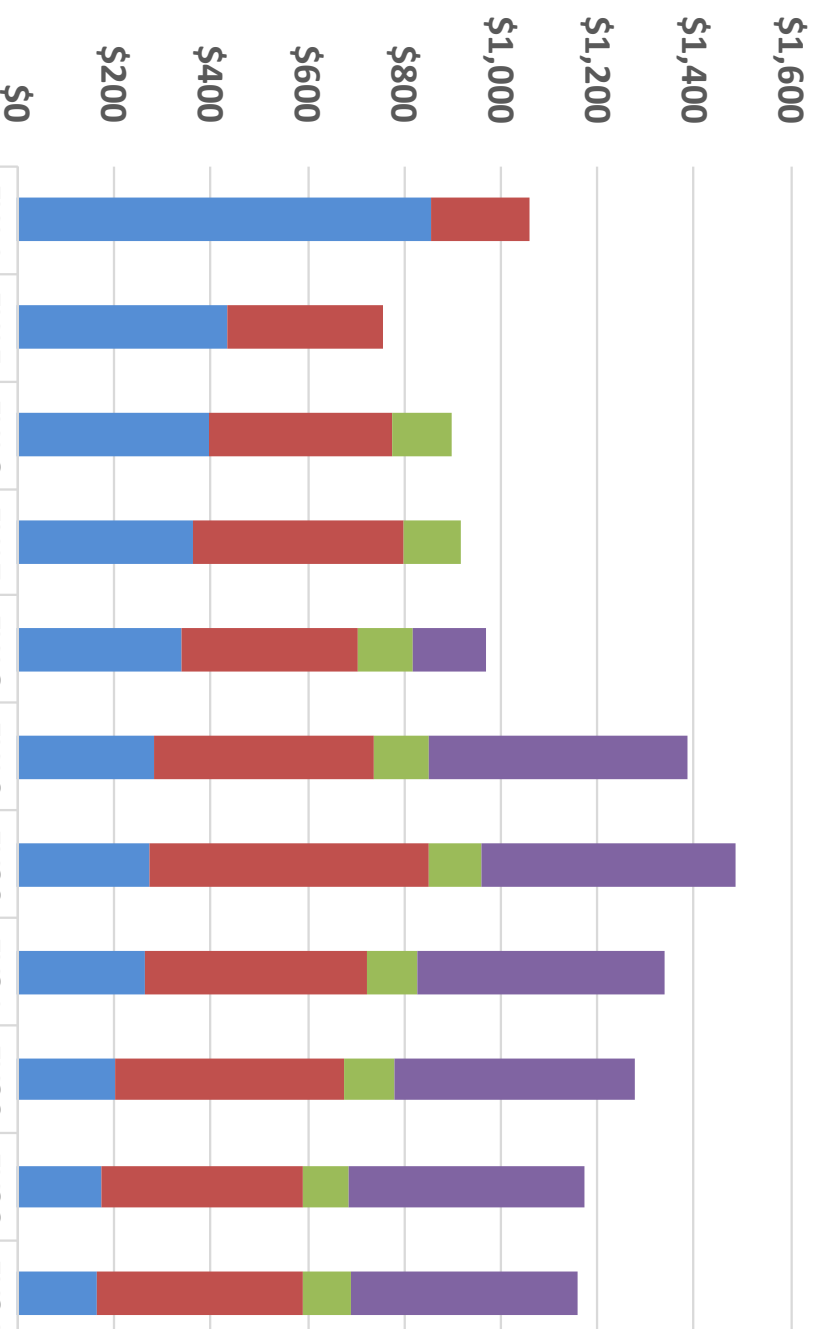


Budget Impact of Projected Capital Spending (\$'000's)



Sewer	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Town Hall/Fairbank	\$0	\$0	\$0	\$0	\$0	\$950	\$1,876	\$1,829	\$1,781	\$1,734	\$1,686
Police Station	\$0	\$0	\$750	\$731	\$713	\$694	\$675	\$656	\$638	\$619	\$600
New excl Large Projects	\$1,267	\$1,995	\$2,383	\$2,731	\$2,260	\$2,855	\$3,618	\$2,883	\$2,965	\$2,603	\$2,666
Existing Debt Service	\$5,342	\$2,720	\$2,469	\$2,261	\$2,127	\$1,756	\$1,715	\$1,637	\$1,267	\$1,073	\$1,035

Impact on Average Tax Bill (Projected)



■ Town Hall/Fairbank	\$0	\$0	\$0	\$0	\$152	\$536	\$523	\$511	\$498	\$485	\$472
■ Police Station	\$0	\$0	\$120	\$117	\$114	\$111	\$108	\$105	\$102	\$99	\$96
■ New excl Large Projects	\$203	\$319	\$381	\$437	\$362	\$457	\$579	\$461	\$474	\$417	\$427
■ Existing Debt Service	\$855	\$435	\$395	\$362	\$340	\$281	\$274	\$262	\$203	\$172	\$166

AGENDA REQUEST – Item #6

BOARD OF SELECTMEN

Requestor's Section

Date of request: *January 8, 2014*

Requestor: *Patty Golden*

Action requested: *Vote to approve the December 17th and December 18th meeting minutes, and December 18th executive session meeting minutes.*

Financial impact expected: *None*

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

CONSENT CALENDAR

Recommendations/Suggested Motion/Vote:

Vote to approve the December 17th and December 18th meeting minutes, and December 18th executive session meeting minutes.

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

Selectmen's Office Section

Date of Selectmen's Meeting: *January 14, 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)

IN BOARD OF SUDBURY SELECTMEN
TUESDAY, DECEMBER 17, 2013

Present: Chairman John C. Drobinski, Vice-Chairman Charles C. Woodard, Selectman Leonard A. Simon.

The statutory requirements as to notice having been complied with, the meeting was convened at 7:30 p.m. in the Lower Town Hall, 322 Concord Road. It was immediately voted to continue the meeting to Wednesday, December 18 at 7:00 p.m. in the Lower Town Hall due to adverse weather conditions.

There being no further business, the meeting adjourned at 7:35 p.m.

Attest: _____

Maureen G. Valente
Town Manager-Clerk

IN BOARD OF SUDBURY SELECTMEN
WEDNESDAY, DECEMBER 18, 2013

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

The statutory requirements as to notice having been complied with, the meeting was convened at 7:03 p.m. in the Lower Town Hall, 322 Concord Road.

Opening Remarks

At 7:03 p.m., Chairman Drobinski opened the meeting. He explained last night's Board meeting was rescheduled to tonight due to yesterday's snow storm. He thanked the Town's Department of Public Works and Public Safety Departments for their work during the storms. He also wished everyone a happy and safe holiday season.

Public Hearing: Right of First Refusal – 233 Concord Road

At 7:06 p.m., Chairman Drobinski continued the Public Hearing (it had been opened on December 17, 2013 and continued to tonight with no discussion) regarding the Town's opportunity to exercise its Right of First Refusal (ROFR) option regarding 233 Concord Road. He thanked the citizens who provided input to the Board in written communications and by attending meetings. The Board was previously in receipt of copies of a list of correspondence as of December 13, 2013, an "Exhibit A Notice of Internet to Sell Land Classified Under M.G.L. Chapter 61A" from Stephen and Sharon Booma for 233 Concord Road, the Purchase and Sale Agreement for \$325,000 and accompanying addendums and map, a letter to the Selectmen from the Sudbury Conservation Commission dated September 17, 2013, recommending the Town exercises its ROFR, an email from Director of Planning and Community Development Jody Kablack dated August 28, 2013, an email from Sudbury Historic Districts Commission Chair Linda Hawes dated September 6, 2013 and a memorandum from Ms. Hawes dated October 5, 2013 with accompanying minutes of the Commission's September 26, 2013 meeting, comments from Sudbury resident Susan Doherty dated September 9, 2013, letters from Sudbury residents Suzanne E. Kellogg dated September 23, 2013, Cynthia Rodrigues dated October 8, 2013, emails from Sudbury residents Jill and Stefan Gross dated September 8, 2013, Frances and Edward Shashoua dated September 9, 2013, Sherry Weiland dated September 11, 2013, James Casey dated October 4, 2013, Andrea Jewett dated October 11, 2013, Beth Whitlock dated October 3, 2013, a letter from Holly and Gonzalo Leon dated October 7, 2013, all recommending the Town exercises its ROFR, an email from Mike Carney dated October 8, 2013 and accompanying plans, and another email from Mr. Carney dated October 24, 2013 and accompanying plan, an email from Sudbury Valley Trustees Director Christa Collins dated October 4, 2013, stating the SVT would likely not be able to fundraise for the small lot at this time, an email from Park and Recreation Director Nancy McShea dated September 12, 2013, stating the Commission voted unanimously to not recommend any recreational use for the property, an email from the Board of Assessors dated September 26, 2013, taking no position on exercising the ROFR, a letter from the Planning Board dated October 17, 2013 recommending the Town considers purchasing the parcel for open space and maintaining the property as a meadow, presentation comments made by Susan Doherty to the Planning Board on October 9, 2013 and accompanying vegetation inventory and management plan for site at 233 Concord Road, Lot B, two emails from Sudbury resident Barbara Clifton dated October 29, 2013 and November 8, 2013, an email from Sudbury resident Tom Powers dated November 26, 2013 and a letter from Sudbury resident Marion Fratnyek dated October 31, 2013, all opposing purchase of the property, a letter from Sudbury resident Susan Doherty and several Sudbury residents dated October 29, 2013, requesting the purchase of the property be bookmarked for consideration for Community Preservation Act (CPA) funds, and a letter from Sudbury Valley Trustees Director of Land Protection dated November 18, 2013. In addition, copies were distributed tonight of emails from Sudbury resident Gordon Hamersley and Sudbury resident Amanda Lydon, both dated December 18, 2013, urging the Board to exercise its option, an

email from Sudbury resident Georgette Heerwagen dated December 17, 2013, urging the Board not to exercise its option, and an email from Sudbury resident Susan Doherty dated December 18, 2013, stating the direct abutters and residents who were proponents of the Town purchasing the property would not be attending tonight's meeting.

Chairman Drobinski stated the Board has vetted this offer at several meetings as it has wrestled with what the best decision is for the Town, and members have had varying opinions throughout the process. He stated the current property owner was asked if he would delay the property sale until the 2014 Annual Town Meeting to avoid calling a Special Town Meeting, and the property owner declined to do so. Chairman Drobinski also stated the Board had proposed the condition of the purchase being a public/private partnership, with fundraising for \$225,000 to occur by residents interested in preserving the parcel, and the Town to request \$100,000 of CPA funds for the balance of the purchase price. However, the residents have stated they are unable to raise the requested funds in the time allotted.

Sudbury resident John Baranowsky, 103 Belcher Drive, stated he does not understand why the development of a single-family home should not proceed on this lot. He urged the Board to vote against exercising the ROFR, which will then allow a house to be built.

Vice-Chairman Woodard and Selectman O'Brien stated they have already made their positions clear regarding the ROFR offer at previous meetings.

Selectman Haarde stated he believes the Board should vote to purchase the property because it is an open, historic space. He believes that, if a home is built on the parcel, the Town will never generate enough tax revenue to offset what will be the costs to the Town to educate three children (at \$15,000 per child per year) who will probably live there. Selectman Haarde believes purchasing the property is a good financial decision for the Town because it has already invested in the parcel by subsidizing its taxes by holding it under Chapter 61A for decades to prevent the property from being developed.

Town Manger Valente explained that, if the Board does not exercise its ROFR option, rollback taxes due would be charged and due to the Town at the time of the property closing (estimated at \$22,600). Selectman Haarde noted the Town would not recover anywhere near 100% of what should have been collected through the years.

Selectman Simon stated the Board has struggled with this issue. He has asked if there are compelling reasons not to proceed with the purchase, and he believes there are several. Selectman Simon stated it is a stand-alone parcel, which is not suitable as a park, and it is not related to any other Town project. He does not see any use for the property other than being available to look at. Selectman Simon does not believe there is a reason to spend \$325,000 of the Town's limited CPA funds for this purchase, when there are other more pressing historic projects which will need CPA funding. He further stated the property has no unique characteristics. Selectman Simon stated the property has generated public interest only because it is located in the Historic District. However, he does not believe the development of one home will alter the Historic District's character.

Chairman Drobinski stated the parcel has only one to two acres which are buildable because the back portion of the property is protected by a Conservation Restriction. He noted the Town's CPA funds are tight this year, and this property is not the highest priority competing for the available funds.

Vice-Chairman Woodard stated the Board had previously made a purchase subject to two conditions which have not been met, since the supporters did not raise the requested funds and the current owner would not delay the sale until the 2014 Annual Town Meeting. Thus, he believes tonight's outcome is clear.

Selectman Simon stated for \$325,000, the Town could educate three children for eight years. Selectman Haarde stated he would gladly buy the property to avoid the Town losing approximately \$15,000 a year into perpetuity, which is what it will cost the Town for every year a child lives in the house which will be built. Selectman Simon stated he does not believe it is the Town's policy to shut the door on new residents. Chairman Drobinski stated the Town is not closing its doors to anyone. Selectman Haarde stated CPA funds cannot be used to educate children.

It was on motion

VOTED: Not to exercise the Town's first refusal option to purchase certain property described below, classified under Massachusetts General Laws Chapter 61A, pursuant to Notice of Intent to Sell dated August 19, 2013 and received at the Office of the Board of Selectmen on August 21, 2013. Said property being a portion of the land conveyed to Stephen R. Booma and Sharon Booma by deed dated January 27, 2001, recorded with Middlesex South District Registry of Deeds in Book 32318, Page 411 and also shown as Lot B, containing 2.2 acres on a plan recorded with Middlesex South District Registry of Deeds on June 12, 2013 in Plan Book 2013, Plan 40 according to said Notice.

Selectman Haarde opposed the vote.

New Police Station Project - Update

Present: Permanent Building Committee Co-Chair Mike Melnick and member Bill Braun, Combined Facilities Director Jim Kelly, Police Chief Scott Nix, Architect Greg Carell and owners' project manager Neil Joyce

At 7:33 p.m., Chairman Drobinski opened a discussion regarding the new Police Station project. The Board was previously in receipt of copies of architectural plans prepared by The Carell Group, Inc. In addition, copies of The Carell Group, Inc. PowerPoint slides for tonight's presentation were distributed.

Permanent Building Committee Co-Chair Mike Melnick provided a brief history of the project. He stated \$627,000 in design funds were approved at last year's Annual Town Meeting. During the past year, a Request for Proposal (RFP) was developed and Construction Management Services from Marlborough was selected and The Carell Group, Inc. was invited as the project designer. Mr. Melnick stated a site survey was authorized, and Sudbury's Conservation Commission Coordinator Debbie Dineen flagged the wetlands. Mr. Melnick stated several issues arose during the design process. He noted the Sudbury Housing Authority (SHA) did not want vehicles to travel on the road leading to Musketahquid Village, and this issue has been resolved.

Architect Greg Carell stated the proposed site is in the Historic District, so meetings have been held with the Sudbury Historic Districts Commission. He stated the Planning Board has delegated its stormwater review authority to the Conservation Commission, and a meeting is scheduled with the Commission on January 27, 2014. Mr. Carell stated meetings have also been held with the Energy and Sustainability Committee regarding potential energy rebate programs. In addition, Site Plans will be presented to this Board on January 28, 2014, and they are currently 60% complete.

With the use of a PowerPoint presentation, Mr. Carell provided a brief overview of the site plan, floor plans, carriage house plan, and front, rear and side elevations. He stated the main entry to the site is proposed off of Hudson Road between the current Fire Station and the Police Station site, which will create a Public Safety campus. The Police Station area will have 59 parking spaces, and he described a carriage house in the back, which could be a five-door garage to provide extra storage capabilities. It was also noted

the building has been proposed with a partial attic for additional future storage needs. Mr. Carell reviewed the floor plans, noting areas for operations, detention, dispatch, administration, and locker rooms. He also stated the façade has been discussed with the Historic Districts Commission, and the structure's height and scale have been reduced to be less imposing on the site. He noted Azek material would be used for exterior trim work, which will be virtually maintenance-free.

Mr. Melnick highlighted the plan for the first floor is designed to ensure there is no possible interaction between the public and prisoners.

Selectman O'Brien asked what the square footage is for the building, and if the building has been designed for future growth.

Mr. Melnick stated this design is approximately 14,600 square feet, which has been reduced from the original plan for 18,000 square feet.

Sudbury Police Chief Scott Nix stated he believes the building design under discussion would sustain the Police Department for the next 50 years. Chief Nix stated the design is still evolving, and the project team is open to suggestions. He stated the team is working to address site concerns, and he thanked everyone for their cooperation. Chief Nix stated many sites were researched in Town, but the Hudson Road location was considered the most viable.

Chairman Drobinski stated everyone needs to think creatively about getting information about the project out to the public. He asked if the design includes enough lockers. Chief Nix stated there are enough lockers for the female officers, female dispatchers, and female secretaries as well as those for all males.

Chairman Drobinski suggested including electric vehicle charging stations in the design and photovoltaic options. Mr. Melnick, Chief Nix and Mr. Carell stated solar options are being explored, where possible.

Vice-Chairman Woodard asked when a cost estimate would be available, and whether there is a budget being worked. Mr. Melnick stated a cost estimate based on a 60% design is expected next week. He also stated the team is trying to stay within the \$7.5 million budget range.

Town Manager Valente highlighted the team has worked on the design with the objective of the building being as sustainable as possible for the long-term.

Vice-Chairman Woodard stated the Police Station project is one of the Board's goals which will be discussed at the January Town Forum. He stated it would be helpful to have cost information available before then.

Vice-Chairman Woodard asked the proposed cost for the carriage house. Mr. Melnick stated approximately \$50,000.

Vice-Chairman Woodard asked if there is anything which could substantially change the cost of the project. Chief Nix stated there are concerns regarding the site work. Mr. Melnick stated there are varying opinions regarding whether there is a perennial or intermittent stream on site. Conservation Commission Coordinator Debbie Dineen believes it is perennial, which will require a 200-foot buffer. Mr. Melnick stated site engineering drawings are expected next week.

Selectman Haarde asked if the carriage house is new to the design. Mr. Carell stated it was included in the original estimate, but the drawings are new.

Selectman O'Brien asked if the building is on a slab or if it will have a basement. Mr. Melnick stated it is on a slab, and no basement is proposed.

Selectman O'Brien asked if the nearby hill presents communication issues for dispatch. Chief Nix stated some communication problems are anticipated, and they are currently being worked through.

Selectman O'Brien stated this location is more economical for the Town because there were no land costs. He noted the Fire Station is nearly 25 years old, and it will be in need of maintenance. Selectman O'Brien asked if some of the Fire Station needs could be bonded with this project. Town Manager Valente stated these decisions have not yet been made, and the Town's Bond Counsel will advise appropriately if any other projects could be bundled together.

Selectman O'Brien asked if current equipment needs are included in the \$7.5 million estimate. Chief Nix stated they have accounted for as much as possible, including the lockers. However, he noted, depending on total project costs, revisions may have to be made regarding using old furniture to possibly save money.

Selectman O'Brien stated he would prefer to see costs broken out for the building, the carriage house, a canopy, etc., so items could be assessed separately.

Town Manager Valente stated Fire Chief Miles has been working collaboratively with the PBC regarding the project. Mr. Melnick noted Chief Miles has requested the Fire Station entrance be relocated to the side closest to the new Police Station.

Mr. Melnick summarized the construction timeline. He stated an article will be presented at the Annual 2014 Town Meeting, followed by a Town Election vote probably in June. The project would then go out to bid in July 2014, and construction could begin at the earliest in August. The project is estimated to be completed in the summer of 2015.

Chief Nix asked if it is possible to consider a Town Election vote in March 2014 to facilitate the process. Chairman Drobinski asked if there would be enough information available for the public by March. Mr. Carell stated there should be nearly complete documents, estimates and permitting available by February 2014.

Selectman Simon stated he read the previous Blue Ribbon Committee Report completed regarding a new Police Station. He asked if all of the Blue Ribbon Committee recommendations have been incorporated into the design. Mr. Melnick stated they have been included. Chairman Drobinski provided some background regarding the work done by the Blue Ribbon Committee.

Selectman Simon asked for clarification regarding the proposed entrances to the Police Station, which Mr. Carell provided. Mr. Melnick noted the Town's bylaw does not allow parking in front of the new building.

Selectman Simon asked if the team perceives a benefit to locating the Police Station near the main Fire Station. Chief Nix stated he believes the joint dispatch services will work even more efficiently, and the new training room will provide opportunities to work collaboratively. Selectman Simon also asked if there are occasions when both the Police and Fire Stations respond to the same incident. Chief Nix stated this is most often the case because the Police Department responds to nearly all medical calls, and they respond to all fire calls to help control traffic.

Sudbury resident John Baranowsky, 103 Belcher Drive, stated he does not believe the drawings presented tonight represent a 60% design. He noted no perimeter property lines have been indicated. He noted this site is on a hill, but the plan presented shows it as flat. He suggested a sectional view be prepared, which would show proposed retaining walls, contouring, etc. Mr. Baranowsky stated grading could very much impact total costs, and he believes the plan should be more reflective of a 60% design before it is "sold" to the public.

Mr. Melnick stated Mr. Baranowsky's observations are correct, and the concept plan has been presented tonight. Mr. Carell stated several other plans, including contours have been prepared for the upcoming Site Plan meeting in January, but they were not presented tonight.

Sudbury Housing Authority Executive Director Sheila Cusolito asked for confirmation that the shared driveway leading to Muskethaquad Village would only be used as an emergency exit. Mr. Melnick and Mr. Carell confirmed this as accurate.

At 8:26 p.m., Chairman Drobinski thanked everyone present for the update, and he concluded the discussion.

Citizen's Comments

At 8:26 p.m., Chairman Drobinski recognized Sudbury citizen Dick Williamson, 21 Pendleton Road.

Mr. Williamson stated he had attended a meeting on Monday in Wayland regarding the Mass. Central Rail Trail, and he had forwarded information to the Board. He stated the project sounds very exciting, and he believes it will provide Sudbury citizens with wonderful opportunities. Mr. Williamson stated he was most impressed by the work done by the State Conservation Department to be environmentally sensitive to local bylaws.

Chairman Drobinski thanked Mr. Williamson for his comments, noting this is a subject the Town will continue to discuss as information is forthcoming.

Reports from the Town Manager

Town Manager Valente announced she and Department of Public Works Director Bill Place are working to implement a post-storm data report. She met with the Finance Committee liaisons regarding capital projects. Town Manager Valente thanked Finance Director Andrea Terkelsen for providing the tutorial prior to the December 16, 2013 Finance Committee meeting regarding various tools available to municipalities to finance capital projects. Selectman Simon thanked Ms. Valente and Ms. Terkelsen for providing this useful information. Ms. Valente also met with the Citizens Emergency Response Team (CERT). She noted CERT may invite the Board to visit and learn more about current operations. Ms. Valente has also been meeting with Department Heads regarding FY15 budgets. She also encouraged the Board to attend the Energy and Sustainability Committee meeting on January 7, 2014, when a discussion of the ESCO contract will be discussed regarding a program for energy improvements.

Reports from the Board of Selectmen

Board members all reported on their Town-related activities since the Board's last meeting.

Vice-Chairman Woodard and Selectman Haarde held Board Office Hours. Two citizens attended, and one suggested the Office Hours be held in the evening, which will be when the next session is scheduled.

Vice-Chairman Woodard and Selectman Simon attended the Energy and Sustainability Committee meeting where Ameresco provided an update on a program to help the Town make energy improvements which will pay for themselves with the savings reaped. Both men were enthusiastic about the concept.

Selectman O'Brien, Vice-Chairman Woodard and Selectman Simon all attended a Permanent Building Committee meeting regarding the range of options for the renovation/restoration of Town Hall.

Selectman Haarde stated the Route 20 Sewer Steering Committee has been very active engaging the local business community, and it has proposed a joint meeting with the Planning Board regarding zoning-related issues. He stated the Committee also voted to ask the Board for \$50,000 to hire a consultant to help develop visual aids and models to help the public see what the business corridor could look like if a sewer is installed. Town Manager Valente stated Director of Planning and Community Development Jody Kablack is also researching whether there is grant money available for such purposes.

Selectman Simon and Vice-Chairman Woodard presented the Board's Project Submissions for Community Preservation Act funding at a Community Preservation Committee Public Hearing on December 4, 2013.

Selectman Simon and Chairman Drobinski attended the Town Counsel Search Committee meeting last night, and they reported the field of Request for Proposal responders has been narrowed down.

Chairman Drobinski stated there is an opening on the Conservation Commission, and he encouraged anyone interested to access the application on the Town website. He noted Board members have been very busy, and there is a lot of work to be done leading up to the Annual 2014 Town Meeting.

Minutes

It was on motion unanimously

VOTED: To approve the regular session meeting minutes of November 19, 2013 and December 3, 2013, and the November 26, 2013 Tax Classification Hearing meeting minutes.

Route 20 Sewer Citizens' Advisory Committee - Resignation

It was on motion unanimously

VOTED: To accept the resignation of Mark Minassian, 38 Hadley Road, from the Route 20 Sewer Citizens' Advisory Committee, as requested in an email dated November 25, 2013, and to send a letter of thanks for his service to the Town.

Boy Scout Troop 63 – Eagle Scouts

It was on motion unanimously

VOTED: To enter into the Town record and congratulate Isaac James Feldberg, 24 Peakham Road; David Edward Korzeniowski, 12 Stagecoach Drive; Mark Anthony Tentarelli, 5 Curry Lane; and James Gregory

Freeman, 51 Oakwood Avenue; all of Troop 63, to be recognized at a Court of Honor on January 9, 2014, for having achieved the high honor of Eagle Scout.

Goodnow Library Foundation – Request for a One- Day Wine and Malt License - Revision

It was on motion unanimously

VOTED: To change the date of the one-day Wine and Malt License previously issued by the Board of Selectmen on November 5, 2013 for a Goodnow Library Foundation event from November 21, 2013 to January 8, 2014 at the request of the Foundation.

Holders of Restaurant and Club Alcoholic Beverages Licenses – Serving Hours Extension

It was on motion unanimously

VOTED: To grant permission to holders of Restaurant and Club Alcoholic Beverages Licenses to extend serving hours on Tuesday, December 31, 2013, New Year's Eve, to 1:00 a.m. on January 1, 2014.

Board of Health – MetroWest Health Foundation Grant Program

It was on motion unanimously

VOTED: To approve the participation of the Sudbury Board of Health as one of ten towns in a three-year grant program funded by the MetroWest Health Foundation and hosted by the Town of Natick relative to tobacco control under regulations effective January 1, 2014, as requested by Robert Leupold, Health Director.

Sudbury Access Corporation – Board of Directors Appointment

The Board was previously in receipt of copies of emails from Sudbury Access Corporation President Jeff Winston dated November 29, 2013 and December 11, 201, and a Sudbury Access Corp. Application for Board of Directors' Membership from Donna Fayad.

It was on motion unanimously

VOTED: To approve Donna Fayad, 50 Barton Drive, as a member of the Sudbury Access Corporation (SAC) Board of Directors, to fill a vacancy occasioned by the resignation of William Powell, for a term expiring May 31, 2016, as requested by Jeff Winston, President of SAC Board of Directors.

Minuteman Regional Vocational High School – Update from Liaisons

The Board was previously in receipt of copies of a memorandum from Town Manager Valente dated December 12, 2013, an email from Minuteman High School District School Committee Assistant Elizabeth Ronan dated December 11, 2013, Attachment B of the Draft Amended Regional Agreement dated December 10, 2013, Attachment C flow chart of the Authorizing Debt and Withdrawal Under New Regional Agreement and the Attachment D spreadsheet noting six possible financial options.

Selectman Simon stated there are major issues under discussion, which could have a significant financial impact on Sudbury.

Selectman Haarde stated changes to the Regional Agreement have been discussed for a long time, and the Town needs to decide where it stands on key issues. He believes Sudbury needs to evaluate its ability to withdraw from the Regional Agreement, because the current agreement structure virtually holds member towns "hostage."

Chairman Drobinski stated that, if the Town were to withdraw from the regional Agreement, Sudbury would need to find another alternative for the Lincoln-Sudbury Regional High School students who would be impacted.

Town Manager Valente highlighted the draft article language received from Minuteman for the proposed Annual Town Meeting article. She explained the concerns expressed for moving to a weighted majority vote from a unanimous vote from member towns. Ms. Valente stated a two-thirds majority vote by members is also being discussed. She further stated there is still the need to solve the non-member financial contribution issue, given that 40% of the student population is from non-member towns. Ms. Valente stated it has been suggested that the Town Managers from the small member towns meet with Minuteman's Superintendent to further discuss an acceptable procedure for withdrawal from the Agreement. She further stated Sudbury now has 22 students projected to attend Minuteman next year. Ms. Valente also highlighted the information provided to the Board regarding Minuteman cost projections ranging from \$81.5 - \$160 million for its renovation, and she noted there is a 40% State grant that could be awarded towards these costs.

Vice-Chairman Woodard noted the member towns are basically being asked to vote at their 2014 Town Meetings for a project that is yet to be finalized, and without knowing their ultimate share of costs.

Town Manager Valente thanked everyone who has been looking at the Minuteman issues for a long time.

Sudbury Housing Authority – Local Initiative Program Application

The Board was previously in receipt of copies of an email from Sudbury Housing Authority (SHA) Executive Director Sheila Cusolito dated December 9, 2013, and relevant descriptive information regarding the Local Initiative Program and application process, and a draft letter of support from the Board dated December 17, 2013. In addition, copies of a revised draft letter from the Board dated December 17, 2013 were distributed tonight.

Vice-Chairman Woodard asked what the municipal responsibilities will include and for what percent of the year the unit needs to be rented.

Selectman O'Brien stated the issue was discussed last week at a Sudbury Housing Trust meeting he attended. He believes the local authority is responsible for marketing, but no other extra costs are incurred by the Town. He also stated the SHA has a long waiting list for occupancy, and renting the unit is not a concern.

Chairman Drobinski stated this request is similar to others received by the Board in the past.

It was on motion unanimously

VOTED: To approve the Chairman's signature on Sudbury Housing Authority's Local Initiative Program application for a Local Action Unit, and to approve a draft letter of support for this affordable rental housing proposal, as requested by Sheila Cusolito, Executive Director, Sudbury Housing Authority.

Citizen's Comments

At 9:14 p.m., Chairman Drobinski recognized Sudbury resident Andrew Sullivan, 28 French Road, in the audience, and informed him the Board already had time designated earlier tonight for Citizen's Comments. He encouraged Mr. Sullivan to submit his request to the Board for a future meeting time.

Alcoholic Beverage Licensees – After Hours Menus

The Board was previously in receipt of copies of a listing of "2014 Alcohol License Renewal Food Service Requirement Information Submitted after December 3, 2013."

Town Manager Valente noted Police Chief Nix is satisfied with the submissions, and that all establishments have complied with submitting the requested information.

Massachusetts Municipal Association – Business Meeting Voting

Selectman Drobinski stated he is not a presenter at this year's Massachusetts Municipal Association meeting and may not attend the event. Town Manager Valente stated she also does not know at this time whether she will attend.

It was on motion unanimously

VOTED: To approve the Town Manager or another designee for voting at the Massachusetts Municipal Association (MMA) Annual Business Meeting on Saturday, January 25, 2014.

FY15 Town Manager's Preliminary Capital Outlay Budget Request – Report

The Board was previously in receipt of copies of a letter to the Capital Improvement Advisory Committee (CIAC) from Town Manager Valente dated December 11, 2013 and accompanying FY15 Town Manager's Preliminary Capital Outlay Budget and several FY15 Form A Capital Improvement Budget Requests.

Town Manager Valente stated the Town revised its related bylaw last year. She estimates \$296,000 to be available for the over \$1,117,900 in project requests submitted. Ms. Valente stated Town and Sudbury Public School (SPS) senior staff reviewed the requests and prioritized them. This year, Lincoln-Sudbury Regional High School (L-SRHS) joined this process. Ms. Valente listed the many individuals from all three cost centers who worked as a team to rank the projects, and she thanked them for their thoughtful collaboration. She further stated she will submit this preliminary budget to the Finance Committee at the same time other budgets are submitted in late January 2014.

Selectman Simon asked how the \$296,000 is funded. Town Manager Valente stated it is part of the Town's operating budget. Selectman Simon asked if some capital projects are falling lower on the priority list than they should because of lack of funding. Ms. Valente stated an *ad hoc* committee was appointed by the Board to address the problem of a growing backlog of capital projects which need to be funded.

Regional Housing Service Office – Award of Contract

The Board was previously in receipt of copies of the "Town of Sudbury, Massachusetts Request for Proposals Regional Affordable Housing Consultant Services dated December 2, 2013."

Town Manager Valente stated a six-month contract is being requested because Concord will assume administrative responsibilities from Sudbury as of July 1, 2014.

Vice-Chairman Woodard asked if \$50,000 is the entire amount needed. Town Manager Valente stated it is the total anticipated cost, and she briefly summarized the fees paid by member towns.

It was on motion unanimously

VOTED: To award a contract for consulting services for the Regional Housing Service Office (RHSO), by the Town Manager, for up to \$50,000 and for a six-month period, to the Most Advantageous responder, as determined by the Town Manager upon the evaluation and recommendation of members of the RHSO Advisory Committee.

Trial Town Manager Project – Town Meeting Article Development Tracking Project

The Board was previously in receipt of copies of a memorandum from Town Manager Valente dated December 13, 2013.

Town Manager Valente reported she has been working with the Town's Information Technology Director Mark Thompson and the Town's Budget Analyst Peter Anderson to launch a Town Meeting Article Development Tracking Tool on the Town's website by early February. She stated the intent is to create a central location for all related information from a variety of sources for each proposed article. Ms. Valente stated it is being undertaken as a trial project.

Selectman Simon asked if funding is needed for the project. Town Manager Valente stated existing Town staff are working on implementation, and no additional funding is planned.

Executive Session

At 9:29 p.m., Chairman Drobinski announced the close of the regular meeting and it was on roll call unanimously

VOTED: To go into Executive Session to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the Chair so declares, Chairman John C. Drobinski, aye, Vice-Chairman Charles C. Woodard, aye, Selectman Robert C. Haarde, Selectman Lawrence W. O'Brien, aye, and Selectman Leonard A. Simon, aye.

Chairman Drobinski announced regular session would not reconvene following Executive Session.

There being no further business, the meeting adjourned at 9:29 p.m.

Attest: _____
Maureen G. Valente
Town Manager-Clerk

AGENDA REQUEST – Item #7

BOARD OF SELECTMEN

Requestor's Section

Date of request: 12/18/2013
Requestor: Bill Miles, Fire Chief

Action requested: Vote to accept 2014 S.A.F.E. Grant of \$7704.00
CONSENT CALENDAR

Financial impact expected: Increased revenue

Background information (if applicable, please attach if necessary):
Annual grant for Student Awareness of Fire Education

Recommendations/Suggested Motion/Vote: Vote to accept a 2014 Student Awareness Fire Education (S.A.F.E.) grant of \$7,704 from the Commonwealth of Massachusetts Dept. of Fire Services to the Sudbury Fire Department, said funds to be used at the discretion of the Fire Chief.

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

Selectmen's Office Section

Date of Selectmen's Meeting: 1/14/14

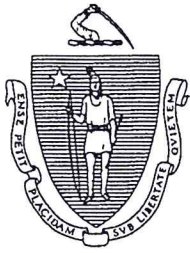
Board's action taken:

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

Future Agenda date (if applicable):

Distribution:

Town Counsel approval needed? Yes () No ()



The Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Department of Fire Services



DEVAL L. PATRICK
GOVERNOR

ANDREA J. CABRAL
SECRETARY

P.O. Box 1025 ~ State Road

Stow, Massachusetts 01775

(978) 567-3100 Fax: (978) 567-3121

www.mass.gov/dfs

STEPHEN D. COAN
STATE FIRE MARSHAL

December 13, 2013

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

Dear Chief Miles:

I am pleased to inform you that your FY 2014 Student Awareness of Fire Education (S.A.F.E.) and Senior SAFE grant applications have been approved for funding. The Sudbury Fire Department has been awarded \$4686 for the S.A.F.E. grant and \$3018 for Senior SAFE.

Be sure to alert your treasurer and to check with them to ensure receipt of the funds. We expect the funds to be electronically distributed on or about December 20, 2013.

All grantees are required to submit the FY 2013 year-end report to DFS by December 31, 2013. If there are any unexpended funds, the grantee may apply for a one-time 6-month extension, which will be part of the year-end report form. At the close of the single 6-month extension, all unexpended funds must be returned to the Commonwealth. At this time, any prior year remaining funds must be returned to the Commonwealth.

Nineteen years ago, the fire service advocated to the legislature for the creation of the S.A.F.E. program. Since that time average annual child fire deaths have been reduced by 70%. In FY 2014, the S.A.F.E. program was expanded to offer funds to local communities in support of senior fire prevention training. Seniors are the most vulnerable of populations at risk of fire related deaths. This program is aimed at educating seniors on fire prevention, general home safety and how to be better prepared in the event of a fire. It is our hope that with this opportunity we can recreate the success with our older population that we have had with children.

I thank you for your commitment to the S.A.F.E. program and for your continuing efforts to promote fire prevention for all citizens. If you have any questions, please feel free to contact Cynthia Ouellette at (978) 567-3381 or the S.A.F.E. staff at (978) 567-3388.

Sincerely,

Stephen D. Coan
State Fire Marshal

AGENDA REQUEST #8
BOARD OF SELECTMEN

Requestor's Section

Date of request: 12/30/13

Requestor: Esme Green, Goodnow Library Director

Action requested: CONSENT CALENDAR

Establish Blacker Memorial Fund and accept donations to this account.

Financial impact expected:

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

Attached memo from Esme Green

Recommendations/Suggested Motion/Vote:

Vote to establish, on behalf of the Goodnow Library, the Blacker Memorial Fund, and accept donations totaling \$245, said funds to be expended under the direction of the Goodnow Library Trustees and Director.

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

Selectmen's Office Section

Date of Selectmen's Meeting:

1/14/14

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

Goodnow Library

goodnow@sudbury.ma.us

21 Concord Road
Sudbury, MA 01776
(978) 443-1035

December 30, 2013

Selectmen:

The Goodnow Library proposes the question of establishing, on behalf of the Goodnow Library, the "Goodnow Library Donation Account," to be expended, under the direction of the Goodnow Library Trustees and Director, in accordance with donor's wishes on library materials, or for other purposes, as specified.

Esmé Green
LIBRARY DIRECTOR,
GOODNOW LIBRARY

AGENDA REQUEST #9

BOARD OF SELECTMEN

Requestor's Section

Date of request: 12/26/13

Requestor: Andrea L. Terkelsen, Treasurer/Collector

Action requested: CONSENT CALENDAR

Approve expenditure limit of \$300 for Sept. 11 Memorial Trust Fund for FY 2014.

Financial impact expected: N/A

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

See attached memo

Recommendations/Suggested Motion/Vote:

Vote to approve the expenditure limit of \$300 for the September 11th Memorial Trust Fund for fiscal year 2014, as requested by Andrea Terkelsen, Treasurer/Collector.

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

Selectmen's Office Section

Date of Selectmen's Meeting: 1/14/14

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
Office of the Treasurer/Collector

278 Old Sudbury Road
Sudbury, MA 01776
Tel: (978) 443-8891 x376
Fax: (978) 443-8450

MEMORANDUM

Date: December 26, 2013
To: Board of Selectmen
From: Andrea L. Terkelsen, Treasurer/Collector
Subject: Town Trust FY14 Spending Requests

Town Trust FY14 Beneficiary Requests for Expenditures: The following additional requests are hereby submitted for the Board's consideration.

To be Voted: Acting as Co-Trustees, move to accept that the Board of Selectmen approve the expenditure limit of \$300 for the September 11th Memorial Trust Fund for fiscal year 2014.

Background:

This is the first spending limit request for FY14 for the September 11th Memorial Fund.

The trust (spending limit) being voted on tonight is part of a special segment of resources residing outside the Town's general fund treasury. This trust along with many other grant, gift and donation funds together reside in the Sudbury Trust program which was established in 2010. The Sudbury Trust is a comprehensive charitable donation program sponsored by the Town of Sudbury. The Sudbury Trust invites all concerned citizens and organizations to help sustain vital municipal and educational programs, as well as advance new economic, social, and cultural initiatives in Sudbury (See The Sudbury Trust Program on the Town of Sudbury's website).

Respectfully submitted by,

Andrea L. Terkelsen, Treasurer/Collector

AGENDA REQUEST – Item #10

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *November 20, 2013*

Requestor: *Parker Coddington, 29 Plympton Road*

Action requested: CONSENT CALENDAR

Accept the resignation of Parker Coddington from the Conservation Commission

Financial impact expected: *None*

Background information: *N/A*

Recommendations/Suggested Motion/Vote: *Vote to accept the resignation of Parker Coddington, 29 Plympton Road, from the Conservation Commission, effective immediately, as noted in a letter dated 12/17/13, 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: *January 14, 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)

12/17/13

To whom it may concern:

I, Parker Coddington,
regretfully resign
from my position
on the Advisory
Conservation
Commission
as of today.

Sincerely,

✓

Parker L. Coddington

Witnessed

Angela S. Leary

AGENDA REQUEST – ITEM #11

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *November 20, 2013*

Requestor: *Susan Rushfirth, 48 Harvard Drive*

Action requested: CONSENT CALENDAR

Accept the resignation of Susan Rushfirth from the Sudbury Celebrates 375/Sudbury Day Committee

Financial impact expected: *None*

Background information: *N/A*

Recommendations/Suggested Motion/Vote: *Vote to accept the resignation of Susan Rushfirth, 48 Harvard Drive, from the Sudbury Celebrates 375/Sudbury Day Committee, as noted in an email dated 11/20/13, and to send a letter of thanks for her service to the Town.*

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

Selectmen's Office Section:

Date of Selectmen's Meeting: *January 14, 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)

Golden, Patricia

From: Valente, Maureen
Sent: Wednesday, November 20, 2013 11:45 AM
To: suerpt@gmail.com
Cc: Golden, Patricia; Frank, Leila
Subject: RE: Resignation from Celebrate Sudbury 375

Dear Ms. Rushfirth

With regret, I will pass on your resignation letter to the Board of Selectmen for their acceptance. I thank you for the commitment you have made up to now, and if things change, please know we would love to have you back.

Best wishes

Maureen Valente
Town Manager

From: Sue Rushfirth [mailto:suerpt@gmail.com]
Sent: Wednesday, November 20, 2013 11:42 AM
To: Valente, Maureen
Subject: Resignation from Celebrate Sudbury 375

Dear Ms Valente:

It is with regret that I find my other commitments prevent me from remaining as an effective member of the Celebrate Sudbury 375 and Sudbury Day Committee. While I hope to continue as an active volunteer I am today resigning from the main group.

As I have been serving as secretary I will consult with the two co chairs, Ellen Gitelman and Hal Cutler, to discuss a successor.

Thank you for your attention to this matter.

Sincerely,

Sue Rushfirth

AGENDA REQUEST - Item #12

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *January 8, 2014*

Requestor: *Patty Golden, Selectmen's Office*

Action requested:

Reappointment of Linda G. Hawes to the Historic Districts Commission

Financial impact expected: *None*

CONSENT CALENDAR

Background information: *See attached*

Recommendations/Suggested Motion/Vote:

Vote to approve the reappointment of Linda G. Hawes, 38 King Philip Road, to the Historic Districts Commission for a term to expire 1/1/19.

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

Selectmen's Office Section:

Date of Selectmen's Meeting: *January 14, 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)

Golden, Patricia

From: Frank, Leila
Sent: Monday, January 06, 2014 11:45 AM
To: Golden, Patricia
Subject: FW: HDC Reappointment

FYI, please see below.

Thank you,
Leila

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

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

From: Frank, Leila
Sent: Monday, January 06, 2014 11:41 AM
To: 'Linda Hawes'
Subject: RE: HDC Reappointment

Hi Linda,

That's great! Thank you for the quick response. Yes, your term will be for 5 years. Your appointment will be on the January 14 agenda, so please keep an eye out for your letter later that week.

Thank you,
Leila

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

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

From: Linda Hawes [mailto:Linda_Hawes@lsrhs.net]
Sent: Monday, January 06, 2014 11:37 AM
To: Frank, Leila
Subject: Re: HDC Reappointment

Thank you, Leila - I do wish to be reappointed! Some of our members have 5 yr terms - could I have the same?

Thanks,
Linda Hawes

"Frank, Leila" <FrankL@sudbury.ma.us> writes:

Hi Linda,

Your appointment to the HDC expires in January and the Selectmen's office is wondering if you wish to be reappointed. If so, we want to be sure to add the appointment to the next Selectmen's agenda. Can you please let me know when you have a chance?

Thank you,
Leila

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

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

AGENDA REQUEST- Item #13
BOARD OF SELECTMEN

Requestor's Section:

Date of request: 1-6-14

Requestor: Esme Green, Library Director

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

CONSENT CALENDAR

Financial impact expected: Budgeted

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

The Library has received responses to its Invitation to Bid for cleaning for the 1st six-months of 2014, as approved by Town Counsel's Office. The bid documents provide for a renewal process at the Town's option for FY14 and FY15 (full years) based upon bid prices submitted for those years.

Recommendations/Suggested Motion/Vote:

Vote: To approve the award of contract by the Town Manager for cleaning and light maintenance services for the Goodnow Library for FY14 (1/1/14 through 6/30/14) to Jani-King of Boston, Inc., Burlington, MA, together with any subsequent renewals thereof, as approved by Town Counsel.

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

None

Selectmen's Office Section:

Date of Selectmen's Meeting: 1/14/14

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 ()

AGENDA REQUEST - Item #14

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *December 30, 2013*

Requestor: *Town Manager Valente*

Action requested (Who, what, when, where and why): *Accept a \$15,000 grant*
CONSENT CALENDAR

Financial impact expected: *\$15,000 increase in training program funding*

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

Recommendations/Suggested Motion/Vote: *Vote to accept, on behalf of the Town, a grant of \$15,000 from The Sudbury Foundation, as outlined in a letter dated December 20, 2013, from Marilyn Martino, Executive Director, for the purpose of a leadership training course for town department heads, said funds to be expended under the direction of the Town Manager.*

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

Selectmen's Office Section:

Date of Selectmen's Meeting: *January 14, 2014*

Board's action taken:

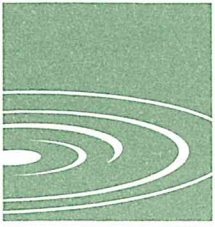
Follow-up actions required by the Board of Selectmen or Requestor:

Future Agenda date (if applicable):

Distribution:

Town Counsel approval needed? Yes () No ()

1-14
agenda



THE SUDBURY
FOUNDATION

December 30, 2013

RECEIVED
BOARD OF SELECTMEN
SUDBURY, MA

2014 JAN -7 P 12:18

Trustees

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

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

Staff

Marilyn Martino
Executive Director
Tricia Brunner
Grants Administrator

Dear Maureen:

On behalf of the Sudbury Foundation, I am delighted to enclose a grant check for \$15,000 to fund a management training course for up to 10 Sudbury town department heads provided by consultant Marc Wey.

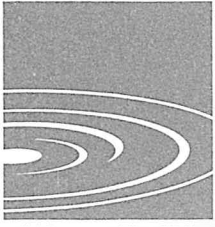
Also enclosed is an acknowledgment form describing the conditions of a Sudbury Foundation grant. These include submission of financial and programmatic reports within a year of the grant award. A sample grant report outline is also enclosed. Please sign and return one copy of the Acknowledgement Form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

Maureen, the Foundation Trustees appreciate the Town's effort to strengthen its workforce through valuable training programs like this one. They join me in wishing you the best with this activity and thank you for including our Grants Administrator, Tricia Brunner, in the class.

Best regards,

Marilyn Martino
Executive Director

enclosure



THE SUDBURY
FOUNDATION

Outline for Sudbury Foundation Final Project Report

Your annual grant report helps to insure compliance and enables the Foundation to keep up with your organization's progress and activities. It is also an opportunity for you to reflect on the past year and to review and assess your own growth and development. It is not intended to be a burdensome task. Most reports can be presented well in 2-3 pages, plus attachments.

Please include:

1. A full accounting of all funds allocated to the project, including a description of the specific project and budgetary purposes for which the grant funds were spent.
2. A copy of the organization's previous year and current year operating budgets, including a list of previous year and current year funders.
3. An appraisal of progress in achieving project goals and objectives as stated in the grant application.
4. Project results, including any unexpected difficulties, delays, opportunities, or benefits.
5. Special insights or experiences which might be useful to the Foundation in funding other similar projects.
6. Efforts to inform the community about the project.
7. Any other pertinent information about the project the applicant might like to include.

AGENDA REQUEST - Item #15

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *December 30, 2013*

Requestor: *Town Manager Valente*

Action requested (Who, what, when, where and why): *Accept an \$18,000 grant
CONSENT CALENDAR*

Financial impact expected:
\$18,000 increase in COA Senior Volunteer Coordinator program funding

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

Recommendations/Suggested Motion/Vote: *Vote to accept, on behalf of the Town, a grant of \$18,000 from The Sudbury Foundation, as outlined in a letter dated December 20, 2013, from Marilyn Martino, Executive Director, to enable the Council on Aging to continue to fund the Senior Volunteer Coordinator position, said funds to be expended under the direction of the Town Manager.*

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

Selectmen's Office Section:

Date of Selectmen's Meeting: *January 14, 2014*

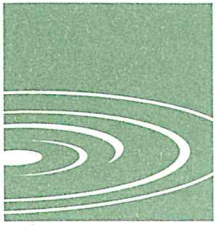
Board's action taken:

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

Future Agenda date (if applicable):

Distribution:

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



THE SUDBURY
FOUNDATION

Trustees

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

Staff

Marilyn Martino
Executive Director
Tricia Brunner
Grants Administrator

December 30, 2013

1-14 agenda
RECEIVED
BOARD OF SELECTMEN
SUDBURY, MA

2014 JAN -7 P 12: 18

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

Dear Maureen:

On behalf of the Sudbury Foundation, I am delighted to enclose a grant check for \$18,000 to enable the Council on Aging to continue to fund to the Senior Volunteer Coordinator position at the Fairbank Senior Center.

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

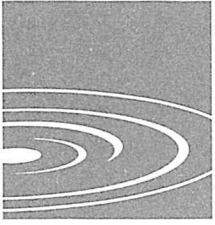
Maureen, Foundation Trustees remain in awe of the breadth of activities Coordinator Ed Gottmann oversees and, of course, the remarkable level of volunteer participation he encourages in Sudbury. Mr. Gottmann and the programs he develops and oversees are the envy of our neighboring communities.

Best regards,

Marilyn Martino
Executive Director

cc: Debra Galloway

enclosure



THE SUDBURY
FOUNDATION

Outline for Sudbury Foundation Final Project Report

Your annual grant report helps to insure compliance and enables the Foundation to keep up with your organization's progress and activities. It is also an opportunity for you to reflect on the past year and to review and assess your own growth and development. It is not intended to be a burdensome task. Most reports can be presented well in 2-3 pages, plus attachments.

Please include:

1. A full accounting of all funds allocated to the project, including a description of the specific project and budgetary purposes for which the grant funds were spent.
2. A copy of the organization's previous year and current year operating budgets, including a list of previous year and current year funders.
3. An appraisal of progress in achieving project goals and objectives as stated in the grant application.
4. Project results, including any unexpected difficulties, delays, opportunities, or benefits.
5. Special insights or experiences which might be useful to the Foundation in funding other similar projects.
6. Efforts to inform the community about the project.
7. Any other pertinent information about the project the applicant might like to include.