

SUDBURY BOARD OF SELECTMEN
AGENDA – WEDNESDAY, SEPTEMBER 10, 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 enter into Executive Session regarding strategy with respect to land negotiations if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares. <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.	7:25 PM	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.	7:40 PM		Reports from Selectmen
6.	7:50 PM		Citizen's comments on items not on agenda
7.	8:00 PM	Vote/ Sign	Joint meeting with Planning Board to interview two applicants: Steven Garvin, 26 Bowditch Rd, and Dylan Remley, 1 Red Oak Drive, for a vacant position on the Planning Board, on the occasion of the election of Patricia Brown to the Board of Selectmen, pursuant to MGL c.41, s.81A. Following interview, question of appointing Town Manager as clerk for the election, and then electing one applicant to become a member of the Planning Board for a term to expire at the conclusion of the 2015 Annual Town Meeting. <i>(Planning Board members Craig Lizotte, Christopher Morely, Peter Abair, and Martin Long to attend)</i>
8.	8:15 PM	Vote	Interview three applicants for two available seats on the Capital Improvement Advisory Committee: Susan Abrams, 24 Hudson Rd; Michael Lane, 493 Dutton Rd; Robin Berman, 11 Brookside Farm Lane. Following interviews, vote two appointments, one for a term ending 5/31/17, and one for a term ending 5/31/15.
9.	8:35 PM	Vote	Interview six applicants for two at-large seats on the Vocational Education Options Committee: Allison Scheff, 33 Harness Lane, David Levington, 155 Nobscot Rd; Joel Bauman, 62 Goodman's Hill Rd; John Baranowsky, 103 Belcher Drive; Paul Lynch, 20 Dorothy Rd; Risa Burns, 46 Cider Mill Rd. Following interviews, question of making appointments for terms ending 5/31/15, and take any other actions related to activating this new committee.
10.	9:05 PM		Continue discussion on Mass Central Rail Trail <i>(Jim Kupfer, Assistant Town Planner to attend)</i>
MISCELLANEOUS			
11.			Report from Town Manager on announced intention of Raytheon to close the Sudbury facility.

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

12.		Vote	Determination of date and topics for the 2014 Town Forum
13.		Vote	Discussion and vote on process to engage New Town Counsel services by December 31, 2014, occasioned by the retirement of Town Counsel Paul Kenny.
14.		Vote	Discussion and vote regarding granting a one-day expanded liquor license to 29 Sudbury Restaurant and Bar, 29 Hudson Road, Unit #150, for a 1-year anniversary event on September 17, 2014, from 4:00 PM to 9:00 PM.
15.		Vote	Question of approving spending limit requests for Town Trust Funds for FY15 as requested in a memo dated 9/2/14 by Andrea Terkelsen, Town Treasurer.
CONSENT CALENDAR			
16.		Vote	Vote to approve the regular session and executive session meeting minutes of August 19, 2014.
17.		Vote	Vote to approve the appointment of Patrick Collins, LS Interim Director of Finance and Operations, to Strategic Financial Planning for OPEB Committee and Strategic Financial Planning for Capital Funding Committee for a term ending 5/31/15.
18.		Vote	Vote to approve the appointment of Stephen Lambert, Principal of Curtis Middle School and Ivar Henningson, School Counselor at Curtis Middle School to the Vocational Education Options Committee for a term ending 5/31/15.
19.		Vote	Vote to accept the resignation of Town Counsel Paul L. Kenny, due to retirement, effective 12/31/14.
20.		Vote	Vote to grant a special permit to Adam Benoit, Event Coordinator, to hold a “Jingle all the Way 5K” walk/run on Saturday, December 6, 2014, from 10:00 a.m. through approximately 11:00 a.m., subject to Police Dept. safety requirements, proof of insurance coverage and the assurance that any litter will be removed at the race’s conclusion.
21.		Vote	Vote to approve a special permit to Harold Cutler for the Colonial Fair and Muster of Fifes and Drums to be held on the Wayside Inn grounds from 10:00 a.m. to 5:00 p.m. on Saturday, September 27, 2014, subject to conditions and permits required by the Fire and Police Departments and the Board of Health.
22.		Vote	Vote to accept, on behalf of the Town, donations from Getlocalma.com; Memorial Congregational Church; Salem Five; Bruce & Gail Wright; Francis & Ursula Lyons; George & Melinda Connor totaling \$8,616.03 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.
23.		Vote	Vote to accept, on behalf of the Town, a donation from TJX Companies totaling \$1,000 to the 3rd annual Halloween 5K and Fun Run Revolving Fund Account, as requested by Nancy McShea, Park & Recreation Director, in a memo dated August 26, 2014, said funds to be expended under the direction of the Park and Recreation Director.
24.		Vote	Vote to approve award of contract by the Town Manager to the lowest responsible and eligible bidder for Fairbank Roof repair project upon receipt of bids and approval by Town Counsel, as requested by Jim Kelly, Facilities Director

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

AGENDA REQUEST- Item #7

BOARD OF SELECTMEN

Requestor's Section:

Item Name: Joint Appointment to Planning Board

Date of request: August 1, 2014

Requestor: Jody Kablack, Director of Planning and Community Development

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

Joint meeting with Planning Board to interview two applicants: Steven Garvin, 26 Bowditch Rd, and Dylan Remley, 1 Red Oak Drive, for a vacant position on the Planning Board, on the occasion of the election of Patricia Brown to the Board of Selectmen, pursuant to MGL c.41, s.81A. Following interview, question of appointing Town Manager as clerk for the election, and then electing one applicant to become a member of the Planning Board for a term to expire at the conclusion of the 2015 Annual Town Meeting.

Financial impact expected: N/A

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

MGL c. 41, s. 81A attached; Resumes attached

Recommendations/Suggested Motion/Vote:

Vote: To appoint _____ as a member of the Planning Board for a term expiring at the conclusion of the 2015 Annual Town Meeting.

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

Planning Board – Craig Lizotte, Chris Morely, Peter Abair, Martin Long

Selectmen's Office Section:

Date of Selectmen's Meeting: 9/10/14

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 ()

PLANNING BOARD VACANCY

September 10, 2014

Roll Call Vote	Candidate 1 Stephen Garvin	Candidate 2 Dylan Remley
Peter J. Abair (Planning Board Vice-Chair)		
Pat Brown (BOS Vice-Chair)		
Robert Haarde		
Craig Lizotte (Planning Board Chair)		
Martin Long		
Christopher Morely		
Lawrence O'Brien		
Leonard Simon		
Chuck Woodard (BOS Chair)		
TOTAL		



Planning Board

Sudbury, MA

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Members

Members

Name	Position	Address	Term	End Date
Craig Lizotte	Chairman	161 Powers Rd	3	04/30/2016
VACANCY	Member		3	
Martin Long	Member	26 Pennymeadow Rd	1	04/30/2017
Christopher Morely	Member	321 Old Lancaster Road	3	04/30/2015
I. William Place	Staff	DPW Building	Indefinite	
Peter J. Abair	Vice-Chairman	14 Dawson Dr	3	04/30/2016

Planning Board

Related Departments

 Planning & Community Development

Recent News

Updated Subdivision Regulations June 27, 2014

Planning Board Procedures – 2013 December 12, 2013

Planning Board Amends Stormwater Regulations September 17, 2009

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Contact

Hours: 8:30 a.m. - 4:00 p.m. Monday-Friday

Email: planningboard@sudbury.ma.us

Phone: (978) 639 - 3387

Fax: (978) 443 - 0756

Building: Flynn Building

278 Old Sudbury Road

Sudbury, MA 01776





PART I ADMINISTRATION OF THE GOVERNMENT
TITLE VII CITIES, TOWNS AND DISTRICTS
CHAPTER 41 OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS
Section 81A Planning board; establishment; membership; tenure; vacancies

Section 81A. Any city except Boston, and, except as hereinafter provided, any town may at any time establish a planning board hereunder. Every town not having any planning board shall, upon attaining a population of ten thousand, so establish a planning board under this section. A planning board established hereunder shall consist of not less than five nor more than nine members. Such members shall in cities be appointed by the mayor, subject to confirmation by the city council and in towns be elected at the annual town meeting or be appointed in such manner as an annual town meeting may determine; provided, that a town which has a planning board established under section seventy may, at an annual town meeting or at a special town meeting called for the purpose, vote to establish a planning board under this section and may provide that the members of the planning board then in office shall serve as members of the planning board under this section until the next annual town meeting. When a planning board is first established or when the terms of members of the planning board established under section seventy serving as members of the planning board under this section expire, as the case may be, the members of the planning board under this section shall be elected or appointed for terms of such length and so arranged that the term of at least one member will expire each year, and their successors shall be elected or appointed for terms of three or five years each as determined by the city council in the case of a city and by the town meeting in the case of a town. Any member of a board so established in a city may be removed for cause, after a public hearing, by the mayor, with the approval of the city council. A vacancy occurring otherwise than by expiration of term shall be filled for the unexpired term, in a city, in the same manner as an original appointment, and, in a town, if the members of the board are appointed, in the same manner as the original appointment. If the members of a planning board are elected, any unexpired term shall be filled by appointment by the board of selectmen and the remainder of the members of the planning board until the next annual election, at which time, such office shall be filled, by election, for the remainder of the unexpired term. All appointments pursuant to this section shall be in the manner provided in section eleven. Such a board shall elect annually a chairman and a clerk from among its own number, and may employ experts and clerical and other assistants. It may appoint a custodian of its plan and records, who may be the city engineer or town clerk. No member of a planning board shall represent before such board any party of interest in any matter pending before it.

Towns of less than ten thousand inhabitants, having no planning board established under this section may, by vote of the town meeting, authorize the board of selectmen to act as a planning board under this section until such a board is established; provided, that any such town, upon attaining a population of ten thousand, shall establish a planning board hereunder.



PART I ADMINISTRATION OF THE GOVERNMENT
TITLE VII CITIES, TOWNS AND DISTRICTS
CHAPTER 41 OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS
Section 11 Appointment to fill vacancy in town office

Section 11. As used in this section, the term "vacancy" includes a failure to elect. If a vacancy occurs in any town office, other than the office of selectman, town clerk, treasurer, collector of taxes or auditor, the selectmen shall in writing appoint a person to fill such vacancy. If there is a vacancy in a board consisting of two or more members, except a board whose members have been elected by proportional representation under chapter fifty-four A, the remaining members shall give written notice thereof, within one month of said vacancy, to the selectmen, who, with the remaining member or members of such board, shall, after one week's notice, fill such vacancy by roll call vote. The selectmen shall fill such vacancy if such board fails to give said notice within the time herein specified. A majority of the votes of the officers entitled to vote shall be necessary to such election. The person so appointed or elected shall be a registered voter of the town and shall perform the duties of the office until the next annual meeting or until another is qualified.

**TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT TO**

Planning and Community Development Department
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

PHONE (978)639-3387
FAX (978) 443-0756
E-MAIL: PCD@sudbury.ma.us

Name: STEPHEN GARVIN

Brief resume of background and experience:

PROFESSIONAL ENGINEER (CIVIL); PRESIDENT OF ENGINEERING FIRM W/OVER
20 YEARS EXPERIENCE IN PLANNING, DESIGNING, AND GAINING APPROVALS FOR

Address: 26 BOWBATCH RD / SUDBURY

Home phone: 978-261-5430 ALL TYPES OF DEVELOPMENTS / S ETC.
Work phone: 508-877-6688 x13

Years lived in Sudbury: 5

E-Mail Address: SGARVIN@SANDNOTES.COM (W)

Municipal experience (If applicable):

N/A

SGARVIN@YMAIL.COM (H) ymail

Educational background:

BS CIVIL ENGINEERING UMASS DARTMOUTH 1992

Employment and/or other pertinent experience:

SEE ABOVE

Reason for your interest in serving:

INTERESTED IN SHARING MY EXPERTISE TO BETTER TOWN / COMMUNITY

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

WHERE MY FAMILY LIVES

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

YES - FIRM WORKING UNDER BHTA ON FAIRBANK + TOWN HALL STUDIES

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

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

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

Signature: [Signature]

Date: 4/17/14

RECEIVED
APR 22 2014

TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT TO
PLANNING BOARD

BY:

Planning Board
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

PHONE (978)639-3387
FAX (978) 443-0756
E-MAIL: planningboard@sudbury.ma.us

Name: Dylan Remley

Brief resume of background and experience:

See attached.

Address: 1 Red Oak Dr. Home phone: 978.443.2975
Work phone: 781.879.3713

Years lived in Sudbury: 4+ (since Aug. 2009) E-Mail Address: dremley@allianceenergy.com
Municipal experience (If applicable):

See attached. Routinely involved in real estate development projects

Educational background: across the country.

See attached

Employment and/or other pertinent experience:

See attached

Reason for your interest in serving:

Interested in becoming

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

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

No.

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

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

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

Signature

Date

4/18/14

DYLAN K. REMLEY

1 Red Oak Dr.
Sudbury, MA 01776
978.443.2975 (home)
781.879.3713 (cell)
dremley580@gmail.com

LEGAL EXPERIENCE

Global Partners LP (NYSE: GLP), Waltham, MA

January 2009-Present

Deputy General Counsel & Divisional General Counsel. Deputy General Counsel of Global Partners LP, a Fortune 500 publicly traded master limited partnership (NYSE:GLP).

- Project manager leading development teams with respect to energy infrastructure development projects including:
 - Crude oil pipeline to barge loading facility
 - Four wholesale propane distribution facilities
- Divisional General Counsel in charge of all legal aspects of Global's retail gasoline division. The Division employs 1,200 employees and owns, leases or delivers gasoline to 900 gasoline stations in 9 northeastern states.
 - Manage and supervise all aspects of the Division's day to day legal affairs, including acquisitions and divestitures, applicable SEC disclosures, commercial contracts, employment matters, environmental compliance, litigation strategy, real estate acquisitions/divestitures, landlord/tenant matters and franchise law.
 - Supervise and manage a team of 6 in-house attorneys/paralegals and multiple outside counsels.

ALLIANCE ENERGY LLC, Waltham, MA

January 2009-March 2012

General Counsel. General Counsel and member of the senior executive team of a private regional gasoline distributor with approximately 1,200 employees and 1,000 owned or managed gasoline stations in 9 northeastern states. Manage and supervise all aspects of the Company's legal affairs, including acquisitions and divestitures, private debt financings, commercial contracts, employment matters, environmental compliance, litigation strategy, and real estate matters.

- Directly negotiated, managed and closed the acquisition of approximately 90 retail gas stations from Exxon Mobil in the State of CT;
- Assisted in the acquisition of approximately 180 retail gas stations from Exxon Mobil in the States of MA, NH and RI; and
- Directly negotiated, managed and closed the re-financing of the Company's \$180 million senior secured credit facility and the Company's approximate \$25 million of subordinated debt.

BEACON ENERGY CORP., Cranford, NJ

September 2006-January 2009

Founder/President/Chief Legal Officer. Member of the founding executive team of a small alternative/renewable energy start-up in the biofuels industry responsible for all aspects of the Company's affairs, legal or otherwise, including sourcing, negotiating and closing both equity financing and project development/acquisitions/investments as well as negotiating all relevant commercial contracts.

- Raised over \$20 million in venture capital/private equity to finance initial start-up expenses;
- Represented Company in \$100 million project development initiative; and
- Completion of four acquisitions/investments in biodiesel development projects.

HEATING OIL PARTNERS, L.P., Darien, CT

January 1999-August 2006

Vice President & General Counsel. General Counsel of an energy (fuel) delivery company with 1,100 employees and operations in 10 states. Managed and supervised all aspects of the Company's legal affairs, including acquisitions and divestitures, public and private debt and equity financings, commercial contracts, labor relations, securities law compliance, environmental compliance, litigation strategy, and real estate matters.

- Directly managed and supervised the successful completion of the Company's May 2002 Initial Public Offering and July 2004 secondary offering of income fund units on the Toronto Stock Exchange; and
- Successfully completed 21 acquisitions. Undertook all legal aspects of the Company's acquisition strategy from inception to completion including the financial analysis and review of potential acquisition targets; preparation and presentation of analyses of potential targets to the Company's board of directors and representing the Company at preliminary negotiation sessions with sellers' representatives.

LONG-TERM CAPITAL MANAGEMENT, L.P., Greenwich, CT
Associate General Counsel

June 1998-November 1998

GIBSON, DUNN & CRUTCHER, New York, NY
Corporate Associate

Summer 1994, September 1995-May 1998

EDUCATION

NEW YORK UNIVERSITY SCHOOL OF LAW, New York, NY
Juris Doctor, May 1995

TRINITY COLLEGE, Hartford, CT
B.A. with Honors in History, Phi Beta Kappa, May 1991

REPRESENTATIVE TRANSACTIONS/EXPERIENCE:

Acquisitions/Project Development:

Global Partners LP: Represent the Company in energy infrastructure development projects as project manager. Direct the execution of all aspects of the project development from identifying and designating potential opportunities, land acquisition, negotiation of definitive agreements, due diligence, planning and zoning approvals to design & development.

Alliance Energy LLC: Represented the Company in the acquisition of approximately 250 gas stations located through New England. Stations were acquired directly from ExxonMobil and totaled over \$300 million in value. Assisted in the execution of all aspects of the acquisition process and directly supervised all legal aspects, including negotiation of definitive agreements, HSR filings, FTC and attorney general regulatory reviews in multiple states and all other transaction related matters and issues.

Directly negotiated and drafted management contract with Getty Realty Corp. for the supply and management of approximately 250 retail gas stations.

Directly negotiated and drafted 15 year project development agreement by and among the State of CT, the Carlyle Group, Subway Inc. and Alliance Energy for the concession rights at 23CT highway rest stops.

Participated in and supervised over 40 acquisition opportunities.

Heating Oil Partners: Represented the Company in over 20 acquisitions ranging in size from approximately \$1 million to \$50 million in value. Developed and executed all aspects of the Company's acquisition program including financial analysis and review of potential acquisition candidates, the conduct of appropriate due diligence and the negotiation and drafting of relevant NDA's, term sheets, LOI's, Asset Purchase Agreements, Employment Agreements and other ancillary documents. Assisted with the integration of acquired entities into existing business units. Acquisitions included Taylor Oil Company and Alliance Energy.

Beacon Energy Corp.: Represented the Company in several proposed ventures including a \$100 million project development initiative. Developed and executed all aspects of proposed projects including sourcing and review of approximately 40 parcels of real estate and selection of ultimate location; identification and selection of project engineer and negotiation of EPC contracts and related engineering services agreements; meetings and presentations with various local government officials regarding project; identification and selection of equipment vendor and negotiation of relevant equipment procurement agreements.

Werner Ladder Co.: Represented Investcorp in the \$500 million acquisition of Werner Ladder Co from its founders. Representation included the completion of due diligence, the negotiation and drafting of a Stock Purchase Agreement, Employment Agreements, Option Agreements and other relevant documents.

Simmons Bedding Co.: Represented Investcorp in the \$600 million acquisition of Simmons Bedding. Representation included the completion of due diligence, the negotiation and drafting of a Stock Purchase Agreement, Employment Agreements, Option Agreements and other relevant documents.

Investcorp: Represented Investcorp as potential acquirer in various investment bank coordinated "auctions" ranging in size from \$250 million to over \$1 billion. Representation included the completion of due diligence and the preparation of bid packages including revised Stock Purchase Agreements.

AstroTurf: Represented American Sports Products Group in the acquisition of the parent company of AstroTurf. Representation included the negotiation and drafting of a Stock Purchase Agreement, Employment Agreements, Option Agreements and other relevant documents.

Smithfield Bioenergy: Represented Beacon Energy in its acquisition of the assets of Smithfield Bioenergy from Smithfield Foods Inc. Representation included financial analysis, negotiation of definitive economic terms and the negotiation and drafting of an asset purchase agreement and other relevant documents.

Equity Financings (public and private):

Alliance Energy LLC: Assisted in the representation of the Company in its March 1, 2012 sale to Global Partners LP, a publicly traded master limited partnership listed on the NYSE ("GLP").

Heating Oil Partners. Represented the Company in its May 2002 initial public offering of income trust units on the Toronto Stock Exchange. The Company was the first US based company to undertake such an offering. Lead underwriter was CIBC. Responsible for negotiation, drafting and preparation of registration statement, appropriate financial statements and all required exhibits.

Represented the Company in its July 2004 secondary offering of Income Fund Units on the Toronto Stock Exchange.

Represented the Company in private placements of equity securities with CIBC. Responsible for the negotiation and drafting of relevant Partnership Purchase Agreements/Subscription Agreements, Registration Rights Agreements and other ancillary documents.

Broadcast.com. Represented Mark Cuban owned company as Company counsel in its initial public offering underwritten by Morgan Stanley. Responsibilities included due diligence and drafting of S-1 registration statements, interface with SEC regarding comments and amendments to S-1 and final filing of amended document, negotiation of underwriting agreement and drafting of various ancillary agreements.

Acorn Products, Inc. Represented Acorn Products (an Oaktree Capital portfolio company) as company counsel in its initial public offering. Responsibilities included due diligence, drafting of S-1 registration statement, interface with SEC regarding comments and amendments to S-1 and final filing of amended document, negotiation of underwriting agreement and drafting of various ancillary agreements.

American Sports Products Group. Represented Company in several private placements of securities with UBS private equity funds, Heller Capital and others. Responsible for the negotiation and drafting of relevant Stock Purchase Agreements/Subscription Agreements, Registration Rights Agreements and other ancillary documents.

Beacon Energy. Represented Company in three rounds of private placement of securities with a variety of VC/private equity funds. Responsible for the negotiation and drafting of all relevant documents.

Debt Financings:

Alliance Energy LLC: Represented the Company in the negotiation, drafting and administration (i.e. covenant compliance and relevant amendments) of all of its credit agreements, loan documents and debt financings. Transactions included the following:

\$200 million senior secured credit facility with Citizens Bank as administrative agent;

\$ 180 million senior secured credit facility with Citizens Bank as administrative agent; and

\$25 million junior subordinated notes with John Hancock.

Heating Oil Partners: Represented the Company in the negotiation, drafting and administration (i.e. covenant compliance and relevant amendments) of all of its credit agreements, loan documents and debt financings. Transactions included the following:

\$50 million senior secured credit facility with Chase Manhattan Bank;

\$80 million senior secured credit facility with Fleet Bank (and 18 amendments thereto);

\$50 million senior secured notes with Mass Mutual and New York Life;

\$115 million senior secured debtor-in-possession credit facility with Bank of America;

\$125 million senior secured credit facility with JP Morgan Chase; and

\$8 million payable-in-kind subordinated notes with CIBC.

American Sports Product Group: Represented the Company in the negotiation and drafting of its \$35 million senior secured acquisition line with UBS and Heller Capital.

Investcorp: Represented Simmons Bedding in the negotiation and drafting of its \$250 million senior secured note purchase agreement.

General Corporate Matters:

Commercial Contracts: Drafted and negotiated a wide range of general commercial contracts including franchise agreements, licensing agreements, technology agreements, software agreements, engineering/procurement/construction contracts (EPC), customer agreements, service agreements, supply agreements, inventory purchase agreements, delivery agreements, advertising agreements, consumer protection agreements, equipment leasing agreements, etc.

Litigation: Manage and supervise all litigation associated with Global's retail gasoline division, including development of litigation strategy, trial management, mediation/arbitration and settlement negotiations.

Derivative Transactions: Represented Alliance Energy in the negotiation and drafting of various interest rate swaps and associated ISDA master agreements.

Represented Heating Oil Partners in the negotiation and drafting of heating degree day "put" option contracts (i.e. weather derivatives); currency swaps and interest rate swaps. Representation including negotiation, preparation and drafting of appropriate long form confirmation agreements and ISDA master agreements. Counter-parties included Goldman Sachs, UBS, CIBC and Louis-Dreyfus.

Represented Long-Term Capital Management in the establishment of a Bermuda re-insurance company. Developed long form agreements for catastrophe risk re-insurance contracts.

Bankruptcy: Represented Heating Oil Partners in the negotiation, preparation and drafting of its Chapter 11 bankruptcy petition and associated Plan of Reorganization.

Securities Compliance: Represented Heating Oil Partners in the preparation of its quarterly and annual securities filings including preparation of requisite MD&A and financial statement footnotes.

Employment and Labor: Represent Alliance Energy in all employment matters including administrative hearings including administrative hearings and arbitration proceedings. Negotiated, drafted and administered 15 collective bargaining agreements with the Teamsters labor union on behalf of Heating Oil Partners. Represented Heating Oil Partners in front of arbitration panels and National Labor Relations Board with respect to collective bargaining issues. Drafted employment agreements, incentive stock option plans, incentive stock option plans, consulting agreements etc. Directly supervised Heating Oil Partner's Human Resources Department including oversight of a staff of three employees.

Insurance: Negotiated and administered comprehensive property and casualty programs for Alliance Energy, Heating Oil Partners and Beacon Energy. Directly supervised Alliance Energy's and Heating Oil Partner's insurance risk management functions including the direct supervision of associated staff.

Audit: Directly participated in the preparation, drafting and final review of Beacon Energy's and Heating Oil Partners' public financial statements.

Regulatory Matters: Represented Alliance Energy, Heating Oil Partners and Beacon Energy with respect to a variety of regulatory issues including matters regulated by the FTC, state's attorney general's offices, EPA, DOT, DOL, OSHA and relevant state and local authorities.

Corporate Governance/Corporate Secretary: Presided as Assistant Secretary of Alliance Energy and Secretary of Heating Oil Partners. Directly participated in all meetings of the Board of Directors of Heating Oil Partners upon completion of its initial public offering. Provided on-going legal advice to the Board on all relevant matters including SOX related compliance.

Real Estate: Manage all legal aspects of Alliance Energy's real estate holdings, including but not limited to legal oversight of approximately 450 owned or leased gas station properties. Negotiate and draft leases, sub-leases, property sales agreements,

property purchase agreements, purchase options, cell-tower lease agreements and manage all pertinent environmental issues.

Managed all legal aspects of Heating Oil Partners' real estate holdings including numerous leased and owned properties. Negotiated and drafted leases, sub-leases, property sales agreements, property purchase agreements, purchase options, cell-tower lease agreements and managed all pertinent environmental issues.

Managed all legal aspects of Beacon Energy's real estate holdings.

Environmental: Manage all legal aspects of Alliance Energy's environmental compliance function.

Managed all legal aspects of Heating Oil Partners' environmental compliance. Experience included settlements with the EPA and related state entities with regards to Superfund liability, monitoring of on-going environmental clean-ups, enrollment of Heating Oil Partners in the EPA's Performance Track environmental achievement program, compliance with all applicable federal, state and local laws etc.

Managed all legal aspects of Beacon Energy's environmental compliance including waste-water disposal issues.

Management:

Alliance Energy LLC: Manage a legal staff totaling 7 persons, including 5 attorneys, a contract administrator and an insurance claims administrator.

Heating Oil Partners:

Employment and Labor. Directly managed and supervised Heating Oil Partner's Human Resources Department including oversight of a staff of three employees.

Insurance. Directly managed and supervised Alliance Energy's and Heating Oil Partner's insurance risk management function including direct supervision of a staff of three employees.

Beacon Energy Corp.: Directly managed approximately 30 employees with respect to general operating matters and related issues.

AGENDA REQUEST - Item #8

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *August 11, 2014*

Requestor: *Patty Golden*

Action requested: *Interview three applicants for two available seats on the Capital Improvement Advisory Committee: Susan Abrams, 24 Hudson Rd; Michael Lane, 493 Dutton Rd; Robin Berman, 11 Brookside Farm Lane. Following interviews, vote two appointments, one for a term ending 5/31/17, and one for a term ending 5/31/15.*

Financial impact expected: *None*

Background information:

Application materials of all applicants attached.

Recommendations/Suggested Motion/Vote:

Vote two appointments, one for a term ending 5/31/17, and one for a term ending 5/31/15

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

All applicants will be present

Selectmen's Office Section:

Date of Selectmen's Meeting: *September 10, 2014*

Board's action taken:

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

Distribution:

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BOARD OF SELECTMEN
SUDBURY, MA

2014 AUG 12 A 10:53

**TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT**

BOARD OF SELECTMEN
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

FAX: 1978) 443-0756
E-MAIL: selectmen@sudbury.ma.us

Board or Committee Name: Capital Improvement Advisory Committee

Name: Sue Abrams

Address: 24 Hudson Rd

Home phone: [REDACTED]

Email Address: [REDACTED]

Work or Cell phone: [REDACTED]

Years lived in Sudbury: 42

Brief resume of background and pertinent experience:

Educator - retired elementary principal (Wayland)
teacher and administrator (Lincoln)

Municipal experience (if applicable): served 6 years on Sudbury School Committee
election officer in the 1980s

Educational background: M. Ed.

Reason for your interest in serving: I was approached by Tom Travers and my
experience in schools seemed to be useful for the committee.

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

Do you or any member of your family have any business dealings with the Town? If yes, please explain: No

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

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

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

Signature Sue Abrams

Date 8/12/14

**TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT**

RECEIVED
BOARD OF SELECTMEN
SUDBURY, MA

2014 AUG 11 P 1:30

BOARD OF SELECTMEN
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

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

Board or Committee Name: Capital Improvement Advisory

Name: Michael Lane

Address: 493 Duffield Rd Sudbury

Email Address: [REDACTED]

Home phone: _____

Work or Cell phone: [REDACTED]

Years lived in Sudbury: less than 1

Brief resume of background and pertinent experience:

Municipal experience (if applicable):

Educational background: Bachelor in Science
Wentworth Institute of Technology

Reason for your interest in serving: My Background & Experience is something I wish
to share as a civil servant towards our New Town of Sudbury.

Times when you would be available (days, evenings, weekends): Tue/Wed/Thurs 6:00pm - 10:00pm

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

N/A

[Signature]

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

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

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

Signature

[Signature]

Date

11 Aug 14

TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT



BOARD OF SELECTMEN
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

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

Board or Committee Name: Capital Improvement Advisory Committee

Name: Robin Berman

Address: 11 Brookside Farm Lane Sudbury, MA 01776

Email Address: [REDACTED]

Home phone: [REDACTED]

Work or Cell phone: [REDACTED]

Years lived in Sudbury: 18

Brief resume of background and pertinent experience:

My formal training is in accounting. I have volunteered extensively during my tenure in town, actively participating in my childrens' schools, various philanthropic organizations and have taken on the major leadership role within my religious community.

Municipal experience (if applicable):

N/A

Educational background:

BSW (Social Welfare)

MBA w/ a concentration in Accounting

Reason for your interest in serving:

I am invested and interested in the development and well-being of our town. I would like to give back as my family and I have certainly received so much from living here.

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

Flexible

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

No

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

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

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

Signature _____

Date _____

8/28/14

**TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT**

BOARD OF SELECTMEN
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

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



RECEIVED
BOARD OF SELECTMEN
SUDBURY, MA

Board or Committee Name: Capital Improvement Advisory Committee 2014 AUG -7 A 11:29

Name: Susan Asbedian-Croff

Address: 140 Morse Rd

Email Address:

Home phone:

Work or Cell phone:

Years lived in Sudbury: 18

Brief resume of background and pertinent experience:

I have worked in the accounting departments of COMPUISA and TSX and am presently working for a CPA locally. I have had experience with analysis and budgeting.

Municipal experience (if applicable):

Sudbury Youth Commission 8 years, Co chair person; Open Space Committee 15 years

Educational background:

BA Political Science/International Affairs UNH

MBA Bentley College

Reason for your interest in serving:

I enjoy giving back to the community and am interested in helping the town determine capital needs

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

Monday, day or evening, Thes & Thursday evenings

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

no

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

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

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

Signature

Asbedian Croff

Date

8/6/2014

AGENDA REQUEST - Item #9

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *August 11, 2014*

Requestor: *Patty Golden, Selectmen's Office*

Action requested: *Interview six applicants for two at-large seats on the Vocational Education Options Committee: Allison Scheff, 33 Harness Lane; David Levington, 155 Nobscot Rd; Joel Bauman, 62 Goodman's Hill Rd; John Baranowsky, 103 Belcher Drive; Paul Lynch, 20 Dorothy Rd; Risa Burns, 46 Cider Mill Rd. Following interviews, question of making appointments for terms ending 5/31/15, and take any other actions related to activating this new committee.*

Financial impact expected: *None*

Background information:

Application materials of all applicants attached.

Recommendations/Suggested Motion/Vote:

Vote appointments for terms ending 5/31/15 and take any other actions related to activating this new committee.

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

All applicants will be present

Selectmen's Office Section:

Date of Selectmen's Meeting: *September 10, 2014*

Board's action taken:

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

Distribution:



**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.

Vocational Education Options Committee (VEOC) tasks

1. Election of officers happens first. The Chair will be responsible for scheduling meetings, arranging for a meeting place, posting the agenda in accordance with the Open Meeting Law, and running the meetings. The Clerk will be responsible for taking the official minutes for VEOC meetings, getting them approved, and getting them posted. *As stated in the Mission Statement, the VEOC has no staff support.* We have to do this ourselves.
2. Task list and timetable. By the end of December, we need a recommendation ready for the Board of Selectmen to take to Town Meeting. Perhaps something like this:
 - a. September meeting –
 - i. Refine and improve evaluation criteria (draft attached). We need to know not only which school best meets Sudbury's needs (quality and cost) but also whether we should join the district or send our students as out-of-district tuition students.
 - ii. Create initial list of schools for evaluation
 - iii. Assign schools to members for research using the accepted criteria. Ideally there would be a finance expert and an academic on each team.
 - iv. Agree on a meeting date to have collected evaluation data for schools.
 - v. Get contact information for schools.
 - vi. Assign someone to learn what (if any) coordination with the Town of Lincoln would be required to leave Minuteman. Do we have obligations through L-S?
 - b. October meeting(s) –
 - i. Discuss the findings of the teams for each school.
 - ii. Identify missing information (including overlooked schools) and assign someone to get it.
 - iii. Meet again as necessary to get the information complete.
 - iv. Schedule any public meetings with stakeholders (parents and non-parents alike) to collect input.
 - c. November meeting(s) –
 - i. Finish filling out matrix and come up with recommendations. Specifically, we must know not only which school we would recommend, but whether we'd

like to be a member community or send students as “out of district” tuition students.

- ii. Prepare a draft warrant article for the BOS to present to 2015 Annual Town Meeting.

d. December meeting –

- i. Meet with the Board of Selectmen to present our recommendation. This may include scheduling public meetings in January to present our recommendations to stakeholders.

Yes, this is aggressive. However, if we’re going to make our deadline we need to be aggressive.

VEOC criteria

For each school:

1. **Academic programs** – PLEASE NOTE I’m not an academic. I’m putting down a couple ideas so I don’t leave a blank sheet of paper here. I hope that the academic members of VEOC will be able to evaluate programs more expertly and rigorously than I can. But I want academic programs first on the list.
 - a. Desirability – what features characterize a highly desirable vocational program (breadth of offerings, specific programs, expertise and enthusiasm of staff, administrative organization)?
 - b. Quality – what features characterize a high quality vocational program?
2. **Information for comparison**
 - a. Size of school (size of facility, number of students, size of administration and staff)
 - b. Administrative Structure
 - c. Academic staff (number, credentials, experience)
 - d. Guidance professionals
 - e. Programs and classes provided.
 - f. SPED programs and support
 - g. Outcomes (graduation rates, placements, college placements)
3. **Practical Considerations**
 - a. Distance from Sudbury (and potential transportation implications)
 - b. Size and condition of the physical facility
 - c. Available space for new students
4. **How would our students be admitted?**
 - a. For each school, I am assuming we could be admitted as either a **“member” community** or as a **“non-member” community**. In both cases we need to know:
 - i. Mechanics -- What agreements must we make with the school? Are there other agreements required?
 - ii. What is the willingness of the school to enter into an agreement with Sudbury?
 - iii. Timeframe. When could we begin sending students—when do our counselors begin to present this as an option? (A timetable with steps would be ideal.)

- iv. What is the cost to Sudbury, either as a membership fee, a flat per-student cost, or by whatever means? How stable is this cost?
- v. What representation would Sudbury have with the school?
- vi. How many students could Sudbury send? Are there limits?

TOWN OF SUDBURY APPLICATION FOR APPOINTMENT



BOARD OF SELECTMEN
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

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

Board or Committee Name: Vocational Education Options Committee

Name: Risa Buens

Address: 46 Elder Mill Rd Sudbury

Email Address: [REDACTED]

Home phone: [REDACTED]

Work or Cell ph: [REDACTED]

Years lived in Sudbury: 17

Brief resume of background and pertinent experience:

I am an Assistant Professor at Harvard Medical School, practicing primarily eye physician and parent of an 18 year old who receives SPED services. Professionally I am actively engaged in education at the post-graduate level and through my son have come to understand the importance of making certain that every child has access to the education that will allow them to achieve their full potential.

Educational background: *I hold an MD from Wayne State University in Detroit and an MPH from Boston University School of Public Health.*

Reason for your interest in serving: *I have a son w/ 18 who receives SPED services and we have long struggled with the finding the right balance between an academic and technical education.*

Times when you would be available (days, evenings, weekends): *I am home on Monday and Wednesday and available evenings and weekends.*

Do you or any member of your family have any business dealings with the Town? If yes, please explain: *No*

AB

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

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

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

Signature

AB

Date 8/11/14

TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT

BOARD OF SELECTMEN
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

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

Board or Committee Name: Future of Vocational High School Education

Name: Allison Scheff

Address: 33 Harness Lane

Email Address: [REDACTED]

Home phone: [REDACTED]

Work or Cell ph [REDACTED]

Years lived in Sudbury: 6 months

Brief resume of background and pertinent experience:

I am the Executive Director of Science, Technology, Engineering, and Math (STEM) at the Department of Higher Education and of the Governor's STEM Advisory Council. I started my career as a 7th grade science teacher and have run K-16 programming and teacher professional development programs for science teachers since 2007. I would like to take the experience that I have in STEM Education and the knowledge of visiting many high schools and vocational technical schools and support my community and the education that my children will eventually receive when they enter high school.

Municipal experience (if applicable):

Educational background:

BA- Economics (University of Virginia, 2003)

Ed.M.- Education Policy (60 Credits, Teachers College, Columbia University, 2007)

Reason for your interest in serving:

I would like to take the experience that I have in STEM Education and the knowledge that I have gained by visiting many high schools and vocational technical schools across the Commonwealth, combined with the information that I receive from STEM employers in Massachusetts, to support my community and its schools since my children will one day be enrolled in the Sudbury/Lincoln-Sudbury school district.

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

Evenings and weekends. Days are not impossible if scheduled well in advance; I can make up the time by working at home in the evenings.

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

No. However, I am a state employee.

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

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

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

Signature



Date

7/31/14

Board
to 9/10
Meeting

TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT

BOARD OF SELECTMEN
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

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

Board or Committee Name: Vocational options committee

Name: David L. Levington

Address: 155 Nobscot Road

Email Address: [REDACTED]

Home phone: [REDACTED]

Work or Cell phone: [REDACTED]

Years lived in Sudbury: 40

Brief resume of background and pertinent experience:

Experience in business and education

Municipal experience (if applicable):

Several, including Superintendent at LS (1973-1982)

Educational background:

MIT, BS in Marketing Research 1950 - Fellow, National Program in Educational Leadership, 1971-1973

Reason for your interest in serving:

Strong interest in Education, young people, careers, and the Town of Sudbury

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

days, evenings. I have ample time available to do field work.;

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

no

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

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

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

Signature David L. Levington

Date 8/8/14

TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT

BOARD OF SELECTMEN
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

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

Board or Committee Name: Vocational Education Options Committee

Name: Joel Bauman

Address: 62 Goodwens Hill Rd

Email Address: [REDACTED]

Home phone: _____

Work or Cell phone: [REDACTED]

Years lived in Sudbury: 1

Brief resume of background and pertinent experience:

Medical doctor (geriatrics and palliative care)

Professor of Medicine, Harvard Medical School

Educator for 25 years. Stepfather to two Curbs Middle School eighth graders.

Municipal experience (if applicable):

None

Educational background:

MD

Reason for your interest in serving:

New resident interested in volunteering at ~~extra~~ community level.

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

Evenings

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

No

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

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

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

Signature _____

Date _____

8/26/14

TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT

BOARD OF SELECTMEN
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

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

Board or Committee Name: Vocational Educations Options Committee

Name: John K. Baranowsky

Address: 103 Belcher Drive

Email Address: _____

Home phone: _____

Work or Cell phone: _____

Years lived in Sudbury: 39

Brief resume of background and pertinent experience:

A parent of 4; however the children are now out of school. I work with and oversee all sorts of trades from the vocational ranks and have a very detailed current understanding of these educational needs.

Municipal experience (if applicable):

Four years in a Town Engineering Department. Twenty-four years with a quasi-State agency (MWRA).

Educational background:

B.S. & M.S. Engineering Degrees

Reason for your interest in serving:

I like that this committee has a clear goal to get something needy done on time.

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

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

No

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

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

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

Signature _____

John K. Baranowsky, PE.

Date _____

August 13, 2014

**TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT**

BOARD OF SELECTMEN
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

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

Board or Committee Name: Vocational Education Options Committee

Name: Paul F. Lynch

Address: 20 Dorothy Road, Sudbury

Email Address: [REDACTED]

Home phone: [REDACTED]

Work or Cell ph [REDACTED]

Years lived in Sudbury: 23

Brief resume of background and pertinent experience:

I was formerly Sudbury's representative on the Minuteman School Committee (approximately 5 years) and served as Vice Chair of the School Committee for approximately 4 of those years. I am an attorney practicing in Boston and I have lived in Sudbury since 1991. Our foster daughter of 11 years, Shannon Dooling, attended Minuteman and I am familiar with the school both as a School Committee member and as a parent. I understand the workings of Minuteman and the current issues and challenges which will enable me to get up to speed quickly and which will hopefully enable me to provide useful input and analysis regarding these issues and the range of possible solutions.

Municipal experience: Former Sudbury Representative on Minuteman School Committee

Educational background: B.A., College of the Holy Cross (1978); J.D. University of San Diego (1985); M.B.A., University of San Diego (1986).

Reason for your interest in serving:

I am keenly interested in this issue and in vocational education for our children. I have seen first hand the great benefits that a vocational education offers and I strongly believe that this issue deserves significant effort and attention. My goal would be to assist the Committee in looking closely at all viable options.

Times when you would be available (days, evenings, weekends): I am flexible. I am self-employed and will work my schedule around the needs of the committee.

Do you or any member of your family have any business dealings with the Town? I My daughter, Kayla, works as a Camp Counselor at the Sudbury Town Camp.



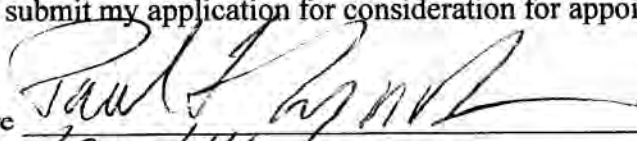
(Initial here that you have read, understand and agree to the following statement)

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

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

Signature

Date


7/28/14

AGENDA REQUEST – Item #10

BOARD OF SELECTMEN

Requestor's Section

Item Name: Mass Central Rail Trail Discussion

Date of request: *September 4, 2014*

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

Action requested (Who, what, when, where and why): BOS vote to proceed with project

Financial impact expected: \$160,000

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

Memo from James Kupfer, Asst. Planner

Recommendations/Suggested Motion/Vote:

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

James Kupfer, Asst. Planner

Selectmen's Office Section

Date of Selectmen's Meeting: 9/10/14

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

pcd@sudbury.ma.us

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

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

TO: Board of Selectmen
FROM: Jim Kupfer, Assistant Planner
RE: Mass Central Rail Trail
DATE: September 5, 2014

In accordance with the Board of Selectmen's request at the August 19, 2014 meeting, staff has collected questions regarding the Mass Central Rail Trail from members of the Board and provided responses to each.

Questions/Responses:

1. Does Iron Horse typically provide a performance bond?

The Town can require a performance bond for any contract we execute. I do not know if they have provided such for other towns.

2. Does Iron Horse typically provide liability insurance? What amount?

The Town will require liability insurance for any contractor who does construction activities along the rail corridor. Our most recent construction contract for the Town Center required workmen's compensation not less than \$500,000, general liability of \$1,000,000, automobile liability of \$1,000,000, and umbrella liability of at least \$2,000,000.

Depending on what the language of the construction access license contains, DCR may assume some liability. We will need to review this document.

3. Please identify the local contractors used by Iron Horse to do the work of pulling up the rails and building the trails.

Iron Horse has their own team who will remove the tracks. The Town would request references and credentials of their team and any subcontractors.

4. Why wouldn't we do an engineering study first, then seek cost estimates based upon what we find in the engineering study?

Typically an engineering study (design plan) is completed on a construction project such as this to identify a number of critical items up front. This would vary depending on the extent of the study. However, for this proposal, we would likely not design to full MassDOT standards but would need to analyze a number of factors such as a preliminary survey of the right of way, wetlands delineation, preliminary drainage, cross sections, road crossings, any other significant constraints, etc.



Town of Sudbury

Planning and Community Development

pcd@sudbury.ma.us

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

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

5. What would such an engineering study cost for the proposed 1.8 mile section?

Using the Friends of the Bruce Freeman Rail Trail estimate of approx. \$100,000 per mile for a full MassDOT design plan, this could cost \$180,000. The Town Engineer estimated roughly, for a reduced study that would include the minimum information listed in question 4, it could cost \$40,000 to complete. So, the cost could be anywhere between \$40,000 to \$180,000.

6. Shouldn't we have an engineering report in hand to understand what the issues are before deciding to go forward and to get a firmer estimate on cost?

Sudbury Greenways proposes to raise funds for a wetland delineation and Notice of Intent filing with the Conservation Commission for those portions of the trail in proximity to wetlands only. DCR may not require a full design plan for the Sudbury Greenways proposal.

7. What decisions, if any, have been made by the Planning Department regarding the Mass Central Rail Trail?

None. The only actions taken by the Town on this project are comments by the Conservation Commission on the ENF (12/17/2013), attendance at the ENF scoping meeting on Dec. 16, 2013, coordination of a meeting with Paul Jahnige on July 17, 2014, and preparation of a Capital Improvement Budget Request Form for FY16 by the Planning and Community Development Dept. at the request of the Town Manager. All other actions have been initiated by Andrew Sullivan (Sudbury Greenways).

8. Who is going to be the contact person on behalf of the town with the Department of Conservation and Recreation?

Maureen Valente has asked Jody Kablack, Director of Planning and Community Development, to coordinate the Town's actions on this project.

9. Who will be authorized to speak with DCR regarding the Mass Central Rail Trail in Sudbury?

Maureen Valente has asked Jody Kablack, Director of Planning and Community Development, to coordinate the Town's actions on this project.

10. Will there be an advisory committee, who will appoint the members, how many members will there be?

If the BOS decide to add this project to their goals for the next year, and if they desire to appoint an advisory committee to work on the project, the Planning and Community Development Department will draft a mission statement for the Board. Finalization of the mission statement, including membership on the advisory committee, will be by vote of the BOS.



Town of Sudbury

Planning and Community Development

pcd@sudbury.ma.us

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

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

11. Bill Places' comments on BETA cost estimate (8/7/14):

- FST estimated the bridge crossings along the Bruce Freeman Rail Trail to cost between \$80,000 and \$90,000, not \$44,000.00.
- There appears to be no line item for drainage.
- There is no drainage in Horsepond Road, Peakham Road and Dutton Road.
- The cost estimate is assuming that there is no mitigation to control any increase in rate of runoff.
- Guard rails and fencing may be required at culvert crossings and in areas of steep grades.
- Pedestrian signal may be required at Union Ave.

12. Jody Kablack's comments:

Next Steps (Town):

- Town to secure construction access license from DCR – in progress
- Town to determine timing and source of funding for Phase 1
 - 2015 Annual Town Meeting?
 - CPC?
 - Capital Exclusion?
 - Free cash?
- Town to accept gift from Sudbury Greenways for environmental design and permitting (model for use of funds should be similar to that of the Friends of Bruce Freeman Rail Trail)
- Town engages engineering firm to identify wetlands and permit construction
- Continue checking references on Iron Horse

Next Steps (Sudbury Greenways):

- Sudbury Greenways to donate funds to Town for environmental permitting
- Sudbury Greenways to explore grant possibilities

Pending questions for Iron Horse:

- Does the typical Iron Horse removal/construction method comply with Best Management Practices for soil contamination?
- Where are the railroad ties disposed of? Whose responsibility is that?

cc: Andrew Sullivan, Sudbury Greenways
Bill Place, DPW Director
Debbie Dineen, Conservation Coordinator

AGENDA REQUEST - Item #11

BOARD OF SELECTMEN

Requestor's Section

Date of request: *September 2, 2014*

Requestor: *Town Manager Valente*

Action requested:

Report from Town Manager on announced intention of Raytheon to close the Sudbury facility.

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:

Selectmen's Office Section

Date of Selectmen's Meeting: *September 10, 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 (☒)

AGENDA REQUEST – Item #12

BOARD OF SELECTMEN

Requestor's Section

Date of request: *September 2, 2014*

Requestor: *Vice-Chairman Pat Brown*

Action requested: *Determination of date and topics for the 2014 Town Forum*

Financial impact expected: *none*

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

Recommendations/Suggested Motion/Vote:

Vote to determine the date and topics for the 2014 Town Forum

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

Selectmen's Office Section

Date of Selectmen's Meeting: **9/10/14**

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)
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AGENDA REQUEST - Item #13

BOARD OF SELECTMEN

Requestor's Section

Date of request: *September 2, 2014*

Requestor: *Town Manager Valente*

Action requested:

Discussion and vote on process to engage New Town Counsel services by December 31, 2014, occasioned by the retirement of Town Counsel Paul Kenny.

Financial impact expected: *None*

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

See attached

Recommendations/Suggested Motion/Vote:

Discussion and vote on process to engage New Town Counsel services by December 31, 2014, occasioned by the retirement of Town Counsel Paul Kenny.

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

Selectmen's Office Section

Date of Selectmen's Meeting: *September 10, 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

To: Board of Selectmen
From: Charles C. Woodard, Chairman
Date: September 8, 2014
Subject: Town Counsel Search Options

Paul Kenny is retiring as town counsel effective December 31. We should select replacement counsel no later than December 1 so that there is time to work together and familiarize new counsel with issues unique to Sudbury.

Attached is the mission statement of the previous Town Counsel Search Committee as well as the memorandum sent to the Board by the Committee on February 3, 2014. Please note that they reviewed all proposals received, selected finalists, and after interviewing them, recommended two firms for the Board to interview. They also sent to the Board all the proposals that were received. I have asked staff to make additional copies of these proposals for your consideration.

At this point I see three possible directions for determining the next Town Counsel for the Town.

- 1) Build on the work of the now dissolved Search Committee. This would involve reviewing the proposals received, determining which finalists to interview, and making an appointment from that group of applicants.
- 2) Reconstitute the former Search Committee, confirming that all members would be willing to serve again, and filling any vacancies that might occur, including the vacant Selectman position. Ask this committee to meet again and recommend a process to move forward with the search, which might include starting the process from scratch.
- 3) Form a new search committee. Determine the mission of this new committee, assuming the entire process would be started from scratch including development of a Request for Proposals and soliciting new proposals.

A draft calendar for each of the three options has been prepared to assist in your thinking about this issue.

BOARD MEETING DATES	Option 1: Using work of Town Counsel Search Committee	Option 2: Reactivate Search Committee	Option 3: Form a new Search Committee
9/10/2014	Vote on process to be used, direction given to staff	Vote to reactivate committee, vote to designate an additional Selectman to join the committee	Vote to create a new committee. Depending on who will be on the committee, begin getting members for the committee.
	Board begins reviewal of proposals received	Committee meets, determines what process or steps they might take to advise the Board	
9/23/2014	Vote on which finalists to interview, ask staff to set up interviews	Committee meets with Board to discuss their recommendations	Depends on process chosen by committee, BOS
	Schedule interviews with the finalists	Depends on process chosen by committee, BOS	
10/14/2014			
10/28/2014			
	Vote for appointment of new Town Counsel services		
11/12/2014	Board votes to approve agreement with new Town Counsel		
12/9/2014	New Town Counsel begins meeting with P. Kenny and staff and others for orientation		



**Town Counsel Search Committee
Town of Sudbury
Voted to establish September 3, 2013 by the Sudbury Board of Selectmen**

Mission Statement

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

Membership

Note: The membership of this committee is drawn from the entities and individuals who rely on Town Counsel services the most in connection with their responsibilities.

Two members of the Board of Selectmen – John Drobinski and Len Simon
One member of the Board of Assessors – Liam Vesely
Town Moderator – Myron Fox
Assistant Town Manager – Maryanne Bilodeau
Facilities Director – Jim Kelly
Planning and Community Development Director – Jody Kablack
Police Chief – Scott Nix
Town Finance Director – Andrea Terkelsen

All appointments shall expire on May 31, 2014, but may be extended by the Board of Selectmen.

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

Staffing Assistance

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

Tasks

The committee will develop a statement of the specific needs of the Town for Town Counsel services; draft materials for advertising for Town Counsel services; review applications received; conduct initial ranking of applications received; and recommend to the full Board of Selectmen which finalists should be interviewed by the Board/Town Manager.

Compliance with State and Local Laws and Town Policies

The *Town Counsel Search 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.

Date: February 3, 2014
To: Board of Selectmen
From: Town Counsel Search Committee
RE: Search Committee's Final Recommendations for Town Counsel

The Town Counsel Search Committee (further noted as Search Committee) has completed its mission as voted on September 3, 2013 by the Board of Selectmen, and at this time would like to give our final report and recommendations.

The Search Committee met over a series of seven meetings. The Search Committee elected Myron Fox as Chairman; Len Simon as Vice-Chairman; and Jody Kablack as Clerk. A Request for Proposal (further noted as RFP and attached) was prepared by the Search Committee. The RFP for Town Counsel Services was posted on the Town's Web-site on October 25, 2013. It was also advertised in the following: Massachusetts Lawyers Weekly, the Massachusetts Municipal Association (MMA) website, Mass Municipal Lawyers Association (MMLA). All RFP's were due by 5:00 p.m. Monday, December 2, 2013. The Timeline of the Search Committee is attached.

The Search Committee received nine responses to the RFP. We evaluated and discussed in detail all nine responses and narrowed the field to the top four responses. The firms interviewed were: Miyares and Harrington, Kopelman and Paige, and Petrini & Associates. The Search Committee was also interested in scheduling an additional interview in connection with an RFP received from Mr. Paul Kenny who currently serves as Sudbury's Town Counsel. However, based on advice from Labor Counsel we did not interview Mr. Kenny because he is currently an employee and his proposal is to remain as an employee of the Town. Employment interviews are considered personnel matters and are not within the purview of the Search Committee.

The Search Committee pondered the following questions: What are the advantages to Sudbury to change Town Counsel? What legal services are available compared to Sudbury's existing legal services? Did we see something beneficial which would warrant our recommending a change? Our ultimate questions, after considering all proposals, are: Do we want to recommend to the Board of Selectmen to keep the existing model and Counsel or change them? If the Search Committee decided to recommend a change in Counsel, which applicant(s) would the Search Committee recommend?

The Search Committee weighed the RFP responses and interviewed three firms, and our recommendation to the Board is detailed below. Additionally, we felt it appropriate to rank the three candidates and lay out the pros and cons of each. The Search Committee's recommendations are as follows: (1) Paul Kenny; (2) Petrini & Associates; and (3) Kopelman and Paige (in that order).

Search Committee Recommendations:

1. We recommend Paul Kenny for the following reasons:
 - a. The members of the Search Committee already have in-depth knowledge and familiarity with Mr. Kenny's legal experience and skills from working with him over the course of years.
 - b. Mr. Kenny has 37 years of successful service to the Town.
 - c. Based on our knowledge of this candidate and after due consideration of the application materials and interviews of the others, we are convinced that our current Town Counsel structure provides the most advantageous level of legal services for the Town at this time and at a reasonable cost.
 - d. Mr. Kenny provides significantly more onsite legal access to Town staff, Boards and Committees than proposed by any of the other applicants.

- e. The Search Committee received eight reference letters (attached) for Mr. Kenny from residents, attorneys and town employees, all supporting his work over the years as Sudbury Town Counsel.

Therefore the committee recommends that the Board of Selectmen favorably consider Mr. Kenny's candidacy to continue as the Sudbury Town Counsel. It is the Search Committee's recommendation that the BOS vote to enter into negotiations to extend Mr. Kenny's contract.

2. If the Board prefers to interview other candidates, the Search Committee recommends the following two firms ranked in this order:
 - a. Petrini & Associates
 - b. Kopelman and Paige

Both of these firms were creative with their proposals and will offer on-site Town Counsel Services and general retainers for a set price.

We found Petrini & Associates to be the more responsive of the firms interviewed. They clearly did research and were familiar with Sudbury's legal needs. Barbara Saint Andre who would be our Town Counsel came across to the Search Committee as approachable and sincere, confident, honest in her assessment of her legal skills and ability, and very knowledgeable in a broad variety of municipal law matters. The fixed fee retainer for basic services they proposed was \$60,000 for years 1 and 2; and \$65,000 in the third year. This includes office hours at the Flynn Building each week. Ms. Saint Andre's hourly rate would be \$190.00 for litigation and services not included in the fixed fee retainer. They have five attorneys in their firm. The Search Committee was concerned that their fixed fee retainer seemed low and would not cover all of Sudbury's legal needs. Christopher J. Petrini, the senior partner at the firm, was designated back-up Town Counsel. There is a detailed description of their fees and expenses starting on page 13 of their proposal.

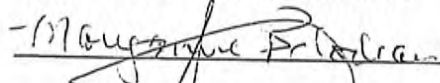
Kopelman and Paige also did considerable research on Sudbury's legal needs. If we went with this firm, Sudbury would have a legal team, rather than a single Town Counsel relationship. Jonathan Silverstein would be our Primary Town Counsel and Brian Riley the back-up Town Counsel. They proposed a \$5,000 per month (\$60,000 annually) for a retainer, which would include office hours at the Flynn Building two days a week for 3 hours each. For legal services outside of the matters included in the retainer we would be billed \$185 per hour (in years 1 and 2) and \$190 per hour in year 3 up to an annual cap of \$110,000 in years 1 and 2; and \$115,000 in years 3 and 4. There are some exclusions from this cap which are further described in their proposal (Tab B, page 3). They also had some alternative Fee Proposals. The proposed fees and expenses are shown in Tab B of their proposal. Again, the Search Committee has concerns with their fee proposal.


The three proposals that we have recommended are attached to this memo, as well as the six proposals that we have not recommended.

Sincerely,

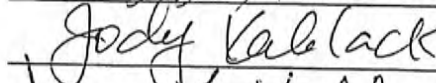


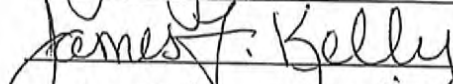
Town Counsel Search Committee:


 , Maryanne Bilodeau, Asst. Town Manager/HR Director

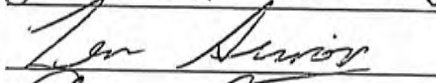
 , John Drobinski, Board of Selectmen, Chairman


 , Myron Fox, Town Moderator

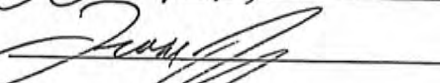
 , Jody Kablack, Planning and Community Development Director

 , James Kelly, Combined Facilities Director

 , Scott Nix, Police Chief

 , Len Simon, Board of Selectmen

 , Andrea Terkelsen, Finance Director

 , Liam Vesely, Board of Assessors, Chairman

AGENDA REQUEST - Item #14

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *September 2, 2014*

Requestor: *29 Sudbury Restaurant & Bar, 29 Hudson Rd*

Action requested:

Approval of a one-day All Alcohol Beverage License

Financial impact expected: *\$35 to General Fund*

Background information: *All requested information provided. Town Counsel provided background on issuing a one-day alcohol license to an existing alcohol license holder. Issues expressed by Building Inspector, Fire Dept, and Board of Health have been addressed. Police Department had no issues.*

Recommendations/Suggested Motion/Vote:

Discussion and vote regarding granting a one-day All Alcohol License to 29 Sudbury Restaurant & Bar, 29 Hudson Rd, Unit 10, to accommodate a "1 Year Anniversary Party" in the 29 Hudson Rd parking lot on Wednesday, Sept. 17, 2014, from 4:00 p.m. to 9:00 p.m.

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

Selectmen's Office Section:

Date of Selectmen's Meeting: *September 10, 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

Alcohol Licensees in good standing are eligible to apply for a one-day liquor license for an event occurring outside of their premises that meet the following requirements, set forth by the Alcohol Beverages Control Commission:

1. A tent or other structure is set up wherein all consumption of alcoholic beverage must be contained.
2. Alcohol sold at the event must be purchased separately from the establishment's regular stock.
3. All alcohol must be stored and refrigerated within the outside structure - no alcohol may be served outside that has been brought from inside of the restaurant.

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.

License Type Requested: ☐ \$25 Wine & Malt or ☒ \$35 All Alcohol
Please enclose payment for the appropriate amount to "Town of Sudbury."

Name of applicant: 29 Group LLC
Business name: 29 Sudbury Restaurant + Bar
Business address: 29 Hudson Rd. Unit 150
Phone: 978-443-1700 Email: _____
Event Name: 1 year Anniversary Party
Event Date: 9/17/14 Event Time: 4-9 pm
Event Location: Back parking lot

Please submit completed application and materials to:

Board of Selectmen
278 Old Sudbury Rd.
Sudbury, MA 01776
Fax: 978-443-0756

Email: selectmensoffice@sudbury.ma.us

The undersigned agrees that the applicant 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 the permit 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.

8/26/14
Date

[Signature]
Applicant Signature

No 29 One Day Alcohol License Department Feedback

Fire Department Approval:

From: Whalen, John

Sent: Thursday, September 04, 2014 1:06 PM

Subject: RE: No. 29 Sudbury Anniversary Party

This would be part of the tent process and I talked with Mark Herweck about the placement this morning.

I think we should be all set.

John W.

From: Whalen, John

Sent: Thursday, September 04, 2014 9:06 AM

Cc: Miles, William

Subject: Accepted: No. 29 Sudbury Anniversary Party

When: Wednesday, September 24, 2014 4:00 PM-9:00 PM (UTC-05:00) Eastern Time (US & Canada).

Where: No. 29 Sudbury Parking Lot

The Fire Department has no issue with this request at this time.

Proper placement of the tent to provide access to Fire Department equipment will be required.

John M. Whalen

Assistant Fire Chief

Board of Health Approval:

From: Murphy, Bill

Sent: Friday, September 05, 2014 11:17 AM

Subject: RE: No. 29 Sudbury One Day Alcohol License

I reviewed food (and drink) safety procedures with Chris, the manager of 29 Sudbury, regarding the upcoming outdoor event. 29 Sudbury is taking precautions to ensure the event is safe and in compliance with all applicable health regulations. Please do not hesitate to call me with questions or concerns.

Bill Murphy

Health Director

Building Department Approval:

From: Herweck, Mark

Sent: Friday, September 05, 2014 2:53 PM

Subject: RE: No. 29 Sudbury One Day Alcohol License

My only concerns would be for noise on a school night.

A building permit for that tent will be required.

No other issues.

Thanks

Police Department Approval:

From: Nix, Scott

Sent: Friday, September 05, 2014 9:18 AM

Subject: RE: No. 29 Sudbury One Day Alcohol License

The police department has no issues with their event.

Response from Event Organizer:

From: ashley@29sudbury.com [mailto:ashley@29sudbury.com]

Sent: Thursday, September 04, 2014 4:35 PM

Subject: RE: Additional One Day License Requirement

Yes, we will meet all of the requirements necessary.

Thank you,

Ashley

From: Frank, Leila

Sent: Monday, September 08, 2014 1:05 PM

Subject: Anniversary Event Info Confirmation

Hi Ashley,

Just a quick email to confirm our conversation:

-The date for the 1 Year Anniversary event for No. 29 Sudbury will be moved to 9/17/14 (instead of 9/24/14).

-In response to zoning concerns about noise: the volume will not exceed the usual level of regularly scheduled outdoor entertainment and will conclude by 9pm.



TOWN OF SUDBURY
Office of the Town Counsel

September 4, 2014

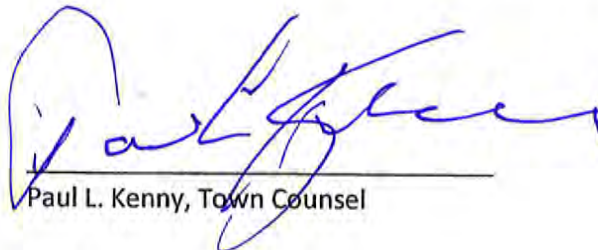
TO: Board of Selectmen
FROM: Paul L. Kenny, Town Counsel
RE: One-Day License – 29 Sudbury Restaurant & Bar

The license requested by 29 Group LLC is a one-day license for all alcoholic beverages to be served for an event occurring outside of the licensed premises, in this case in a tent, and is in effect an expansion of the premises for one day. The Alcoholic Beverages Commission has set forth the following requirements relating to issuance of such a license, to wit:

1. A tent or other structure is set up wherein all consumption of alcoholic beverage must be contained. Attendees cannot bring alcohol from the tent into the restaurant nor from the restaurant into the tent.
2. Alcohol sold at the event must be purchased separately from the establishment's regular stock.
3. All alcohol must be stored and refrigerated within the outside structure - no alcohol may be served outside that has been brought from inside of the restaurant.

These requirements were transmitted to Office Supervisor/Information Officer Leila Frank by Hurshel N. Langham of the ABCC.

This license differs from the One-Day Licenses sometimes approved for non-profits under M.G.L. c.138, s.14, Special licenses to managers of indoor or outdoor activities. These entities do not have underlying licenses.



Paul L. Kenny, Town Counsel



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/3/2014

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 Quinn Group Insurance Agency, Inc. 223 Massachusetts Ave. Arlington MA 02474		CONTACT NAME: John Avilla PHONE (A/C, No. Ext): (781) 483-3248 FAX (A/C, No): (781) 641-3223 E-MAIL ADDRESS: john@quinnngroupins.com	
INSURED 29 GROUP LLC DBA 29 SUDBURY C/O CHRISTOPHER STEPHANS 29 HUDSON RD SUDBURY MA 01776		INSURER(S) AFFORDING COVERAGE INSURER A: Selective of South Carolina INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 19259	

COVERAGES

CERTIFICATE NUMBER: CL149304733

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			S 2069701	7/31/2014	7/31/2015	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 3,000,000
							PRODUCTS - COMP/OP AGG \$ 3,000,000
							\$
A	AUTOMOBILE LIABILITY			A 9099281	7/31/2014	7/31/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							HPDMD \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			S 2069701	7/31/2014	7/31/2015	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ 5,000,000
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

Certificate holder named as additional insured

CERTIFICATE HOLDER**CANCELLATION**

Town of Sudbury
275 Old Lancaster Road
Attn: Ashley
Sudbury, MA 01776

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

John Avilla/AVILLA

AGENDA REQUEST - Item #15

BOARD OF SELECTMEN

Requestor's Section

Date of request: September 2, 2014

Requestor: Andrea Terkelsen

Action requested: *Authorize spending requests for Town Trusts for FY15*

Financial impact expected: None for General Fund

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

Annual requests for new fiscal year. See attached memo for further details.

Recommendations/Suggested Motion/Vote:

Vote to accept spending limit requests for FY15 as per a memo provided by the Town Treasurer, Andrea Terkelsen, dated 9/2/14.

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

Selectmen's Office Section

Date of Selectmen's Meeting: September 10, 2014

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

Future Agenda date (if applicable):

Distribution:

Town Counsel approval needed?

Yes ()

No ()

MEMORANDUM

Date: September 2, 2014
To: Board of Selectmen
From: Andrea L. Terkelsen, Treasurer/Collector
Subject: FY15 Spending Requests

Town Trust FY15 Beneficiary Requests for Expenditures: The following 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 following expenditure limits for the Town Trust Funds for fiscal year 2015.

Trust Fund	Amounts Recommended to Board by Treasurer
Goodnow Library	\$ 25,000
Cheri-Anne Cavanaugh	\$ 2,000
Raymond Scholarship	\$ 1,000
Discretionary	\$ 2,500
September 11 th Memorial	\$ 7,500
Perpetual Care	\$ 40,000
Total	\$ 78,000

Background:

The spending limits being voted on tonight are for a special segment of resources residing outside the Town's general fund treasury. These trusts along with many other grant, gift and donation funds are grouped together 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 [SudburyTrust](#) on the Town of Sudbury's website).

Disbursements for the Town Trusts, also commonly referred to as "Pooled Investments" Trusts are authorized by trustees to pay for a variety expenses throughout the fiscal year, but not to exceed the annual spending limits set by the Board of Selectmen. You are being asked tonight to set maximum spending limits for FY15. The limits set by the Board of Selectmen and Town Treasurer may be changed during the year, if necessary by following the same approval process as being considered by you this evening.

I am recommending some increases over last year's requests. It should therefore be noted that there is sufficient expendable balance in all cases to support an increase in spending this year. Also, please keep in mind that any spending authorization that remains at the end of a fiscal year simply ends without any financial or budgetary impact to the trusts.

Explanation for major increases from FY14 to FY15 are as follows:

1. The September 11 Memorial spending request is increasing from \$300 to \$7,500 this year at the request of the Memorial Garden Oversight Committee. The Committee is planning to replace several Boxwoods and install a new flag pole with the additional money.
2. The Perpetual Care spending request is increasing by \$14,200 or 55% this year at the standing request by DPW Director Bill Place to restore authorized spending to pre-recession levels by as much as possible. Cemetery groundskeeping for all five locations costs in excess of \$60,000 each year. This amount of \$40,000 from Perpetual Care coupled with revenue from the Cemetery Care Revolving fund would allow for a better level/frequency of routine and seasonal maintenance at all cemetery locations.
3. The Goodnow Library request is increasing by \$4,100 also in hopes of restoring the trust's spending limit to a pre-recession level. The Library Trustees do not have specific plans to spend the additional funds at this time but may do so should an extraordinary circumstance or project come up during the fiscal year.

Respectfully submitted by,

Andrea L. Terkelsen
Treasurer/Collector, Co-Trustee for Town Trusts

AGENDA REQUEST - Item #17

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *August 18, 2014*

Requestor: *Patty Golden, Selectmen's Office*

Action requested:

Appointment of Patrick Collins to the Strategic Financial Planning for OPEB and Strategic Financial Planning for Capital Funding committees

Financial impact expected: *None*

CONSENT CALENDAR

Background information:

Recommendations/Suggested Motion/Vote:

Vote to approve the appointment of Patrick Collins, as the Lincoln-Sudbury Regional High School designee to the Strategic Financial Planning Committee for Capital Funding and the Strategic Financial Planning for OPEB for terms to expire 5/31/15, as occasioned by the resignation of Glenn Fratto.

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

Selectmen's Office Section:

Date of Selectmen's Meeting: *September 10, 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 #18

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *August 18, 2014*

Requestor: *Patty Golden, Selectmen's Office*

Action requested:

Vote to approve the appointment of Stephen Lambert, Principal of Curtis Middle School and Ivar Henningson, School Counselor at Curtis Middle School to the Vocational Education Options Committee for a term ending 5/31/15.

Financial impact expected: *None*

CONSENT CALENDAR

Background information:

Recommendations/Suggested Motion/Vote:

Vote to approve the appointment of Stephen Lambert, Principal of Curtis Middle School and Ivar Henningson, School Counselor at Curtis Middle School to the Vocational Education Options Committee for a term ending 5/31/15.

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

Selectmen's Office Section:

Date of Selectmen's Meeting: *September 10, 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 #19

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *August 29, 2014*

Requestor: *Town Manager Maureen G. Valente*

Action requested:

Accept the resignation of Paul L. Kenny, Town Counsel, effective 12/31/14 due to retirement.

Financial impact expected: *None*

CONSENT CALENDAR

Background information:

Recommendations/Suggested Motion/Vote:

Vote to accept the resignation of Paul L. Kenny, Town Counsel, effective 12/31/14 due to retirement.

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

Selectmen's Office Section:

Date of Selectmen's Meeting: *September 10, 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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AGENDA REQUEST - Item #20

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *August 13, 2014*

Requestor: *Adam Benoit*

Action requested: **CONSENT CALENDAR**

To grant a special permit for the "Jingle all the Way 5K" to be held on Saturday, December 6, 2014.

Financial impact expected: *None*

Background information: *This annual event has not been an issue with any of the related departments*

Recommendations/Suggested Motion/Vote: *Vote to grant a special permit to Adam Benoit, Event Coordinator, to hold a "Jingle all the Way 5K" walk/run on Saturday, December 6, 2014, from 10:00 a.m. through approximately 11:00 a.m., 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: *September 10, 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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TOWN OF SUDBURY RECEIVED
Office of Selectmen BOARD OF SELECTMEN
www.sudbury.ma.us SUDBURY, MA

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

2014 AUG 13 P 2:45

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 The Greg Hill Foundation

Event Name Jingle All The Way 5K

Organization Address PO Box 103 Hopkinton, MA 01748

Name of contact person in charge Adam Benoit

Telephone Number(s) of contact _____ (cell) _____

Email address _____

Date of event 12/6/14 Rain Date N/A

Starting time 10:00 AM Ending time 11:00 AM

Route of the race/relay and portion of the road requested to be used (please indicate on map and attach to this application) Map is attached to Application

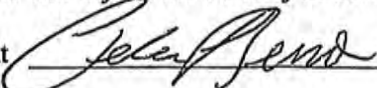
Anticipated number of participants 300

Assembly area (enclose written permission of owner if private property to be used for assembly) Ephraim Middle School and 29 Sudbury Restaurant

Organization that proceeds will go to The Greg Hill Foundation

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  Date 8/1/14



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: BOSSadmin@sudbury.ma.us

-----FOR INTERNAL USE ONLY-----

Application received in Selectmen's office by _____ Date _____

Recommendation and requirements of Sudbury Chief of Police: _____

Signature of Police Chief _____ Date _____

Jingle all the Way 5K Department Feedback

Fire Department Approval:

From: Miles, William

Sent: Friday, August 15, 2014 11:15 AM

Subject: RE: Jingle all the Way 5K

The Fire Department has no issues with this event.

Highway Department Approval:

From: Place, Bill

Sent: Monday, August 18, 2014 2:11 PM

To: Frank, Leila

Subject: RE: Jingle all the Way 5K

This office has no issues.

Bill

Park & Recreation Approval:

From: McShea, Nancy

Sent: Thursday, August 14, 2014 9:56 AM

Subject: Re: Jingle all the Way 5K

Park and recreation has no issue with this application. Thanks - Nancy

Nancy McShea, CPRE, CPSI

Police Department Approval:

From: Nix, Scott

Sent: Thursday, August 14, 2014 9:39 AM

Subject: RE: Jingle all the Way 5K

I have worked with 29 Sudbury the regarding this event as well as the one approved for last year. This route is far superior/safer to that of last year. It is my understanding they will hire two detail officers as they had last year. Assuming Principal Stephen Lambert is ok with the use of their property the police department does not have any issues with the event.

Scott

Response from Event Organizer:

From: Adam Benoit [mailto:adam@fmpproductions.com]

Sent: Monday, August 25, 2014 2:10 PM

Subject: Re: Jingle all the Way 5k Approval

We will have two details for the event and possibly more we are working with the Chief directly and will use whatever he suggests.

The chief will also be talking with Principal Lambert...

To: The Greg Hill Foundation

*** BINDER ***

08/07/2014

Renewal Of: NEW

From: Tracy Cote
tcote@harringtonsaves.com/508 589 4089

Insured: **The Greg Hill Foundation**

Thank you for your order to bind. We appreciate your business! We have bound the below coverage. Policy to Follow Shortly

POLICY INFORMATION

COMMERCIAL LIABILITY POLICY

Policy Number:	CL 2664447
Policy Period:	12/13/2014 to 12/15/2014
Carrier:	Mount Vernon Fire Insurance Company
Status:	Admitted
A.M. Best Rating:	A++ (Superior) - IX

COVERAGE PART

PREMIUM

Commercial Liability		\$325.00
Each Occurrence Limit	\$1,000,000	
Personal & Advertising Injury Limit (Any One Person/Organization)	\$1,000,000	
Medical Expense Limit (Any One Person)	\$1,000	
Damages To Premises Rented To You (Any One Premises)	\$100,000	
Products/Completed Operations Aggregate Limit	Included	
General Aggregate Limit	\$2,000,000	
Liquor Liability		\$500.00
Each Common Cause Limit	\$1,000,000	
Aggregate Limit	\$2,000,000	
POLICY PREMIUM		\$825.00

Location of All Covered Special Event(s)

1 - 29 Hudson Street , Sudbury, MA 01776

APPLICABLE FORMS & ENDORSEMENTS

The following forms apply to multiple coverage parts

2110 09/10	Service Of Suit	IL0017 11/98	Common Policy Conditions
IL0021 09/08	Nuclear Energy Liability Exclusion Endorsement	L-206 02/11	Fully Earned Premium Endorsement

L-535 09/02	Exclusion - Products- Completed Operations Hazard	L-606 02/11	Liability Limit Exclusion For Injury To Performers, Entertainers And Participants
L-607 02/11	Exclusion For Climbing, Rebounding And Interactive Games And Devices	L-608 02/11	Exclusion For Firearms, Fireworks And Other Pyrotechnic Devices
L-609 02/11	Animal Exclusion	L-610 11/04	Expanded Definition Of Bodily Injury
L-656 02/06	Extension Of Coverage - Committee Members	L-657 01/11	Absolute Pollution Exclusion - Liability
L-729 08/09	Exclusion - Violation Of Statutes That Govern E-Mails, Fax, Phone Calls Or Other Methods Of Sending Material Or Information	LLQ 100 MA 07/06	Who Is An Insured Clarification Endorsement
LLQ101 08/06	Expanded Definition Of Employee	LLQ102 08/06	Event Vendor/Exhibitor & Contractor- Exclusion
LLQ368 08/10	Separation Of Insureds Clarification Endorsement	SPE 300 05/09	Special Events Property Damage Amendment
TRIADN MA 02/09	Disclosure Notice Of Terrorism Insurance Coverage	ME Jacket 09/10	The Main Event Special Event Commercial Liability Policy Jacket

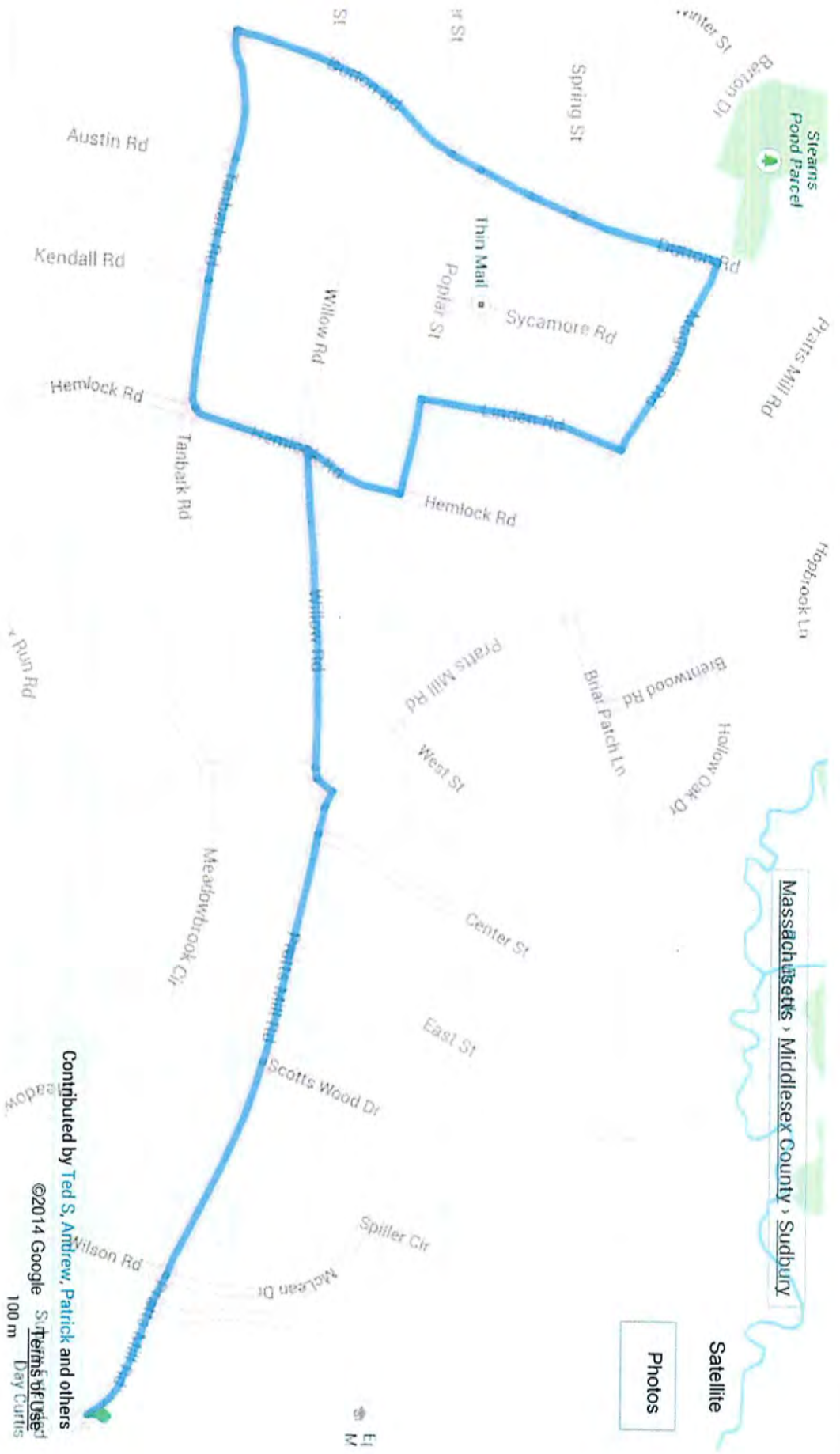
The following forms apply to the Commercial Liability coverage part

CG0001 12/07	Commercial General Liability Coverage Form	CG2136 03/05	Exclusion - New Entities
CG2139 10/93	Contractual Liability Limitation	CG2144 07/98	Limitation Of Coverage To Designated Premises Or Project
CG2147 12/07	Employment-Related Practices Exclusion	L-387 03/06	Exclusion - Mechanical Rides
L-423 02/11	Exclusion For Structure Collapse	L-461MA 02/11	"Assault" Or "Battery" Exclusion
L-526 06/06	Absolute War Or Terrorism Exclusion	L-536 09/09	Exclusion - Participation In Athletic Activity, Physical Activity Or Sports
L-599 10/12	Absolute Exclusion for Pollution, Organic Pathogen, Silica, Asbestos and Lead with a Hostile Fire Exception	L-657 01/11	Absolute Pollution Exclusion - Liability
L-686 10/12	Absolute Exclusion for Liquor and Other Related Liability	L-729 08/09	Exclusion - Violation Of Statutes That Govern E-Mails, Fax, Phone Calls Or Other Methods Of Sending Material Or Information
SPE 300 05/09	Special Events Property Damage Amendment		

The following forms apply to the Liquor Liability coverage part

CG0033 12/07	Liquor Liability Coverage Form	L-657 01/11	Absolute Pollution Exclusion - Liability
L-729 08/09	Exclusion - Violation Of Statutes That Govern E-Mails, Fax, Phone Calls Or Other Methods Of Sending Material Or Information	LQ-202 12/11	Assault Or Battery Exclusion
LQ-352 09/08	Event Vendor - Other Insurance	LQ-354 10/09	Limitation Of Coverage To Insured Premises
SPE 300 05/09	Special Events Property Damage Amendment		

Select Road Segments [Cancel](#)



AGENDA REQUEST - Item #21

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *August 29, 2014*

Requestor: *Harold Cutler*

Action requested: **CONSENT CALENDAR:**

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

Financial impact expected: *None*

Background information: *N/A*

Recommendations/Suggested Motion/Vote: *Vote to approve a special permit to Harold Cutler for the Colonial Fair and Muster of Fifes and Drums to be held on the Wayside Inn grounds from 11:45 a.m. to 1:00 p.m. on Saturday, September 27, 2014, subject to conditions and permits required by the Fire and Police Departments and the Board of Health.*

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

Selectmen's Office Section:

Date of Selectmen's Meeting: *September 10, 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

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Fax: 978-443-0756

Email: selectmen@sudbury.ma.us

APPLICATION FOR A PARADE/PROCESSION PERMIT ON A PUBLIC WAY

Selectmen's Parade Policy (approved 5/31/2011)

Except for a Military or Funeral Parade, no person shall form or conduct any parade in any public street, public sidewalk or public way within the Town without first obtaining a written permit from the Board of Selectmen. The Chief of Police, after conferring with the Fire Chief, will determine the appropriate public safety requirements for this parade 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 parade 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, depending on size of the parade.

Organization Name Sudbury Companies of Militia and Minute

Event Name Colonial Fair and Muster of Fyfes and Drums

Organization Address P. O. Box 187

Name of contact person in charge Harold R. Cutler

Telephone Number(s) [REDACTED]

Email address [REDACTED]

Date of event September 27, 2011 Rain Date None

Starting time 11:45 AM Ending time 1:00 PM

Route of the parade and portion of the road requested to be used (please indicate on map and attach to this application) From the Grist Mill along Wayside Inn Road to the Muster Field across from the Wayside Inn

Anticipated number of participants 800

Number of vehicles None Type(s) of vehicles Not applicable

Assembly area (enclose written permission of owner if private property to be used for assembly) _____

On the grounds of the Wayside Inn/Grist Mill

Any other important information regarding the parade/procession. None

The undersigned applicant agrees that the applicant and parade 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 the permit 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 Harold R. Cutler

Date 8/29/2014



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

CONTINUED: APPLICATION FOR A PARADE/PROCESSION 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: selectmensoffice@sudbury.ma.us

-----FOR INTERNAL USE ONLY-----

Application received in Selectmen's office by _____ Date _____

Recommendation and requirements of Sudbury Chief of Police: _____

Signature of Police Chief _____ Date _____

Colonial Fair Department Feedback

Board of Health Approval:

One day food permit for the event was approved. (Michelle Korman 9/8/14)

Fire Department Approval:

From: Miles, William
Sent: Tuesday, September 02, 2014 5:31 PM
Subject: **Accepted:** Colonial Fair and Muster of Fyfes and Drums

Highway Department Approval:

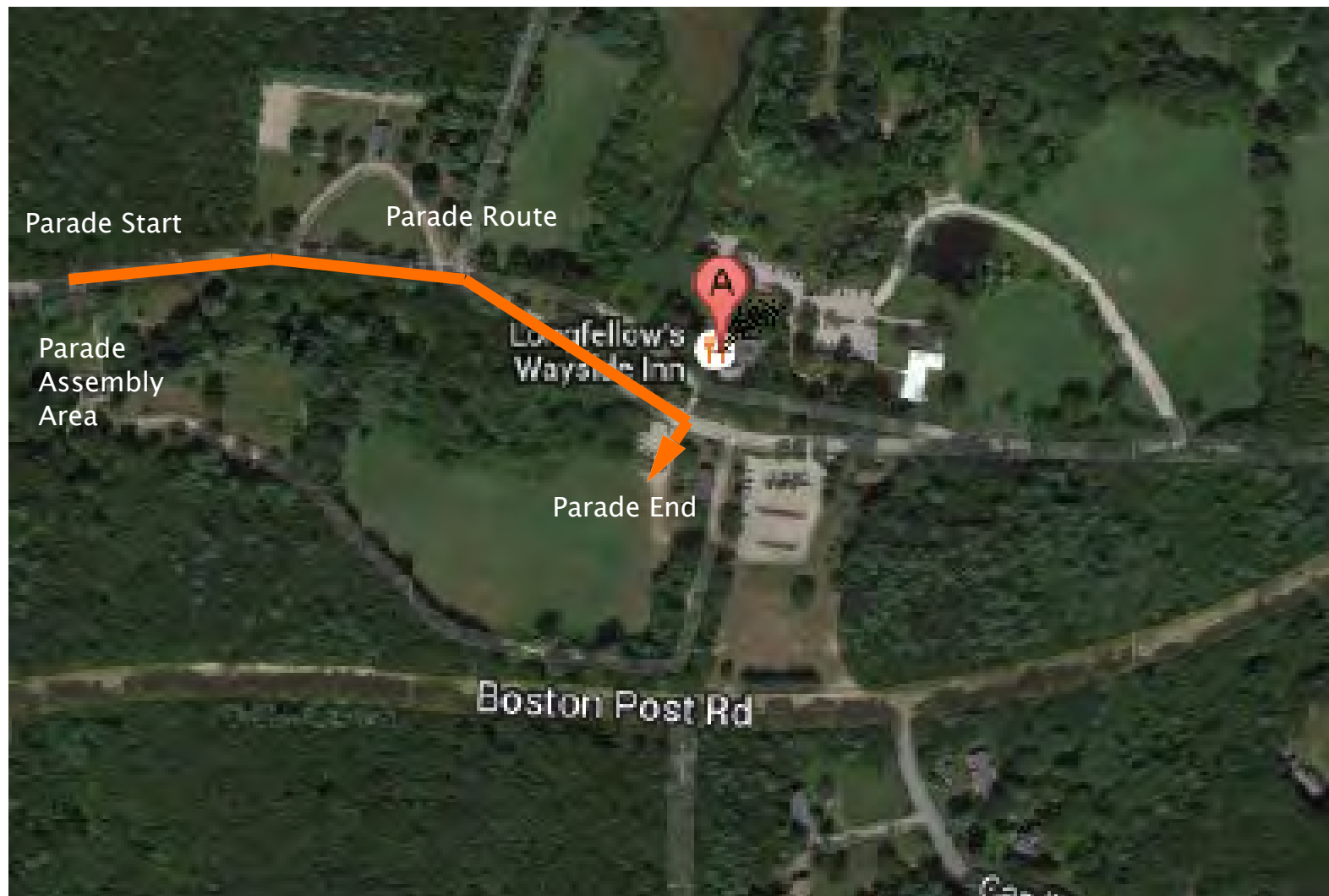
-----Original Appointment-----
From: Place, Bill
Sent: Wednesday, September 03, 2014 6:58 AM
Subject: **Accepted:** Colonial Fair and Muster of Fyfes and Drums

Park & Recreation Approval:

-----Original Appointment-----
From: McShea, Nancy
Sent: Tuesday, September 02, 2014 10:20 AM
Subject: Accepted: Colonial Fair and Muster of Fyfes and Drums

Police Department Approval:

From: Nix, Scott
Sent: Tuesday, September 02, 2014 11:58 AM
Subject: **Accepted:** Colonial Fair and Muster of Fyfes and Drums





Longfellow's
WAYSIDE INN
Sudbury, Massachusetts 01776

August 29, 2014

To whom it may concern,

The Sudbury Companies of Militia and Minute and the Sudbury Ancient Fife and Drum Companies have my permission to utilize the grounds of the Grist Mill and Chapel on Wayside Inn Road to assemble the parade of fifes and drums that will begin at 11:30 AM on Saturday, September 27.

Sincerely,

Steve Pickford

Innkeeper

AGENDA REQUEST - Item #22

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *August 21, 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 \$8,616.03 for use by the Sudbury Celebrates 375/Sudbury Day Committee celebration

Financial impact expected: *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 Getlocalma.com; Memorial Congregational Church; Salem Five; Bruce & Gail Wright; Francis & Ursula Lyons; George & Melinda Connor totaling \$8,616.03 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: *September 10, 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 #23

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *August 26, 2014*

Requestor: *Nancy McShea, Park and Recreation Director*

Action requested:

CONSENT CALENDAR

Accept donation totaling \$1,000 for the 3rd annual Halloween 5K and Fun Run Revolving Fund Account

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

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

See attached memo

Recommendations/Suggested Motion/Vote: *Vote to accept, on behalf of the Town, a donation from TJX Companies totaling \$1,000 to the 3rd annual Halloween 5K and Fun Run Revolving Fund Account, as requested by Nancy McShea, Park & Recreation Director, in a memo dated August 26, 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: *September 10, 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 #24

BOARD OF SELECTMEN

Requestor's Section

Date of request: *September 4, 2014*

Requestor: *Jim Kelly, Facilities Director*

Action requested: See vote.

CONSENT CALENDAR

Financial impact expected: *Funds approved by Town Meeting.*

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

Funding has been approved at Town meeting to facilitate repair of the remaining Fairbank flat roof sections involving recovering all seams and existing EPDM flashings. Related work includes removal and replacement of wet insulation and deteriorated roof decking, stripping in seams, flashing removal and replacement, application of waterproof coating, and repointing of chimney and repair of cap. Bids are due September 11. This vote will expedite award and commencement of construction.

Recommendations/Suggested Motion/Vote:

Vote to approve award of contract by the Town Manager to the lowest responsible and eligible bidder for Fairbank Roof repair project upon receipt of bids and approval by Town Counsel.

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

Selectmen's Office Section

Date of Selectmen's Meeting: *9/10/14*

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 ()