

SUDBURY BOARD OF SELECTMEN
TUESDAY MAY 26, 2015
7:30 PM, TOWN HALL - LOWER LEVEL

Item #	Time	Action	Item
	7:30 PM		CALL TO ORDER
	7:30 PM		Opening remarks by Chairman
	7:35 PM		Reports from Town Manager
	7:40 PM		Reports from Selectmen
	7:45 PM		Citizen's comments on items not on agenda
TIMED ITEMS			
1.	7:55 PM	<i>VOTE</i>	Interview Chris Hagger for appointment to the Historical Commission. Following interview, vote whether to appoint Chris Hagger, 233 Nobscot Road, to serve on the Historical Commission for a 3-year term ending 5/31/18, to fill the vacancy occasioned by the resignation of Elizabeth Radoski.
2.	8:00 PM	<i>VOTE</i>	Interview Melissa Immonen for appointment to the Council on Aging. Following interview, vote whether to approve this appointment and vote to appoint John Beeler, 57 Wagonwheel Road, and Melissa Immonen, 7 Uplook Drive, to serve on the Council of Aging for terms to end on May 31, 2018 and May 31, 2017, respectively.
3.	8:05 PM	<i>VOTE</i>	Discussion of responsibilities of Board of Selectmen Chair and Vice-chair
4.	8:15 PM	<i>VOTE</i>	Discussion of procedure for adding items to the Board of Selectmen's agenda
5.	8:35 PM	<i>VOTE</i>	Vote to elect a new Chair and Vice-Chair, and reappoint Interim Town Manager Maryanne Bilodeau as Clerk to the Board of Selectmen.
6.	8:45 PM		Discuss security protocols with Police Chief Nix
7.	8:55 PM	<i>VOTE</i>	Discussion/vote on Town Manager Search Firm
MISCELLANEOUS			
8.		<i>VOTE</i>	A) Amend VEOC Mission statement to include a recommendation on whether to leave Minuteman; B) Discuss and vote on strategy

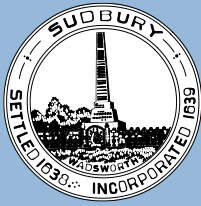
These agenda items are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Item #	Time	Action	Item
			with regard to approaching other Minuteman members that are considering withdrawal
9.		<i>VOTE</i>	Discussion and vote on implementation of Listening Project recommendations
10.		<i>VOTE</i>	Vote to approve the annual re-appointments of those listed (all of which are subject to acceptance), to acknowledge the resignations of those who choose not to be re-appointed, and to send a letter of appreciation to the resigning volunteers for their service to the community.
11.		<i>VOTE</i>	Vote to approve the Town Manager's annual re-appointments requiring Board of Selectmen's approval of those listed (all of which are subject to acceptance).
12.		<i>VOTE / SIGN</i>	Vote to renew the Livery and Limousine License for AAA Limousine, Inc., 39 Union Avenue, and to approve rate schedule as provided, subject to approval of individual driver licenses and satisfactory vehicle inspections by the Police Dept., said licenses to expire on June 30, 2016.
13.		<i>VOTE</i>	Vote to re-appoint Kathleen C. Precourt, 63 Harness Lane, a registered Democrat, as a member of the Board of Registrars of Voters for a term to expire May 31, 2018, as recommended by Rosemary Harvell, Town Clerk, or vote to appoint Tatiana Vitvitsky, 99 Pokonoket Avenue, a registered Democrat, as a member of the Board of Registrars of Voters for a term to expire May 31, 2018.
14.		<i>VOTE</i>	Vote to accept the resignation of Benjamin Stevenson as a full board member and to appointment him as an Associate member for a 1 year term; and vote to appoint Nancy Rubenstein as a full ZBA board member for a 5 year term.
CONSENT CALENDAR			
15.		<i>VOTE</i>	Vote to accept the resignation of Constable James D. Conboy, effective immediately, and to send him a letter of thanks for his 22 years of service to Sudbury.
16.		<i>VOTE</i>	Vote to accept the resignation of Elizabeth Armstrong, 166 Marlboro Road, from the Ponds & Waterways Committee and thank her for her service to the Town.
17.		<i>VOTE / SIGN</i>	Vote to grant a 1-day Wine & Malt license to Sudbury, Assabet and Concord Wild & Scenic River Stewardship Council, to accommodate the Riverfest Weekend Kickoff Event on Friday, June 19, 2015 from 6:00 PM to 8:30 PM at Sudbury Valley Trustees' Wolbach Farm, 327 Concord Road, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.
18.		<i>VOTE / SIGN</i>	Vote to approve the Special Act Petition for submission to the Great and General Court pursuant to the vote of the May 5, 2015 Annual Town Meeting under Article 35 relating to revision of Chapter 169 of the Acts of 2012, an Act Authorizing the Town of Sudbury to Establish a Means Tested Senior Citizen Property Tax Exemption, by deleting Section 8.
19.		<i>VOTE / SIGN</i>	Vote to approve the amended Conservation Restriction for Lot 7 Kato Drive from Defense Housing Trust to the Town of Sudbury acting by and through the Conservation Commission in accordance

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.

Item #	Time	Action	Item
			with MGL Chapter 40C, Section 8C and Chapter 184, Sections 31-33 restricting approximately 42,513 sq. ft. of a 60,680 sq. ft. parcel of land identified on the Town Assessor Maps as J10-0607.
20.		<i>VOTE</i>	Vote to approve for FY16 the annual or renewal DPW contracts awarded and previously approved for FY15 or to be awarded in FY16 on a Fiscal Year basis or Calendar Year basis by the Town Manager in accordance with procurement requirements and as reviewed by Town Counsel.

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.



SUDBURY BOARD OF SELECTMEN

Tuesday, May 26, 2015

TIMED ITEM

1: Historical Commission Appointment

REQUESTOR SECTION

Date of request: May 8, 2015

Requestor: Jody Kablack

Formal Title: Interview Chris Hagger for appointment to the Historical Commission. Following interview, vote whether to appoint Chris Hagger, 233 Nobscot Road, to serve on the Historical Commission for a 3-year term ending 5/31/18, to fill the vacancy occasioned by the resignation of Elizabeth Radoski.

Recommendations/Suggested Motion/Vote: Vote to appoint Chris Hagger, 233 Nobscot Road, to serve on the Historical Commission for a 3-year term ending 5/31/18, to fill the vacancy occasioned by the resignation of Elizabeth Radoski.

Background Information:
Attached application

Financial impact expected:NA

Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting: Chris Hagger

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

05/26/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:



Town of Sudbury

Planning and Community Development Department

Jody A. Kablack, Director

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

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

TO: Maryanne Bilodeau, Interim Town Manager
FROM: *JAK* Jody Kablack, Director of Planning and Community Development
RE: Sudbury Historical Commission appointment
DATE: May 8, 2015

I have interviewed Chris Hagger for the open position on the Sudbury Historical Commission, and wholeheartedly recommend his immediate appointment to fill the vacancy caused by the retirement of long time member Elizabeth Radoski. While Ms. Radoski's shoes will be difficult to fill, Mr. Hagger comes to Sudbury with a wealth of experience working with the Wayland Historic Districts Commission and the Wayland Historical Society, and I believe he will be an asset to this commission. Mr. Hagger's resume and application are attached for your review.

He is available for an interview with the Selectmen on May 26, 2015.

attachment

Attachment: hagger shc (1323 : Historical Commission Appointment)

I, Liz Radoski, have reached a decision that I can no longer serve on the Sudbury Historic Commission.

I enjoyed all the years I served in this position. I am proud of all the results of my efforts at the historical town sites; Hosmer House, Loring Parsonage, five cemeteries, house gardens, and the training field. It has been a pleasure to see these places restored and beautified.

I intend to be an active emeritus member of the commission and a docent . I will be available to finish projects that I am working on and help everyone with their efforts in maintaining all of the properties.

Liz
April 1, 2015

Kablack, Jody

From: Lyn Maclean <lyn_m_2000@yahoo.com>
Sent: Monday, April 06, 2015 2:21 PM
To: Kablack, Jody; Bilodeau, Maryanne
Cc: Historical Commission
Subject: SHC Position

This e-mail is to inform you the Sudbury Historical Commission voted unanimously to select Chris Hagger to replace Liz Radoski who retired. We would appreciate your recommending him to the Board of Selectmen for appointment for a three year term.

Lyn MacLean
Chairman

Attachment: hagger shc (1323 : Historical Commission Appointment)

TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT

RECEIVED
BOARD OF SELECTMEN
SUDBURY, MA

BOARD OF SELECTMEN
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

FAX: (978) 443-0750
E-MAIL: selectmen@sudbury.ma.us
2015 MAR 30 A 7:58

Board or Committee Name: Sudbury Historical Commission

Name: Chris Hagger
Address: 233 Nobscot Road Email Address: [REDACTED]
Home phone: [REDACTED] Work or Cell ph: [REDACTED]

Years lived in Sudbury: Approx. 1 year
Brief resume of background and pertinent experience:
see attached.

Municipal experience (if applicable): Chairman/Vice-Chairman - Wayland Historic District Commission - 1995-2014, Member - Wayland Public Safety Building Planning Commission, Member - Wayland Rt 20 Commission, Board Member -
Educational background: B.S. Civil Engineering - Tufts U. Wayland Historical Society
M.S. Environmental Engineering - U. of North Carolina
Boston University - Preservation Studies Coursework
Reason for your interest in serving:

I have a passion for historic preservation and history.
Times when you would be available (days, evenings, weekends): evenings, some weekends

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

CH (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 Chris Hagger Date 3/29/15

I am a registered professional civil and environmental engineer and have had a lifelong passion for historic preservation and history. I have personally restored the three historic properties that I have lived in – the Benjamin Dix House, c. 1807, located in the McIntyre Historic District in Salem, MA; Sunning Hill, c. 1928, located on Belmont Hill in Belmont, MA; and Kirkside, c. 1815, located in Wayland Center in Wayland, MA.

Kirkside is the centerpiece of the Wayland Center Historic District and was the focus of a season long restoration program on WGBH's "This Old House" which my family participated in. Kirkside was built in 1815 using the timber frame of the original Sudbury Plantation town meeting house which stood in East Sudbury before it was renamed the North Cemetery in Wayland in 1835. Kirkside also had a strong connection with Sudbury's Wayside Inn as Henry Ford purchased antiques to furnish the Wayside Inn from the owner of Kirkside who was a well-known antique dealer in the 1920s.

I have extensive past municipal experience including approximately 20 years as Chairman/Vice-Chairman of the Wayland Historic District Commission (WHDC) and was recognized in 2013 by the Wayland BOS (see attached) for 25 years of service as an appointed town commissioner.

As Chairman of the WHDC, I led successful town meeting efforts to expand the Historic District and save historic structures including the Wayland Railroad Fright House.

I represented Wayland's Historic District interests as a member of the Public Safety Building Commission which was considering locating the new Public Safety Building in the Historic District. I also represented Wayland's Historic District interests as a member of the Rt. 20 Commission since the Historic District straddled Rt. 20.

I am interested in serving on the Sudbury Historical Commission and believe I can offer assistance in their "jurisdiction over all aspects of historic buildings and structures and properties currently owned by the Town." I am a member of the Wayland Historical Society, the Sudbury Historical Society, and Historic New England.

ARTICLE 1: RECOGNIZE CITIZENS AND EMPLOYEES FOR PARTICULAR SERVICE TO THE TOWN

Sponsored by: Board of Selectmen

To determine whether the Town will recognize the achievements and contributions to Town government of citizens and employees:

1. To recognize citizens who have served in a volunteer capacity on elected and/or appointed boards, committees, and commissions for a minimum of 25 years (service need not be consecutive);
2. To recognize employees who have retired since the previous Annual Town Meeting or intend to retire prior to June 30, 2013, subject to a minimum of 20 years of service; and
3. To request Town Meeting observe a moment of silence in memory of elected or appointed volunteers, employees with at least 10 years of service, or an employee while in service to the Town without regard to tenure who shall have passed away since the adjournment of the 2012 Annual Town Meeting.

The following citizens are recognized for their extensive service to the Town:

Backman, Roger	Conservation Commission	1997-Current
John R. Sullivan	Conservation Commission	1983-Current
Maryanne Peabody	Personnel Board	1997-Current
Judith Ide	Board of Registrars	1990-Current
Elizabeth Salerno	Board of Registrars	1993-Current
→ Christopher Hagger	Historic District Commission	1995-Current

The following town and school employees have retired since the 2012 Annual Town Meeting and have served the Town for over 20 years:

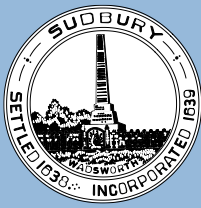
Kathleen Hawkins	26 Years	School
Evangela Jones	26 Years	School
Robert Morelli	27 Years	Highway
Donald Hart	25 Years	Water
Earl Hart	31 Years	Fire
Kenneth Altschuler	33 Years	School

The following volunteers have passed away since the 2012 Annual Town Meeting:

Brown, Daniel	December 16, 2012	Cable TV Committee (1983-1988) Cable TV Advisory Committee (1984-1985) Dog Control Appeals Board (2001-2012) Route 20 Corridor Committee (2002-2003) Housing Partnership (2004-2012)
Tauer, Alice L.	December 26, 2012	Election Worker (25 years)

The following town and school employees and retirees served the Town and have passed away since the 2012 Annual Town Meeting:

Keller, Ward W.	April 2, 2012	Wiring Inspector (1978-2007)
Galluzzo, Vincent	December 16, 2012	Highway Department
Turchinets, John	December 22, 2012	Veterans Agent (1999-2012)
Lyons Jr., Paul A.	January 21, 2013	Firefighter/Administrative Clerk (20 years)
Roche, John W.	January 30, 2013	Water Superintendent (1951-1993)



SUDBURY BOARD OF SELECTMEN

Tuesday, May 26, 2015

TIMED ITEM

2: Council on Aging Interview and Appointments

REQUESTOR SECTION

Date of request: May 11, 2015

Requestor: Deb Galloway, Director, Sudbury Senior Center

Formal Title: Interview Melissa Immonen for appointment to the Council on Aging. Following interview, vote whether to approve this appointment and vote to appoint John Beeler, 57 Wagonwheel Road, and Melissa Immonen, 7 Uplook Drive, to serve on the Council of Aging for terms to end on May 31, 2018 and May 31, 2017, respectively.

Recommendations/Suggested Motion/Vote: Interview Melissa Immonen for appointment to the Council on Aging. Following interview, vote whether to approve this appointment and vote to appoint John Beeler, 57 Wagonwheel Road, and Melissa Immonen, 7 Uplook Drive, to serve on the Council of Aging for terms to end on May 31, 2018 and May 31, 2017, respectively.

Background Information:
See applications and memo attached

Financial impact expected: not applicable

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

05/26/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:

TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT TO
COUNCIL ON AGING

BOARD OF SELECTMEN
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

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

Name: JOHN BEELER

Brief resume of background and experience: ASSIT ADMINISTRATOR, BRISTOL HOSPITAL
BRISTOL, CT. - DISTRICT MGR- REGIONAL MGR. ARAMARK, SEILOR CORP.
ASSIT PROFESSOR, DEPT. NEAD ENDICOTT COLLEGE

Address: 57 WAGON WHEEL RD, SUDBURY

Years lived in Sudbury: 12.5 E-Mail Address:

Municipal experience (If applicable): 16 YEARS Bd. OF EDUCATION, WATERTOWN, CT.

6 YEARS SUDBURY Bd. COA - Bd MEMBER, Bd MEMBER @ LARGE BAY PATH

Educational background: B.S.-BA- W.V.A. WESLEYAN COLLEGE

EMBA- UNIVERSITY OF NEW HAVEN

Employment and/or other pertinent experience:

RETIRED HOSPITAL ADMINISTRATOR

Reason for your interest in serving: CONTINUED INTREST IN SERVING THE ELDERLY AND
TOWN OF SUDBURY.

Times when you would be available (days, evenings, weekends): AS NEEDED / REQUIRED

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

NO

JB (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 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 John Beeler Date 3-1-2015

Mar. 25. 2015 3:54PM Nashoba Nursing Service & Hospice

**Developing & overseeing a P. 2:
Hearing Outreach
Program for
Nashoba Associated
Boards of Health*

RECEIVED
BOARD OF SELECTMEN
SUDBURY, MA

2015 MAR 26 A 9:26

TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT TO
COUNCIL ON AGING


BOARD OF SELECTMEN
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

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

Name: Melissa R. Immonen, LCSW

Brief resume of background and experience:
MSW from Washington University in St. Louis. 10 years exp. in direct clinical practice in both Home Health & Hospice. 3 years Marketing & Business Development. Currently (see above)

Address: 7 Lepout Dr. Sudbury, MA

Years lived in Sudbury: 11 E-Mail Address: 

Municipal experience (if applicable): As part of my work with the Board of Health, I work closely with Town Municipalities and elected officials.

Educational background: BA - Psychology
MSW

Employment and/or other pertinent experience:
Social Worker Home Health & Hospice 2004-2012
Community Liaison/Bus. Dev./Marketing Home Health & Hosp 2012-2014
Community Health Social Worker for Nashoba Associated Boards of Health - Current

Reason for your interest in serving:
I work closely with local COA/Senior Centers in my current role.

Times when you would be available (days, evenings, weekends): Would love to serve my local comm. Late afternoon, evenings, Early morning weekends.

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

MRE (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 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 Melissa R. Immonen, LCSW Date 3/25/2015



SUDBURY SENIOR CENTER
COUNCIL ON AGING
Town of Sudbury, Massachusetts

40 Fairbank Road • Sudbury, Massachusetts • 01776-1681
Phone: (978) 443-3055 • Fax: (978) 443-6009 • E-mail: senior@sudbury.ma.us

April 8, 2015

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

Dear Madam/Gentlemen,

The Board of the Sudbury Council on Aging has interviewed candidates for appointment to the Council on Aging to replace two excellent Board members, Robert May and Elizabeth Ingersoll.

Mr. May has served two 3 year terms and is retiring from the COA. He has taken a leadership role on the COA and has been a valuable contributor to the mission of the Sudbury Council on Aging, including acting as Treasurer and Secretary, and providing leadership on the Senior Tax Work-off program working group, as well as planning and advocacy for the future of the Senior Center and possible Community Center.

Ms. Ingersoll served one year on the COA and has been a welcome and active participant in Council on Aging meetings and the Transportation Committee.

Both of our members will be greatly missed!

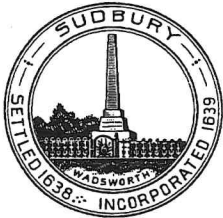
At their regular meeting Tuesday, April 7, 2015, the Council on Aging unanimously voted to recommend John Beeler and Melissa Immonen, as new members of the COA. Mr. Beeler will be starting a new three year term as of June 1, 2015. Ms. Immonen will begin on June 1, 2015 and will be finishing the term of Ms. Ingersoll which will expire on May 31, 2017. Please find their applications enclosed with this letter.

The COA members are also pleased to share that current members Phyllis Bially and Barry David whose first terms are concluding, have agreed to continue on the Council for another 3 year term, ending May 31, 2018.

Sincerely,

Debra Galloway, Director
for the Sudbury Council on Aging

Attachments: COA Applications for John Beeler, Melissa Immonen



TOWN OF SUDBURY

Human Resource Office

www.sudbury.ma.us

278 Old Sudbury Road
Sudbury, Massachusetts 01776-1843
Tel: (978) 639-3348
Fax: (978) 443-0756
E-mail: greenod@sudbury.ma.us

To: Maryanne Bilodeau, Interim Town Manager

From: Wayne Walker, Interim Assistant Town Manager/HR Director

Re: Appointments to the Council on Aging

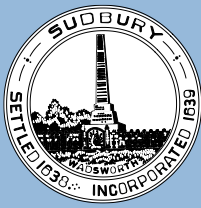
Date: May 12, 2015

Two candidates have recently been recommended by the Council on Aging for appointment by the Board of Selectmen to fill vacancies currently existing on the Council. The candidates are John Beeler and Melissa Immonen, who would replace two members who are leaving the Council.

Mr. Beeler previously served two terms (six years) on the Council and would be returning after a one year hiatus, which would be in compliance with the by-laws of the Council on Aging. The Council's by-laws stipulate that members may not serve more than two consecutive three year terms, but further provide that a member who has served two consecutive terms may be eligible for reappointment "...upon the expiration of one year after completion of a second consecutive term..." I have spoken with Mr. Beeler by telephone and he is very interested in returning to the Council to continue his service to the Town and to our seniors. While off the Council, he has remained actively involved in programs and services which have benefitted our senior population. I believe it would be in the Town's interest to return Mr. Beeler to the Council.

I have also been in communication by telephone with Ms. Immonen. Although she has only recently moved to Sudbury, she is very familiar with the needs of area seniors and with programs for seniors throughout our region because of her outreach role with the Nashoba Associated Boards of Health. Ms. Immonen is a Licensed Clinical Social Worker (LCSW) and in that capacity works closely with Councils on Aging and C.O.A. Directors, as well as directly with clients, in several area towns. Consequently, she has a highly developed sense of the interests and the needs of our senior population. She expressed an abiding commitment to public service and an earnest desire to serve the residents of her new community.

It is without hesitation that I recommend both Mr. Beeler and Ms. Immonen for appointment to the Council on Aging.



SUDBURY BOARD OF SELECTMEN
Tuesday, May 26, 2015

TIMED ITEM

3: Discussion of responsibilities of chair and vice-chair

REQUESTOR SECTION

Date of request: May 21, 2015

Requestor: Chairman

Formal Title: Discussion of responsibilities of Board of Selectmen Chair and Vice-chair

Recommendations/Suggested Motion/Vote:

Background Information:

Attached input from Board members

Financial impact expected:n/a

Approximate agenda time requested: 15 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

05/26/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:

Chair & Vice Chair Roles and Responsibilities

Bob:

The chair should keep the meetings going and drive toward decision making and not overtalking every single agenda item. By managing the time more efficiently we would be able to cover more important topics.

Chuck:

- Chair:
 - Set agendas
 - Run meetings
 - Call meetings
 - Cancel meetings
 - Primary Board point of contact with the Town Manager
 - Plan meetings with assistance from other Board members as requested by the Chair
 - Assign responsibility for BOS postings/responses on Town web site (if my Listening Project suggestions are adopted)
 - Monthly meeting with Vice Chair and Town Manager to discuss outstanding and upcoming Town issues and meeting planning
- Vice Chair:
 - Run meetings when the Chair is absent
 - Manage Town Forums
 - Manage Office Hours
 - Provide BOS responses to resident and other email inquiries
 - Monthly meeting with Chair and Town Manager to discuss outstanding and upcoming Town issues and meeting planning

Pat:

BOS Chair responsibilities:

1. Schedule meetings as necessary. Most meetings will be set as part of the annual schedule.
2. Organize meeting agendas (not gatekeeper)
3. Run the business meetings.
 - a. Agenda items should be timed
 - b. Speakers should be timed
 - c. Discussion should be "soft allocated" within existing time limits (for example, a fifteen minute discussion should imply that each of five speakers gets three minutes)
 - d. Clearly, the chair needs a visible timer
 - e. Roberts rules for protocol
4. Meet and review issues with the Town Manager monthly or as necessary.
5. Forward to the entire Board communications sent to the Chair as appropriate.
6. Sign official documents as Chair.
7. Represent the Board ceremonially.

BOS Vice-Chair responsibilities:

1. Fill in for Chair as necessary, particularly in running meetings.
2. Meet and review issues with the Town Manager monthly or as necessary to keep up to date to back up the Chair.

3. Organize monthly Selectmen's Office Hours.
4. Organize the fall Town Forum, and other events—particularly “general meetings” (as opposed to BOS business meetings) to listen to and address specific community issues raised by citizens. Staff support is helpful/necessary for this.

Navigator responsibilities:

Citizens bring questions to the Board of Selectmen which boil down to “What is the process to address X? Who do I ask about X?” The navigator finds out and responds. Navigator includes parceling out e-mail and written queries to the BOS for response. “Navigator” counts as an issue in the responsibilities below. To what extent can staff realistically do this?

Communicator responsibilities:

Items come up recurrently (who gets the money for leasing town agricultural land or what is the requirement for a 40B moratorium using the Housing Production Plan, for example) which should be addressed officially on the Town website. There should be an FAQ on many of these issues, which should be catalogued, reviewed and updated at least annually. “Communicator” counts as an issue in the responsibilities below. Again, to what extent can staff realistically do this?

Board Member responsibilities:

1. To use the capacity of the five-member board, each member should have two or three issues s/he follows (e.g., Raytheon development, Minuteman membership, capital planning, ...) The Selectman actively follows his/her issues and reports to the Board when action is required or major decisions are made (e.g., a running commentary on the proposed budget). This is distinct from liaison responsibilities, which largely consist of communication with boards and commissions.
2. Liaison assignments as required.
3. Respond with availability information!! This is critical during the Town Manager search, and desirable at other times.

Len:

CHAIR

- To work with Town Manager to assemble items for the agenda.
- To prioritize the agenda items.
- To schedule items to be reasonably certain the meetings should not last more than 3 hours.
- To set up a schedule for joint meetings with other key boards and commissions at least once a year, at roughly the same time each year.
- To set up a mechanism to have the head of non-key committees meet with BOS (at least) once a year to update committee progress. This should be at set aside time at the beginning of meetings before citizen comment, possibly immediately after the Town Manager's report.
- These are in addition to the normal responsibilities of a chair running a meeting, such as; recognizing speakers, limiting time, and so on.

VICE CHAIR

- To assist the chair with the above duties, as requested.
- Stand in for the chair if he/she is not available.
- To carry out one or more of the above duties from the chair, only as requested/assigned by the chair.

Susan:

In general, the Chair and Vice Chair should share more of the traditional Chair responsibilities (e.g., meeting planning) than previously allowed with a three-member board. Further, more responsibilities should be delegated across the five members in general.

Chair

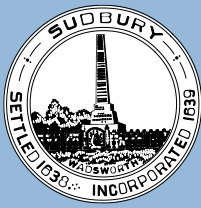
- Serves as a facilitator for the board members, coordinating the work of the board
- Responsible for keeping board informed of important developments and information
- Works with the Vice Chair and Town Manager to plan the meetings, including scheduling of agenda items, but has ultimate responsibility for meeting planning
- Runs the meetings, but may delegate responsibility of certain agenda items to other board members
- Serves as facilitator and primary point of contact between board and staff; has periodic meetings with Vice Chair and Town Manager
- Serves as the primary point of contact to speak on behalf of the board and to respond to inquiries from the press or public, but may delegate response as appropriate to staff or other board members
- Other assignments or subcommittees as needed, to be decided in context of board assignments overall

Vice Chair

- Runs meetings in absence of Chair, but may delegate responsibility of certain agenda items to other board members
- Works with the Chair and Town Manager to plan the meetings, including scheduling of agenda items
- Meets periodically with Chair and Town Manager
- Other assignments or subcommittees as needed, such as organizing State of the Town forum, to be decided in context of board assignments overall

Questions:

- Roles may depend on process adopted to set agendas
- Clarification of roles needed in relation to seeking Town Counsel advice
- Roles to be clarified also in organizing goal setting process, staff evaluation, retreat, etc.



SUDBURY BOARD OF SELECTMEN

Tuesday, May 26, 2015

TIMED ITEM

4: Procedure for putting items on agenda

REQUESTOR SECTION

Date of request: May 21, 2015

Requestor: Chairman

Formal Title: Discussion of procedure for adding items to the Board of Selectmen's agenda

Recommendations/Suggested Motion/Vote: Discussion of procedure for adding items to the Board of Selectmen's agenda

Background Information:
See attached Board input

Financial impact expected:n/a

Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

05/26/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:

Agenda Item Process

Bob:

The Chair and Vice Chair should work together on the agenda and deciding priority of issues. Time should be set aside during each meeting to discuss the agenda for upcoming meetings and allow Selectmen to make recommendations for agenda items. Selectmen should be allowed to be items on the agenda and the Chair should work to make that happen, eventually, even if the Chair does not agree that the topic should be on the agenda. Selectmen should not be able to abuse this privilege. Ultimately, the Chair has the authority to determine the agenda and should be considerate to the thoughts and wishes of other Selectmen even if the chair does not agree. But a Selectman should not be permitted to abuse this privilege with many agenda topics. Perhaps two per quarter or something like that or six per year. That seems like an awful lot compared to the current process, but does not seem like it would be onerous.

Chuck:

- 5 minute agenda item in each BOS meeting to consider agenda suggestions
- Any member can suggest an agenda item, followed by discussion and vote
- Majority vote to get something on the agenda
- Chair to determine timing but will make every effort to put the requested item on the agenda at the earliest practicable date
- Let the public see the discussion and vote and judge whether BOS members acted reasonably regarding agenda items

Len:

- No later than 4:00 PM on the Thursday before the next board meeting the selectman requesting the additional item shall submit the item to be added to the agenda to the Town Manager and his/her administrative assistant. (Or by 4:00 PM 3 business days before the next board meeting, if the next board meeting is not on a Tuesday.)
- The selectman shall submit a brief statement explaining the item and why it should be on the agenda for the next meeting.
- All requests and supporting brief statements will become a part of the packet and listed on a separate sheet which shall be referenced on the agenda. The packet is the set of documents customarily made available to the selectmen on Friday night.
- If any selectmen objects to having the item on the agenda for that meeting, he/she will raise such objection after all reports are given, and before the board begins discussion of listed agenda items.
- If any selectmen objects to having the item heard at the current session because documents/information have not been provided, the item will be continued until the next meeting after the requested documents/information have been provided.
- The board will then vote on whether to accept such item for discussion at that meeting or not accept such item for discussion. A majority vote (three fifths) is required to accept the item for discussion at the current meeting.
- If no objection is raised, the item will be heard at the conclusion of the rest of the agenda, except for the consent calendar items.

Pat:

Proposed agenda items should be brought up formally at the first meeting each month. Ideally, these would be submitted in time to make the meeting packet, but if not bring them up live during discussion. Items should be either for action or for discussion, where discussion items may require a general meeting (Vice-Chair above). The Board should determine what the purpose of the item is, prioritize the proposals and schedule at least one item for a meeting during the next two. Members whose items were accepted into the agenda least recently receive preference. Informally, agenda items may be e-mailed or phoned to the Chair for consideration at any time, but these may end up not being brought forward at all. Realistically, there's a limit to the number of items we can consider, especially during busy seasons, but there should be a stream of non-chair agenda items before the Board at all times, as long as anyone has anything s/he'd like to take up, and all members of the Board should have access to the agenda.

Susan:

I believe it is very important to address concerns raised by board members about the ability to place items on the agenda. Thus, we need a more explicit process.

Questions:

- How often have items been rejected? What type of items?
- How were requests communicated?
- How much of the agenda planning should be done in the regular meetings?
- Do we need a written policy for agenda setting or should we just agree on a practice?
- Should we review the policy/practice in 6 months? One year?

General concerns: The board must adopt a process to allow all members an opportunity to place items on the agenda, balanced by the need to have effective and efficient meetings.

Most agenda items are determined by the ongoing needs of the town, on a predictable schedule, concerning budgeting, tax-rate setting, Town Meeting planning, licensing, etc. The Chair and Vice Chair should work with the Town Manager to schedule items as needed. Other agenda items generally should be rooted in annual goals adopted by the BOS. The Chair and Vice Chair should seek input from the board and the Town Manager to guide agenda planning.

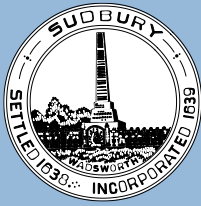
Requests for agenda items by individual Selectmen should be carefully considered and included in a timely fashion as feasible. Items requested by a member of the public should be considered if brought forward or supported by one board member. No item should be rejected unless the board as a whole votes by majority not to schedule the agenda item. (Alt.: see Option 3) The Chair should not have sole discretion for accepting or rejecting an item, but is responsible for scheduling agenda items in consultation with the Vice Chair.

Option 1: Individual members request agenda items by email as allowed by the OML. The Chair responds with information about timing for the agenda item. Any concerns about acceptance or timing of an agenda item are brought to the board for consideration at the next meeting as requested by the member proposing the item. Otherwise, the Chair would periodically address agenda planning at meetings to obtain input.

Option 2: The board has an open forum/agenda planning item during each meeting/once a month. Individual members can request agenda items or address scheduling priorities during

this session. The Chair and Vice Chair can solicit input for scheduling. If the Chair, in consultation with the Vice Chair, subsequently decides to reject an agenda item, the matter will be brought back to the board for vote at a subsequent meeting (not when the item is proposed). [Of course, members could still request items by email even if there is time for such discussion designated at the meetings. An item might come up between meetings.]

Option 3: Each member has the right to place any item on the agenda, subject to scheduling decisions made by the Chair in consultation with the Vice Chair. Concerns about scheduling the agenda item will be brought to the board for consideration at the next meeting as requested by the member proposing the item.



SUDBURY BOARD OF SELECTMEN

Tuesday, May 26, 2015

TIMED ITEM

5: Vote of Reorganization of the Board of Selectmen

REQUESTOR SECTION

Date of request:

Requestor: chair

Formal Title: Vote to elect a new Chair and Vice-Chair, and reappoint Interim Town Manager Maryanne Bilodeau as Clerk to the Board of Selectmen.

Recommendations/Suggested Motion/Vote: *Move to appoint Interim Town Manager Maryanne Bilodeau to serve as Clerk to the Board of Selectmen. Move to elect _____ as Chair of the Board of Selectmen and _____ as Vice-Chair of the Board of Selectmen.*

Background Information:

Financial impact expected:n/a

Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

05/26/2015 7:30 PM

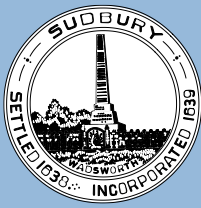
MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:



SUDBURY BOARD OF SELECTMEN
Tuesday, May 26, 2015

TIMED ITEM

6: Security protocols w/Chief Nix

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discuss security protocols with Police Chief Nix

Recommendations/Suggested Motion/Vote: Discuss security protocols with Police Chief Nix

Background Information:

Financial impact expected:n/a

Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting: Scott Nix

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

05/26/2015 7:30 PM

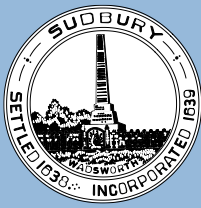
MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:



SUDBURY BOARD OF SELECTMEN

Tuesday, May 26, 2015

MISCELLANEOUS (UNTIMED)

7: Discussion/vote of TM Search Firm

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discussion/vote on Town Manager Search Firm

Recommendations/Suggested Motion/Vote: Discussion/vote on Town Manager Search Firm

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

05/26/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:

Evaluation of candidates' references for Town Manager Search
Firm for Sudbury
Reference evaluations conducted following May 13, 2015
interviews

Selectman:

Firm	Contact	Rating	Comments
Collins Center	Fred Koed BOS Cohasset	4	
HR Gov	Tim Woerther Mayor Widdwood Mo.	4	
HR Gov	Jim Daley Mayor Homer Glen, Ill	—	No longer serving. Contact info failed.
MMA	John Wheeler Search Cmte Chair Harcwich	4	Communicated with Selectmen; less so with Search Committee.
MMA	Caryn Malloy HR Director Arington	4	
MRI	Diane Willoughby Admin Asst Mendon	4	
MRI	Edward Maica BOS Monson	4	

Ratings:

Highly Advantageous – 4

Advantageous – 3

Not Advantageous – 2

Unacceptable – 1

Pat Brown

Evaluation of candidates' references for Town Manager Search
 Firm for Sudbury
 Reference evaluations conducted following May 13, 2015
 interviews

Selectman: Woodard

Firm	Contact	Rating	Comments
GovTR	Keith Snyder Mayor Lincoln IL		Does not return my phone calls. Email address invalid
INRI	David Roche BOS chair Lenox	2	not enough good candidates in the first round
MRI	Nelson Almeida BOS chair Seekonk	4	
MMA	Maia Flynn BOS chair Falmouth	3	"need to stay on top of him because he has a lot of other work"
MMA	Kim Ferguson BOS chair Hudson	3	needed to extend search to get enough good candidates
Collins	John Hine BOS chair South Hadley	4	

Ratings:

Highly Advantageous – 4

Advantageous – 3

Not Advantageous – 2

Unacceptable – 1

Evaluation of candidates' references for Town Manager Search
Firm for Sudbury
Reference evaluations conducted following May 13, 2015
interviews

Selectman: Len Simon

Firm	Contact	Rating	Comments
<p>MMA CONSULTING Mark Morse</p>	<p>STEVE KITCHIN Swansea</p>	<p>4</p>	<p>5/18 10:55 AM left VM for call back. He called me back. He is on advisory and finance board in Swansea. MMA: "Exemplary" Their town manager left for a higher salary in Dedham. Started search in Nov. hired in March. MMA was the firm that got their prior town manger placed in Dedham, so h\they thought why not hire him for a new one. MCaullife, their ultimate new TM has connections to the Southcoast, a sailboat, and friends there so it seemed a natural move. A departing member of BOS wanted his thumbprint on the new selection or TM. Ambitious timeline for new TM. Cost – set aside 25K, cost was only 18 K. under budget. Had 3 finalists – were happy with all 3, experience and diversity of experience. 46 candidates. Culled to 15, then down to 7 for interviews. Then 3 finalists introduced to public. Morse managed lots of details. They looked at 3 firms, MMA, MRI and Collins center. Was concerned about MRI knowing lay of land in Mass. Interviewed only Collins and MMA. Morse gained their trust. The search</p>

Attachment: TM Search Firm Eval_vf (1331 : Discussion/vote of TM Search Firm)

			<p>committee did not have any BOS members on it, but there were good volunteers on it. They had 2 candidates withdraw at the 11th hour, 1 TM from Nahant, and one from RI.</p> <p>He felt they had a deep pool, 7 semis then down to 3.</p> <p>They would go back to MMA for another search. No residency requirement in Swansea.</p>
<p>MMA CONSULTING Mark Morse</p>	<p>TERRENCE CUMMINGS</p>	3	<p>5/18 10:57 AM – left VM for call back-sounded like home phone. Terry Mitchell called back. He said MMA got them 30 candidates. They went through all the resumes. They picked out 7-8 and interviewed 6 and hired the new TM in Feb. 2015. He felt the candidates were viable. MMA said some of the candidates were those he had seen before' and were not 'worth their time' to review and interview. He felt Morse had a good understanding of the process. He met with the selectmen and members of the search committee, of which there were 7, 2 of which were selectmen, and school superintendent, recreation committee, and others.</p> <p>Of the 3 finalists, one withdrew so they had 2 to choose from. They got their first choice. He would use MMA again. This was the second time they used MMA.</p> <p>Cummings is on the Central Mass Regional Planning committee. They had used the Collins Center, but he was not on that search committee. He felt Collins did a good job on that and they got their first or second choice.</p> <p>The selectmen picked MMA.</p>
<p>COLLINS CENTER Dick Kobayashi</p>	<p>ROBERT MAUCERI North Reading Spoke 5/18/15</p>	4	<p>Very satisfied, pleased with quality of candidates, would use them again, done in short time frame, got the fit they were looking for.</p>
			5/18 @ 11:25 AM

MUNICIPAL RESOURCES Alan Gould	STEVEN MITCHELL Ashland	4	<p>Left message on town manager's voice mail for call back.</p> <p>Tony, Town Manager placed by MRI, Alan Gould, called and he will give my number to Steve Mitchell for a call back to me.</p> <p>Steve Mitchell called – felt Alan Gould was 'terrific'. Felt his experience and expertise was good. (Gould was interim town manager)</p> <p>Also looked at Collins center.</p> <p>Not too impressed with MMA, whom they used for a prior search for TM. 1 board member familiar with MMA.</p> <p>MRI was receptive to what they wanted to do. Felt Gould's skill set was good. They were pleased with the e process MRI used.</p> <p>Gould was cooperative, regarding using a search committee of 7 residents that did not have any selectmen.</p> <p>80 responses to MRI for position of TM.</p> <p>Selectmen made the final choice.</p> <p>MRI and search committee brought forth 3 3 finalists, 2 had done this for a long time, 1 was from base on Cape Cod, an administrator there, he was unanimous choice, turned out very well. Would go back to MRI if needed again</p>
MUNICIPAL RESOURCES Alan Gould	KENNETH SYDOW Ashland		<p>5/18 @11:30 AM 617 654 3697 phone not in service.</p>
MUNICIPAL RESOURCES Alan Gould	NELSON ALMEIDA Seekonk 508 336-2910		<p>5/18 @ 11:50 401 369 0701 cell phone – left message for call back.</p> <p>5/20/15 @ 11:30 AM. I spoke with him, he said he had spoken with Chuck. I did not go through questions again with him.</p>
GOV HR USA Joellen Earl	TOM DONEGAN Provincetown	3-4	<p>5/18 11:40 Am – left VM at BOS line for call back.</p> <p>I reached him on cell phone. 508 487-7003.</p>

			<p>They had started with Mark Morse, not happy with him.</p> <p>DONEGAN got a call from Collins center, long conversation with Dick K. Would have gone with him, but he was doing 2 other searches on Cape. Very impressed with Dick. Collins Center was the front runner. Has had good experience with GOV HR. Joellen very responsive. Got a good understanding of the special situation they are.</p> <p>Provincetown unique, 60,000 part time residents, tourist economy for 4 months. 3,000 full time residents. Residency requirements is a problem. Expects hiring in mid-June.</p>
GOV HR USA Joellen Earl	THOMAS CAULEY, JR. Hinsdale, IL 630-789-7000		<p>5/18 11:43 am – left voice message for call back at receptionist office.</p> <p>5/20 2 11:30 AM. Not able to reach Cauley. Left message for Kathleen Gargano, town manager, for call back.</p>
Municipal Resources Inc.	Marblehead John J. McGinn Town Administrator (previously was Anthony Sasso) 781-631-0000		5/20/15 @ noon - called – busy circuits.
Municipal Resources Inc.	Manchester by the Sea. 978-526-2000 Gregory Federspiel	4	<p>I spoke with Greg Federspiel. He was a candidate for Town Administrator through MRI. Conclusion – gave MRI and Alan Gould high praise. Particularly impressed with thoroughness of background checks.</p> <p>The town still uses MRI for other searches. Good relationship, have done a number of searches, still uses MRI going forward for senior positions, including DPW director. “Thorough, professional”. MRI tailors efforts to budget and personal needs. Good process. For TA, created search committee, no selectmen, presented 3 finalists...</p>

			Pool of applicants generally OK. Got an interim DPW director through the, will continue that search. 'Timing was off'. Has worked with Alan Gould and other personnel there. There were no surprises.

Evaluation of candidates for Town Manager Search Firm for
Sudbury
Interviews conducted May 13, 2015

Selectman:

Firms	Collins Center UMass Boston	GovHR USA	Municipal Resources	MMA Consulting Group
Criteria				
Networking Strategies	4	4	4	4
Experience/ Key Personnel	4	3+	4	4
Approach to Ensuring Community Involvement	4	4	4	4
Implementation Plan & Schedule	4	4	4	4
Recruitment Materials	1	1	4	4
Live Interviews	4	4	4	4

Ratings:

Highly Advantageous – 4
Advantageous – 3
Not Advantageous – 2
Unacceptable – 1

Pat Brown

Attachment: TM Search Firm Eval_vf (1331 : Discussion/vote of TM Search Firm)

Evaluation of candidates for Town Manager Search Firm for
Sudbury
Interviews conducted May 13, 2015

Selectman: *Woodard*

Firms	Collins Center UMass Boston	GovHR USA	Municipal Resources	MMA Consulting Group
Criteria				
Networking Strategies	<i>2</i>	<i>2</i>	<i>3</i>	<i>4</i>
Experience/ Key Personnel	<i>4</i>	<i>2</i>	<i>4</i>	<i>4</i>
Approach to Ensuring Community Involvement	<i>2</i>	<i>2</i>	<i>2</i>	<i>2</i>
Implementation Plan & Schedule	<i>3</i>	<i>3</i>	<i>3</i>	<i>4</i>
Recruitment Materials	<i>2</i>	<i>2</i>	<i>4</i>	<i>3</i>
Live Interviews	<i>4</i>	<i>2</i> <i>2</i>	<i>3</i>	<i>2</i>

Attachment: TM Search Firm Eval_vf (1331 : Discussion/vote of TM Search Firm)

Ratings:

Highly Advantageous – 4

Advantageous – 3

Not Advantageous – 2

Unacceptable – 1

Selectman: Haarde

Firm: COLLINS

	Highly Advantageous	Advantageous	Not Advantageous	Unacceptable
Networking Strategies		X		
Experience/ Key Personnel	X			
Approach to Ensuring Community Involvement		X		
Implementation Plan & Schedule		X		
Recruitment Materials		X		
Interviews		X		

Attachment: TM Search Firm Eval_vf (1331 : Discussion/vote of TM Search Firm)

Selectman: Haarde

Firm: GOVHRUSA

	Highly Advantageous	Advantageous	Not Advantageous	Unacceptable
Networking Strategies	X			
Experience/ Key Personnel	X			
Approach to Ensuring Community Involvement	X			
Implementation Plan & Schedule	X			
Recruitment Materials	X			
Interviews	X			

Attachment: TM Search Firm Eval_vf (1331 : Discussion/vote of TM Search Firm)

Selectman: Haarde

Firm: MMA

	Highly Advantageous	Advantageous	Not Advantageous	Unacceptable
Networking Strategies	X			
Experience/ Key Personnel	X			
Approach to Ensuring Community Involvement		X		
Implementation Plan & Schedule		X		
Recruitment Materials	X			
Interviews		X		

Attachment: TM Search Firm Eval_vf (1331 : Discussion/vote of TM Search Firm)

Selectman: Haarde

Firm: MMA

	Highly Advantageous	Advantageous	Not Advantageous	Unacceptable
Networking Strategies	X			
Experience/ Key Personnel	X			
Approach to Ensuring Community Involvement		X		
Implementation Plan & Schedule	X			
Recruitment Materials		X		
Interviews		X		

Attachment: TM Search Firm Eval_vf (1331 : Discussion/vote of TM Search Firm)

Evaluation of candidates for Town Manager Search Firm for Sudbury
Interviews conducted May 13, 2015

Selectman: Susan Iuliano

Note 1: These ratings reflect the applicants' responsiveness to the RFP Technical Proposal, and not necessarily the quality of the firm.

Note 2: Collins (as a governmental agency) is not subject to the RFP requirements; these ratings represent a general assessment in each subject area for comparative purposes only.

Firms	Collins Center UMass Boston	GovHR USA	Municipal Resources	MMA Consulting Group
Criteria				
Networking Strategies	A	A	A	A
Experience/ Key Personnel	HA	NA	HA	HA
Approach to Ensuring Community Involvement	HA	NA	HA	HA
Implementation Plan & Schedule	A	A	HA/A	HA
Recruitment Materials	A/NA	NA	HA	HA
Live Interviews	A	A	HA	HA

Ratings: Highly Advantageous (HA), Advantageous (A), Not Advantageous (NA), Unacceptable (U)

Selectman: Len Simon

Firm: Edward J. Collins Jr. Center for Public Management

	Highly Advantageous	Advantageous	Not Advantageous	Unacceptable
Networking Strategies		X		
Experience/ Key Personnel	X			
Approach to Ensuring Community Involvement	X			
Implementation Plan & Schedule		X		
Recruitment Materials			X	
Interviews		X		

Attachment: TM Search Firm Eval_vf (1331 : Discussion/vote of TM Search Firm)

Selectman: Len Simon

Firm: GOV HR USA

	Highly Advantageous	Advantageous	Not Advantageous	Unacceptable
Networking Strategies				X
Experience/ Key Personnel			X	
Approach to Ensuring Community Involvement			X	
Implementation Plan & Schedule			X	
Recruitment Materials	X			
Interviews		X		

Attachment: TM Search Firm Eval_vf (1331 : Discussion/vote of TM Search Firm)

Selectman: Len Simon

Firm: MMA Consulting Group

	Highly Advantageous	Advantageous	Not Advantageous	Unacceptable
Networking Strategies		X		
Experience/ Key Personnel	X			
Approach to Ensuring Community Involvement		X		
Implementation Plan & Schedule	X			
Recruitment Materials	X			
Interviews		X		

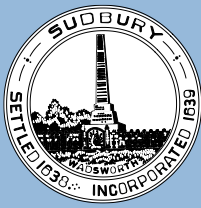
Attachment: TM Search Firm Eval_vf (1331 : Discussion/vote of TM Search Firm)

Selectman: Len Simon

Firm: Municipal Resources

	Highly Advantageous	Advantageous	Not Advantageous	Unacceptable
Networking Strategies	X			
Experience/ Key Personnel	X			
Approach to Ensuring Community Involvement	X			
Implementation Plan & Schedule	X			
Recruitment Materials	X			
Interviews	X			

Attachment: TM Search Firm Eval_vf (1331 : Discussion/vote of TM Search Firm)



SUDBURY BOARD OF SELECTMEN

Tuesday, May 26, 2015

TIMED ITEM

8: Amend VEOC Mission statement

REQUESTOR SECTION

Date of request:

Requestor: Chairman

Formal Title: A) Amend VEOC Mission statement to include a recommendation on whether to leave Minuteman; B) Discuss and vote on strategy with regard to approaching other Minuteman members that are considering withdrawal

Recommendations/Suggested Motion/Vote: A) Amend VEOC Mission statement to include a recommendation on whether to leave Minuteman;
B) Discuss and vote on strategy with regard to approaching other Minuteman members that are considering withdrawal

Background Information:

Financial impact expected:n/a

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

05/26/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:



**Vocational Education Options Committee
Town of Sudbury
Voted to establish July 22, 2014 by the Sudbury Board of Selectmen
Amended April 28, 2015**

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 recommend the building project proposed by the Minuteman Regional District; 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. However, the towns of the Minuteman Regional District have not accepted these amendments and the Minuteman District School Committee now proposes that the building project proceed under the existing regional agreement. Sudbury must decide whether to support this building project. 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
- One member designated by 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 three at-large members
- Up to two associate members

All appointments shall expire on May 31, 2016, 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 Minuteman School Building proposal at the 2016 Annual Town Meeting. The final report of the committee shall be submitted to the Board of Selectmen no later than December 31, 2015.

Compliance with State and Local Laws and Town Policies

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

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

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

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

From: Bilodeau, Maryanne BilodeauM@sudbury.ma.us
Subject: Minuteman Thoughts
Date: May 6, 2015 at 8:31 PM
To: Woodard, Chuck woodardcc@gmail.com, patbrownian@me.com

Chuck and Pat,

As you put your list of questions together here are some of my thoughts based on comments made at your last BOS meeting; what was said at town meeting; and some of my own thoughts so that you can set up a strategy in order to achieve your goal of making a decision with input from the residents.

1. Can we override debt?
2. What are the terms you should ask Minuteman to come up with for withdrawal?
3. What is process to withdraw and who should be involved in that discussion? (Town Counsel, Selectmen, 2 school committees, the VEOC, Superintendents, middle school counselors and principals)
4. What are other school options and costs for each? Will they guarantee Sudbury slots?
5. What will be the cost to Sudbury for the transportation of these students to these other schools?
6. Timeline with tasks and target dates to complete these tasks so that you can be ready for the next Special or Annual Town Meeting.
7. Come up with a complete list of pros and cons so that residents can make an educated decision.
7. Lastly, I think you could consider having a non-binding ballot question at the March Annual Election so that you have a sense of how the residents feel so you will have time to address these concerns before the next annual town meeting.

I'm sure that there are other things but these are just quick notes I've made.
Maryanne

Maryanne Bilodeau
Interim Town Manager
Town of Sudbury
278 Old Sudbury Road
Sudbury MA 01776
Phone: (978) 639-3385
Fax: (978) 443-0756

The Secretary of State's office has determined that most e-mails to and from municipal offices and officials are public records. Consequently, confidentiality should not be expected.

Minuteman Questions in no particular order

For Town Counsel: Part of the answer here is to clarify what is the governing authority or document.

- 1) What is the formal language requiring that existing students of Minuteman be permitted to complete their academic program? (Not the language that requires the school to continue a program until all students enrolled have completed, but the language permitting a student to complete her four academic years.)
- 2) What are the requirements and the process to approve a capital project in the Minuteman district? Where is this described (MGL, regional agreement, DESE regulation, other)
- 3) What maintenance, renovation, and/or upgrades can the District require under the current agreement outside of the capital project requirements listed above? That is, if Minuteman loses accreditation based upon the physical condition of the building and/or if students are considered to be affected by the building condition, under what specific conditions and to what extent can the Minuteman School Committee and/or administration initiate a building project without approval by the member towns?
- 4) What are the requirements and the process to leave the district under the current (1970) agreement? What is the expected timeframe to complete withdrawal?
- 5) At what stage during the process of withdrawal does DESE grant Sudbury the right to send our freshmen vocational students to vocational schools other than Minuteman?
- 6) At what stage during the process of withdrawal does Sudbury have the ability to initiate joining another vocational district?

7) At what stage during the withdrawal process does Sudbury lose representation on the Minuteman School Committee and on the Minuteman Building Committee?

VEOC

- 1) What are the transportation costs to Sudbury for sending students out of district to Assabet, Nashoba, Keefe, and Minuteman?
- 2) What are the per pupil costs of sending students to Minuteman for each of the past five years (Minuteman annual assessment plus any supplemental assessments plus any SPED fees divided by the total number of Sudbury students)?
- 3) The Sudbury assessment to Minuteman is determined by the number of students from Sudbury. How is this figured? Specifically, which year's enrollment determined the FY2016 Minuteman assessment to Sudbury?
- 4) What are the trends in per-town enrollment, including fall of 2016? Specifically, did the Minuteman District attain its goal of an 8% increase in in-district enrollment over the 2015-16 academic year? What trends are apparent in out-of-district towns? Is there an effect of the new chapter 74 regs?
- 5) What building plan for Minuteman was approved by MSBA? What is the size of the building, and what is the cost?
- 6) Given the projected enrollment numbers at LS seen during the LS budget presentation at 2015 Annual Town Meeting and the current decline in SPS membership, and anything else you know of to predict the high school population in Sudbury, project five/ten years in the future a) the high school population using b) various estimates of the percentage engaged in vocational education.

- 7) What is the likelihood that Minuteman will “fill up” at 628 students? At 500? What is the timeframe and assumptions are included in this?
- 8) What is the likelihood that the regulation upholding the capital fee will be upheld?

For BOS:

- 1) Can we realistically expect to withdraw from the Minuteman District, knowing that the decision requires DESE approval?
- 2) What are our options for influencing the future of Minuteman in coordination with other towns in the District?
- 3) What towns should we contact?
- 4) What course(s) of action would be acceptable to us as part of this group?
- 5) What avenues (DESE, MSBA, Legislature, Minuteman Administration) should we pursue?

By [Spencer Buell](#)
sbuell@wickedlocal.com

May 06. 2015 6:47PM

Arlington shows little support for new Minuteman High School building

Plans to rebuild or renovate Minuteman High School remain at a stalemate, as Arlington officials remain adamant that they won't approve a building project without a new regional agreement.

After the Minuteman district's 16 member towns failed last year to pass a revised agreement for the district, leadership in Arlington says the price of rebuilding the aging Lexington vocational school is too high. As it stands, Arlington is poised to pay a much larger chunk of renovation costs than smaller towns that send fewer students to the school.

"There is just no way we could support going forward with the current regional agreement," said Arlington Selectman Dan Dunn. "It's hard for me to imagine this being solved without a state intervention."

Changing the regional agreement requires "yes" votes from all 16 towns, as would approving the building project.

According to the Minuteman School Committee's estimates, Arlington would pay roughly \$45 million over 30 years for a complete rebuild of the school, assuming the state pays 40 percent of the total cost, and assuming the school has full enrollment.

The proposed revised agreement, which Town Meetings in several towns did not approve but Arlington supported, would have shifted more of the cost to towns sending fewer students.

Towns sending fewer students won't support an agreement that forces them to pay more and towns sending more students, Arlington among them, won't support a project that forces them to pay more.

Solving the impasse may require a state-level solution, officials say.

"I think it's long past due for the state to intercede in the issue," said Arlington Town Manager Adam Chapdelaine. "The 16 communities that are members clearly, all well-intentioned and looking out for their priorities, have been unable to come to a new accord as to how the district should be governed."

Ford Spaulding of Minuteman's building committee, said he thinks other options are possible.

"It's apparent to me we won't have a regional agreement, and so it is necessary for the 16 towns to get together and find a solution that makes sense," Spaulding said.

Alternatives to the usual Town Meeting approval process are many, said Minuteman Superintendent Ed Bouquillon.

Towns could force Arlington and other towns to pay for the school with a district-wide election, which would require "yes" votes from a simple majority of residents in member towns.

Charlie Foskett of Arlington's Finance Committee has blasted this idea, calling it the district's "nuclear option."

Legislators could also change the amount the state would pay of Minuteman's building cost, which Bouquillon said could make a building project more feasible. State Sen. Ken Donnelly, who represents Arlington, has filed a bill that would increase the reimbursement rate for vocational schools up to 60 percent.

An update working in Arlington's favor, new regulations from the Department of Elementary and Secondary Education, would allow Minuteman to charge out-of-district towns an extra fee to help pay some of the cost if the building project moves forward, Bouquillon said, taking some of the financial pressure off member towns.

Clock ticking on MSBA reimbursement

Further complicating the decision-making process, a deadline is approaching from the Massachusetts School Building Authority.

If the school district does not get permission for the building project from every member's Town Meeting – by June 30, 2016 – the state's reimbursement rate will drop from 40 percent to 31 percent, presenters of several options for a rebuilt or new school said during a recent presentation in Arlington.

Town Meeting would need two-thirds of members to approve the project because it's a capital expense.

The 40 percent rate is higher than usual because the district was "grandfathered in" to the higher rate when plans were first discussed to update the school, Spaulding said.

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This article has been corrected to reflect that Arlington's contribution to a building project under the current regional agreement would be larger overall,

but not larger "per-student."

<http://arlington.wickedlocal.com/article/20150506/NEWS/150507409>

Print Page

Attachment: Arlington shows little support for new Minuteman High School building - Gate House (1332 : Amend VEOC Mission statement)

By Caitlyn Kelleher
ckelleher@wickedlocal.com

May 15, 2015 4:00AM

All for one? Minuteman decisions require unanimity

Whether a town member town sends three students like Dover or 152 students like Arlington, the existing rules of the Minuteman Regional Vocational School District say everyone must agree on how the district runs.

And the 16 member towns are far from the needed consensus to make important decisions about the future of the district, including the future of the high school building.

"What's happening here is the district needs a school building project," said Jeff Wulfson, deputy commissioner of the Department of Elementary and Secondary Education.

All towns must approve a building project, and the question becomes how to pay for that building project if it is approved by voters next year.

Arlington town officials made it clear last week they will only support a building project if proposed amendments to the regional agreement are adopted. Ten of the 16 member towns have adopted the agreement, which shifts how debt is divided.

"It's a difficult situation because of the differing demographics in Minuteman," Wulfson said.

The regional school committee is scheduled to decide May 19 which of the renovation-new building options to recommend to the Massachusetts School Building Authority. The MSBA executive board is scheduled to decide in July which of the building projects it will endorse and reimburse the district at least 40 percent of the cost of. The MSBA has given a deadline of June 2016 for the project to be approved or it will drop it from its queue.

"I can't spend 10 more years trying to bring 16 more people to the table," said Superintendent of Schools and Director Ed Bouquillon. "I've got a building that needs to be done. I've been working for nine years on this and I don't have a career long enough to get 16 towns to agree. I've got to look at all the options available."

One possible choice for a building project would be the so-called "nuclear option" that bypasses the regional agreement and instead seeks a district-wide election. The election would be a ballot vote in all member communities on the same day at the same time.

If a majority of voters support the building project, it would go forward and towns would have to determine how to pay for their portion of the debt. A nuclear option, which is allowed under state law, was used in 2012, when the Southern Worcester County Regional Vocational School District moved to the district-wide election when a majority of voters supported the renovation of Bay Path High School but three towns voted against the project.

The majority of voters supported the building project in Charlton, and the high school is nearly complete.

"I'm going to recommend it (to the Minuteman School Committee)," said Bouquillon. "But I'm also going to recommend that the school committee continue to work on the regional agreement revisions."

Regional agreement

Unanimity isn't just needed for the building project.

All towns must approve changes to the regional agreement governing the district. Six towns still have not approved the amendments proposed last year. In five, Town Meetings have voted at least once to pass over the article proposing the new agreement.

The proposed agreement shifts the annual assessment by basing it on a four-year rolling average of student enrollment, instead of simply the previous year's enrollment, and shifts the school committee's votes to a weighted system.

The new agreement also shift the division of capital costs, so that instead of being based on a single year's enrollment it is divided in multiple ways. Each town would pay 1 percent of the yearly total. Of the remaining capital costs, 50 percent would be divided based on a four-year rolling average of enrollment and the rest would be divided based on the factors used in determining Chapter 70 state aid.

Wayland Town Meeting rejected the proposal outright last year and refused to put it on the warrant this year for reconsideration.

"I don't think we have any authority or interest to step in and overrule the local authority," said Wulfson. "We're not going to come in and say, 'You have to do this.'"

In April, Wayland Town Meeting voted 130-4 to withdraw from Minuteman. Boxborough passed over articles regarding both the changes to the regional agreement and withdrawal from the district May 11 during the first session of the annual Town Meeting.

Withdrawal

Unanimity is once again the threshold when discussing withdrawal. All towns must approve a town leaving the district.

On May 11, Wayland selectmen approved the letter Town Clerk Beth Klen wrote to the chairman of the regional school committee regarding the vote by Town Meeting in favor of the town's withdrawal.

"It's a complex matter that requires the action of a lot parties," said Wayland Town Administrator Nan Balmer. "I don't believe they have set a timeline but wish to act expeditiously."

Once the school committee receives the letter, it will be distributed to the member communities, which will have to hold Town Meeting votes to decide whether to release Wayland from the district.

The commissioner of education must also approve Wayland's departure. Wulfson said the state would probably approve the de-regionalization of smaller towns that can incorporate the students into their hometown high schools or reach an agreement to send students to another regional district.

"If Arlington was seeking with withdraw, we'd probably have a few more questions," Wulfson said.

Wayland is sending four of 742 students enrolled at Minuteman this year, while Arlington is sending 152. Boxborough is sending six.

Most officials have not discussed what stance they will take on Wayland's withdrawal under the existing agreement.

If the proposed regional agreement had been accepted, the towns could withdraw without unanimous approval, and another member town would have to take Town Meeting action to oppose the withdrawal.

The DESE has approved the proposed regional agreement and memo of understanding drafted by Needham Selectman Daniel Matthews that committed to an uncontested way out of the district in the first year of the new regional agreement.

"This process has been reviewed by us. We're supportive of the school committee," Wulfson said.

The building

The high school building is in need of upgrades even without a building project.

"The Minuteman facility is 40 years old. Its building systems – structural, electrical, mechanical, roofing, windows and exterior cladding – are at the end of their life and are failing fast," states a report from the building committee.

The building is not compliant with the modern fire, handicap accessibility or building codes. Lexington Building Commissioner Fred Lonardo said any substantial renovation to the building will cause code compliance to become an issue.

"There becomes a point where if you have to replace the mechanics, the windows and the egresses because they are so inefficient, then all of those come into play," he said.

Lonardo said renovations trigger compliance with the Architectural Barriers Act (ABA) codes when \$100,000 is spent in three years or less, he said.

"You're going to hit that instantaneously," he said.

If the state ABA is triggered, then it is similar to triggering federal Americans with Disability Act (ADA) requirements. At that time, all hardware, materials and access issues have to be resolved to meet code compliance.

"There has to be more of a structural issue or a gross safety risk to shut down a building, particularly a school," Lonardo said.

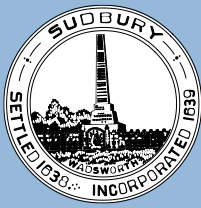
At this point, Minuteman has not hit that threshold.

If unanimity can't be achieved and the nuclear option isn't attempted, then district leadership has to make a decision about how to proceed, particularly with the new building project.

"It's hypothetical at this point. We'd have to regroup," Wulfson said. "We encourage the towns to support education, quality vocational education."

<http://sudbury.wickedlocal.com/article/20150515/NEWS/150517602>

Print Page



SUDBURY BOARD OF SELECTMEN
Tuesday, May 26, 2015

MISCELLANEOUS (UNTIMED)

9: Listening Project

REQUESTOR SECTION

Date of request: May 21, 2015

Requestor: Chairman

Formal Title: Discussion and vote on implementation of Listening Project recommendations

Recommendations/Suggested Motion/Vote: Discussion and vote on implementation of Listening Project recommendations

Background Information:

Financial impact expected:n/a

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

05/26/2015 7:30 PM

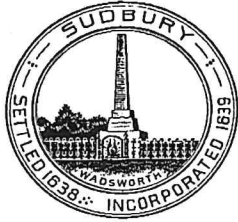
MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:



TOWN OF SUDBURY
Office of the Interim Town Manager

Maryanne Bilodeau
Interim Town Manager

278 Old Sudbury Road
Sudbury, Massachusetts 01776
Tel: (978) 639-3385
Email: bilodeaum@sudbury.ma.us

To: Board of Selectmen
From: Maryanne Bilodeau MB
Re: Sudbury Listening Report Recommendation
Date: May 8, 2015

I believe you will be discussing the Sudbury Listening Report at your May 26th BOS meeting and wanted to provide you with some thoughts beforehand. Based on the discussions at the May 3rd Harvard Negotiation and Mediation Clinical Team's presentation of the "Sudbury Listening Project" report, as well as from comments in the report itself, I did some research.

Two people who have extensive experience in this area are Jeff Nutting, who is the Town Manager in Franklin, and Jon Wortmann from Novel Communications.

Jeff Nutting has facilitated workshops for many municipalities and non-profits related to team-building and goal setting. Unfortunately Jeff was heading out of town and was not able to get back to me; however, I did hear back from Jon Wortmann.

Jon is a noted author, non-profit leader and corporate coach and trainer who specializes in communication and leadership. He has done a lot of work that has created awareness and ultimately changed teams in start-up, Fortune 500, university, non-profit, and town cultures. His talks and workshops teach the strategic communication, mental focus, and stress management skills essential to healthy teams and lives.

He is the author of "Hijacked by Your Brain: How to Free Yourself When Stress Takes Over", Mindfulness Is Sublime, Mastering Communication at Work: How to Lead, Manage, and Influence, The Three Commitments of Leadership (McGraw-Hill), and Your Brain on Golf.

A short list of organizations he has worked with includes:

- Town of Southborough
- Dartmouth College
- Time Warner
- University of Connecticut
- Habitat for Humanity
- Commonwealth of Massachusetts (ending family homelessness)

I have personally worked with Jon in the past and highly recommend him. Here is more information he provided to share with you:

The goals to establish communication norms, set common expectations of process, and build consensus around policy priorities are lofty for a retreat. And, it is possible with willing leaders; however it might work better with several 1 ½ to 2 hour meetings. For Sudbury 4 or 5 (1 ½ to 2 hour) meetings are recommended as opposed to a full day.

The unique method is simple:

- Train leaders on how their brains perceive conflict, risk, and meaningful work
- Explore each leaders communication tendencies that create conflict or understanding
- Build a common language around engagement and future goals

The brain training and communication tendencies are methods found in his books and ebooks, and they have allowed companies to make billions and communities to become the gold standard in dialogue and measurements of trust like bond-rating.

The training is not magic. It takes leaders commitment and desire to build a better community. And, when we know why our brains cause us to melt down and the communication triggers that prevent strong relationships, we can change how we communicate and the results we achieve together.

In regards to Open Meeting Law he said that he is a public leader in the spiritual life of central Massachusetts, the effort to end family homelessness, and numerous organizations across New England. He is comfortable with conflict in public. If the public attended the retreat, he would involve them in the training, allowing people to laugh and have fun with our differences. This could be the beginning of the public training called for in the report as well. Vanessa Hale from the Town of Southborough can speak to his capacity and the results that the town has achieved after similar retreats.

Should the Board decide to move forward with the recommendations from the “Sudbury Listening Project” Report, I feel you will find Jon Wortmann to be not only personable, but very effective as well. Should you wish to go another route then I am happy to research whatever you’d like.

Here is Jon Wortmann’s contact information. If you believe this is something you are interested in pursuing and wish to talk with him prior to your meeting please feel free to call his cell phone number as he is happy to speak with you.

Jon Wortmann
Novel Communication, LLC
508. 479. 8000 cell
781. 777. 1992 office
[Mindfulness Is Sublime](#) — Out Now!
www.whatsinyourway.com
amazon.com/author/jonwortmann

Listening Project Implementation

Bob:

I think the new BOS should go through a focus group conducted by the same people who ran the focus groups for the listening project. I think we need to start listening to people with whom we disagree with curiosity to understand the values and perspectives shaping their opinions and not assign bad intentions to people because they have a viewpoint which is different than ours.

Chuck:

- BOS Retreat
 - 3-4 1 ½ -2 hour morning sessions
 - Posted meetings in the Library meeting room
 - No TV or video recording
 - Use a professional facilitator
- Board member “One on Ones”
 - 15 minutes before the start of office hours?
- Web site
 - Actions and explanations
 - Decisions and explanations
 - File under the relevant department/committee/board and a 30 day rolling list of “recent actions” that has a link on the Town home page
 - Allow posting of questions and provide answers to same for all to see
 - Answers and postings of actions/decisions to be provided by department heads as assigned by the Town Manager and Selectmen as assigned by the Chair
 - Directory of “who to contact”
 - Org Chart
 - No need for a separate Facebook page???
- BOS Council (not specifically mentioned but in the Listening Project spirit)
 - Committee of citizens from various precincts that meets with the Vice Chair periodically to listen and take suggestions on agenda items

Len:

Planning for a retreat as suggested by the Listening Project presenters.

Pat:

Navigator responsibilities:

Citizens bring questions to the Board of Selectmen which boil down to “What is the process to address X? Who do I ask about X?” The navigator finds out and responds. Navigator includes parceling out e-mail and written queries to the BOS for response. “Navigator” counts as an issue in the responsibilities below. To what extent can staff realistically do this?

Communicator responsibilities:

Items come up recurrently (who gets the money for leasing town agricultural land or what is the requirement for a 40B moratorium using the Housing Production Plan, for example) which should be addressed officially on the Town website. There should be an FAQ on many of these

issues, which should be catalogued, reviewed and updated at least annually. “Communicator” counts as an issue in the responsibilities below. Again, to what extent can staff realistically do this?

Board Member responsibilities:

1. To use the capacity of the five-member board, each member should have two or three issues s/he follows (e.g., Raytheon development, Minuteman membership, capital planning, ...) The Selectman actively follows his/her issues and reports to the Board when action is required or major decisions are made (e.g., a running commentary on the proposed budget). This is distinct from liaison responsibilities, which largely consist of communication with boards and commissions.
2. Liaison assignments as required.
3. Respond with availability information!! This is critical during the Town Manager search, and desirable at other times.

Susan:

Board of Selectmen

- Retreat facilitated by consultant, focused on establishing common norms, expectations of process, and ways to enhance collaboration (2A). *High priority.*
 - Consultant should first meet individually with Selectmen and/or conduct facilitated/mediated one-on-one meetings between individual Selectmen
 - Should be as soon as possible, probably separate from and before goal-setting session
 - Probably several short sessions rather than one day; maybe last session for goal-setting or policy prioritization
 - Need to clarify OML parameters
- Ongoing one-on-one meetings among Selectmen (2B)
 - Should be discussed at retreat to determine options/goals for such meetings
 - Should start with *mediated* one-on-one meetings
 - Need to clarify OML parameters
- Social events for Selectmen (2C): Yes!
 - Should occur *after* some of the preliminary work on retreat or mediated one-on-one meetings
 - Maybe informal lunch or dinner in connection with retreat sessions
 - Others: I would like to host board members and spouses for dinner, possibly in the fall.

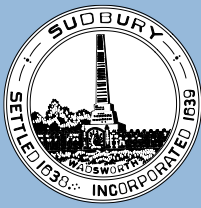
Town Government

- Town media and information coordinator (3C): *High priority* to find some mechanism (such as this position) to add staff capacity for response to public inquiries and to streamline information
 - Access to information is highly valued by citizens
 - Staff currently does not have adequate time in addition to other assignments

- Need central point of contact who can cut across departments and follow up with staff members to make sure timely response provided
 - Function could be shared with SPS
 - Website enhancement: A great deal of information is available now but hard for citizens to access or find specifics (3A)
 - Enhance use of social media (3B)
 - Increase outreach to public
 - Need to clarify OML parameters as to board/committee involvement in responding to public or using social media
- Increase use of Town Forums, surveys, and other tools for input
 - Continue to refine State of the Town forum
 - More issue-specific forums (3D)
 - Town Budget forum before ATM
 - Run another Citizens' Academy session
 - Increased use of citizen task forces for input (and opportunity for low-threshold involvement) (4)
 - Civic Conversations Group (1A): consider forming a group like that proposed or a with an alternative (but related) focus, such as a Town Government Communications Committee
 - Could advise on how to enhance communication or serve as communications or information point of contact
 - Could serve more of an ombudsman/complaint resolution role (3H)
 - Consider conflict resolution training
 - Could advise BOS and other committees re: processes

Questions:

- Nebulous, need to clearly define goals and role
 - Who would staff/organize?
 - Need to find neutral participants
- Clarify process for declarations of conflict of interest (3G): *High priority*. Some clarification needed to help address concerns raised by some members of the public, noted in the report that board members and staff are not acting in good faith.
 - Review and update policies and procedures
 - Obtain legal advice
 - Provide public training
 - Town Meeting: Good time to evaluate practices, BOS should support Moderator Mike Fee's plan for a committee to review Town Meeting.



SUDBURY BOARD OF SELECTMEN

Tuesday, May 26, 2015

MISCELLANEOUS (UNTIMED)

10: Annual Board & Committee Re-appointments

REQUESTOR SECTION

Date of request:

Requested by: Leila S. Frank

Formal Title: Vote to approve the annual re-appointments of those listed (all of which are subject to acceptance), to acknowledge the resignations of those who choose not to be re-appointed, and to send a letter of appreciation to the resigning volunteers for their service to the community.

Recommendations/Suggested Motion/Vote: Vote to approve the annual re-appointments of those listed (all of which are subject to acceptance), to accept the resignations of those who choose not to be re-appointed, and to send a letter to appreciation to the resigning volunteers for their service to the community.

Background Information: Attached list of re-appointments and resignations.

Financial impact expected:N/A

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maureen G. Valente	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

05/26/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:

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: Fairbank Community Task Force

Name: Christine Hogan

Address: 49 Blueberry Hill Lane

Email Address: [Redacted]

Home phone: [Redacted]

Work or Cell phone: [Redacted]

Years lived in Sudbury: 15

Brief resume of background and pertinent experience:
Member of SPSC and Town Hall Blue Ribbon Committee

Municipal experience (if applicable):
SPSC member since 2014

Educational background:
BA and MSM from BU

Reason for your interest in serving:
Currently serve on Town Hall Blue Ribbon Committee and Bob Armour, previous SPSC member, is no longer on the SPSC

Times when you would be available (days, evenings, weekends):
not weekends

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

CH (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 May 14, 2015

List of Selectman Board Appointments as of May 21, 2015

	Chairman Comments	Member Comments	Notes	Began	Expires
Aging, Council on					
Phyllis Bially	Reappoint	Willing		2012	05/31/2015
Barry S. David	Reappoint	Willing		2012	05/31/2015
Robert E. May	Reached Tenure (2 -3 year terms)	Not Willing	See Agenda #2	2007	05/31/2015
Agricultural Commission					
Nicholas Clayton	Reappoint	Willing		2006	05/31/2015
Board of Appeals					
Jonathan W. Patch				2010	05/31/2015
William Ray				2014	05/31/2015
John Riordan				2014	05/31/2015
Nancy G. Rubenstein	Reappoint as Chair	Willing		2007	05/31/2015
Capital Improvement Advisory Committee					
Susan Abrams	Reappoint	Willing		2014	05/31/2015
Bob Desaulniers		Not Willing	Continue until replaced	2013	05/31/2015
Community Preservation Committee					
Lynne H. Remington	Reappoint	Willing		2008	05/31/2015
Earth Removal Board					
Jonathan W. Patch				2010	05/31/2015
William Ray				2014	05/31/2015
Nancy G. Rubenstein	Do Not Reappoint	Not Willing	See Agenda #14	2011	05/31/2015
Energy & Sustainability Committee					
Joseph F. Martino, Jr.				2012	05/31/2015
Robert Morrison				2009	05/31/2015
Mark Sevier				2009	05/31/2015

List of Selectman Board Appointments as of May 21, 2015

	Chairman Comments	Member Comments	Notes	Began	Expires
Fairbank Study Committee					
Robert CG. Armour	DETAILS ATTACHED	Not Willing	SPS designee	2012	05/31/2015
Christine Hogan	Replacement for R. Armour				
Maryanne Bilodeau				2015	05/31/2015
Gregory George				2013	05/31/2015
Robert C. Haarde			BOS designee	2012	05/31/2015
Rick Johnson				2013	05/31/2015
James Kelly				2012	05/31/2015
John J. Ryan, Jr.				2012	05/31/2015
Joseph J. Sziabowski				2013	05/31/2015
Sarah Troiano				2013	05/31/2015
Richard C. Williamson			Park & Rec designee	2012	05/31/2015
Charles C. Woodard				2013	05/31/2015
Land Acquisition Review Committee					
Matthew P. Barach	Reappoint	Willing		2009	05/31/2015
John C. Cutting	Reappoint	Willing		2009	05/31/2015
Jan Hardenbergh	Reappoint	Willing		2009	05/31/2015
Mass. Bay Transportation Authority Designee					
Maryanne Bilodeau				2015	05/31/2015
Memorial Day Committee					
Laura B. Abrams				2006	05/31/2015
Peter R. Harvell				2006	05/31/2015
Kenneth W. Hiltz				2012	05/31/2015
James A. Wiegel				2009	05/31/2015

List of Selectman Board Appointments as of May 21, 2015

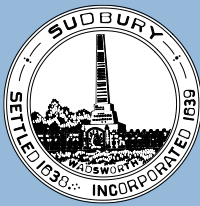
	Chairman Comments	Member Comments	Notes	Began	Expires
Permanent Building Committee					
William G. Braun	Reappoint			2010	05/31/2015
John M. Porter	Reappoint	Willing		2012	05/31/2014
Ponds and Waterways Committee					
Mary L. Addonizio	Reappoint	Willing	at-large member	2008	05/31/2015
Diane Muffitt	Reappoint	Willing		2012	05/31/2015
Registrars, Board of					
<i>See Agenda #13</i>					
Special Constable					
Mark E. Herweck				2003	05/31/2015
William L. Miles				2004	05/31/2015
Arthur J. Richard				2003	05/31/2015
Strategic Financial Planning for Cap. Fund. Com.					
Maryanne Bilodeau	Reappoint			2015	05/31/2015
Joan Carlton	Reappoint			2014	06/30/2015
James Kelly	Reappoint			2013	05/31/2015
Elena M. Kleifges	Reappoint			2014	06/30/2015
Michael Lane	Reappoint			2014	06/30/2015
Kevin J. Matthews	Reappoint			2013	05/31/2015
Lawrence W. O'Brien	Do Not Reappoint		BOS designee	2013	05/31/2015
Lucie S. St George	Reappoint			2014	05/31/2015
Thomas S. Travers	Reappoint			2013	05/31/2015
Charles C. Woodard	Reappoint			2013	05/31/2015

List of Selectman Board Appointments as of May 21, 2015

	Chairman Comments	Member Comments	Notes	Began	Expires
Sudbury Centre Improvement Adv. Com.					
June E. Allen	Reappoint	Willing		2005	05/31/2015
Richard H. Davison	Reappoint	Willing	Sudbury Found. designee	2005	05/31/2015
Deborah B. Kruskal	Reappoint	Willing	First Parish designee	2005	05/31/2015
Eva H. MacNeill				2005	05/31/2015
Lawrence W. O'Brien	Do Not Reappoint		BOS designee	2005	05/31/2015
Frank W. Riepe				2005	05/31/2015
Joseph J. Sziabowski			Plan. Bd. designee	2005	05/31/2015
Sudbury Employees Group Ins. Adv. Com.					
Christine Nihan			Town Non-union rep	2014	05/31/2015
Sudbury Housing Trust					
Lawrence W. O'Brien	Do Not Reappoint		BOS designee	2007	04/30/2015
Sudbury Water Dist. Water Resource Protection Com.					
James F. Occhialini				1994	05/31/2015
Surveyor of Lumber & Measurer of Wood					
Russell DiMauro				1991	05/31/2015
Traffic Safety Coordinating Committee					
Jody A. Kablack				2006	05/31/2015
William L. Miles				2006	05/31/2015
Scott Nix				2009	05/31/2015
I. William Place				2006	05/31/2015

List of Selectman Board Appointments as of May 21, 2015

	Chairman Comments	Member Comments	Notes	Began	Expires
Vocational Education Options Committee					
John K. Baranowsky	Reappoint			2014	05/31/2015
Patricia Brown	Reappoint			2014	05/31/2015
Risa Burns					
Robert C. Haarde	Reappoint			2014	05/31/2015
Ivar Henningson		Not willing		2015	05/31/2015
Elena M. Kleifges	Reappoint			2014	05/31/2015
William E. Kneeland, Jr.	Reappoint			2014	05/31/2015
Stephen Lambert		Not willing		2014	05/31/2015
David Levington		Not willing	Moved out of town	2014	05/31/2015
Paul F. Lynch	Reappoint			2014	05/31/2015
Scott B. Nassa	Reappoint			2014	05/31/2015
Allison Scheff	Reappoint			2014	05/31/2015
Bella Wong	Reappoint			2014	05/31/2015



SUDBURY BOARD OF SELECTMEN

Tuesday, May 26, 2015

MISCELLANEOUS (UNTIMED)

11: Town Manager Annual Re-appointments

REQUESTOR SECTION

Date of request: May 19, 2015

Requested by: Leila S. Frank

Formal Title: Vote to approve the Town Manager's annual re-appointments requiring Board of Selectmen's approval of those listed (all of which are subject to acceptance).

Recommendations/Suggested Motion/Vote: Vote to approve the Town Manager's annual re-appointments requiring Board of Selectmen's approval of those listed (all of which are subject to acceptance).

Background Information: Attached list of re-appointments and resignations

Financial impact expected:N/A

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maureen G. Valente	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

05/26/2015 7:30 PM

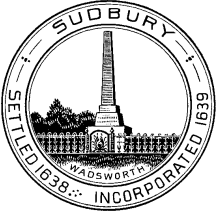
MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:



Maryanne Bilodeau
Interim Town Manager

TOWN OF SUDBURY

*Office of the Interim
Town Manager*
www.sudbury.ma.us

278 Old Sudbury Road
Sudbury, MA 01776-1843
978-639-3381

Fax: 978-443-0756

Email: townmanager@sudbury.ma.us

Date: May 26, 2015
To: Board of Selectmen
From: Maryanne Bilodeau, Interim Town Manager
Subject: Town Manager Appointments

I am responsible for the following appointments, all requiring the consent of the Board of Selectmen.

1. Conservation Commission
2. Commission on Disability
3. Historical Commission
4. Labor Relations Counsel

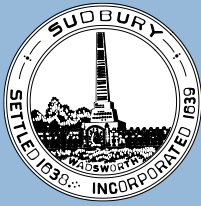
All of those currently serving are interested in reappointment.

I respectfully request that the Board of Selectmen vote to approve these reappointments.

Thank you and please let me know if you have any questions about any of those serving in these positions so I may look into the responses to your questions.

List of Town Manager Appointments as of May 21, 2015

	Chairman Comments	Member Comments	Began	Expires
Conservation Commission				
Charles Russo	Reappoint	Willing	2014	05/31/2015
Bruce Porter	Reappoint	Willing	2014	05/31/2015
Mark Sevier	Reappoint		2014	05/31/2015
Disability, Commission on				
Stephen L. Parker			2012	05/31/2015
Susan J. Stocker			2012	05/31/2015
Historical Commission				
James A. Hill		Willing	2003	05/31/2015
Marilyn A. MacLean		Willing	2004	05/31/2015
Fred Bautze		Willing	2013	05/31/2015
Labor Relations Counsel				
Kevin P. Feeley, Jr.			2011	05/31/2015



SUDBURY BOARD OF SELECTMEN
Tuesday, May 26, 2015

MISCELLANEOUS (UNTIMED)
12: Taxi & Limousine License Renewal

REQUESTOR SECTION

Date of request:

Requestor: Darlene Brown, AAA Limousine

Formal Title: Vote to renew the Livery and Limousine License for AAA Limousine, Inc., 39 Union Avenue, and to approve rate schedule as provided, subject to approval of individual driver licenses and satisfactory vehicle inspections by the Police Dept., said licenses to expire on June 30, 2016.

Recommendations/Suggested Motion/Vote: *Vote to renew the Livery and Limousine License for AAA Limousine, Inc., 39 Union Avenue, and to approve rate schedule as provided, subject to approval of individual driver licenses and satisfactory vehicle inspections by the Police Dept., said licenses to expire on June 30, 2016.*

Background Information:

AAA Limousine, Inc has been in business for many years without issues; vehicles are inspected annually by the Police Department and drivers are registered with the State. Application is attached.

Financial impact expected:\$50 in licensing fees

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

05/26/2015 7:30 PM

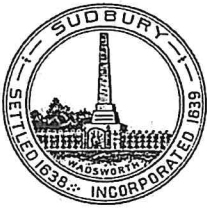
MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:



Town of Sudbury

Office of Selectmen
www.sudbury.ma.us

RECEIVED
OFFICE OF SELECTMEN
SUDBURY, MA
2015 MAY 14 A 9:38
Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776-1843
978-639-3381
Fax: 978-443-0756
Email: selectmen@sudbury.ma.us

TAXI & LIMOUSINE LICENSE APPLICATION

Please complete the application form and return to the Selectmen's Office along with all required materials listed below by **Friday, May 8, 2015**. You may attach additional pages if needed. Please note all licenses expire on June 30 of each year. For further details, please see Taxi and Limousine Service Regulations (attached).

NAME: [REDACTED] Darlene Brown
ADDRESS: [REDACTED] 461 North Rd
Sudbury, MA 01776
PHONE: [REDACTED] (C)
EMAIL: [REDACTED]
BUSINESS NAME: AAA Limousine, Inc.
BUSINESS ADDRESS: 37 Union Ave Sudbury MA 01776
HOURS OF OPERATION: 24/7 by reservation

RATE SCHEDULE: Boston/Logan sedan \$95 SUV \$95 up to 4 pass 5+ \$10. per person

✓ NAME, ADDRESS, D.O.B. AND DRIVER'S LICENSE NUMBER(S) FOR EACH DRIVER: _____

PLEASE ENCLOSE THE FOLLOWING WITH YOUR APPLICATION:

- Copy of Registration for each Fleet Vehicle
- Proof of Auto Insurance for all Fleet Vehicles
- Proof of Worker's Compensation Insurance (Workers' Compensation Act requires local licensing authorities to withhold license renewals if the licensee has not provided evidence of its compliance with the Act's requirement to provide workers' compensation insurance for its employees. A copy of the policy or a certificate of insurance is satisfactory.)
- Tax Attestation Form (attached)
- \$50 Application Fee (Please make checks payable to Town of Sudbury)

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

Applicant Signature: Darlene Brown Date: 5-13-15

Paula Adelson [REDACTED]
39 Village Rd Marlboro 01752

Barry Brown [REDACTED]
1-G Autumn Dr. Hudson 01749

Elizabeth Brown [REDACTED]
1-G Autumn Dr. Hudson 01749

William Glanton
39 Thompson St. Maynard 01754

Bob Lincoln [REDACTED]
624 Boston Post Rd E #7 Marlboro 01752



CERTIFICATE OF REGISTRATION

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

RMV Division

PLATE TYPE LVV	REGISTRATION NUMBER AAA1	REGISTRATION TYPE LIVERY	EFFECTIVE DATE 08/06/14	EXPIRES LAST DAY OF 06 15	TRANSACTION NUMBER 01421842030104										
YEAR MODEL YEAR 2002	MAKE LINC	MODEL TOWN	BODY STYLE/TYPE SEDAN	COLOR BROWN	Not valid without official signature of Registrar										
INSURANCE COMPANY HANOVER INSURANCE			TITLE NUMBER	REGISTRAR <i>Celia J. Blue</i>	IF VEHICLE CARRYING PASSENGERS FOR HIRE MAXIMUM NUMBER OF PASSENGERS THAT CAN BE SEATED. 05										
RESIDENTIAL ADDRESS OF DIFFERENT)				FEES											
NAME(S) OF OWNER(S) AND MAILING ADDRESS AAA LIMOUSINE INC BX 135 SUDBURY, MA 01776-0135				<table border="0"> <tr><td>REGISTRATION</td><td>25.00</td></tr> <tr><td>TITLE</td><td>75.00</td></tr> <tr><td>SPECIAL PLATES</td><td>0.00</td></tr> <tr><td>SALES TAX</td><td>271.88</td></tr> <tr><td>TOTAL</td><td>371.88</td></tr> </table>		REGISTRATION	25.00	TITLE	75.00	SPECIAL PLATES	0.00	SALES TAX	271.88	TOTAL	371.88
REGISTRATION	25.00														
TITLE	75.00														
SPECIAL PLATES	0.00														
SALES TAX	271.88														
TOTAL	371.88														
MASSACHUSETTS DEPARTMENT OF TRANSPORTATION REGISTRY OF MOTOR VEHICLES DIVISION The records of the RMV database constitute the official status of the vehicle registration.															

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

Important Information for Vehicle Owners

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

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

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

Be first in line by going online at www.massrmv.com

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

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

VISIT OUR WEBSITE FOR A FULL LIST OF AVAILABLE TRANSACTIONS



CERTIFICATE OF REGISTRATION RMV Division

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

PLATE TYPE LVV	REGISTRATION NUMBER AAA2	REGISTRATION TYPE LIVERY	EFFECTIVE DATE 07/01/14	EXPIRES LAST DAY OF →	MONTH 06	YEAR 15	TRANSACTION NUMBER 02417901292119
MFYS MODEL YEAR 2002	MAKE GMC	MODEL YUKON	BODY STYLE/TYPE SUV	COLOR BLACK	Not valid without official signature of Registrar		IF VEHICLE CARRYING PASSENGERS FOR HIRE: MAXIMUM NUMBER OF PASSENGERS THAT CAN BE SEATED 08
VEHICLE IDENTIFICATION NUMBER		INSURANCE COMPANY ALLMERICA FINANCIA	TITLE NUMBER BC267307		REGISTRAR <i>Celia J. Blue</i>		TOTAL REGISTERED WEIGHT FOR A COMMERCIAL VEHICLE OR TRAILER
RESIDENTIAL ADDRESS (IF DIFFERENT)							
NAME(S) OF OWNER(S) AND MAILING ADDRESS *****SNGLP AAA LIMOUSINE INC PO BOX 135 SUDBURY MA 01776-0135					FEES		
					REGISTRATION 48.00 TITLE 0.00 SPECIAL PLATES 50.00 SALES TAX 0.00 TOTAL 98.00		
MASSACHUSETTS DEPARTMENT OF TRANSPORTATION REGISTRY OF MOTOR VEHICLES DIVISION The records of the RMV database constitute the official status of the vehicle registration.							

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

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Every person operating a motor vehicle shall have the Certificate of Registration for the motor vehicle and for the trailer, if any, and his/her license to operate, upon his/her person or in the vehicle, in some easily accessible place. ▪ By law, you must report any change of address to the RMV within 30 days in writing. Address changes can be made on the RMV website: www.massrmv.com or by mail to: RMV, P.O. Box 55889, Boston, MA 02205-5889. Once you have reported the address change to the RMV, please write corrected address in box provided above. | <ul style="list-style-type: none"> ▪ Return the registration plates to the RMV immediately if: <ul style="list-style-type: none"> - The vehicle has been sold or junked and the registration is not going to be transferred to another vehicle. Keep a copy of the <i>Bill of Sale, Title</i>, and completed <i>Reassignment of Title</i> for your records to document the transfer. - You move to another state and you register the vehicle in that state. - The insurance policy is not renewed or is cancelled and there is no plan to obtain a new policy. |
|---|--|



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

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BE FIRST IN LINE BY GOING ONLINE AT WWW.MASSRMV.COM

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

NEED TO VISIT AN RMV OFFICE?

SAVE TIME
Complete Your
Application Online!

VISIT OUR WEBSITE FOR A FULL LIST OF AVAILABLE TRANSACTIONS



CERTIFICATE OF REGISTRATION RMV Division

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

PLATE TYPE LVV	REGISTRATION NUMBER AAA4	REGISTRATION TYPE LIVERY	EFFECTIVE DATE 07/01/14	EXPIRES LAST DAY OF →	MONTH 06	YEAR 15	TRANSACTION NUMBER 02417901292166
MFHS MODEL YEAR 2001	MAKE FORD	MODEL EXCURS	BODY STYLE/TYPE OTHER	COLOR GREEN	Not valid without official signature of Registrar		IF VEHICLE CARRYING PASSENGERS FOR HIKE: MAXIMUM NUMBER OF PASSENGERS THAT CAN BE SEATED. 07
VEHICLE IDENTIFICATION NUMBER		INSURANCE COMPANY ALLMERICA FINANCIA	TITLE NUMBER BK479778	REGISTRAR <i>Celia J. Blue</i>		TOTAL REGISTERED WEIGHT FOR A COMMERCIAL VEHICLE OR TRAILER.	
RESIDENTIAL ADDRESS (IF DIFFERENT)				NAME(S) OF OWNER(S) AND MAILING ADDRESS			
				AAA LIMOUSINE INC PO BOX 135 SUDBURY MA 01776-0135			
				FEES REGISTRATION 45.00 TITLE 0.00 SPECIAL PLATES 50.00 SALES TAX 0.00 TOTAL 95.00			
MASSACHUSETTS DEPARTMENT OF TRANSPORTATION REGISTRY OF MOTOR VEHICLES DIVISION The records of the RMV database constitute the official status of the vehicle registration.							

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

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Every person operating a motor vehicle shall have the Certificate of Registration for the motor vehicle and for the trailer, if any, and his/her license to operate, upon his/her person or in the vehicle, in some easily accessible place. ▪ By law, you must report any change of address to the RMV within 30 days in writing. Address changes can be made on the RMV website: www.massrmv.com or by mail to: RMV, P.O. Box 55889, Boston, MA 02205-5889. Once you have reported the address change to the RMV, please write corrected address in box provided above. | <ul style="list-style-type: none"> ▪ Return the registration plates to the RMV immediately if: <ul style="list-style-type: none"> - The vehicle has been sold or junked and the registration is not going to be transferred to another vehicle. Keep a <u>copy</u> of the <i>Bill of Sale</i>, <i>Title</i>, and completed <i>Reassignment of Title</i> for your records to document the transfer. - You move to another state and you register the vehicle in that state. - The insurance policy is not renewed or is cancelled and there is no plan to obtain a new policy. |
|---|--|



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

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BE FIRST IN LINE BY GOING ONLINE AT WWW.MASSRMV.COM

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

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CERTIFICATE OF REGISTRATION

RMV Division

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

PLATE TYPE LVN	REGISTRATION NUMBER LV52852	REGISTRATION TYPE LIVERY	EFFECTIVE DATE 03/01/15	EXPIRES LAST DAY OF	MONTH 02	YEAR 17	TRANSACTION NUMBER 02505801293798
AFRS MODEL YEAR 2007	MAKE TOYT	MODEL CAMRY	BODY STYLE TYPE SEDAN	COLOR GREEN	Not valid without official signature of Registrar		IF VEHICLE CARRYING PASSENGERS FOR HIRE: MAXIMUM NUMBER OF PASSENGERS THAT CAN BE SEATED. 05
VEHICLE IDENTIFICATION NUMBER		INSURANCE COMPANY ALLMERICA FINANCIA	TITLE NUMBER BF164006	REGISTRAR <i>Celia J. Blue</i>		TOTAL REGISTERED WEIGHT FOR A COMMERCIAL VEHICLE OR TRAILER	
RESIDENTIAL ADDRESS (IF DIFFERENT)				FEES			
NAME(S) OF OWNER(S) AND MAILING ADDRESS *****AUTO**5-DIGIT 01776 AAA LIMOUSINE INC PO BOX 135 SUDBURY MA 01776-0135				REGISTRATION 90.00 TITLE 0.00 SPECIAL PLATES 0.00 SALES TAX 0.00 TOTAL 90.00			
MASSACHUSETTS DEPARTMENT OF TRANSPORTATION REGISTRY OF MOTOR VEHICLES DIVISION The records of the RMV database constitute the official status of the vehicle registration.							

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

Important Information for Vehicle Owners

- Every person operating a motor vehicle shall have the Certificate of Registration for the motor vehicle and for the trailer, if any, and his/her license to operate, upon his/her person or in the vehicle, in some easily accessible place.
- By law, you must report any change of address to the RMV within 30 days in writing. Address changes can be made on the RMV website: www.massrmv.com or by mail to: RMV, P.O. Box 55889, Boston, MA 02205-5889. Once you have reported the address change to the RMV, please write corrected address in box provided above.
- Return the registration plates to the RMV immediately if:
 - The vehicle has been sold or junked and the registration is not going to be transferred to another vehicle. Keep a copy of the *Bill of Sale, Title, and completed Reassignment of Title* for your records to document the transfer.
 - You move to another state and you register the vehicle in that state.
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BE FIRST IN LINE BY GOING ONLINE AT WWW.MASSRMV.COM

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

NEED TO VISIT AN RMV OFFICE?

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CERTIFICATE OF REGISTRATION

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

RMV Division

PLATE TYPE LVV	REGISTRATION NUMBER AAA6	REGISTRATION TYPE LIVERY	EFFECTIVE DATE 07/01/14	EXPIRES LAST DAY OF →	MONTH 06	YEAR 15	TRANSACTION NUMBER 02417901292182
MFHS MODEL YEAR 2005	MAKE LINC	MODEL TOWCAR	BODY STYLE/TYPE SEDAN	COLOR BROWN	Not valid without official signature of Registrar		IF VEHICLE CARRYING PASSENGERS FOR HIRE: MAXIMUM NUMBER OF PASSENGERS THAT CAN BE SEATED. 06
VEHICLE IDENTIFICATION NUMBER		INSURANCE COMPANY ALLMERICA FINANCIA		TITLE NUMBER BN440188	REGISTRAR <i>Celia J. Blue</i>		TOTAL REGISTERED WEIGHT FOR A COMMERCIAL VEHICLE OR TRAILER.
RESIDENTIAL ADDRESS (IF DIFFERENT)					NAME(S) OF OWNER(S) AND MAILING ADDRESS		
					FEES REGISTRATION 45.00 TITLE 0.00 SPECIAL PLATES 50.00 SALES TAX 0.00 TOTAL 95.00		
MASSACHUSETTS DEPARTMENT OF TRANSPORTATION REGISTRY OF MOTOR VEHICLES DIVISION The records of the RMV database constitute the official status of the vehicle registration.							

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

Important Information for Vehicle Owners

- | | |
|---|---|
| <ul style="list-style-type: none"> ▪ Every person operating a motor vehicle shall have the Certificate of Registration for the motor vehicle and for the trailer, if any, and his/her license to operate, upon his/her person or in the vehicle, in some easily accessible place. ▪ By law, you must report any change of address to the RMV within 30 days in writing. Address changes can be made on the RMV website: www.massrmv.com or by mail to: RMV, P.O. Box 55889, Boston, MA 02205-5889. Once you have reported the address change to the RMV, please write corrected address in box provided above. | <ul style="list-style-type: none"> ▪ Return the registration plates to the RMV immediately if: <ul style="list-style-type: none"> - The vehicle has been sold or junked and the registration is not going to be transferred to another vehicle. Keep a <u>copy</u> of the <i>Bill of Sale, Title</i>, and completed <i>Reassignment of Title</i> for your records to document the transfer. - You move to another state and you register the vehicle in that state. - The insurance policy is not renewed or is cancelled and there is no plan to obtain a new policy. |
|---|---|

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

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Client#: 33721

AAALI

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/12/2015

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 Herlihy Insurance Group Inc. 51 Pullman Street Worcester, MA 01606 508 756-5159		CONTACT NAME: PHONE (A/C, No, Ext): 508 756-5159 FAX (A/C, No): 508-751-5747 E-MAIL ADDRESS: PRODUCER CUSTOMER ID #:	
INSURED AAA Limousine, Inc. PO BOX 135 SUDBURY, MA 01776		INSURER(S) AFFORDING COVERAGE NAIC # INSURER A : A.I.M. Mutual Insurance Company INSURER B : Hanover Insurance INSURER C : INSURER D : INSURER E : INSURER F :	


COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR NSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			07/30/2013	07/30/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N N/A		06/26/2014	06/26/2015	WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$100,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$100,000

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

CERTIFICATE HOLDER CANCELLATION 10 Days for Non-Payment

Town of Sudbury Main Street Sudbury, MA	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 
---	---

CERTIFICATE OF TAXES/TAX ATTESTATION

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

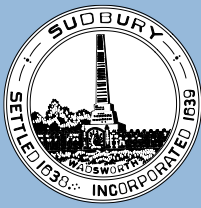
[Redacted]
Social Security Number, or
Federal Identification Number

AAA Limousine, Inc
Signature of Individual, or
Corporation Name

5-12-15
Date

By: Dalee Brown
Corporate Officer & Title (if applicable)

AFFIX CORPORATE SEAL



SUDBURY BOARD OF SELECTMEN
Tuesday, May 26, 2015

MISCELLANEOUS (UNTIMED)
13: Board of Registrars Appointment

REQUESTOR SECTION

Date of request: May 15, 2015

Requested by: Leila S. Frank

Formal Title: Vote to re-appoint Kathleen C. Precourt, 63 Harness Lane, a registered Democrat, as a member of the Board of Registrars of Voters for a term to expire May 31, 2018, as recommended by Rosemary Harvell, Town Clerk, or vote to appoint Tatiana Vitvitsky, 99 Pokonoket Avenue, a registered Democrat, as a member of the Board of Registrars of Voters for a term to expire May 31, 2018.

Recommendations/Suggested Motion/Vote: Vote to appoint ____, a registered Democrat, as a member of the Board of Registrars of Voters for a term to expire May 31, 2018.

Background Information:

Please see attached.

Financial impact expected:N/A

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

05/26/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:



Town of Sudbury

Office of the Town Clerk

RECEIVED
BOARD OF SELECTMEN
SUDBURY, MA

Town Clerk
Town Hall
322 Concord Road
Sudbury, MA 01776
978-639-3351
Fax: 978-639-3340

clerk@sudbury.ma.us

2015 MAY 15 10:09 <http://sudbury.ma.us/departments/clerk/>

DATE: May 15, 2015

TO: Board of Selectmen

FROM: Rosemary B. Harvell, Town Clerk, and Member of the Board of Registrars of Voters

SUBJECT: Board of Registrars of Voters Appointment

As a member of the Board of Registrars of Voters, I have a great appreciation of the valuable service the members of the Board, Gregory Bochicchio, Gary M.C. Bean and Kathleen C. Precourt give to the Town of Sudbury.

Kathleen C. Precourt's term as a member of the Board of Registrars of Voters is expiring this month. She has faithfully attended meetings of the Registrars, participating in all duties incumbent upon the Board, including but limited to, tabulating the State Election Ballots of overseas voters received by mail, processing provisional ballots and providing official signatures to certify nomination papers, petitions and absentee ballot applications.

Recently, the Board of Registrars met to call a meeting of the Board to recount the votes for Board of Selectmen cast at the March 30, 2015 Annual Town Election. Ms. Precourt participated in the meeting that evening and certified the recount with the other members of the Board of Registrars.

Kathleen C. Precourt has served as a member of the Board since 2008 as one of two board members registered in the Democratic Party in accordance with General Laws c. 51, §15. She expressed her willingness to continue her service to the Town.

The Sudbury Democratic Town Committee has subsequently withdrawn two of the three names originally submitted for appointment and thereby has not complied the requirements of the State statute.

It is my recommendation that Board of Selectmen re-appoint Kathleen C. Precourt as a member of the Board of Registrars of Voters so the Town may continue to benefit by her valuable service. Thank you.

Today's Date: April 22, 2015

Patricia B. Golden
Senior Admin. Asst. to the Town Manager
Office of Selectmen
Sudbury, MA 01776

RE: Appointment to the Board of Registrars

Dear Ms. Golden:

A majority of the Sudbury Democratic Town Committee, at a duly called meeting on April 21, 2015, at which a quorum was present was as follows:

"The Sudbury Democratic Town Committee recommends Jeanne Maloney, 119 Willis Rd., Clark Moeller of 30 Thoreau Way and Tania Vitvitsky of 99 Pokonoket Rd., to the Board of Registrars."

Each of the three above named persons are enrolled members of the Democratic Party.

Clark Moeller and Tania Vitvitsky have allowed their names to be submitted in order to satisfy the requirements of Chapter 51, s.15.

Thank you for your assistance in this matter.

Beverly B. Guild

Beverly B. Guild
Chairperson, Sudbury DTC
54 Woodside Rd., Sudbury, MA 01776

✓ cc: Town Clerk

*P.S
I am away for ten days.
If you have a question -
contact Carmine Gentile
our Vice Chair at 978 443
9898.
Beverly*

May 7, 2015

Board of Selectmen

Sudbury, MA 01776

Dear Members of the boardf of Selectmen:

At a meeting of the Sudbury Democratic Towm Committee on April 21, 12014, at which a quorum was present, the committee voted to recommend Jeanne Maloney of 119 Willis Road, Clark Moeller of 30 Thoreau Way, and Tania Vitvitsky of 99 Pokonoket Road. Each of the three are enrolled members of the Democratic Party.

Since I sent the letter recommending these persons, I have been inoformed that Jeanne Maloney and Clark Moeller do not wish to serve in this capacity. I therefore request that Tania Vitvitsky be appointed to the Board of Registrars.

Thank you for your assistance in this matter.

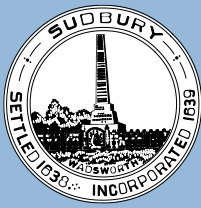
Beverly B. Guild
Beverly B. Guild

Chairperson, SDTC

54 Woodside Rd, Sudbury, MA 01776

c.c. Town Clerk

RECEIVED
BOARD OF SELECTMEN
SUDBURY, MA
2015 MAY -7 P 1:54



SUDBURY BOARD OF SELECTMEN
Tuesday, May 26, 2015

MISCELLANEOUS (UNTIMED)

14: ZBA Appointments

REQUESTOR SECTION

Date of request: May 8, 2015

Requested by: Jody Kablack

Formal Title: Vote to accept the resignation of Benjamin Stevenson as a full board member and to appointment him as an Associate member for a 1 year term; and vote to appoint Nancy Rubenstein as a full ZBA board member for a 5 year term.

Recommendations/Suggested Motion/Vote: Vote to accept the resignation of Benjamin Stevenson as a full board member and to appointment him as an Associate member for a 1 year term; and vote to appoint Nancy Rubenstein as a full ZBA board member for a 5 year term.

Background Information:
Please inform if interviews are necessary.

Financial impact expected:NA

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

05/26/2015 7:30 PM

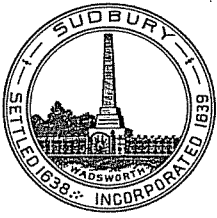
MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:



Town of Sudbury

Planning and Community Development Department

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

Jody A. Kablack, Director

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

TO: Board of Selectmen
FROM: *JK* Jody Kablack, Director of Planning and Community Development
RE: Zoning Board of Appeals appointments
DATE: May 8, 2015

At its meeting on April 13, 2014, the Zoning Board of Appeals Chairman, Benjamin Stevenson, declared his intention to step down as a full board member, preferring instead to receive an appointment as an Associate Member.

At that meeting, the ZBA also voted to recommend Nancy Rubenstein to replace Mr. Stevenson as a full ZBA member. Ms. Rubenstein was formerly a full member, but moved to Associate status several years ago.

I will note that the Zoning Board has lacked 1 Associate member for many months (the Zoning Bylaw allows 4 Associate ZBA members). I have recently posted the vacant position on the Town's website. But in the absence of multiple candidates, I recommend these appointments.

It is requested that the Board of Selectmen consider these recommendations at your next scheduled meeting. Please advise if you think interviews are necessary.

Attachment: Rec to BOS 2015 (1324 : ZBA Appointments)



Board of Appeals Sudbury, MA

Subscribe

Members

Name	Position	Address	Term	End Date
William Ray	Alternate	29 Cranberry Cir	1	05/31/2015
John Riordan	Alternate	12 Pendleton Rd	1	05/31/2015
VACANCY	Associate		1	
Jonathan W. Patch	Associate	7 Walkup Rd	1	05/31/2015
Nancy G. Rubenstein	Associate	57 Winsor Rd	1	05/31/2015
Jonathan F. X. O'Brien	Chairman	3 Country Village Ln	5	05/31/2016
Benjamin D. Stevenson	Chairman	601 Peakham Rd	5	05/31/2017
Jonathan G. Gossels	Member	11 Spiller Circle	5	05/31/2019
Jeffrey P. Kioft	Member	15 Ironworks Road	5	05/31/2018
Nicholas B. Palmer	Member	132 Pratts Mill Rd	5	05/31/2019

Board of Appeals

Interested in serving on this committee?
[Appointment Application](#)

The five-member Board appointed by the Selectmen has authority to approve special permits and variances pursuant to the Town's Zoning Bylaw.

Related Departments

- Earth Removal Board
- Planning & Community Development

Recent News

- Public Hearing – Board of Appeals May 7, 2015
- Public Hearing- Zoning Board of Appeals May 5, 2015
- Zoning Board of Appeals Seeks Associate Member May 7, 2014

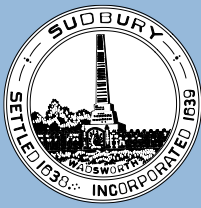
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Contact

Email: appeals@sudbury.ma.us
 Phone: (978) 639 - 3389
 Building: Flynn Building
 278 Old Sudbury Road
 Sudbury, MA 01776





SUDBURY BOARD OF SELECTMEN
Tuesday, May 26, 2015

CONSENT CALENDAR ITEM

15: Accept constable resignation

REQUESTOR SECTION

Date of request: May 13, 2015

Requested by: Patty Golden

Formal Title: Vote to accept the resignation of Constable James D. Conboy, effective immediately, and to send him a letter of thanks for his 22 years of service to Sudbury.

Recommendations/Suggested Motion/Vote: Vote to accept the resignation of Constable James D. Conboy, effective immediately, and to send him a letter of thanks for his 22 years of service to Sudbury.

Background Information:
Attached resignation letter received May 7, 2015.

Financial impact expected:n/a

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

05/26/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:

James D. Conboy, constable
P.O. Box 471
Sudbury, MA 01776
May 5, 2015

RECEIVED
BOARD OF SELECTMEN
SUDBURY, MA

2015 MAY -7 P 3:24

Charles Woodard
Chairman, Board of Selectmen
278 Old Sudbury Road
Sudbury, MA 01776

Dear Charles:

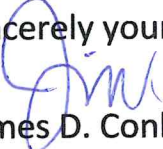
With the change of seasons has come an increased demand of my time in running my business, and with it a need to adjust my schedule accordingly. Unfortunately, a casualty of this will be my appointed position as constable, to which I feel I can no longer devote the time and effort expected, and deserved, by the citizenry. Therefore, I am resigning as constable effective immediately.

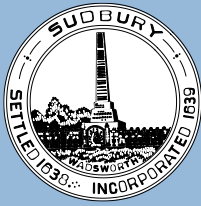
It has been an honor and a pleasure to serve the Town for the past twenty-two years, made even more enjoyable by the friendly people I've met both in the Town offices and in my warrant posting locations.

Thank you very much for the opportunity to serve.

(I realize this letter is a public document).

Sincerely yours,


James D. Conboy,
Constable #861



SUDBURY BOARD OF SELECTMEN
Tuesday, May 26, 2015

CONSENT CALENDAR ITEM

16: Ponds and Waterways Resignation

REQUESTOR SECTION

Date of request: May 11, 2015

Requestor: Anne Slugg, Chair PWC

Formal Title: Vote to accept the resignation of Elizabeth Armstrong, 166 Marlboro Road, from the Ponds & Waterways Committee and thank her for her service to the Town.

Recommendations/Suggested Motion/Vote: Vote to accept the resignation of Elizabeth Armstrong, 166 Marlboro Road, from the Ponds & Waterways Committee and thank her for her service to the Town.

Background Information:

See attached

Financial impact expected: not applicable

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

05/26/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:

Frank, Leila

From: Anne Slugg <anne.slugg@gmail.com>
Sent: Monday, May 11, 2015 1:12 PM
To: Frank, Leila
Subject: Fwd: Member Request

Resignation letter

Sent from my iPhone

Begin forwarded message:

From: Beth Armstrong <barmstrong166@yahoo.com>
Date: April 2, 2015 at 8:52:43 AM EDT
To: Anne Slugg <anne.slugg@gmail.com>
Subject: Re: Member Request

Thanks Anne. Dave is taking over as Con Comm liaison so you can take me off your distribution list. Beth

Sent from my iPad

On Apr 2, 2015, at 8:32 AM, Anne Slugg <anne.slugg@gmail.com> wrote:

FYI

Sent from my iPhone

Begin forwarded message:

From: dave henkels <datlee6@msn.com>
Date: April 2, 2015 at 8:18:34 AM EDT
To: Anne Slugg <anne.slugg@gmail.com>
Subject: RE: Member Request

Sent application to town hall/BOS.

Subject: Re: Member Request
 From: anne.slugg@gmail.com
 Date: Thu, 2 Apr 2015 01:14:31 -0400
 To: datlee6@msn.com

Dave

The next step for you to become a member would be to fill out an application (https://sudbury.ma.us/selectmen/?attachment_id=199) and send it to the Board of Selectmen.

Attachment: Armstrong Resignation (1325 : Ponds and Waterways Resignation)

FYI- our next meeting will be Thursday, May 7 at 7:30p

Please feel free to contact me if you have any questions.

Anne

Sent from my iPhone

On Apr 1, 2015, at 5:28 PM, dave henkels <datlee6@msn.com> wrote:

Sure. What should I do next?

Subject: Re: Member Request
From: anne.slugg@gmail.com
Date: Mon, 16 Mar 2015 09:46:49 -0400
To: datlee6@msn.com

Dave

I am just checking in to see if you decided after meeting with us if you wanted to become a PWC member.

Thank you!

Anne

Sent from my iPhone

On Jan 14, 2015, at 4:49 PM, dave henkels <datlee6@msn.com> wrote:

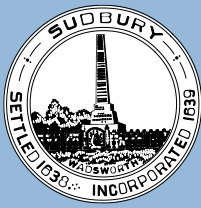
Hello,
My name is Dave Henkels. I have been a Sudbury resident for 13 years. I recently joined the Conservation Commission and I am interested in pursuing this committee as well.

I can be contacted by this email address, or 617 877 6945.

Regards,
Dave Henkels

17 Twin Pond Lane
Sudbury, MA.

Attachment: Armstrong Resignation (1325 : Ponds and Waterways Resignation)



SUDBURY BOARD OF SELECTMEN
Tuesday, May 26, 2015

CONSENT CALENDAR ITEM

17: Riverfest One Day Wine & Malt License Application

REQUESTOR SECTION

Date of request:

Requestor: Cindy Delpapa, SuAsCo Wild & Scenic River Stewardship Council

Formal Title: Vote to grant a 1-day Wine & Malt license to Sudbury, Assabet and Concord Wild & Scenic River Stewardship Council, to accommodate the Riverfest Weekend Kickoff Event on Friday, June 19, 2015 from 6:00 PM to 8:30 PM at Sudbury Valley Trustees' Wolbach Farm, 327 Concord Road, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.

Recommendations/Suggested Motion/Vote: Vote to grant a 1-day Wine & Malt license to Sudbury, Assabet and Concord Wild & Scenic River Stewardship Council, to accommodate the Riverfest Weekend Kickoff Event on Friday, June 19, 2015 from 6:00 PM to 8:30 PM at Sudbury Valley Trustees' Wolbach Farm, 327 Concord Road, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.

Background Information:

Requested information provided. Building Inspector, Police Dept, Fire Dept, and Board of Health expressed no issues.

Financial impact expected:\$25 to General Fund

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

05/26/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:



Town of Sudbury

Office of Selectmen
www.sudbury.ma.us

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

APPLICATION FOR ONE-DAY LIQUOR LICENSE

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

Name of applicant: Cindy Delpapa, Chair- SuAsCo Wild & Scenic River Stewardship Council

Address of applicant: Wilson Hall Rm 209, 577 Western Avenue; Westfield, MA 01086

Phone: [REDACTED]

Organization Name: Sudbury, Assabet and Concord Wild & Scenic River Stewardship Council

Name & Purpose of Event: Riverfest Weekend's Kickoff Event

The event is to launch the 15th annual Riverfest Weekend of river- focused family events throughout the watershed,

to present the SuAsCo/League of Women Voters River Steward Awards and to thank the volunteers working to protect our local rivers.

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

Event Date: Friday, 19 June, 2015

Event Time: 6:00 PM to 8:30 PM

Event Venue & Address: Sudbury Valley Trustees' Wolbach Farm, 18 Wolbach Road, Sudbury

Documents Enclosed:

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

Please submit completed application and materials to:

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

Email: BOSSadmin@sudbury.ma.us

6 May, 2015
Date

Cindy Delpapa
Applicant Signature



CERTIFICATE OF LIABILITY INSURANCE

SUBDVAL-01

AHILL

DATE (MM/DD/YYYY)
4/21/2015

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 License # 0C36861 Chantilly-Alliant Ins Svc Inc. 4530 Walney Rd Ste 200 Chantilly, VA 20151-2285	CONTACT NAME: Anna Hill
	PHONE (A/C, No, Ext): (703) 397-0977
E-MAIL ADDRESS:	
INSURER(S) AFFORDING COVERAGE	
INSURER A: Federal Insurance Company	NAIC # 20281
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED

Sudbury Valley Trustees, Inc.
 18 Wolbach Rd
 Sudbury, MA 01776

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			35360701	10/05/2014	10/05/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ Included Host Liquor \$ Included COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			79761859	10/05/2014	10/05/2015	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER Town of Sudbury 278 Old Sudbury Road Sudbury, MA 01776	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE



En Español

Welcome Douglas Brooks, if this is not you please Logou

Home

Programs

TIPS Trainers

Classroom Training

Online Training

TIPS For University



TIPS Home

About TIPS

FAQs

TIPS News and Info

State Regulations

Choosing A Program

Industry Resources

Contact TIPS

Check Certification Records

This function allows you to lookup any individual trained by either the participation number assigned, or by their last name and the last four digits of their Social Security Number. This function is used to verify the certification status of a job applicant.

To proceed, please enter either the Personal Identification details or the Student identification details, and click the button labeled **Look Up this Individual**.

Student Identification

Please enter the participation #:

or

Personal Identification

Please enter a last name:

..and the last 4-digits of their Social Security Number:

[Look Up this Individual](#)

FOUND RESULTS: Douglas M Brooks, in Concord MA USA
Certifications

Course Name	First Trained Date	Last Score	Last Expiration Date	Certification #
eTIPS On Premise 2.0	05/13/2015	98%	05/13/2018	3986092

You are logged in

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[Check Your TIPS Status](#)



[Order TIPS Replacement Card](#)



[Order Incident Report Log Book](#)

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**Riverfest Weekend Kickoff Event
One Day Wine & Malt License
Department Feedback**

Fire Department Approval:

From: Whalen, John
Sent: Monday, May 18, 2015 11:05 AM
Subject: **ACCEPTED**: Riverfest Weekend Kickoff Event
When: Friday, June 19, 2015 6:00 PM-8:30 PM (UTC-05:00) Eastern Time (US & Canada).

This event will **require a Fire Department on location.**

John M. Whalen
Asst. Fire Chief

From: Whalen, John
Sent: Thursday, May 21, 2015 3:50 PM
To: Frank, Leila
Subject: RE: FW: Riverfest Weekend Kickoff Event

Hello Leila,

Aviva Brooks **has scheduled a fire detail** for the Riverfest Weekend Kickoff Event.

If you need any more information please let me know.

John M. Whalen, Assistant Fire Chief

From: Miles, William
Sent: Tuesday, May 19, 2015 7:36 AM
Subject: **ACCEPTED**: Riverfest Weekend Kickoff Event
When: Friday, June 19, 2015 6:00 PM-8:30 PM (UTC-05:00) Eastern Time (US & Canada).

Board of Health Approval:

From: Murphy, Bill
Sent: Friday, May 15, 2015 1:06 PM
Subject: **ACCEPTED**: Riverfest Weekend Kickoff Event
When: Friday, June 19, 2015 6:00 PM-8:30 PM (UTC-05:00) Eastern Time (US & Canada).

Attachment: Riverfest Approvals (1339 : Riverfest One Day Wine & Malt License Application)

Building Department Approval:

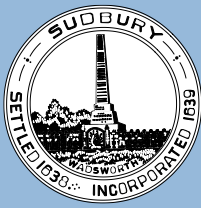
From: Herweck, Mark
Sent: Friday, May 22, 2015 10:40 AM
To: Frank, Leila
Subject: RE: Riverfest Feedback

Building Department has no issues.

Police Department Approval:

From: Nix, Scott
Sent: Monday, May 18, 2015 3:13 PM
Subject: **ACCEPTED:** Riverfest Weekend Kickoff Event
When: Friday, June 19, 2015 6:00 PM-8:30 PM (UTC-05:00) Eastern Time (US & Canada).

The police department does not have an issue with the event.



SUDBURY BOARD OF SELECTMEN
Tuesday, May 26, 2015

CONSENT CALENDAR ITEM

18: Vote to approve Special Act Petition re: Article 35

REQUESTOR SECTION

Date of request: May 19, 2015

Requestor: Town Counsel

Formal Title: Vote to approve the Special Act Petition for submission to the Great and General Court pursuant to the vote of the May 5, 2015 Annual Town Meeting under Article 35 relating to revision of Chapter 169 of the Acts of 2012, an Act Authorizing the Town of Sudbury to Establish a Means Tested Senior Citizen Property Tax Exemption, by deleting Section 8.

Recommendations/Suggested Motion/Vote: Vote to approve the Special Act Petition for submission to the Great and General Court pursuant to the vote of the May 5, 2015 Annual Town Meeting under Article 35 relating to revision of Chapter 169 of the Acts of 2012, an Act Authorizing the Town of Sudbury to Establish a Means Tested Senior Citizen Property Tax Exemption, by deleting Section 8.

Background Information:
attached

Financial impact expected:n/a

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

05/26/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:

- Board of Selectmen:
- Staff:

Future agenda date:



The Commonwealth of Massachusetts

IN THE YEAR TWO THOUSAND AND FIFTEEN

AN ACT AUTHORIZING THE TOWN OF SUDBURY TO AMEND CHAPTER 169 OF THE ACTS OF 2012

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Chapter 169 of the Acts of 2012 is hereby amended by striking Section 8 thereof in its entirety.

SECTION 2. This Act shall take effect upon its acceptance by a vote of the Town of Sudbury at the next special or annual town election held at least 45 days after enactment.



*At a legal meeting of the qualified voters of the Town of Sudbury,
held May 5, 2015 the following business was transacted under*

**Article 35 – SPECIAL ACT-EXTENSION OF MEANS TESTED SENIOR
EXEMPTION PROGRAM**

MODERATOR DECLARED PASSED BY WELL MORE THAN A MAJORITY:

To authorize the Board of Selectmen to petition the General Court for a Special Act amending Chapter 169 of the Acts of 2012 by deleting Section 8 in its entirety; providing that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to the bill before enactment by the General Court; and provided further that the Board of Selectmen be authorized to approve amendments which shall be within the scope of the general public objectives of the petition; said Special Act shall become effective upon Sudbury voter approval of the Special Act at either a regular or special Town election.

A true copy, Attest:

**Rosemary B. Harvell
Town Clerk**

To the Honorable Senate and House of Representatives of The Commonwealth of Massachusetts
in General Court assembled.

The undersigned, citizens ofSudbury....., respectfully
petition for the passage of the accompanying bill or resolve, and/or for legislation

Petitioners are requested to sign names and addresses legibly.

Patricia A. Brown

34 Whispering Pine Road, Sudbury, MA 01776

Robert C. Haarde

37 Belcher Drive, Sudbury, MA 01776

Susan N. Iuliano

22 Jason Drive, Sudbury, MA 01776

Leonard A. Simon

40 Meadowbrook Circle, Sudbury, MA 01776

Charles C. Woodard

32 Old Framingham Road #29, Sudbury, MA 01776

Chapter 169

THE COMMONWEALTH OF MASSACHUSETTS

In the Year Two Thousand and Twelve

AN ACT AUTHORIZING THE TOWN OF SUDBURY TO ESTABLISH A MEANS TESTED SENIOR CITIZEN PROPERTY TAX EXEMPTION.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. With respect to each qualifying parcel of real property classified as Class one, residential in the town of Sudbury there shall be an exemption from the property tax equal to the total amount of tax that would otherwise be assessed without this exemption less the sum of (i) 10 per cent of the total annual qualifying income for purposes of the states "circuit breaker" income tax credit, and (ii) the amount of the state's "circuit breaker" credit the applicant was eligible to receive in the year prior to the application being filed. The percentage of total annual qualifying income may be raised by section 3. In no event shall property taxes be reduced by more than 50 per cent by this exemption. The exemption shall be applied to the domicile of the taxpayer only. For the purposes of this act, "parcel" shall be a unit of real property as defined by the assessors under the deed for the property and shall include a condominium unit.

SECTION 2. The board of assessors may deny an application if they find the applicant has excessive assets that place them outside of the intended recipients of the senior exemption created by this act. Real property shall qualify for the exemption under section 1 if all of the following criteria are met:

(a) the qualifying real property is owned and occupied by a person whose prior year's income would make the person eligible for the circuit breaker income tax credit under subsection (k) of section 6 of chapter 62 of the General Laws;

(b) the qualifying real property is owned by a single applicant age 65 or older at the close of the previous year or jointly by persons either of whom is age 65 or above at the close of the previous year and if the joint applicant is 60 years of age or older;

(c) the qualifying real property is owned and occupied by the applicant or joint applicants as their domicile;

(d) the applicant or at least 1 of the joint applicants has been domiciled in the town of Sudbury for at least 10 consecutive years before filing an application for the exemption;

(e) the maximum assessed value of the domicile is no greater than the prior year's average assessed value of a Sudbury single family residence plus 10 per cent; and

(f) the board of assessors has approved the application.

SECTION 3. The exemption under section 1 shall be in addition to any other exemption allowable under the General Laws, except that there shall be a dollar cap on all the exemptions granted by this act equal to .5 per cent of the fiscal year's total residential property tax levy for the town of Sudbury, including the levy for the regional high school if not included in the town of Sudbury's tax levy at some subsequent date with the total exemption amount granted by this act allocated proportionally within the tax levy on all residential taxpayers. After the first year of such exemption, the total cap on the exemptions granted by this act shall be set annually by the board of selectmen within a range of .5 to 1 per cent of the residential property tax levy for the town of Sudbury, including the levy for the regional high school. In the event that benefits to the applicants may be limited because the percentage established annually by the selectmen would otherwise be exceeded, the benefits shall be allocated by raising the total annual qualifying income percentage as required in section 1 as necessary to not exceed the cap. In the event the cap exceeds the need for the exemption, the total cap on the exemptions granted by this act shall be reduced to meet the need.

SECTION 4. A person who seeks to qualify for the exemption under section 1 shall, before the deadline established by the board of assessors, file an application, on a form to be adopted by the board of assessors, with the supporting documentation of the applicant's income and assets as described in the application. The application shall be filed each year for which the applicant seeks the exemption.

SECTION 5. Acceptance of this act by the town of Sudbury shall be by an affirmative vote of a majority of the voters at any regular or special election at which the question of acceptance is placed on the ballot. Sections 1 to 4, inclusive, and sections 7 and 8 shall take effect 30 days after an affirmative vote by the town.

SECTION 6. This act may be revoked by an affirmative vote of a majority of the voters at any regular or special town election at which the question of revocation is placed on the ballot. Revocation of sections 1 to 4, inclusive, and sections 7 and 8 shall take effect 30 days after an affirmative vote by the town.

SECTION 7. No exemption shall be granted under this act until the Department of Revenue certifies a residential tax rate for the applicable tax year where the total exemption amount is raised by a burden shift within the residential tax levy.

SECTION 8. This act shall expire after 3 years of implementation of the exemption.

House of Representatives, July 18, 2012.

Passed to be enacted,

Paul Donato, Speaker.

In Senate, July 19, 2012.

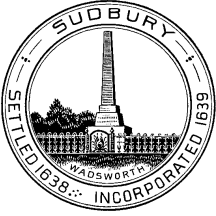
Passed to be enacted,

Timothy J. Murray, President.

27 July, 2012.

Approved,

[Signature]
Governor.



Maryanne Bilodeau
Interim Town Manager

TOWN OF SUDBURY

*Office of the Interim
Town Manager*
www.sudbury.ma.us

278 Old Sudbury Road
Sudbury, MA 01776-1843
978-639-3381
Fax: 978-443-0756
Email: townmanager@sudbury.ma.us

May 26, 2015

The Hon. Representative Carmine Gentile
State House, Room 39
Boston, MA 02133

RE: SPECIAL ACT: An Act Authorizing the Town of Sudbury to Amend Chapter
169 of the Acts of 2012

Dear Representative Gentile:

Enclosed herewith for filing is a Special Act for legislative approval pursuant to Article 35 of the May 5, 2015 Town of Sudbury Annual Town Meeting (certified copy enclosed). The intent of this Act is the deletion of Section 8 of Chapter 169 of the Acts of 2012, An Act Authorizing the Town of Sudbury to Establish a Means Tested Senior Citizen Property Tax Exemption.

Thank you for your assistance in this matter. Please do not hesitate to call me or Town Counsel Barbara Saint Andre (978-639-3384) if you have any questions.

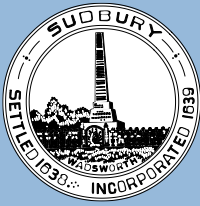
Sincerely,

Maryanne Bilodeau
Interim Town Manager

Enclosures

cc: Senator Michael J. Barrett
Senator James B. Eldridge

Attachment: Transmit Sp Act Sr Tax Exemption Amendment_1 (1340 : Vote to approve Special Act Petition re: Article 35)



SUDBURY BOARD OF SELECTMEN
Tuesday, May 26, 2015

CONSENT CALENDAR ITEM

19: Lot 7 Kato Dr Conservation Restriction

REQUESTOR SECTION

Date of request: May 20, 2015

Requested by: Jody Kablack

Formal Title: Vote to approve the amended Conservation Restriction for Lot 7 Kato Drive from Defense Housing Trust to the Town of Sudbury acting by and through the Conservation Commission in accordance with MGL Chapter 40C, Section 8C and Chapter 184, Sections 31-33 restricting approximately 42,513 sq. ft. of a 60,680 sq. ft. parcel of land identified on the Town Assessor Maps as J10-0607.

Recommendations/Suggested Motion/Vote: Vote to approve the amended Conservation Restriction for Lot 7 Kato Drive from Defense Housing Trust to the Town of Sudbury acting by and through the Conservation Commission in accordance with MGL Chapter 40C, Section 8C and Chapter 184, Sections 31-33 restricting approximately 42,513 sq. ft. of a 60,680 sq. ft. parcel of land identified on the Town Assessor Maps as J10-0607.

Background Information:

This CR was signed by the Conservation Commission on Feb. 23, 2015 and the Selectmen on February 25, 2015. When the document was presented to the Executive Office of Energy and Environmental Affairs for signature, several changes were requested. These changes have been made but do not materially impact the document. However new signature pages are requested to be executed.

Financial impact expected:NA

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

05/26/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:

Grantor: Defense Housing Trust
 Grantee: Sudbury Conservation Commission
 Premises: Part of Lot 7, Kato Drive, Sudbury
 For Title See: Middlesex South District Registry of Deeds
 Book 13867, Pages 412 and 413 and Book 13901, page 87.

CONSERVATION RESTRICTION

We, Ann Fraser of Brewster, Barnstable County, Massachusetts, and Gerald S. Cournoyer, Jr. of Hudson, Middlesex County, Massachusetts, as we are Trustees of DEFENSE HOUSING TRUST under a Declaration of Trust dated March 17, 1942 recorded with Middlesex South District Registry of Deeds in Book 7513 at Page 45 as amended and extended of record of P.O. Box 1772, Brewster, MA 02631 for their successors and assigns ("Grantor") acting pursuant to Sections 31, 32 and 33 of Chapter 184 of the Massachusetts General Laws, hereby grant with Quitclaim Covenants, for nominal consideration, to the Town of Sudbury, a municipal corporation acting by and through its Conservation Commission pursuant to M.G. c. 40, sec, 8C, its successors and permitted assigns ("Grantee"), with an address of 275 Old Lancaster Road, Sudbury, Massachusetts, in perpetuity and exclusively for conservation purposes in accordance with M.G.L. Chapter 184, Sections 33 - 34, a Conservation Restriction on that portion of Lot 7 containing 42,513 square feet of the 60,680 square foot parcel as shown as "Proposed Conservation Restriction Area" on a plan of land entitled "Conservation Submission and Proposed Septic Plan of Lot 7, Kato Drive, Sudbury, Massachusetts", dated June 8, 2009 and last revised December 4, 2014, prepared by Sullivan Connors and Associates is recorded herewith as Plan No. _____ of 2015.-

PURPOSES

The Grantor and Grantee acknowledge and agree that the Restricted Area provides protection of significant scenic, aesthetic, and ecological values in their present state as a natural area, as well as protection of private water supplies, and protection of upland resource areas, wetlands and groundwater. As required by of the Order of Conditions issued by the Sudbury Conservation Commission dated October 16, 2009 and recorded

Attachment: 7 Kato CR Amended (1342 : Lot 7 Kato Dr Conservation Restriction)

with said Registry of Deeds herewith (DEP File # 301-1018) this grant will provide further protection of the interests of the Wetlands Protection Act and the Sudbury Wetlands Administration Bylaw.

The Grantor and the Grantee acknowledge and agree that the Restricted Area contains and will protect the following resource areas: bordering vegetated wetlands, upland resource area, and an intermittent stream.

The restricted area of the lot is an undisturbed high value mixed forested area providing high quality wildlife habitat in its present state as natural land.

The premises contain the headwaters of Winter Brook, which runs down the slope to a larger wetland and directly into the Sudbury River. Areas directly adjacent downstream of Lot 7 are permanently protected land owned by U.S. Fish & Wildlife Service and the Sudbury Valley Trustees and form an unbroken corridor to the Sudbury River.

The Grantor and the Grantee share the common purpose of conserving the natural values of the Restricted Area for the present generation and future generations. The shared purpose is to assure that the Restricted Area will be retained in perpetuity predominantly in their natural and scenic condition for habitat preservation.

The public benefits resulting from conservation of the Restricted Area also include the preservation of the interests identified by the Endangered Species Program of the Division of Fisheries and Wildlife of the Commonwealth of Massachusetts, collectively "Conservation Values"

PROHIBITED ACTS AND USES, EXCEPTIONS THERETO AND PERMITTED USES

Subject to the exceptions set forth hereinafter, neither the Grantor nor the successors or assigns of the Grantor will perform, allow or give permission to others to perform the following acts or uses which are prohibited on, above, over or under the Restricted Area:

1. Constructing or placing of any temporary or permanent buildings, structures, roads, trails, driveways, paved surfaces, signs, billboards or other advertising, swimming pools, antenna, utility pole, conduit, fence or utilities;
2. Placing, filling, storing or dumping on the Restricted Area of soil, refuse, trash, rubbish, debris, junk, waste or any other substance or material whatsoever, including any

drainage from swimming pools;

3. Removal, disturbance or destruction of dead or living, upright or downed trees, shrubs, other vegetation, leaf litter, logs, branches or any other natural woody debris, except if such condition imposes an immediate and obvious hazard to person or property on land abutting the Restricted Area with prior written approval of the Conservation Commission
4. Excavation, dredging or removal of loam, peat, gravel soil, rock or other mineral substances;
5. Activities detrimental to wildlife, wildlife habitat, drainage, flood control, water quality or conservation, erosion control or soil conservation;
6. Use, parking or storage of motorized vehicles of any nature or kind including, but not limited to, cars, trucks, boats, trailers, motorcycles, all-terrain vehicles and snowmobiles, except as may be necessary for public safety by the police, fire department or other government agencies in carrying out their lawful duties;
7. Use, application or discharge of snow any runoff of drainage, fertilizer, herbicide or pesticide, unless authorized in writing by the Grantee and only for the purpose of habitat management or control of invasive plant or animal species, and only if used and applied in a manner to affect target species and minimize effects on non-target species, provided that no fertilization of any wetland resource areas shall be permitted;
8. Use or discharging of sodium-based de-icing chemicals on surfaces within the Restricted Area, where runoff or drainage will discharge into the wetland resources or the 100-foot adjacent upland resource areas.
9. The conveyance of a part or portion of the Restricted Area alone, or division or subdivision of the Restricted Area (as compared to conveyance of the Restricted Area in its entirety which shall be permitted) and no portion of the Restricted Area may be used toward development requirements of any other land, but may be used by the owner of Lot 7 to comply with zoning and building requirements for a single family dwelling.
10. Use of the Restricted Area for commercial, recreational, business, or industrial activities; and
11. Any other use of the Restricted Area or activity that would materially impair conservation values as described in the Purposes clause above, unless necessary in an

emergency for the protection of the conservation values and purposes that are the subject of this Conservation Restriction.

RESERVED RIGHTS

The following acts and uses otherwise prohibited in the foregoing are permitted but only if such acts or uses do not materially impair the conservation values and purposes of this Conservation Restriction, and only if such acts or uses are performed in accordance with applicable federal, state and local laws, and regulations, and in accordance with such applicable permitting procedures and limitations:

1. Passive outdoor recreational activities
2. Selective minimal cutting and pruning of trees or shrubs to maintain or improve the habitat or otherwise to preserve the present condition of the Restricted Area, but not for a formal lawn or landscape, provided that such cutting is done for such purposes only and with the prior written permission of the Grantee;
3. Posting of signs prohibiting trespass, Grantor or Grantee's interest in the Restricted Area, and educational signs explaining the purpose of the Conservation Restriction and any rules and regulations.
4. The exercise of any right reserved by Grantor under this Paragraph shall be in compliance with applicable zoning, the Wetlands Protection Act, and all other applicable federal, state and local rules, regulations, and permits, including the Sudbury Wetlands Administration Bylaw. The inclusion of any reserved right requiring a permit from a public agency does not imply that the Grantee or the Commonwealth takes any position on whether such permit should be issued.
5. All acts and uses not prohibited herein that do not alter the topography, vegetation, or soils are permissible, provided they do not materially impair the purposes or conservation values of this Conservation Restriction.

ACCESS

The Conservation Restriction hereby conveyed does not grant to the Grantee(s), to the general public, or to any other person any right to enter upon the Restricted Area, except there is hereby granted to the Grantee a permanent, but limited, easement of access

to enter said Restricted Area, including, to the extent necessary, over the unrestricted portion of Lot 7, by the Grantee or its designees for the purpose of inspecting the Restricted Area and enforcing the foregoing restrictions and remedying any violation thereof. The right hereby granted shall be in addition to any other remedies available to the Grantee for the enforcement of the foregoing restrictions.

LEGAL RIGHTS AND REMEDIES OF GRANTEE AND THE DIVISION

1. This Conservation Restriction shall be enforceable by the Grantee. The rights hereby granted to Grantee include the right to (a) access the Restricted Area and to monitor activities and uses of the Restricted Area for compliance with the terms and provisions of this Conservation Restriction, (b) carry out all rights and responsibilities of Grantee, and (c) enforce this Conservation Restriction by appropriate legal proceedings and to obtain injunctive and other equitable relief any violations thereof, including without limitation relief requiring restoration of the Restricted Area to its condition prior to the time of the injury complained of (it being agreed that Grantee will have no adequate remedy at law), and shall be in addition to, and not in limitation of, any other rights and remedies available to Grantee.
2. Routine compliance inspections by the Grantee are generally once one per calendar year.
3. In the event that Grantee becomes aware of a violation of this Conservation Restriction, Grantee shall notify Grantor in writing of such violation. Grantor shall have 30 days after receipt of such notice to undertake actions, including the restoration of the Restricted Area to its condition prior to the time of the violation complained of, that are reasonably determined as appropriate to swiftly correct the conditions constituting said violation and to repair any damages to the Restricted Area resulting from said violation. If the Grantor fails to cease the violation and to take such corrective action within said 30-day period after notice from Grantee, the Grantee may undertake whatever actions, including appropriate legal proceedings, which include obtaining injunctive and other equitable relief the Grantee determines are reasonably necessary to effect such corrections and otherwise enforce the terms of this Conservation Restriction.

4. Grantor covenants and agrees to reimburse Grantee for all reasonable costs and expenses (including without limitation counsel fees) incurred by Grantee in enforcing this Conservation Restriction and/or in remedying or abating any violation caused by Grantor thereof provided that a violation of this Conservation Restriction is acknowledged by Grantor or determined by a court of competent jurisdiction to have occurred.
5. Nothing herein shall preclude Grantor's and Grantee's rights, and the Grantee is granted the right to pursue other parties for damages to the Restricted Area for vandalism, trespass, or any other violation of the terms of this Conservation Restriction.
6. Grantor shall be responsible for a survey and the placement of permanent boundary markers (provided by the Conservation Commission) at appropriate areas along the conservation restriction boundary in or within six months of the date of execution of the Conservation Restriction.

NOTICE AND APPROVAL:

1. Whenever notice to or approval by the Grantee, is required under the provisions of this Conservation Restriction, except in the case of an emergency, Grantor shall give said notice in writing by certified mail, return receipt requested, to the Grantee not less than thirty (30) days prior to the date the Grantor intends to undertake the proposed activity in question. The notice shall describe the nature, scope, design, location, timetable and any other material aspect of the proposed activity in sufficient detail to permit the Grantee to make an informed judgment as to the consistency of said proposed activity with the purposes of this Conservation Restriction and to enable Grantee to adequately monitor the proposed activity.
2. Where the Grantee's approval is required, said notice shall state that said approval is needed and the timetable for response to said notice. The Grantee shall grant or withhold its approval by written notice sent by certified mail, return receipt requested, to the Grantor within thirty (30) days of receipt of the written request therefor provided the request contains all pertinent and necessary information.
3. Grantee's approval, as appropriate, shall not be unreasonably withheld but shall

only be granted upon a showing by Grantor that the proposed activity will not materially impair the purposes of this Conservation Restriction and the conservation values of the Restricted Area. If the Grantee does not respond to the Grantor's request within said thirty (30) days in accordance with the provisions of this paragraph, then Grantor's request activity shall be deemed approved as to the party that did not respond, provided the requested activity is not prohibited herein, the activity will not materially impair the Conservation Values and the notice contains this provision as to deemed approval.

4. Any notice that either party desires or is required to give to the other shall be sent addressed follows:

To Grantee:

Town of Sudbury

Conservation Commission

Dept. of Public Works Bldg.

275 Old Lancaster Road

Sudbury, MA 01776

To Grantor:

Ann Fraser, Trustee

Defense Housing Trust

PO Box 1772

Brewster, MA 02631

or to such other address as any of the above parties from time to time shall designate by written notice to each other, or that is reasonably ascertainable.

EXTINGUISHMENT

1. Grantee's Receipt of Property Right. Grantor and Grantee agree that the granting of this Conservation Restriction gives rise to a real property right, immediately vested in Grantee, with a fair market value at any time that is equal to 10% of the fair market value of the Restricted Area as if unencumbered by this Conservation Restriction after deducting the value of any improvements.

2. This Conservation Restriction was a requirement for the development of this lot.

Therefore, it is not intended that it be extinguished. However, if any unforeseen occurrence ever gives rise to extinguishment or other release of this Conservation Restriction under applicable law, after review and approval by the Secretary of Energy and Environmental Affairs, then Grantee, on a subsequent sale, exchange or involuntary conversion of the Restricted Area, shall be entitled to 10% of the proceeds after expenses, subject, however, to any applicable law which expressly provides for a different disposition of proceeds after complying with the terms of any grant, gift or funding requirements.

3. Whenever all or any part of the Restricted Area or any interest therein is taken by public authority under power of eminent domain or other act of public authority, then Grantor and Grantee shall cooperate in recovering the full value of all direct and consequential damages resulting from such action. All related expenses incurred by Grantor and Grantee shall first be paid out of any recovered proceeds. The remaining proceeds shall be distributed between Grantor and Grantee in shares equal in proportion to the aforementioned ratio (though if a less than-fee interest is so taken, the proceeds shall be equitably allocated according to the nature of the interest taken).
4. Grantee shall use its share of the proceeds in a manner consistent with the conservation purposes of this grant.

DURATION AND ASSIGNABILITY:

1. The burdens of this Conservation Restriction shall run with the Restricted Area and be enforceable in perpetuity against Grantor, Grantor's successors and assigns. Grantee is authorized to record or file any notices or instruments appropriate to assuring the perpetual enforceability of this Conservation Restriction.
2. The benefits of this Conservation Restriction shall run to the Grantee, shall be in gross and shall not be assignable by Grantee, except in the following instances from time to time: (a) as a condition of any assignment. Grantee requires that the purposes of this Conservation Restriction continue to be carried out, (b) the assignee, at the time of assignment, qualifies under Section 170(h) of the Internal Revenue Code of 1986, as amended, and applicable regulations thereunder, and under Section 32 of Chapter 184 of the General Laws, as an eligible donee to receive and hold this Conservation Restriction, and (iii) in compliance with Art 97 of the Amendments to the Mass. Constitution, if

applicable

ACTS BEYOND GRANTOR'S CONTROL:

Nothing contained in this Conservation Restriction shall be construed to entitle Grantee to bring any action against Grantor for any injury to or change in the Restricted Area resulting from causes beyond Grantor's control, including, but not limited to fire, flood, storm and earth movement or from any prudent action taken by Grantor under emergency conditions to prevent, abate, or mitigate significant injury to the Restricted Area resulting from such causes.

SUBSEQUENT TRANSFERS:

1. Grantor agrees to expressly incorporate by reference the terms of this Conservation Restriction in any deed or other legal instrument by which Grantor conveys any interest in all or a portion of the Restricted Area, including, without limitation, a leasehold interest. Failure to do so shall impair this Conservation Restriction or its enforceability in any way.
2. Grantor further not agrees to give written notice to Grantee of the transfer of any interest at least twenty (20) days prior to the date of such transfer. Failure of Grantor or Grantee to do so shall not impair the validity of this Conservation Restriction or limit its enforceability in any way.

TERMINATION OF RIGHTS AND OBLIGATIONS:

Notwithstanding anything to the contrary contained herein, the rights and obligations under this Conservation Restriction of any party holding any interest in the Restricted Area terminate upon transfer of that party's interest, except that (1) liability for acts or omissions occurring prior to transfer and (2) liability for the transfer itself if the transfer is in violation of this Conservation Restriction shall survive the transfer. Any subsequent owner will be responsible for remedying any pre-existing violations.

ESTOPPEL CERTIFICATES:

Upon request by Grantor, Grantee shall, within thirty (30) days, execute and deliver to

Grantor a written certificate of compliance in a form suitable for recording, stating whether and with what exceptions or limitations the Restricted Area or any portion thereof complies with the terms and conditions of this Conservation Restriction, and which otherwise evidences the status of this Conservation Restriction.

EFFECTIVE DATE:

This Conservation Restriction shall be effective when Grantor and Grantee have executed it, the administrative approvals required by Section 32 of Chapter 184 of the General Laws have been obtained, and this Conservation Restriction has been recorded in the Registry of Deeds. Until such final execution and recording, all parties agreed to abide by the limitation and restrictions herein. This Conservation Restriction shall be recorded in a timely manner.

MISCELLANEOUS:

The interpretation and performance of this Conservation Restriction shall be governed by the laws of the Commonwealth of Massachusetts.

Any general rule of construction to the contrary notwithstanding, this Conservation Restriction shall be liberally construed in favor of the grant to effect the purposes of this Conservation Restriction and the policy and purpose of Mass. Gen. Laws Chapter 184, Sections 31-53 and of Article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts.

If any provision in this instrument is found to be ambiguous, an interpretation consistent with the purposes of this Conservation Restriction that would render the provision valid shall be favored over any interpretation that would render it invalid.

If any provision of this Conservation Restriction shall to any extent be held invalid, the remainder shall not be affected.

This instrument sets forth the entire agreement of the parties with respect to the Conservation Restriction and supersedes all prior discussions, negotiations, understandings, or agreements relating to the Conservation Restriction, all of which are merged herein.

The obligations imposed by this Conservation Restriction upon the parties that together comprise "Grantor" shall be joint and several

Approval of this Conservation Restriction pursuant to M.G.L. Chapter 184, Section 32 by any municipal officials and by the Secretary of Energy and Environmental Affairs is not to be construed as representing the existence or non-existence of any pre-existing rights of the public, if any, in and to the Restricted Area. Any such pre existing rights of the public, if any, are not affected by the granting of this Conservation Restriction,

By its acceptance of this Conservation Restriction, the Grantee does not undertake any liability or obligation relating to the condition of the Restricted Area not caused by Grantor or its agent.

Any election by the Grantee or the Commonwealth as to the manner and timing of their rights to enforce this Conservation Restriction or otherwise exercise their rights hereunder shall not be deemed or construed to be a waiver of such rights.

No transfer of Grantor's or Grantee's interest in the Lot 7 Kato Drive and no acquisition of any additional interest in the Lot 7 Kato by Grantor or Grantee shall cause this Conservation Restriction to merge with the fee or have the effect of causing any of the terms hereof to be rendered unenforceable by reason of the so-called "doctrine of merger." The Grantor and Grantee will not transfer any interest that will create a possibility of merger, and no deed will be effective until the Conservation Restriction is assigned or granted to a non-fee owner to avoid merge and ensure the continued enforceability by a non-fee owner.

Lot 7 is a vacant parcel without any structure thereon. The Grantors state under the pains and penalties of perjury, it is not subject to a M.G.L. c 188 right of Homestead by any person.

No documentary stamps are required, as this Conservation Restriction is a gift.

(Signatures are on the next page)

EXHIBIT A

A sketch of the plan entitled "Conservation Submission and Proposed Septic Plan of Lot 7, Kato Drive, Sudbury, Massachusetts", dated June 8, 2009 and last revised December 4, 2014, prepared by Sullivan Connors and Associates. That will be recorded herewith.

ACCEPTANCE BY THE TOWN OF SUDBURY CONSERVATION COMMISSION

We, the undersigned, being a majority of the Conservation Commission of the Town of Sudbury, hereby certify that at a public meeting duly held on May 2015 the Commission voted to accept the foregoing Conservation Restriction from Defense Housing Trust pursuant to MGL chapter 40, section 8C.

COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX ss

On this _____ day of May 2015, before me, the undersigned notary public, personally appeared who having proved to me through satisfactory evidence of identification, which was a driver's license; and acknowledged to me that he/she signed it voluntarily for its stated purpose as a member of the Conservation Commission for the Town of Sudbury, a municipal corporation.

Notary public
Comm. Exp.

Attachment: 7 Kato CR Amended (1342 : Lot 7 Kato Dr Conservation Restriction)

APPROVAL OF TOWN OF SUDBURY BOARD OF SELECTMEN

We, the undersigned, being a majority of the Board of Selectmen of the Town of Sudbury, Massachusetts, hereby certify that at a public meeting duly held on May _____, 2015 the Board of Selectmen voted to accept and approve the foregoing Conservation Restriction from Defense Housing Trust to the Town of Sudbury, a municipal corporation acting by and through its Conservation Commission in accordance with M.G.L. Chapter 40, Section 8C and MGL C 184, sec 32.

Selectmen:

COMMONWEALTH OF MASSACHUSETTS

Middlesex ss

On this ____ day of May 2015, before me, the undersigned notary public, personally appeared _____ who having proved to me through satisfactory evidence of identification, which was a driver's license; and acknowledged to me that he/she signed it voluntarily for its stated purpose as a member of the Board of Selectmen for the Town of Sudbury, a municipal corporation.

Notary public
Comm. Exp.

Attachment: 7 Kato CR Amended (1342 : Lot 7 Kato Dr Conservation Restriction)

APPROVAL BY SECRETARY OF ENERGY AND ENVIRONMENTAL AFFAIRS
COMMONWEALTH OF MASSACHUSETTS

The undersigned, Secretary of the Executive Office of Energy and Environmental Affairs of the Commonwealth of Massachusetts, hereby certifies that the foregoing Conservation Restriction from Defense Housing Trust to the Town of Sudbury, a municipal corporation acting by and through its Conservation Commission in accordance with M.G.L. Chapter 40, Section 8C and MGL C 184, sec 32. Is approved in the public interest pursuant to section 32 of M.G.L chapter 184

Dated: _____

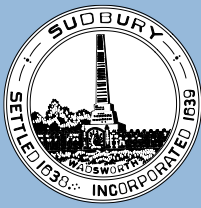
Secretary of Energy and Environmental Affairs

COMMONWEALTH OF MASSACHUSETTS
COUNTY OF SUFFOLK

On this day of 2015, before me, the undersigned notary public, personally appeared who being personally known to me acknowledged to me that he/she signed it voluntarily for its stated purpose as the Secretary of Energy and Environmental Affairs of the Commonwealth of Massachusetts

Notary public
Commission Expires:

Attachment: 7 Kato CR Amended (1342 : Lot 7 Kato Dr Conservation Restriction)



SUDBURY BOARD OF SELECTMEN

Tuesday, May 26, 2015

CONSENT CALENDAR ITEM

20: Renewal of DPW FY16 contracts

REQUESTOR SECTION

Date of request: May 20, 2015

Requestor: Bill Place, DPW Director

Formal Title: Vote to approve for FY16 the annual or renewal DPW contracts awarded and previously approved for FY15 or to be awarded in FY16 on a Fiscal Year basis or Calendar Year basis by the Town Manager in accordance with procurement requirements and as reviewed by Town Counsel.

Recommendations/Suggested Motion/Vote: Vote to approve for FY16 the annual or renewal DPW contracts awarded and previously approved for FY15 or to be awarded in FY16 on a Fiscal Year basis or Calendar Year basis by the Town Manager in accordance with procurement requirements and as reviewed by Town Counsel.

Background Information:

Contract No.	Contract Name	Period
2016-BIP-1	Bituminous Concrete Type 1 In Place	FY16 (2nd yr.)
2016-ER-1	Street Sweeping	Cal. 16 (2nd yr.)
2016-CM-1	Cemetery Mowing/lawn/landscape	Cal. 16
2016-G-1	Gasoline	State Contract
2016-DF-1	Diesel Fuel	State Contract
2016-M-1	Borrow Materials	FY16 (3rd yr.)
2016-T-1	Trees & Stumps: Removal & Disposal	FY16
2016-BM-1	Bituminous Materials	Cal. 16
2016-SLM-1	Street Light Maintenance	Cal. 16 (1st yr. of 3)
2016-TLP-1	Traffic Line Painting	Cal. 16 (2nd yr.)
2016-SALT-1	Winter Salt	State Contract
2016-SWD-1	Solid Waste Disposal	FY16 (1st yr. Of 3)
2016-GCCS-1	Granite Curbing & Cement Sidewalks	FY16
2016-SW-1	Stone Walls	FY16

Financial impact expected:budgeted

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

05/26/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date: