

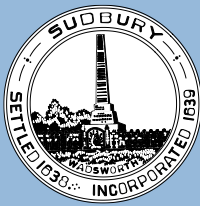
SUDBURY BOARD OF SELECTMEN
TUESDAY JULY 14, 2015
7:30 PM, TOWN HALL - LOWER LEVEL

Item #	Time	Action	Item
	7:30 PM		CALL TO ORDER
			Opening remarks by Chairman
			Reports from Interim Town Manager
			Reports from Selectmen
			Citizen's comments on items not on agenda
PUBLIC HEARING			
1.	8:00 PM	<i>VOTE / SIGN</i>	As the licensing authority for the Town of Sudbury, vote on whether to approve the application of PTT Restaurant d/b/a Chili Basil, 385 Boston Post Rd., Sudbury, for a Restaurant License for the Sale of Wine and Malt Beverages, under G. L. Ch. 138, s.12, Christopher Segur, Manager.
TIMED ITEMS			
2.	8:10 PM	<i>VOTE / SIGN</i>	Vote to submit the application for a PARC grant to the Executive Office of Energy and Environmental Affairs as prepared and presented by the Planning and Community Development Dept.; and to authorize the Board of Selectmen Chair to sign the application; and to authorize Jody Kablack, Director of Planning and Community Development, to represent Sudbury in all communication with the Executive Office of Energy and Environmental Affairs in this matter.
3.	8:20 PM	<i>VOTE</i>	Discussion and vote to approve a senior tax deferral interest rate of ___% for FY16.
4.	8:30 PM	<i>VOTE</i>	Discussion/vote on next steps for the Town Manager Search. Options are (1) MRI presents the BOS with candidates based upon their screening; (2) MRI presents the BOS with candidates with input from an Interview Panel; (3) a Search Committee presents the BOS with candidates from a pool pre-qualified by MRI. Discussion/vote on membership of any newly created screening panel/committee.
MISCELLANEOUS			
5.		<i>VOTE</i>	Review and possibly vote draft mission statement for the Melone Property Technical Advisory Committee

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
6.		<i>VOTE</i>	Discussion and vote on draft resolution concerning the Minuteman Vocational High School Building Project and the proposed District-wide election. Discuss and potentially vote on other actions regarding the building project and the Minuteman District.
7.			Discussion of future agenda items
CONSENT CALENDAR			
8.		<i>VOTE</i>	Vote to amend the Fairbank Community Center Task Force mission statement membership composition to include two members of the Board of Selectmen.
9.		<i>VOTE</i>	Vote to appoint Elizabeth Dow, 52 Horse Pond Road, and Suzanne Steinbach, 83 Maynard Farm Road, to the Memorial Day Committee for terms to expire October 30, 2018, as requested by Peter Harvell, Chairman.
10.		<i>VOTE</i>	Annual vote to appoint Election Officers for a one-year term, commencing August 15, 2015 and ending August 14, 2016, as recommended by the Democratic and Republican Town Committee Chairmen and the Town Clerk.
11.		<i>VOTE</i>	Vote to approve the regular session minutes of 5/4/15, 5/5/15, 6/9/15, and 6/17/15
12.		<i>VOTE</i>	Vote to accept, on behalf of the Town, two grants from The Sudbury Foundation, as noted in a July 2, 2015 letter from Marilyn Martino, Executive Director. The first grant, \$7,055, is to enable the Fire Chief to purchase an ALS training simulator manikin to assist with Paramedic and EMT training sessions. The second grant, \$7,500, is to engage the Board of Selectmen in team building and communication consultation with Jon Wortmann.
13.		<i>VOTE</i>	Vote to Grant a Special Permit to the Sudbury Education Association, to Hold the "Wally 'Bells On' 5K & Kids 1K" on Sunday October 4, 2015, from 10:00 A.M. through approximately 12:00 P.M., subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the race's conclusion.
EXECUTIVE SESSION			
14.		<i>VOTE</i>	At the conclusion of Open Session, vote to enter Executive Session to discuss the purchase, exchange, lease or value of real property, specifically the Wayland-Sudbury Septage Facility, if such discussion may have a detrimental effect on the negotiating position of the government body (exception 6) and; to conduct strategy sessions with respect to collective bargaining as an Open Meeting may have a detrimental effect on the bargaining position of the government body (exception 3). Vote to adjourn at the conclusion of Executive Session.

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, July 14, 2015

PUBLIC HEARING

1: Chili Basil Alcohol License Category Change

REQUESTOR SECTION

Date of request:

Requested by: Leila S. Frank

Formal Title: As the licensing authority for the Town of Sudbury, vote on whether to approve the application of PTT Restaurant d/b/a Chili Basil, 385 Boston Post Rd., Sudbury, for a Restaurant License for the Sale of Wine and Malt Beverages, under G. L. Ch. 138, s.12, Christopher Segur, Manager.

Recommendations/Suggested Motion/Vote: As the licensing authority for the Town of Sudbury, vote on whether to approve the application of PTT Restaurant d/b/a Chili Basil, 385 Boston Post Rd., Sudbury, for a Restaurant License for the Sale of Wine and Malt Beverages, under G. L. Ch. 138, s.12, Christopher Segur, Manager.

Background Information:
Please see attached

Financial impact expected:\$75 Alcohol Licensing Fee

Approximate agenda time requested:

Representative(s) expected to attend meeting: Tharaneeraj Rojthanasirivanich, Chili Basil

Review:

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

07/14/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

RECEIVED
BOARD OF SELECTION
SUDBURY, MA

APPLICATION FOR RETAIL ALCOHOLIC BEVERAGE LICENSE

2015 JUN -5 P 12:46

City/Town

1. LICENSEE INFORMATION:

A. Legal Name/Entity of Applicant:(Corporation, LLC or Individual)

B. Business Name (if different) : C. Manager of Record:

D. ABCC License Number (for existing licenses only) :

E. Address of Licensed Premises: City/Town: State: Zip:

F. Business Phone: G. Cell Phone:

H. Email: I. Website:

J. Mailing address (If different from E.): City/Town: State: Zip:

2. TRANSACTION:

New License New Officer/Director Transfer of Stock Issuance of Stock Pledge of Stock

Transfer of License New Stockholder Management/Operating Agreement Pledge of License

The following transactions must be processed as new licenses:

Seasonal to Annual (6) Day to (7)-Day License Wine & Malt to All Alcohol

IMPORTANT ATTACHMENTS (1): The applicant must attach a vote of the entity authorizing all requested transactions, including the appointment of a Manager of Record or principal representative.

3. TYPE OF LICENSE:

§12 Restaurant §12 Hotel §12 Club §12 Veterans Club §12 Continuing Care Retirement Community

§12 General On-Premises §12 Tavern (No Sundays) §15 Package Store

4. LICENSE CATEGORY:

All Alcoholic Beverages Wine & Malt Beverages Only Wine or Malt Only

Wine & Malt Beverages with Cordials/Liqueurs Permit

5. LICENSE CLASS:

Annual Seasonal

6. CONTACT PERSON CONCERNING THIS APPLICATION (ATTORNEY IF APPLICABLE)

NAME: THARANEE ROJTHANASIRIVANICH

ADDRESS: 462 MOUNT AUBURN STREET., #1B

CITY/TOWN: WATERTOWN STATE: MA ZIP CODE: 02472

CONTACT PHONE NUMBER: [REDACTED] FAX NUMBER: [REDACTED]

EMAIL: [REDACTED]

7. DESCRIPTION OF PREMISES:

Please provide a complete description of the premises to be licensed. Please note that this must be identical to the description on the Form 43.

FIRST FLOOR PREMISES WITH DINING ROOM, KITCHEN, OFFICE, 2 RESTROOMS, RECEPTION AREA

Total Square Footage: 1400 Number of Entrances: 1 Number of Exits: 2

Occupancy Number: 50 Seating Capacity: 42

IMPORTANT ATTACHMENTS (2): The applicant must attach a floor plan with dimensions and square footage for each floor & room.

8. OCCUPANCY OF PREMISES:

By what right does the applicant have possession and/or legal occupancy of the premises? Final Lease

IMPORTANT ATTACHMENTS (3): The applicant must submit a copy of the final lease or documents evidencing a legal right to occupy the premises.

Other: [REDACTED]

Landlord is a(n): Trust Other: [REDACTED]

Name: MILL VILLAGE REALTY TRUST Phone: [REDACTED]

Address: 60 WELLS AVENUE City/Town: NEWTON State: MA Zip: 02459

Initial Lease Term: Beginning Date AUGUST 1, 2000 Ending Date JULY 31, 2015

Renewal Term: JULY 31, 2020 Options/Extensions at: 5 Years Each

Rent: \$31,300.44 Per Year Rent: \$2,608.37 Per Month

Do the terms of the lease or other arrangement require payments to the Landlord based on a percentage of the alcohol sales?
Yes No

IMPORTANT ATTACHMENTS(4):

1. If yes, the Landlord is deemed a person or entity with a financial or beneficial interest in this license. Each individual with an ownership interest with the Landlord must be disclosed in §10 and must submit a completed Personal Information Form attached to this application.
2. Entity formation documents for the Landlord entity must accompany the application to confirm the individuals disclosed.
3. If the principals of the applicant corporation or LLC have created a separate corporation or LLC to hold the real estate, the applicant must still provide a lease between the two entities.

9. LICENSE STRUCTURE:

The Applicant is a(n): Other :

If the applicant is a Corporation or LLC, complete the following:

Date of Incorporation/Organization:

State of Incorporation/Organization:

Is the Corporation publicly traded? Yes No

10. INTERESTS IN THIS LICENSE:

List all individuals involved in the entity (e.g. corporate stockholders, directors, officers and LLC members and managers) and any person or entity with a direct or indirect, beneficial or financial interest in this license (e.g. landlord with a percentage rent based on alcohol sales).

IMPORTANT ATTACHMENTS (5):

A. All individuals or entities listed below are required to complete a [Personal Information Form](#).

B. All shareholders, LLC members or other individuals with any ownership in this license must complete a [CORI Release Form](#).

Name	All Titles and Positions	Specific # of Stock or % Owned	Other Beneficial Interest
Tharaneer Rajthanasirivanich	PRESIDENT	80%	
Christopher A. Segur	TREASURER SECRETARY DIRECTOR	20%	LIQUOR LICENSE MANAGER

*If additional space is needed, please use last page.

11. EXISTING INTEREST IN OTHER LICENSES:

Does any individual listed in §10 have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes No **If yes, list said interest below:**

Name	License Type	Licensee Name & Address
	<input type="text" value="Please Select"/>	
	<input type="text" value="Please Select"/>	
	<input type="text" value="Please Select"/>	
	<input type="text" value="Please Select"/>	
	<input type="text" value="Please Select"/>	
	<input type="text" value="Please Select"/>	
	<input type="text" value="Please Select"/>	

*If additional space is needed, please use last page.

12. PREVIOUSLY HELD INTERESTS IN OTHER LICENSES:

Has any individual listed in §10 who has a direct or indirect beneficial interest in this license ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes No If yes, list said interest below:

Name	Licensee Name & Address	Date	Reason Terminated
			Please Select
			Please Select
			Please Select

13. DISCLOSURE OF LICENSE DISCIPLINARY ACTION:

Have any of the disclosed licenses to sell alcoholic beverages listed in §11 and/or §12 ever been suspended, revoked or cancelled? Yes No If yes, list said interest below:

Date	License	Reason of Suspension, Revocation or Cancellation

14. CITIZENSHIP AND RESIDENCY REQUIREMENTS FOR A (§15) PACKAGE STORE LICENSE ONLY :

A.) For Individual(s):

- 1. Are you a U.S. Citizen? Yes No
- 2. Are you a Massachusetts Residents? Yes No

B.) For Corporation(s) and LLC(s) :

- 1. Are all Directors/LLC Managers U.S. Citizens? Yes No
- 2. Are a majority of Directors/LLC Managers Massachusetts Residents? Yes No
- 3. Is the License Manager or Principal Representative a U.S. Citizen?

C.) Shareholder(s), Member(s), Director(s) and Officer(s):

- 1.. Are all Shareholders, Members, Directors, LLC Managers and Officers involved at least twenty-one (21) years old? Yes No

15. CITIZENSHIP AND RESIDENCY REQUIREMENTS FOR (§12) RESTAURANT, HOTEL, CLUB, GENERAL ON PREMISE, TAVERN, VETERANS CLUB LICENSE ONLY:

A.) For Individual(s):

- 1. Are you a U.S. Citizen? Yes No

B.) For Corporation(s) and LLC(s) :

- 1. Are a majority of Directors/LLC Managers **NOT** U.S. Citizen(s)? Yes No
- 2. Is the License Manager or Principal Representative a U.S. Citizen? Yes No

C.) Shareholder(s), Member(s), Director(s) and Officer(s):

- 1.. Are all Shareholders, Members, Directors, LLC Managers and Officers involved at least twenty-one (21) years old? Yes No

16. COSTS ASSOCIATED WITH LICENSE TRANSACTION:

A. Purchase Price for Real Property:

B. Purchase Price for Business Assets:

C. Costs of Renovations/Construction:

D. Initial Start-Up Costs:

E. Purchase Price for Inventory:

F. Other: (Specify)

G: TOTAL COST

H. TOTAL CASH

I. TOTAL AMOUNT FINANCED

IMPORTANT ATTACHMENTS (6): Submit any and all records, documents and affidavits including loan agreements that explain the source(s) of money for this transaction. Sources of cash must include a minimum of three (3) months of bank statements.

The amounts listed in subsections (H) and (I) must total the amount reflected in (G).

17. PROVIDE A DETAILED EXPLANATION OF THE FORM(S) AND SOURCE(S) OF FUNDING FOR THE COSTS IDENTIFIED ABOVE (INCLUDE LOANS, MORTGAGES, LINES OF CREDIT, NOTES, PERSONAL FUNDS, GIFTS):

*If additional space is needed, please use last page.

18. LIST EACH LENDER AND LOAN AMOUNT(S) FROM WHICH "TOTAL AMOUNT FINANCED" NOTED IN SUB-SECTIONS 16(I) WILL DERIVE:

A.

Name	Dollar Amount	Type of Financing

*If additional space is needed, please use last page.

B. Does any individual or entity listed in §19 as a source of financing have a direct or indirect, beneficial or financial interest in this license or any other license(s) granted under Chapter 138? Yes No

If yes, please describe:

19. PLEDGE: (i.e. COLLATERAL FOR A LOAN)

A.) Is the applicant seeking approval to pledge the license? Yes No

1. If yes, to whom:

2. Amount of Loan: 3. Interest Rate: 4. Length of Note:

5. Terms of Loan :

B.) If a corporation, is the applicant seeking approval to pledge any of the corporate stock? Yes No

1. If yes, to whom:

2. Number of Shares:

C.) Is the applicant pledging the inventory? Yes No

If yes, to whom:

IMPORTANT ATTACHMENTS (7): If you are applying for a pledge, submit the pledge agreement, the promissory note and a vote of the Corporation/LLC approving the pledge.

20. CONSTRUCTION OF PREMISES:

Are the premises being remodeled, redecorated or constructed in any way? If YES, please provide a description of the work being performed on the premises: Yes No

21. ANTICIPATED OPENING DATE:

IF ALL OF THE INFORMATION AND
ATTACHMENTS ARE NOT COMPLETE
THE APPLICATION WILL BE
RETURNED

APPLICANT'S STATEMENT

I, Christopher A. Segur the sole proprietor; partner; corporate principal; LLC/LLP member of ALLSTON, MASSACHUSETTS, hereby submit this application for CHANGE OF LICENSE (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statement and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises does not violate any requirement of the ABCC or other state law or local ordinances;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the Application information as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of, the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.

Signature: Christopher A. Segur

Date: 5/28/15

Title: TREASURER



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

RECEIVED
BOARD OF SELECTMEN
SUDBURY, MA

2015 JUN 19 P 2:56

MANAGER APPLICATION

All proposed managers are required to complete a Personal Information Form, and attach a copy of the corporate vote authorizing this action and appointing a manager.

1. LICENSEE INFORMATION:

Legal Name of Licensee: Business Name (dba):

Address:

City/Town: State: Zip Code:

ABCC License Number: (If existing licensee) Phone Number of Premise:

2. MANAGER INFORMATION:

A. Name: B. Cell Phone Number:

C. List the number of hours per week you will spend on the licensed premises:

3. CITIZENSHIP INFORMATION:

A. Are you a U.S. Citizen: Yes No B. Date of Naturalization: C. Court of Naturalization:

(Submit proof of citizenship and/or naturalization such as Voter's Certificate, Birth Certificate or Naturalization Papers)

4. BACKGROUND INFORMATION:

A. Do you now, or have you ever, held any direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages? Yes No
If yes, please describe:

B. Have you ever been the Manager of Record of a license to sell alcoholic beverages that has been suspended, revoked or cancelled? Yes No
If yes, please describe:

C. Have you ever been the Manager of Record of a license that was issued by this Commission? Yes No
If yes, please describe:

D. Please list your employment for the past ten years (Dates, Position, Employer, Address and Telephone):

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Signature

Date



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

Print Form

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM**

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL
LICENSING AUTHORITY.

ECRT CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA: \$200.00

(CHECK MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL)

CHECK NUMBER

IF USED EPAY, CONFIRMATION NUMBER

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

LICENSEE NAME

ADDRESS

CITY/TOWN STATE ZIP CODE

TRANSACTION TYPE (Please check all relevant transactions):

- Alteration of Licensed Premises
- Change Corporate Name
- Change of License Type
- Change of Location
- Change of Manager
- Other
- Cordials/Liqueurs Permit
- Issuance of Stock
- Management/Operating Agreement
- More than (3) \$15
- New License
- New Officer/Director
- New Stockholder
- Pledge of Stock
- Pledge of License
- Seasonal to Annual
- Transfer of License
- Transfer of Stock
- Wine & Malt to All Alcohol
- 6-Day to 7-Day License

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL FORM ALONG WITH THE
CHECK, COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

**ALCOHOLIC BEVERAGES CONTROL COMMISSION
P. O. BOX 3396
BOSTON, MA 02241-3396**

Chili Basil Wine & Malt Serving License

Department Feedback

Board of Health Approval:

From: Murphy, Bill
Sent: Tuesday, June 16, 2015 3:30 PM
To: Frank, Leila; Nix, Scott; Grady, Robert; Miles, William; Whalen, John; Herweck, Mark
Cc: Golden, Patricia
Subject: RE: Chili Basil Change of License Type

The Health Department does not have any issues with this application.

William C. Murphy, MS,RS,CHO
Director of Public Health
Sudbury Health Department

Building Department Approval:

From: Herweck, Mark
Sent: Tuesday, June 16, 2015 2:55 PM
To: Frank, Leila; Nix, Scott; Grady, Robert; Miles, William; Whalen, John; Murphy, Bill
Cc: Golden, Patricia
Subject: RE: Chili Basil Change of License Type

Hi Leila ; The Building Department has no issues with this.

Mark

Fire Department Approval:

From: Whalen, John
Sent: Tuesday, June 16, 2015 5:02 PM
To: Frank, Leila
Cc: Miles, William
Subject: RE: Chili Basil Change of License Type

Hello Leila,

The Fire Department has no issues with this application.

John M. Whalen
Assistant Fire Chief

Police Department Approval:

From: Nix, Scott
Sent: Tuesday, June 16, 2015 2:47 PM
To: Frank, Leila; Grady, Robert; Miles, William; Whalen, John; Murphy, Bill; Herweck, Mark
Cc: Golden, Patricia
Subject: RE: Chili Basil Change of License Type

Leila,

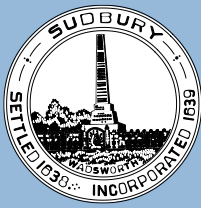
We are ok with this. Thank you.

Scott

Respectfully,

Scott Nix
Chief of Police

Attachment: Department Approvals_Chili Basil_WM (1386 : Chili Basil Alcohol License Category Change)



SUDBURY BOARD OF SELECTMEN

Tuesday, July 14, 2015

TIMED ITEM

2: Davis Field PARC Grant

REQUESTOR SECTION

Date of request: July 1, 2015

Requestor: Jody Kablack

Formal Title: Vote to submit the application for a PARC grant to the Executive Office of Energy and Environmental Affairs as prepared and presented by the Planning and Community Development Dept.; and to authorize the Board of Selectmen Chair to sign the application; and to authorize Jody Kablack, Director of Planning and Community Development, to represent Sudbury in all communication with the Executive Office of Energy and Environmental Affairs in this matter.

Recommendations/Suggested Motion/Vote: Vote to submit the application for a PARC grant to the Executive Office of Energy and Environmental Affairs as prepared and presented by the Planning and Community Development Dept.; and to authorize the Board of Selectmen Chair to sign the application; and to authorize Jody Kablack, Director of Planning and Community Development, to represent Sudbury in all communication with the Executive Office of Energy and Environmental Affairs in this matter.

Background Information:

Financial impact expected:NA

Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting: James Kupfer, Asst. Planner, Paul Griffin, P&R Commissioner

Review:

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

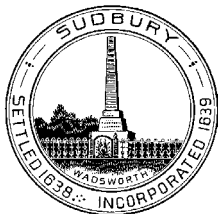
07/14/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:



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

July 14, 2015

Executive Office of Energy and Environmental Affairs
Ms. Melissa Cryan
100 Cambridge Street, Suite 900
Boston, MA 02114

RE: ENV 16 DCS 02
Sudbury MA PARC Grant Application

Dear Ms. Cryan,

As the Chief Executive Officer of the Town of Sudbury under the Town Manager Act, and by vote of the Board of Selectmen as of this date, I hereby authorize Jody Kablack, Director of Planning and Community Development, as manager of the PARC Grant project for Davis Field Renovations, and further authorize her to represent Sudbury in all communication with the Executive Office of Energy and Environmental Affairs in this matter.

If I can be of further assistance, please do not hesitate to notify me.

Sincerely,

Patricia Brown

Chairman, Board of Selectmen
Term Expiration 05/31/2017

Attachment: BOS Packet Davis final rev [Revision 1] (1404 : Davis Field PARC Grant)

**Parkland Acquisitions and Renovations for Communities (PARC) Grant Program
Application Form FY 2016**

Please do not reformat this form – use the fillable pdf form

Please print double-sided

Please fasten application package with a binder clip, no three-ring or plastic binders!

1. **Municipality:** _____

Population: _____

2. **Project Name:** _____

Type of Project:

Acquisition – acreage _____ New development Renovation of existing park

Project address: _____

Project acreage: _____

3. **Contact Person:** _____

Agency: _____

Address: _____

Zip _____

Telephone (_____) _____ Fax (_____) _____

Email: _____

Please note: the contact person is the official representative for this project as authorized under item #15(b) of this application, usually not the chief municipal officer.

4. **Briefly describe the project on TWO attached pages.** Use the PARC Rating System as an outline for the description, as well as the items bulleted below, to ensure the maximum score possible for your project.

a.) Acquisition Projects:

- site location – in an Environmental Justice neighborhood and/or site's distance to the nearest park
- rare species (include letter from NHESP) (to determine if NHESP must approve site plans)
- historic or archaeological resource (include letter from MHC) (to determine if MHC must approve site plans)

b.) Development or Renovation Projects:

- describe facilities being developed
- describe community needs, including park equity/need in this neighborhood
- new acres dedicated as parkland
- brownfield projects must submit 21E evaluation and, at the minimum the Executive Summary of a Phase II Comprehensive Site Assessment under state cleanup regulations (Massachusetts Contingency Plan), or a Response Action Outcome statement for each Response Tracking Number – communities must begin cleanup at site prior to grant award so that project can be completed within contract period

c.) All Projects:

- non-vehicular accessibility of the site (bike paths, public transit, etc. – show on map)
- water-based recreation (include linear footage of bordering water resource)
- fiscal or for maintenance cooperation with any other governmental agency (state, federal, county), private nonprofit, local business, etc.
- location in an Environmental Justice neighborhood or area of the community that lacks park resources (show on map)
- consistency with any nearby State Priority Development or Preservation Areas as shown on the South Coast Rail Corridor Plan, Merrimack Valley Land Use Priority Plan, 495/ MetroWest Development Compact Plan, Metro North Plan, or CMRPC Plan
- description of enhanced public outreach in Environmental Justice neighborhood
- environmental education/interpretive services planned for site
- vegetation plan for site – number of trees that will be planted at the park
- regional or statewide facility (communities applying in these categories should submit a Usage Report)

- o accessible via public transportation (within a 1/2-mile walk)
- o parking for 100 (or more) vehicles

5. Proposed Funding:

The PARC program is a **reimbursement** program. Grant recipients are reimbursed after invoices have been paid. **The total project cost must be raised or appropriated by the municipality shortly after project approval if it has not already been appropriated.** Costs incurred prior to grant approval and contract execution are ineligible, **including design costs.** Force account labor, volunteer hours, and donations are also ineligible. Refer to PARC regulations (Section 5.07) for eligible cost details. Sample budget can be found in Attachment E.

Total Eligible Project Cost: \$ _____

PARC Request: \$ _____
(52-70% of total project cost based on Equalized Valuation Per Capita, can be found on DCS web page, maximum of \$400,000)

Municipal Share: \$ _____
(Community Development Block Grant via federal or local government sources, Community Preservation Act, etc., please specify in narrative)

Other: \$ _____
(i.e. private donation to community, fund raising, etc. Note that any donations for the project must be put into a municipal account earmarked for the project as EEA can only reimburse on a canceled municipal check.)

(PARC Request + Municipal Share + Other = Total Eligible Project Cost)

Attach a one page description of the proposed project budget including:

The source of all local funding including donations and Community Preservation Act (CPA) funds.

- Description of the details of any donation, if applicable (be sure these funds are gifted to the community and earmarked for the project).
- Description of any other sources of funding including federal, state, municipal, or nonprofit organizations. List these partners and describe their contribution. Not all sources of state and federal funds are compatible with every DCS grant program.
- Budget should be broken into two distinct fiscal years for renovation and development projects – FY 16 costs associated with design, FY 17 costs associated with construction. Please note that PARC grants cannot reimburse municipalities for design costs only.

6. Project Type: Please indicate type of project, refer to the program’s regulations for definitions (Sec 5:03) and to the list of required attachments found at the end of this application form to substantiate any "yes" answers. Indicate here whether:

- Your municipality is an urban population center (city of any size or town with 35,000 or more residents)
- Your project qualifies as a regional or statewide project (town with 35,000 or less residents whose proposed project has public transportation access and/or over 100 car parking) (submit a Usage Report)
- Your project qualifies as a "small town" project (town with 35,000 or less residents) – please note that these applications will be competing amongst themselves in a separate pool for \$250,000
- Your municipality is on Cape Cod or the Islands (eligible for \$400,000 grant award maximum)

Attachment: BOS Packet Davis final rev [Revision 1] (1404 : Davis Field PARC Grant)

7. Community Preservation Act

Has your community passed the Community Preservation Act?

Yes No

If “yes”, please note that successful grant applicants that have purchased real property interests for open space or recreational purposes using money from the Community Preservation Fund must have all conservation restrictions required by Section 12 of Chapter 44B approved by the Secretary of Energy and Environmental Affairs and recorded prior to receipt of final project reimbursement from the Executive Office of Energy and Environmental Affairs. Also, any communities that have acquired land through the Cape Cod Land Bank must show CRs as well (for file records only).

8. Describe **outstanding leases, restrictions or other rights or interests** held by others in the project site and enclosed copy of the same (for file records only).

9. Is the property **permanently dedicated for park, playground, or recreation purposes** (MGL Chapter 45, Section 3 or 14)? If not, please submit draft dedication language for DCS review as all PARC projects must be dedicated for park, playground, or recreation purposes.

Yes No

10. Are **fees currently charged or proposed** for this facility? If yes, please attach a copy of the fee system. Charging fees is allowed subject to DCS approval. If applicant is awarded a grant, the site cannot be restricted to municipal residents only. If fees are charged based on residency, fees for nonresidents are subject to Section 5.08(3) of the PARC regulations (for file records only).

Yes (copy attached) No

11. Municipal Open Space and Recreation Plan

Describe how your project meets the recommendations in your current Open Space and Recreation Plan. To receive points in this category, you must cite specific goals, objectives, and/or actions from the Action Plan and the associated page number references. If we already have a copy of your plan, there is no need to submit another copy.

	Goal, objective, or action plan item from current OSRP	Page #
1		
2		
3		
4		
5		
6		

12. Statewide Comprehensive Outdoor Recreation Plan

Describe how your project advances the Goals and Objectives (Chapter 5) in the Statewide Comprehensive Outdoor Recreation Plan. It can be found online at <http://www.mass.gov/eea/docs/eea/dcs/scorp-2012-final.pdf>.

Attachment: BOS Packet Davis final rev [Revision 1] (1404 : Davis Field PARC Grant)

13. Check the following if applicable to project (for file records only):
- Yes No Prime agricultural lands (see Ex. Order #193)
 - Yes No Cultural, historic, archeological site: Contact MA Historical Commission (617) 727-8470
 - Yes No Endangered species habitat: Contact MA Natural Heritage Program (508) 389-6300
 - Yes No Environmental intrusion, i.e. overhead power lines (must be buried), safety hazards
 - Yes No Brownfield – 21E evaluation
 - Yes No Located in the State Priority Preservation Area as shown on the South Coast Rail Corridor Plan, Merrimack Valley Land Use Priority Plan, or the 495/MetroWest Development Compact Plan, Metro North Plan, or CMRPC Plan
 - Yes No Environmental Justice community/neighborhood (see EJ data viewer at http://maps.massgis.state.ma.us/map_ol/ej.php)

Acquisition projects only

- Yes No Acquisition involving relocation of residents, tenants, or businesses

Do you have a Purchase and Sales Agreement or Agreed Price? Yes No
 If yes, amount: \$ _____
 Is Clear Title available? Yes No
 If no, is an eminent domain taking anticipated? Yes No
 If yes, proposed pro tanto award amount: \$ _____

Note that if clear title is not available, the community may decide to acquire the property by a friendly taking (eminent domain) process to clear the title. It is best to know if there is a potential title problem as soon as possible since this can complicate the acquisition process.

Appraisal Report #1

Valuation: \$ _____
 Appraiser: _____
 Valuation Date: _____

Appraisal Report #2 (if needed) (see section 2B for details)

Valuation: \$ _____
 Appraiser: _____
 Valuation Date: _____

14. Check if the following permits are required (for file records only):
- Yes No U.S. Army Corps of Engineers (404 or Rivers and Waterways)
 - Yes No MA DEP Division of Wetlands & Waterways (617) 292-5518
 - Yes No U.S. Coast Guard
 - Yes No U.S. Dept. of Agriculture (Zoos)
 - Yes No C. 131 s. 40 Wetlands (municipal conservation commission)
 - Yes No MEPA Review (301 CMR 11.00: MEPA Regulations) (617) 626-1020

IMPORTANT NOTICE

If any of the above permits are required, the permit or application for the permit must be submitted. Should the project be selected for funding, the permit will be required as part of the final application.

Attachment: BOS Packet Davis final rev [Revision 1] (1404 : Davis Field PARC Grant)

15. Attach certification of:

- a. The **Chief Executive Officer's legal authorization to execute contracts**. This is a resolution, motion, or similar action that has been duly adopted or passed as an official act of the community's governing body that authorizes the filing of the applications, including all understandings and assurances contained therein by the signatory, usually a page from the town/city charter will satisfy this requirement (this is not a DCS form to be completed); and
- b. Authorization from chief municipal officer identifying individual named on the first page of this application who acts as official of municipality in connection with the application and who will provide such additional information as may be required (See Urban Self-Help Regulations 5.04:(6)).

Date

Signature of Chief Municipal Officer

Name and Title (Typed)

Duration of Term

Mailing Address: _____

Telephone: () _____

Attachment: BOS Packet Davis final rev [Revision 1] (1404 : Davis Field PARC Grant)

PARC Grant Question #12:

Out of the four goals of the Statewide Comprehensive Outdoor Recreation plan, the Davis Field Renovation project meets three of the four.

1. Increase the availability of all types of trails for recreation

The Davis Field site will include expanding the existing parking lot to create approximately 150 parking spaces, which will allow for shared parking with the future Bruce Freeman Rail Trail located less than 500 feet from the Davis Field parking lot and directly accessible via a paved walkway on North Road. Once renovated, the Davis Field recreation area will provide convenient parking and access for residents to participate in multiple activities: running, walking, hiking, biking, organized sports, picnicking, nature study, etc. The rail trail, when completed, will stretch the length of the Town, connecting Framingham to Lowell.

3. Invest in recreation and conservation areas that are close to home for short visits

Situated on Route 117, proposed to contain approximately 150 parking spaces and connected by walkways and the future regional Bruce Freeman Rail Trail, the Davis Field site is well suited for both regional visitors and nearby residents alike. The site features bordering vegetated wetlands and riverfront which will allow for a unique experience for a nature walking loop along the perimeter of the fields. The site will also allow for multipurpose fields to be used by all visitors and be accessible to current users such as dog walkers, radio control plane flyers and unstructured recreation.

4. Invest in racially, economically, and age diverse neighborhoods given their projected increase in participation in outdoor recreation

The Town of Sudbury has an extremely age-diverse population. According to the 2010 U.S. Census approximately 28% of the population is 62 years or older and over 30% of the population is under 18 years of age. This disparity in age has put a strain on the resources the Park & Recreation Department and Council on Aging can provide. The Davis Field site will cater to all ages. Interpretive signage and environmental education are planned for this site and will provide an opportunity for residents of all ages to experience nature and recreational experiences in one location, and expressly meets the goal of the Town of Sudbury's Open Space and Recreation plan to provide and maintain a diversity of conservation and recreation land uses reflecting the interests and needs of the whole community, including opportunities for both active and passive recreation.

PLEASE LABEL ALL ATTACHMENTS

REQUIRED ATTACHMENTS (applications that are missing these items will not be accepted)

- Municipal Open Space and Recreation Plan**, if not already approved and on file at DCS. Plans are approved by DCS for up to seven years of eligibility in DCS grant programs. Community is not eligible to apply without an approved plan, or submission of a draft plan. (If we have it on file, do not send another copy.)
- Acquisition Projects – Appraisal report(s)** as required by DCS. See Section 2B for more details.

RECOMMENDED ATTACHMENTS (use as a checklist) (provides details to information requested and assists in project evaluation)

- Project Description** (application item #4) and **Budget Details** (application item #5), including a breakdown of how much is needed for design costs in FY 16 and construction costs in FY 17. Please note that funds not used in FY 16 do not roll over into FY 17. A sample budget can be found in Attachment E.
- Development & Renovation Projects – Site Development Plans and Cost Estimates.** Services of a professional design firm are recommended for renovation and development projects. Costs incurred prior to the signing of a state standard contract are NOT eligible for reimbursement. Site Development Plans and Cost Estimates should show the number of trees that will be planted at the site.
- Boundary Plan of Site** (Survey or Plot Plan with adequate metes and boundary descriptions). The boundary plan submitted with the project application becomes the permanent protected boundary for the site and must be legally sufficient to identify the land to be protected. A registered survey plan with deed references or assessor's map with block and lot number are acceptable.
- USGS Locus Map** showing outline of project site, proximate Priority Development and Preservation Areas as shown on the South Coast Rail Corridor Plan, Merrimack Valley Land Use Priority Plan, or the 495/MetroWest Development Compact Plan, Metro North Plan, or CMRPC Plan, any adjacent or nearby public or quasi-public parkland, nearby public transportation route(s), bike paths, and EJ populations in project site area. Please include the park boundaries on the map (do not just use a point). See Attachment F for a sample.
- Evidence of public meeting on proposed project in EJ neighborhood(s)** (copy of actual posted announcement). Post notices with tenants associations, in local grocery stores, or with Community Development Corporations in languages that are appropriate for the neighborhood. Please look at EEA's Environmental Justice Policy online at <http://www.mass.gov/eea/grants-and-tech-assistance/environmental-justice-policy.html> to ensure proper outreach procedures in EJ neighborhoods.
- Usage Report** only if your project is Regional or Statewide (Attachment C).
- Certified copies of the following **municipal votes** (or draft warrant article or city council order, as necessary). Refer to the Sample Municipal Vote, which is included in the application package, for guidance. PARC grant manager MUST review municipal vote prior to Town Meeting or City Council Meeting.
 - Copy of municipal vote accepting the Park Commission (M.G.L. c.45 s.2) **AND** its current appointments.
 - Municipal vote authorizing application; raising, borrowing or appropriating the total project cost (application item #5); and dedicating land to park, playground, or recreation purposes (application item #9).
- Copy of property **deed** confirming municipal ownership and dedication to park, playground, or recreation purposes.
- 21E Evaluation** only if your project is a former brownfield site.
- Executive Summary of the **Phase II Comprehensive Site Assessment** under state cleanup regulations (Massachusetts Contingency Plan) or **Release tracking numbers** and **Response Action Outcome Statement** for each RTN only if your project is a former brownfield site.
- Other State Agency Review** – if it is not possible to include their response in the application package to DCS, attach a copy of your cover letter requesting their input.
 - All applicants must request comments from the Massachusetts Natural Heritage & Endangered Species Program (NHESP) on the presence or absence of rare species listed under the Massachusetts Endangered Species Act (MESA) on or near the proposed land acquisition or park project. To request comments, please send a letter or email to Lynn Harper, Habitat Protection Specialist, Natural Heritage & Endangered Species Program, DFW, 1 Rabbit Hill Road, Westborough, MA 01581, or to Lynn.Harper@state.ma.us. The letter or email should include a brief description of the acquisition or project, and a map of the acquisition or project location. There is no charge for this comment letter.
 - Massachusetts Historical Commission: Send the MHC a PNF (<http://www.sec.state.ma.us/mhc/mhcpdf/pnf.pdf>) with a photocopy of the USGS locus map with the property boundaries clearly indicated, smaller-scale property maps if available, and a cover letter to include information about any known historic or archaeological sites. Send

this certified mail, return receipt requested, so that you know when it was received. MHC will review and comment to DCS (and copy the applicant) within 30 days of receipt. There is no need to telephone or email the MHC. See these webpages for any questions: <http://www.sec.state.ma.us/mhc/mhcpdf/pnfguide.pdf> and <http://www.sec.state.ma.us/mhc/mhcrevcom/revcomidx.htm>.

ATTACH SUPPLEMENTARY DOCUMENTS IF APPLICABLE TO THE PROJECT

- Copies of current leases, restrictions, or other rights or interests held by others in the property.
- Fee schedule.
- Any necessary permits or applications for permits.

If grant is awarded to the community, the following will be required of CPA communities:

Evidence of recorded Conservation Restriction(s) as required in Section 12 of Chapter 44B if applicant is a Community Preservation Act community.

Section 12 of the Chapter 44B Real property interest; deed restriction; management

(a) A real property interest that is acquired with monies from the Community Preservation Fund shall be bound by a permanent restriction, recorded as a separate instrument, that meets the requirements of sections 31 to 33, inclusive, of chapter 184 limiting the use of the interest to the purpose for which it was acquired. The permanent restriction shall run with the land and shall be enforceable by the city or town or the commonwealth. The permanent restriction may also run to the benefit of a nonprofit organization, charitable corporation or foundation selected by the city or town with the right to enforce the restriction. The legislative body may appropriate monies from the Community Preservation Fund to pay a non-profit organization created pursuant to chapter 180 to hold, monitor and enforce the deed restriction on the property.

(b) Real property interests acquired under this chapter shall be owned and managed by the city or town, but the legislative body may delegate management of such property to the conservation commission, the historical commission, the board of park commissioners or the housing authority, or, in the case of interests to acquire sites for future wellhead development by a water district, a water supply district or a fire district. The legislative body may also delegate management of such property to a nonprofit organization created under chapter 180 or chapter 203.

Project Description

The Davis Field Renovation Project includes regrading and expanding an existing natural turf field area to accommodate a wider variety of rectangular field sizes and recreational uses, expanding an existing gravel parking lot to accommodate approximately 151 parking spaces, installing a grass walking trail around the edge of the field, installing environmental education signage along the walk and stormwater management and irrigation systems to accompany these improvements. The Davis Field property is 29.48 acres in size, with approximately 4.5 acres currently in recreational use, however the entire property is not well drained and is incapable of use in the wetter months. The project proposes to remove the existing topsoil from the field area, install adequate sublayer material for proper infiltration and drainage, level and grade the area, loam and seed the fields, expand the parking area and install an underground irrigation system. The final acreage of usable recreational space will be approximately 7.5 acres. The majority of the work will take place within already disturbed and cleared areas.

The Park & Recreation Commission, an elected Town body, has indicated the need for additional multipurpose fields for the past decade. This shortage has been well documented in the 2012 Athletic Fields Needs Assessment and Master Plan Update prepared by the Town's consultant, Gale Associates, which concluded that 28% of Sudbury's playing fields are below acceptable standards, and town-wide fields are presently scheduled at 118% of sustainable capacity. The shortage of playing fields has caused persistent overuse of the existing fields in Town which result in irreparable damage, and requiring costly renovations. These concerns are expressed by many user groups and shared by the Park & Recreation Commission. A portion of the Town of Sudbury's Haskell Field is currently closed for the spring and fall seasons to avoid expensive renovations further exacerbating the shortage which now strains the remaining inventory.

In Sudbury, recreational demand continues to increase as does the propensity to play many different sports at many levels. Recreational opportunities specifically for women are increasing through such programs as growth in girls' lacrosse and softball. In addition, non-traditional sports such as Rugby are growing, with the regional high school creating a varsity Rugby team. Sudbury Youth Soccer Association has experienced growth in high school programs for both girls and boys. In recent years Lincoln Sudbury Regional High School has had upwards of 120 kids tryout for the boys' soccer team. Adult recreation continues to grow, but there are limited opportunities to accommodate this growth or provide suitable practice time for existing teams. Davis Field is also used by residents and groups for non-traditional sports such as remote controlled radio flyer planes, canine exercise, kite flying and other unstructured sports.

Davis Field was purchased by the Town in 1974 "for park and recreation purposes, under the management of its Park and Recreation Commission". After review of other options by the Park and Recreation Commission over the last several years to create more field space, including review of the strengths and weaknesses of other town properties, Davis Field was identified as the best solution to the near to mid-term turf field needs, and plans for its renovation began in earnest. Renovation of Davis Field is a cost-effective means of meeting the recreational demands of the community without the need to clear forested areas, or acquire additional land for recreational purpose. Its large size can accommodate both active and passive recreational users.

Davis Field is currently underutilized due to the sloping topography and high water table, deeming the field unusable for much of the year. The property is surrounded by bordering vegetated wetlands and inner and outer riparian areas (riverfront,) and prime agricultural soils exist on the property. A portion of the property is hayed. No portion of this project is within the 100 year flood plain, or any priority or estimated endangered

Davis Field, Sudbury MA
PARC Grant Application
July 15, 2015

species habitat areas. Permits under the Wetlands Protection Act, Sudbury Wetlands Administration Bylaw, Sudbury Stormwater Management Bylaw, Site Plan Review and a NPDES Stormwater Pollution Prevention Plan are required for this project.

The Davis site is uniquely well suited for multi-purpose recreational activities by virtue of its size, location and capacity for expansion, and it has been identified as a location to fill some of the regional parking need for the future Bruce Freeman Rail Trail, located less than 500 feet from the Davis Field parking lot and directly accessible via a paved Town walkway along North Road. The project will include expanding the existing parking lot to create approximately 151 parking spaces, which will accommodate shared parking for users of the future rail trail as well as field users. This parking area has been identified in the Bruce Freeman Rail Trail Environmental and Engineering Assessment (2006) as one of 6 recommended parking areas for the rail trail in Sudbury. The Sudbury portion of the Bruce Freeman Rail Trail has been approved for programming on the Transportation Improvement Program, with an anticipated construction funding date of FY22. The rail trail, when completed, will stretch the length of Sudbury for over 4 miles, connecting Framingham to Lowell. Once renovated, the Davis Field recreation area will provide convenient parking and access for residents to participate in multiple activities: running, walking, hiking, biking, organized sports, picnicking, nature study, etc.

The nearby bordering vegetated wetlands and riverfront will allow for a unique experience for nature study along the perimeter of the fields. Interpretive signage and environmental education along a walking path are planned for this site and will provide an opportunities for both active and passive recreational experiences in one location. This multi-use strategy expressly meets an identified goal of the Town of Sudbury's 2009 Open Space and Recreation Plan to provide and maintain a diversity of conservation and recreation land uses reflecting the interests and needs of the whole community, including opportunities for both active and passive recreation. Redevelopment of the Davis Field property as described in the 2004 Athletic Field Master Plan is another action item from the 2009 Open Space and Recreation Plan, acknowledging the Town's continued efforts to redevelop and expand this property.

The funds from this grant will allow the Town to move forward with the construction phase of this project in FY17. The Park and Recreation Commission, with assistance from Gale Associates and the Town of Sudbury Engineering Department, is completing the final designs for the project utilizing Community Preservation Act funds approved at the 2013 Annual Town Meeting. The Sudbury Department of Public Works has prepared a cost estimate for this revised project, and will be constructing the fields using town labor to minimize costs. Any PARC grant funds awarded to the project will only be used for materials and/or contracted services where necessary. A fall 2015 Special Town Meeting to request CPA funds is anticipated if the PARC grant is awarded.

As the Town of Sudbury continues to grow the Town wishes to be able to facilitate the needs of all residents and provide adequate facilities for children and adults alike to enjoy both passive and active recreation and open space. An enlarged and renovated Davis Field, as identified by the Athletic Fields Needs Assessment and Master Plan, will play a large role in filling these needs for the foreseeable future.

5. Proposed Funding

Total Eligible Project Cost:	\$811,056.83
PARC Request:	\$400,000
Municipal Share: (CPA Funding)	\$311,056.83
Donations from User Groups:	\$100,000 (estimate)

Proposed Project Budget Description

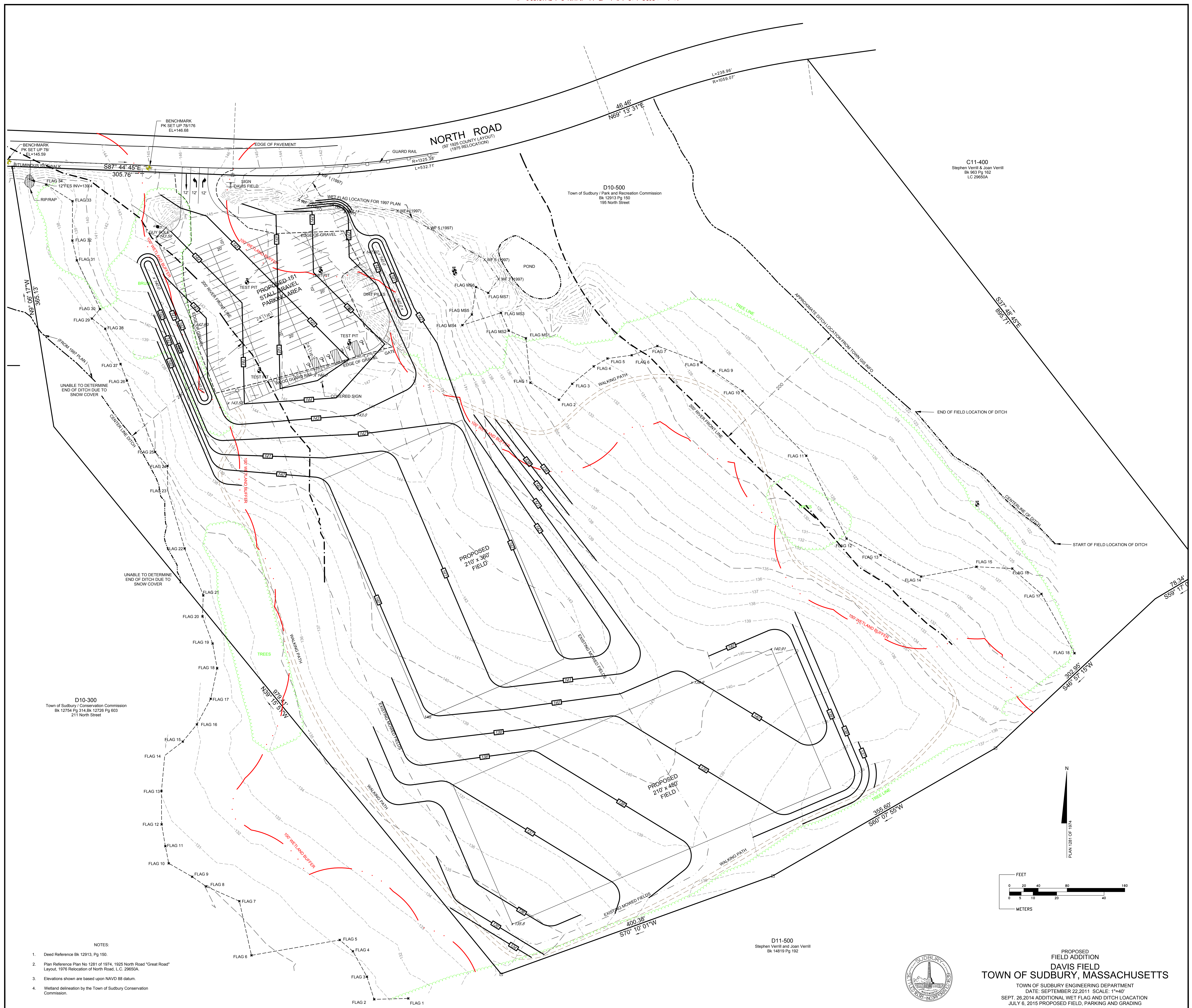
The Davis Field Renovation Project includes regrading and expanding the existing natural turf field areas, expanding the existing gravel parking lot to accommodate 151 parking spaces, and installing stormwater management and irrigation systems to accompany these improvements.

The funds from this grant will allow the Town to move forward with the construction phase of this project. The Town will seek Community Preservation Act funding for the full cost of the project at a Special Town Meeting in 2015 if the PARC grant is awarded.

The Park and Recreation Commission is completing the final design for the project. The Sudbury Department of Public Works has prepared a cost estimate for the project, and will be completing the project using town labor to minimize costs. Any grant funds awarded to the Town will pay for materials and/or contracted services. The below cost estimate excludes labor costs.

Project Material Elements Only	Quantity	Cost
Earth Excavation	15,205 cubic yards	\$114,797.75
Fine Grading and Compacting Subgrade Area	19,600 square yards	\$40,572.00
Loam Borrow	4,934 cubic yards	\$199,432.28
Seeding	43,537 square yards	\$23,958.00
Irrigation	Lump sum	\$417,310.00
Hay Bales and Silt Fence	3,240 l.f.	\$38,944.80
Total		\$811,056.83
Labor (by Town)		\$81,105.68

FY17 PARC Request: \$400,000 for construction



C11-400
 Stephen Verrill & Joan Verrill
 Bk 983 Pg 162
 LC 29650A

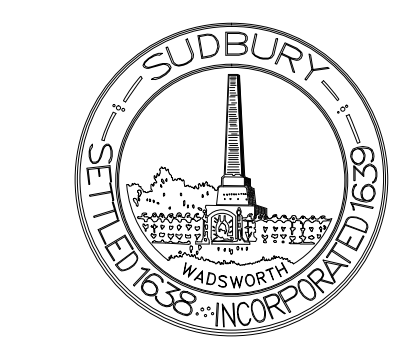
D10-300
 Town of Sudbury / Conservation Commission
 Bk 12764 Pg 314 Bk 12728 Pg 903
 211 North Street

D10-500
 Town of Sudbury / Park and Recreation Commission
 Bk 12213 Pg 150
 195 North Street

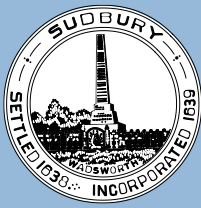
D11-500
 Stephen Verrill and Joan Verrill
 Bk 14819 Pg 162

NOTES:

1. Deed Reference Bk 12913, Pg 150.
2. Plan Reference Plan No 1281 of 1974, 1925 North Road "Great Road" Layout, 1976 Relocation of North Road, L.C. 29650A.
3. Elevations shown are based upon NAVD 88 datum.
4. Wetland delineation by the Town of Sudbury Conservation Commission.



PROPOSED
 FIELD ADDITION
 DAVIS FIELD
 TOWN OF SUDBURY, MASSACHUSETTS
 TOWN OF SUDBURY ENGINEERING DEPARTMENT
 DATE: SEPTEMBER 22, 2011 SCALE: 1"=40'
 SEPT. 26, 2014 ADDITIONAL WET FLAG AND DITCH LOCATION
 JULY 6, 2015 PROPOSED FIELD, PARKING AND GRADING



SUDBURY BOARD OF SELECTMEN

Tuesday, July 14, 2015

MISCELLANEOUS (UNTIMED)

3: Tax deferral rate FY16

REQUESTOR SECTION

Date of request:

Requestor: Cynthia Gerry, Director of Assessing

Formal Title: Discussion and vote to approve a senior tax deferral interest rate of ___% for FY16.

Recommendations/Suggested Motion/Vote: Discussion and vote to approve a senior tax deferral interest rate of ___% for FY16.

Background Information:

Attached memo from Cynthia Gerry, Director of Assessing

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting: Cynthia Gerry, Director of Assessing

Review:

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

07/14/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:

MEMORANDUM

TO: BOARD OF SELECTMEN
FROM: CYNTHIA GERRY, DIRECTOR OF ASSESSING
SUBJECT: SENIOR TAX DEFERRAL RATE REQUEST FOR FY16
DATE: JULY 8, 2015
CC: MARYANNE BILODEAU, INTERIM TOWN MANAGER
MELINDA CONNOR, ACTING TREASURER/COLLECTOR

Each year the Board of Selectmen votes to set the Senior Tax Deferral interest rate for the new fiscal year in accordance with M.G.L. Chapter 59, Section 5 (41A) and as amended by Sudbury's Special Act of 2002. The selected rate will be charged against any taxes deferred in FY16 and will remain in effect for the life of the FY 16 deferral. Deferral program interest is charged on a per diem basis against the principal balance (e.g. does not account for the effects of interest compounding). The interest rate options available for the Selectmen to vote range from a 0% rate to a rate of 8%. Earlier this year in a discussion with the Finance Director/Treasurer/Collector it was opined that the FY 15 interest rate of 2% seemed quite reasonable to carry on into FY 16.

According to the tax deferral report prepared by the Town of Sudbury Finance Director/Treasurer/Collector in June of 2014, the reasons to justify charging an interest rate greater than 0% are:

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

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

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

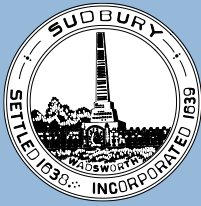
- *considers the current trend in consumer rates which remain historically low but are showing signs of stabilizing,*
- *remains at or below the majority of other Massachusetts' communities with an active deferral program,*
- *continues to offer participants a very low cost alternative to any consumer,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

The Board voted to reduce the interest in FY 15 from 2.5% to 2%. In FY 15 we had a reduction in the total number of applications received for the Senior Tax Deferral Program, with just 1 new Senior Tax Deferral. The reduction in the number of applications is directly attributed to the new Senior Means Tested Exemption Program. A number of current and former deferrers participated in Sudbury's new Program.

Program Year	Deferral Rate	Count
2002	8%	14
2003	4%	23
2004	2%	26
2005	2.50%	33
2006	2.50%	49
2007	2.50%	62
2008	2.50%	65
2009	2.50%	66
2010	2.50%	77
2011	2.50%	76
2012	2.50%	71
2013	2.50%	62
2014	2.50%	54
2015	2%	51

Vote Request

That the Board of Selectmen vote to approve a senior tax deferral interest rate for Fiscal Year 2016 of ____%.



SUDBURY BOARD OF SELECTMEN

Tuesday, July 14, 2015

TIMED ITEM

4: Discussion of composition of MRI panel and discuss next steps

REQUESTOR SECTION

Date of request: July 10, 2015

Requestor: Chairman Brown

Formal Title: Discussion/vote on next steps for the Town Manager Search. Options are (1) MRI presents the BOS with candidates based upon their screening; (2) MRI presents the BOS with candidates with input from an Interview Panel; (3) a Search Committee presents the BOS with candidates from a pool pre-qualified by MRI. Discussion/vote on membership of any newly created screening panel/committee.

Recommendations/Suggested Motion/Vote: Discussion/vote on next steps for the Town Manager Search. Options are (1) MRI presents the BOS with candidates based upon their screening; (2) MRI presents the BOS with candidates with input from an Interview Panel; (3) a Search Committee presents the BOS with candidates from a pool pre-qualified by MRI. Discussion/vote on membership of any newly created screening panel/committee.

Background Information:

See attached

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

07/14/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:

Summary of options for the Town Manager Search

“All screening” is 1) evaluation of all candidate responses, resumes and background checks, 2) evaluation of essay responses narrowing the field to around twelve, 3) phone interviews and further screening to narrow the field to six, and 4) face-to-face interviews to narrow the field to three (or four, if two are “tied”). **MRI always completes the phone interviews independent of the client (#3).** No other body conducts phone interviews.

Options:

I) MRI only — MRI does all screening (#1, #2, #3, and #4) and presents the Board of Selectmen with a list of three/four potential candidates.

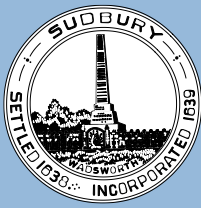
II) Screening Committee/Community Interview Panel — MRI performs screening #1, #2, and #3 above. On the panel interview day, each of the remaining 6 candidates is interviewed by the Community Interview Panel (facilitated by Alan) and separately by the MRI panel of three management consultants. At the conclusion of the interviews, the Community Panel provides input to the MRI consulting team and consensus is reached on which candidates will be presented to the Board of Selectmen.

III) Search Committee — MRI performs screening #1, #2 and #3 above. The Search Committee reviews the information, narrowing the field from twelve to six in consultation with MRI. Interview day proceeds as described above but at the end of the day, the Search Committee receives input from MRI and then the Committee reaches consensus on which candidates will be presented to the Board of Selectmen.

MRI strongly advises an interview panel or a search committee consist of **no fewer than five and no more than nine members.**

We had mentioned a fourth option during our June 23 discussion, but that is not a process recognized or recommended by MRI.

For reference, **the response to the RFP we received from MRI dated March 2015** includes a description of the search process steps using the “Screening Committee”/Community Interview Panel option. MRI uses the terms “Screening Committee” and “Community Interview Panel” interchangeably but in Massachusetts the word “Committee” can have implications that are not intended here. The Screening Committee/Community Interview Panel is not charged with authority by the Board, whereas a Search or Selection Committee is. One way to look at the “Screening Committee/Community Interview Panel” is that MRI is asking the Town to help us identify individuals that would be helpful to MRI by providing input as a result of the face-to-face interviews. Mr. Gould has found that just observing the interaction between the panel and the candidate provides him with valuable insight.



SUDBURY BOARD OF SELECTMEN

Tuesday, July 14, 2015

MISCELLANEOUS (UNTIMED)

5: Melone Advisory Committee draft mission statement

REQUESTOR SECTION

Date of request:

Requestor: Chairman Brown

Formal Title: Review and possibly vote draft mission statement for the Melone Property Technical Advisory Committee

Recommendations/Suggested Motion/Vote: Review and possibly vote draft mission statement for the Melone Property Technical Advisory Committee

Background Information:
Attached draft mission statement

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

07/14/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:

Melone Property Technical Advisory Committee
TOWN OF SUDBURY
(Voted to establish _____ by the Sudbury Board of Selectmen)

Mission Statement:

The Melone Property Technical Advisory Committee will review and provide technical input to the Board of Selectmen concerning the investigation of the Sperry Rand/Unisys contamination on the Melone Property on North Road in Sudbury. The Committee will provide a focal point for public discussion of the site evaluation and will both solicit input and communicate results. ~~The Committee will create a history of the Research District in which the Melone Property is located using the public record to clarify the situation at the site in its historical context. The~~ Committee does not have the power to commit town resources, ~~or make representations on the part of the town. The Committee is specifically not assigned to determine the use of the Melone Property. The committee shall make recommendations regarding the appropriate future use of the Melone property.~~

Commented [BM1]: The charge to create a history is not clear and is not necessary for the purpose of hiring a consultant to investigate potential contamination or for providing "technical input."

Commented [BM2]: (not sure what that means. Certainly the committee does not have the power to commit town resources other than their own committee time and effort. The committee will be overseeing the independent contamination study by a qualified independent environmental engineer so that could be considered town resources. The Committee should be empowered to make their own representations representing the voice of their committee. But naturally the committee should not be empowered to make representations on behalf of another town committee or speak for the Town of Sudbury as a whole.)

Commented [BM3]: this is in contradiction with the first bullet point below.

Responsibilities and Functions:

The Melone Property Technical Advisory Committee shall:

- ~~Review and make recommendations to the Board of Selectmen concerning the Scope of Services necessary for an engineering consultant, which should include a review of the existing measurements of contamination on the Melone site and surrounding areas, and recommendations regarding the need for other actions to be taken to establish a definitive professional view on soil and groundwater contamination, which could include soil and/or groundwater testing, both to understand any potential liabilities to the Town of Sudbury as the property owner and to certify appropriate uses for the site.~~
- Review and make recommendations to the Board of Selectmen concerning the qualifications of consultants responding to the Scope of Services.
- ~~Based upon the consultant's report, rRecommend to the Board of Selectmen any additional these actions needed to which will clearly define any potential environmental hazards on the Melone Property and surrounding area, and will reduce the town's exposure to potential litigation or harm.~~
- Conduct an ongoing public process both to communicate results to citizens clearly and to allow citizen comment on the process.

Commented [BM4]: The purpose of the historical timeline is unclear. What does "environmental status" mean and why do we need it for each property in the district? The engineering consultant will be hired to review any historical records relevant to potential contamination at Melone.

- ~~Investigate the history of the Research District and construct a timeline describing its history documented from the public record, explaining the legal and environmental status of the district and its component properties.~~

Commented [BM5]: What does "legal status" mean and why do we need it for each property in the district? Any legal questions (Unisys indemnification? conflict of interest?) should be referred to legal counsel and not to a technical committee. Counsel is best suited to review any history (e.g., litigation, zoning issues) relevant to the legal questions.

Membership and Officers:

The Melone Property Technical Advisory Committee shall have up to seven (7) or more voting members approved by the Board of Selectmen, including one member each from the Board of Selectmen, Planning Board, Conservation Commission, Park & Recreation Commission, and the Sudbury Housing Trust and two chosen by the Board of Selectmen from citizens at large. ~~Members of existing town boards and committees are not precluded from applying for a position on this committee.~~ A background or experience in environmental engineering, hydrology, biology or other applicable scientific field is a desirable but not a necessary attribute in prospective members. All appointments shall end on May 31, 2016 unless the Board of Selectmen extends this term.

Commented [BM6]: Depending on how many volunteers

The Committee shall elect a Chair and a Clerk from among its members. The Chair will run meetings properly posted in accordance with the Open Meeting Law. The Clerk shall insure that full minutes and a list of the members in attendance are kept at each meeting and promptly submitted to the Committee for approval. The Clerk will file approved minutes with the Town Clerk and request they be posted to the Committee's web page on the Town website.

Compliance with State and Local Laws and Town Policies

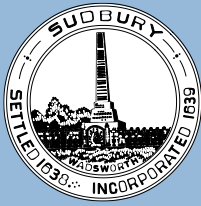
The Melone Property Technical Advisory Committee is responsible for conducting its activities in a manner which is in compliance with all relevant state and local laws and regulations including but not limited to the Open Meeting Law, Public Records Law, and Conflict of Interest Law, as well as all Town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

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

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

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

Draft 1



SUDBURY BOARD OF SELECTMEN
Tuesday, July 14, 2015

MISCELLANEOUS (UNTIMED)

6: Minuteman Building Project

REQUESTOR SECTION

Date of request:

Requestor: Chairman Brown

Formal Title: Discussion and vote on draft resolution concerning the Minuteman Vocational High School Building Project and the proposed District-wide election. Discuss and potentially vote on other actions regarding the building project and the Minuteman District.

Recommendations/Suggested Motion/Vote: Discussion and vote on draft resolution concerning the Minuteman Vocational High School Building Project and the proposed District-wide election. Discuss and potentially vote on other actions regarding the building project and the Minuteman District.

Background Information:
See attached documents

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

07/14/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:

The Sudbury Board of Selectmen adopt the following positions in response to the proposed Minuteman Regional Vocational High School building project, and the district-wide election to approve this capital project under consideration by the Minuteman School Committee.

Sudbury’s Board of Selectmen is committed to providing each of Sudbury’s children with the opportunity for a high-quality vocational education. We recognize the unique value of vocational education and understand that it provides an environment in which children who might otherwise be discouraged in a traditional educational setting can develop and thrive. Our opposition to the Minuteman Building project does not reflect a failure by the Selectmen to value vocational education nor does it indicate that we are ignorant of the well-documented deficiencies of the Minuteman school facility.

1) The Minuteman School Building Committee has embarked upon obtaining approval of a 628-student school project from the Massachusetts School Building Authority without demonstrating to the member towns that a school of this size is warranted. Using MSBA predictions, the projected enrollment for this school from within the Minuteman District does not warrant this size facility.

The Sudbury Board of Selectmen oppose the proposed Minuteman school building project, pending an explanation of how this size can be justified and how many students from within the Minuteman District are expected to attend. These explanations are due both to local officials including the Board of Selectmen and the Finance Committee and to the citizens of Sudbury.

2) The Minuteman School Committee is considering a district-wide election to win approval of funding for the

Minuteman building project described above, rather than presenting the project to the Town Meetings of the Minuteman member towns. Such an election would entirely by-pass the need to justify the building project to the Sudbury Finance Committee and the Board of Selectmen. It would deprive citizens of the opportunity to have their questions addressed on the floor of Town Meeting and to hear the considerations brought forth by their local elected and appointed officials. Instead, the single-question election called by the Minuteman School District with restricted hours and polling sites will elicit minimal public interest and involvement rather than the informed decision desirable for such a project.

The Sudbury Board of Selectmen oppose the district-wide election proposed by the Minuteman District, believing it does not provide an opportunity for informed decision making by the electorate.

The Sudbury Board of Selectmen remains committed to offering our students the opportunity to experience an exceptional vocational education. The Board is not convinced that this project, nor the district-wide vote to obtain funding, are in the best interests of our town or of the Minuteman District.

Copies to:

MRVTHS administration
 MRVTHS School Committee
 MRVTHS School Building Committee
 Massachusetts School Building Authority (MSBA)
 Sudbury's Legislators (Senator Barrett, Representative Gentile, Senator Eldridge)
 Minuteman Member Towns' Boards of Selectmen

Comparison of Project Approval Options
Minuteman High School
July 7, 2015

Town Meeting Approval M.G.L. Chapter 71, Section 16(d)		District-Wide Ballot M.G.L. Chapter 71, Section 16(n)	
Pros	Cons	Pros	Cons
Traditional	Prolongs the approval process	Available to us legally	District expenditure
Politically expected	One Town Meeting can veto the project	Decision is known in one day	An unfamiliar process
	Uncertain Town Meeting obstacles	Positive impact on recruitment and admissions	
	Intent to reject the project already on record	Voters who foot the bill can voice their opinion	
	Additional approvals beyond Town Meeting for debt exclusion	Promotes the appearance of unity within the District	
	Risk of losing state funding greatest	Individual voter decisions are made	
		Ability to accelerate the construction schedule can save millions	

Frequently Asked Questions
District-Wide Balloting
Updated June 26, 2015

- 1. Is a district-wide ballot legal?** Yes. State law provides the Minuteman school district with two (2) ways to borrow money for capital projects (construction projects). Both of these options are outlined in Massachusetts General Laws Chapter 71, Section 16. Subsection (d) allows the district to borrow with approval from the Town Meetings in its member towns. Subsection (n) allows the district to borrow with approval by a district-wide ballot.
- 2. Why haven't I heard about district-wide balloting before?** Good question. Regional vocational school districts have generally gone the "traditional" route to borrow for large capital projects, by securing approval from each of their member towns at Town Meetings. But Subsection (n) – a district-wide ballot -- is also an option available in state law.
- 3. Has this been done before?** Yes. Bay Path Regional Vocational Technical High School in Charlton secured approval for a \$73.8 million renovation project through a district-wide ballot in October of 2012. Franklin County Technical School in Turners Falls secured approval for \$2.456 million in renovations through district-wide balloting on June 23, 2015.
- 4. What does Minuteman have in common with Bay Path and Franklin County Tech?** All three are regional vocational technical schools. Like the other two, Minuteman has a sprawling district, with multiple member communities. Bay Path has 10 member towns. Franklin County has 19. Minuteman has 16.
- 5. So what's the process?** The first step would be for the Minuteman School Committee to vote to incur the debt and to hold a district-wide ballot. A simple majority vote is required in both cases. The next step would be to set a date and hold the election.
- 6. What quantum of votes is required for the School Committee to issue debt?** A simple majority vote is required.
- 7. What quantum of votes is required for the School Committee to call for a district-wide ballot?** A simple majority vote is required.
- 8. The election must cost money to run. Who pays for it?** The school district pays for it. In this case, Minuteman would pay for the printing of ballots, poll workers, police officers, constables, and other expenses related to the election.

9. **How much money are we talking about?** Franklin County expected to pay about \$60,000 for the district-wide ballot in its 19 member towns. Bay Path paid approximately \$48,000 for the district-wide ballot in its 10 member towns. We expect that Minuteman would pay \$55,000-65,000 for the district-wide ballot in its 16 member towns.
10. **Where's the money coming from?** If the Minuteman district decides to hold a district-wide ballot, it will transfer funds from within its existing \$19.8 million budget to pay for the election. The district won't ask to increase its budget to pay for the district-wide ballot. A district-wide ballot will not increase assessments.
11. **Has this been cleared by district counsel?** Yes. Murphy, Hesse, Toomey & Lehane, LLP, Minuteman's counsel, has carefully reviewed the statute and is advising the school on the process that must be followed. We have also consulted with Atty. Rick Manley, Minuteman's bond counsel, and Atty. Thomas Kiley of Cosgrove, Eisenberg, & Kiley, P.C.
12. **Who picks the date for the district-wide ballot?** The Minuteman School Committee has the ultimate say, but will work with town clerks to select a date that is best for the most communities.
13. **Who writes the ballot question?** The actual wording will be drafted by Minuteman's bond counsel.
14. **How long is the election?** That's up to Minuteman. The law says that the election must be held on the same date, with uniform voting hours. The polls must be open for at least four (4) hours and no more than eight (8) hours. Again, the decision is made by Minuteman.
15. **Where do people vote?** That's up to Minuteman. The number and location of the polling place or polling places in each town are determined by the district School Committee after consultation with the selectmen. With their input, we would select a single location in each town.
16. **How are the votes counted? And how do you decide which side wins?** Election officials count and certify the votes in their individual towns. Those votes are added together. The aggregate count is what matters. The majority rules.
17. **So not every town needs to vote to approve?** No. What's important is the overall, aggregate vote total. Remember that this is a district-wide referendum to gauge the wishes of the entire Minuteman district, not just the wishes of voters in a particular town.
18. **In prior district-wide votes, have some towns voted against?** Yes. In 2012, seven (7) of the ten (10) towns in the Bay Path district in Central Massachusetts voted in favor of the

\$73.8 million renovation project. Three towns – North Brookfield, Oxford, and Paxton – voted against the ballot question by slim margins. Those three towns were still bound by the decision of the electorate to support the project.

19. **Who makes sure this is a fair election?** The Office of the Massachusetts Secretary of State, the Office of Campaign & Political Finance, the State Ethics Commission, and local election officials all will be monitoring the campaign and the outcome of the election.
20. **Can groups run organized campaigns for or against the district-wide ballot?** Yes, but they must abide by the requirements of state law.
21. **Can Minuteman employees take part in the campaign?** Yes, but only to the limited extent allowed by the Office of Campaign & Political Finance and the State Ethics Commission. Public employees cannot use their public positions or public resources to promote a ballot question. They can prepare newsletters concerning a ballot question but may not send them to the public, unsolicited. They can prepare news releases, but those releases need to be reviewed by OCPF. Public employees can inform voters about the date and place for an election but cannot make any comments on the merits of the ballot question when doing so.
22. **Does this rule apply to everyone?** As a general matter, policy makers such as members of the School Committee and Superintendent have more latitude. However, they still cannot use public funds to support or oppose a ballot question.
23. **Can Minuteman employees serve on a campaign committee?** Yes. Public employees can serve on a campaign committee, but cannot solicit money or serve as the committee's treasurer. On their own time and their own dime, they can do what other citizens do. For example, they can write a Letter to the Editor, supporting or opposing a ballot question. They can contribute money in their own name to a ballot question committee.
24. **How will Minuteman employees know what they can do – and what they cannot do?** The school administration will provide employees with written guidance from the school's lawyers. It will also make sure that the Office of Campaign & Political Finance holds a training or provides written materials for all employees.
25. **Why not just go the "traditional" route and ask Town Meetings for approval?** Good question. First, it's extremely time-consuming. The district would need to convince voters in 16 separate towns – with 16 very different constituencies – to approve the project. This will literally take months, perhaps longer. Second, the Town Meeting route requires unanimity. That is, if even one Town Meeting says "no," the project stalls. Third, there is a real sense of urgency here. Multiple engineering studies have cited serious problems with the building. The New England Association of Schools & Colleges (NEASC) has placed Minuteman on "warning" status solely due to the building.

Minuteman and the Massachusetts School Building Authority (MSBA) have been engaged in a feasibility study since 2009. This may be the longest feasibility study in MSBA history. Time is running out.

26. **What are the advantages of using a district-wide ballot instead?** There are many. It's been used before. It gives every voter in the district an opportunity to be heard. It's completed in one day. Most important, it gets us approval in a timely fashion that would secure state funding through the Massachusetts School Building Authority (MSBA).
27. **Is there a minimum number of voters – or percentage of voters -- who need to go to the polls to make a district-wide election valid?** No.
28. **What happens if the ballot question is approved?** The project moves ahead. Assessments to pay the debt move ahead consistent with the terms of the Regional Agreement.
29. **What happens if the ballot question is not approved?** A couple of options are available. The district could submit it to Town Meeting. The district could try another district-wide ballot. All options would need to occur within the MSBA deadline of June 30, 2016.



**Town of Arlington
Office of the Town Manager**

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
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Website: www.arlingtonma.gov

To: Members of the Minuteman School Committee
Dr. Ed Bouquillon, Superintendent
Minuteman District Member Town Managers/Administrators
Maureen Valente, Chief Executive Officer of the MSBA
State Senator Kenneth Donnelly
State Representative Sean Garballey
State Representative Dave Rogers

From: Adam Chapdelaine, Town Manager

RE: Arlington Board of Selectmen Vote – District Wide Ballot

Date: July 1, 2015

Please find the attached vote of the Arlington Board of Selectmen, unanimously adopted at its meeting of June 29, 2015. As you will see, this vote restates the Board's commitment to a collaborative dialogue regarding Minuteman governance and school building issues, but clearly states its opposition to the pursuit of a district wide ballot initiative for approval of the currently proposed school building project.

If you have any questions in regard to this issue, please do not hesitate to contact me.

Attachment: Arl_BoS_Vote_6_29_2015_Memo (1402 : Minuteman Building Project)

In light of recent public comments by the Superintendent of the Minuteman Regional Vocational Technical High School District regarding the initiation of a district wide ballot initiative to support a school building project, the Arlington Board of Selectmen hereby adopts the following position statement:

- 1) The Arlington Board of Selectmen has long supported vocational and technical academic opportunities in partnership with the Minuteman School District.
- 2) Representatives of Arlington's Board of Selectmen, Finance Committee and other Town officials have worked tirelessly for the past several years to revise the regional agreement to allow for a collaborative approach among member towns' leadership to approving a school building project. This collaborative approach was also evidenced by the Board's approval of the Needham resolution.
- 3) These Representatives remain committed to such a collaborative process focused on a revised agreement that will augment district sustainability and equity.
- 4) As a direct referendum bypasses each Town's elected representatives who have spent many month and years working to improve Minuteman's physical and operational capacity, the Arlington Board of Selectmen is steadfastly opposed to the Minuteman School Committee pursuing the initiation of the district wide ballot initiative regarding the proposed school building project. Pursuing such a path is not compatible with a collaborative process and undermines trust between Town leadership and the leadership of the regional school district.
- 5) The Arlington Board of Selectmen does not believe that an adequate analysis and resulting methodology has been offered to support the school enrollment figure currently being proposed.
- 6) The Arlington Board of Selectmen does not currently support the proposed building project as the conditions outlined by both the Board and the Finance Committee in 2012 have not been met. These conditions are as follows:
 - Amend the MSBA statute to allow for a greater reimbursement for the Minuteman project. This may come in the form of a change in the formula that recognizes the higher costs of building a vocational school, a change in the formula that recognizes the demographics of all enrollees in the school, not just the member town enrollees, or a change that allows for 100% capital reimbursement for non-member students. Arlington is also interested in the possibility of a non-MSBA state appropriation that could be directed to the project.
 - Make the following changes to the regional agreement:
 - A. Adopt a Capital Apportionment Model that provides a fair share of the project be paid by Arlington. That model might include a common share, wealth factors described in the DESE "Combined Effort", and enrollment; use of other funding sources; or other creative solutions.
 - B. Adoption/Voting Formula – A change to the regional agreement that would require Minuteman's annual operating budget to be approved by 11 town legislative bodies that represent at least two-thirds of the in-district enrollment.
 - C. Exit Provision – A change to the regional agreement that would allow for member communities to exit the district without unanimous consent of all member communities. This proposed provision would require any member community interested in exiting to pay capital costs for a pre-determined amount of time after their exit.



TOWN OF BELMONT
 OFFICE OF THE BOARD OF SELECTMEN
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BOARD OF SELECTMEN
 SAMI S. BAGHDADY, Chair
 MARK A. PAOLILLO, Vice-Chair
 JAMES R. WILLIAMS, Selectman

TOWN ADMINISTRATOR
 DAVID J. KALE

VIA REGULAR MAIL

ASSISTANT TOWN ADMINISTRATOR
 PHYLLIS L. MARSHALL

June 23, 2015

Ms. Maureen G. Valente
 Chief Executive Officer
 Massachusetts School Building Authority
 40 Broad Street, Suite 500
 Boston, MA 02109

RE: MSBA PROJECT NO. 200908300605
 MINUTEMAN REGIONAL VOCATIONAL AND TECHNICAL SCHOOL DISTRICT

Dear Ms. Valente,

It gives us no pleasure to write this letter to you. However, we feel that it is essential to do so. Specifically, we are writing to you to ask that the Massachusetts School Building Authority (MSBA) indefinitely postpone taking action on the recent request by the Minuteman Regional Vocational and Technical School District (Minuteman) to move the above-referenced project into Module 4 and to begin schematic design work on a new school building designed to serve 628 students. In Belmont's view, while we believe that all sixteen Minuteman member communities are united in their belief that some form of rebuilding or renovation of the Minuteman facility is unquestionably needed and, therefore, worthy of continued MSBA support, Minuteman has not yet obtained the level of support in our community, and we suspect other communities within the District, to proceed forward with the development of schematic plans around this particular alternative. Moreover, we would also parenthetically note that the Minuteman School Committee vote to enter into Module 4 was not unanimous, nor has the District successfully amended its Regional Agreement, two preconditions that the MSBA had previously stated in a meeting with municipal representatives that the MSBA felt were important to be met in order for the Minuteman to proceed into Module 4.

Simply put, Belmont's objections are twofold. First, we don't think that Minuteman has ever sincerely complied with what Belmont believes was an agreed-upon process to build support for the scope of the project before even commencing the feasibility study, much less advancing this deeply into the process. Second, notwithstanding the majority vote of the Minuteman

School Committee to proceed into Module 4, Belmont believes there are still critical questions regarding the proposed size of the facility which, not only remain unanswered, but which have never been critically examined or fully vetted by either the School Committee or the member towns. Other communities may have other issues which they feel must be addressed before their communities can support a new school building project.

In order to explain Belmont's objections to the process that has been followed, or, as is perhaps more accurate, that has not been followed, it is important for us to take some time to review with you the history around the project. Addendum A of this letter outlines that chronology. It is also important for us to share with you some of the key questions that Belmont believes require additional consideration before support for a 628-student school, or a school of some alternative size, can be provided with any reasonable degree of confidence by our community. Addendum B outlines our view of some of those key unanswered questions.

Despite the long elapsed time that Minuteman has been discussing the building project, as the chronology in Addendum A hopefully adequately demonstrates, the process that Minuteman has followed for determining the recommended school size has generally been devoid of any critical or systematic analysis regarding various alternatives and has, instead, been marked by a series of single-evening discussions at Minuteman School Committee meetings, usually culminating in the School Committee making on-the-spot decisions, often while promising that the opportunity for soliciting input from the member towns and reaching a consensus on school sizing would happen at some point in the future. More importantly, the agreed-upon and seemingly MSBA-mandated prerequisite that Minuteman obtain the approval from member towns on school sizing before undertaking anything more than an enrollment study was never even remotely adhered to.

The aforementioned process has now led to Minuteman having analyzed three separate size schools in Module 3 of the feasibility study, thereby affirming Belmont's initial concerns that beginning the feasibility study before the Minuteman communities had reached a consensus on the size of the facility to be studied was an imprudent use of both the District's money and the MSBA's money. Minuteman now finds itself at the end of Module 3 and there is still no endorsement regarding the optimal size for a new or renovated school within Belmont, and we suspect other towns as well. In Belmont's view, to compound this situation by plunging ahead into Module 4 and potentially spending another \$400,000 or so developing schematic plans around a facility whose size has still not been explicitly ratified in any formal sense by the Minuteman communities, is a poor use of the District towns' monies and the State's funds. Moreover, if pushing the feasibility study forward into Module 4 leads to a building project that gets rejected by the Minuteman communities because it wasn't fully vetted, lots of time and money will have been wasted. An even worse use of State and local funds would be a scenario in which a new school is approved, gets built, and is then subsequently viewed as being the wrong size facility to serve the needs of the Minuteman communities. In Belmont's view, it is far better to pause now, obtain the support and buy-in on the facility size (whether that be 628 students or some other number) that should have been

obtained at least three years ago (as Belmont has been advocating for the past five years and as the MSBA apparently had previously endorsed). Only after the critical unanswered questions, as exemplified in Addendum B, have been addressed and only after the scope of the project has been fully vetted by and ratified by the member communities, does it then make sense to enter Module 4. Consequently, Belmont respectfully requests that the MSBA indefinitely table Minuteman's request to enter into Module 4 until such time as the substantive and procedural issues addressed in this letter have been satisfactorily addressed.

We appreciate your consideration of Belmont's request, and look forward to continuing to pursue a building project for Minuteman that best serves the needs of the member towns. We would welcome the opportunity to talk to you further about any of the ideas contained herein if that would be helpful and productive from your perspective.

Sincerely,



Sami Baghdady
Chair



Mark Paolillo
Vice Chair



Jim Williams
Member

cc: Dr. Edward Bouquillon, Minuteman Superintendent
Minuteman School Committee
Town Managers/Town Administrators, Minuteman District Towns
Chair, Boards of Selectmen, Minuteman District Towns
Mr. Jack McCarthy, Executive Director, MSBA
Ms. Mary Pichetti, Director of Capital Planning, MSBA

Addendum A: CHRONOLOGY REGARDING BUILDING SIZING

1. Initial MSBA Correspondence

When Minuteman first requested approval in the spring of 2010 from the sixteen member towns to borrow up to \$724,000 for a feasibility study, Belmont's Town Meeting twice rejected the request. Belmont's vote did not reflect any objection to a potential school building project. Rather, Belmont's objection was that the bulk of the requested funding would be used to undertake detailed architectural design work around a building for which there was no agreement on the appropriate size.

Subsequent to an initial vote by Belmont's Town Meeting on April 28, 2010 to reject Minuteman's request, on May 3, 2010, the MSBA issued a letter, which stated, among other things, the following:

The Minuteman Regional School District has assured the MSBA that it understands that the final membership, *the resulting agreed upon enrollment* and the educational program are key elements of the feasibility study and therefore, without their resolution, the study cannot proceed. As such, the Minuteman Regional School District acknowledges that all of these issues must be successfully resolved and agreed upon by the Minuteman School Committee *and its member communities* prior to entering into a Feasibility Study Agreement with the MSBA and prior to the proceeding of the procurement of any consultants for a feasibility study. (Emphasis added.)

At a Belmont Town Meeting held on that same May 3, 2010 date, during which Minuteman's request was reconsidered, a Belmont Town Meeting member expressed the sentiment that the approval on school size should come from Town Meeting, not just from the Minuteman School Committee, and pressed the Superintendent as to what form the MSBA's mandated community approval would take. The Superintendent assured Belmont's Town Meeting that Belmont, and the other Minuteman communities, would be free to decide what body within their town would be designated to provide that approval, including Town Meeting if the community so chose.

2. Minuteman School Committee Vote on Feasibility Study Borrowing:

Subsequent to the MSBA's letter, on May 17, 2010, under a warrant article identified as Article 58, Arlington's Town Meeting approved Minuteman's request for authorization to borrow feasibility study funds. Arlington's approval was contingent, however, on Minuteman complying with a number of prerequisite conditions, including the following:

The Superintendent agrees not to go forward with the second phase of the feasibility study (architect, project manager, etc.) unless *all 16 member towns* approve, or not disapprove, of the *enrollment* and [Regional Agreement Task Force's] conclusions. (Emphasis again added.)

Based on the MSBA letter and Arlington's Town Meeting vote, on June 15, 2010, the Minuteman School Committee amended its request to the member towns for authorization to borrow funds and to proceed with the feasibility study. The School Committee vote stated, in part, the following:

The Minuteman Regional Vocational Technical School District (the "District") hereby recognizes the conditions of process as outlined in a correspondence from the Massachusetts School Building Authority, dated May 3, 2010, and the amended Article 58 of the Town of Arlington, dated May 17, 2010, and associated details of alignment of procedures within these understandings, and shall instruct its Superintendent to accommodate these procedures and conditions within the legal scope of his authority.

In July 2010, based on the conditions contained in the May 3, 2010 letter from the MSBA, the conditions contained in Arlington's Article 58, and the language in the June 15, 2010 Minuteman School Committee vote, the Belmont Board of Selectmen concluded that the objections voiced at Belmont's Town Meeting specifying that an agreement on school sizing should precede a detailed feasibility study had been adequately addressed, and the Selectmen agreed, by virtue of non-disapproval of the Minuteman School Committee's vote, to support Minuteman's amended request to borrow funds for a feasibility study.

3. Development of the School Sizing Recommendation

Despite the aforementioned assurances that the member towns, and not just the Minuteman School Committee, would first agree on the recommended sizing for a new school before entering into the formal feasibility study, such a process was never followed. Instead, below is a recap of the major actions that have led to the current recommended facility of 628 students.

- Sometime in late 2010 or early 2011, Minuteman engaged the New England School Development Council (NESDEC) to undertake an enrollment study. According to information provided verbally to the Minuteman School Committee by Dr. Bouquillon, he personally reviewed at least twelve drafts of the NESDEC enrollment study before providing the Minuteman School Committee their first copy of the study as part of the April 5, 2011 meeting materials. That enrollment study suggested that Minuteman could support a school sized for 1,100 students. Amazingly, despite a fervent request by Belmont's Minuteman's School Committee representative and other School Committee members to discuss the enrollment study at a School Committee meeting, the Minuteman School Committee never had a single substantive discussion on the NESDEC enrollment study and its implicit conclusions regarding school sizing. Without ever even discussing the content of the study, much less bringing the matter to a formal vote, at its May 10, 2011 meeting, the School Committee informally authorized the Superintendent to submit the study to the MSBA.
- On August 8, 2011, the MSBA issued an initial design enrollment approval for a school of 800 students, of which 460 (58%) of those students were projected to come from within the sixteen member communities, and the remaining 340 (42%) were projected to come from non-member towns.
- The MSBA re-issued their enrollment certification letter on October 11, 2011. As that letter clearly notes, in an e-mail to the MSBA dated September 1, 2011, without any support from, or even discussion with, the Minuteman School Committee, Dr. Bouquillon unsuccessfully tried to

persuade the MSBA to change its approval from a *maximum* of 800 students to a *minimum* of 800 students. In response to Dr. Bouquillon's attempt to alter the initial approval, the MSBA's October 11, 2011 letter was explicit that the design enrollment certification was for a maximum of 800 students. With the affirmative acknowledgement that the MSBA's 800-student number represented a cap on enrollment, not a specified targeted enrollment, the Minuteman School Committee voted to sign the enrollment certification at its October 18, 2011 meeting.

- At the May 22, 2012 Minuteman School Committee meeting, despite the fact that the prerequisite conditions required for proceeding with the feasibility study had not been met, and, specifically, despite the fact that Minuteman had made no attempt to go back to the sixteen member towns for approval on the proposed school sizing before proceeding with the feasibility study, over the vehement objections of the Belmont representative on the School Committee, among others, the Minuteman School Committee voted to execute a Feasibility Study Agreement with MSBA and to commence the formal feasibility study process for a school sized for a maximum of 800 students.
- It is important to note that, at this point in time, Belmont considered both contacting the MSBA directly, as we are now doing, and/or potentially taking legal action against Minuteman over the District's failure to follow the previously-mandated and agreed-upon protocol before commencing with the feasibility study. However, Belmont decided to hold off taking either action, in part due to assurances that the discussion about the appropriate sizing of the school would take place during Module 3 of the MSBA process and that Minuteman would not enter into Module 4 without the member towns having an opportunity to endorse the proposed school sizing. For example, in a subsequent letter from the Superintendent to the Belmont Board of Selectmen dated April 4, 2013, Dr. Bouquillon cited the MSBA requirements to obtain public input on proposed projects and stated:

The result of those statutory impositions is that Member Towns will have an opportunity to directly participate in determinations as to the size and scope of a proposed project.
- On July 24, 2012, presumably as a result of back-channel feedback the MSBA apparently received from some stakeholders expressing concerns about a potential school of 800 students, the MSBA issued a second enrollment certification directing Minuteman to also consider a school sized for 435 students, a level that was consistent with the MSBA's estimate in the original enrollment certification of the enrollment that could likely be supported from member-town students alone. At its August 13, 2012 meeting, as with the discussion that took place at the October 2011 Minuteman School Committee meeting regarding the initial 800-student enrollment certification, the School Committee concluded that the MSBA's revised enrollment certification did not necessarily mandate that the 435- and 800-student enrollment numbers be the only school sizes considered, but rather, that those two numbers merely represented a cap and a floor on a potential school size. Based on that explicit understanding, the Minuteman School Committee voted to sign the second enrollment certification.

- Notwithstanding the Minuteman School Committee's stated understanding that the two enrollment certifications merely represented the ends of a continuum regarding a potential school project, from late 2012 through late 2013, Minuteman's feasibility study design team focused their attention solely on those two ends of the continuum - a 435-student school and an 800-student school, culminating in the submission to the MSBA of the Preliminary Design Program for both a 435-student school and an 800-student school in November 2013.
- At the February 4, 2014 School Committee meeting, based on concerns regarding the time and cost associated with having the design team conduct a feasibility study on two separate school sizes, the School Committee authorized the design team to abandon any analysis around a 435-student school and focus exclusively on the 800-student alternative. This approval was once again based on an explicit understanding that the 800-student size was a "not to exceed" number. In fact, the motion that was adopted that night specifically stated that:

This action is taken with the understanding that, should the MSBA and public feedback support lowering this "design target enrollment", it can occur. (Emphasis added.)
- At the May 20, 2014 School Committee meeting, with no prior discussion by the Minuteman School Committee, and certainly no formal input from the member towns, the Superintendent presented his own proposal for a school sized for 628 students. The Superintendent's presentation made the case that such a school could be supported by enrollment solely from the member towns if there was a 25% increase in the application rate to Minuteman by member-town eighth-graders. The School Committee did not discuss the merits of the Superintendent's proposal that night, instead agreeing to discuss the proposal at its next meeting. At the June 27, 2014 School Committee meeting, with no further analysis or deliberation, other than the discussion at the table that night, and with no attempt to consider other potential school sizes, the School Committee voted to proceed with a school designed to accommodate 628 students.

It is worth noting that during this entire multi-year process, there was never any attempt made to determine the appropriate school sizing through a bottom-up process of looking at the vocational program mix that might be included within schools of various enrollment capacities. Partly as a result of separate requests over several years by Belmont's representative on the Minuteman School Committee, Minuteman eventually did create an Education Plan Task Force comprised of several School Committee members. That task force was convened in the summer of 2013, but its explicit charge was to look only at the menu of vocational programs that would potentially be contained within the 435- and 800-student schools specified in the MSBA enrollment certifications. There was no discussion within the Education Plan Task Force about the possible mix of vocational program offerings that might be offered in other potential schools sized somewhere between 435 and 800 students. After the School Committee vote in June 2014 to proceed forward with a recommended size of 628 students, the Education Plan Task Force was reconvened, again with the explicit mandate to consider only the menu of vocational programs that might be offered in a 628-student school.

Throughout the entire aforementioned process, there was no explicit attempt by the Minuteman School Committee to ever formally or systematically consider the positive and negative impacts of schools of other potential sizes, and there was certainly no systematic attempt to engage the member towns in specific discussions regarding potential alternative sizes for a new or renovated facility. In fact, the first and only formal sessions held in Minuteman member towns to discuss the building project were held in March and April of 2015, and those presentations were intentionally designed to limit the presentation and discussion to which building option for a 628-student school was preferable. When, in recognition of the long-standing concern within Belmont regarding the school sizing question, the Belmont School Committee representative added three slides discussing enrollment and sizing to a 50-slide presentation, he was subsequently publicly chastised by another Minuteman School Committee member as having "hijacked" the presentation and for deviating from the proscribed agenda. Notwithstanding those admonishments, in Belmont, virtually every question that was asked and virtually every comment that was made at the hearing, which was attended by the full Board of Selectmen, representatives of Belmont's Warrant (aka, Finance) Committee, Capital Budget Committee, and School Committee, as well as Town Meeting members, addressed the issue of enrollment and school sizing. In fact, at the end of the meeting, only one attendee was prepared to support any of the three 628-student school options. Every other attendee indicated that there were still key questions that needed to be addressed before any alternative could be supported by our community.

Addendum B: CRITICAL UNANSWERED QUESTIONS ON SCHOOL SIZING

It is important to understand that Belmont does not have a preconceived notion as to what the appropriate size for a new or renovated Minuteman facility should be. Belmont believes that such a decision should be the outgrowth of a disciplined analysis of that key strategic question, and that ultimately, the endorsement of that strategic decision resides with the member towns, not just with the current Minuteman administration or School Committee. That said, Belmont is not yet persuaded that a strong enough case has been made to date as to why a new or renovated Minuteman school needs to be over 50% larger than that which is supported by the District's current and recent member-town enrollment. Belmont further believes that there are several key questions that have not yet been fully addressed, and without an attempt by Minuteman to answer them in good faith, it is hard for us to see the project being supported by our community's Town Meeting members and citizens as it is currently being proposed. Some of these key unanswered questions include:

1. Projected Future In-District and Out-of-District Enrollment:

Member-town high school enrollment at Minuteman has been below the proposed school size of 628 students every year since 1989, a period of 25 years. In fact, except for a slight uptick in enrollment between 2003 and 2007, member-town enrollment at Minuteman has been below 450 students since 1994, a period of 20 years. Currently member-town enrollment at Minuteman is below 400 students, where it has essentially been for the last six years.

In spite of this declining trend in member-town enrollment, the 2011 enrollment study optimistically predicted that with improved marketing, the member-town enrollment at Minuteman could increase dramatically. In fact, the 2011 enrollment study projected that by the current 2014-2015 school year, member-town enrollment at Minuteman would have jumped to 1,067 students rather than the 384 students that were actually enrolled this year. That is essentially the same justification, albeit at a reduced magnitude, that the Superintendent used in May of 2014 to support his assertion that a school of 628 students could be fully supported by member-town enrollment. However, if one takes the peak enrollment from each and every member town over the last 15 or so years and assumes that that peak enrollment continues in perpetuity, member-town enrollment would still fall about 10% short of the recommended design enrollment of 628 students.

When Minuteman made their building project presentations to member towns this past March and April, they had scaled back the projected member-town enrollment even further, to 525 students. Even at that reduced number, Minuteman acknowledged that a 525-student in-district enrollment was predicated on the assumption that member-town enrollment in each and every Minuteman community would grow by 8% per year for four successive years, an overall increase in member-town enrollment of over 35%. No support or justification was provided for this latest assumption, other than that improved marketing and a new building would lead to an increase in member-town enrollments. Frankly, Belmont suspects that the economic and

demographic profile of the District's member towns has a far more powerful impact on the historic enrollment trends at Minuteman than either marketing or the physical condition of the facility, and a "build it and they will come" mantra is an insufficient justification, in our town's judgment, to support a school sized 50% larger than one designed to meet the current member-town enrollment.

It is possible that, in order to provide a more diverse menu of programs, in order to provide some capacity for future enrollment growth, or for other reasons, the member towns could make a strategic decision to support a school that is sized larger than one designed to serve only current member-town enrollment levels. And, in looking at the historic data, Minuteman has generally had 200 or more non-member students enrolled in its high school programs during the 20 or so years since member-town enrollment fell below 500 students. However, there are two important factors impacting non-member enrollment which Belmont feels have not adequately been considered. First is the impact that assessing non-member communities a substantial capital facilities charge (upwards of \$7,500 per student using Minuteman's current estimates) will have on the willingness of those non-member communities to send students to Minuteman versus seeking other alternatives. Belmont has heard rumblings that many of the larger-sending non-member communities have vowed not to pay such a facilities fee and to challenge the legality of such a fee in court if necessary. Second, there has been no attempt to gauge how the recently-proposed changes by DESE to the freshmen exploratory program at vocational high schools might impact non-member enrollments. In Belmont's view, in light of these two factors, some additional analysis on future non-member enrollments is required beyond the mere assertion that for the last 20 years Minuteman has had more than 200 non-member students so it should have no problem attracting equivalent levels of non-member students for the duration of the new school's useful life.

2. Menu of Vocational Programs Under Alternative Sized Facilities:

As noted in Addendum A, the Minuteman Education Plan Task Force never considered the impact that various school sizes other than 435, 800, and 628 students would have on Minuteman's vocational program offerings. However, Belmont notes that the proposed menu of vocational programs under a 628-student school includes the addition of a new Multi-Media Engineering program and the preservation of a Horticulture program that currently and recently serves only 6 member-town students. There has been no hue and cry within Belmont for Minuteman to add a Multi-Media Engineering program, and the elimination of a program that serves only 6 students from the 16 member towns would not seem to represent a significant loss to our communities. Using the MSBA's 40-students-per-program metric that Minuteman used for those two programs, eliminating those two programs alone suggests that a new Minuteman facility could easily be sized at 548 students with no material impact on program diversity. There may be other programmatic adjustments that might well support other potential size configurations. From Belmont's perspective, it does not appear that any of this "what if?", bottom-up analysis has ever been undertaken by the School Committee, and certainly no such thinking has ever been shared with the member towns.

3. Projected Costs and Financial Risks Associated With Alternative Sized Facilities:

As part of the community briefings held in the member communities this past March and April, Minuteman released summary cost projections for the three 628-student school options, as well as a cost for renovating the facility without MSBA assistance. However, there has been no detail provided on the supporting assumptions that lie behind those projections. More importantly, subsequent to the building project briefings, Minuteman indicated that the cost for building a new 435-student school was estimated at \$135.7 million, a reduction of only \$9.2 million, or 6.4%, from the estimated \$144.9 million cost of a new 628-student school. A 6.4% cost reduction for almost a 50% reduction in capacity seems counterintuitive to us. At a minimum, Belmont would like to see some more detail regarding the assumptions that were used to develop the current cost estimates. Moreover, in order to make a fully informed decision on school sizing, it is essential that the member towns also have some mechanism to understand how those building costs might change under alternative sized schools.

In addition to obtaining a better understanding of the projected upfront capital costs associated with different sized facilities, member towns should also have some understanding of the marginal difference in the District operating budget that would be associated with different sized facilities. And, towns also need a better understanding regarding the sensitivity to those capital cost and operating cost estimates should non-member enrollment fall below the current estimates and/or the State reverse its current stance on allowing vocational schools to charge non-member communities a capital facilities fee because, ultimately, it is the member towns that will bear the financial risk of any debt issued to build a school sized larger than that which is needed to serve just member-town students

June 24, 2015

Mary Ann Williams OPM
SKANSKA

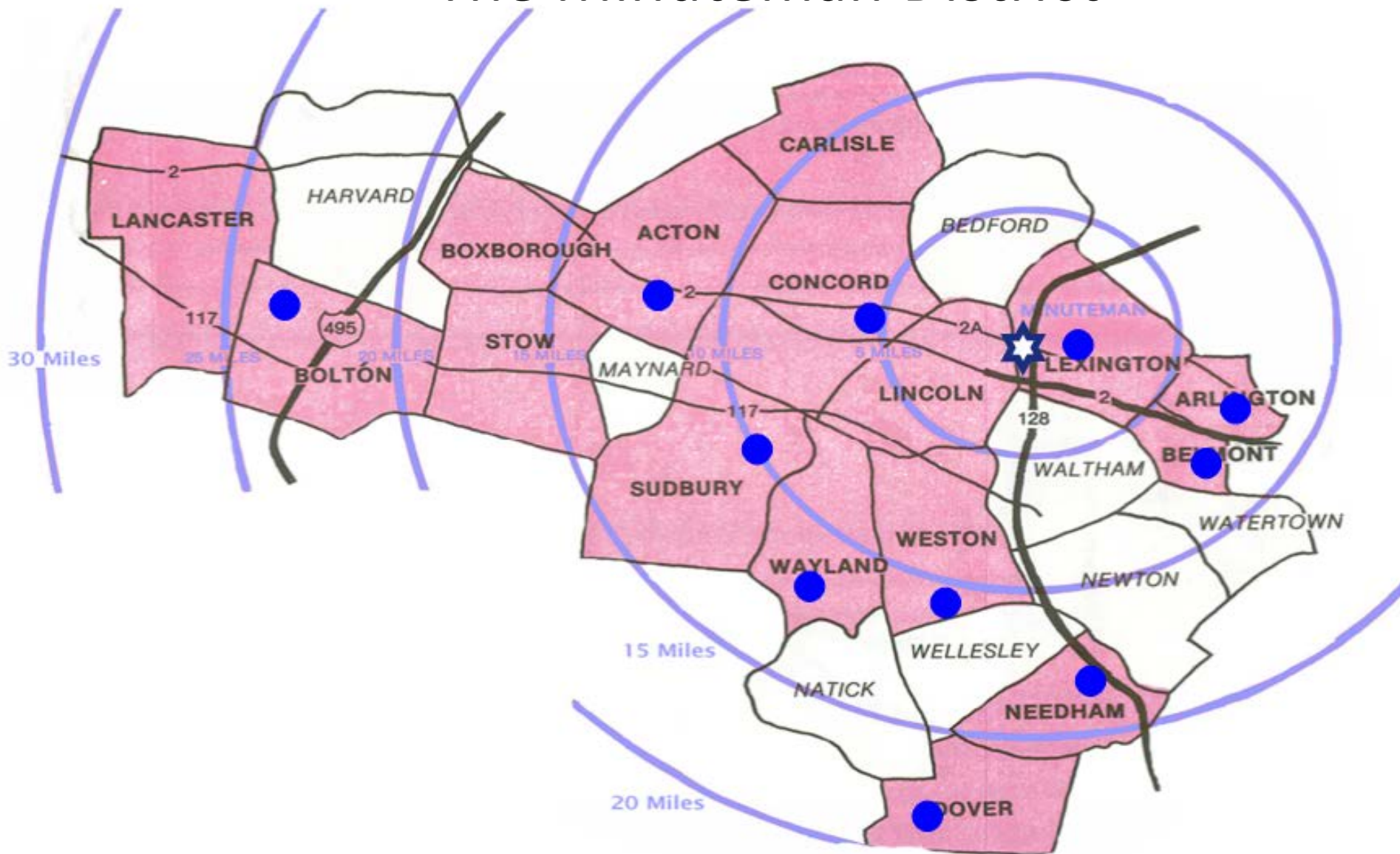
Edward A. Bouquillon PhD
Superintendent-Director



Minuteman Regional Vocational Technical School District

MSBA's Facilities Assessment Subcommittee Presentation

The Minuteman District



Attachment: MM_MSBA_Selected_5 (1402 : Minuteman Building Project)

Design Enrollment Selection Factors

435 student enrollment population:

- significant reduction in the diversity of Chapter 74 programs
- overall reduction in academic electives, student activities, and sports offerings required to sustain such a small school

800 student enrollment population:

- Low appetite for the cost of accommodating a student population of 800
- More out of district students would be needed

628 student enrollment population (preferred):

- Regulations created a capital fee for students of non-member communities
- Communities support a school 550 to 628 students
- Communities support a smaller number of non-member students
- Regulations now prioritize member town student applications
- Inter-municipal agreements with specific non-member communities created
- Increasing demand for career and technical education being experienced regionally
- Larger member communities reported increases in K-8 enrollment

Summary of Preliminary Design Pricing for Final Evaluation of Options

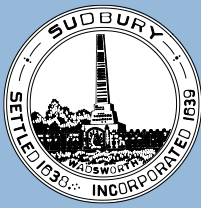
Option (Description)	Total Gross Square Feet	Square Feet of Renovated Space (cost*/sf)	Square Feet of New Construction (cost*/sf)	Site, Building Takedown, Haz Mat Cost*	Estimated Total Construction ** (cost*/sf)	Estimated Total Project Costs
Option A: Renovation 435	258,683	233,168 \$434/sf	25,515 \$480/sf	\$8,697,166	\$122,143,261 \$472/sf	\$167,336,268
Option B: New 435	224,997	0 \$0/sf	224,997 \$448/sf	\$18,150,508	\$119,556,674 \$531/sf	\$143,468,009
Option C: Renovation 800	337,184	337,184 \$398/sf	0 \$0/sf	\$9,119,478	\$143,468,001 \$425/sf	\$196,551,161
Option D: Reno/Add 800	338,288	139,900 \$365/sf	198,388 \$506/sf	\$11,492,199	\$162,871,611 \$481/sf	\$218,247,959
Option E: New 800	323,537	0 \$0/sf	323,537 \$441/sf	\$18,195,397	\$160,793,182 \$497/sf	\$192,951,818
Option F: Renovation 628	305,808	305,808 \$394/sf	0 \$0/sf	\$8,886,780	\$129,223,980 \$423/sf	\$176,547,602
Option G: Reno/Add 628	284,512	123,491 \$348/sf	161,021 \$482/sf	\$10,646,439	\$131,310,459 \$462/sf	\$175,333,834
Option H: New 628***	242,893	0 \$0/sf	242,893 \$428/sf	\$17,507,727	\$121,392,277 \$500/sf	\$144,922,145

Attachment: MM_MSBA_Selected_5 (1402 : Minuteman Building Project)

* Marked up construction costs ** Does not include construction contingency ***Preferred option

Community Outreach and Feedback

- Issued news releases prior to every presentation.
- Generated at least 39 newspaper articles on the building project in just three months.
- Made calls and sent emails to students, parents, community members, business leaders, and alumni.
- Conducted multi-media presentations to 15 district towns, plus the General Advisory Committee, with most presentations led by School Building Committee members.
- Solicited community input by written survey forms and via Survey Monkey.
- Compiled results showing 89.1% of the respondents preferred construction of a new school.
- Posted building committee agendas, minutes, and other documents on the school's website



SUDBURY BOARD OF SELECTMEN
Tuesday, July 14, 2015

MISCELLANEOUS (UNTIMED)

7: Discuss future agenda items

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discussion of future agenda items

Recommendations/Suggested Motion/Vote: Discussion of future agenda items

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

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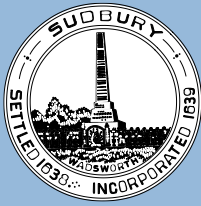
MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:



CONSENT CALENDAR ITEM

8: Fairbank Task Force - add BOS member

REQUESTOR SECTION

Date of request:

Requestor: Chairman Brown

Formal Title: Vote to amend the Fairbank Community Center Task Force mission statement membership composition to include two members of the Board of Selectmen.

Recommendations/Suggested Motion/Vote: Vote to amend the Fairbank Community Center Task Force mission statement membership composition to include two members of the Board of Selectmen.

Background Information:
Attached current mission statement

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

07/14/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:

Fairbank Community Center Study Task Force

Town of Sudbury

**Voted to establish November 7, 2012 by the Sudbury Board of Selectmen
Amended March 12, 2013
Amended July 9, 2013
Amended May 20, 2014**

Mission:

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

Board of Selectmen Amendments:

Board of Selectmen amended and extended the mission of the Task Force to include bringing forth the proposal for a Master Plan at Town Meeting in May 2013, and extends the term of the committee to May 31, 2015. The Mission of the Task Force will continue as research committee for programs and use groups and dissemination of information on behalf of user groups. The task force will also be charged with the task of private fund raising to support the funding for a master plan and a portion of the construction costs. The Task Force will continue working with the Permanent Building Committee with respect to designer selection and development of the Master Plan and Feasibility Study.

Membership:

The Task Force shall be appointed by the Board of Selectmen and shall be comprised of:

1. One member of the Board of Selectmen
2. One member of the Park and Recreation Commission
3. One member of the Council on Aging
4. One member of the Sudbury Public School Committee
5. Two members of the Permanent Building Committee
6. The Combined Facilities Director
7. One member of the Finance Committee
8. Three non-committee citizen members

The Task Force will provide a mechanism for thoughtful and public review of the best alternatives for dealing with the current and future use and space needs at the Fairbank Community Center and will bring forth the proposal for a master plan at Town Meeting and continue development of master plan for Community Center.

Responsibilities:

In an attempt to develop a recommendation to the Board of Selectmen on roof replacement and future master plan for a Community Center, the Task Force will concentrate on the following issues:

1. What future space needs might the Recreation and Council on Aging programs and offices need in the future, and how could those needs be accommodated vis-à-vis the current building footprint? What additions to the building might be required and if so, what are options for those additions? What major sections might need to be changed or redeveloped? How would all these potential building changes be related to the proposed roof replacement? Can a reasonable total square footage number be preliminarily generated for cost estimation purposes?
2. What kind of community center facility have other towns constructed? What is the square footage? Do they include an indoor pool (natatorium)? How much did those facilities cost? How were they financed? How long did the project take from initial design to opening?

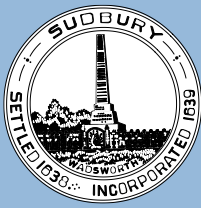
These questions are starting points in the overall goal of developing a report for the Board of Selectmen and the community on the future plans and needs desired at the Community Center. The committee will be act in an advisory role to the Permanent Building Committee during the procurement process for designer selection, if approved.

Staffing: The Town's Facilities Director will provide some staffing assistance, but Task Force members are expected to conduct the research and gather data as part of their committee service.

Compliance with State and Local Laws:

The Task Force 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. Task Force members must limit their activities and scope to that described in this Mission Statement.

All meetings of the Task Force will be held in public sessions. One member of the Task Force should be designated as Clerk, and shall keep minutes of all meetings.



SUDBURY BOARD OF SELECTMEN

Tuesday, July 14, 2015

CONSENT CALENDAR ITEM

9: Memorial Day Committee Appointments

REQUESTOR SECTION

Date of request: July 7, 2015

Requested by: Leila S. Frank

Formal Title: Vote to appoint Elizabeth Dow, 52 Horse Pond Road, and Suzanne Steinbach, 83 Maynard Farm Road, to the Memorial Day Committee for terms to expire October 30, 2018, as requested by Peter Harvell, Chairman.

Recommendations/Suggested Motion/Vote: Vote to appoint Elizabeth Dow, 52 Horse Pond Road, and Suzanne Steinbach, 83 Maynard Farm Road, to the Memorial Day Committee for terms to expire October 30, 2018, as requested by Peter Harvell, Chairman.

Background Information:

Please see applications and correspondence attached

Financial impact expected:N/A

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

07/14/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Frank, Leila

From: Peter R. Harvell <prh@framinghamma.gov>
Sent: Friday, June 12, 2015 2:26 PM
To: Selectmen's Office
Cc: Vert, Lillian
Subject: FW: Memorial Day Committee Member Re-appointment and new members 2015

From: Peter R. Harvell
Sent: Thursday, June 11, 2015 12:09 PM
To: 'selectmenoffice@sudbury.ma.us'; memorialday@sudbury.ma.us; suzannesteinbachster@gmail.com
Cc: 'vertL@sudbury.ma.us'
Subject: Memorial Day Committee Member Re-appointment and new members 2015

Hi Leila,

The following committee members would all like to be re-appointed:

Laura Abrams
 James Wiegel
 Kenneth Hiltz

The following people have been voted on by the committee for recommendation to the Selectman's Office for appointment to the committee.

Elizabeth Dow, voted on by committee April 2, 2015

Suzanne Steinbach, voted on by committee April 23, 2015

I, Peter Harvell will not be seeking reappointment to the committee.

Thank you,

Peter Harvell
 Chairman
 Memorial Day Committee

From: Selectmen's Office < >
Subject: Memorial Day Committee Member Re-appointment 2015
Date: March 20, 2015 2:49:34 PM EDT
To: "PHarvell@verizon.net" <PHarvell@verizon.net>
Cc: "Vert, Lillian" <VertL@sudbury.ma.us>

Dear Mr. Harvell,

As chairman of the Memorial Day Committee, your comments and recommendation concerning the reappointment of the following member(s) whose terms will expire on 5/31/15 are requested:

Peter R. Harvell
 Laura Abrams

Attachment: Memorial Day Committee Appointments (1407 : Memorial Day Committee Appointments)

James Wiegel
Kenneth Hiltz

Please respond by **March 30, 2015**.

If any vacancies exist or replacements are needed, please forward recommendations from your board for new member(s). The application for board/committee appointment can be found here: https://sudbury.ma.us/selectmen/?attachment_id=199

Thank you,
Leila

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

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

One Framingham - Focused on the Future

Please be advised that the Massachusetts Secretary of State considers e-mail to be a public record, and therefore subject to public access under the Massachusetts Public Records Law, M.G.L. c. 66 § 10.

TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT

RECEIVED
BOARD OF SELECTMEN
SUDBURY, MA

2015 APR -3 A 8: 13

BOARD OF SELECTMEN
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

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

Board or Committee Name: Memorial Day Committee

Name: Elizabeth Dow
Address: 52 Horse Pond Rd Email Address: [REDACTED]
Home phone: _____ Work or Cell ph: [REDACTED]

Years lived in Sudbury: 34

Brief resume of background and pertinent experience:
I was a girl scout for many years who helped plant flowers at the veterans graves. I have also helped Laura Abrams with changing the flags at the veterans graves.

Municipal experience (if applicable): I was a crossing guard for the Town of Henniker, New Hampshire.

Educational background: Sudbury Public schools, L-5 graduate and New England College graduate.

Reason for your interest in serving: The town needs younger people to start filling in more rolls of helping the town. I also had several members of my family serve in the military.

Times when you would be available (days, evenings, weekends): any day in the evening.

Do you or any member of your family have any business dealings with the Town? If yes, please explain:
Yes my family sells the geraniums to the town for the veterans graves.

EMD (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 Elizabeth Dow Date 4/3/15

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: Memorial Day Committee

Name: Suzanne F. Steinbach
Address: 83 Maynard Farm Road, Sudbury Email Address: [REDACTED]
Home phone: [REDACTED] Work or Cell phone: _____

Years lived in Sudbury: 27

Brief resume of background and pertinent experience:
I worked at Boston City Hospital, subsequently Boston Medical Center, for 25 years and during those years, often served on committees for various purposes.

Municipal experience (if applicable):
None

Educational background:
B. Sci. Biology 1972, M.D. 1976; training in pediatrics and lung disease

Reason for your interest in serving:
My father, Capt. John H. Fields, was killed in action in Korea, May 18, 1951.

Times when you would be available (days, evenings, weekends):
Since I am retired, my schedule is flexible

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

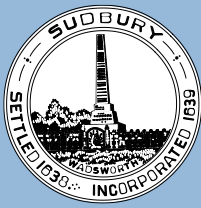
RECEIVED
BOARD OF SELECTMEN
SUDBURY, MA
2014 NOV -4 P 12:06

_____ (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 Suzanne F. Steinbach Date October 1, 2014



SUDBURY BOARD OF SELECTMEN

Tuesday, July 14, 2015

CONSENT CALENDAR ITEM

10: Annual Election Worker Appointments

REQUESTOR SECTION

Date of request:

Requestor: Town Clerk and Democratic and Republican Town Committee Chairmen

Formal Title: Annual vote to appoint Election Officers for a one-year term, commencing August 15, 2015 and ending August 14, 2016, as recommended by the Democratic and Republican Town Committee Chairmen and the Town Clerk.

Recommendations/Suggested Motion/Vote: Request the Board takes two votes: (1) vote to appoint Gail-Ann Simon and (2) vote to appoint remaining election officers. Request that Selectman Simon abstain from first vote, as was the case last year.

Background Information:

Please see attached lists.

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

07/14/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:

Additional Election Workers to Appoint
2015-2016

Last\First Name	Election Officer Type	Political Party	Precinct
Simon, Gail-Ann	Inspector	Unenrolled	2

Attachment: Gail Ann Simon 6.15.15 (1409 : Annual Election Worker Appointments)

Democratic/Unenrolled Election Officers

2015-2016

Beverly Guild - Democratic Town Committee Chair

Last\First Name	Election Officer Type	Political Party	Precinct
Abrams, Susan F.	Clerk	Democrat	4
Adelson, Paula E.	Warden	Democrat	
Angelosanto, Margaret M.	Inspector	Democrat	3
Baig, Joy	Inspector	Democrat	2
Bannon, Maureen M.	Inspector	Democrat	3
Bausk, Jacqueline A.	Inspector	Democrat	2
Bausk, Joseph D.	Warden	Democrat	2
Bishop, Elizabeth B.	Inspector	Democrat	4
Blanchette, Susanne M.	Inspector	Democrat	4
Blatt, Judith	Inspector	Democrat	2
Boyce, Sheila J.	Inspector	Democrat	3
Chauls, Donald S.	Inspector	Democrat	2
Chauls, Estrella R.	Inspector	Democrat	2
Cline, Sherrill P.	Teller	Democrat	4
Demerjian, Karen	Inspector	Democrat	
Fridman, Eva Jane	Inspector	Democrat	3
Gannon, Doris M.	Inspector	Democrat	5
Gazza , Vera R.	Inspector	Democrat	
Goldsmith, Howard	Inspector	Democrat	3
Greene, Steven	Warden	Democrat	1
Griesel, Ruth A	Inspector	Democrat	4
Gross, Judith S.	Inspector	Democrat	1
Guild, Beverly B.	Warden	Democrat	3
Hall, Sandra T.	Inspector	Democrat	1
Hollocher, Thomas C.	Inspector	Democrat	4
Hunter, Regina	Inspector	Democrat	5
Kelly, Jr., Joseph	Inspector	Democrat	2
Knapp, Lorraine S.	Inspector	Democrat	3
MacLeod, Christel	Inspector	Democrat	3
Marotta, Paul J.	Inspector	Democrat	3
Merra, Judith A.	Inspector	Democrat	3
Moeller, Jane	Deputy Clerk	Democrat	1
Radoski, Liz	Teller	Democrat	5
Ragno, Nancy	Inspector	Democrat	2
Rettman, Bonita	Inspector	Democrat	5
Reutlinger, Eileen C.	Inspector	Democrat	2
Sears, Dorothy M.	Warden	Democrat	2

Attachment: Democratic EW 6.15.15 (1409 : Annual Election Worker Appointments)

Signorino, Carolina	Inspector	Democrat	5
Somers, Nancy J.	Clerk	Democrat	5
Travers, Jo Susan	Deputy Clerk	Democrat	3
Abbott, Mary Lou	Inspector	Unenrolled	5
Anderson, Carolyn A.	Inspector	Unenrolled	4
Barrett, Sarah	Inspector	Unenrolled	1
Bates, Nancy A.	Clerk	Unenrolled	
Bennett, Joanne	Inspector	Unenrolled	2
Bennett, Michael	Inspector	Unenrolled	
Boyle Zywiak, Norina	Inspector	Unenrolled	3
Burns, Joan H.	Deputy Clerk	Unenrolled	
Byington, Alice E.	Inspector	Unenrolled	5
Cahill, Marie B.	Inspector	Unenrolled	3
Clear, Declan	Inspector	Unenrolled	2
Comstock, Rita	Inspector	Unenrolled	2
Connelly, Maryann	Clerk	Unenrolled	3
Corley, Mary G.	Deputy Clerk	Unenrolled	2
Coyne, Timothy C.	Warden	Unenrolled	4
Cutler, Betsey	Inspector	Unenrolled	3
DeMille, Sandra B.	Inspector	Unenrolled	3
Derby, Janet	Inspector/Clerk	Unenrolled	3
Diefenbacher, Elizabeth	Inspector	Unenrolled	3
Erbafina, Tina	Inspector	Unenrolled	3
Ericson, Jeanne R	Inspector	Unenrolled	4
Frazer, Virginia R.	Monitor/Ballot Box	Unenrolled	4
French, Mary Ellen	Inspector	Unenrolled	2
Friedlander, Carlie	Inspector	Unenrolled	
Friedlander, Thomas	Teller/Clerk	Unenrolled	4
Garcia, Lydia	Clerk	Unenrolled	2
Glaser, Marion (Dev)	Inspector	Unenrolled	2
Goldsmith, Barbara	Inspector	Unenrolled	3
Graham, Jane	Inspector	Unenrolled	5
Greenberg, Robert	Inspector	Unenrolled	4
Greene, Ruth	Inspector	Unenrolled	1
Hayes, Patricia	Deputy Clerk	Unenrolled	4
Howard , Patricia B.	Warden	Unenrolled	2
Hutchinson, Don	Inspector	Unenrolled	5
James, Erika	Inspector	Unenrolled	
Jennings, Donald	Inspector	Unenrolled	2
Johnson, Ann Marie	Inspector	Unenrolled	5
Johnson, Donna	Inspector	Unenrolled	5
Johnson, Sandra	Inspector	Unenrolled	

Kaufman, Phyllis	Teller	Unenrolled	3
Keenan, Karen M.	Inspector/Clerk/Teller	Unenrolled	4
Lee, Robert	Inspector	Unenrolled	2
Maurer, Jeannette	Inspector	Unenrolled	1
McCormack, Mary	Inspector	Unenrolled	
McCree, Carolyn	Inspector	Unenrolled	4
Merra, Sam	Inspector	Unenrolled	3
Nelson, Muriel N.	Inspector/Teller	Unenrolled	4
Nikula, Elizabeth	Teller/Deputy Clerk	Unenrolled	1
Nikula, John V.	Inspector/Teller	Unenrolled	1
O'Connell, Antoinette J.	Clerk	Unenrolled	3
O'Connor, Susan	Inspector	Unenrolled	5
Riggert, H Ronald	Inspector	Unenrolled	5
Royea, Marie	Inspector	Unenrolled	1
Schiller, Christine D.	Inspector	Unenrolled	2
Schow, Joan M.	Inspector	Unenrolled	4
Scott, Mary	Inspector	Unenrolled	4
Sklenak, Deanna	Deputy Clerk	Unenrolled	2
Sonnenschein, DeBorah J.	Warden	Unenrolled	1
Swirsky, Gabrielle (Gay)	Inspector	Unenrolled	3
Thompson, Judith F.	Deputy Clerk	Unenrolled	3
Travers, Thomas S.	Warden	Unenrolled	3
Tyler, Patricia	Inspector	Unenrolled	2
Whittemore, Margaret T.	Monitor/Ballot Box	Unenrolled	4

This list is to be approved by the Democratic Chair, Beverly Guild

Chair Signature

Date

Republican/Unenrolled Election Officers

2015-2016

Madeleine Gelsinon - Republican Town Committee Chair

Last\First Name	Election Officer Type	Political Party	Precinct
Barnes, Jr., Arnold A.	Inspector	Republican	3
Barnes, Sally S.	Inspector	Republican	3
Burke, Catherine	Inspector	Republican	4
Card, Louise P.	Clerk	Republican	1
Cerul, Roberta G.	Warden	Republican	3
Coe, Martha J.	Monitor/Ballot Box	Republican	5
Conlin, Jeffrey	Inspector	Republican	3
DeSantis, Philip J.	Deputy Clerk	Republican	
DeSantis, SantaJean	Teller	Republican	
Dubois, Linda	Inspector	Republican	2
Dufault, Tammie Rhodes	Inspector/Teller	Republican	1
Gelsinon, Madeleine R.	Inspector	Republican	4
Gray-Nix, Elizabeth	Clerk	Republican	
Hullinger, Siobhan Condo	Deputy Clerk	Republican	2
Hunnewell, Betsy M.	Clerk	Republican	3
Lavery, Anne B.	Inspector	Republican	4
Lee, Joan	Inspector	Republican	5
MacLean, Marilyn A.	Warden	Republican	4
Matthews, Kevin	Teller	Republican	1
McMorrow, Alice B	Inspector	Republican	1
McMorrow, Maureen	Inspector/Teller	Republican	
Murray, Lynn	Deputy Clerk/Warden	Republican	4
Newton, Teresa W.	Inspector	Republican	3
Rogers, Robert	Inspector	Republican	1
Roopenian, Kirsten	Teller	Republican	5
Tate, Evelyn J.	Teller/Inspector	Republican	2
Thomas, Susan	Inspector	Republican	1
Wallingford, Elizabeth J.	Inspector	Republican	4
Abbott, Mary Lou	Inspector	Unenrolled	5
Anderson, Carolyn A.	Inspector	Unenrolled	4
Barrett, Sarah	Inspector	Unenrolled	1
Bates, Nancy A.	Clerk	Unenrolled	
Bennett, Joanne	Inspector	Unenrolled	2
Bennett, Michael	Inspector	Unenrolled	
Boyle Zywiak, Norina	Inspector	Unenrolled	3
Burns, Joan H.	Deputy Clerk	Unenrolled	
Byington, Alice E.	Inspector	Unenrolled	5
Cahill, Marie B.	Inspector	Unenrolled	3
Clear, Declan	Inspector	Unenrolled	2
Comstock, Rita	Inspector	Unenrolled	2
Connelly, Maryann	Clerk	Unenrolled	3
Corley, Mary G.	Deputy Clerk	Unenrolled	2

Attachment: Republican EW 6.15.15 (1409 : Annual Election Worker Appointments)

Coyne, Timothy C.	Warden	Unenrolled	4
Cutler, Betsey	Inspector	Unenrolled	3
DeMille, Sandra B.	Inspector	Unenrolled	3
Derby, Janet	Inspector/Clerk	Unenrolled	3
Diefenbacher, Elizabeth	Inspector	Unenrolled	3
Erbafina, Tina	Inspector	Unenrolled	3
Ericson, Jeanne R	Inspector	Unenrolled	4
Frazer, Virginia R.	Monitor/Ballot Box	Unenrolled	4
French, Mary Ellen	Inspector	Unenrolled	2
Friedlander, Carlie	Inspector	Unenrolled	
Friedlander, Thomas	Teller/Clerk	Unenrolled	4
Garcia, Lydia	Clerk	Unenrolled	2
Glaser, Marion (Dev)	Inspector	Unenrolled	2
Goldsmith, Barbara	Inspector	Unenrolled	3
Graham, Jane	Inspector	Unenrolled	5
Greenberg, Robert	Inspector	Unenrolled	4
Greene, Ruth	Inspector	Unenrolled	1
Hayes, Patricia	Deputy Clerk	Unenrolled	4
Howard , Patricia B.	Warden	Unenrolled	2
Hutchinson, Don	Inspector	Unenrolled	5
James, Erika	Inspector	Unenrolled	
Jennings, Donald	Inspector	Unenrolled	2
Johnson, Ann Marie	Inspector	Unenrolled	5
Johnson, Donna	Inspector	Unenrolled	5
Johnson, Sandra	Inspector	Unenrolled	
Kaufman, Phyllis	Teller	Unenrolled	3
Keenan, Karen M.	Inspector/Clerk/Teller	Unenrolled	4
Lee, Robert	Inspector	Unenrolled	2
Maurer, Jeannette	Inspector	Unenrolled	1
McCormack, Mary	Inspector	Unenrolled	
McCree, Carolyn	Inspector	Unenrolled	4
Merra, Sam	Inspector	Unenrolled	3
Nelson, Muriel N.	Inspector/Teller	Unenrolled	4
Nikula, Elizabeth	Teller/Deputy Clerk	Unenrolled	1
Nikula, John V.	Inspector/Teller	Unenrolled	1
O'Connell, Antoinette J.	Clerk	Unenrolled	3
O'Connor, Susan	Inspector	Unenrolled	5
Riggert, H Ronald	Inspector	Unenrolled	5
Royea, Marie	Inspector	Unenrolled	1
Schiller, Christine D.	Inspector	Unenrolled	2
Schow, Joan M.	Inspector	Unenrolled	4
Scott, Mary	Inspector	Unenrolled	4
Sklenak, Deanna	Deputy Clerk	Unenrolled	2
Sonnenschein, DeBorah J.	Warden	Unenrolled	1
Swirsky, Gabrielle (Gay)	Inspector	Unenrolled	3
Thompson, Judith F.	Deputy Clerk	Unenrolled	3
Travers, Thomas S.	Warden	Unenrolled	3

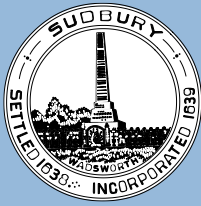
Tyler, Patricia	Inspector	Unenrolled	2
Whittemore, Margaret T.	Monitor/Ballot Box	Unenrolled	4

This list is to be approved by the Republican Chair, Madeleine Gelson

Chair Signature

Date

Attachment: Republican EW 6.15.15 (1409 : Annual Election Worker Appointments)



SUDBURY BOARD OF SELECTMEN
Tuesday, July 14, 2015

CONSENT CALENDAR ITEM

11: Minutes acceptance

REQUESTOR SECTION

Date of request:

Requestor: Chairman Brown

Formal Title: Vote to approve the regular session minutes of 5/4/15, 5/5/15, 6/9/15, and 6/17/15

Recommendations/Suggested Motion/Vote: Vote to approve the regular session minutes of 5/4/15, 5/5/15, 6/9/15, and 6/17/15

Background Information:
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

07/14/2015 7:30 PM

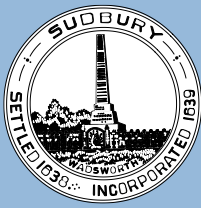
MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:



SUDBURY BOARD OF SELECTMEN

Tuesday, July 14, 2015

CONSENT CALENDAR ITEM

12: Accept two Sudbury Foundation grants

REQUESTOR SECTION

Date of request:

Requestor: Interim Town Manager Bilodeau

Formal Title: Vote to accept, on behalf of the Town, two grants from The Sudbury Foundation, as noted in a July 2, 2015 letter from Marilyn Martino, Executive Director. The first grant, \$7,055, is to enable the Fire Chief to purchase an ALS training simulator manikin to assist with Paramedic and EMT training sessions. The second grant, \$7,500, is to engage the Board of Selectmen in team building and communication consultation with Jon Wortmann.

Recommendations/Suggested Motion/Vote: Vote to accept, on behalf of the Town, two grants from The Sudbury Foundation, as noted in a July 2, 2015 letter from Marilyn Martino, Executive Director. The first grant, \$7,055, is to enable the Fire Chief to purchase an ALS training simulator manikin to assist with Paramedic and EMT training sessions. The second grant, \$7,500, is to engage the Board of Selectmen in team building and communication consultation with Jon Wortmann.

Background Information:

Attached memo from Maryanne Bilodeau and letters from Sudbury Foundation Executive Director, Marilyn Martino.

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

07/14/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:



THE SUDBURY
FOUNDATION

Trustees

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

Staff

- Marilyn Martino
Executive Director
- Tricia Brunner
Grants Administrator

July 2, 2015

RECEIVED
BOARD OF SELECTION
SUDBURY, MA

2015 JUL -6 A 11: 38

Ms. Maryanne Bilodeau
Interim Town Manager
Town of Sudbury
278 Old Sudbury Road
Sudbury, MA 01776

Dear Maryanne:

On behalf of the Sudbury Foundation, I am delighted to enclose a grant check for \$7,055 to enable the Fire Chief to purchase an Advanced Life System (ALS) training simulator manikin that will enable enhanced training scenarios for the Fire Department's Paramedic and Emergency Medical Technicians.

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

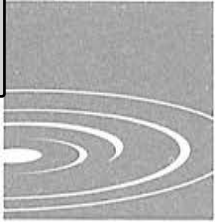
Maryanne, the Trustees are pleased to support the wonderful work of the Town's Fire Department and join me in wishing you the best.

Warm regards,

Marilyn Martino
Executive Director

cc: Bill Miles, Fire Chief

enclosure



THE SUDBURY
FOUNDATION

Grant Acknowledgment

Organization: Town of Sudbury

Grant Amount: \$7,055

Date: July 6, 2015

Purpose: To purchase a Advanced Life System (ALS) training simulator manikin that will enable enhanced training scenarios for the Fire Department's Paramedic and Emergency Medical Technicians.

We hereby acknowledge receipt from the Sudbury Foundation of the grant described above.

As a condition of the grant award, the Trustees request a financial statement and programmatic report describing the way in which the funds were spent and giving an appraisal of the results achieved. Applicants receiving support for a special or one-year project should submit their reports to the Foundation upon completion of the project or within one year of receiving the grant award, whichever comes first. In some cases, the Foundation may request a Year Two report as well. Recipients of multi-year grants are required to submit annual reports.

The Foundation should be notified immediately of significant changes in the management of the organization, the project manager or the project itself.

It is understood that any portion of this grant not needed for the designated purpose will be repaid to the Foundation unless permission to do otherwise is expressly given by the Trustees.

In all public statements, the Trustees request that you acknowledge this grant as a gift from the Sudbury Foundation.

The Sudbury Foundation was established in 1952 by Sudbury residents Herbert and Esther Atkinson. The Foundation is guided by the Atkinsons' generosity and commitment to the people and places that brought meaning to their lives. The Foundation operates a local scholarship program and three geographically-focused nonprofit grantmaking programs.

Please sign and return one copy of this acknowledgment form to 326 Concord Road, Sudbury, MA 01776. A second copy has been provided for your records.

Signature: _____

Title: _____

Date: _____



THE SUDBURY FOUNDATION

RECEIVED
BOARD OF SELECTMEN
SUDBURY, MA

2015 JUL -6 A 11: 38

July 2, 2015

Trustees

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

Ms. Maryanne Bilodeau
Interim Town Manager
Town of Sudbury
278 Old Sudbury Road
Sudbury, MA 01776

Staff

Marilyn Martino
Executive Director
Tricia Brunner
Grants Administrator

Dear Maryanne:

On behalf of the Sudbury Foundation, I am delighted to enclose a grant check for \$7,500 to engage the town's board of selectmen in a team building and strategic communications consultation with Jon Wortmann.

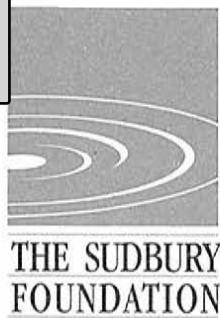
Also enclosed is an acknowledgment form describing the conditions of a Sudbury Foundation grant. These include submission of financial and programmatic reports upon completion of the project or within a year of the grant award, whichever comes first. A sample grant report outline is also enclosed. Please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

Maryanne, we are pleased to support this project, drawn from the recommendations of the Sudbury Listening Project team, and look forward to the process which is designed to build stronger working relationships among the selectmen and with the community. The Trustees join me in wishing you much success with the project.

Warm regards,

Marilyn Martino
Executive Director

enclosure



Grant Acknowledgment

Organization: Town of Sudbury

Grant Amount: \$7,500

Date: July 6, 2015

Purpose: To engage the town's board of selectmen in a team-building and strategic communications consultation.

We hereby acknowledge receipt from the Sudbury Foundation of the grant described above.

As a condition of the grant award, the Trustees request a financial statement and programmatic report describing the way in which the funds were spent and giving an appraisal of the results achieved. Applicants receiving support for a special or one-year project should submit their reports to the Foundation upon completion of the project or within one year of receiving the grant award, whichever comes first. In some cases, the Foundation may request a Year Two report as well. Recipients of multi-year grants are required to submit annual reports.

The Foundation should be notified immediately of significant changes in the management of the organization, the project manager or the project itself.

It is understood that any portion of this grant not needed for the designated purpose will be repaid to the Foundation unless permission to do otherwise is expressly given by the Trustees.

In all public statements, the Trustees request that you acknowledge this grant as a gift from the Sudbury Foundation.

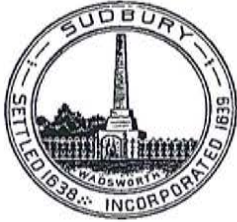
The Sudbury Foundation was established in 1952 by Sudbury residents Herbert and Esther Atkinson. The Foundation is guided by the Atkinsons' generosity and commitment to the people and places that brought meaning to their lives. The Foundation operates a local scholarship program and three geographically-focused nonprofit grantmaking programs.

Please sign and return one copy of this acknowledgment form to 326 Concord Road, Sudbury, MA 01776. A second copy has been provided for your records.

Signature: _____

Title: _____

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

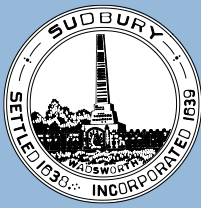
To: Board of Selectmen
From: Maryanne Bilodeau *MB*
Re: Sudbury Foundation Grants
Date: June 26, 2015

As I mentioned at your last Selectmen's meeting under the Town Manager Comments, we've received approval from the Sudbury Foundation for two grant requests:

1. \$7,500 for the Selectmen meetings with Jon Wortmann from Novel Communication;
2. \$7,055 for the Fire Dept. to purchase a new manikin which will help with the training for the new cardiac monitors that were approved at Town Meeting in May;

At this time I would like to request that the Board of Selectmen accept these two grants.

Thank you.



SUDBURY BOARD OF SELECTMEN
Tuesday, July 14, 2015

CONSENT CALENDAR ITEM
13: Wally "Bells On" 5K & Kids 1K

REQUESTOR SECTION

Date of request: June 26, 2015

Requestor: Anneke Bartelsman, Sudbury Education Association

Formal Title: Vote to Grant a Special Permit to the Sudbury Education Association, to Hold the “Wally 'Bells On' 5K & Kids 1K” on Sunday October 4, 2015, from 10:00 A.M. through approximately 12:00 P.M., subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the race’s conclusion.

Recommendations/Suggested Motion/Vote: Vote to Grant a Special Permit to the Sudbury Education Association, to Hold the “Wally 'Bells On' 5K & Kids 1K” on Sunday October 4, 2015, from 10:00 A.M. through approximately 12:00 P.M., subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the race’s conclusion.

Background Information:
CONSENT CALENDAR

Financial impact expected:N/A

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

07/14/2015 7:30 PM

MEETING NOTES SECTION

Board’s action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:



TOWN OF SUDBURY

Office of Selectmen
www.sudbury.ma.us

RECEIVED
BOARD OF SELECTMEN
SUDBURY, MASSACHUSETTS
2015 JUN 2 P 6:16
Mlynn Building
278 Old Sudbury Rd
Sudbury, MA 01776-1843
978-69-3381
Fax: 978-443-0756
Email: selectmen@sudbury.ma.us

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

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

Organization Name Sudbury Education Association

Event Name Wally Bells - On 5K & Kids 1K

Organization Address 22 Pratts Mill Rd, Sudbury, MA 01776

Name of contact person in charge Anneke Bartelsman

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

Email address _____

Date of event 10/4/15 Rain Date _____

Starting time 10am Ending time 12pm

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

Anticipated number of participants 200

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

ECMS

Organization that proceeds will go to SEA - Wally Bell Scholarship fund

Any other important information _____

The undersigned applicant agrees that the applicant and event participants will conform to applicable laws, by-laws and regulations as well as any special requirement that may be made as a condition of the granting of permission pursuant to this application. I/we agree to hold the Town of Sudbury harmless from any and all liability and will defend the Town of Sudbury in connection therewith.

Signature of Applicant

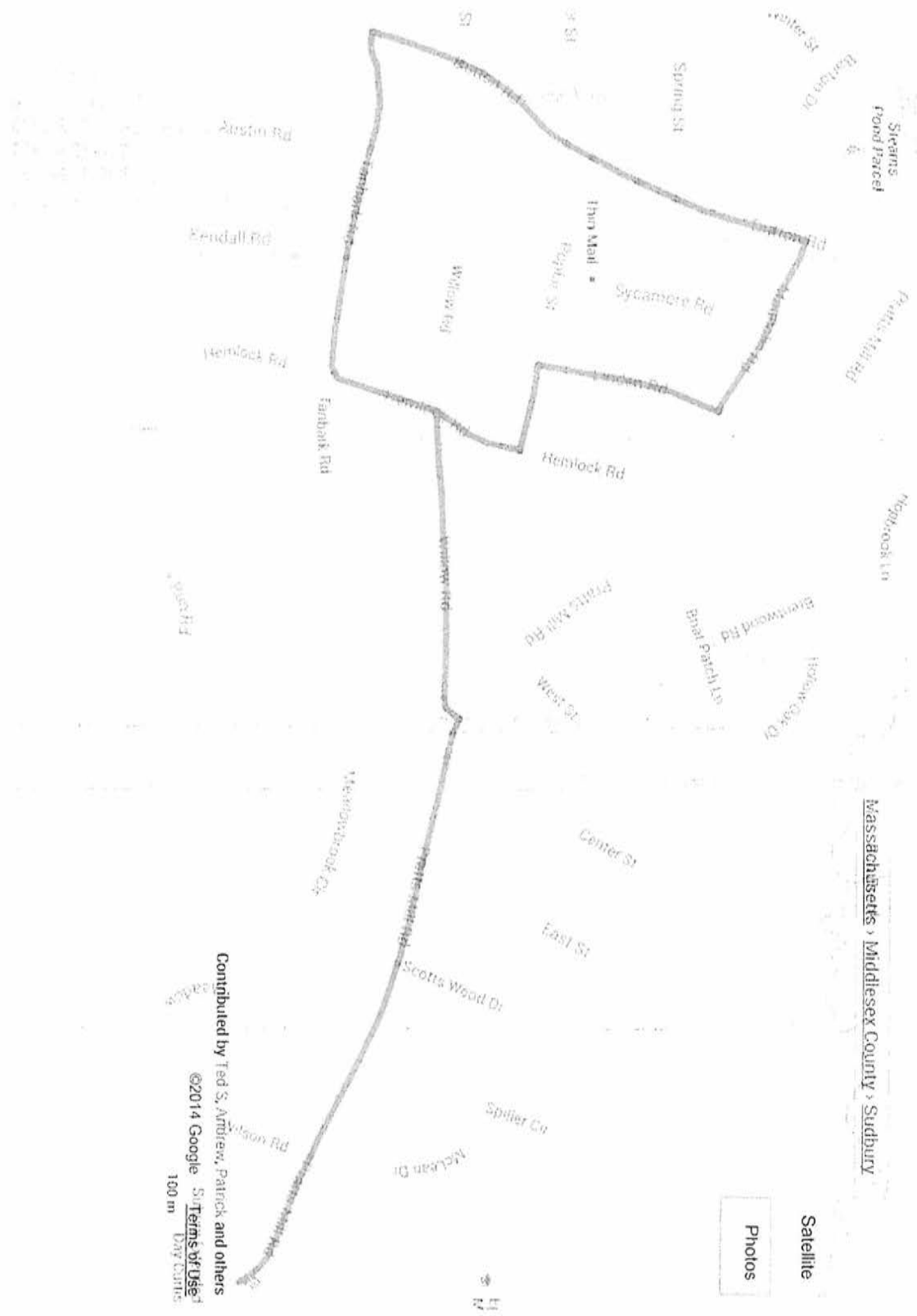
Date 6/9/15

Google Map Maker

Page 1 of 1

Select Road Segments Cancel

Massachusetts - Middlesex County - Sudbury



Contributed by Ted S. Andrew, Patrick and others
 ©2014 Google - Terms of Use
 100 m
 Day Curbs

<http://www.google.com/mapmaker>

8/1/2014

**COMMERCIAL LINES POLICY
COMMON POLICY DECLARATIONS**

Granite State Insurance Company Illinois National Insurance Co. New Hampshire Insurance Company
 (Each of the above being a capital stock company)
 175 Water Street
 18th Floor
 New York, New York 10038
 212 458 5000

RENEWAL OF NUMBER

POLICY NO. 10334012

NAMED INSURED Bartelsman, Anneke

MAILING ADDRESS 22 Pratts Mill Rd, Sudbury, MA 01776

POLICY PERIOD: From Jun 05, 2015 to Oct 07, 2015
 at 12:01 A.M. Standard Time at your mailing address shown above.

PRODUCER: HCC Specialty 84213

BUSINESS DESCRIPTION

Wally 'Bells-On' 5K and Kids 1K to be held 10/04/2015 at Ephraim Curtis Middle School, Sudbury, MA 01776

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.


	PREMIUM
Commercial Property Coverage Part	N/A
Commercial General Liability Coverage Part	\$200.00
Commercial Crime Coverage Part	N/A
Commercial Inland Marine Coverage Part	\$0.00
Boiler and Machinery Coverage Part	N/A
Commercial Auto Coverage Part	\$0.00
Liquor Liability Coverage Part	\$0.00
TRIA	\$2.00
Damage to Premises Rented to You	\$0.00
TOTAL	\$202.00

Premium shown is payable: \$202.00 at inception. 1st Anniversary. 2nd Anniversary
 **Plus

Form(s) and Endorsement(s) made part of this policy at time of issue*:

*Omits applicable Forms and Endorsements if shown in specific Coverage Part/Coverage Form Declarations.

Countersigned:

By 
 Authorized Representative

THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS, COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

ADDENDUM TO THE DECLARATIONS

By signing below, the President and the Secretary of the Insurer agree on behalf of the Insurer to all the terms of this Policy.



Robert Schimek
PRESIDENT



Denis M. Butkovic
SECRETARY

Granite State Insurance Company
The Insurance Company of the State of Pennsylvania
Illinois National Insurance Co.
New Hampshire Insurance Company
American Home Assurance Company
National Union Fire Insurance Company of Pittsburgh, Pa.
Commerce and Industry Insurance Company

This Policy shall not be valid unless signed at the time of issuance by an authorized representative of the Insurer, either below or on the Declarations page of the Policy.



Ethan D. Allen
AUTHORIZED REPRESENTATIVE

COUNTERSIGNATURE DATE

COUNTERSIGNED AT

**COMMERCIAL GENERAL LIABILITY
COVERAGE PART
DECLARATIONS**

1 NEW HAMPSHIRE INSURANCE COMPANY
2 GRANITE STATE INSURANCE COMPANY
3 ILLINOIS NATIONAL INSURANCE COMPANY

Renewal of Number*

Policy No. 10334012

1

COVERAGE IS PROVIDED IN THE
COMPANY DESIGNATED BY NUMBER.
A STOCK INSURANCE COMPANY
(HEREIN CALLED THE COMPANY)

EXECUTIVE OFFICES
175 WATER STREET, 18TH FL. • NEW YORK, N.Y. 10038

Named Insured and Mailing Address (No., Street, Town or City, County, State, Zip Code) *

Bartelsman, Anneke

22 Pratts Mill Rd, Sudbury, MA 01776

Policy Period *: From Jun 05, 2015 to Oct 07, 2015
at 12:01 A.M. Standard Time at your mailing address shown above.

Producer: HCC Specialty 84213

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

LIMITS OF INSURANCE

General Aggregate Limit (Other Than Products-Completed Operations)	\$2,000,000.00
Products-Completed Operations Aggregate Limit	\$1,000,000.00
Personal and Advertising Injury Limit	\$1,000,000.00
Each Occurrence Limit	\$1,000,000.00
Damage To Premises Rented to You Limit	\$300,000.00
Medical Expense Limit	\$0.00 Any One Person

DESCRIPTION OF BUSINESS AND LOCATION OF PREMISES

Individual Joint Venture Partnership Limited Liability Company Corporation
 Organization (Other than one indicated above)

Business Description*:

Wally 'Bells-On' 5K and Kids 1K to be held 10/04/2015 at Ephraim Curtis Middle School, Sudbury, MA 01776

Location of All Premises You Own, Rent or Occupy:

Ephraim Curtis Middle School / 22 Pratts Mill Rd Sudbury, MA 01776

PREMIUM-SUBJECT TO AUDIT**

Classification	Code No.	Premium Basis	Rate		Advance Premium	
			Pr/Co	All Other	Pr/Co	All Other
Exhibitions		250.00	\$0.25	N/A	\$100.00	
Additional Insured(s)			\$100.00		\$100.00	
TRIA			\$2.00		\$2.00	
			Tax/Other (if applicable)			
			Total Advance Premium \$202.00			
**Audit Period (if applicable): () Annually () Semi-Annually () Quarterly () Monthly						
Premium shown is payable*: \$202.00 at inception; \$ 1st Anniversary; \$ 2nd Anniversary						

FORMS AND ENDORSEMENTS

Forms and Endorsements applying to this Coverage Part and made part of this policy at time of issue†:
See attached Forms and Endorsements Schedule

Countersigned:*

By  *

* Entry optional if shown in Common Policy Declarations.

† Forms and Endorsements applicable to this Coverage Part omitted if shown elsewhere in the policy.

Authorized Representative

THESE DECLARATIONS AND THE COMMON POLICY DECLARATIONS, IF APPLICABLE, TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

Wally's "Bells On" 5K & Kids 1k Department Feedback

Fire Department

From: Miles, William
Sent: Friday, June 26, 2015 10:29 AM
Subject: **ACCEPTED**: Wally "Bells On" 5K and Kids 1K
When: Sunday, October 04, 2015 10:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

Highway Department Approval:

From: Place, Bill
Sent: Friday, June 26, 2015 10:51 AM
To: Frank, Leila
Subject: RE: Wally "Bells On" 5K

Leila, the **DPW HAS NO PROBLEMS** with this request.

Bill

Park & Recreation Approval:

From: McShea, Nancy
Sent: Friday, June 19, 2015 2:19 PM
Subject: **ACCEPTED**: Wally "Bells On" 5K and Kids 1K
When: Sunday, October 04, 2015 10:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

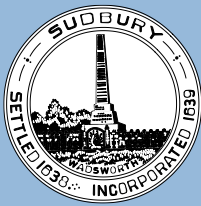
Police Department Approval:

From: Nix, Scott
Sent: Tuesday, June 23, 2015 10:08 AM
Subject: **ACCEPTED**: Wally "Bells On" 5K and Kids 1K
When: Sunday, October 04, 2015 10:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

Leila,

I have worked with them providing the route that has been utilized for other events. During those events they hired 2 detail officers for safety and temporarily shutting down Pratts Mill Road with Director Place's permission.

Attachment: Wally Bells On Approvals (1394 : Wally "Bells On" 5K & Kids 1K)



SUDBURY BOARD OF SELECTMEN

Tuesday, July 14, 2015

EXECUTIVE SESSION

14: Enter into Executive Session

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: At the conclusion of Open Session, vote to enter Executive Session to discuss the purchase, exchange, lease or value of real property, specifically the Wayland-Sudbury Septage Facility, if such discussion may have a detrimental effect on the negotiating position of the government body (exception 6) and; to conduct strategy sessions with respect to collective bargaining as an Open Meeting may have a detrimental effect on the bargaining position of the government body (exception 3). Vote to adjourn at the conclusion of Executive Session.

Recommendations/Suggested Motion/Vote: At the conclusion of Open Session, vote to enter Executive Session to discuss the purchase, exchange, lease or value of real property, specifically the Wayland-Sudbury Septage Facility, if such discussion may have a detrimental effect on the negotiating position of the government body (exception 6) and; to conduct strategy sessions with respect to collective bargaining as an Open Meeting may have a detrimental effect on the bargaining position of the government body (exception 3). Vote to adjourn at the conclusion of Executive Session.

Background Information:

Attached

Financial impact expected:n/a

Approximate agenda time requested: 30 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

07/14/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken: