

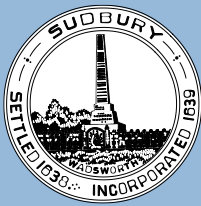
SUDBURY BOARD OF SELECTMEN  
 THURSDAY AUGUST 20, 2015  
 6:30 PM, FLYNN BUILDING - SILVA ROOM  
 7:30 PM, LOWER TOWN HALL

Item #	Time	Action	Item
	6:30 PM		CALL TO ORDER
1.		<i>VOTE</i>	Open meeting in the Flynn Building, Silva Conference Room, and vote to immediately enter into Executive Session to consider whether to file with the Bankruptcy Court the proceedings attached In Re: Erica S. Cannarozzi, Debtor, Chapter 13, Case No. 15-41258-MSH under c. 30A, §21(a)(3), (pertaining to Erica's Restaurant) to consider strategy with respect to potential litigation where an open session could have a detrimental effect on the litigating position of the public body; and if town counsel is present, also under c. 30A, §21(a) (7), to comply with the requirements of any general or special law (attorney-client privilege). Also 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). Also to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares (exception 3). At the conclusion of Executive Session, vote to convene in Regular Session in Lower Town Hall. If necessary, the Executive Session will be suspended at 7:25 p.m. and resumed at the end of the Regular Session.
2.		<i>VOTE</i>	Vote to end Executive Session and reconvene in Open Session and continue meeting at Lower Town Hall, 322 Concord Road.
	7:30 PM		Opening remarks by Chairman
	7:35 PM		Reports from Interim Town Manager
	7:40 PM		Reports from Selectmen
	7:55 PM		Citizen's comments on items not on agenda
<b>TIMED ITEMS</b>			
3.	8:00 PM		Report from Representative Carmine Gentile on MSBA Board meeting regarding Minuteman High School
4.	8:20 PM		Review Melone Property Environmental Data Review - Scope of Services for LSP. Jim Kupfer, Assistant Planner, will attend.
5.	8:30 PM		Buddy Dog update - Attorney Michael Fee to present

*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.*

<b>Item #</b>	<b>Time</b>	<b>Action</b>	<b>Item</b>
6.	8:40 PM		Report on status of the Budget Strategy Task Force, and seek feedback from the Board.
7.	8:55 PM		Report from Fairbank Community Task Force. Jack Ryan, co-chair, will attend.
<b>MISCELLANEOUS</b>			
8.		<i>VOTE</i>	Vote to release the performance bond held by the Town of Sudbury in the amount of \$19,154.00, plus any interest accrued, for the Methods Machines Site Plan approval dated February 12, 2013 and modified on April 28, 2015, for property located at 65 & 71 Union Ave, based on the recommendation of the Director of Planning and Community Development dated August 6, 2015.
9.		<i>VOTE</i>	Discussion and vote on policy for accessing Town Counsel services
10.		<i>VOTE</i>	Discussion on date and format for Fall Town Forum
11.		<i>VOTE</i>	Review and possibly vote changes to the Codes of Conduct and Ethics for all Town board and committee members, including Board of Selectmen
12.			Discussion on Ballot question "pro" and "con" wording
13.		<i>VOTE</i>	Discussion and vote whether to reschedule the Sept. 29 Board meeting to Sept. 16 or 17.
14.		<i>VOTE</i>	Discussion and vote to select a date to schedule Town Manager candidate interviews
15.			Discuss future agenda items
<b>CONSENT CALENDAR</b>			
16.		<i>VOTE</i>	Vote to approve the regular session minutes of 7/28
17.		<i>VOTE / SIGN</i>	Vote to renew the current Sunday Entertainment License for Bullfinch's, Inc., d/b/a Bullfinch's Restaurant, 730 Boston Post Road, for a live jazz trio from 11:00 a.m. to 2:00 p.m. for the period of September 6, 2015 to August 31, 2016.
18.		<i>VOTE / SIGN</i>	Vote to grant a 1-day All Alcohol license to Goodnow Library Foundation, Inc, to accommodate an Annual Fundraiser on Saturday, October 24, 2015 from 6:30 PM to 9:00 PM at Goodnow Library, 21 Concord Rd, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.
19.		<i>VOTE</i>	Vote to accept the resignation of Seamus O'Kelly, 16 French Road, from the Community Preservation Committee and thank him for his service to the Town.

*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

Thursday, August 20, 2015

**EXECUTIVE SESSION****1: Enter into Executive Session**REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Open meeting in the Flynn Building, Silva Conference Room, and vote to immediately enter into Executive Session to consider whether to file with the Bankruptcy Court the proceedings attached In Re: Erica S. Cannarozzi, Debtor, Chapter 13, Case No. 15-41258-MSH under c. 30A, §21(a)(3), (pertaining to Erica's Restaurant) to consider strategy with respect to potential litigation where an open session could have a detrimental effect on the litigating position of the public body; and if town counsel is present, also under c. 30A, §21(a) (7), to comply with the requirements of any general or special law (attorney-client privilege). Also 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). Also to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares (exception 3). At the conclusion of Executive Session, vote to convene in Regular Session in Lower Town Hall. If necessary, the Executive Session will be suspended at 7:25 p.m. and resumed at the end of the Regular Session.

Recommendations/Suggested Motion/Vote: Open meeting in the Flynn Building, Silva Conference Room, and vote to immediately enter into Executive Session to consider whether to file with the Bankruptcy Court the proceedings attached In Re: Erica S. Cannarozzi, Debtor, Chapter 13, Case No. 15-41258-MSH under c. 30A, §21(a)(3), (pertaining to Erica's Restaurant) to consider strategy with respect to potential litigation where an open session could have a detrimental effect on the litigating position of the public body; and if town counsel is present, also under c. 30A, §21(a) (7), to comply with the requirements of any general or special law (attorney-client privilege). Also 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). Also to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares (exception 3). At the conclusion of Executive Session, vote to convene in Regular Session in Lower Town Hall. *If necessary, the Executive Session will be suspended at 7:25 p.m. and resumed at the end of the Regular Session.*

Background Information:

Attached documents

Financial impact expected:n/a

Approximate agenda time requested: 60 minutes

Representative(s) expected to attend meeting: Peter Mello from Petrini Associates will attend

Review:

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

08/20/2015 6:30 PM

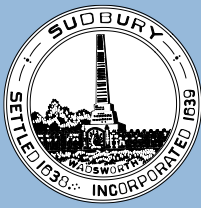
MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:



SUDBURY BOARD OF SELECTMEN  
Thursday, August 20, 2015

**MISCELLANEOUS (UNTIMED)**

**2: End Executive Session and reconvene in open session**

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to end Executive Session and reconvene in Open Session and continue meeting at Lower Town Hall, 322 Concord Road

Recommendations/Suggested Motion/Vote: Vote to end Executive Session and reconvene in Open Session and continue meeting at Lower Town Hall, 322 Concord Road

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

08/20/2015 6:30 PM

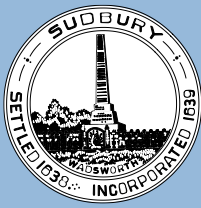
MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:



SUDBURY BOARD OF SELECTMEN  
Thursday, August 20, 2015

**TIMED ITEM**

**3: Minuteman discussion**

REQUESTOR SECTION

Date of request:

Requestor: Selectman Simon

Formal Title: Report from Representative Carmine Gentile on MSBA Board meeting regarding Minuteman High School

Recommendations/Suggested Motion/Vote: Report from Representative Carmine Gentile on MSBA Board meeting regarding Minuteman High School

Background Information:  
Attached documents

Financial impact expected:n/a

Approximate agenda time requested: 15 minutes

Representative(s) expected to attend meeting: Representative Carmine Gentile

Review:

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

08/20/2015 6:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:



### **ENROLLMENT RESOLUTION FACTS:**

#### **THE DETERMINATION OF THE 628-STUDENT DESIGN ENROLLMENT NUMBER**

This document supplies the history of how the 628-student design enrollment number was determined. This final number was driven by the Educational Program Plan, which must adhere to Department of Elementary and Secondary Education (DESE) Chapter 74 guidelines. These guidelines consider vocational technical program size, teacher-pupil ratios, and the square footage per student in specific programs/shops. They take into consideration the level of “hazard” in the vocational technical occupations as determined by the U.S. Department of Labor and the Occupational Safety and Health Administration (OSHA). The specific programs that we selected, along with the estimated number of sections, resulted in this capacity number, which was guided by DESE, with final approval by the Massachusetts School Building Authority (MSBA). In our expert opinion, 628 is also the smallest sized school that:

- Allows us to retain the quality of education our communities expect and deserve;
- Gives us reasonable room for future growth, and
- Allows us the possibility of a lower per student operating cost.

Following are some of the chronological milestones associated with the decisions to establish 628 as the preferred design enrollment:

- In March of 2008, Minuteman initiated the preparation of an MSBA Statement of Interest (SOI) based upon the new Superintendent’s preliminary observations of the school building and its condition. The Superintendent’s preliminary supposition was that the school should be in the range of 900 students, based upon the school’s current square footage, admissions metrics, and growing interest in high quality career and vocational technical education (CVTE) in the region. The final SOI was submitted to MSBA on February 15, 2009.
- In the summer of 2009, Minuteman was invited into the MSBA “pipeline” as a partner in the Feasibility Study process. On June 15, 2010, the School Committee voted unanimously to appropriate \$724,000 for a Feasibility Study. After nearly two (2) years, the last of the 16 member towns approved funding for the Feasibility Study (and notice of such approval was submitted to MSBA). On June 13, 2012, MSBA returned a fully executed Feasibility Study Agreement.
- MSBA initially recommended a design enrollment of 800, including in-district and out-of-district students. In its August 8, 2011 enrollment projection letter, the MSBA stated: “As a result of an analysis of the District’s historical and project enrollment, and application and waitlist data, the MSBA recommends a design enrollment of 800 students for the Minuteman Career and Technical High School.”
- On October 18, 2011, the District accepted the Design Enrollment Certification for 800. This Certification stated that: “As a result of a collaborative analysis...the MRVTSD District hereby acknowledges and agrees that the design of the proposed project at the MRVTSD shall be based on an enrollment of no more than 800 students.”

- After receiving input from member communities, the MSBA added a second Design Enrollment number – 435 – reflecting in-district student enrollment only. This gave the District two design enrollments to study: 435 and 800. On August 13, 2012, the District formally agreed to this revision and instructed its Design Team and School Building Committee to include both enrollments in the development of the Preliminary Design, within the original budget.
- In anticipation of this dual design enrollment, the Minuteman School Committee appointed an Education Plan Task Force, chaired by its member from Belmont. The Task Force was charged “with helping the School Committee better understand the educational program options for the School Building Project.” The Task Force met five (5) times between July 15, 2013 and September 25, 2013 at posted public meetings. The Task Force recommended CVTE programming for both a 435-student and an 800-student School. On October 8, 2013, the School Committee voted to accept the recommendations of the Education Plan Task Force in order to inform the Preliminary Design submission.
- On June 17, 2014, following a presentation by the Superintendent, the School Committee voted to approve a Design Enrollment of 628. This number was recommended by the Superintendent and by the School Building Committee.
- After input from member towns that a 435-student school was unable to provide robust academic and CVTE programming, the Education Plan Task Force re-convened in August 2014 to review programming for a school of approximately 628 students. After further examination, the Educational Program Plan was revised to include two Career Academies comprised of 16 CVTE programs.
- On September 10, 2014, the revised Educational Program Plan was presented to the School Committee. The School Committee voted to accept the Plan as presented and as recommended by the Education Plan Task Force.
- On October 22, 2014, the revised Educational Program Plan was submitted to DESE.
- On February 23, 2015, the Board of Elementary and Secondary Education approved revised Chapter 74 regulations. These regulations include a provision that an additional Capital Fee can be added to base tuition so that non-member sending communities may contribute to a capital project. Prior to this, the non-member sending communities were not responsible for a capital project costs, which put an unfair burden on the member towns. This paradigm has changed and non-member communities are no longer getting a “free ride”.

v.6 8.3.15scs





As you may know, the work continues with our member communities to finalize the approval of a revised Regional District Agreement. Although 10 towns have approved the new agreement, I need all 16 to agree. Garnering the support of the remaining member communities is well underway with summer meetings of all stakeholders and indications are the agreement will likely be approved by the remaining towns in special town meetings this fall or in the spring. This scheduling does not impact our timelines within the MSBA process, should our request for an extension to our Feasibility Study agreement be granted.

MSBA's design enrollment projection of 435 students from only member communities has been discussed widely in the district. These projections were developed nearly 4 years ago, during an economic down turn. These projections do not reflect the increasing demand for career and technical education, nor Minuteman's improvement in recruiting student enrollment from member communities. In addition, my largest member communities have reported unexpected increases in K-8 enrollment in their schools.

In an effort to quantify the reports of member community superintendents, I engaged NESDEC to review the enrollment projections. This preliminary revision indicates that Minuteman's member communities could support an enrollment of approximately 550 – 610 students. The District's member communities have expressed an interest in a school of this size PLUS a smaller number of non-member students than what was required in the MSBA design enrollment of 800. On June 17, 2014, the Minuteman School Committee voted 10 – 2 to request approval from MSBA for a revised study enrollment of 628.

In support of that vote, the Chapter 74 Admissions policy of the District will be revised, and submitted to DESE for approval in September 2014. The new policy will prioritize member town student applications. With respect to non-member students, a school of this size would of course have less space for such students. Inter-district agreements with specific non-member communities would be effected in order to provide these applications a secondary level of priority. Non-member applications from cities or towns without an Inter-district agreement would have the lowest priority and, in a smaller school, would likely not be accepted.

As you are aware, and confirmed over (literally) hundreds of meetings in district towns over the last 18 months, member communities will not approve a project where non-member communities do not contribute to the cost of the project. Revisions to Chapter 74 regulations proposed by the Department of Elementary and Secondary Education (DESE) would attach a capital fee to the Chapter 74 vocational tuition of non-member students, thereby nullifying the original purpose of an Inter-district agreement that codifies a contractual obligation to contribute to a capital project by a non-member community. While

this change is not certain, it will shift the utility of an Inter-district agreement from providing capital payments to providing access to career and vocational technical education.

While an improved or new facility is in the best interests of Minuteman students and of utmost importance to the future of the region, developing a final design for such a facility would be enhanced by understanding the interests of nonmember communities. I have reached out to several non-member superintendents and school committees to discuss any interest in maintaining access to Minuteman for their students. I would appreciate any support the MSBA may be able to provide in these discussions.

Regardless of those discussions, I feel that a school of 628 is a project I will be able to gain unanimous member town support for in the Spring of 2016.

I have included a spreadsheet that describes the revisions to the projections based upon the NESDEC information and conservative growth assumptions that I have included. These growth assumptions are based on our actual experience the past 4 years in regards to consistent gains in our enrollment, effective recruitment, and a new information campaign beginning this fall that seeks to connect young women with STE(A)M careers offered at Minuteman. The projections do not include post-graduate students, part time students, collaborative students, nor 10<sup>th</sup> and 11<sup>th</sup> grade applications received annually at Minuteman.

Thank you

Edward A Bouquillon PhD  
Superintendent/Director

**Overview of Minuteman Enrollment of 628. Please refer to the attached spreadsheet entitled “Projections and Revised Projections”.**

BASE DATA:

Column A refers to the year of projected 8<sup>th</sup> Graders in the 16 member communities.

Column B is the 2010 MSBA Projection of the 8<sup>th</sup> grade cohort in that year.

Column C is the 2014 NESDEC Projection of the 8<sup>th</sup> grade cohort in that year.

Column D & E is the difference between Col B & C in numbers and percentage respectively.

Column F is the MSBA variable describing the percentage of 8<sup>th</sup> grade applications.

Column G is the projected NUMBER of 8<sup>th</sup> grade applications.

Column H is the revised NUMBER of 8<sup>th</sup> grade applications.

GROWTH ASSUMPTIONS:

Column I projects a 1/10 of 1% increase per year in percentage of 8<sup>th</sup> grade applications, capping out at 5%.

Column J projects a 1% increase in the percentage of female 8<sup>th</sup> grade applications.

Column K describes the statewide average of females enrolled in CVTE programs.

Column L projects the NUMBER of additional female 8<sup>th</sup> grade applications.

FULL SCHOOL ENROLLMENT PROJECTIONS:

Column M = sum of Col G + Col L; ANNUAL 8<sup>th</sup> grade applications based on 2010 projections with the additional female applications included.

Column N is the percentage of applications enrolled on Oct 1 (72%). This variable is held constant in the revised projections.

Column O is a simple four year sum of column N. It describes total high school population based on that year's 8<sup>th</sup> grade cohort projection.

Column P describes the total high school population based on that year's 8<sup>th</sup> grade cohort projection with the growth assumptions added, but Col N held constant.

FINDINGS:

Total high school enrollment projections do not diverge significantly until 2019. This Delta is maintained through the last year included in the spreadsheet (2023).

Conservative growth assumptions project a member town enrollment of 550 – 610 in years 2018 – 2023.

REVIEW OF NESDEC REVISIONS AND 2010 PROJECTED ENROLLMENT

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1													Growth			
2		2010	Jun-14			MSBA	MSBA	NESDEC	Growth				MSBA	Actual	MSBA	NESDEC
3		MSBA	NESDEC			Avg	Proj	Proj	Proj	Avg	Target	Proj (+)	Total	1-Oct	4 year	4 year
4	1-Oct	8th Gr	8th Gr	Diff	% Diff	% 8th	Apps	Apps	% 8th	Female	Female	Impact	Apps	72%	1-Oct	1-Oct
5																
6	2014	3755	3660	-95	-3%	4.2%	158	154	3.9%	32%	44%	0	158	114	454	411
7	2015	3570	3795	225	6%	4.2%	150	159	4.0%	32%	44%	0	150	108	432	437
8	2016	3690	3615	-75	-2%	4.2%	155	152	4.3%	33%	44%	10	165	119	475	471
9	2017	3727	3724	-3	0%	4.2%	157	156	4.4%	35%	44%	15	172	124	494	515
10	2018	3618	3823	205	6%	4.2%	152	161	4.5%	36%	44%	20	172	124	495	553
11	2019	3317	3751	434	13%	4.2%	139	158	4.6%	37%	44%	20	159	115	459	555
12	2020	3243	3736	493	15%	4.2%	136	157	4.7%	38%	44%	25	161	116	464	578
13	2021	3226	3850	624	19%	4.2%	135	162	4.8%	39%	44%	25	160	116	462	604
14	2022	3695	3842	147	4%	4.2%	155	161	4.9%	40%	44%	25	180	130	519	614
15	2023	3695	3675	-20	-1%	4.2%	155	154	5.0%	41%	44%	25	180	130	519	601
16																

Attachment: Minuteman\_all\_docs (1432 : Minuteman discussion)

# Massachusetts School Building Authority

Deborah B. Goldberg  
*Chairman, State Treasurer*

John K. McCarthy  
*Executive Director*

July 21, 2015

Mr. Sami Baghdady, Chair  
Mr. Mark Paolillo, Vice Chair  
Mr. Jim Williams, Selectman  
Board of Selectmen  
Town of Belmont  
455 Concord Avenue  
Belmont, MA 02478

Re: Minuteman Regional Vocational Technical School District, Minuteman Technical High School

Dear Messrs. Baghdady, Paolillo, and Williams

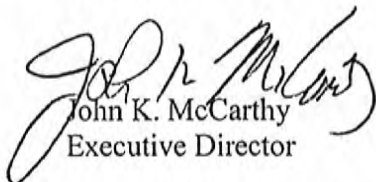
Thank you for your letter dated June 23, 2015 regarding the Minuteman Regional Vocational Technical School District ("District"), Minuteman Technical High School. The MSBA staff has reviewed your letter and in the attached memo offer the following regarding the status of the proposed project at the Minuteman Vocational Technical High School, and the roles of the MSBA and the District in securing local authorizations and funding.

I would like to address the last sentence in the first paragraph of your letter. Here it is stated that the MSBA had set two preconditions for this project to proceed into Module 4. I would like to clarify that the MSBA has not required that the District either have a unanimous vote to move into Module 4 or that the regional agreement be amended. We have required the District to study and address the question of its membership. At this time, the District has indicated it is staying with the current membership through use of the existing regional agreement, which satisfies our requirement. The MSBA takes no position on unanimity in District votes, although we have noted that the current regional agreement requires unanimity for certain actions. But that is not a requirement of the MSBA.

I hope you find this helpful in understanding the roles of the MSBA and the District in securing local authorizations and funding. The MSBA encourages all of the members to continue to communicate and work together to resolve any outstanding issues. As always, feel free to contact me or my staff at (617) 720-4466 should you have any questions.

Page 2  
July 21, 2015  
Minuteman Technical High School

Sincerely,



John K. McCarthy  
Executive Director

Cc: Legislative Delegation  
Dr. Ed Bouquillon, Superintendent Minuteman Regional Vocational and Technical School District  
Kevin Mahoney, Assistant Superintendent of Finance, Minuteman Technical High School  
Jeff Stulin, Chair, Minuteman Regional Vocational Technical School Committee  
Mary Ann Williams, Owner's Project Manager, Skanska USA Building, Inc.  
Joe Milani, Designer, Kaestle Boos Associates, Inc.  
Larry Trim, Designer, Kaestle Boos Associates, Inc.  
File: Letters 10.2 (Region 4)

TO: John K. McCarthy, Executive Director  
FROM: Mary Pichetti, Director of Capital Planning  
DATE: July 21, 2015  
RE: Minuteman Regional Vocational Technical School District,  
Minuteman Technical High School

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Per your request, staff has prepared this memorandum to summarize the status of the Minuteman Regional Vocational Technical School District (“District”) in the MSBA’s grant program, the basis of staff’s recommendation for the District’s preferred solution, and the next steps for the District if the MSBA Board of Directors authorizes the District to proceed into schematic design at the August 6, 2015 Board meeting.

The District was initially invited into the MSBA’s capital pipeline on July 29, 2009. In the last six years, the District has been re-categorized into Eligibility Period, invited a second time into the MSBA’s capital pipeline on June 13, 2012, received a revised certification for study enrollments for member and non-member students and received a two-year extension on July 30, 2014 to complete its feasibility study by June 2016. A review of the District’s timeline within the MSBA’s program indicates the following:

- During the initial invitation, MSBA staff notified the District, in a letter dated May 3, 2010, “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.” The MSBA requested that the District work to resolve the issues identified and provide a summary of the recommendations to the MSBA no later than July 1, 2011.
- The District has kept the MSBA informed of the work that its School Committee and its members have done to revise its regional agreement to address the concerns of the members.
- The District has also informed the MSBA of the work it has done with the Department of Elementary and Secondary Education (“DESE”) to gain its approval of the revised agreement.
- The District noted that a further understanding of the costs to renovate/upgrade the facility was needed in order to address the member’s questions regarding the overall cost of a potential project and the associated share for each member. The District requested that the MSBA allow the feasibility study to run simultaneously with the finalization of the revised regional agreement, which was underway.
- Based on this request and with the MSBA’s introduction of the Eligibility Period, staff performed a review of all districts within its capital pipeline and recommended that districts who had not been progressing forward in the grant program be re-categorized to Eligibility Period in January 2012. This re-categorization provided the District with an opportunity to resolve enrollment and funding issues locally and commence with its feasibility study while it continued to finalize its revised regional agreement.

Page 2

July 21, 2015

Minuteman Technical High School

- Upon completion of the requirements of the Eligibility Period, the District was invited a second time into the MSBA's capital pipeline on June 13, 2012. Based on conversations with the DESE, the MSBA issued a revised certification for study enrollments for member students of 435 and member and non-member students of 800. The MSBA required that the feasibility study include study options for both enrollments as the District finalized its educational program. The MSBA understood that based on the ongoing conversations regarding the revisions to the regional agreement that the District may select an enrollment number between 435 and 800 students.
- The District requested and received on July 30, 2014 a two-year extension to complete the revisions to its regional agreement and seek member approval while completing the work of the feasibility study.
- In the last year, the District has received approval of its revised regional agreement from DESE, received preliminary DESE approval of its educational program offerings, voted on a program and an enrollment, and performed outreach to its member communities through surveys and local presentations.
- The District informed the MSBA in April 2015 that it had been unable to secure approval of the revised regional agreement as several member communities had postponed the vote and/or refused to include it in their town meeting warrant. Therefore, the District informed us that the School Committee has voted to move forward with its proposed project based upon the membership of the current regional agreement.
- Based upon the work done over the last six years, the MSBA expects the District to complete the work of the Feasibility Study Agreement by June 30, 2016 in accordance with the schedule set by the District and agreed to by the MSBA.

The District submitted its Preferred Schematic Report to the MSBA on June 6, 2015 for consideration at the MSBA's Board of Director's ("Board") Meeting on August 6, 2015. The staff has completed its review and is recommending that the District be approved to proceed into Schematic Design to replace the existing high school on the existing site with a new facility designed for 628 students for the following reasons:

- The MSBA has and continues to support vocational and technical educational opportunities for students across the commonwealth and the important role they play in the economic future of the commonwealth.
- The MSBA recognizes the need for capital investment in the existing facility.
- The District's "Educational Program Plan Labor Market Information Analysis" is comprehensive, demonstrates demand for the proposed Chapter 74 curriculum offerings, and aligns with evolving trends in employment.
- The District has reviewed the proposed Chapter 74 programs with the DESE. While both DESE's application process and the MSBA's Grant program approval process are still underway, DESE and the MSBA recognize that:
  - Minuteman is an important educational resource for students.
  - The DESE is in general agreement with the proposed plans submitted to the Department.



Page 3

July 21, 2015

Minuteman Technical High School

- The District has worked with its School Committee to craft a fiscally responsible plan that downsizes the school to avoid over-reliance on non-member enrollment while still maintaining a high quality vocational and academic curriculum.
- The MSBA understands and agrees with the District that a school based upon the member enrollment of 435 students is not operationally sustainable and would not meet the District's educational goals.
- The MSBA would not be able to support the construction of a high school with a design enrollment less than 600 students due to the diseconomies of scale affecting the cost and the ability for the District to deliver its desired curriculum.
- The staff's review of the District's enrollment and application data demonstrate sufficient demand for program offerings to ensure the facility will be utilized.
- The recent amendment of 603 CMR 4.00 includes provisions to "...establish a capital construction and renovation increment to be added to the tuitions paid on behalf of non-resident students..." and a similar provision for non-resident students enrolled in special education programming addresses one of the District's long-standing concerns regarding its member's share of supporting non-member students.

If the MSBA Board of Directors approves the District's preferred solution to replace the existing high school on the existing site with a new facility designed for 628 students at its August 6, 2015 Board meeting, the next steps for the District will be as follows:

- The District and its consultants will need to develop a robust schematic design submittal of sufficient detail to establish the scope, budget and schedule for the proposed project as presented in Module 4 – Schematic Design.
- The MSBA staff will review the District's Schematic Design Submittal and based upon the review, recommend to the MSBA Board of Directors for its consideration and potential approval a Project Scope and Budget Agreement that documents the project scope, budget, schedule and the MSBA's financial participation. The District's schedule indicates that the MSBA will receive this submittal in February 2016 for review and potential approval at the MSBA's March 2016 Board meeting.
- The Project Scope and Budget Agreement ("PSBA") will set out the maximum Total Facilities Grant that the District can expect to receive from the MSBA.
- After the MSBA Board of Directors has approved the Project and authorized the Executive Director to enter into Project Scope and Budget and Project Funding Agreements with the District, the District must secure local funding within 120 days.
- It is the District's responsibility to know and meet all state and local deadlines for the submission of warrant articles, vote language and ballot questions.

As with other districts participating in the MSBA's School Construction Grant Program, the MSBA will follow policy and provide the District the same opportunities provided other districts in studying potential solutions, establishing a mutually agreeable project scope and budget at the conclusion of schematic design, and receiving a Project Scope

Page 4  
July 21, 2015  
Minuteman Technical High School

and Budget Agreement. The District is responsible to secure the local authorizations and approvals. The District is responsible throughout the MSBA grant process for addressing any concerns or questions raised by its local boards, member towns or from the community. Beyond the use of specific language for articles, motions, resolutions, orders, votes (available on the MSBA's website) the MSBA does not govern or weigh-in on the specifics of how the District secures local approval and funding authorizations, that is the responsibility of the District.

If you need any additional information or have any questions, please let me know.

<http://www.doe.mass.edu/lawsregs/603cmr4.html> and the pertinent language is in 603 CMR 4.03 (6)(b)4.c.:

4. In instances where there is no tuition agreement in place between sending and receiving districts, the commissioner shall establish tuitions rates for the purposes of M.G.L. c.74, s.7C. In calculating and establishing said tuition rates the commissioner:

- a. Shall base the calculation on actual expenditures made by the receiving district during the most recent fiscal year for which such expenditures are available to the Department, adjusted for inflation in any subsequent year prior to the year of enrollment for which the tuition is to be paid. Said inflation adjustment shall be made in a manner consistent with calculations of inflation for foundation budgets pursuant to M.G.L. c.70.
- b. Shall establish a maximum tuition cap based on a percentage of the per pupil foundation budget rate for vocational technical students. Beginning in fiscal year 2017 the established cap shall not exceed 125% of the per pupil foundation rate.
- c. May, in instances where the receiving district has been authorized to operate a facility that serves a high percentage of non-resident students, establish a capital construction and renovation increment to be added to the tuitions paid on behalf of non-resident students attending the school. In calculating any such increments, the Commissioner shall use the actual expenditures for this purpose, as reported by the district for the year for which the non-resident tuition was calculated, divided by the total school enrollment. Students who reside in a city or town that is a member of a district which offers at least five approved vocational technical programs shall not be required to pay more than 75% of the calculated per pupil amount. The capital construction and renovation increment shall not be subject to the cap established in pursuant to 603 CMR 4.03 (6)(b)4.b.

I hope this information is what you were looking for. Please let me know if there is anything additional I can provide.

Best,

Jessica

Jessica Leitz

Director of External Partnerships

Massachusetts Department of Elementary and Secondary Education

781-338-3103 direct

## *Minuteman Enrollment as of Sept 23 2014*

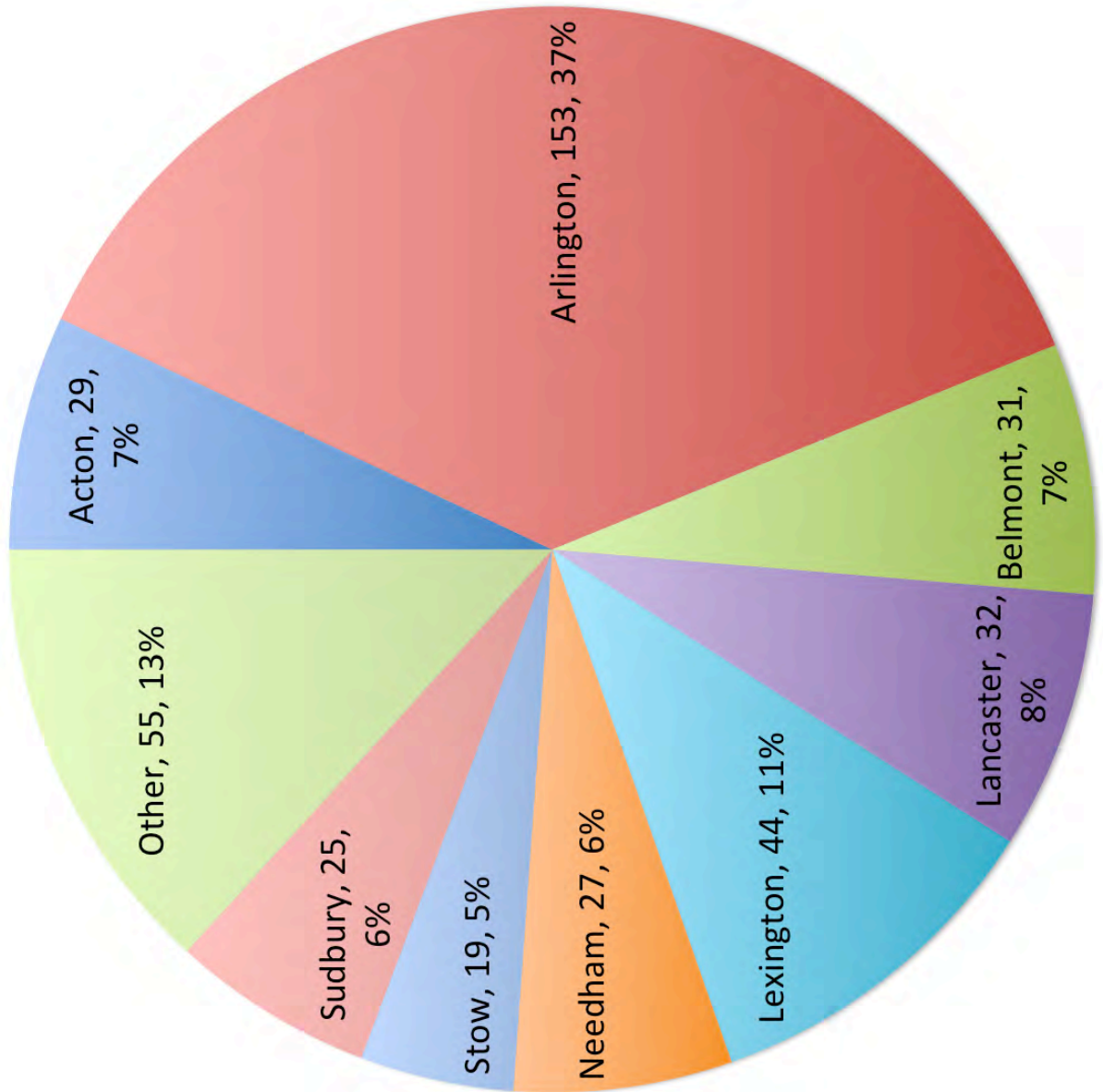
	Gr 9	Gr 10	Gr 11	Gr 12	AM12	PG01	PG02	TOTALS
Acton	6	9	1	10		3		29
Arlington	30	49	28	39		5	2	153
Belmont	4	9	8	8		2		31
Bolton	2	4	2	2				10
Boxborough	2		2			1		5
Carlisle	1	3	3	1				8
Concord	7	3		2		3	1	16
Dover	1		1	1				3
Lancaster	8	10	9	5				32
Lexington	8	11	10	11	3	1		44
Lincoln	1	2	1				1	5
Needham	3	12	4	6		2		27
Stow	5	4	5	4		1		19
Sudbury	8	5	8	3			1	25
Wayland	1			2			1	4
Weston	2	2						4
<b>TOTALS</b>	<b>89</b>	<b>123</b>	<b>82</b>	<b>94</b>	<b>3</b>	<b>18</b>	<b>6</b>	<b>415</b>

	Gr 9	Gr 10	Gr 11	Gr 12	AM12	PG01	PG02	TOTALS
Andover			1	1			1	3
Bedford	2	1		1			1	5
Billerica	2	5	5	4		3		19
Boston	1	8	5	2	2			18
Brookline	1	3						4
Burlington			1	1		1		3
Cambridge			1	2				3
Chelmsford						3		3
Dedham			1	1				2
Dorchester	3	4	1	6	1			15

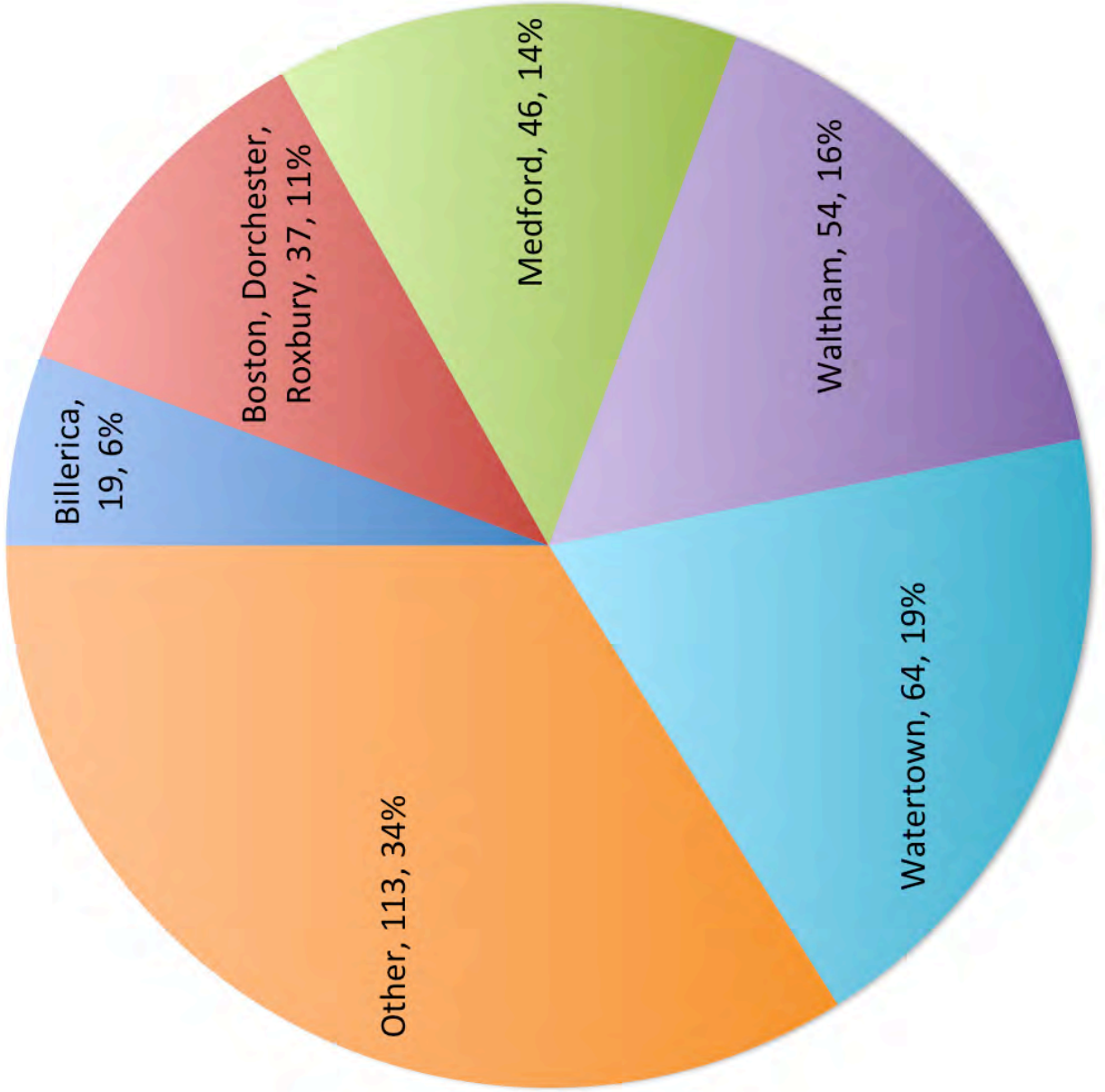
Everett	1	2	1	2				6
Hanscom AFB						1		1
Harvard						1		1
Hudson						1		1
Hyde Park		1			1			2
Ipswich						1		1
Littleton			1					1
Lowell						1		1
Malden	3	2	1	1				7
Maynard	2					1		3
Medford	8	8	15	13		1	1	46
Melrose						1		1
N. Andover	1							1
N. Billerica	1							1
Natick						1		1
Newton	1	1	1					3
North Andover				1				1
Reading		1	1	3				5
Revere		1						1
Roslindale					1			1
Roxbury					2	1		3
Salem						1		1
Saugus		2						2
Somerville	2			1		2		5
Southboro				1				1
Stoneham	1			1				2
Tewksbury							1	1
Wakefield	1	1				2		4
Waltham	8	13	12	17		4		54
Watertown	15	5	28	16				64
Wellesley			3	3				6
West Roxbury		2	1	1				4
Wilmington		2						2

<b>Winchester</b>	2	1						3
<b>Woburn</b>	5	2	8	2		4		21
<b>TOTALS</b>	60	65	87	80	7	30	4	333
<b>GRAND TOTALS</b>	149	188	169	174	10	48	10	748

**Minuteman In-District Enrollment, 2014-15**  
**Total In-District 415**

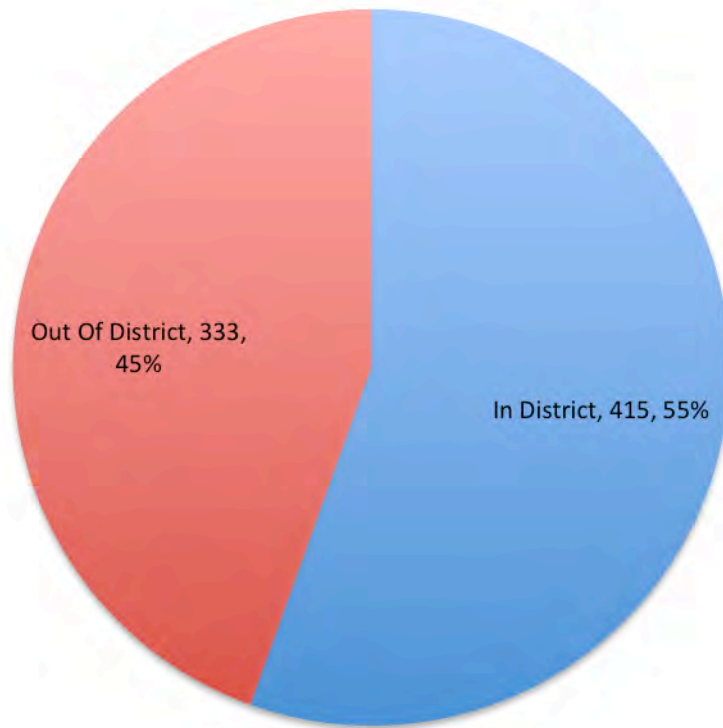


**Minuteman Out-Of-District Enrollment, 2014-15**  
**Total Out-Of-District 333**





### Total Minuteman Enrollment 2014-15



Attachment: Minuteman\_all\_docs (1432 : Minuteman discussion)

June 24, 2015

Mary Ann Williams OPM  
SKANSKA

Edward A. Bouquillon PhD  
Superintendent-Director



**MINUTEMAN**  
A REVOLUTION IN LEARNING


## Minuteman Regional Vocational Technical School District

MSBA's Facilities Assessment Subcommittee  
Presentation

A REVOLUTION IN LEARNING

## Agenda: The Preferred Option

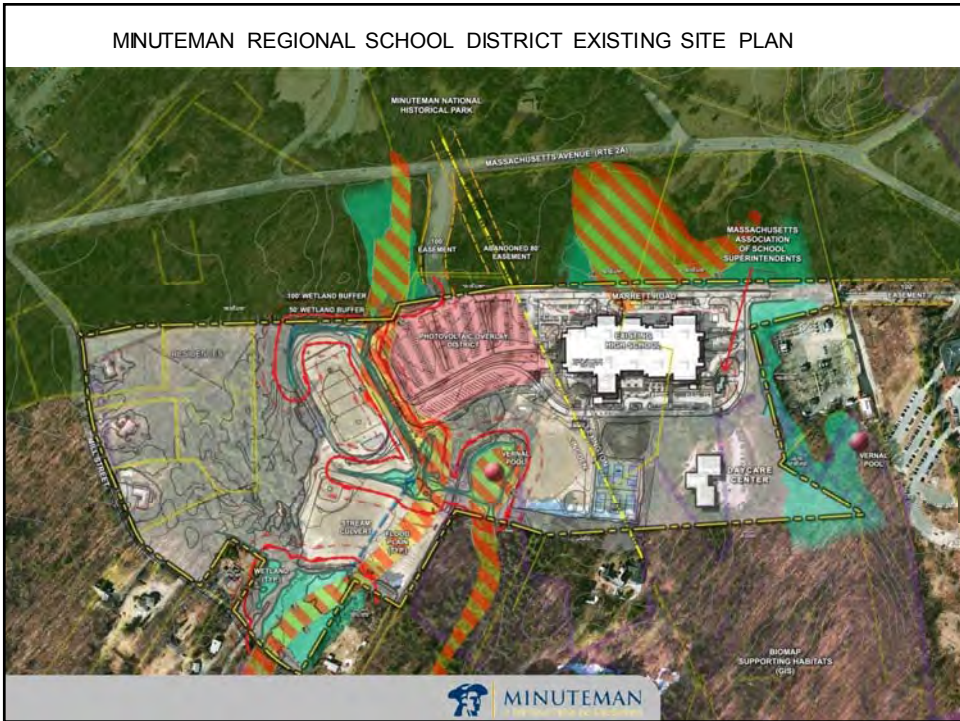
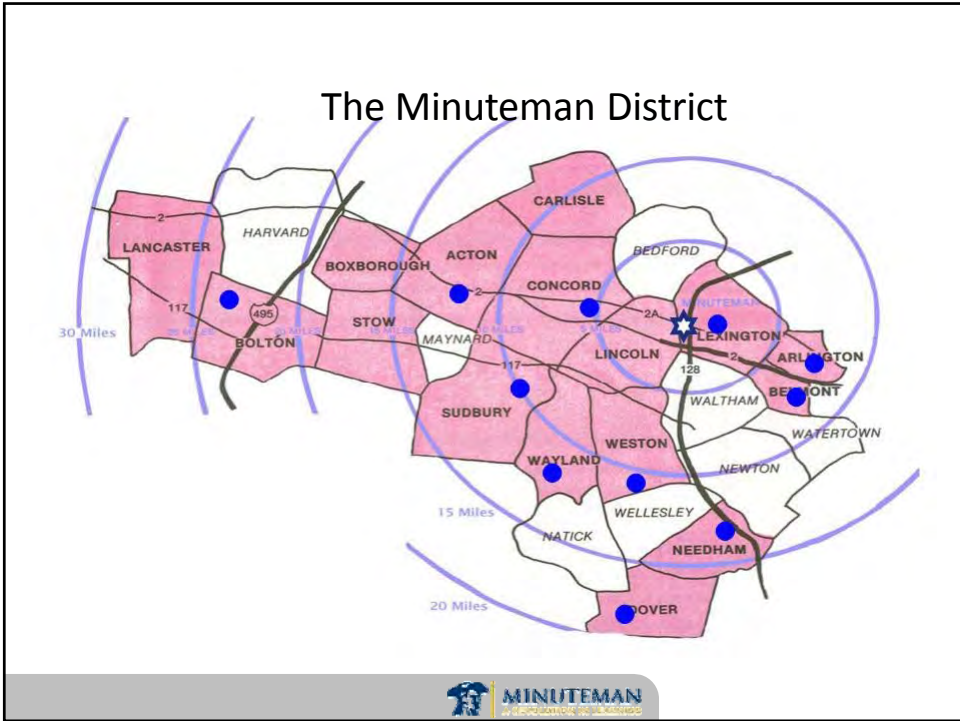
- Who are we?
- What factors informed this Design?
- How does this Design solve facility deficiencies?
- How is our Educational Plan realized in this Design?
- How does the Design accommodate flexibility and expansion?
- What Options did we study?
- What does it cost?
- What does the Community support?



**MINUTEMAN**  
A REVOLUTION IN LEARNING

[2]

Attachment: MM\_MSBA\_PSR Presentation\_2015-0624 FINAL eab v3\_2\_pgs (1432 : Minuteman discussion)



Attachment: MM\_MSBA\_PSR Presentation\_2015-0624 FINAL eab v3\_2\_pgs (1432 : Minuteman discussion)

## District Goals Informed Design

- 1) To nurture a Professional Learning Community (PLC) through collaboration and communication.
- 2) To deeply integrate CVTE and Academic Curricula.
- 3) To provide a robust Reading Consultancy program resource for all students in every aspect of our Program of Studies.
- 4) To deliver Executive Purpose instruction to all students, in all four years of their high school experience.
- 5) To provide technology to enhance teaching and learning in each career major while mirroring the security, capacity, redundancy and flexibility of a high performing workplace.



## Educational Program Plan

- Guided by our “Six (+/-) Indicators”
  - Job Growth, Living Wage, Strategic Partnerships, Emerging Technologies, Regional Program “supply”, Student Interest.
- Educational Program Plan Sub-Committee met in the Spring of 2013 and reconvened Summer 2014.
- Consulted with workforce development professionals
  - Commonwealth Corporation, Center for Labor Market Studies & Dukakis Center (NU), Department of Labor and Workforce Development, Labor Market Works, Local WIB/REB.
- Our General Advisory Board, student focus groups and staff recommended academies, programs, career majors and effective adjacencies based upon the data and their experience



[6]

## 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



## Our Educational Program Plan

Engineering, Construction, & Trades Academy Programs	Shared Services & Programs	Life Sciences & Services Academy Programs
Advanced Manufacturing & Metal Fabrication 48.0501 / 48.0599	Nursing Services Library & Media Center Special Education	Culinary Arts & Hospitality 12.0500 / 52.0901
Automotive 47.0804	Common Planning Time	Cosmetology & Barbering 12.0101 / 12.0102
Carpentry 46.0201	Academic Programs	Early Education & Care 15.1210
Design & Visual Communications 50.0401	Chemistry, Science & Physics English Language Arts Mathematics Physical Education	Health Occupations 51.0600
Electrical 46.0302	Humanities Art & Music Guidance Counseling Career Development Advanced Placement	Environmental Science 16.0507
Multi-Media Engineering 99.0701	Common Core CVTE Competencies	Biotechnology 15.0401
Plumbing & HVAC 46.0603 / 47.0201	Health & Safety Entrepreneurship Financial Literacy	Horticulture & Landscaping Tech 1.0601
Programming & Web Development 11.0201	Digital Literacy Career Guidance Work based Learning Internships & Co-Op	
Robotics Engineering Automation 15.0000 / 15.0403	Reading Consultancy Student Portfolios Executive Purpose Project Based Learning	



Attachment: MM\_MSBA\_PSR Presentation\_2015-0624 FINAL eab v3\_2\_pgs (1432 : Minuteman discussion)

## Other Design Factors

- Challenges of the Site
  - Expansion of current footprint is limited by wetlands, a surface stream, and underground organics.
- Challenges of the Facility
  - Structural constraints limit locations for high bay shop spaces.
  - Staggered tiers for floor plates are difficult to provide an accessible route.
  - Lack of acoustical isolation between spaces.
  - Most classrooms and central core spaces do not have access to natural light or views
  - Inefficient building layout, requiring substantial infrastructure improvements.

*As career vocational technical education (CVTE) evolved, our programs have responded to the needs of our regional workforce. As a result, many CVTE programs are not in spaces designed for them. The existing building does not support the size and layout of educational spaces required for the approved educational program plan to function properly*



[9]

## Existing Facility Deficiencies

- Existing building does not support the size and layout of educational spaces required for the approved educational program plan to function properly
- Structural constraints limit locations for high bay shop spaces.
- Staggered tiers for floor plates are difficult to provide an accessible route.
- Lack of acoustical isolation between spaces.
- Most classrooms and central core spaces do not have access to natural light or views
- Many CVTE programs are in spaces not designed for their current use.
- Expansion of current footprint is limited by wetlands, a surface stream, and underground organics.
- Inefficient building layout, requiring substantial infrastructure improvements.



## The Facility Does Not Serve Our Goals

- Rigorous and diverse Educational Programming that serves the dual mission of preparing learners for the workplace and post-secondary institutions.
- Career Cluster educational model to integrate career vocational/technical (CVTE) and academic curriculum.
- Support learning as a social experience and provide spaces for informal student gathering, including small group rooms and larger common areas.
- Opportunities to display student work in a manner that constantly raises up student projects, achievements, and work samples throughout the school.
- Interdisciplinary, integrated learning spaces that foster collaborative work within and between departments and clusters.
- Flexible learning spaces that reflect high performing workplaces.
- Provide secure, safe environments with supervision.










## The Value of Option H

- Career Academy model is fully achieved in new building design.
- Career Programs and majors in spaces that enhance student gains.
- Supports integration with planned adjacencies and shared learning spaces.
- Construction on another part of the site will minimize class disruption.
- Restoration of “view sheds” of Minuteman Historic National Park.
- Lowest and most acceptable impact to residential abutters.
- Interaction with the public is accessible in a secure learning environment.
- Sunlight and views are provided in classrooms, shops and labs.
- Efficient parking, allowing less impervious area to service the facility.
- Added green space for outdoor learning areas and reduced drainage costs.
- Operationally efficient & cost effective option with a very long life span.
- Swing space not required as existing building will be utilized.
- Shortest time to fulfill the teaching and learning requirements.
- Best value for the District.







[12]

<p><b>OPTION A</b> <i>A 435 student renovation.</i></p>	
<p><b>OPTION B</b> <i>A 435 student new construction.</i></p>	
	

<p><b>OPTION C</b> <i>A 800 student renovation.</i></p>	
<p><b>OPTION D</b> <i>A 800 student renovation and addition.</i></p>	
<p><b>OPTION E</b> <i>A 800 student new construction.</i></p>	
	




<p><b>OPTION F</b> A 628 student renovation.</p>	
<p><b>OPTION G</b> A 628 student renovation and addition.</p>	
<p><b>OPTION H</b> A 628 student new construction.</p>	

 **MINUTEMAN**  
A REVOLUTION IN LEARNING

### 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

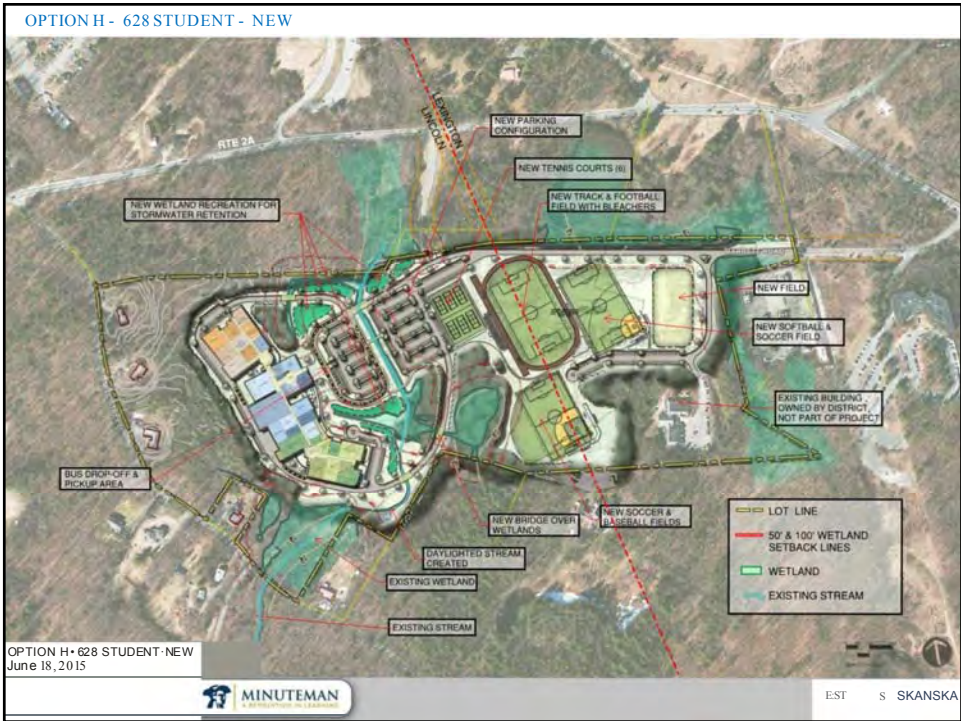
\* Marked up construction costs \*\* Does not include construction contingency \*\*\*Preferred option

 **MINUTEMAN**  
A REVOLUTION IN LEARNING [16]

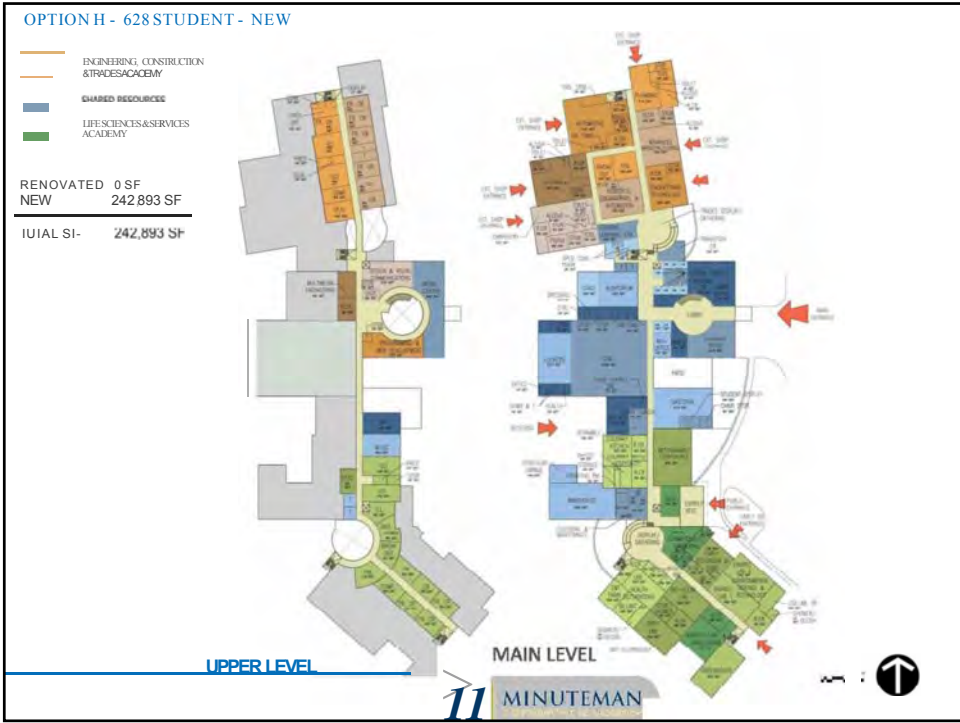
Attachment: MM\_MSBA\_PSR Presentation\_2015-0624 FINAL eab v3\_2\_pgs (1432 : Minuteman discussion)

# 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



Attachment: MM\_MSBA\_PSR Presentation\_2015-0624 FINAL eab v3\_2\_pgs (1432 : Minuteman discussion)



Attachment: MM\_MSBA\_PSR Presentation\_2015-0624 FINAL eab v3\_2\_pgs (1432 : Minuteman discussion)

**For Release:**

August 6, 2015

**Contact:**

Steven C. Sharek

Work: (781) 861-6500, ext. 7360

Cell: (508) 965-7757

[ssharek@minuteman.org](mailto:ssharek@minuteman.org)

**Massachusetts School Building Authority (MSBA)  
Endorses Construction of a New Minuteman High School**

BOSTON – The Massachusetts School Building Authority (MSBA) today unanimously endorsed the building of a new 628-student Minuteman High School on district land adjacent to the existing school.

Meeting in Boston, the MSBA Board of Directors voted 4-0 in favor of the district’s “preferred solution” – construction of a new \$144.9 million school for 628 students. The board also authorized the school to prepare detailed schematic drawings for the new building.

“This is a huge step forward,” said Ford Spalding, chairman of the Minuteman School Building Committee. “Now it’s time for everyone in our member communities to rally around this project and protect the \$58 million that MSBA is offering to invest.”

The new high school, which would be built in the Town of Lincoln on land already owned by the District, would be funded by the MSBA and the 16 district towns. The MSBA would pay a minimum of 40% of eligible costs.

The new school would be smaller in size than the current school, with fewer students, but would still offer a host of advanced career and technical education programs designed to meet the region’s current and emerging workforce needs.

State Treasurer Deborah Goldberg, who chairs the MSBA board, delivered an impassioned plea supporting vocational technical education and the value of schools such as Minuteman across the Commonwealth.

“There’s a direct connection between these schools and sustainable economic development in the state,” said Treasurer Goldberg. She described Minuteman as a “magnet” for students who will be filling 21<sup>st</sup> century jobs. “We need to move forward,” she said, “because of what it means to the state and our future.”

Once parents begin to see the connection between vocational technical education and high-paying jobs, she said she would not be surprised to see Minuteman back at the MSBA seeking to expand.

“It’s been a lot of hard work and I’m very pleased,” said Superintendent Edward A. Bouquillon, “We’ve spent six years getting to this point. I’m grateful that the MSBA has stood solidly behind us every step of the way.”

Dr. Bouquillon told the MSBA board that Minuteman would continue working with its 16 member towns to inform and educate them about the project. Communication plans, including information meetings throughout the district, are being finalized.

In a four-page memo provided to the Board of Directors, MSBA Director of Capital Planning Mary Pichetti outlined a series of reasons why the MSBA staff was recommending approval of the Minuteman project. Among other things, she said vocational technical education plays an important role in the economic future of the state; Minuteman is an important educational resource for students; the school’s Educational Program Plan is “comprehensive”, demonstrates demand for proposed programs, and aligns with evolving trends in employment; and there is a need for capital investment in the existing facility.

The July 21 memo also noted that new vocational technical regulations establish a capital fee to be added to non-resident students’ tuitions and an additional fee for non-resident students enrolled in special education. According to the memo, this change “...addresses one of the District’s long-standing concerns regarding its member’s share of supporting non-resident students.”

The MSBA memo strongly endorsed the planned 628-student school. It also indicated that a school with an enrollment of 600 is the **smallest** school the agency would be willing to commit state funds to.

“The District has worked with its School Committee to craft a fiscally responsible plan that downsizes the school to avoid over-reliance on non-member enrollment while still maintaining a high quality vocational and academic curriculum,” wrote Ms. Pichetti. She said a school of 435 students “is not operationally sustainable and would not meet the District’s educational goals.” According to Ms. Pichetti, “[t]he MSBA would not be able to support the construction of a high school with a design enrollment less than 600 students due to the diseconomies of scale affecting the cost and the ability for the District to deliver its desired curriculum.”

Pichetti said a review of enrollment and application data “... demonstrate sufficient demand for program offerings to ensure the facility will be utilized.”

MSBA Board member Terry Kwan said she would be "loathe" to support a school with fewer than 600 students.

State Representative Carmine L. Gentile (D-Sudbury) and Representative Alice Peisch (D-Wellesley) also spoke to the MSBA board, noting that some town officials still had concerns about the size of the planned school and how it's going to be funded. However, both also acknowledged the need for a new school.

The new school will include two Career Academies and new programming, including Advanced Manufacturing & Fabrication and Multi-Media Design & Engineering. It will also substantially improve lab space for Robotics, Engineering and Automation; Environmental Science and Technology; Culinary Arts and Hospitality; and Health Assisting, allowing students to access high-level curriculum. It will also continue to offer AP classes, foreign languages, music, art, and a rigorous offering of college prep classes.

Minuteman must still secure local approval for the project.

The Minuteman School Committee has been discussing how best to proceed. State laws allows two options: approval from Town Meetings in each of the 16 member towns or approval through a one-day district-wide referendum. No decision has been made.

Some School Committee members have indicated that they want to hold off making a decision on the best approval process until the 16 communities have an opportunity to learn more about the project and understand critical financial and educational advantages of the new school.

As Building Committee chair, Mr. Spalding has said repeatedly that it's important to preserve MSBA's base reimbursement rate of 40% -- which amounts to \$58 million of a \$144.9 million project. "If we turn down this project," Mr. Spalding says, "the costs to our towns of repairing the building will far exceed what we're going to invest in building a new school."

Earlier this year, the Minuteman School Building Committee hosted public presentations in 15 of its 16 member communities and solicited input on five options, including renovation of the existing school, renovation and addition, and construction of a new school. Of those who completed written or online surveys, 89.1% of the respondents preferred construction of a new school.

A Building Committee Subcommittee estimated that repairing the school piecemeal would be almost twice as expensive as building a new school, take 10 years or more to complete, be more disruptive to students, probably hurt enrollment, and likely lead to the loss of Minuteman's accreditation.

Minuteman entered into a Feasibility Study with MSBA in 2009.

Minuteman is an award-winning regional high school that gives its graduates a competitive edge in the new global economy by providing them with a high-quality career and technical

education, coupled with a rigorous grounding in mathematics, English, science, and social studies.

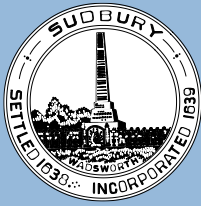
After graduation, more than 60% of the school's graduates pursue college or advanced training.

Minuteman has been spotlighted in several major media outlets, including The Boston Globe, Boston Herald, and National Public Radio. It was also featured in a book, *Job U: How to Find Wealth and Success by Developing the Skills Companies Actually Need*.

The Minuteman district includes 16 member communities: Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston.

The school's website is [www.minuteman.org](http://www.minuteman.org).

###



SUDBURY BOARD OF SELECTMEN  
Thursday, August 20, 2015

**TIMED ITEM**

**4: Melone Property**

REQUESTOR SECTION

Date of request: August 13, 2015

Requested by: Jody Kablack

Formal Title: Review Melone Property Environmental Data Review - Scope of Services for LSP. Jim Kupfer, Assistant Planner, will attend.

Recommendations/Suggested Motion/Vote: Review Melone Property Environmental Data Review - Scope of Services for LSP. Jim Kupfer, Assistant Planner, will attend.

Background Information:

See attached from Jody Kablack, Director of Planning & Community Development

Financial impact expected:None

Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting: James Kupfer, Assistant Planner

Review:

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

08/20/2015 6:30 PM

MEETING NOTES SECTION

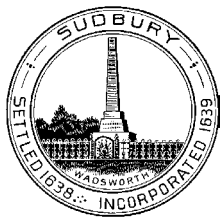
Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:





# Town of Sudbury

*Planning and Community Development Department*

Jody A. Kablack, Director

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

<http://www.sudbury.ma.us/services/planning>  
[kablackj@sudbury.ma.us](mailto:kablackj@sudbury.ma.us)

TO: Maryanne Bilodeau, Interim Town Manager  
FROM: Jody Kablack, Director of Planning and Community Development  
RE: Melone Property Environmental Data Review  
DATE: August 13, 2015

Attached please find the following information for the board's review regarding the Melone Property Environmental Data Review:

- Draft scope of services (in the form of a Request for Qualifications)
- A list of the DEP reports on the Sperry Rand/Unisys property
- A link to DEP's website which contains a list of all LSPs (541)
- A list of engineering firms that the Town of Sudbury has done business with LSPs on staff
- DEP Guide to Licensed Site Professionals

Please let me know if you need anything further on this topic.

Attachments

DRAFT

**TOWN OF SUDBURY, MA**  
**Request for Qualifications**  
**Melone Property Environmental Data Review**  
**August \_\_, 2015**

The Town of Sudbury, through its Town Manager, seeks the services of a Massachusetts Licensed Site Professional (LSP) to complete a review of all existing environmental documentation on the Sperry Rand/Unisys remediation efforts (DEP RTN 3-0435 and former Tier 1A Permit No. 83079).

The Sperry Rand/Unisys property has been under review of the DEP Northeast Regional Office Bureau of Waste Site Cleanup for over 20 years due to discharge of trichloroethylene on the property. A plume has been identified on adjacent and off-site properties. The Melone property is directly adjacent to the original holdings of the Sperry Rand/Unisys property (it has since been subdivided and developed). The Town is considering a reuse of this property. The Sperry Rand/Unisys property is located at 142 North Road, Sudbury, MA and is identified as Assessor Map C11-0300. The Melone property is located east of Sperry Rand/Unisys on North Road, Sudbury, MA and is identified as Assessor Map C12-0100.

The objective of the review will be to assist the Town in understanding, documenting and communicating to its citizenry the following:

- The current regulatory status of the Sperry Rand/Unisys site;
- Likely or known constituents of concern (COCs) that exist on the Sperry Rand/Unisys property, in either soil or groundwater, following its remediation;
- Likely or known constituents of concern (COCs) that may be present on the Melone property, in either soil or groundwater;
- Likely risk-based constraints to future development of the Melone property that may result from the remaining COCs;

A list of DEP reports on this property is attached.

The deliverable for this project shall be a narrative report to the Sudbury Board of Selectmen describing the above information in layman's terms.

Please provide an electronic copy of your response containing all of the following items:

- Letter of interest, including estimated price proposal. Price proposal should include hourly rates for unexpected or additional work beyond the above scope of services. At least 1 night meeting will be required to present findings.
- The letter of interest should address any deviations or additions recommended to the scope of services noted above in order to provide the expected deliverables.
- The names of personnel expected to be involved, along with a statement of qualifications of personnel, including resumes, registrations and required certifications.
- A list of projects involving chlorinated volatile organic compounds (CVOCs) completed by the LSP, including a brief description of the project, location, costs and date services provided. Identify projects as completed or underway. Experience with municipal/public involvement projects desirable.

## DRAFT

- Contact name, phone number and project name for no less than 2 relevant projects.
- Names of any Town officials or employees who are related to any of the partners, officials or directors of the consulting firm working, or others who have any ownership interest in the firm.
- Completed certifications attached to this RFQ.

Responses should be sent to the Planning and Community Development Office, 278 Old Sudbury Road, Sudbury, MA 01776, by \_\_\_\_\_ at 2:00 p.m. Questions about this RFQ can be emailed to [pcd@sudbury.ma.us](mailto:pcd@sudbury.ma.us).

Attachments

DRAFT

**CERTIFICATE AS TO CORPORATE APPLICANT**

I, \_\_\_\_\_ (Name of Officer), certify that I am the  
\_\_\_\_\_ (Title) of the Corporation named as Applicant in the  
within Proposal Form; that \_\_\_\_\_ (Name of Officer signing  
form) who signed said Proposal Form on behalf of the Submitter was then  
\_\_\_\_\_ (Title) of said Corporation; that I know his/her signature and  
that his/her signature is genuine and that said Proposal was duly signed, sealed and executed for  
and on behalf of said Corporation by authority of its governing body.

**AFFIX CORPORATE SEAL**

**Instruction:** This certificate must be completed where Applicant is a Corporation, and should be so completed by its Clerk. In the event that the Clerk is the person signing the Proposal on behalf of the Corporation, this certificate must be completed by another Officer of the Corporation.

Attachment: PCD Env Data Review Cover Memo and Scope (1446 : Melone Property)

DRAFT

**CERTIFICATE OF TAXES/TAX ATTESTATION**

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

\_\_\_\_\_  
Social Security Number, or  
Federal Identification Number

\_\_\_\_\_  
Signature of Individual, or  
Corporation Name

By: \_\_\_\_\_  
Corporate Officer & Title (if applicable)

**AFFIX CORPORATE SEAL**

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid, or proposal, has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

\_\_\_\_\_  
Signature of Individual, or  
Corporation Name

By: \_\_\_\_\_  
Corporate Officer & Title (if applicable)

**AFFIX CORPORATE SEAL**

Attachment: PCD Env Data Review Cover Memo and Scope (1446 : Melone Property)

Electronically Submitted Files Scanned Files

RTN	Document Type	Submit Date	Pages	File Name
3-0000435	REQUEST FOT TIER 1A PERMIT EXTENSION	11/8/2005 12:00:00 AM	193	6 mb 3-0000435-REQUEST FOT TIER 1A PE
3-0000435	CORRESPONDENCE	1/15/1987 5:00:00 PM	1281	20 mb 3-0000435-CORRESPONDENCE.PD
3-0000435	PHASE II ADDENDUM REPORT	12/23/2003 12:00:00 AM	299	13 mb 3-0000435-PHASE II ADDENDUM RE
3-0000435	ENVIRONMENTAL RESOURCES MANAGERMENTS PROPOSED CROP SAMPLING PLAN TIER 1A DISPOSAL SITE	8/20/2002 12:00:00 AM	227	12 mb 3-0000435-ENVIRONMENTAL RESO
3-0000435	TIER I PERMIT EXTENSION	9/17/1997 12:00:00 AM	83	3 mb 3-0000435-TIER I PERMIT EXTENSIOI
3-0000435	ATTACHMENT CONTROL DRAIN PLAN AND PROFILE VIEW	12/29/2000 12:00:00 AM	128	4 mb 3-0000435-ATTACHMENT CONTROL I
3-0000435	TIER 1A DISPOSAL SITE	7/13/2000 12:00:00 AM	166	8 mb 3-0000435-TIER 1A DISPOSAL SITE-2
3-0000435	SRC SITE EVALUATION	12/28/1999 12:00:00 AM	328	11 mb 3-0000435-SRC SITE EVALUATION-
3-0000435	WORK PLAN APPROVAL	8/13/1997 12:00:00 AM	70	6 mb 3-0000435-WORK PLAN APPROVAL-1
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3-0000435	PHASE II GROUNDWATER MANAGEMENT PROJECT	11/8/1985 12:00:00 AM	149	5 mb 3-0000435-PHASE II GROUNDWATER
3-0000435	PHASE II REPORT GROUNDWATER MANAGEMENT	10/11/1985 12:00:00 AM	93	4 mb 3-0000435-PHASE II REPORT GROUND
3-0000435	RAM COMPLETION REPORT	12/18/2008 12:00:00 AM	66	36 mb 3-0000435-RAM COMPLETION REP
3-0000435	RAM COMPLETION REPORT	9/13/2007 12:00:00 AM	93	50 mb 3-0000435-RAM COMPLETION REP
3-0000435	REMEDIAL TECHNOLOGY SCREENING EVALUATION	12/1/2004 12:00:00 AM	9	5 mb 3-0000435-REMEDIAL TECHNOLOGY
3-0000435	METHOD 3 RISK CHARACTERIZATION REPORT	4/30/2004 12:00:00 AM	326	11 mb 3-0000435-METHOD 3 RISK CHARA
3-0000435	PHASE II ADDENDUM REPORT VOL I TEXT TABLES AND FIGURES	8/15/2003 12:00:00 AM	77	4 mb 3-0000435-PHASE II ADDENDUM REF
3-0000435	PHASE II ADDENDUM REPORT VOL II APPENDICES	8/15/2003 12:00:00 AM	500	18 mb 3-0000435-PHASE II ADDENDUM RE
3-0000435	DATA ASSESSMENT REPORT EXCAVATION TRENCH CHEMICAL NUTRALIZATION SYSTEM AND SANITARY LEACHFIELD PIPES	11/20/2002 12:00:00 AM	89	6 mb 3-0000435-DATA ASSESSMENT REP
3-0000435	PHASE II COMPREHENSIVE SITE ASSESSMENT AND RISK CHARACTERIZATION SCOPE OF WORK VOL I TEXT TABLES AND FIGURES	4/16/2002 12:00:00 AM	105	9 mb 3-0000435-PHASE II COMPREHENSIV
3-0000435	PHASE II COMPREHENSIVE SITE ASSESSMENT AND RISK CHARACTERIZATION SCOPE OF WORK VOL II APPENDICES	4/16/2002 12:00:00 AM	538	18 mb 3-0000435-PHASE II COMPREHENS
3-0000435	CONCEPTUAL SITE MODEL AND PHASE II SCOPE OF WORK TIER 1A DISPOSAL SITE	8/28/2001 12:00:00 AM	57	36 mb 3-0000435-CONCEPTUAL SITE MOL
3-0000435	SITE SUMMARY REPORT	5/7/1999 12:00:00 AM	183	10 mb 3-0000435-SITE SUMMARY REPOR
3-0000435	WORK PLAN FOR A FOCUSED FIELD INVESTIGATION	11/1/1998 12:00:00 AM	94	2 mb 3-0000435-WORK PLAN FOR A FOCU
3-0000435	STORMWATER MANAGEMENT DESIGN AND STORMWATER RUNOFF CALCULATIONS	6/16/2000 12:00:00 AM	308	10 mb 3-0000435-STORMWATER MANAGE
3-0000435	STORMWATER MANAGEMENT REPORT	8/1/2001 12:00:00 AM	47	39 mb 3-0000435-STORMWATER MANAGE
3-0000435	STORMWATER MANAGEMENT DESIGN AND STORMWATER RUNOFF CALCULATIONS	11/24/1999 12:00:00 AM	165	2 mb 3-0000435-STORMWATER MANAGEM
3-0000435	RAO STATEMENT	6/1/1998 12:00:00 AM	100	3 mb 3-0000435-RAO STATEMENT-1998-06
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3-0000435	WORK PLAN FOR A FOCUSED FIELD INVESTIGATION	8/1/1997 12:00:00 AM	84	50 mb 3-0000435-WORK PLAN FOR A FOC
3-0000435	LEACHFIELD TREATMENT SYSTEM STARTUP REPORT	12/1/1994 12:00:00 AM	109	3 mb 3-0000435-LEACHFIELD TREATMENT
3-0000435	RESULTS OF GROUNDWATER INVESTIGATION	5/1/1994 12:00:00 AM	74	44 mb 3-0000435-RESULTS OF GROUNDW
3-0000435	DRAFT ENGINEERING REPORT FOR GROUND WATER RECOVERY AND TREATMENT SYSTEMS	1/1/1993 12:00:00 AM	400	12 mb 3-0000435-DRAFT ENGINEERING R
3-0000435	MDEP COMMENTS	11/19/1992 12:00:00 AM	14	6 mb 3-0000435-MDEP COMMENTS-1992-1
3-0000435	ENVIRONMENTAL CONSULTATION	8/17/1992 12:00:00 AM	18	12 mb 3-0000435-ENVIRONMENTAL CONS
3-0000435	GROUNDWATER TREATMENT SYSTEMS EVALUATION	5/1/1992 12:00:00 AM	70	40 mb 3-0000435-GROUNDWATER TREAT
3-0000435	PUMPING TEST ANALYSIS OF SUDBURY WELL NO 5	2/1/1992 12:00:00 AM	219	5 mb 3-0000435-PUMPING TEST ANALYSIS
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3-0000435	EVALUATION OF ONSITE CONTAMINATION VOL II	9/1/1991 12:00:00 AM	169	5 mb 3-0000435-EVALUATION OF ONSITE I
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3-0000435	HEALTH AND SAFETY PLAN	1/9/1991 12:00:00 AM	30	16 mb 3-0000435-HEALTH AND SAFETY PI
3-0000435	WORK PLAN	1/1/1991 12:00:00 AM	141	4 mb 3-0000435-WORK PLAN-1991-01-01.P
3-0000435	PRELIMINARY REPORT OVERVIEW OF HYDROGEOLOGIC CONDITIONS	10/30/1990 12:00:00 AM	34	19 mb 3-0000435-PRELIMINARY REPORT I
3-0000435	PROPOSAL FOR EVALUATION OF REMEDIAL SYSTEMS AND OFF SITE CONTAMINANT FLOW	9/19/1990 12:00:00 AM	12	5 mb 3-0000435-PROPOSAL FOR EVALUAT
3-0000435	GROUNDWATER CONTAMINATION INVESTIGATIONS	9/1/1989 12:00:00 AM	39	24 mb 3-0000435-GROUNDWATER CONTA
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3-0000435	SUPPLEMENTAL OFF SITE GROUNDWATER INVESTIGATION REPORT	7/1/1995 12:00:00 AM	92	3 mb 3-0000435-SUPPLEMENTAL OFF SITE
3-0000435	REPORT AND PLAN GROUNDWATER MANAGEMENT	7/5/1984 12:00:00 AM	176	4 mb 3-0000435-REPORT AND PLAN GROU
3-0000435	RAM PI AN	1/19/2001 12:00:00 AM	36	21 mb 3-0000435-RAM PI AN-2001-01-19.PI

Attachment: PCD Env Data Review Cover Memo and Scope (1446 : Melone Property)

RTN	Document Type	Submit Date	Pages	File Name
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3-0000435	REQUEST FOR TIER IA PERMIT EXTENSION	6/24/1999 12:00:00 AM	55	28 mb 3-0000435-REQUEST FOR TIER IA F
3-0000435	BWSC20 TIER 1A PERMIT EXTENSION	11/30/2007 12:00:00 AM	28	16 mb 3-0000435-BWSC20 TIER 1A PERMI
3-0000435	REQUEST FOR TIER IA PERMIT EXTENSION	11/8/2005 12:00:00 AM	28	16 mb 3-0000435-REQUEST FOR TIER IA F
3-0000435	REQUEST FOR TIER IA PERMIT EXTENSION	7/12/2001 12:00:00 AM	74	39 mb 3-0000435-REQUEST FOR TIER IA F
3-0000435	REQUEST FOR TIER IA PERMIT EXTENSION	9/11/2003 12:00:00 AM	82	46 mb 3-0000435-REQUEST FOR TIER IA F
3-0000435	SITE STATUS REPORT ADDENDUM	6/21/2001 12:00:00 AM	219	7 mb 3-0000435-SITE STATUS REPORT AD
3-0000435	SITE STATUS REPORT	2/13/2001 12:00:00 AM	452	15 mb 3-0000435-SITE STATUS REPORT-2
3-0000435	SEMI ANNUAL GROUNDWATER MONITORING REPORT	12/5/2005 12:00:00 AM	113	7 mb 3-0000435-SEMI ANNUAL GROUNDW
3-0000435	SEMI ANNUAL GROUNDWATER MONITORING REPORT	3/18/2005 12:00:00 AM	115	7 mb 3-0000435-SEMI ANNUAL GROUNDW
3-0000435	SEMI ANNUAL GROUNDWATER MONITORING REPORT	10/18/2004 12:00:00 AM	133	7 mb 3-0000435-SEMI ANNUAL GROUNDW
3-0000435	SEMI ANNUAL GROUNDWATER MONITORING REPORT	3/2/2004 12:00:00 AM	165	7 mb 3-0000435-SEMI ANNUAL GROUNDW
3-0000435	REVISED GROUNDWATER MONITORING REPORT	2/5/2003 12:00:00 AM	8	7 mb 3-0000435-REVISED GROUNDWATER
3-0000435	GROUNDWATER MONITORING REPORT	11/1/2006 12:00:00 AM	271	11 mb 3-0000435-GROUNDWATER MONIT
3-0000435	REPORT ON TREATMENT SYSTEMS	11/1/1989 12:00:00 AM	27	11 mb 3-0000435-REPORT ON TREATMEN
3-0000435	REPORT ON TREATMENT SYSTEMS	4/7/1989 12:00:00 AM	93	40 mb 3-0000435-REPORT ON TREATMEN
3-0000435	REPORT ON TREATMENT SYSTEMS	5/1/1988 12:00:00 AM	60	22 mb 3-0000435-REPORT ON TREATMEN
3-0000435	REPORT ON TREATMENT SYSTEMS	1/1/1988 12:00:00 AM	40	16 mb 3-0000435-REPORT ON TREATMEN
3-0000435	SUMMARY OF OPERATION AND PERFORMANCE OF LEACH FIELD TREATMENT SYSTEM	2/1/1987 12:00:00 AM	17	5 mb 3-0000435-SUMMARY OF OPERATIO
3-0000435	SUMMARY OF OPERATION AND PERFORMANCE OF GRAVEL PIT TREATMENT SYSTEM	9/1/1987 12:00:00 AM	5	1 mb 3-0000435-SUMMARY OF OPERATIO
3-0000435	REPORT ON TREATMENT SYSTEM	9/4/1987 12:00:00 AM	26	9 mb 3-0000435-REPORT ON TREATMENT
3-0000435	SUMMARY OF OPERATION AND PERFORMANCE OF LEACH FIELD TREATMENT SYSTEM	5/1/1987 12:00:00 AM	6	2 mb 3-0000435-SUMMARY OF OPERATIO
3-0000435	SUMMARY OF OPERATION AND PERFORMANCE OF LEACH FIELD TREATMENT SYSTEM	9/1/1987 12:00:00 AM	6	2 mb 3-0000435-SUMMARY OF OPERATIO
3-0000435	REPORT ON TREATMENT SYSTEMS	2/12/1987 12:00:00 AM	19	8 mb 3-0000435-REPORT ON TREATMENT
3-0000435	SUMMARY OF OPERATION AND PERFORMANCE OF GRAVEL PIT TREATMENT SYSTEM	3/1/1987 12:00:00 AM	10	3 mb 3-0000435-SUMMARY OF OPERATIO
3-0000435	REPORT ON TREATMENT SYSTEMS	3/4/1987 12:00:00 AM	21	9 mb 3-0000435-REPORT ON TREATMENT
3-0000435	REPORT ON TREATMENT SYSTEMS	3/1/1987 12:00:00 AM	27	11 mb 3-0000435-REPORT ON TREATMEN
3-0000435	REPORT ON TREATMENT SYSTEMS	2/3/1987 12:00:00 AM	23	9 mb 3-0000435-REPORT ON TREATMENT
3-0000435	REPORT ON TREATMENT SYSTEMS	4/1/1987 12:00:00 AM	38	16 mb 3-0000435-REPORT ON TREATMEN
3-0000435	RESULTS OF SOIL GAS SURVEY	8/27/2003 12:00:00 AM	28	17 mb 3-0000435-RESULTS OF SOIL GAS :
3-0000435	RESULTS OF PRIVATE WATER SUPPLY WELL SURVEY AND SAMPLING	5/2/2002 12:00:00 AM	29	17 mb 3-0000435-RESULTS OF PRIVATE V
3-0000435	LETTER REPORT BASELINE CROP SAMPLING AND RESULTS AND HARVEST SAMPLING PLAN	9/17/2002 12:00:00 AM	155	4 mb 3-0000435-LETTER REPORT BASELI
3-0000435	CROP SAMPLING PLAN PRELIMINARY LOCATION AND METHODS	7/29/2002 12:00:00 AM	16	11 mb 3-0000435-CROP SAMPLING PLAN I
3-0000435	LETTER REPORT GEOPHYSICAL AND SOIL GAS SURVEY RESULTS	6/13/2000 12:00:00 AM	98	5 mb 3-0000435-LETTER REPORT GEOPHY
3-0000435	DRAFT GEOPHYSICAL SURVEY REPORT AND GRAVEL PIT TREATMENT SYSTEM SHUTDOWN APPROVAL	12/1/1999 12:00:00 AM	17	12 mb 3-0000435-DRAFT GEOPHYSICAL S
3-0000435	MISSING GROUNDWATER ANALYSES	6/30/1999 12:00:00 AM	210	6 mb 3-0000435-MISSING GROUNDWATER
3-0000435	ANALYTICAL DATA	12/11/1990 12:00:00 AM	76	3 mb 3-0000435-ANALYTICAL DATA-1990-1
3-0000435	WATER SUPPLY SURVEY REPORT	1/1/1997 12:00:00 AM	56	47 mb 3-0000435-WATER SUPPLY SURVE'
3-0000435	CORRESPONDENCE	1/15/1987 5:00:00 PM	11	6 mb 3-0000435-CORRESPONDENCE1.PDF
3-0000435	POST CLASS C RAO STATUS REPORT NO 2	12/23/2008 12:00:00 AM	57	27 mb 3-0000435-POST CLASS C RAO STA
3-0000435	CLASS C1 RAO PARTIAL STATEMENT	12/14/2007 12:00:00 AM	163	6 mb 3-0000435-CLASS C1 RAO PARTIAL S
3-0000435	GRAVEL PIT TREATMENT SYSTEM REPORT JANUARY TREATMENT SYSTEM OPERATION	8/9/1995 12:00:00 AM	89	50 mb 3-0000435-GRAVEL PIT TREATMEN
3-0000435	ANNUAL LEACHFIELD AND GRAVEL PIT TREATMENT SYSTEMS REPORT	4/29/2002 12:00:00 AM	291	9 mb 3-0000435-ANNUAL LEACHFIELD ANI
3-0000435	ANNUAL LEACHFIELD AND GRAVEL PIT TREATMENT SYSTEMS REPORT	5/15/2001 12:00:00 AM	415	13 mb 3-0000435-ANNUAL LEACHFIELD AI
3-0000435	ANNUAL LEACHFIELD AND GRAVEL PIT TREATMENT SYSTEMS REPORT	4/19/2000 12:00:00 AM	493	15 mb 3-0000435-ANNUAL LEACHFIELD AT
3-0000435	ANNUAL LEACHFIELD AND GRAVEL PIT TREATMENT SYSTEMS REPORT	7/22/1999 12:00:00 AM	222	8 mb 3-0000435-ANNUAL LEACHFIELD ANI
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3-0000435	ANNUAL LEACHFIELD AND GRAVEL PIT TREATMENT SYSTEMS REPORT	2/1/1997 12:00:00 AM	204	5 mb 3-0000435-ANNUAL LEACHFIELD ANI
3-0000435	ANNUAL REPORT ON TREATMENT SYSTEMS	1/1/1996 12:00:00 AM	110	3 mb 3-0000435-ANNUAL REPORT ON TRE
3-0000435	ANNUAL REPORT ON TREATMENT SYSTEMS	1/1/1993 12:00:00 AM	69	40 mb 3-0000435-ANNUAL REPORT ON TR
3-0000435	ANNUAL REPORT ON TREATMENT SYSTEMS	1/1/1992 12:00:00 AM	109	2 mb 3-0000435-ANNUAL REPORT ON TRE
3-0000435	ANNUAL REPORT ON TREATMENT SYSTEMS	2/1/1991 12:00:00 AM	55	31 mb 3-0000435-ANNUAL REPORT ON TR
3-0000435	LEACHFIELD AND GRAVEL PIT TREATMENT SYSTEMS REPORT	12/1/1995 12:00:00 AM	261	7 mb 3-0000435-LEACHFIELD AND GRAVE
3-0000435	LEACHFIELD AND GRAVEL PIT TREATMENT SYSTEMS REPORT	9/1/1995 12:00:00 AM	205	6 mb 3-0000435-LEACHFIELD AND GRAVE
3-0000435	LEACHFIELD AND GRAVEL PIT TREATMENT SYSTEMS REPORT	6/1/1995 12:00:00 AM	164	4 mb 3-0000435-LEACHFIELD AND GRAVE
3-0000435	LEACHFIELD TREATMENT SYSTEMS REPORT	4/1/1995 12:00:00 AM	63	30 mb 3-0000435-LEACHFIELD TREATMEN

Attachment: PCD Env Data Review Cover Memo and Scope (1446 : Melone Property)

RTN	Document Type	Submit Date	Pages	File Name
3-0000435	LEACHFIELD TREATMENT SYSTEMS REPORT	3/1/1995 12:00:00 AM	112	3 mb 3-0000435-LEACHFIELD TREATMENT
3-0000435	LEACHFIELD TREATMENT SYSTEMS REPORT	2/1/1995 12:00:00 AM	116	2 mb 3-0000435-LEACHFIELD TREATMENT
3-0000435	LEACHFIELD TREATMENT SYSTEMS REPORT	1/1/1995 12:00:00 AM	84	46 mb 3-0000435-LEACHFIELD TREATMEN
3-0000435	GRAVEL PIT TREATMENT SYSTEM REPORT	7/1/1995 12:00:00 AM	66	36 mb 3-0000435-GRAVEL PIT TREATMEN
3-0000435	GRAVEL PIT TREATMENT SYSTEM REPORT	3/1/1995 12:00:00 AM	82	2 mb 3-0000435-GRAVEL PIT TREATMENT
3-0000435	GRAVEL PIT TREATMENT SYSTEM STARTUP	1/1/1995 12:00:00 AM	78	44 mb 3-0000435-GRAVEL PIT TREATMEN
3-0000435	GRAVEL PIT TREATMENT SYSTEM REPORT	1/1/1995 12:00:00 AM	36	20 mb 3-0000435-GRAVEL PIT TREATMEN
3-0000435	RAM STATUS REPORT NO 4	8/28/2008 12:00:00 AM	146	4 mb 3-0000435-RAM STATUS REPORT NC
3-0000435	RAM STATUS REPORT NO 3	2/25/2008 12:00:00 AM	70	37 mb 3-0000435-RAM STATUS REPORT N
3-0000435	RAM STATUS REPORT NO 2	8/21/2007 12:00:00 AM	103	49 mb 3-0000435-RAM STATUS REPORT N
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3-0000435	RAM STATUS REPORT NO 6	2/5/2004 12:00:00 AM	137	5 mb 3-0000435-RAM STATUS REPORT NC
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3-0000435	RAM STATUS REPORT NO 4 AND RAM PLAN MODIFICATION	1/31/2003 12:00:00 AM	125	6 mb 3-0000435-RAM STATUS REPORT NC
3-0000435	RAM STATUS REPORT NO 3	7/25/2002 12:00:00 AM	90	5 mb 3-0000435-RAM STATUS REPORT NC
3-0000435	RAM STATUS REPORT NO 2	1/25/2002 12:00:00 AM	310	12 mb 3-0000435-RAM STATUS REPORT N
3-0000435	RAM STATUS REPORT	7/26/2001 12:00:00 AM	254	9 mb 3-0000435-RAM STATUS REPORT-20
3-0000435	QUARTERLY LEACHFIELD AND GRAVEL PIT TREATMENT SYSTEMS REPORT	1/31/2003 12:00:00 AM	305	11 mb 3-0000435-QUARTERLY LEACHFIEL
3-0000435	QUARTERLY LEACHFIELD AND GRAVEL PIT TREATMENT SYSTEMS REPORT	10/30/2002 12:00:00 AM	285	10 mb 3-0000435-QUARTERLY LEACHFIEL
3-0000435	QUARTERLY LEACHFIELD AND GRAVEL PIT TREATMENT SYSTEMS REPORT	7/30/2002 12:00:00 AM	306	10 mb 3-0000435-QUARTERLY LEACHFIEL
3-0000435	QUARTERLY LEACHFIELD AND GRAVEL PIT TREATMENT SYSTEMS REPORT	1/24/2002 12:00:00 AM	380	11 mb 3-0000435-QUARTERLY LEACHFIEL
3-0000435	QUARTERLY LEACHFIELD AND GRAVEL PIT TREATMENT SYSTEMS REPORT	10/31/2001 12:00:00 AM	383	11 mb 3-0000435-QUARTERLY LEACHFIEL
3-0000435	QUARTERLY LEACHFIELD AND GRAVEL PIT TREATMENT SYSTEMS REPORT	7/31/2001 12:00:00 AM	449	15 mb 3-0000435-QUARTERLY LEACHFIEL
3-0000435	QUARTERLY LEACHFIELD AND GRAVEL PIT TREATMENT SYSTEMS REPORT	2/13/2001 12:00:00 AM	404	14 mb 3-0000435-QUARTERLY LEACHFIEL
3-0000435	QUARTERLY LEACHFIELD AND GRAVEL PIT TREATMENT SYSTEMS REPORT	11/3/2000 12:00:00 AM	411	12 mb 3-0000435-QUARTERLY LEACHFIEL
3-0000435	QUARTERLY LEACHFIELD AND GRAVEL PIT TREATMENT SYSTEMS REPORT	7/18/2000 12:00:00 AM	422	12 mb 3-0000435-QUARTERLY LEACHFIEL
3-0000435	QUARTERLY LEACHFIELD AND GRAVEL PIT TREATMENT SYSTEMS REPORT	12/1/1999 12:00:00 AM	389	11 mb 3-0000435-QUARTERLY LEACHFIEL
3-0000435	QUARTERLY LEACHFIELD AND GRAVEL PIT TREATMENT SYSTEMS REPORT	10/11/1999 12:00:00 AM	225	8 mb 3-0000435-QUARTERLY LEACHFIEL
3-0000435	QUARTERLY LEACHFIELD AND GRAVEL PIT TREATMENT SYSTEMS REPORT	6/1/1999 12:00:00 AM	78	42 mb 3-0000435-QUARTERLY LEACHFIEL
3-0000435	QUARTERLY LEACHFIELD AND GRAVEL PIT TREATMENT SYSTEMS REPORT	4/1/1999 12:00:00 AM	208	8 mb 3-0000435-QUARTERLY LEACHFIELD
3-0000435	QUARTERLY LEACHFIELD AND GRAVEL PIT TREATMENT SYSTEMS REPORT	1/19/1999 12:00:00 AM	1293	40 mb 3-0000435-QUARTERLY LEACHFIEL
3-0000435	QUARTERLY LEACHFIELD AND GRAVEL PIT TREATMENT SYSTEMS REPORT	2/1/1996 12:00:00 AM	175	5 mb 3-0000435-QUARTERLY LEACHFIELD
3-0000435	QUARTERLY LEACHFIELD AND GRAVEL PIT TREATMENT SYSTEMS REPORT	5/1/1996 12:00:00 AM	211	6 mb 3-0000435-QUARTERLY LEACHFIELD
3-0000435	QUARTERLY LEACHFIELD AND GRAVEL PIT TREATMENT SYSTEMS REPORT	8/1/1996 12:00:00 AM	165	4 mb 3-0000435-QUARTERLY LEACHFIELD
3-0000435	QUARTERLY LEACHFIELD AND GRAVEL PIT TREATMENT SYSTEMS REPORT	11/1/1996 12:00:00 AM	194	5 mb 3-0000435-QUARTERLY LEACHFIELD
3-0000435	QUARTERLY LEACHFIELD AND GRAVEL PIT TREATMENT SYSTEMS REPORT	1/19/1999 12:00:00 AM	984	29 mb 3-0000435a-QUARTERLY LEACHFIE

The documents viewable here include all site information submitted electronically via eDEP, and many scanned paper documents. Please note that the scanning of our paper files is not yet complete for all RTNs. However, when scanned files are available for viewing via the scanned tab for any specific RTN, it is likely that the online documents represent a complete record of publicly available documents for that specific RTN at this time. Please contact the appropriate regional office to conduct a review of site documents not yet available online.

[Status of File Scanning Project by Town](#)



Waste Site / Reportable Release File Viewer

Electronically Submitted Files Scanned Files

RTN	Form Name	Submit Date	Attachments	Notes
3-435	BWSC10.20,30 Supplemental Tier I Permit Actions- 113 > BWSC TRANSMITTAL- 112	12/3/2007 2:55:17 PM	1 mb supporting umentation.pdf	ACTIVE APPROVED APPROVED COMPLETED Notes
3-435	BWSC104 Response Action Outcome Transmittal Form- 281	12/14/2007 7:44:32 PM	1 mb BWSC-104 Ques B4 - RAO-P Report.pdf	
3-435	BWSC106 Release Abatement Measure Transmittal Form- 243	2/25/2008 11:08:15 AM	4 mb BWSC-106 Sec B Q 4 - RAM Status Report.pdf	
3-435	BWSC108 CRA Transmittal Form & Phase I CS- 246	6/24/2008 2:32:50 PM	2 mb BWSC-108 Ques B23 - Post-Class C RAO Status Report.pdf	
3-435	BWSC106 Release Abatement Measure Transmittal Form- 243	8/26/2008 3:58:15 PM	3 mb BWSC-106 Sec B Q 4 - RAM Status Report.pdf	
3-435	BWSC106 Release Abatement Measure Transmittal Form- 243	12/18/2008 2:50:44 PM	1 mb FINAL Unisys RAM Completion Report 12 18 08 .pdf	
3-435	BWSC108 CRA Transmittal Form & Phase I CS- 246	12/23/2008 2:21:53 PM	1 mb Unisys RAO Status Report #2 FINAL 12 23 2008 .pdf	
3-435	BWSC108 Comp. Res. Action Transmittal Form And Phase I - 418	6/29/2009 11:36:36 AM	73 kb Unisys RAO Status Report #3 29 June 2009 FINAL.pdf	
3-435	BWSC104 Response Action Outcome Transmittal Form- 281	12/4/2009 1:36:22 PM	6 mb FINAL Class C RAO-P Leachfield 12 4 2009.pdf	
3-435	BWSC108 Comp. Res. Action Transmittal Form And Phase I - 418	12/23/2009 2:42:52 PM	949 kb Unisys RAO Status Report #4 23 December 2009 FINAL.pdf	
3-435	BWSC108 Comp. Res. Action Transmittal Form And Phase I - 418	6/22/2010 5:25:09 PM	159 kb Final Combined Unisys RAO Status Report #1 UPLOADED TO eDEP.pdf	
3-435	BWSC108 Comp. Res. Action Transmittal Form And Phase I - 418	12/16/2010 2:41:08 PM	804 kb Unisys Sudbury MA Combined RAO Status Report #2 FINAL 12 16 10.pdf	
3-435	BWSC108 Comp. Res. Action Transmittal Form And Phase I - 418	5/27/2011 3:49:11 PM	88 kb Final Combined Unisys RAO Status Report #3.pdf	
3-435	BWSC108 Comp. Res. Action Transmittal Form And Phase I - 418	12/5/2011 4:02:22 PM	1 mb Unisys Sudbury Combined RAO Status Report #4 5 December 2011.pdf	
3-435	BWSC108 Comp. Res. Action Transmittal Form And Phase I - 418	6/4/2012 2:21:33 PM	84 kb FINAL Combined Unisys RAO Status Report #5 6 4 2012.pdf	
3-435	BWSC10.20,30 Supplemental Tier I Permit Actions- 113 > BWSC TRANSMITTAL- 112	9/14/2012 2:27:59 PM	230 kb Unisys Tier IA Permit Extension Application 9 14 12 FINAL.pdf	ACTIVE APPROVED PREAPPLICATI
3-435	BWSC126 Miscellaneous Document Transmittal Form- 470	9/18/2012 10:49:06 AM	189 kb John Mctigue termination of LSP services letter.pdf	
3-435	BWSC126 Miscellaneous Document Transmittal Form- 470	9/24/2012 2:32:44 PM	3 mb Unisys Sudbury, MA Legal Notice Tearsheet Transmittal 9 24 2012.pdf	
3-435	BWSC126 Miscellaneous Document Transmittal Form- 470	12/4/2012 10:36:40 PM	88 kb Unisys Sudbury MA - Response to NON 12 4 12 FINAL.pdf	
3-435	BWSC108 Comp. Res. Action Transmittal Form And Phase I - 418	12/6/2012 11:21:28 PM	296 kb FINAL Unisys Sudbury RAO Status Report #6 Leach Field 12 6 2012.pdf	
3-435	BWSC104 Response Action Outcome Transmittal Form- 281	12/14/2012 5:11:10 PM	1 mb Unisys Sudbury MA-5 Year Periodic Review Class C RAO 12 14 2012 FINAL.pdf	
3-435	BWSC104 Response Action Outcome Transmittal Form- 281	3/18/2013 3:35:57 PM	1 mb Class A-1 RAOP Unisys Sudbury MA 3 13 2013 FINAL.pdf	
3-435	BWSC104 Response Action Outcome Transmittal Form- 281	3/18/2013 3:38:47 PM	621 kb Summary Class C-1 RAO Unisys Sudbury MA 3 13 2013 FINAL.pdf	
3-435	BWSC126 Miscellaneous Document Transmittal Form- 470	4/2/2013 3:50:26 PM	978 kb Unisys Sudbury, MA Legal Notice Tearsheet Transmittal 4 2 2013.pdf	
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3-435	BWSC108 Comp. Res. Action Transmittal Form And Phase I - 418	11/25/2013 4:46:42 PM	1 mb Unisys Sudbury Combined RAO Status Report #8 FINAL 25 November 2013.pdf	
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3-435	BWSC104 Permanent And Temporary Solution Statement- 581	12/10/2014 12:43:00 PM	574 kb Unisys Sudbury, MA - Revised Sum Temp Solution 12 10 2014.pdf	
3-435	BWSC104 Permanent And Temporary Solution Statement- 581	12/10/2014 1:20:28 PM	730 kb Unisys Sudbury, MA - Retraction of Class A-1 12 10 2014.pdf	
3-435	BWSC104 Permanent And Temporary Solution Statement- 581	12/10/2014 1:41:38 PM	560 kb Unisys Sudbury, MA - Retracted Class B-1 12 10 2014.pdf	
3-435	BWSC104 Permanent And Temporary Solution Statement- 581	12/10/2014 9:36:54 PM	1 mb Leach Field 5-year Review FINAL 12 10 2014.pdf	
3-435	BWSC108 Comp. Res. Action Transmittal Form & Phase I- 518	12/11/2014 2:40:48 PM	1 mb Unisys Sudbury MA Gravel Pit Temp Soln Status Report #10 FINAL 12 11 2014.pdf	
3-435	BWSC126 Miscellaneous Document Transmittal Form- 570	1/22/2015 2:56:16 PM	1 mb Unisys Sudbury, MA Legal Notice Tearsheet Transmittal 01 22 2015.pdf	
3-435	BWSC108 Comp. Res. Action Transmittal Form & Phase I- 518	6/15/2015 8:43:01 AM	336 kb FINAL Combined Unisys RAO Status Report #11 6 12 2015.pdf	

The documents viewable here include all site information submitted electronically via eDEP, and many scanned paper documents. Please note that the scanning of our paper files is not yet complete for all RTNs. However, when scanned files are available for viewing via the scanned tab for any specific RTN, it is likely that the online documents represent a complete record of publicly available documents for that specific RTN at this time. Please contact the appropriate regional office to conduct a review of site documents not yet available online.

[Status of File Scanning Project by Town](#)

Waste Site / Reportable Release File Viewer ver. 2.3.2 © 2008 MassDEP

Attachment: PCD Env Data Review Cover Memo and Scope (1446 : Melone Property)

**Licensed Site Professionals**

DEP list of active LSPs:

[http://public.dep.state.ma.us/LSP\\_2/LSPResults.aspx?LicenseStatus=ACTIVE](http://public.dep.state.ma.us/LSP_2/LSPResults.aspx?LicenseStatus=ACTIVE)

Firms the Town of Sudbury has done business with who have LSPs on staff:

Weston & Sampson Engineers	5 Centennial Drive Peabody, MA 01960-7985	(978) 532-1900
Woodard & Curran	980 Washington Street Dedham, MA 02026-	(781) 251-0200
VHB	10 Dorrance Street Providence, RI 02903-	(508) 641-3633
Tetra Tech Rizzo	1 Grant Street Framingham, MA 01701-9005	(508) 903-2362
Beals and Thomas, Inc.	144 Turnpike Road Southborough, MA 01772	(508) 366-0560
EcoTec, Inc.	102 Grove Street Worcester, MA 01605-2629	(508) 752-9666
Fay, Spofford & Thorndike, Inc	5 Burlington Woods Dr Burlington, MA 01803	(781) 221-1276
Horsley Witten Group, Inc.	90 Route 6A Sandwich, MA 02563	(508) 833-6600



The Official Website of the Executive Office of Energy and Environmental Affairs

## Energy and Environmental Affairs

EEA Home > Agencies > Licensed Site Professional (LSP) > Guide to Licensed Site Professionals and the LSP Board

### Guide to Licensed Site Professionals and the LSP Board

*prepared by:*

*The Massachusetts Board of Registration  
of  
Hazardous Waste Site Cleanup Professionals*

*One Winter Street  
Boston, MA 02108*

*(617) 556-1091  
LSP.Board@state.ma.us*

1. [Purpose of This Pamphlet](#)
2. [General Information](#)
3. [How Sites Get Cleaned Up](#)
4. [What are the LSPs and What do They Do?](#)
5. [How to Find and Hire an LSP](#)
6. [Who Licenses LSPs?](#)
7. [What are Some of the Important Rules of Professional Conduct That LSPs Must Meet?](#)
8. [What Happens When LSPs Violate the Board's Professional Conduct Rules?](#)
9. [Who can File Complaints Against LSP's?](#)
10. [For More Information](#)

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#### **Purpose of This Pamphlet**

This pamphlet has been prepared to help you better understand the role that Licensed Site Professionals (LSPs) and the LSP Board play in the state's waste site cleanup program (the "21E program"). You may find this pamphlet useful if:

- you need to hire an LSP to oversee an assessment or cleanup at your property;
- your property abuts or is near a contaminated site where cleanup activities are being overseen by an LSP; or
- you are a local official in a city or town in which waste sites are located.

If you have additional questions that this pamphlet does not answer, please contact the LSP Board or the Massachusetts Department of Environmental Protection (DEP). Phone numbers, as well as E-mail and Web site addresses, are listed on the back of this pamphlet.

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#### **General Information**

The Commonwealth of Massachusetts takes the dangers posed by spills and other releases of oil, gasoline, and other hazardous materials to the soil and groundwater very seriously.

**Chapter 21E of the Massachusetts General Laws sets out the legal obligations of property owners and others responsible for the contamination to:**

- report a chemical spill or release;

- assess the nature and extent of contamination;
- take speedy action to address hazards which pose a significant risk of harm
- clean up the contamination.

Those who may be legally responsible for a spill or release under Chapter 21E may obtain general information about their obligations from DEP. They also may also obtain advice about their specific legal obligations from an attorney who is knowledgeable about the 21E program.

---

## **How Sites Get Cleaned Up**

The Massachusetts Department of Environmental Protection has implemented the 21E program through a set of regulations known as the Massachusetts Contingency Plan or "MCP." The MCP lays out the state's rules for conducting cleanups of contaminated sites. The MCP requires people who are responsible for cleanups to hire a Licensed Site Professional to manage and/or oversee the required assessment and cleanup work. Licensed Site Professionals are often referred to as "LSPs."

---

## **What are the LSPs and What do They Do?**

LSPs are scientists or engineers experienced in the assessment and cleanup of oil, gasoline, and hazardous material contamination. They are licensed by an independent state board to manage cleanups and provide formal, written opinions that cleanup work meets the requirements of the MCP.

Before the start of the LSP licensing program in 1993, those who conducted work at hazardous waste sites had to receive DEP's approval of each phase of the work or a waiver of the approval requirement. DEP was unable to handle all of these requests, and backlogs developed. By licensing LSPs and allowing them to oversee work at sites, many government-related obstacles to prompt voluntary cleanups have been eliminated.

An LSP is hired by a site owner or other potentially responsible party to oversee the assessment and cleanup activities required to address the contamination. The LSP collects data on conditions at the site, interprets this data, assesses the risks posed by the site to health, safety, public welfare, and the environment, and recommends and oversees necessary cleanup activities. In providing these services, the LSP is responsible for making sure that the formal, written opinions that he or she provides about response actions at a disposal site, and the activities that lead up to these opinions, are consistent with the requirements of the MCP.

At key stages in the cleanup process, these formal, written opinions describing the work that has been completed must be sent to DEP. When a cleanup has been completed, the LSP provides a final opinion stating that the response actions have achieved an outcome that complies with the MCP and protects health, safety, public welfare, and the environment. Only an LSP can sign and stamp these formal opinions.

---

## **How to Find and Hire an LSP**

Many environmental services firms have LSPs on staff. Other LSPs work independently and assist their clients in hiring all the needed environmental contractors. A complete list of all LSPs, their addresses and telephone numbers can be obtained on the World Wide Web at <http://www.Mass.Gov/lsp> or by calling the LSP Board at (617) 556-1091. DEP's Regional Service Centers also have lists of all licensed LSPs.

### **Anyone seeking to hire an LSP should do the following:**

- Obtain written proposals from several LSPs.
- Ask for and check references.
- Contact the LSP Board and ask if any complaints have been filed against the LSPs who are being considered; if so, ask if any discipline was imposed.
- Compare experience as well as cost. Do not base your selection on rates alone. A more experienced LSP may cost you less in the long run.
- Obtain a written contract describing the work to be done and specifying all costs.

---

## **Who Licenses LSPs?**

LSPs are licensed by the **Board of Registration of Hazardous Waste Site Cleanup Professionals**, commonly called the "LSP Board." Applicants must meet stringent education and experience standards set by the Board, and they must pass an examination that tests their technical and regulatory knowledge. The LSP Board also requires that LSPs take continuing education courses in order to maintain their licenses. These licensing and continuing education requirements, along with the LSP Board's ongoing disciplinary program, were designed to ensure that LSPs have the knowledge and experience to guide their clients properly through the assessment and cleanup process mandated by the state regulations.

The LSP Board also regulates the professional services provided by LSPs. It has adopted Rules of Professional Conduct that all LSPs must meet. The LSP Board investigates complaints that LSPs have failed to follow these rules.

---

### **What are Some of the Important Rules of Professional Conduct That LSPs Must Meet?**

The Massachusetts Waste Site Cleanup Program has been designed to safeguard public health and the environment. DEP's standards for cleanups provide flexibility to tailor response actions to the needs of a particular site. The LSP Board requires LSPs to follow DEP's requirements for assessing and cleaning up a site and to exercise independent professional judgment in doing so. In addition, the LSP Board requires that LSPs provide services with reasonable care and diligence, applying the knowledge and skill expected of LSPs.


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### **What Happens When LSPs Violate the Board's Professional Conduct Rules?**

If the LSP Board receives a complaint about an LSP and determines that the LSP has violated one or more of its Rules of Professional Conduct, the Board can discipline the LSP. The forms of discipline include censure, suspension of license, and, in cases of serious violations, revocation of license.

---

### **Who can File Complaints Against LSP's?**

Anyone can file a complaint, including property owners and tenants who retain LSPs, abutters, citizen groups, public officials, DEP staff, even other LSPs. To file a complaint, all one needs to do is to fill out a short Complaint Form obtained from the LSP Board by calling (617) 292-5629 or on our [website](#) .

The Board considers all complaints that LSPs have performed in a manner that violates the standard of care or any of the other Rules of Professional Conduct. However, the LSP Board does not have jurisdiction to resolve disputes between LSPs and their clients about fees.

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### **For More Information**

#### **LSP Board:**

- List of LSPs (617) 556-1091
- To file a Complaint (617) 292-5629
- LSPs' disciplinary records (617) 292-5985
- E-mail address: LSP.Board@state.ma.us

#### **Web site: [www.Mass.Gov/lsp](http://www.Mass.Gov/lsp) for information on:**

- General information about the LSP Board
- List of LSPs
- Disciplinary actions taken
- LSP Board's Rules of Professional Conduct

#### **Department of Environmental Protection:**

- Western Regional Office at 413-784-1100
- Central Regional Office at 508-792-7650

- Northeast Regional Office at 978-694-3200
- Southeast Regional Office at 508-946-2700

Or visit the Web site at: [www.Mass.Gov/dep/cleanup/index](http://www.Mass.Gov/dep/cleanup/index) for information on:

- Massachusetts Contingency Plan
- Other waste site cleanup publications
- Sites List
- Brownfields information

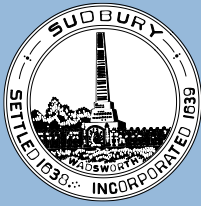
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This information is available in alternate format upon request by contacting the LSP Board's ADA Coordinator, 3rd floor, One Winter Street, Boston 02108.

Did you find the information you were looking for on this page? \*

- Yes
- No

Send Feedback



SUDBURY BOARD OF SELECTMEN  
Thursday, August 20, 2015

**TIMED ITEM**

**5: Buddy Dog update**

REQUESTOR SECTION

Date of request:

Requestor: Michael Fee

Formal Title: Buddy Dog update - Attorney Michael Fee to present

Recommendations/Suggested Motion/Vote: Buddy Dog update - Attorney Michael Fee to present

Background Information:

Financial impact expected:

Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting: Michael Fee

Review:

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

08/20/2015 6:30 PM

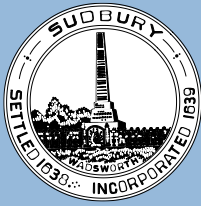
MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:



SUDBURY BOARD OF SELECTMEN  
Thursday, August 20, 2015

**TIMED ITEM**

**6: Budget Strategy Task Force update**

REQUESTOR SECTION

Date of request:

Requestor: Selectman Woodard

Formal Title: Report on status of the Budget Strategy Task Force, and seek feedback from the Board.

Recommendations/Suggested Motion/Vote: Report on status of the Budget Strategy Task Force, and seek feedback from the Board.

Background Information:  
Attached provided by Chuck Woodard

Financial impact expected:

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

08/20/2015 6:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

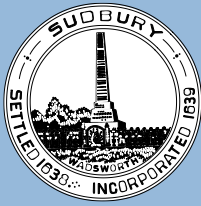
- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:



### Cost Center Allocation Questions

1. Does each cost center get the same % budget increase each year? If not, how are the allocations determined.
2. What is the governance structure of the school systems – administration and school committee(s)?
3. Is there a single budget for the school systems or separate budgets for the K-8 system and the high school?
4. How are out of district costs handled (in whose budget, separately, etc.)?
5. If the school populations shift (i.e. decrease in high school population, increase in K-8) is that reflected in the budget allocations?
6. From whose budget are benefits (for town and school employees) charged?
7. If there is a regional high school but not a regional K-8 system, is the town considering regionalizing the whole system or dissolving the high school region?



SUDBURY BOARD OF SELECTMEN  
Thursday, August 20, 2015

**TIMED ITEM**

**7: Fairbank Community Task Force**

REQUESTOR SECTION

Date of request:

Requestor: Fairbank Community Task Force

Formal Title: Report from Fairbank Community Task Force. Jack Ryan, co-chair, will attend.

Recommendations/Suggested Motion/Vote: Report from Fairbank Community Task Force. Jack Ryan, co-chair, will attend.

Background Information:

Financial impact expected:

Approximate agenda time requested: 20 minutes

Representative(s) expected to attend meeting: Jack Ryan, co-chair

Review:

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

08/20/2015 6:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:

**Golden, Patricia**

---

**From:** Bilodeau, Maryanne  
**Sent:** Wednesday, July 29, 2015 11:17 AM  
**To:** Board of Selectmen  
**Subject:** Fairbank Community Center Feasibility Study March 2015

**Importance:** High

Good Morning,

Pat Brown has asked me to send you the link to the Fairbank Community Center Feasibility Study from March 2015.

The Fairbank Community Center is scheduled to be discussed at your August 20<sup>th</sup> Selectmen's meeting. Since this report is 286 pages long she'd like everyone to start reviewing it well before the meeting so you'll have time to become familiar with it. Here's the link to the study:

[https://sudbury.ma.us/fairbankstudy/?attachment\\_id=101](https://sudbury.ma.us/fairbankstudy/?attachment_id=101)

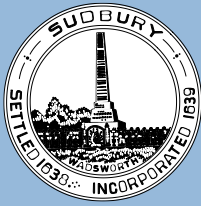
Thank you *and have a nice day!*

Maryanne

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

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

Attachment: Fairbank Community Center Feasibility Study (1436 : Fairbank Community Task Force)



SUDBURY BOARD OF SELECTMEN  
Thursday, August 20, 2015

**MISCELLANEOUS (UNTIMED)**

**8: Methods Machines Performance Bond Release**

REQUESTOR SECTION

Date of request: July 28, 2015

Requested by: Jody Kablack

Formal Title: Vote to release the performance bond held by the Town of Sudbury in the amount of \$19,154.00, plus any interest accrued, for the Methods Machines Site Plan approval dated February 12, 2013 and modified on April 28, 2015, for property located at 65 & 71 Union Ave, based on the recommendation of the Director of Planning and Community Development dated August 6, 2015.

Recommendations/Suggested Motion/Vote: Vote to release the performance bond held by the Town of Sudbury in the amount of \$19,154.00, plus any interest accrued, for the Methods Machines Site Plan approval dated February 12, 2013 and modified on April 28, 2015, for property located at 65 & 71 Union Ave, based on the recommendation of the Director of Planning and Community Development dated August 6, 2015.

Background Information:  
Attached

Financial impact expected:NA

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

08/20/2015 6:30 PM

MEETING NOTES SECTION

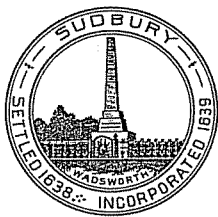
Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:

- Staff:

Future agenda date:



# Town of Sudbury

Planning and Community Development Department

Jody A. Kablack, Director

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

<http://www.sudbury.ma.us/services/planning>  
[kablackj@sudbury.ma.us](mailto:kablackj@sudbury.ma.us)

TO: Board of Selectmen  
FROM: *JAK* Jody Kablack, Director of Planning and Community Development  
RE: Methods Machines – Request to Release Performance Bond  
DATE: August 6, 2015

The Applicant for the above Site Plan application has requested that the performance bond held for the Site Plan approval be released. I have reviewed the Site Plan decision dated February 12, 2013, the Stormwater Management Permit dated July 31, 2013, and the Site Plan Modification decision dated April 28, 2015, and all conditions of these approvals have been satisfied. I have also reviewed this file with the Town Engineer/DPW Director, who has no outstanding issues on this site. The project has received a Certificate of Compliance from the Conservation Commission.

It is my recommendation that the performance bond held by the Town of Sudbury in the amount of \$19,154.00, plus any interest accrued, be released to the depositor.

Attachments

Attachment: Performance Bond Release Memo and attachments (1428 : Methods Machines Performance Bond Release)

**Kablack, Jody**

---

**From:** Dave Duane <dduane@macotrealty.com>  
**Sent:** Tuesday, July 21, 2015 2:15 PM  
**To:** Kablack, Jody  
**Subject:** Performance bond for Methods project - union ave

Jody

I received the certificate of completion on this project last night at Conservation Commission.

Please issue Macot Realty Trust a check for the current balance of the performance bond.

Thanks

*Sent from my Verizon Wireless 4G LTE DROID*

Attachment: Performance Bond Release Memo and attachments (1428 : Methods Machines Performance Bond Release)



June 22, 2015

Conservation Commission  
Town of Sudbury  
275 Old Lancaster Road  
Sudbury, MA 01776

RE: Methods Machine Tools  
65 & 71 Union Avenue  
DEP File # 301-1104

Dear Commission Members:

Enclosed herewith please find a Request for Certificate of Compliance for the above referenced Order of Conditions. Also enclosed is an As Built Plan. I hereby certify that, as shown on the As Built Plan, the work has been completed in substantial compliance with the approved plans.

If you have any questions or wish to discuss this matter further, please contact this office.

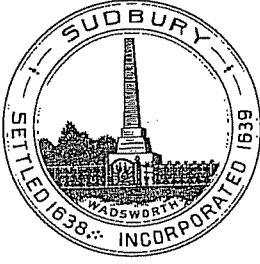
Sincerely,

Thomas DiPersio, Jr.

Thomas DiPersio, Jr., P.E.

Attachment: Performance Bond Release Memo and attachments (1428 : Methods Machines Performance Bond Release)





**TOWN OF SUDBURY  
STORMWATER MANAGEMENT**

**BYLAW**

**CERTIFICATE OF COMPLETION**

From: PLANNING & COMMUNITY DEVELOPMENT

Date: August 6, 2015

File #: 13-02

Applicant: Methods Machines Tools

Property Owner: Macot Realty Trust

Project Location: 65/71 Union Avenue

Assessors Map #: K08-0051 & 0087

SWM Permit Issued: July 31, 2013

Issuing Authority: Conservation Commission

SWM Permit Recording  
at Middlesex  
Registry of Deeds: Book 62671 Page 327

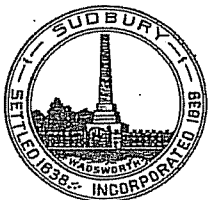
Final As-Built Plan:

Title: As-Built Plan, 65 & 71 Union Ave

By: Thomas Dipersio, Jr. & Associates

Date: June 8, 2015

This Certificate of Compliance is a Complete Certification that the work regulated by the above-referenced Stormwater Management Permit has been satisfactorily completed subject to the Conditions, Requirements and Limitations of the Permit.



# Town of Sudbury

Office of Selectmen  
www.sudbury.ma.us

13 FEB 13 PM 3:47

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

Email: [selectmen@sudbury.ma.us](mailto:selectmen@sudbury.ma.us)

February 12, 2013

## SITE PLAN DECISION SUDBURY BOARD OF SELECTMEN

Macot Realty Trust/Methods Machine  
65 and 71 Union Avenue

DECISION of the Board of Selectmen of the Town of Sudbury, Massachusetts (the "Board") on the petition of Scott McIver, Trustee of the Macot Realty Trust (the "Applicant") for property located at 65 and 71 Union Avenue in Sudbury, Massachusetts, (Town Assessor Map K08, Parcels 0051 and 0087 (the "Property") for approval to modify an approved Site Plan to change the use of approximately 14,233 sq. ft. of space from warehouse to office use at Methods Machine. The property is zoned Industrial District and Industrial Park District.

This decision is in response to an application by the Applicant for approval of a Site Plan Modification submitted to the Board on December 20, 2012 pursuant to the Zoning Bylaw of the Town of Sudbury (the "Zoning Bylaw"), Section 6300.

After causing notice of the time and place of its public hearing and of the subject matter thereof to be published, posted and mailed to the Applicant, abutters and other parties in interest, as required by law, the public hearing was called to order on January 22, 2013, and was closed at the end of the January 22, 2013 proceedings. Board members Lawrence W. O'Brien, Robert C. Haarde and John C. Drobinski and were present throughout the proceedings. The record of the proceedings and submissions upon which this decision is based may be referred to in the office of the Town Clerk or the Board office.

The Board is in receipt of the following:

1. Application for Site Plan Modification dated December 20, 2012 including Site Plans prepared by Thomas Land Surveyors, Hudson, MA dated December 3, 2012, last revised February 5, 2013 consisting of 2 sheets, Existing Conditions Plan and Proposed Site Plan; Exterior Elevations prepared by Gunderson Associates dated October 23, 2012 (1 sheet); and memo from Joshua Fox, attorney dated December 20, 2012.
2. Memo from Debbie Dineen, Conservation Coordinator, to Jody Kablack dated December 31, 2012.
3. Minutes from the Design Review board, dated January 9, 2013.
4. Memo from Jody Kablack, Planning Director, to the Board of Selectmen dated January 16, 2013, including pre-application meeting notes dated January 8, 2013.

Based upon a determination that the foregoing evidence, together with the information submitted, conformed to the intent and purpose of the Zoning Bylaw requirements, a motion was made and unanimously approved as follows:

VOTED: To approve the Site Plan Application of Scott McIver, Trustee of Macot Realty Trust for approval of a site plan modification to an approved Site Plan for a change of use of approximately 14,233 sq. ft. of space from warehouse to office space use at 65 and 71 Union Avenue (Town Assessor Map K08, Parcels 0051 and 0087), as described in the above referenced application, subject to compliance with all governmental laws, regulations, licenses and permits including, but not limited to Wetlands Protection Act and Sudbury Wetlands Administration Bylaw, zoning, building and health laws and regulations, and further subject to the following conditions insofar as they apply to the Property:

1. Receipt of a Stormwater Management Permit from the Planning Board or its delegated Review Authority.
2. Receipt of an Order of Conditions or a Negative Determination of Applicability by the Conservation Commission.
3. Final approval by the Board of Health for the septic system expansion.
4. Close out of the 1984 Conservation Commission filing.
5. Final approval by the Design Review Board of the Landscaping Plan and any new signage.
6. Parking requirements for this change of use are 199 spaces. Paved parking for 140 cars shall be provided. A Special Permit from Section 3113 of the Zoning Bylaw is hereby granted for the approval of 59 Reserve Parking Spaces, which shall be shown on the Plan but not striped.
7. Access around the building at #65 must be kept free from obstruction at all times. Signage shall be required to be installed behind the southwest corner of the building prohibiting parking in this location.
8. The Applicant shall indicate, either on the Plan or in a letter to the board, the type, size and quantity of plantings to be planted in the new landscape island at the front of the site.
9. The plan must be revised to include signature blocks for the Board, the DPW Director, Building Inspector and Planning and Community Development Director.
10. The Applicant has agreed to contribute twenty-five hundred dollars (\$2,500.00) towards the construction of a walkway along Union Avenue, to be expended under the direction of the Director of Public Works.
11. Placement of any new utilities underground.
12. No wells for drinking water supply to be installed on the site.

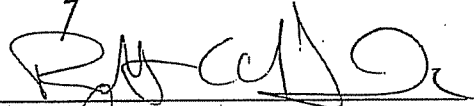
13. No storage or use of chemicals on site except in conformity with guidelines and requirements of the Board of Health and the Fire Chief; the owner or operator of the site shall comply with the Massachusetts Oil and Hazardous Materials Release Prevention and Response Act, M.G.L. Chapter 21E, as amended, and all regulations issued thereunder.
14. Any disposal or removal of effluent and wastes generated on the site shall conform to the requirements of the Board of Health, Town Engineer and/or Conservation Commission, as appropriate.
15. Submission of an "as built" plan. Any change in the physical condition of the site, including changes in the location or design of structures or systems, following approval of the site plan, will require approval by the Board of Selectmen.
16. No Building Permit shall be issued until the Decision has been recorded in the Middlesex South District Registry of Deeds, the Plans are revised as noted above and signed by the Board, and certain items noted above [1, 2, 3, 4, 8, 9 and 10], as specified by the Board, are complied with.
17. No Occupancy Permit shall be issued until certain items noted above [5, 7, 11 and 15], as specified by the Board, are complied with.

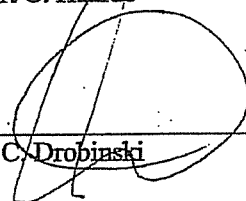
Appeals of the grant of this permit, if any, shall be made pursuant to M.G.L. Chapter 40A, Section 8.

Date: February 12, 2013

SUDBURY BOARD OF SELECTMEN

  
\_\_\_\_\_  
Lawrence W. O'Brien, Chairman

  
\_\_\_\_\_  
Robert C. Haarde

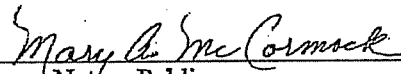
  
\_\_\_\_\_  
John C. Drobinski

COMMONWEALTH OF MASSACHUSETTS


MIDDLESEX, ss

February 12, 2013

On this 12<sup>th</sup> day of February 2013, before me, the undersigned notary public, personally appeared the above-named Lawrence W. O'Brien, proved to me through satisfactory evidence of identification, which was one of the following (check applicable box):  a driver's license;  personal knowledge, to be the person whose name is signed on the preceding document; or  other \_\_\_\_\_, and acknowledged to me that he/she signed it voluntarily for its stated purpose.

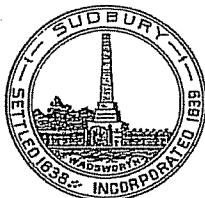
  
\_\_\_\_\_  
Notary Public

My commission expires 8/3/18

 **MARY A. MCCORMACK**  
Notary Public  
Commonwealth of Massachusetts  
My Commission Expires  
August 3, 2018

- cc: Town Clerk
- Board of Health
- DPW Director
- Building Inspector
- Planning and Community Development Department
- Conservation Commission
- Town Counsel
- Fire Chief
- Applicant

Attachment: Performance Bond Release Memo and attachments (1428 : Methods Machines Performance Bond Release)



# Town of Sudbury

Office of Selectmen  
www.sudbury.ma.us

TOWN CLERK  
SUDBURY, MASS

2015 APR 30 AM 11:06

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

Email: [selectmen@sudbury.ma.us](mailto:selectmen@sudbury.ma.us)

April 28, 2015

## SITE PLAN MODIFICATION DECISION SUDBURY BOARD OF SELECTMEN

Macot Realty Trust/Methods Machine  
65 and 71 Union Avenue

DECISION of the Board of Selectmen of the Town of Sudbury, Massachusetts (the "Board") on the petition of Macot Realty Trust (the "Applicant") for property located at 65 and 71 Union Avenue in Sudbury, Massachusetts, (Town Assessor Map K08, Parcels 0051 and 0087 (the "Property") for approval to modify an approved Site Plan to remove the requirement to install a rain garden at the front of the site and construct stormwater improvements to the rear of the property located at 65 and 71 Union Avenue, zoned Industrial Park District and Industrial District.

This decision is in response to an application dated March 26, 2015 by the Applicant for a Modification of the Site Plan approval granted by the Board on February 12, 2013 pursuant to the Zoning Bylaw of the Town of Sudbury (the "Zoning Bylaw"), Section 6300.

After causing notice of the time and place of its public hearing and of the subject matter thereof to be published, posted and mailed to the Applicant, abutters and other parties in interest, as required by law, the public hearing was called to order on April 28, 2015, and was closed at the end of the April 28, 2015 proceedings. Board members Charles C. Woodard, Lawrence W. O'Brien, Robert C. Haardé, Patricia A. Brown and Leonard A. Simon and were present throughout the proceedings. The record of the proceedings and submissions upon which this decision is based may be referred to in the office of the Town Clerk or the Board office.

The Board is in receipt of the following:

1. Request from Applicant dated March 26, 2015 to Modify Site Plan Decision dated February 12, 2013, including an Amended Order of Conditions from the Conservation Commission, and an amended site plan prepared by Thomas Land Surveyors, Hudson, MA dated December 3, 2012, last revised 12/19/14 (sheet 2 of 2).
2. Amended Order of Conditions and Stormwater Management Permit from the Sudbury Conservation Commission dated March 2015.
3. Memo from Jody Kablack, Planning Director, to the Board of Selectmen dated April 21, 2015.

Based upon a determination that the foregoing evidence, together with the information submitted, conformed to the intent and purpose of the Zoning Bylaw requirements, a motion was made and unanimously approved as follows:

VOTED: To approve the Site Plan Modification Application Macot Realty Trust for approval to modify an approved Site Plan to remove the requirement to install a rain garden at the front of the site and construct stormwater improvements to the rear of the property at 65 and 71 Union Avenue (Town Assessor Map K08, Parcels 0051 and 0087), as described in the above referenced application, subject to compliance with all governmental laws, regulations, licenses and permits including, but not limited to Wetlands Protection Act and Sudbury Wetlands Administration Bylaw, zoning, building and health laws and regulations, and further subject to the following conditions insofar as they apply to the Property:

1. The approval herein granted is based on the Revised Plan and application as described herein, with modifications allowed under this decision, as well as other documents on file but not included herein. All conditions as part of the original Site Plan Decision dated February 12, 2013 are incorporated herein and shall remain in full force and effect.

Appeals of the grant of this permit, if any, shall be made pursuant to M.G.L. Chapter 40A, Section 8.

Date: April 28, 2015

SUDBURY BOARD OF SELECTMEN

*Charles C. Woodard*

Charles C. Woodard, Chairman

*Patricia A. Brown*

Patricia A. Brown

*Robert C. Haarde*

Robert C. Haarde

Lawrence W. O'Brien

*Leonard A. Simon*

Leonard A. Simon

COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, ss

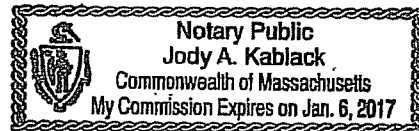
April 28, 2015

On this 28th day of April, 2015, before me, the undersigned notary public, personally appeared the above-named Charles C. Woodard, proved to me through satisfactory evidence of identification, which was one of the following (check applicable box):  a driver's license;  personal knowledge, to be the person whose name is signed on the preceding document; or  other \_\_\_\_\_, and acknowledged to me that he/she signed it voluntarily for its stated purpose.

*Jody A. Kablack*  
Jody A. Kablack, Notary Public

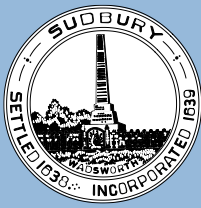
My commission expires 1/6/2017

cc: Town Clerk  
DPW Director  
Building Inspector  
Planning and Community Development Department  
Conservation Commission  
Applicant



Attachment: Performance Bond Release Memo and attachments (1428 : Methods Machines Performance Bond Release)





SUDBURY BOARD OF SELECTMEN  
Thursday, August 20, 2015

**MISCELLANEOUS (UNTIMED)**  
**9: Town Counsel Accessibility Policy**

REQUESTOR SECTION

Date of request: August 17, 2015

Requestor: Chairman Brown

Formal Title: Discussion and vote on policy for accessing Town Counsel services

Recommendations/Suggested Motion/Vote: Discussion and vote on policy for accessing Town Counsel services

Background Information:  
Continued from 6/23 meeting (see attached and redline copies)

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

08/20/2015 6:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:



### Policy on Access to Town Counsel and Confidentiality of Attorney-Client Communications

It is the intent of this policy to set forth general guidelines and expectations on the accessibility of Town Counsel to Town boards, commissions and committees, and employees, consistent with the Town of Sudbury general bylaws, the Town charter (the Board of Selectmen-Town Manager Act) and state law. It is not the intent of this policy to explicitly or implicitly deny anyone access to Town Counsel but rather to control and monitor accessibility to Town Counsel, thereby understanding and controlling the cost of legal services.

#### I. Boards, commissions and committees of the Town of Sudbury

1. Any member of the Board of Selectmen shall have direct access to the Town Counsel for legal opinions.
2. Any member of a board, commission or committee shall have direct access to Town Counsel to request a written opinion or request Town Counsel to attend a meeting of such board, committee or commission, provided that said member obtains a majority vote of said board, committee or commission at a public meeting authorizing the request of such opinion or meeting attendance. After obtaining a majority vote as set forth in the preceding sentence, said request shall be submitted to Town Counsel with a copy to the Town Manager for notification purposes. Boards, commissions, and committees which meet infrequently (once per month or less often) may vote a standing policy that a member may, on behalf of the board, committee or commission, request a written opinion or request Town Counsel to attend a meeting without having a majority vote first. Such a vote of standing policy must be filed with the Town Counsel and Town Manager's office.
3. Should any member of any Board or Committee request an opinion, that request shall be placed on the next agenda for that Board or Committee.
4. Boards, commissions or committees may vote to authorize one member of the Board, commission or committee to communicate directly with Town Counsel on a specific matter they have explicitly voted for that member to have responsibility for. For example, if the Board of Selectmen have appointed one member of the Board to work on a policy item to be considered by the Board, the Board may include in their designation that this includes the ability to seek an opinion from Town Counsel as part of the work to be undertaken by that Board member. Such vote of the board, commission, or committee must clearly reflect an authorization for the Town Counsel to speak directly with less than a quorum of the board, commission or committee on the specific matter. Such a vote must be filed with the Town Counsel and the Town Manager.
5. The chairs or vice-chairs of all boards, committees and commission shall have direct access to Town Counsel to request advice or assistance in preparation of the agenda for an upcoming meeting or for advice regarding chairing an upcoming meeting. They do not need to copy the Town Manager on such inquiries.

Attachment: Policy on Access to town Counsel and Confidentiality of Attorney 3\_ with seal updated 3-4-15 bh track changes\_MVedits\_NO

6. The chairs or vice-chairs of boards, committees or commissions with the Town shall have direct access to Town Council to request advice or assistance prospectively concerning the **Open Meeting Law** codified at G.L. c. 39, section 23B or to receive guidance with respect to the rules governing responses to public records requests. They do not need to copy the Town Manager on such inquiries.
7. Officers of the Town, including all members of boards, commissions and committee requesting **Ethics Opinions** (Conflict of Interest Law) shall have direct access to Town Council. They do not need to copy the Town Manager on such inquiries.

## II. Town Manager and Town Employees

8. The Town Manager shall have direct access to Town Council at all times in relation to her/his duties as Town Manager.
9. Department heads and division heads are encouraged to set up meetings with Town Council during regularly established Town Council office hours, via an email to Town Council with a cc to the Town Manager.
10. Department heads, division heads and other employees shall have email or phone access to Town Council as needed for general advice on issues concerning the operation of their offices, but must copy the Town Manager on the request to Town Council. If the request involves generation of a written opinion from Town Council, Town Manager shall be notified of that request before the opinion is written.
11. Employees of the Town requesting **Ethics Opinions** (Conflict of Interest Law) shall have direct access to Town Council. They do not need to copy the Town Manager on such inquiries.

## III. Town Meeting Issues

12. Warrant articles for the Annual Town Meeting or Special Town Meetings sponsored by Town boards, committees, commissions or employees shall be drafted by the Town Counsel's office. Sponsors of warrant article(s), excluding petition articles, shall submit draft wording for articles or general background information that Town Counsel will use to write the article, and send it back to the sponsor for signature before submission to the Board of Selectmen's Office.
13. Sponsors of petition articles for Annual or Special Town Meeting may submit draft articles to Town Counsel for legal review and guidance. Town Counsel will not draft articles for petitioners, but will be available for legal review and guidance. To obtain such legal review, draft petition articles must be submitted to the Board of Selectmen's office at least five days before the January 31 due date for article submission. Staff in the Board of Selectmen's office shall forward the draft petition article to Town Counsel for review.
14. Town Counsel's office will write all motions for all articles for Annual or Special Town Meeting, working with the sponsors of all articles as needed in the judgment of Town Counsel.

Adopted by the Sudbury Board of Selectmen on February 24, 2015



## Policy on Access to Town Counsel and Confidentiality of Attorney-Client Communications

It is the intent of this policy to set forth **general guidelines and** expectations on the accessibility of Town Counsel to Town boards, commissions and committees, and employees, consistent with the Town of Sudbury general bylaws, the Town charter (the Board of Selectmen-Town Manager Act) and state law. It is not the intent of this policy to explicitly or implicitly deny anyone access to Town Counsel but rather to control and monitor accessibility to Town Counsel, thereby understanding and controlling the cost of legal services.

### I. Boards, commissions and committees of the Town of Sudbury

1. Chairs of all boards, commissions or committees, including the Board of Selectmen, shall have direct access to Town Counsel to request a written opinion or request Town Counsel to attend a meeting of such board, committee or commission, provided that said chair obtains a majority vote of said board, committee or commission at a public meeting authorizing the request of such opinion or meeting attendance. After obtaining a majority vote as set forth in the preceding sentence, said request shall be submitted to Town Counsel with a copy to the Town Manager for notification purposes. Boards, commissions, and committees which meet infrequently may vote a standing policy that the Chair may, on behalf of the board, committee or commission, request a written opinion or request Town Counsel to attend a meeting without having a majority vote first. Such a vote of standing policy must be filed with the Town Counsel and Town Manager's office.
2. Town Counsel will refer all requests for opinions received from individual members of boards, commissions or committee to the Chair of said committee, who will schedule the request for a vote of the Board, commission or committee on the matter of approving such a request. Town Counsel will copy the Town Manager on all such requests.
3. Boards, commissions or committees may vote to authorize one member of the Board, commission or committee to communicate directly with Town Counsel on a specific matter they have explicitly voted for that member to have responsibility for. For example, if the Board of Selectmen have appointed one member of the Board to work on a policy item to be considered by the Board, the Board may include in their designation that this includes the ability to seek an opinion from Town Counsel as part of the work to be undertaken by that Board member. Such vote of the board, commission, or committee must clearly reflect an authorization for the Town Counsel to speak directly with less than a quorum of the board, commission or committee on the specific matter. Such a vote must be filed with the Town Counsel and the Town Manager.
4. **The chairs or vice-chairs of all boards, committees and commission shall have direct access to Town Counsel to request advice or assistance in preparation of the agenda for an upcoming**

meeting or for advice regarding chairing an upcoming meeting. They do not need to copy the Town Manager on such inquiries.

5. The chairs or vice-chairs of boards, committees or commission with the Town shall have direct access to Town Counsel to request opinions or information concerning the **Open Meeting Law** codified at G.L. c. 39, section 23B or to receive guidance with respect to the rules government responses to public records requests. They do not need to copy the Town Manager on such inquiries.
6. Officers of the Town, including all members of boards, commissions and committee requesting **Ethics Opinions** (Conflict of Interest Law) shall have direct access to Town Counsel. They do not need to copy the Town Manager on such inquiries.

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8. Department heads and division heads are encouraged to set up meetings with Town Counsel during regularly established Town Counsel office hours, via an email to Town Counsel with a cc to the Town Manager.
9. Department heads, division heads and other employees shall have email or phone access to Town Counsel as needed for general advice on issues concerning the operation of their offices, but must copy the Town Manager on the request to Town Counsel. If the request involves generation of a written opinion from Town Counsel, Town Manager shall be notified of that request before the opinion is written.
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## III. Town Meeting Issues

11. Warrant articles for the Annual Town Meeting or Special Town Meetings sponsored by Town boards, committees, commissions or employees shall be drafted by the Town Counsel's office. Sponsors of warrant article(s), excluding petition articles, shall submit draft wording for articles or general background information that Town Counsel will use to write the article, and send it back to the sponsor for signature before submission to the Board of Selectmen's Office.
12. Sponsors of petition articles for Annual or Special Town Meeting may submit draft articles to Town Counsel for legal review and guidance. Town Counsel will not draft articles for petitioners, but will be available for legal review and guidance. To obtain such legal review, draft petition articles must be submitted to the **Board of Selectmen's office** at least five days before the January 31 due date for article submission. **Staff in the Board of Selectmen's office shall forward the draft petition article to Town Counsel for review.**
13. Town Counsel's office will write all motions for all articles for Annual or Special Town Meeting, working with the sponsors of all articles as needed in the judgment of Town Counsel.

#### **IV. Confidentiality of Attorney-Client Communications**

The attorney-client privilege shields from the view of third parties all confidential communications between a client and its attorney undertaken for the purpose of obtaining legal advice. As a matter of policy, the Board of Selectmen hereby requires that the confidentiality of communications between town officials, departments, boards, and committees, and Town Counsel and Special Town Counsel be maintained and preserved. The scope of privileged communications includes communications from Town officials, departments, boards or employees seeking legal advice, as well as opinions and advice received from Town Counsel or Special Town Counsel, whether in formal written opinions, email, in person, or by telephone.

The attorney-client privilege belongs to the Town of Sudbury, acting through its Board of Selectmen. The Board of Selectmen is the chief policy making body of the Town and is responsible, in conjunction with Town Counsel, for managing the legal affairs of the Town. Accordingly, only the Board of Selectmen, acting as a Board at a duly noticed meeting, is authorized to waive the attorney-client privilege on behalf of the Town. Should any town official, department, board, or committee believe that it is in the best interests of the Town to waive the attorney-client privilege with respect to any privileged attorney-client communication received from Town Counsel or Special Town Counsel, they should request to discuss the matter with the Board of Selectmen in executive session to obtain a vote by the Board of Selectmen as to whether or not said privileged communication may be released. No town official, department, board or committee is permitted on his or her or its own volition to release any confidential attorney-client communications to third parties or otherwise purport to waive the Town's attorney-client privilege.

Adopted by the Sudbury Board of Selectmen on February 24, 2015



**Policy on Access to Town Council and Confidentiality of Attorney-Client Communications**

It is the intent of this policy to set forth general guidelines and expectations on the accessibility of Town Council to Town boards, commissions and committees, and employees, consistent with the Town of Sudbury general bylaws, the Town charter (the Board of Selectmen-Town Manager Act) and state law. It is not the intent of this policy to explicitly or implicitly deny anyone access to Town Council but rather to control and monitor accessibility to Town Council, thereby understanding and controlling the cost of legal services.

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**I. Boards, commissions and committees of the Town of Sudbury**

1. Any member of the Board of Selectmen shall have direct access to the Town Council for legal opinions.
2. Any member of a board, commission or committee shall have direct access to Town Council to request a written opinion or request Town Council to attend a meeting of such board, committee or commission, provided that said member obtains a majority vote of said board, committee or commission at a public meeting authorizing the request of such opinion or meeting attendance. After obtaining a majority vote as set forth in the preceding sentence, said request shall be submitted to Town Council with a copy to the Town Manager for notification purposes. Boards, commissions, and committees which meet infrequently (once per month or less often) may vote a standing policy that a member may, on behalf of the board, committee or commission, request a written opinion or request Town Council to attend a meeting without having a majority vote first. Such a vote of standing policy must be filed with the Town Council and Town Manager's office.
3. Should any member of any Board or Committee request an opinion, that request shall be placed on the next agenda for that Board or Committee.
4. Boards, commissions or committees may vote to authorize one member of the Board, commission or committee to communicate directly with Town Council on a specific matter they have explicitly voted for that member to have responsibility for. For example, if the Board of Selectmen have appointed one member of the Board to work on a policy item to be considered by the Board, the Board may include in their designation that this includes the ability to seek an opinion from Town Council as part of the work to be undertaken by that Board member. Such vote of the board, commission, or committee must clearly reflect an authorization for the Town Council to speak directly with less than a quorum of the board, commission or committee on the specific matter. Such a vote must be filed with the Town Council and the Town Manager.
5. The chairs or vice-chairs of all boards, committees and commission shall have direct access to Town Council to request advice or assistance in preparation of the agenda for an upcoming meeting or for advice regarding chairing an upcoming meeting. They do not need to copy the Town Manager on such inquiries.

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Deleted: Chairs of all

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Deleted: <#>Town Council will refer all requests for c received from individual members of boards, commissi committee to the Chair of said committee, who will sch request for a vote of the Board, commission or commit matter of approving such a request. Town Council will Town Manager on all such requests.¶

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- 6. The chairs or vice-chairs of boards, committees or commissions with the Town shall have direct access to Town Council to request advice or assistance prospectively concerning the **Open Meeting Law** codified at G.L. c. 39, section 23B or to receive guidance with respect to the rules governing responses to public records requests. They do not need to copy the Town Manager on such inquiries.
- 7. Officers of the Town, including all members of boards, commissions and committee requesting **Ethics Opinions** (Conflict of Interest Law) shall have direct access to Town Council. They do not need to copy the Town Manager on such inquiries.

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**II. Town Manager and Town Employees**

- 8. The Town Manager shall have direct access to Town Council at all times in relation to her/his duties as Town Manager.
- 9. Department heads and division heads are encouraged to set up meetings with Town Council during regularly established Town Council office hours, via an email to Town Council with a cc to the Town Manager.
- 10. Department heads, division heads and other employees shall have email or phone access to Town Council as needed for general advice on issues concerning the operation of their offices, but must copy the Town Manager on the request to Town Council. If the request involves generation of a written opinion from Town Council, Town Manager shall be notified of that request before the opinion is written.
- 11. Employees of the Town requesting **Ethics Opinions** (Conflict of Interest Law) shall have direct access to Town Council. They do not need to copy the Town Manager on such inquiries.

**III. Town Meeting Issues**

- 12. Warrant articles for the Annual Town Meeting or Special Town Meetings sponsored by Town boards, committees, commissions or employees shall be drafted by the Town Council's office. Sponsors of warrant article(s), excluding petition articles, shall submit draft wording for articles or general background information that Town Council will use to write the article, and send it back to the sponsor for signature before submission to the Board of Selectmen's Office.
- 13. Sponsors of petition articles for Annual or Special Town Meeting may submit draft articles to Town Council for legal review and guidance. Town Council will not draft articles for petitioners, but will be available for legal review and guidance. To obtain such legal review, draft petition articles must be submitted to the Board of Selectmen's office at least five days before the January 31 due date for article submission. Staff in the Board of Selectmen's office shall forward the draft petition article to Town Council for review.
- 14. Town Council's office will write all motions for all articles for Annual or Special Town Meeting, working with the sponsors of all articles as needed in the judgment of Town Council.

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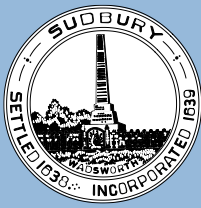
Deleted: IV. - Confidentiality of Attorney-Client Commu  
The attorney-client privilege shields from the view of third all confidential communications between

Deleted: a client and its attorney undertaken for the pu obtaining legal advice. As a matter of policy, the Board of Selectmen hereby requires that the confidentiality of communications between town officials, departments, bo committees, and Town Council and Special Town Council maintained and preserved. The scope of privileged commu includes communications from Town officials, department or employees seeking legal advice, as well as opinions and received from Town Council or Special Town Council, whi formal written opinions, email, in person, or by telephone The attorney-client privilege belongs to the Town of Sudbu through its Board of Selectmen. The Board of Selectmen is policy making body of the Town and is responsible, in conj with Town Council, for managing the legal affairs of the T Accordingly, only the Board of Selectmen, acting as a Boar duly noticed meeting, is authorized to waive the attorney-privilege on behalf of the Town. Should any town official, department, board, or committee believe that it is in the t interests of the Town to waive the attorney-client privileg respect to any privileged attorney-client communication n from Town Council or Special Town Council, they should to discuss the matter with the Board of Selectmen in exec session to obtain a vote by the Board of Selectmen as to w not said privileged communication may be released. No tc official, department, board or committee is permitted on l or its own volition to release any confidential attorney-clie communications to third parties or otherwise purport to v Town's attorney-client privilege.¶

Adopted by the Sudbury Board of Selectmen on February 24, 2015

Attachment: Town Council Policy 2.24.15 markup (1399 : Town Council Accessibility Policy)





SUDBURY BOARD OF SELECTMEN  
Thursday, August 20, 2015

**MISCELLANEOUS (UNTIMED)**

**10: Town Forum**

REQUESTOR SECTION

Date of request: August 18, 2015

Requestor: Vice-chairman Iuliano

Formal Title: Discussion on date and format for Fall Town Forum

Recommendations/Suggested Motion/Vote: Discussion on date and format for Fall Town Forum

Background Information:

Financial impact expected:n/a

Approximate agenda time requested: 5 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

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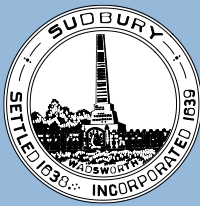
MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:



SUDBURY BOARD OF SELECTMEN  
Thursday, August 20, 2015

**MISCELLANEOUS (UNTIMED)**

**11: Codes of Conduct and Ethics**

REQUESTOR SECTION

Date of request:

Requestor: Chairman Brown

Formal Title: Review and possibly vote changes to the Codes of Conduct and Ethics for all Town board and committee members, including Board of Selectmen

Recommendations/Suggested Motion/Vote: Review and possibly vote changes to the Codes of Conduct and Ethics for Town board and committee members, including Board of Selectmen

Background Information:  
Attached copy of codes of conduct for boards and committees

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:



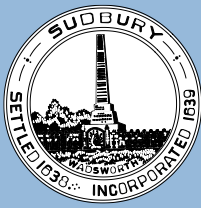
## Code of Conduct for Town of Sudbury Committees Whose Members are appointed by the Sudbury Board of Selectmen or the Sudbury Town Manager

**A member of any Committee who has accepted appointment by the Board of Selectmen or the Town Manager to a Committee position is expected to comply with the following code of conduct. Failure to adhere to this code will be considered by the Board and Town Manager when making re-appointment decisions.**

1. Realize that your function is to follow the mission statement of the Committee.
2. Accept the role of a Committee member is a means of unselfish service, not to benefit personally or politically from his or her Committee activities.
3. Abide by the ethics guidelines established by the State.
4. Conflicts of interest: Refrain from participating as either a member of the Committee or as a member of the public in Committee matters in which you have a personal interest.
5. Abide by all policies established by the Board of Selectmen, PARTICULARLY the email communications policy.
6. Realize that you are one of a team and should abide by all decisions of the Committee once they are made.
7. Be well informed concerning the duties and responsibilities of the Committee.
8. Remember that you represent the entire community at all times.
9. Request assistance from Town staff only through the staff person assigned to the Committee.
10. Not make statements or promises of how you will vote on matters that will come before the Committee until you have had an opportunity to hear the pros and cons of the issue during a public meeting of the Committee.
11. Make decisions only after all facts on a question have been presented and discussed.
12. Refrain from communicating the position of the Committee to reporters or state officials unless the full Committee has previously agreed on both the position and the language of the statement conveying the statement.
13. Treat with respect and courtesy all members of the Committee despite differences of opinion.
14. Treat with respect and courtesy any member of the public, including anyone they have brought to represent them, who comes before the Committee for any reason, but particularly in matters related to regulatory issues.
15. Never publicly criticize an employee of the Town. Concerns about staff performance should only be made to the Town Manager through private conversation.
16. Insure that any materials or information provided to a Committee member from Town staff should be made available to all Committee members.
17. If circumstances change so that meeting attendance on a regular basis becomes difficult, the Committee member will offer his or her resignation to the Board, so that someone who can regularly attend meetings can be selected by the Board.

Adopted by the Board of Selectmen July 11, 2006; revised September 8, 2009.

*Please note: This code of conduct was originally developed based on similar codes used by other elected boards and Committees in other communities.*



SUDBURY BOARD OF SELECTMEN  
Thursday, August 20, 2015

**MISCELLANEOUS (UNTIMED)**

**12: Ballot question "pro" and "con" discussion**

REQUESTOR SECTION

Date of request:

Requestor: chairman Brown

Formal Title: Discussion on Ballot question "pro" and "con" wording

Recommendations/Suggested Motion/Vote: Discussion on Ballot question "pro" and "con" wording

Background Information:

See attached documents provided by Chairman Brown

Financial impact expected:n/a

Approximate agenda time requested: 20 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

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MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:

**Ballot Question Arguments Pro and Con**  
Application of Chapter 180 of the Acts of 1996 prior to August 20, 2015:

Generally, those proposing a ballot question submit the language in favor of—“pro”—the measure. Town Counsel frequently submits the arguments opposed to—“con”—the measure, particularly arguments opposed to tax overrides, as specified in this legislation.

Specific incidents where arguments were submitted by other proponents or opponents of a measure include:

Ballot Questions 1 and 2 at the March 26, 2012 Town Election in which the Rail Trail Conversion Advisory Committee at the request of the Board of Selectmen provided both the pro and the con language for both ballot questions. (January 31, 2012, Selectmen’s meeting and subsequent e-mail communication.)

Ballot Question 1 at the September 9, 2014, Special Town Election in which Sudbury citizen Robert Stein provided the con language for this ballot question. Selectman O’Brien proposed that Mr. Stein write this language (July 22, 2014).

Ballot Questions 4 and 5 at the May 19, 2015, Special Town Election in which Selectman Leonard Simon and Park and Recreation Commissioner Richard Williamson provided the con language for both these ballot questions. The Board of Selectmen received no notification of this submission.

- 1) From the Act, Section (b): *Said board of selectmen shall designate a date by which written arguments must be received, in a written notice to the principal proponents and opponents. Said notice must be issued at least fourteen days before the date by which the written arguments must be received.*
- 2) From the Act, Section (c): *For the purposes of this act, the principal proponents and opponents of any such question shall be those persons determined by said board of selectmen to be best able to present the arguments for and against such question.*
- 3) From the Act, Section (d): *All arguments filed with said board of selectmen pursuant to this act, and the summary prepared pursuant to subsection (a), shall be open to public inspection at the office of the town clerk of said town...*

From: Valente, Maureen ValenteM@sudbury.ma.us  
Subject: ballot questions materials  
Date: February 2, 2012 at 3:29 PM  
To: patbrownian@me.com



Pat, it was good talking to you today and sounds like you have an overall sense now of what we need. I have attached two separate ballot questions which at least two Selectmen have OK'd me sending on to you and the RTCAC. For each of these:

1. The form of the final question and summary will be up to the Board. I hope there is enough here to work from. If clarification can be added to the summary, those suggestions are welcome.
2. The actual pro and con arguments must not exceed 250 words each. That is the argument in support is limited to 250 words, the argument against is limited to 250 words.
3. The pro and con bullet points on question 1 can be ignored. I drafted those mostly to give the Board a sense of how such a ballot question would look. I took them from comment made at the meeting on January 17th.
4. The Board members who responded to me are comfortable with the RTCAC being the clearinghouse and negotiator of what these arguments look like and who you reach out to for the information. I would suggest (obviously) the Friends group, the group that is opposed to the Rail Trail, and the Conservation Commission, at a minimum.
5. As you can see, both are limited to the state owned right of way, simply because we do not have legal access to the CSX portion as we do to the state owned portion.
6. The Board should vote this at their February 14th meeting, so if you can plan on having the draft back to this office by February 10, that is much appreciated. The deadline for getting this finalized to the Town Clerk is Feb 17th for the ballot, as it must be received 35 days before the election.

Let me know if you have questions. I know this is a lot to ask, and both the Board and I appreciate the help of you and the committee.

Requirements for a ballot question, per Town Counsel:

Fair and concise summary of question, including a one sentence statement describing the effect of a yes or no vote, prepared by Town Counsel.

Arguments for and against. No argument shall contain more than 250 words.

**Maureen G. Valente**  
**Town Manager**  
**Town of Sudbury**  
**978-639-3381**  
[www.sudbury.ma.us](http://www.sudbury.ma.us)

*Please note the Secretary of State has determined that emails sent through the Town's email server may be public records.*



Non Binding public opinion adv...stion 1.doc



Non Binding public opinion adv...stion 2.doc

Attachment: ballot questions materials (1337 : Ballot question "pro" and "con" discussion)

**From:** Pat Brown patbrownian@me.com  
**Subject:** [RTCAC] "Pro" and "Con" position statements for rail trail articles  
**Date:** February 1, 2012 at 11:14 AM  
**To:** Board of Selectmen BoardofSelectmen@sudbury.ma.us  
**Cc:** Rail Trail Conversion Advisory Committee RailTrail@sudbury.ma.us, Drobinski John John.Drobinski@erm.com, Haarde Bob rhaarde@comcast.net, O'Brien Larry larry\_obrien@verizon.net

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To the Board of Selectmen:

During the January 31, 2012, Board of Selectmen's meeting last night, you discussed asking the Rail Trail Conversion Advisory Committee to identify citizens who would be able to write informed positions in favor of but more particularly opposed to proposals concerning the rail trail. These proposals will be both a) presented as part of the 2012 Town Warrant as non-binding Resolutions and b) presented as non-binding ballot questions at the March 26 town-wide election.

I will put this question before the RTCAC.

It would be very helpful to have the Selectmen delineate the task parameters--the permissible length of response, the format, the task deadline, and the person to whom the final wording would be delivered. It would also be useful to know when the specific wording of the questions will be available to assist in formulating the response.

Thank you for your consideration in this.

Respectfully submitted,

Pat Brown  
Chair  
Rail Trail Conversion Advisory Committee



From: Pat Brown patbrownian@me.com  
Subject: [RTCAC] Quorum on January 9? Perhaps not... Time Critical Information. Please read ASAP.  
Date: February 2, 2012 at 4:01 PM  
To: Rail Trail Conversion Advisory Committee RailTrail@sudbury.ma.us

Hi, all.

At this point we have two people who could attend a RTCAC meeting on February 9.

No: Pat, Carole, Nancy  
Yes: Bob, Dick

Quorum for the group of nine is five persons--so we could still make it. However, I question the value of holding a meeting on February 9. **If no one insists that a February 9 meeting be held, I will not convene it.** You have till tomorrow noon, February 3, to insist.

I will forward immediately the information on the ballot questions that Town Manager Maureen Valente has sent me. The Executive Summary is there are two proposed ballot questions, each of which requires an Argument for Passage and an Argument in Opposition. We are not crafting the wording of the questions themselves and of the Summary.

**The Argument for Passage (one for each question) and the Argument in Opposition (one for each question) are due at the BOS office by 3 pm February 10.** You may deliver the documents either by e-mail or by hard-copy. Arguments are not signed, but identifying information in the accompanying cover letter is strongly recommended.

There is no reason for RTCAC to convene to wordsmith these arguments, so rather than meet on February 9 to approve the minutes, we should work on the arguments in subcommittee. The arguments are not committee documents and so the requirement to post meetings 48 hours in advance or to achieve quorum are not required of these subcommittees.

From our October 24 recommendation to the BOS:

"Argument for Passage" -- Bob Hall, Bridget Hanson, Jennifer Pincus, Nancy Powers, Dick Williamson  
"Argument in Opposition" -- Pat Brown, Madeleine Gelsinon, Carole Wolfe

Please be aware that we are "taking the lead" on this--but that input from other groups (like the Friends, or SCRLS, or other town boards and committees) may form part of the argument.

Sorry for the rush-rush, folks, but I just recently nailed this down. I still haven't heard back from the Selectmen.

Convene your group and get moving. Let me know by tomorrow if you want the February 9 meeting--no news is no meeting. I'll get back to you on scheduling the next RTCAC meeting the week of February 13.

And thanks, team. I appreciate your flexibility and all your efforts.

Pat.

(aka  
Pat Brown  
Chair  
Rail Trail Conversion Advisory Committee)  
=====

The schedule looks like this:

**February 10 -- Material for BOS packets must be at Selectmen's office--this includes opinions pro and con on ballot questions**

February 14 -- BOS meets to approve the ballot questions. Last meeting before February 17.  
February 17 -- 35 days before the March 26 election. All ballot questions including opinions MUST BE ON FILE at the Town Clerk's office. No further rewording.

(And I'm out of town February 6 through 11.)

Attachment: RTCAC Quorum on January 9 Perhaps not Time Critical Information Please read ASAP (1337 : Ballot question "pro" and "con"



~~T H E C O M M O N W E A L T H O F M A S S A C H U S E T T S~~

*In the Year One Thousand Nine Hundred and Ninety-six*

AN ACT AUTHORIZING THE TOWN OF SUDBURY TO SEND CERTAIN INFORMATION TO REGISTERED VOTERS IN THE TOWN OF SUDBURY.

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

SECTION 1. (a) Notwithstanding the provisions of section twenty-two A of chapter fifty-five of the General Laws or any other general or special law to the contrary, the board of selectmen of the town of Sudbury shall, at least seven days before any election at which a question, other than a question on the ballot pursuant to section eighteen A of chapter fifty-three of the General Laws, shall be submitted solely to the voters of said town, cause to be printed and sent to each residence of one or more voters whose name appears on the latest voting list for said town and make available at each polling place [ (1) the full text of such question, (2) a fair and concise summary of such question, including a one sentence statement describing the effect of a yes or no vote, prepared by the town counsel of said town, and (3) arguments for and against such question ] as provided in subsections (b) and (c).

(b) No argument shall contain more than two hundred and fifty words. Said board of selectmen or, at its request, said town counsel shall seek such written arguments from the principal proponents and opponents of each such question. Said board of selectmen shall designate a date by which written arguments must be received, in a written notice to the principal proponents and opponents. Said notice must be issued at least fourteen days before the date by which the written arguments must be received.

(c) For the purposes of this act, the principal proponents and opponents of any such question shall be those persons determined by said board of selectmen to be best able to present the arguments for and against such question. The principal proponents or opponents of such a question may include a town or district officer or committee, and the principal proponents may include the first ten signers or a majority of the first ten signers of any petition initiating the placement of such question on the ballot. In determin-

ing the principal proponents and opponents of such a question, said board of selectmen shall contact each ballot question committee, if any, as defined in section one of chapter fifty-five of the General Laws, organized specifically to influence the outcome of the vote on such question. If no argument is received by said board of selectmen within the time allowed by this act, said town counsel shall prepare such argument.

(d) All arguments filed with said board of selectmen pursuant to this act, and the summary prepared pursuant to subsection (a), shall be open to public inspection at the office of the town clerk of said town, and if the vote affects a district, the arguments and summary shall be open to public inspection at the office of the clerk of each city or town within the jurisdiction of the district.

SECTION 2. This act shall apply where the question presented involves the regional district of which the town of Sudbury is a member or involves a joint undertaking by said town of Sudbury and any one or more cities or towns.

SECTION 3. This act shall take effect upon its passage.

House of Representatives, July 10, 1996.

Passed to be enacted, *[Signature]*, Speaker.

In Senate, July 15, 1996.

Passed to be enacted, *[Signature]*, President.

24 July 1996

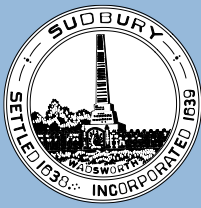
Approved, at eleven o'clock and 15 minutes, A. M.

*W. Wampanoag Weld*

Governor.

RECEIVED BOARD OF SELECTMEN SADBURY, MA Aug 2 12 26 PM '96

Attachment: SpecialAct-BallotQuestionInfoc180of1996 (1337 : Ballot question "pro" and "con" discussion)



SUDBURY BOARD OF SELECTMEN  
Thursday, August 20, 2015

**MISCELLANEOUS (UNTIMED)**

**13: Reschedule September 29 Meeting**

REQUESTOR SECTION

Date of request: August 12, 2015

Requestor: Chairman Brown

Formal Title: Discussion and vote whether to reschedule the Sept. 29 Board meeting to Sept. 16 or 17.

Recommendations/Suggested Motion/Vote: Discussion and vote whether to reschedule the Sept. 29 Board meeting to Sept. 16 or 17.

Background Information:  
none

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

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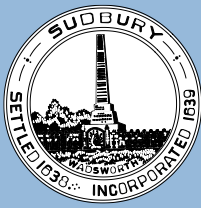
MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:



SUDBURY BOARD OF SELECTMEN  
Thursday, August 20, 2015

**MISCELLANEOUS (UNTIMED)**

**14: Schedule Town Manager candidate interviews**

REQUESTOR SECTION

Date of request: August 17, 2015

Requestor: Chairman Brown

Formal Title: Discussion and vote to select a date to schedule Town Manager candidate interviews

Recommendations/Suggested Motion/Vote: Discussion and vote to select a date to schedule Town Manager candidate interviews

Background Information:  
n/a

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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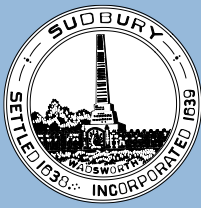
MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:



SUDBURY BOARD OF SELECTMEN  
Thursday, August 20, 2015

**MISCELLANEOUS (UNTIMED)**

**15: Discuss future agenda items**

REQUESTOR SECTION

Date of request:

Requestor: Chairman Brown

Formal Title: Discuss future agenda items

Recommendations/Suggested Motion/Vote: Discuss 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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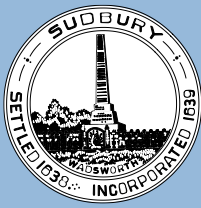
MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:



SUDBURY BOARD OF SELECTMEN  
Thursday, August 20, 2015

**CONSENT CALENDAR ITEM**

**16: Minutes acceptance**

REQUESTOR SECTION

Date of request:

Requestor: Chairman Brown

Formal Title: Vote to approve the regular session minutes of 7/28

Recommendations/Suggested Motion/Vote: Vote to approve the regular session minutes of 7/28

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

08/20/2015 6:30 PM

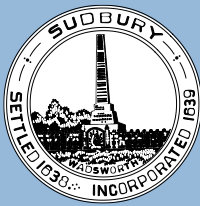
MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:



SUDBURY BOARD OF SELECTMEN  
Thursday, August 20, 2015

**CONSENT CALENDAR ITEM**

**17: Bullfinch's Sunday Entertainment License**

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to renew the current Sunday Entertainment License for Bullfinch's, Inc., d/b/a Bullfinch's Restaurant, 730 Boston Post Road, for a live jazz trio from 11:00 a.m. to 2:00 p.m. for the period of September 6, 2015 to August 31, 2016.

Recommendations/Suggested Motion/Vote: Vote to renew the current Sunday Entertainment License for Bullfinch's, Inc., d/b/a Bullfinch's Restaurant, 730 Boston Post Road, for a live jazz trio from 11:00 a.m. to 2:00 p.m. for the period of September 6, 2015 to August 31, 2016.

Background Information:  
attached

Financial impact expected:\$250 license fee

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

08/20/2015 6:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:

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

THE COMMONWEALTH OF MASSACHUSETTS  
Town \_\_\_\_\_ OF \_\_\_\_\_ Sudbury \_\_\_\_\_

LICENSE



The Name of the Establishment is Bullfinch's, Inc. d/b/a Bullfinch's, I. Scott Richardson, Manager in or on the property at No. \_\_\_\_\_

730 Boston Post Road, Sudbury, MA 01776 (address)

The Licensee or Authorized representative, \_\_\_\_\_ in \_\_\_\_\_

accordance with chapter 136 of the General Laws, as amended, hereby request a license for the following program or entertainment:

DATE	TIME	Proposed dancing or game, sport, fair, exposition, play, entertainment or public diversion
9/6/15-	11AM-2PM	Live Jazz Trio
8/31/16		

Hon. \_\_\_\_\_ Mayor/ Chairman of Board of Selectmen, \_\_\_\_\_ Sudbury \_\_\_\_\_ (City or Town)

Fees per occurrence (Individual Sunday(s)): Regular Hours (Sunday 1:00pm - Midnight): \$2.00 Special Hours (Sunday 12:00 am- Midnight): \$5.00. Annual Fee (For Operating on every Sunday in calendar year): Regular Hours (Sunday 1:00pm - Midnight): \$50.00 Special Hours (Sunday 12:00 am- Midnight): \$100.00

This license is granted and accepted, and the entertainment approved, upon the understanding that such entertainment that the licensee shall comply with the laws of the Commonwealth applicable to licensed entertainments, and also to the following terms and conditions: The licensee shall at all times allow any person designated in writing by the Mayor, Board of Selectmen, or Commissioner of Public Safety, to enter and inspect his place of amusement and view the exhibitions and performances therein; shall permit regular police officers, detailed by the Commissioner of Public Safety or Chief of the Local Police Department to enter and be about this place of amusement during performances therein; may employ to preserve order in his place of amusement only regular or special police officers designated therefore by the Chief of Police, and shall pay to said Chief of Police for the services of the regular police officers such amount as shall be fixed by him; shall permit at all times to enter and be about his place of amusement such members of the Fire Department as shall be detailed by the Chief of the Fire Department to guard against fire; shall keep in good condition, go as to be easily accessible, such standpipes, hose, axes, chemical extinguishers and other apparatus as the fire department may require; shall allow such members of the fire department in case of any fire in such place, to exercise exclusive control and direction of his employees and of the means and apparatus provided for extinguishing fire therein; shall permit no obstruction of any nature in any aisle, passageway or stairway of the licensed premises, nor allow any person therein to remain in any aisle passageway or stairway during an entertainment; and shall conform to any other rules and regulations at any time made by the Mayor or Board of Selectmen. This license shall be kept on the premise where the entertainment is to be held, and shall be surrendered to any regular police officer or authorized representative of the Department of Public Safety. This license is issued under the provisions of Chapter 136 of the General Laws, as amended, and is subject to revocation at any time by the Mayor, Board of Selectmen, or Commissioner of Public Safety.

This application and program must be signed by the licensee or authorized representative of entertainment to be held. No Change to be made in the program without permission of the authorities granting and approving the license.

Do not write in this box

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




### CERTIFICATE OF TAXES/TAX ATTESTATION

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

042-701-869  
Social Security Number, or  
Federal Identification Number

Bullfinchs, inc  
Signature of Individual, or  
Corporation Name

8/4/15  
Date

By:   
Corporate Officer & Title (if applicable)  
president.

**AFFIX CORPORATE SEAL**



# CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)  
 8/4/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Insurance Marketing Agencies, Inc. 306 Main Street Worcester MA 01608	<b>CONTACT NAME:</b> Jody Champlin	
	<b>PHONE (A/C, No, Ext):</b> 508-471-1112	<b>FAX (A/C, No):</b> 508-471-1812
	<b>E-MAIL ADDRESS:</b> jbc@imaagency.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	<b>INSURER A:</b> Technology Insurance Company	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**INSURED** **BULLF**  
 Bullfinch's, Inc.  
 D/B/A Bullfinch's Restaurant  
 730 Boston Post Road  
 Sudbury MA 01776

**COVERAGES** **CERTIFICATE NUMBER: 471956992** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	TWC3426155 TWC3489225	8/1/2014 8/1/2015	8/1/2015 8/1/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000

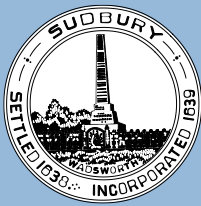
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Restaurant  
 Evidence of Workers Compensation Insurance - To Renew Liquor License

**CERTIFICATE HOLDER****CANCELLATION**
 Town of Sudbury  
 Selectman's Office-Flynn Bldg  
 278 Old Sudbury Road  
 Sudbury MA 01776

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

AUTHORIZED REPRESENTATIVE



SUDBURY BOARD OF SELECTMEN  
Thursday, August 20, 2015

**CONSENT CALENDAR ITEM**

**18: Goodnow Library Foundation One Day Alcohol License**

REQUESTOR SECTION

Date of request:

Requestor: Samantha Greenfield, Goodnow Library Foundation

Formal Title: Vote to grant a 1-day All Alcohol license to Goodnow Library Foundation, Inc, to accommodate an Annual Fundraiser on Saturday, October 24, 2015 from 6:30 PM to 9:00 PM at Goodnow Library, 21 Concord Rd, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.

Recommendations/Suggested Motion/Vote: *Vote to grant a 1-day All Alcohol license to Goodnow Library Foundation, Inc, to accommodate an Annual Fundraiser on Saturday, October 24, 2015 from 6:30 PM to 9:00 PM at Goodnow Library, 21 Concord Rd, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.*

Background Information:

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

---

Financial impact expected:\$35 license fee to General Fund

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

08/20/2015 6:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:

- Board of Selectmen:
- Staff:

Future agenda date:



# Town of Sudbury

Office of Selectmen  
www.sudbury.ma.us

RECEIVED  
BOARD OF SELECTMEN  
SUDBURY, MA

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

Email: [selectmen@sudbury.ma.us](mailto:selectmen@sudbury.ma.us)

2015 AUG -3 A 11:59

## APPLICATION FOR ONE-DAY LIQUOR LICENSE

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

Name of applicant: Goodnow Library Foundation, 21 Concord Rd,  
 Address of applicant: Chambers Greenfield Sudbury  
 Phone: [REDACTED] Email: [REDACTED]  
 Organization Name: Goodnow Library Foundation  
 Name & Purpose of Event: Annual fundraiser

License Type Requested:  \$25 Wine & Malt - OR -  \$35 All Alcohol  
 Event Date: October 24<sup>th</sup>, 2015  
 Event Time: 6:30 - 9pm  
 Event Venue & Address: Goodnow Library, 21 Concord Rd

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

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

7/30/16  
Date

[Signature]  
Applicant Signature



95A Turnpike Road, 1st Floor - Westborough, MA 01581  
 Toll Free (877) 366-1140 - FAX: (508) 836-4940

# LIQUOR LIABILITY DECLARATIONS

TYPE: Occurrence

Policy Number: 00073660LL

THIS DECLARATIONS PAGE AND ENDORSEMENTS, IF ANY, ARE PART OF YOUR POLICY.

**PRODUCER:**

Morrill Insurance Agency LLC  
 17 Central Street  
 Norwood, MA 02062

**NAME OF INSURED (mailing address):**

Goodnow Library Foundation  
 21 Concord Road  
 Sudbury, MA 01776

Producer's Code No.: 1720

**POLICY PERIOD:** From: 09/11/2014 To: 09/11/2015 Time: 12:00 AM  
 Standard Time at the address of the Insured Premises as stated herein.

**LOC NO. INSURED PREMISES**

001 21 Concord Road, Sudbury, Middlesex County MA, 01776

LIMITS OF INSURANCE		
Limit:	\$1,000,000	Per Person
Limit:	\$1,000,000	Per Occurrence
Limit:	\$2,000,000	Aggregate
Liquor Sales:		

DESCRIPTION OF BUSINESS
FORM OF BUSINESS: Other
BUSINESS DESCRIPTION: Annual Temporary Event Policy - 700 Adult Attendees

Policy Number: 00073660LL		CLASSIFICATION AND PREMIUM		
LOC NO.	COVERAGE	CODE NO.	LIMIT OF LIABILITY	PREMIUM
001	temporary licenses - Annual Policies For Temporary Events (minimum 3 events at same location)	38		\$798
Total Premium:				\$798

STATE TAX OR OTHER (if applicable) \_\_\_\_\_

TOTAL PREMIUM (SUBJECT TO AUDIT) \_\_\_\_\_ \$798

PREMIUM SHOWN IS PAYABLE:

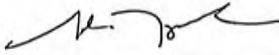
AT INCEPTION \_\_\_\_\_

AT EACH ANNIVERSARY \_\_\_\_\_

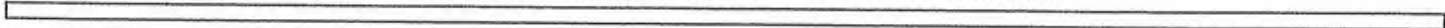
(IF POLICY PERIOD IS MORE THAN ONE YEAR AND PREMIUM IS PAID IN ANNUAL INSTALLMENTS)

AUDIT PERIOD (IF APPLICABLE)	<input checked="" type="checkbox"/> ANNUALLY	<input type="checkbox"/> SEMI-ANNUALLY	<input type="checkbox"/> QUARTERLY	<input type="checkbox"/> MONTHLY
------------------------------	--	--	------------------------------------	----------------------------------

Issued by: Hospitality Mutual Insurance Company  
95A Turnpike Road, 1st Floor  
Westborough, MA 01581

Countersigned by:  \_\_\_\_\_

All notices should be directed to the above address.



### SCHEDULE OF FORMS AND ENDORSEMENTS


<b>POLICY NUMBER:</b> 00073660LL	<b>EFFECTIVE DATE:</b> 09/11/2014
-------------------------------------	--------------------------------------

<u>NUMBER</u>	<u>TITLE</u>
LL0 (1008)	Liquor Liability Coverage Form




**your Official TIPS® Certification Card.**  
Use this card as evidence of your skills and knowledge in the responsible consumption of alcohol.

**Congratulations!**  
After successfully completing the TIPS (Training for Intervention Procedures) course, you have taken your place in the forefront of a nationwide movement to reduce the tragedies resulting from the misuse of alcohol. We value your participation in the TIPS program. Your training will help you to provide a safer environment for your patrons, peers and/or family members by using the techniques you have learned and taking a positive approach towards alcohol use. If you have any information you think would enhance the TIPS program, or need assistance in any way, please contact us at 703-524-1200. Thank you for your dedication to the responsible sale and consumption of alcohol.

Sincerely,  
  
Adam F. Chafetz  
President, HCI

**IMPORTANT:** Keep a copy of this card for your records. Write down your certification number because you will need it when contacting TIPS. For assistance or additional information, contact Health Communications, Inc. by using the information provided on the reverse side of your certification card. There is a minimal charge for a replacement card if your original card becomes lost, damaged or stolen.

		TIPS On Premise 2.0		SSN: XXX-XX-XXXX
Issued: 6/13/2014		Expires: 6/13/2017		
ID#: 3748248		D.O.B.: XX/XX/XXXX		
Lynne N Doody SKS Inc 43 Hudson St Northborough, MA 01532-1921				
For service visit us online at <a href="http://www.gettips.com">www.gettips.com</a>				

Attachment: Goodnow Annual Fund BOS (1430 : Goodnow Library Foundation One Day Alcohol License)

**iTIPS**<sup>®</sup> eTIPS On Premise 2.0 SSN: XXX-XX-XXXX  
Issued: 7/15/2014 Expires: 7/15/2017  
ID#: 3771606 D.O.B.: XX/XX/XXXX

Bonnie J Kieler  
Peppers Catering  
31 Solomon Pond Rd  
Northborough, MA 01532-1523

For service visit us online at [www.gettips.com](http://www.gettips.com)

Attachment: Goodnow Annual Fund BOS (1430 : Goodnow Library Foundation One Day Alcohol License)

**IMPORTANT:** Keep a copy of this card for your records. Write down your certification number because you will need it when contacting TIPS. For assistance or additional information, contact Health Communications, Inc. by using the information provided on the reverse side of your certification card. There is a minimal charge for a replacement card if your original card becomes lost, damaged or stolen.

**tips**<sup>®</sup> eTIPS On Premise 2.0 SSN: XXX-XX-XXXX  
Issued: 3/11/2014 Expires: 3/11/2017  
ID#: 3676366 D.O.B.: XXX/XX/XXXX

Melissa Lynn Davis-Saltus  
SKS Inc  
51 Buttercup Ln  
South Grafton, MA 01560-1254

For service visit us online at [www.gettips.com](http://www.gettips.com)

## This is your Official TIPS® Certification Card.

Keep it with you as evidence of your skills and knowledge in the responsible sale and consumption of alcohol.

### Congratulations!

By successfully completing the TIPS (Training for Intervention ProcedureS) program, you have taken your place in the forefront of a nationwide movement to reduce the tragedies resulting from the misuse of alcohol. We value your participation in the TIPS program.

You will help to provide a safer environment for your patrons, peers and/or colleagues by using the techniques you have learned and taking a positive approach towards alcohol use.

If you have any information you think would enhance the TIPS program, or we can assist you in any way, please contact us at 703-524-1200. Thank you for your dedication to the responsible sale and consumption of alcohol.

Sincerely,



Adam F. Chafetz  
President, HCI

**IMPORTANT:** Keep a copy of this card for your records. Write down your certification number because you will need it when contacting TIPS. For assistance or additional information, contact Health Communications, Inc. by using the information provided on the reverse side of your certification card. There is a minimal charge for a replacement card if your original card becomes lost, damaged or stolen.

<b>TIPS®</b>	eTIPS On Premise 2.0	SSN:	XXX-XX-XXXX
Issued:	2/26/2014	Expires:	2/26/2017
ID#:	3667065	D.O.B.:	XX/XX/XXXX
<p>Cassandra J Mansour Pepper's Fine Foods Catering 43 Hudson St Northborough, MA 01532-1921</p>			
<p>For service visit us online at <a href="http://www.gettips.com">www.gettips.com</a></p>			

## Goodnow Library Annual Gala Department Feedback

October 24, 2015

### Fire Department Approval:

From: Miles, William  
Sent: Monday, August 10, 2015 9:35 AM  
Subject: **ACCEPTED**: Goodnow Library Annual Fundraiser  
When: Saturday, October 24, 2015 6:30 PM-9:00 PM (UTC-05:00) Eastern Time (US & Canada).

---

### Board of Health Approval:

From: Murphy, Bill  
Sent: Wednesday, August 12, 2015 9:29 AM  
Subject: Re: Goodnow Library Foundation Alcohol License Feedback

The health department **DOES NOT HAVE ANY ISSUES** with this application.

Bill

---

### Building Department Approval:

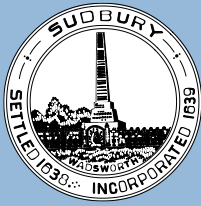
From: Herweck, Mark  
Sent: Wednesday, August 05, 2015 9:19 PM  
Subject: **ACCEPTED**: Goodnow Library Annual Fundraiser  
When: Saturday, October 24, 2015 6:30 PM-9:00 PM (UTC-05:00) Eastern Time (US & Canada).

---

### Police Department Approval:

From: Nix, Scott  
Sent: Thursday, August 06, 2015 2:01 PM  
Subject: **ACCEPTED**: Goodnow Library Annual Fundraiser  
When: Saturday, October 24, 2015 6:30 PM-9:00 PM (UTC-05:00) Eastern Time (US & Canada).

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



SUDBURY BOARD OF SELECTMEN  
Thursday, August 20, 2015

**CONSENT CALENDAR ITEM**

**19: CPC Resignation**

REQUESTOR SECTION

Date of request:

Requestor: Seamus O'Kelly, Community Preservation Committee

Formal Title: Vote to accept the resignation of Seamus O'Kelly, 16 French Road, from the Community Preservation Committee and thank him for his service to the Town.

Recommendations/Suggested Motion/Vote: Vote to accept the resignation of Seamus O'Kelly, 16 French Road, from the Community Preservation Committee and thank him for his service to the Town.

Background Information:  
See resignation letter attached

Financial impact expected: not applicable

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

08/20/2015 6:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:

-----Original Message-----

From: Seamus O'Kelly [mailto:seamusokelly57@gmail.com]

Sent: Tuesday, August 04, 2015 3:52 PM

To: Kablack, Jody <KablackJ@sudbury.ma.us>

Subject: Member at large CPC. Seamus L O'Kelly

Dear Jody:

It is with regret that I tender my resignation of my at large position on the CPC. I do so for two reasons; I expect to be moving on from Sudbury in due course, but I also feel that it is time to have a new face and voice on the committee, to hopefully bring some new ideas and insights to the issues that Sudbury faces going forward.

I very much enjoyed serving the Town, seeing some very positive changes occur in Sudbury during my tenure, and hope the perspective I brought to the CPC was insightful and constructive. Please forward my resignation letter to all the members of the committee. Thank you.

sincerely

Seamus L O'Kelly

Attachment: Okelly\_CPC (1429 : CPC Resignation)