

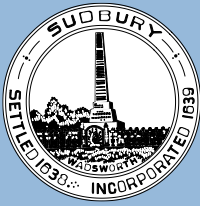
SUDBURY BOARD OF SELECTMEN  
 THURSDAY SEPTEMBER 17, 2015  
 7:30 PM, TOWN HALL - LOWER LEVEL

Item #	Time	Action	Item
	7:30 PM		CALL TO ORDER
	7:30 PM		Opening remarks by Chairman
			Reports from Interim Town Manager
			Reports from Selectmen
			Citizen's comments on items not on agenda
<b>TIMED ITEMS</b>			
1.	7:45 PM	<i>VOTE</i>	Discussion and vote on whether to approve the sale of assets set forth on the attached list dated 8/26/15 by the Sudbury Access Corporation (SAC) as requested pursuant to Section 9 of the Agreement between the Board of Selectmen of the Town of Sudbury, Massachusetts, and Sudbury Access Corporation dated November 15, 2011, as extended through November 15, 2017.
2.	7:50 PM	<i>VOTE / SIGN</i>	Discussion and vote on whether to extend the Employment Agreement dated September 28, 2015, appointing Maryanne Bilodeau as Interim Town Manager for the Town of Sudbury through and including December 1, 2015, or the start date of a new Town Manager (whichever occurs earlier), with all terms and conditions of the Agreement remaining in full force and effect, except where amended in the second Amendment to Employment Agreement.
3.	7:55 PM	<i>VOTE</i>	Discussion and vote on whether to approve the Memorandum of Agreement (MOA) between the Town of Sudbury and the Sudbury Laborers' Public Employees Local #1156, dated 9/15/15, and ratify the vote taken in Executive Session between the Town of Sudbury and the Laborer's Union.
4.	8:00 PM	<i>VOTE</i>	<b>PUBLIC HEARING:</b> Vote on whether to approve or deny a request by Robert Roth for a waiver under Sudbury Bylaw Art. XX to install a utility pole at 84 Maynard Road and to allow the crossing of a utility line within the Maynard Road Right of Way.
5.	8:20 PM	<i>VOTE</i>	Discussion and vote on whether to make Town Counsel's decision concerning Minuteman ballot question public. Further discussion on how this could affect a district-wide Minuteman election and how the Board will identify writers for "pro" and "con" opinions.

*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	<i>VOTE</i>	Discussion and vote on format and topics for the annual Town Forum, to be held Monday, November 9, 2015, 7:00-9:30 p.m., at the Goodnow Library. Michael Fee, Town Moderator, and facilitator for the forum, will attend.
7.	9:00 PM	<i>VOTE</i>	Interview candidate Elizabeth Quirk, 20 Scotts Wood Drive) for appointment to the Community Preservation Committee. Following interview, discussion and vote on whether to approve her appointment to the Community Preservation Committee for a term ending May 31, 2016.
<b>MISCELLANEOUS</b>			
8.		<i>VOTE</i>	Review and discuss Draft 2016 Selectmen Meeting Schedule, and possibly vote to approve schedule
9.			Discuss future agenda items
<b>CONSENT CALENDAR</b>			
10.		<i>VOTE</i>	Vote to approve a special permit to Harold Cutler for the Colonial Fair and Muster of Fifes and Drums to be held on the Wayside Inn grounds from 10:00 a.m. to 5:00 p.m. on Saturday, September 26, 2015, subject to conditions and permits required by the Fire and Police Departments and the Board of Health.
11.		<i>VOTE</i>	Vote to Grant a Special Permit to the Fieldhouse Sudbury, to Hold the “The Fieldhouse 5K/10K for Accelerated Cure Project for MS” Walk/Run on Saturday November 14, 2015, from 8:30 A.M. through approximately 11:30 A.M., subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the race’s conclusion.
12.		<i>VOTE / SIGN</i>	Vote to grant a 1-day Wine & Malt license to the Parmenter Foundation, to accommodate the Parmenter Hoedown on Saturday, September 26, 2015 from 7:00 PM to 10:30 PM at Sudbury Valley Trustees' Wolbach Farm, 327 Concord Road, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.

*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, September 17, 2015

**TIMED ITEM**

**1: Approve SAC selling equipment**

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discussion and vote on whether to approve the sale of assets set forth on the attached list dated 8/26/15 by the Sudbury Access Corporation (SAC) as requested pursuant to Section 9 of the Agreement between the Board of Selectmen of the Town of Sudbury, Massachusetts, and Sudbury Access Corporation dated November 15, 2011, as extended through November 15, 2017.

Recommendations/Suggested Motion/Vote: Discussion and vote on whether to approve the sale of assets set forth on the attached list dated 8/26/15 by the Sudbury Access Corporation (SAC) as requested pursuant to Section 9 of the Agreement between the Board of Selectmen of the Town of Sudbury, Massachusetts, and Sudbury Access Corporation dated November 15, 2011, as extended through November 15, 2017.

Background Information:

Transition to HD/Digital has resulted in the necessity to dispose of old, obsolete equipment, mostly 15 years old. SAC is requesting approval for sale of these assets (see list) owned by SAC pursuant to the contract between SAC and the Town.

Financial impact expected:see attached documents

Approximate agenda time requested:

Representative(s) expected to attend meeting: Jeff Winston?

Review:

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

09/17/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

**Golden, Patricia**

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**From:** Jeff Winston <jeffw@kwcpa.com>  
**Sent:** Wednesday, August 26, 2015 2:33 PM  
**To:** Golden, Patricia  
**Cc:** Lynn M. Puorro; Jeff Winston  
**Subject:** Need Selectmen's Approval  
**Attachments:** SAC Assets to Be Sold 2015.pdf

**Follow Up Flag:** Follow up  
**Due By:** Monday, August 31, 2015 9:00 AM  
**Flag Status:** Flagged

Hi Patty - I hope all is well. Our contract with the Town requires Selectmen's approval when we want to sell any equipment. We've practically completed our multi-year transition to HD/Digital, and so we have some old, obsolete equipment (mostly 10-15 years old) that we need to get rid of.

I've enclosed the list, and the relevant contract section is below. It would be great if we could get an approval-to-sell from the Selectmen, as Lynn has someone interested in some of the gear. Please have the Selectmen contact me if they have any questions.

Thanks Very Much!

/j

**Section 9--OWNERSHIP AND CONTROL**

SAC, as the designated Access Provider, shall own all PEG Access equipment. In the event that this Agreement is terminated, all of said equipment, and clear title thereto, shall be transferred to the Issuing Authority. SAC may not transfer or alienate any property or equipment without the express written permission of the Town, such permission to be provided in a timely manner and not unreasonably withheld.

Attachment1.a: Jeff\_Winston\_memo (1481 : Approve SAC selling equipment)



Selectman Simon stated the Board had taken several votes related to the Bruce Freeman Rail Trail (BFRT) and an offer made by the Friends of the BFRT to donate funds towards a Mass. DOT standard rail trail. He stated the letter referred to by Mr. Sullivan was issued long after these prior discussions and votes.

Vice-Chairman Brown noted the letter being referred to was in tonight's agenda packet but it was not on the Town website. She requested that the letter from MassDOT be posted on the Town website, and the chairman concurred.

Selectman Haarde asked if Town Manager Valente had his agenda packet because it was not at the Police Station when he went there today. He suggested, and the Board concurred, that a policy be put in place for the packets to remain at the Police Station.

Chairman Woodard acknowledged Sudbury resident Joe Laferrera, 47 Windmill Drive.

Mr. Laferrera asked when the Melone Property Study Committee will be formed and how many at-large members there would be.

Chairman Woodard explained the Board has not yet voted on the Mission Statement for the Melone Property Committee, and it will advertise for members after it has done so. He also noted there has been a lot of public interest expressed in this proposed Committee.

**Sudbury Cable Access Corporation - Discussion and Annual Performance Evaluation**

Present: Sudbury Access Corporation (SAC) President Jeff Winston and Executive Director Lynn Puorro and SAC Board members Nancy Brumback, Terry Lockhart, Donna Fayad and Marty Greenstein

At 8:05 p.m., Chairman Woodard welcomed Jeff Winston and Lynn Puorro to the meeting to update the community on the activities of the Sudbury Cable Access Corporation (SAC). The Board was previously in receipt of copies of the "Sudbury Access Corporation FY 2014 Financial & Operating Reports dated October 1, 2014," which provide details on notable accomplishments during the past year, and the "Agreement Between the Board of Selectmen of the Town of Sudbury, Massachusetts, and Sudbury Access Corporation dated November 15, 2011," and the "SAC Asset Inventory 2014" list.

SAC President Jeff Winston introduced fellow SAC Board members Terry Lockhart, Marty Greenstein, Donna Fayad and Nancy Brumbeck who were also in attendance. He stated the SAC contract requires an annual update and report. Mr. Winston stated a highlight of the year was originating a live feed to stream the L-SRHS graduation ceremony.

Executive Director Lynn Puorro stated SAC added new programming this year, including teaching a L-SRHS French class how to use the studio to produce a show in French with subtitles. She believes the students enjoyed and benefited from the experience.

Mr. Winston stated SAC covered many Town and School Committee meetings, the Sudbury Celebrates 375 events, the July 4<sup>th</sup> events, and many school sporting events and performances.

Chairman Woodard stated Sudbury is fortunate to have the breadth of coverage provided and he commended the SAC work throughout the year.

Mr. Winston stated the work is done well because of the expertise and commitment of its staff, Lynn Puorro, Cliff McGann and Nick Cosky. He also stated it is now possible to measure who is watching shows On Demand.

Chairman Woodard asked what the biggest challenge is for the coming year. Mr. Winston stated some of the equipment is old (circa 2001) and needs to be replaced because it is not always compatible with newer systems. He referred to the Town Hall equipment, noting it may need to be updated even before the building is renovated.

Vice-Chairman Brown asked staff to continue doing the good work they have produced.

Selectman Haarde stated the staff has earned the respect of the Town. He asked why coverage has been lost recently during some Citizens' Comment sections of Board meetings. Mr. Winston explained there have been two video outages, and one was storm-related, and the other was a temporary outage of unknown origin. He further stated steps are being taken to determine if it was the fault of internal or Comcast equipment. Mr. Winston stated the new wireless microphone system implemented at Town Hall has had problems and there has been a learning curve to using the system successfully.

Selectman O'Brien asked if live-feed viewership could be measured. Mr. Winston stated they are working on ways to capture this data.

Selectman Simon commended staff for their excellent work and service to the community.

It was on motion unanimously

VOTED: To accept the "Sudbury Access Corporation FY 2014 Financial & Operating Reports as required by their contract and dated October 1, 2014," and to extend the contract for a three-year term to expire November 15, 2017.

At 8:23 p.m., Chairman Woodard concluded the discussion.

**Sudbury Celebrates 375/Sudbury Day Committee - Report**

Present: Sudbury Celebrates 375/Sudbury Day Committee Chair Hal Cutler and many Committee members and Sudbury Celebrates 375 volunteers

At 8:22 p.m., Chairman Woodard thanked everyone who participated in the Sudbury Celebrates 375 events and he welcomed several of the volunteers to the meeting.

Sudbury Celebrates 375/Sudbury Day Committee Chair Hal Cutler thanked his Committee members and the following volunteers (many of whom were in attendance tonight) who helped make the events of the past year a success: Committee members Joe Bausk, Lisa Barth, Jaqui Bausk, George Connor, Marilyn Ellsworth, Venk Gopal, Nancy Hamill, Sally Hild, Elin Neiterman, Kirsten Roopenian and Lee Swanson, Old Time Family and Community Fair Subcommittee members Laura Abrams, Sue Rushfirth, Pam Nyangoni, Diana Cebra, Karen Cohen and GetLocalMA founders Kimbie Mikula-Maycock and Debbie Cadogan. He also thanked the Boy and Girl Scout organizations (Venture Crew 1776, Boy Scout Troops 60, 61 and 63 and Girl Scout Troop 75137 and 72484), Lincoln-Sudbury Regional High School students and the many community volunteers, including the SudburyTV staff and the Town staff, who helped to make all the events successful. Mr. Cutler stated they were pleased with the response of the community. He particularly noted the support received from Sudbury's business community, noting the support received from The Wayside Inn, The Graphic Connection, Bartlett's Family Garden and Market, Sudbury Coffee Works and Sudbury Wine and Spirits and the several businesses who advertised in the Committee's program booklet. Mr. Cutler stated the Committee will meet one more time to review its finances and to finalize its report. An

## AGREEMENT BETWEEN THE BOARD OF SELECTMEN OF THE TOWN OF SUDBURY, MASSACHUSETTS, AND SUDBURY ACCESS CORPORATION

This Agreement is made this 15th day of November, 2011 by and between the Board of Selectmen of the Town of Sudbury, Massachusetts (hereinafter referred to as the "Town" or "Sudbury") and the Board of Directors of Sudbury Access Corporation (hereinafter referred to as "SAC"), a non-profit tax-exempt corporation duly established under the laws of the Commonwealth of Massachusetts.

WHEREAS, the Board of Selectmen, as statutory Issuing Authority, granted a Cable Television Final License (the "Verizon Final License") to Verizon New England, Inc. ("Verizon") on February 13, 2007; and

WHEREAS, the Board of Selectmen granted a Cable Television Renewal License (the "COMCAST Renewal License") to Comcast of Massachusetts I, Inc. ("COMCAST") on November 6, 2000; and

WHEREAS, the Board of Selectmen have and will negotiate certain benefits in the Verizon Final License and the COMCAST Renewal License for, among other purposes, public, educational and governmental ("PEG") programming to be produced and cablecast in the Town; and

WHEREAS, the Board of Selectmen of the Town and the Board of Directors of SAC wish to reach agreement on SAC producing and cablecasting PEG Access programming in Sudbury,

NOW THEREFORE, in consideration of the mutual covenants herein contained and intending to be legally bound, the parties agree as follows:

### Section 1---DEFINITIONS

For the purpose of this Agreement, the following words, terms, phrases and their derivations shall have the meanings given herein, unless context clearly requires a different meaning. When not inconsistent with the context, the masculine pronoun includes the feminine pronoun, words used in the present tense include the future tense, words in the plural number include the singular number and words in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

1. Access: The right or ability of any Sudbury resident and/or any Persons affiliated with a Sudbury institution to use designated facilities, equipment and/or channels of the Cable Television System, subject to the conditions and procedures established for such use.
2. Access Channel: A video channel which the Licensee(s) shall make available, without charge, for the purpose of transmitting programming by members of the public, Town departments and agencies, public schools, educational, institutional and similar organizations.
3. Access Corporation: The entity, designated by the Issuing Authority of the Town of Sudbury, for the purpose of operating and managing the use of PEG access funding, equipment and channels on the Sudbury Cable Television System.
4. Cable Television System or Cable System: A facility, consisting of a set of closed transmission paths and associated signal generation, reception, and control equipment that is designated to provide Cable Service which includes Video Programming and which is provided to multiple Subscribers in the Town.

5. Issuing Authority: The Board of Selectmen of the Town of Sudbury, Massachusetts.
6. Licensee: Verizon and/or COMCAST and/or any successor or transferee in accordance with the terms and conditions in the Verizon Final License and/or the COMCAST Renewal License.
7. PEG: The acronym for “public, educational and governmental,” used in conjunction with Access Channels, support and facilities.
8. PEG Access Channels: Any channel(s) made available for the presentation of PEG Access programming.
9. SAC: The acronym for the Sudbury Access Corporation
10. Subscriber: Any person, firm, corporation or other entity who or which elects to subscribe to, for any purpose, a Service provided by the Licensee by means of, or in connection with, the Cable Television System.
11. Town: The Town of Sudbury, Massachusetts.

## Section 2---TERM

This Agreement shall be for a term of three (3) years, and may be extended for additional three-year terms upon the advance written agreement of the parties hereto. The Town will determine whether to renew based on the performance of the designated PEG Access provider in meeting its objectives. The Town will measure success in this context based on reports submitted by the designated PEG Access provider and on opinions of the public as determined by polling, questionnaires, public hearings, and other means.

## SECTION 3---DESIGNATION

Subject to Section 5 below, the Issuing Authority hereby awards SAC, an independent non-profit corporation, an agreement, which by its terms, designates SAC as the PEG Access Corporation to provide services to PEG Access Users.

## Section 4---PERIODIC REPORTING

1. Reporting Requirements. Within ninety days after the end of each calendar year or fiscal year established by the PEG Access provider, the designated PEG Access provider will provide, at its own expense, financial and operating reports to the Town Manager. All reports shall be accessible to the public through the Web site created and maintained by the designated PEG Access provider.
2. Year end financial statements will be audited by an independent CPA if required by applicable law, or every five years. If the Town requires the year end financial statement to be audited, it shall notify SAC in writing before the end of the calendar or fiscal year for which the Town wants the audited statement, and pay the cost of said audit, if it would not otherwise be performed, from the access funds withheld by the

Town. Audited statements shall not be required until 180 days after the end of the calendar or fiscal year that they cover. For purposes of this section, a "CPA Review Report" shall be considered equivalent to an audit.

3. The operating report may reflect input received from community members and organizations, and will serve as a means of evaluating the performance of SAC and identifying new goals and directions. The operating report shall include the following information:

For the just-completed year,

- Results of fundraising
- Statistics on number of residents trained, number of hours of public programming,
- Number of hours by type of programming
- Inventory of all operating equipment,

For the upcoming year:

- Budget for next year by category. The budget should include a statement of condition for any operating equipment that is being replaced, and a reserve for replacing equipment that unexpectedly fails.
- Fundraising targets
- Programming plans for the next year
- Plans for expanding existing services and adding new services
- Plans for equipment upgrades
- Plans for expanding training capabilities.

4. Within thirty (30) days of filing, SAC shall provide a copy to the Issuing Authority of all filings to the State and Federal government, including, but not limited to, Change of Directors and/or Officers, instruments of restatement of articles of incorporation, by-laws, dissolution, and other corporate filings.
5. SAC shall cooperate fully in answering questions from the Issuing Authority regarding reporting required under this section.
6. SAC shall provide the following information to the Issuing Authority on a quarterly basis:
- a. SAC Treasurer's Reports; and
  - b. Meeting minutes for all regular meetings of SAC's Board of Directors.

## **Section 5---PERFORMANCE EVALUATIONS**

Public Performance Evaluations. Every year, within sixty days of the deadline for filing of

the reports required under paragraph 1 of Section 4, SAC shall meet with the Issuing Authority, or its designee(s), for the purpose of jointly evaluating SAC's operations, budget, programming and items contained in the Report to the IA. The process and conduct of this evaluation will be determined by the Town and communicated to SAC at least 30 days in advance. The purpose of said evaluation will be to determine whether SAC is performing its responsibilities pursuant to this contractual agreement including, without limitation, public access programming, managing the payments for PEG Access, training residents, and scheduling PEG Access channels.

### **Section 6---ACCESS CORPORATION OBLIGATIONS**

SAC shall provide PEG Access programming and services to PEG Access Users, Subscribers and the Town as follows:

1. Schedule, operate and program the PEG Access Channel(s) provided in accordance with Section 7 herein;
2. Manage funding, pursuant to Section 8 herein;
3. Purchase and/or lease equipment,
4. Operate and maintain a PEG Access studio in the Town for Sudbury for users and Sudbury residents.
5. Conduct periodic training programs for Sudbury residents and members of Sudbury-based organizations in the skills necessary to produce PEG Access programming;
6. Provide access to production and post-production equipment and facilities, and technical assistance, to PEG Access users, in accordance with SAC Policies and Procedures;
7. Establish rules, procedures and guidelines for the use of the PEG Access Channel(s);
8. Engage in publicity, fund-raising, outreach, referral and other activities to support PEG Access;
9. Provide Lincoln-Sudbury Regional High School faculty and staff with reasonable access to studio facilities;
10. Accomplish such other tasks relating to the operation, scheduling and/or management of the PEG Access Channel, facilities and equipment as SAC may consider appropriate and necessary; and
11. Provide support to, assist and cooperate with, Town or School personnel and residents in producing and cablecasting events of interest to Sudbury Subscribers including, but not limited to, governmental meetings, public hearings, and other Sudbury events. SAC acknowledges that cablecast of government meetings is of great importance to the Town and shall provide live coverage of Annual Town Meeting. SAC shall also provide, except in the case of an emergency, live or recorded coverage of Board of Selectmen's meetings. SAC shall also provide, to the extent reasonably possible, live or recorded coverage of certain other meetings of general interest as designated by the Issuing Authority, if volunteers cannot be found to do so.
12. To facilitate this coverage, the Issuing Authority shall provide SAC personnel access to these meetings and events. It is understood that the SAC personnel may be either paid staff, volunteers, or a combination of paid staff and volunteers.



13. Meetings of SAC shall be publicized on the PEG Access Channel, and on the SAC website, and shall be open to the public. Notwithstanding the foregoing, SAC is a vendor, not a governmental body, is not an agent of the Town and is not subject to M.G.L. c.39, sec. 23B (the "Open Meeting Law"). However, SAC may close its meetings to discuss litigation, to discuss personnel matters (selection, evaluation, disciplinary action), to discuss negotiations related to future contracts or purchases, or where required to comply with provisions of any law.

#### **SECTION 7---PEG ACCESS CHANNELS AND PROGRAMMING**

1. SAC shall have the responsibility for managing, scheduling, operating and programming the combined Public/Governmental Access channel. Said channel shall be available for each cable system operating in the Town to pick up.
2. SAC shall maintain a programming schedule for the PEG Access Channel on its own website, or when facilitated by the Issuing Authority, on the Town website. SAC shall also make a good faith attempt to make a weekly schedule available upon request to any local newspaper. This schedule shall include future programming to the extent that it is known. Other media shall be free to publish this schedule without special permission or payment.
3. SAC shall operate PEG Access facilities and services and produce PEG Access Programming in Sudbury. This includes facilities at the Lincoln-Sudbury Regional High School and the Sudbury Town Hall.
4. The Issuing Authority shall provide to SAC all necessary access to SAC facilities at the Sudbury Town Hall.
5. In programming the PEG Access Channels, the Access Corporation shall comply with all Federal and State laws and regulations at all times during the term of this Agreement.
6. Neither the Issuing Authority, nor the Town, shall engage in any program censorship or any other control of the content of the PEG Access Programming on the Cable System, except as otherwise required by applicable law.
7. SAC shall not engage in any program censorship or any other control of the content of the PEG Access Programming on the Cable System, except as otherwise required or permitted by applicable law. SAC represents that it will provide programming appropriate to the needs of the community.

#### **Section 8---ANNUAL AND CAPITAL FUNDING FOR PEG ACCESS**

- a) The Town shall provide no less than 95% of i) the funding described by section 6.11 of the Cable Television Renewal License executed between the Town of Sudbury and COMCAST, as revised on January 8, 2008 and ii) the funding described by Sections 5.2.1 through 5.2.4 of the Cable Television Final License executed between the Town of Sudbury and Verizon on February 13, 2007 and iii) any similar funding mandated by successor licenses, to SAC within 21 days of receipt by the Town. The balance shall be used to support town costs associated with cable and PEG access. In no event shall these funds be diverted for other town purposes or considered as general Town Funds.

- b) In the event the Issuing Authority is approached by any provider to reduce any funding, the Issuing Authority shall notify SAC in a timely manner and keep SAC apprised of the status of such discussions. SAC will also be kept apprised of Cable Television franchise renewal discussions.
- c) In the event that a payment required by section 6.11 of the Cable Television Renewal License executed between the Town of Sudbury and COMCAST, as revised on January 8, 2008, or any similar payment mandated by a successor license, is not made on time, or is not made in its full amount, the Town will vigorously pursue all remedies afforded it by the aforementioned Agreement, and by statute, to cause COMCAST to comply with the Agreement in this regard.
- d) In the event that a payment required by Sections 5.2.1 through 5.2.4 of the Cable Television Final License executed between the Town of Sudbury and Verizon on February 13, 2007, or any similar payment mandated by a successor license, is not made on time, or is not made in its full amount, the Town will vigorously pursue all remedies afforded it by the aforementioned agreement, and by statute, to cause Verizon to comply with the Agreement in this regard.

#### **Section 9---OWNERSHIP AND CONTROL**

SAC, as the designated Access Provider, shall own all PEG Access equipment. In the event that this Agreement is terminated, all of said equipment, and clear title thereto, shall be transferred to the Issuing Authority. SAC may not transfer or alienate any property or equipment without the express written permission of the Town, such permission to be provided in a timely manner and not unreasonably withheld.

#### **Section 10---SAC BOARD OF DIRECTORS**

The Board of Selectmen shall have the right to appoint and designate, at its sole discretion, one (1) person to serve on SAC's Board of Directors throughout the term of this Agreement. The Issuing Authority shall be able to install, replace, or remove this person at any time, with 30 days written notice to SAC, and will fill vacancies in a timely manner

#### **Section 11---INDEMNIFICATION**

SAC shall, at its sole cost and expense, indemnify and hold harmless the Board of Selectmen, the Town, its officials, boards and employees against any and all claims arising out of the act(s) or omission(s) of SAC. In addition, SAC shall, in its rules for PEG Access, require every PEG Access User, at their sole cost and expense, to indemnify and hold harmless the Board of Selectmen, the Town, its officials, boards and employees against any and all claims arising out of the act(s) or omission(s) of the respective PEG Access User with respect to any programming cablecast over the PEG Access Channels including, but not limited to, libel, slander, invasion of privacy or publicity rights, non-compliance with applicable rules, regulations and/or laws and/or authorized use of copyrighted material(s).



**Section 12---INSURANCE**

- (a) SAC shall carry insurance indemnifying the Issuing Authority, the Town and itself from and against all claims for injury or damage to persons or property. Such insurance shall not be less than One Million Dollars (\$1,000,000.00) for bodily injury or death to any one person or property damage resulting from any one occurrence.
- (b) All insurance shall be with responsible companies qualified to do business in Massachusetts. It is also understood and agreed that upon issuance of such insurance policy, a complete certified copy shall be given to the Issuing Authority for its review and records. No insurance certificates shall be cancelled without a minimum of thirty (30) days prior written notice to the Issuing Authority.
- (c) SAC shall insure all PEG Access equipment for theft, loss and damage.
- (d) SAC will maintain motor vehicle liability insurance for motor vehicles owned, leased, or rented by SAC, both in the amount of One Million Dollars combined single limit.
- (e) SAC will maintain workers' compensation for all employees as required by law.
- (f) SAC will provide the Town with certificates of insurance on an annual basis. The Town will be named as an additional insured on all policies described in subsections (a) and (d) above.

**Section 13---ASSIGNMENT**

SAC shall have no right whatsoever to assign or sublet its rights regarding the PEG Access studio, the annual funding and/or PEG Access equipment under this Agreement without the advance, express, written consent of the Issuing Authority.

**Section 14---DEFAULT**

If the Issuing Authority fails to meet its commitments under Section 8a, pursuant to the terms and conditions of the contract; SAC may give the Issuing Authority (i) advance, written notice specifying, in reasonable detail, such breach and (ii) thirty (30) days from the date of such written notice to cure any such breach. If the Issuing Authority fails to correct its breach within the provided period, SAC may terminate the contract.

**Section 15---TERMINATION/DISSOLUTION OF THE ACCESS CORPORATION**

The Issuing Authority may terminate this Agreement if the Town determines that SAC has failed to fulfill its responsibilities pursuant to the terms and conditions of the contract; provided, however, that the Issuing Authority shall give SAC (i) advance, written notice specifying, in reasonable detail, such breach and (ii) sixty (60) days from the date of such written notice to cure any such breach. The result of such termination by the Issuing Authority shall be that SAC shall no longer be the designated Access Corporation.

- (a) The Issuing Authority may terminate this Agreement in the event that the Access Corporation engages in malfeasance, misfeasance, misappropriation or misuse of funds, or the Access Corporation fails to obtain or loses, once attained, its Federal 501(c)(3) status, or the Access Corporation fails to maintain a status of a Corporation in Good Standing with the Commonwealth of Massachusetts or the U.S. Internal Revenue Service.
- (b) In the event of a significant reduction in PEG funding under Section 8 of this Agreement, SAC and the Issuing Authority shall agree to meet and conduct good faith discussions on how

to continue PEG programming. In the event that the parties cannot reach agreement regarding such lesser funding in a timely manner, then SAC may terminate this Agreement.

- (c) The Issuing Authority may terminate this Agreement upon the adjudication of the bankruptcy of SAC if the Town determines that SAC has failed to fulfill its responsibilities pursuant to the terms and conditions of the contract.
- (d) In the event that SAC is dissolved during the term of this Agreement, and/or the Issuing Authority terminates this Agreement with SAC pursuant to paragraph (a) and/or (c) above, the Issuing Authority shall subsequently have the absolute right to designate another entity to provide PEG Access Programming in the Town. All then-existing equipment owned by SAC and/or the Town, shall become the property of the Town and/or transferred to such successor organization, as directed by the Issuing Authority in writing.
- (e) In the event of dissolution or termination of SAC, the parties hereto shall ensure that SAC meets its payments due to SAC employees through the date of termination, including severance pay owed full-time employees not to exceed three weeks pay for full time employees only.

#### **Section 16---NONDISCRIMINATION**

SAC shall not discriminate against any Person in any of its PEG Access activities on the basis of race, color, creed, religion, ancestry, national origin, geographical location within the Town, sex, sexual orientation, disability, age, marital status or status with regard to public assistance. SAC shall be subject to all other requirements of Federal and State laws or regulations relating to nondiscrimination, throughout the term of this Agreement.

#### **Section 17---NOTICE**

(a) Every notice to be served upon the Issuing Authority or the Town shall be delivered, or sent by certified mail, to the Board of Selectmen, Town of Sudbury, Flynn Building, 278 Old Sudbury Road, Sudbury, Massachusetts, 01776, or such other address as the Board of Selectmen may specify in writing to SAC.

(b) Every notice to be served upon SAC shall be delivered, or sent by certified mail, to the Executive Director, Sudbury Access Corporation, c/o Lincoln Sudbury Regional High School, 390 Lincoln Road, Sudbury, Massachusetts 01776, or such other address as SAC may specify in writing to the Town.

(c) Whenever notice of any public hearing relating to the Sudbury Cable System is required by law, regulation, the Verizon Final License, the COMCAST Renewal License, or upon request of the Issuing Authority, SAC shall identify such hearing(s) by periodic announcement on a PEG Access Channel. It shall be the Issuing Authority's responsibility to provide SAC any such notice.

#### **Section 18---SEVERABILITY**

If any section, paragraph, term or provision of this Agreement is determined to be illegal, invalid or unconstitutional, by any court of competent jurisdiction or by any State or Federal regulatory agency having jurisdiction thereof, such determination shall have no effect on the validity of any

other section, sentence, paragraph, term or provision hereof, all of which shall remain in full force and effect for the term of this Agreement.

**Section 19---ENTIRE AND COMPLETE AGREEMENT**

This Agreement constitutes the entire and complete Agreement between the parties hereto with respect to the subject matter hereof and supercedes all prior agreements or understandings, if any. It can be amended only by a written agreement between the parties.


In Witness Whereof, this Agreement is hereby agreed to by the Board of Selectmen of the Town of Sudbury and the Board of Directors of Sudbury Access Corporation, and the parties have hereunto set their hands this 15th day of November, 2011.

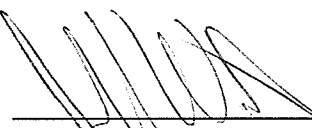
**The Town of Sudbury, MA**

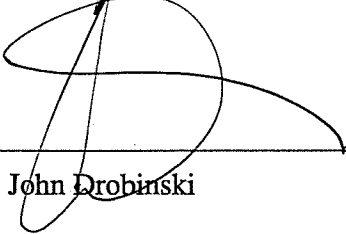
**Sudbury Access Corporation**


By: The Sudbury Board of Selectmen,  
as Issuing Authority

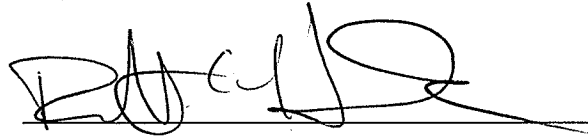
By: Its Board of Directors


  
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Lawrence O'Brien, Chairman

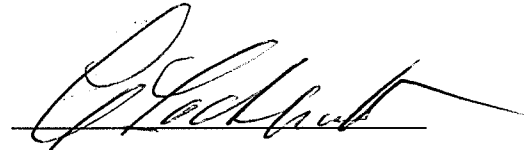
  
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Jeff Winston

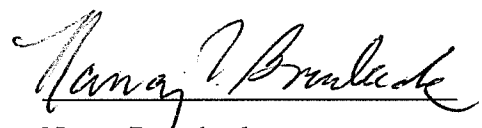
  
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Robert C. Haarde

  
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William Powell

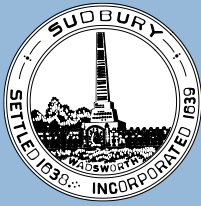
  
\_\_\_\_\_  
George (Terry) Lockhart

  
\_\_\_\_\_  
Nancy Brumback

## DRAFT LIST SAC ASSETS TO BE SOLD

Location	Year	Type	Quantity	Manufacturer	Model	Description	Serial No.	Location in building	Status	Supp. Date info	Comments
Studio	2000	HW	1	Aspen	PSM-160 Pro	AC Power Adapter w/ DV Camera #1	10025969	SF	Sell	2000	Obsolete Format - Replaced by Newer Technology
Studio	2000	HW	1	Aspen	PSM-160 Pro	AC Power Adapter w/ DV Camera #2	10025966	SF	Sell	2000	Obsolete Format - Replaced by Newer Technology
Studio	1990	HW	1	Blonder Tongue	AM60-450	Agile Modulator	59411	Cabinet 2	Sell	1990	Obsolete Format - Replaced by Newer Technology
Studio	2003	HW	1	Canon	DM-GL-2A (#1)	Mini DV Camcorder	132470200029	SF	Sell	2003	Obsolete Format - Replaced by Newer Technology
Studio	2004	HW	1	Canon	DM-GL-2A (#2)	Mini DV Camcorder	132860811224	SF	Sell	Jul-04	Obsolete Format - Replaced by Newer Technology
Studio	2004	HW	1	Canon	DM-GL-2A (#3)	Mini DV Camcorder	132860811217	SF	Sell	Jul-04	Removed from Circulation 2011; Power Issue
Studio	2005	HW	2	Canon	MA-300	XLR Adapter		SF	Sell	4/05	Obsolete Format - Replaced by Newer Technology
Studio	1985	HW	1	Fortel	CCD1H	Timing Corrector	50413403	SF	Sell	1985	No Longer Useful - Internal on new equipment
Studio	2001	HW	1	Fujinon	SRD-92	Remote Zoom Control (for DV Camera)		SF	Sell	2001	Obsolete Format - Replaced by Newer Technology
Studio	2009	HW	1	JVC	AAG30	Power Supply DV 3000	C021203063	SF	Sell	2009	Obsolete Format - Replaced by Newer Technology
Studio	2009	HW	1	JVC	AAG60U	Power Supply DV 6000	030100540	SF	Sell	2009	Obsolete Format - Replaced by Newer Technology
Studio	2001	HW	1	JVC	BR-DV3000U	Video Cassette Player/Recorder (DV/Mini DV)	07831494	SF	Sell	2001	Obsolete Format - Replaced by Newer Technology
Studio	2001	HW	1	JVC	BR-DV6000U	Video Cassette Player/Recorder (DV/Mini DV)	09830048	SF	Sell	2001	Obsolete Format - Replaced by Newer Technology
Studio	1995	HW	1	JVC	RM-P200	Camera Control Unit #1	07153634	SF	Sell	1995	No Longer Useful - Rplcd 2009 by newer technology
Studio	1995	HW	1	JVC	RM-P200U	Camera Control Unit (spare)	14550943	SF	Sell	1995	No Longer Useful - Rplcd 2009 by newer technology
Studio	1999	HW	1	JVC	TM-550U	Color Video Monitor	08434597	SF	Sell	1999	Obsolete Format - Replaced by Newer Technology
Studio	1995	HW	1	JVC	TM-9U(A)	Color Video Monitor	07031656	SF	Sell	1995	No Longer Useful - Rplcd 2009 by newer technology
Studio	1998	HW	1	JVC	XL-V282BK	CD Player	10391356	SF	Sell	1998	Obsolete Format - Replaced by Newer Technology
Studio	1995	HW	1	JVC		CCU Cable		SF	Sell	1995	No Longer Useful - Rplcd 2009 by newer technology
Studio	1985	HW	1	Leader	LBO-5860A	Waveform Monitor	4101008	SF	Sell	1985	Excess Equipment
Studio	2000	HW	1	Leightronix	Mini-T-Pro	Event Controller	06255MTP	SF	Sell	2000	Obsolete Format - Replaced by Newer Technology
Studio	2004	HW	1	Leightronix	PRPADVD	Infrared Interface Controller	43334PD	SF	Sell	Jul-04	Obsolete Format - Replaced by Newer Technology
Studio	2004	HW	1	Leightronix	PRPADVD	Infrared Interface Controller	43333PD	SF	Sell	Jul-04	Obsolete Format - Replaced by Newer Technology
Studio	2006	HW	1	Leightronix	PRPADVD	Infrared Interface Controller	50583PD	SF	Sell	4/06	Obsolete Format - Replaced by Newer Technology
Studio	2004	HW	1	Leightronix	PRPADVD	Infrared Interface Controller (2-3)	43345PD	SF	Sell	Jul-04	Obsolete Format - Replaced by Newer Technology
Studio	2006	HW	1	Leightronix	PRPADVD	Infrared Interface Controller (2-4)	50581PD	SF	Sell	4/06	Obsolete Format - Replaced by Newer Technology
Studio	2006	HW	1	Leightronix	PRPADVD	Infrared Interface Controller (2-5)	50582PD	SF	Sell	4/06	Obsolete Format - Replaced by Newer Technology
Studio	2000	HW	1	Leightronix	PRPAIR	Infrared Interface Controller	38837PD	SF	Sell	2000	Obsolete Format - Replaced by Newer Technology
Studio	2000	HW	1	Leightronix	PRPAIR	Infrared Interface Controller	38836PD	SF	Sell	2000	Obsolete Format - Replaced by Newer Technology
Studio	2000	HW	1	Leightronix	PRPAIR	Infrared Interface Controller	37599PD	SF	Sell	2000	Obsolete Format - Replaced by Newer Technology
Studio	2000	HW	1	Leightronix	PRPAIR	Infrared Interface Controller	22480PD	SF	Sell	2000	Obsolete Format - Replaced by Newer Technology
Studio	2004	HW	1	Leightronix	PRPAIR	Infrared Interface Controller (1-4)	42620PD	SF	Sell	Jul-04	Obsolete Format - Replaced by Newer Technology
Studio	2000	HW	1	Leightronix	PRPAIR	Infrared Interface Controller(1-1)	38835PD	SF	Sell	2000	Obsolete Format - Replaced by Newer Technology
Studio	2010	HW	1	Manfrotto	523PROi (#1)	Lanc Control (for GL-2's)	P0024119	SF	Sell	2010	Obsolete Format - Replaced by Newer Technology
Studio	2000	HW	1	Manfrotto/Bogen	505	Tripod Head (w/ 3182) #1	505K08464	SF	Sell	2000	Excess Equipment - Plate Release Button Stuck
Studio	2000	HW	1	Manfrotto/Bogen	505	Tripod Head (w/ 3182) #2	505L09622	SF	Sell	2000	Excess Equipment
Studio	2005	HW	1	Manfrotto/Bogen	516	Tripod Head (w/ 3068) #1	C0006802	SF	Sell	4/05	Excess Equipment
Studio	2005	HW	1	Manfrotto/Bogen	516	Tripod Head (w/ 3068) #2	C0006796	SF	Sell	4/05	Excess Equipment
Studio	2005	HW	1	Manfrotto/Bogen	3068	Tripod w/Bag #1	A0143480	SF	Sell	4/05	Excess Equipment
Studio	2005	HW	1	Manfrotto/Bogen	3068	Tripod w/Bag #2	A0143473	SF	Sell	4/05	Excess Equipment
Studio	2000	HW	1	Manfrotto/Bogen	3182	Tripod #1	351MVB/K111	SF	Sell	2000	Excess Equipment
Studio	2000	HW	1	Manfrotto/Bogen	3182	Tripod #2	351MVB/KL11	SF	Sell	2000	Excess Equipment
Studio	2000	HW	1	Manfrotto/Bogen	VYCO853	Tripod Base DV#1	1030388	SF	Sell	2000	Excess Equipment
Studio	2000	HW	1	Manfrotto/Bogen	VYCO853	Tripod Base DV#2	1030390	SF	Sell	2000	Excess Equipment
Studio	2000	HW	1	Matrox	RTMac	Matrox	A308769	SF	Sell	2000	No Longer Useful - Obsolete format
Studio	1985	HW	1	Mole Richardson	4031	Teenie Weenie Mole Light	3189	Cabinet 1	Sell	1985	Obsolete Format - Replaced by Newer Technology
Studio	1985	HW	6	Mole Richardson	5603	Light Stands - Mole Pac Stand		Studio	Sell	1985	Obsolete Format - Replaced by Newer Technology
Studio	2006	HW	1	Multidyne Inc.	SW-5	Video / Audio Switcher		Cabinet 4	Sell	2006	Obsolete Format - Replaced by Newer Technology
Studio	2005	HW	1	NEC	AS-900	Computer Monitor - AS900 (w/ G5)	44A05082KA	Control Room	Sell	1/05	obsolete Format - to be Replaced by Newer Technology
Studio	2000	HW	1	NEC	N9705	Computer Monitor - FE700	0Z76015BK	SF	Sell	2000	Obsolete Format - Replaced by Newer Technology
Studio	1996	HW	1	Panasonic	AG-1320P	Video Cassette Player/Recorder (1/2")	A8KN02041	SF	Sell	1996	Obsolete Format - Replaced by Newer Technology

Studio	1996	HW	1	Panasonic	AG-1320P	Video Cassette Player/Recorder (1/2") (#4)	A8KN01759	SF	Sell	1996 Obsolete Format - Replaced by Newer Technology
Studio	2000	HW	1	Panasonic	AG-1980P	Video Cassette Player/Recorder (SVHS)	C1TC00401	SF	Sell	2000 Obsolete Format - Replaced by Newer Technology
Studio	1997	HW	1	Panasonic	AG-7150P	Video Cassette Player (SVHS)	C2TC00049	SF	Sell	1997 Obsolete Format - Replaced by Newer Technology
Studio	1997	HW	1	Panasonic	AG-7350P	Video Cassette Player/Recorder (SVHS)	H4TC00368	SF	Sell	1997 Obsolete Format - Replaced by Newer Technology
Studio	1990	HW	1	Panasonic	AG-A850P	Edit Controller	I9A3600DI	SF	Sell	1990 Obsolete Format - Replaced by Newer Technology
Studio	2000	HW	1	Panasonic	AG-DV2000P	Video Cassette Player/Recorder (DV/Mini DV)	D1HT00201	SF	Sell	2000 Obsolete Format - Replaced by Newer Technology
Studio	2000	HW	1	Panasonic	AG-DV2000P	Video Cassette Player/Recorder (DV/Mini DV)	D1HT00075	SF	Sell	2000 Obsolete Format - Replaced by Newer Technology
Studio	2000	HW	1	Panasonic	AG-DVC200P	DV Camera (#1)	D1TK10018	SF	Sell	2000 Obsolete Format - Replaced by Newer Technology
Studio	2000	HW	1	Panasonic	AG-DVC200P	DV Camera (#2)	D1TK10051	SF	Sell	2000 Obsolete Format - Replaced by Newer Technology
Studio	2001	HW	1	Panasonic	AJ-VF10P	Viewfinder- for DV Cam #1	C1TKA0088	SF	Sell	2001 Obsolete Format - Replaced by Newer Technology
Studio	2000	HW	1	Panasonic	AJ-VF10P	Viewfinder- for DV Cam #2	D0TKA0057	SF	Sell	2000 Obsolete Format - Replaced by Newer Technology
Studio	2000	HW	1	Panasonic	TC-7WMS1	Color LCD Monitor (w/ DV Camera #1)	FA2340012	SF	Sell	2000 Obsolete Format - Replaced by Newer Technology
Studio	2000	HW	1	Panasonic	TC-7WMS1	Color LCD Monitor (w/ DV Camera #2)	FA2340091	SF	Sell	2000 Obsolete Format - Replaced by Newer Technology
Studio	1998	HW	1	Panasonic	TR-990C	Video Monitor (DV Source)	FS8240508	SF	Sell	1998 Obsolete Format - Replaced by Newer Technology
Studio	1998	HW	1	Panasonic	TR-990C	Video Monitor (SVHS Source/Record)	FS8240510	SF	Sell	1998 Obsolete Format - Replaced by Newer Technology
Studio	2000	HW	1	Panasonic	WJMP204	Data Multiplex Unit	AHA00251	SF	Sell	2000 Obsolete Format - Replaced by Newer Technology
Studio	2000	HW	1	Panasonic	WJ-MX20	Digital AV Mixer	F1TVA0010	SF	Sell	2000 Obsolete Format - Replaced by Newer Technology
Studio	1998	HW	1	Panasonic	WJ-MX50A	Digital AV Mixer	F0TVA0015	SF	Sell	1998 Obsolete Format - Replaced by Newer Technology
Studio	2000	HW	1	Panasonic	WV-BM990	Video Monitor	05U14658 (C#1)	SF	Sell	2000 Obsolete Format - Replaced by Newer Technology
Studio	2000	HW	1	Panasonic	WV-BM990	Video Monitor	05U14659 (C#2)	SF	Sell	2000 Obsolete Format - Replaced by Newer Technology
Studio	2000	HW	1	Panasonic	WV-BM990	Video Monitor	05U14639 (C#3)	SF	Sell	2000 Obsolete Format - Replaced by Newer Technology
Studio	2000	HW	1	Panasonic	WV-BM990	Video Monitor	05U14638 (Sw. #4)	SF	Sell	2000 Obsolete Format - Replaced by Newer Technology
Studio	2000	HW	1	Panasonic	WV-CM1020	Color Video Monitor	OZW13406	SF	Sell	2000 Obsolete Format - Replaced by Newer Technology
Studio	2001	HW	1	Panasonic	WV-CM1020	Color Video Monitor	AGW15728	SF	Sell	2001 Obsolete Format - Replaced by Newer Technology
Studio	2001	HW	1	Panasonic	WV-CM1020	Color Video Monitor	AGW15841 (CG)	SF	Sell	2001 Obsolete Format - Replaced by Newer Technology
Studio	2001	HW	1	Panasonic	WV-CS554	PTZ Camera #1	A1A03980 / A13980	SF	Sell	2001 Obsolete Format - Replaced by Newer Technology
Studio	2001	HW	1	Panasonic	WV-CS554	PTZ Camera #2		SF	Sell	2001 Obsolete Format - Replaced by Newer Technology
Studio	2001	HW	1	Panasonic	WV-CS554	PTZ Camera #3	A1A04087 / A13934	SF	Sell	2001 Obsolete Format - Replaced by Newer Technology
Studio	2000	HW	1	Panasonic	WV-CU360	System Controller	AIA00237	SF	Sell	2000 Obsolete Format - Replaced by Newer Technology
Studio	1989	HW	3	Quartz Color	2365	Light Stands (In Bag)		SF	Sell	1980's Obsolete Format - Replaced by Newer Technology
Studio	1989	HW	2	Quartz Color	2575	Light Stands		SF	Sell	1980's Obsolete Format - Replaced by Newer Technology
Studio	1989	HW	3	Quartz Color	3130	Pulsar Lights		SF	Sell	1980's Obsolete Format - Replaced by Newer Technology
Studio	1989	HW	1	Quartz Color	3140.210.	Ianbeam 1000 Light	0208	SF	Sell	1980's Obsolete Format - Replaced by Newer Technology
Studio	1999	HW	3	Shure	819	Surface Mount Microphones		Cabinet 1	Sell	1990's Obsolete Format - Replaced by Newer Technology
Studio	1999	HW	2	Shure	809/819	Surface Mount Microphone Pre-Amplifiers		Cabinet 1	Sell	1990's Obsolete Format - Replaced by Newer Technology
Studio	1999	HW	1	Shure	M267	Audio Mixer	CA581357	SF	Sell	1990's Excess Equipment
Studio	1999	HW	1	Shure	PS-1A	Phantom Power Supply	940900430	SF	Sell	1990's No Longer Useful - No equip to power with
Studio	1999	HW	1	Shure	PS-1A	Phantom Power Supply	940900500	SF	Sell	1990's No Longer Useful - No equip to power with
Studio	1989	HW	1	Sigma Electronics	ADA-110	Audio DA	3810001	SF	Sell	1980's Obsolete Format - Replaced by Newer Technology
Studio	1999	HW	1	Sony	KV13M20	13" TV / Monitor	4077183	SF	Sell	1990's Obsolete Format - Replaced by Newer Technology
Studio	2008	HW	1	Targus	ACP50US	Notebook Docking Station	0805002021	Cabinet 4	Sell	2008 Obsolete Format - Replaced by Newer Technology
Studio	2005	HW	2	Varizoom		Focus Kit (for DV Cameras)		SF	Sell	4/05 Obsolete Format - Replaced by Newer Technology
Studio	2005	HW	1	Varizoom	Pro F	Zoom Controller (for DV Camera)		SF	Sell	4/05 Obsolete Format - Replaced by Newer Technology
Studio	1995	HW	1	Videonics	TM 2000 NTSC	Titlemaker 2000	245927	SF	Sell	1995 Obsolete Format - Replaced by Newer Technology
Studio	2000	HW	1	Videonics	TM 3000 NTSC	Titlemaker 3000	331615	SF	Sell	2000 Obsolete Format - Replaced by Newer Technology



SUDBURY BOARD OF SELECTMEN  
Thursday, September 17, 2015

**TIMED ITEM**

**2: Interim Town Manager Contract**

REQUESTOR SECTION

Date of request:

Requestor: Chairman Brown

Formal Title: Discussion and vote on whether to extend the Employment Agreement dated September 28, 2015, appointing Maryanne Bilodeau as Interim Town Manager for the Town of Sudbury through and including December 1, 2015, or the start date of a new Town Manager (whichever occurs earlier), with all terms and conditions of the Agreement remaining in full force and effect, except where amended in the second Amendment to Employment Agreement.

Recommendations/Suggested Motion/Vote: Discussion and vote on whether to extend the Employment Agreement dated September 28, 2015, appointing Maryanne Bilodeau as Interim Town Manager for the Town of Sudbury through and including December 1, 2015, or the start date of a new Town Manager (whichever occurs earlier), with all terms and conditions of the Agreement remaining in full force and effect, except where amended in the second Amendment to Employment Agreement.

Background Information:

Financial impact expected: budgeted

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

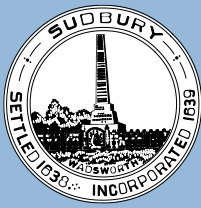
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MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:





SUDBURY BOARD OF SELECTMEN  
Thursday, September 17, 2015

**TIMED ITEM**

**3: Approve DPW laborers contract**

REQUESTOR SECTION

Date of request:

Requestor: Interim Town Manager Bilodeau

Formal Title: Discussion and vote on whether to approve the Memorandum of Agreement (MOA) between the Town of Sudbury and the Sudbury Laborers' Public Employees Local #1156, dated 9/15/15, and ratify the vote taken in Executive Session between the Town of Sudbury and the Laborer's Union.

Recommendations/Suggested Motion/Vote: Discussion and vote on whether to approve the Memorandum of Agreement (MOA) between the Town of Sudbury and the Sudbury Laborers' Public Employees Local #1156, dated 9/15/15, and ratify the vote taken in Executive Session between the Town of Sudbury and the Laborer's Union.

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

09/17/2015 7:30 PM

MEETING NOTES SECTION

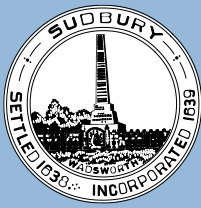
Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:





SUDBURY BOARD OF SELECTMEN  
Thursday, September 17, 2015

**TIMED ITEM**

**4: Utility Petition Waiver Maynard Rd**

REQUESTOR SECTION

Date of request:

Requestor: Jody Kablack/Bill Place

Formal Title: PUBLIC HEARING: Vote on whether to approve or deny a request by Robert Roth for a waiver under Sudbury Bylaw Art. XX to install a utility pole at 84 Maynard Road and to allow the crossing of a utility line within the Maynard Road Right of Way.

Recommendations/Suggested Motion/Vote: PUBLIC HEARING: Vote whether to approve or deny a request by Robert Roth for a waiver under Sudbury Bylaw Art. XX to install a utility pole at 84 Maynard Road and to allow the crossing of a utility line within the Maynard Road Right of Way.

Background Information:

Attached documents

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

09/17/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:



# Town of Sudbury

## Dept. of Public Works

275 Old Lancaster Road  
Sudbury, MA 01776  
(978) 440-5421; (978) 440-5451 fax  
I. William Place, DPW Director/Town Engineer

ENGINEERING • HIGHWAY • PARKS & GROUNDS • TRANSFER STATION • TREES & CEMETERY

August 20, 2015

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

RECEIVED  
BOARD OF SELECTMEN  
SUDBURY, MA  
2015 AUG 25 A 11:42

Subject: Prohibition & Regulation of Overhead Utilities 84 Maynard Road

Dear Ms. Bilodeau:

This office is in receipt of a request from Mr. Robert Roth dated August 14, 2015 to install a utility pole at 84 Maynard Road and to allow the crossing of a utility line within the Maynard Road Right of Way.

In accordance with Sudbury Bylaws Article XX Prohibition and Regulations of Overhead Utilities, Sec 3 Regulations of existing and new construction.

Paragraph A states No utility shall install or construct, except by way of replacement or upgrading of existing facilities, any poles and overhead wires and associated structures upon, along or across any public way within the Town.

Paragraph C states any utility or person who installs or constructs any poles, overhead wires or associated overhead structures in violation of this bylaw shall be punished by fine of not less than One Thousand and not more than Five Thousand Dollars.

Please be advised the utility pole and overhead wires have already been installed. The board can either grant the request or require the applicant to remove the pole and install the utility line underground to the existing utility pole on Maynard Road.

The underground utility line would not have to go through the detention basin as shown on the attached sketch.

If there are any questions, please advise.

Sincerely,



I. William Place, P.E.  
DPW Director/Town Engineer

IWP/ab

cc: Robert Roth

Robert Roth  
82 Maynard LLC  
172 Dean Rd,  
Brookline, Ma 02445

August 14, 2015

Selectmen  
Town of Sudbury  
278 Old Sudbury Road  
Sudbury, Ma 01776

RE: 84 Maynard Road, Electric line

Dear Sir or Madam,

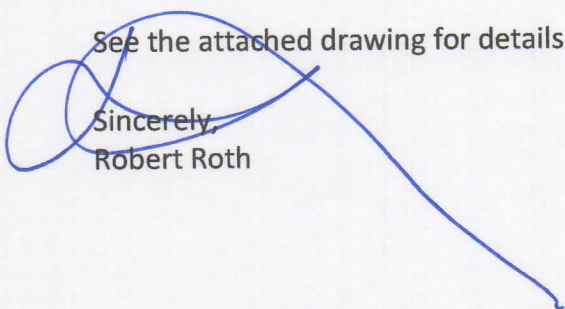
I'm requesting permission to allow Eversource Electric to erect a new utility pole on my property at 84 Maynard Road. This property, formerly part of 82 Maynard Road, has an existing older pole and a set of wires strung over a very small portion, approximately 18"-24", of the street "right-of way". The house at 84 Maynard will be serviced underground from the new pole. The new pole will be set 100' off the road. No portion of the new wire will cross any roadway.

My only other option is to have to have Eversource Electric obtain an easement from the Town and dig into the shoulder of the Town road and run the new line through a storm retention area. I believe this option would be less safe and more inconvenient to the public since such installation would cause a temporary roadway disruption. Furthermore any future sidewalk or roadway maintenance would need to proceed with caution since there would be underground electric lines. This option would also be very expensive and timely.

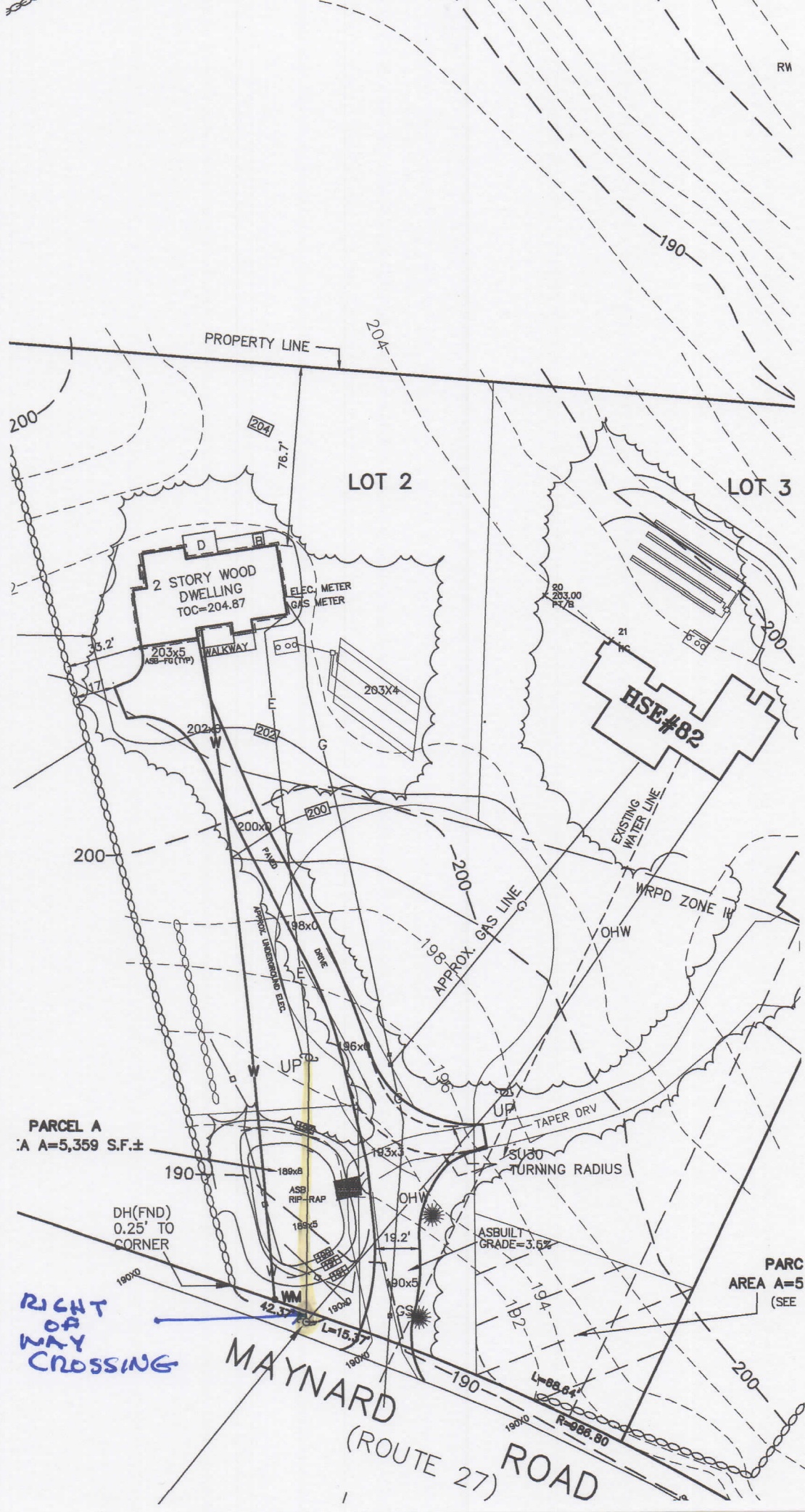
Please grant me permission to span 18"-24" over the street right-away from the existing street pole to a new pole.

See the attached drawing for details.

Sincerely,  
Robert Roth

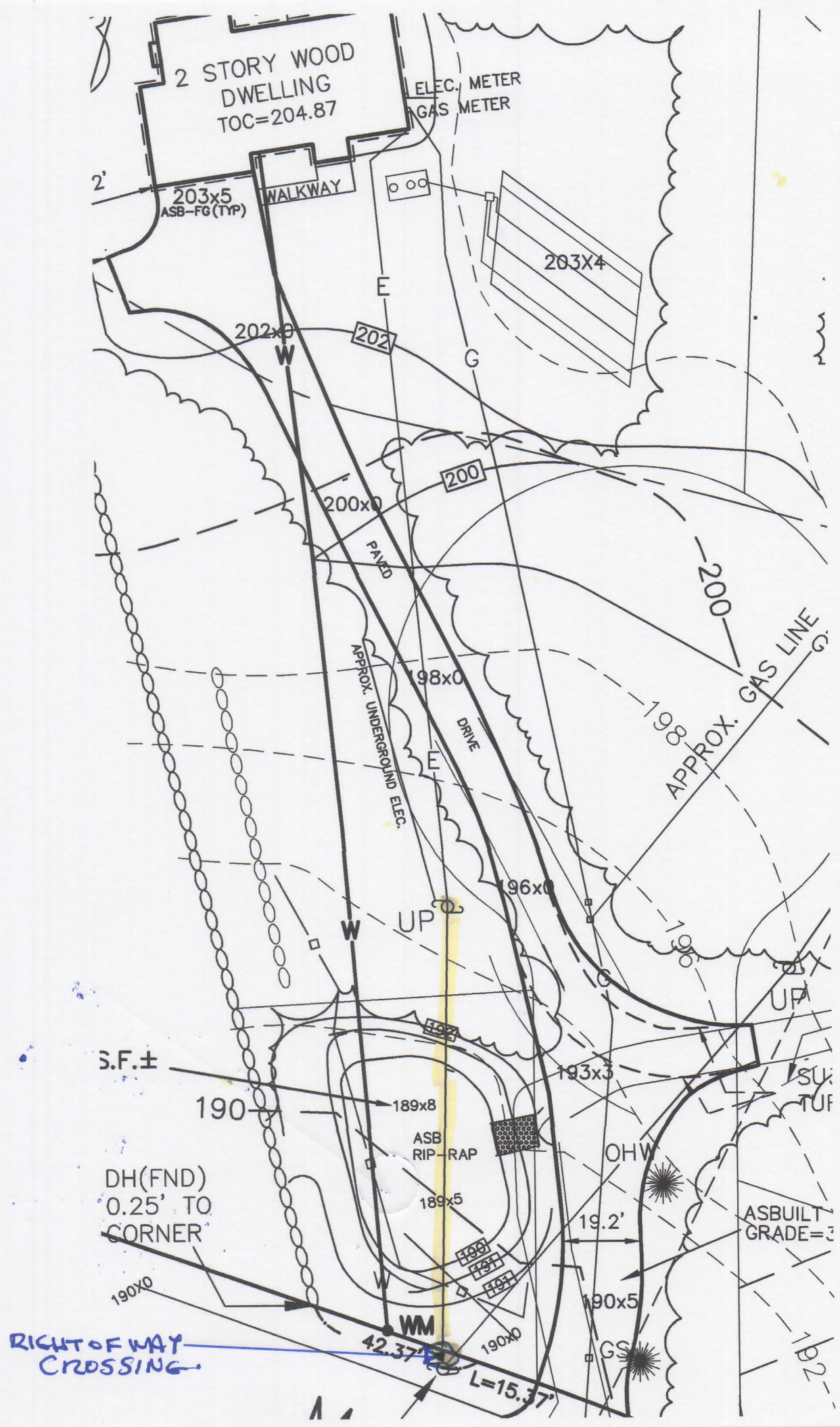






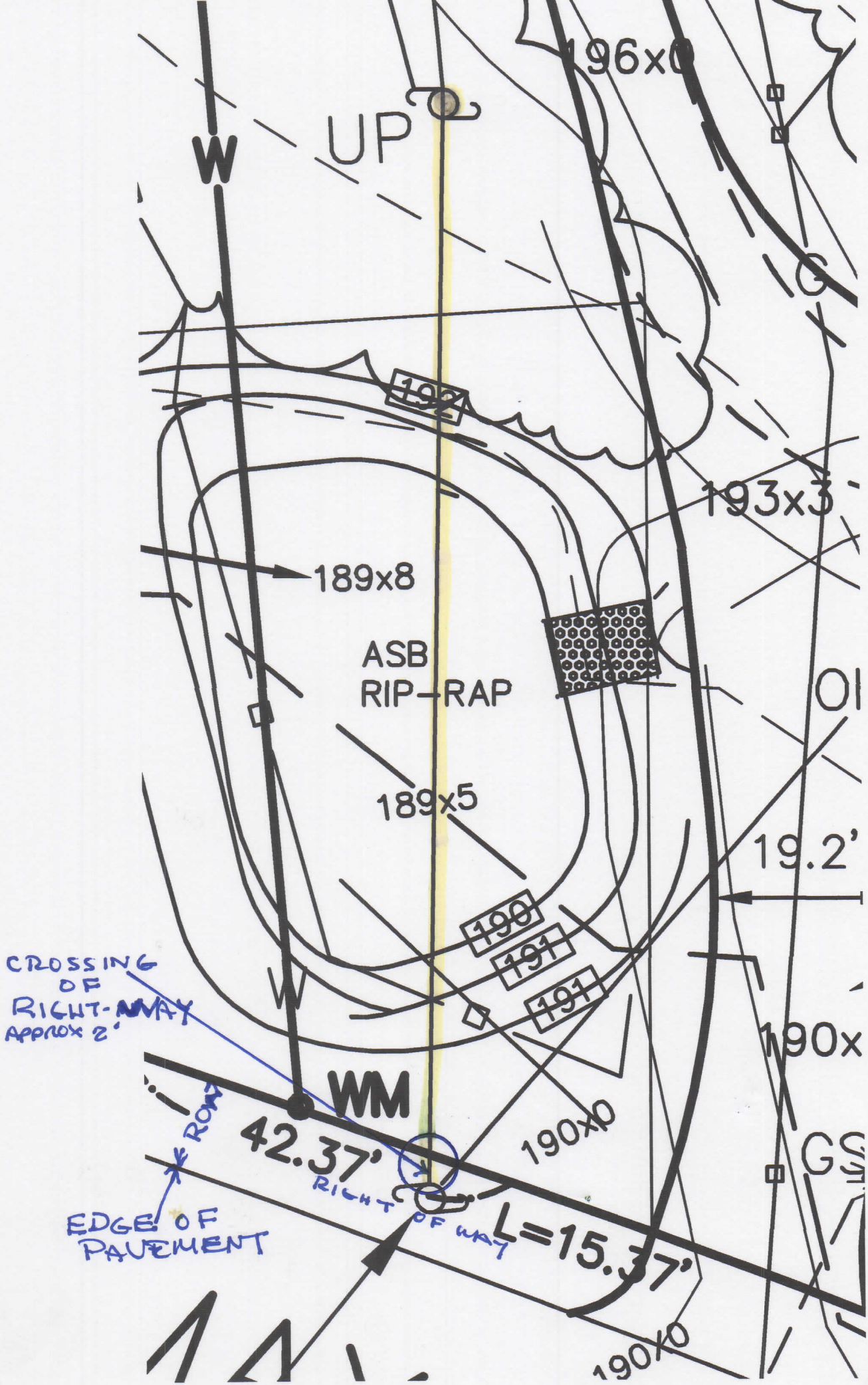
Attachment 4.b: Roth\_request\_utility\_MaynardRd (1466 : Utility Petition Waiver Maynard Rd)



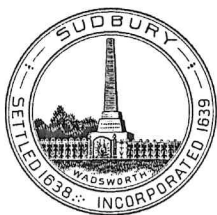


Attachment 4.b: Roth\_request\_utility\_MaynardRd (1466 : Utility Petition Waiver Maynard Rd)





Attachment 4.b: Roth\_request\_utility\_MaynardRd (1466 : Utility Petition Waiver Maynard Rd)



## TOWN OF SUDBURY

*Office of Selectmen*

*www.sudbury.ma.us*

Flynn Building  
278 Old Sudbury Rd  
Sudbury, MA 01776-1843  
978-639-3381

Fax: 978-443-0756

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

### NOTICE OF PUBLIC HEARING

The Sudbury Board of Selectmen will hold a meeting on **Thursday, September 17, 8:00 p.m.** in Lower Town Hall, 322 Concord Road, on a request by Robert Roth for a waiver under Sudbury Bylaw Art. XX to install a utility pole at 84 Maynard Road and to allow the crossing of a utility line within the Maynard Road Right of Way.

### SUDBURY BOARD OF SELECTMEN

August 27, 2015

Post: Town Hall

cc: Applicant  
Eversource Electric  
Building Inspector  
DPW Director  
Abutters

For publication in 9/10/15 *Sudbury Town Crier*



Robert Roth,  
82 Maynard LLC  
172 Dean Road, Brookline, MA, 02445

RECEIVED  
BOARD OF SELECTMEN  
SUDBURY, MA

2015 SEP -8 A 11:09

Subject: Overhead Service Wire

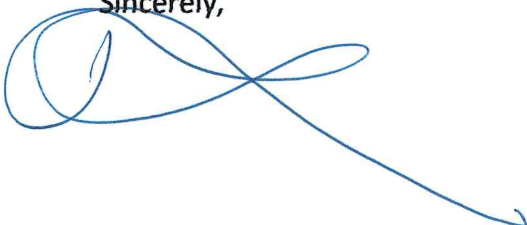
Ms. Maryanne Bilodeau,  
Interim Town Manager  
278 Old Sudbury Road,  
Sudbury, MA 01776

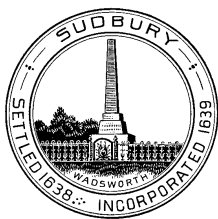
Dear Ms. Bilodeau,

I am in receipt of a copy of Mr. Places letter to you regarding the overhead line and pole. First, I must state for the record that no new utility pole has been installed upon, along or across any public way within the Town of Sudbury. A single utility pole was installed on private property approximately 100' from any Town public way. Secondly, the overhead wiring from the existing pole on Maynard Road, servicing an existing home, 82 Maynard Road, was upgraded to accommodate a new home 84 Maynard Road. The existing utility pole, which is located approximately 10' off the pavement and within 2' of the property line, is situated in a wooded setting. The upgraded service of the existing pole included a new service line to service the new house. This new service line which does encroach, the Town's air rights by approximately 2 feet is hardly noticeable to any bystander.

In April of 2014, the builder, 82 Maynard LLC, requested Eversource Electric to provide service to the new home at 84 Maynard Road. As you may know Eversource Electric designs its own service lines and installs utility poles and service wires. As builders, our responsibility was to install an underground service from their pole to the new home. We fulfilled this responsibility by running approximately 220' of underground wire to the house. I have contacted Eversource Electric and asked them for an explanation as to why they did not try to seek approval from the Board of Selectman prior to performing the work. They are now looking into the matter. Whatever the reason may be, we do not believe that disconnecting the existing line now and installing a new line down the existing pole and running approximately 200 feet of new underground line between the street right of way and the private property line would be a practical solution. If this work was to be performed, tree roots and stones in the area between the road and driveway will be disturbed not to mention the additional financial cost associated with this work. Furthermore no public benefit would be served. The fact is that by spanning the 2' in the air from an existing pole over the Town right of way would be logical and most efficient and would indeed be a benefit to the Town. Please grant to us a waiver of Article XX of the Town of Sudbury Bylaws.

Sincerely,





# Town of Sudbury

## Planning Board

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

[planningboard@sudbury.ma.us](mailto:planningboard@sudbury.ma.us)

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

September 10, 2015

Ms. Patricia Brown, Chair  
Sudbury Board of Selectmen  
278 Old Sudbury Road  
Sudbury, MA 01776

RE: Utility Petition, 84 Maynard Road

Dear Board members:

The Planning Board discussed the proposed waiver under Sudbury Bylaw Article XX to install a utility pole at 84 Maynard Road at their Sept. 9, 2015 meeting, and have no objection to its approval. The location of the pole will not have an adverse visual impact on the public way as it only crosses 18-24 inches before entering private property, it is located in a wooded area, it does not cross a walkway or street, and the error lies with Eversource, who designed and installed the new utility pole in violation of the bylaw.

Please let us know if you need anything further on this issue.

On behalf of the Planning Board,

Craig Lizotte, Chairman

cc: Bill Place, DPW Director  
Bob Roth, owner

Attachment4.e: Utility Pole Waiver Letter (1466 : Utility Petition Waiver Maynard Rd)



DEED REFERENCE: BOOK 1285, PAGE 140  
CERT#231093  
BOOK 1440, PAGE 79  
CERT#254776

PLAN REFERENCE: PLAN L.C. PLAN #15685 B

ASSESSOR'S REFERENCE: G08 - 0026

ZONING DISTRICT: SINGLE RESIDENCE A  
WATER RESOURCE PROTECTION DISTRICT 3

EROSION and SEDIMENT CONTROL PLAN:

The purpose of this plan is to 1. Keep disturbed areas small, 2. Stabilize and protect disturbed areas as soon as possible, 3. Keep storm runoff velocities low, 4. Protect disturbed areas from storm water runoff, and 5. Retain sediment with the site area.

Sediment Controls (defensive, trapping soil particles from flowing water after dislodgement) Sediment can be retained by two methods: filtering runoff as it flows and detaining sediment-laden runoff for a period of time so that the soil particles settle out. The best way to control sediment, however, is to prevent erosion.

1. Silt/sediment fence  
The expected life of a sediment fence is generally six months (the expected life of a hay bale barrier is generally three months). To use sediment fences effectively, provide access to the locations where sediment accumulates and provide reinforced, stabilized outlets for emergency overflow.  
Drainage area: Limited to 1/4 acre per 100 ft of fence, and no more than 1.5 acres in total; or in combination with a sediment basin.

Locate the fence at least 10 feet from the toe of steep slopes to provide sediment storage and access for cleanup. The fence line should be nearly level through most of its length to impound a broad, temporary pool. The last 10 to 20 feet at each end of the fence should be swung slightly uphill (approximately 0.5 feet in elevation) to provide storage capacity. Drive posts securely, at least 16 inches into the ground, on the downslope side of the trench. Space posts a maximum of 8 feet if fence is supported by wire, 6 feet if extra-strength fabric is used without support wire. Adjust spacing to place posts at low points along the fence line. Wire fence (14 gauge with 6-inch mesh) is required to support standard strength fabric (haybales backing may also be required per local Conservation Commission).  
Allow for safe bypass of storm flow to prevent overtopping failure of fence. Dig a trench approximately 8 inches deep and 4 inches wide, or a V-trench, along the line of the fence, upslope side. Fasten support wire fence securely to the upslope side of fence posts with wire ties or staples. Wire should extend 6 inches into the trench.  
Where joints are necessary, fasten fabric securely to support posts and overlap to the next post. Place the bottom one foot of fabric in the trench. Backfill with compacted earth or gravel. Filter cloth shall be fastened securely to the woven wire fence with ties spaced every 24 inches at the top, mid-section, and bottom.  
Silt fences should be inspected immediately after each rainfall and at least daily during prolonged rainfall. Repair as necessary. Remove sediment deposits promptly to provide adequate storage volume for the next rain and to reduce pressure on fence. Take care to avoid undermining fence during cleanup.

2. Sediment traps/basins  
A sediment trap is formed by excavating a pond or by placing an earthen embankment across a low area or drainage swale. An outlet or spillway is constructed using large stones or aggregate to slow the release of runoff. The trap retains the runoff long enough to allow most of the silt to settle out.

3. Check dams  
A check dam is a small dam constructed across a drainage ditch, swale, or channel to lower the speed of flow. Reduced runoff speed reduces erosion and gullying in the channel and allows sediments to settle out. A check dam may be built from stone or hay-bales.

All temporary erosion and sediment control measures shall be removed within 30 days after final site stabilization is achieved or after the temporary practices are no longer needed. Trapped sediment shall be removed or stabilized on site. Disturbed soil areas resulting from removal shall be permanently stabilized.

Inspection Program  
Essential parts of an inspection program include:

- 1. Inspection during or immediately following initial installation of sediment controls.
- 2. Inspection following severe rainstorms (over 2" in 24 hours) to check for damage to controls.
- 3. Inspection prior to seeding deadlines, particularly in the fall.
- 4. Final inspection of projects nearing completion to ensure that temporary controls have been removed, stabilization is complete, drainage ways are in proper condition, and that the final contours agree with the proposed contours on the approved plan.

SUDBURY PLANNING BOARD

"SUBDIVISION APPROVED SUBJECT TO CONDITIONS CONTAINED IN THE COVENANT AND THE DECISION DOCUMENT, BOTH RECORDED HERewith."

DATE: May 28, 2014

*[Signatures]*

"I HEREBY CERTIFY THAT NO NOTICE OF APPEAL WAS RECEIVED DURING THE TWENTY DAYS NEXT AFTER RECEIPT AND RECORDING OF NOTICE FROM THE PLANNING BOARD OF THE APPROVAL OF THE WITHIN PLAN."

DATE: May 29, 2014

TOWN CLERK: *Rosemary B. Harrell*

*[Signature]* DATE: May 29, 2014  
FIRE CHIEF

*[Signature]* DATE: 6-13-14  
WIRING INSPECTOR

*[Signature]* DATE: 5-30-2014  
SUDBURY WATER DISTRICT

GRADING PLAN  
FOR  
82 MAYNARD ROAD  
IN  
SUDBURY, MASS.

OWNER/APPLICANT: 82 MAYNARD ROAD LLC  
1420 PROVIDENCE HIGHWAY, NORWOOD MASS. 02062

SCALE: 1 INCH = 40 FEET

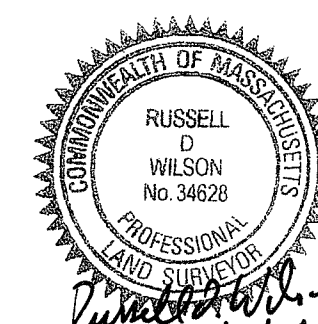
DATE: OCTOBER 23, 2013

R. WILSON AND ASSOCIATES

LAND SURVEYORS AND CIVIL ENGINEERS  
360 MASS. AVE., SUITE 202 ACTON, MA 01720  
PHONE: 978-266-0203 FAX: 978-266-0202

FILE NO. 1989 DWG NO. 1989WPGDR-14 SHEET NO. 3 OF 6

4.	NOTES ADDED	4/16/14
3.	REVISED	2/24/14
2.	REVISED	1/17/14
1.	PL. BRD. COMMENTS	11/19/13



LEGEND

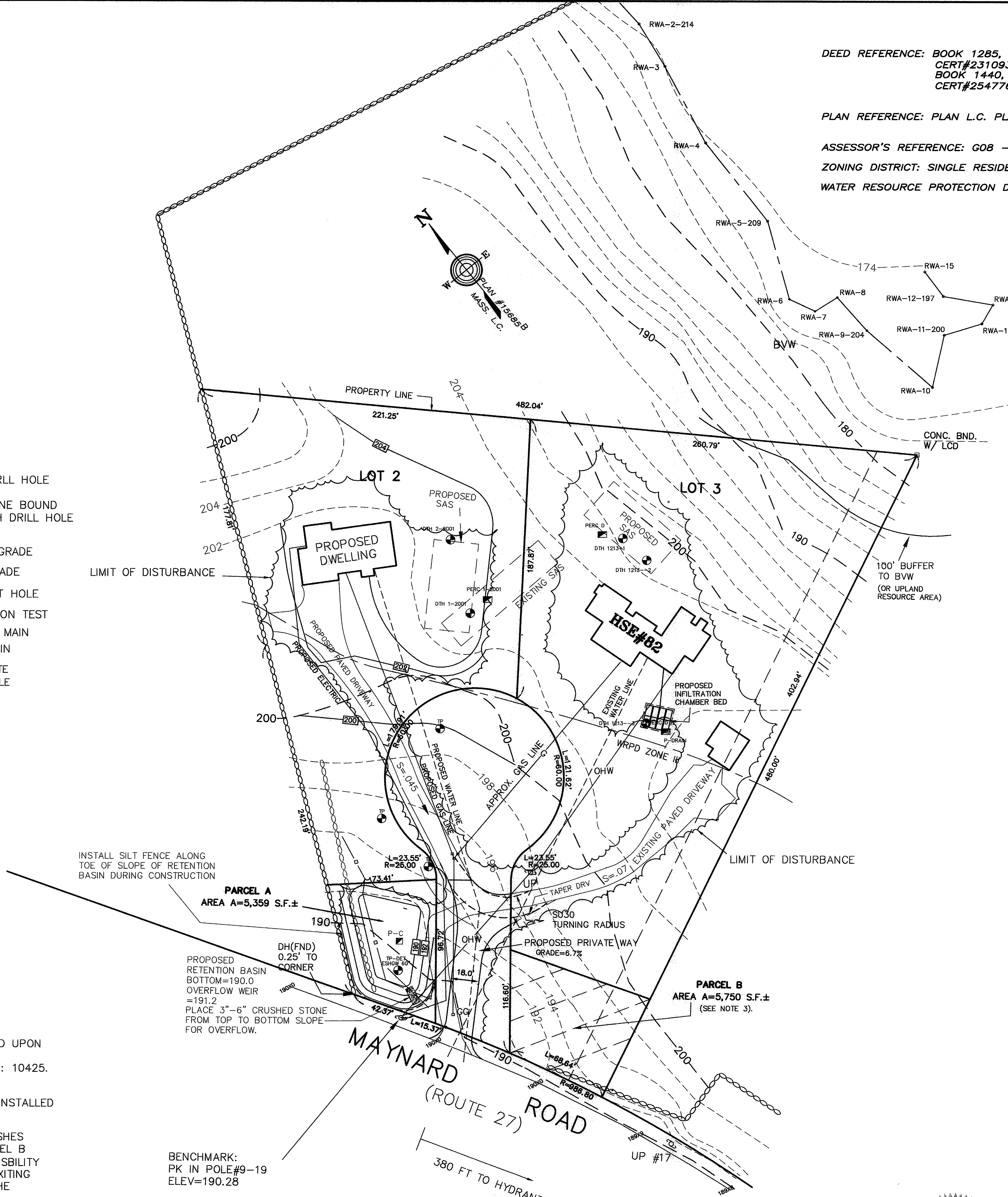
- DH DRILL HOLE
- IP IRON PIPE
- IR IRON REBAR
- LCD LAND COURT DISK
- SBDH STONE BOUND WITH DRILL HOLE
- CEN-SB CENTER STONE BOUND
- CL-SB CENTERLINE BACK STONE BOUND
- CBDH CONCRETE BOUND WITH DRILL HOLE

- 202 --- ~ EXISTING GRADE
- 190 --- ~ FINISH GRADE
- DTH 1-2001 ~ DEEP TEST HOLE
- PERC 1 ~ PERCOLATION TEST
- W --- ~ 8" WATER MAIN
- F --- ~ FORCE MAIN
- WG WATER GATE
- UP UTILITY POLE

LIMIT OF DISTURBANCE

- NOTES:
- 1. ELEVATIONS SHOWN ARE BASED UPON NAVD88 BENCH MARK STA 6721. MASSHIGHWAY GEODETIC POINT ID: 10425. ELEVATION = 179.99 FT.
  - 2. ALL NEW UTILITIES SHALL BE INSTALLED UNDERGROUND.
  - 3. NO ADDITIONAL TREES OR BUSHES ARE TO BE PLANTED ON PARCEL B THAT WOULD REDUCE SIGHT VISIBILITY FOR VEHICLES ENTERING OR EXITING THE SUBJECT PROPERTY OR THE ADJUTING PROPERTY.
  - 4. APPROVAL BY THE BOARD OF HEALTH IS BY FAILURE TO REPORT.

BENCHMARK:  
PK IN POLE #9-19  
ELEV=190.28



9209

(4 of 6)



## ***MEMORANDUM***

---

To: Maryanne Bilodeau  
From: William Place  
Subject: Prohibition & Regulation of Overhead Utilities 84 Maynard Road  
Date: September 14, 2015

Dear Ms. Bilodeau:

This office is in receipt of a letter from Mr. Robert Roth, dated September 9, 2015, requesting a waiver from the Sudbury Bylaws Article XX Prohibition & Regulation of Overhead Utilities.

Mr. Roth installed an overhead utility line to a new utility pole at 84 Maynard Road. The lot located at 84 Maynard Road was created under the Subdivision Control Law and approved by the Sudbury Planning Board on May 28, 2014. The submitted plan shows an unground utility line from Pole 9/19 located 3-4 feet from the street line of Maynard Road.

Upon inspection for Bond release, I noticed the overhead electrical line and new pole, I then inquired with the Developer Mr. Roth how the utility line and pole got installed and his comment was “not sure”. I had a discussions with the Rights of Way Office of Eversource, and they determined a work order was never received and could not verify when the pole was installed.

On the Building Permit application in two locations it clearly states in bold letters “Per General Bylaw Article XX all new construction, must have all new utilities placed underground.”

Eversource is in violation of this Bylaw, the developers are not in compliance with the Building Permit, the Sudbury Building Department did not enforce their open Building Permit and the developer is not in compliance with the approved subdivision plan.

This issue would not have been gotten to this point had Eversource received a work order for the utility pole. How the overhead utility got installed is still a mystery.

If there are any questions, please advise.

Sincerely,

I. William Place, P.E.  
DPW Director/Town Engineer

IWP/ab



TOWN OF SUDBURY  
Building & Inspections Department  
978-440-5461

To: Maryanne Bilodeau, Interim Town Manager

From: Mark Herweck, Inspector of Buildings

Re: Town Engineer's letter dated Sept. 14, 2015 regarding Utility Pole at 84 Maynard Rd

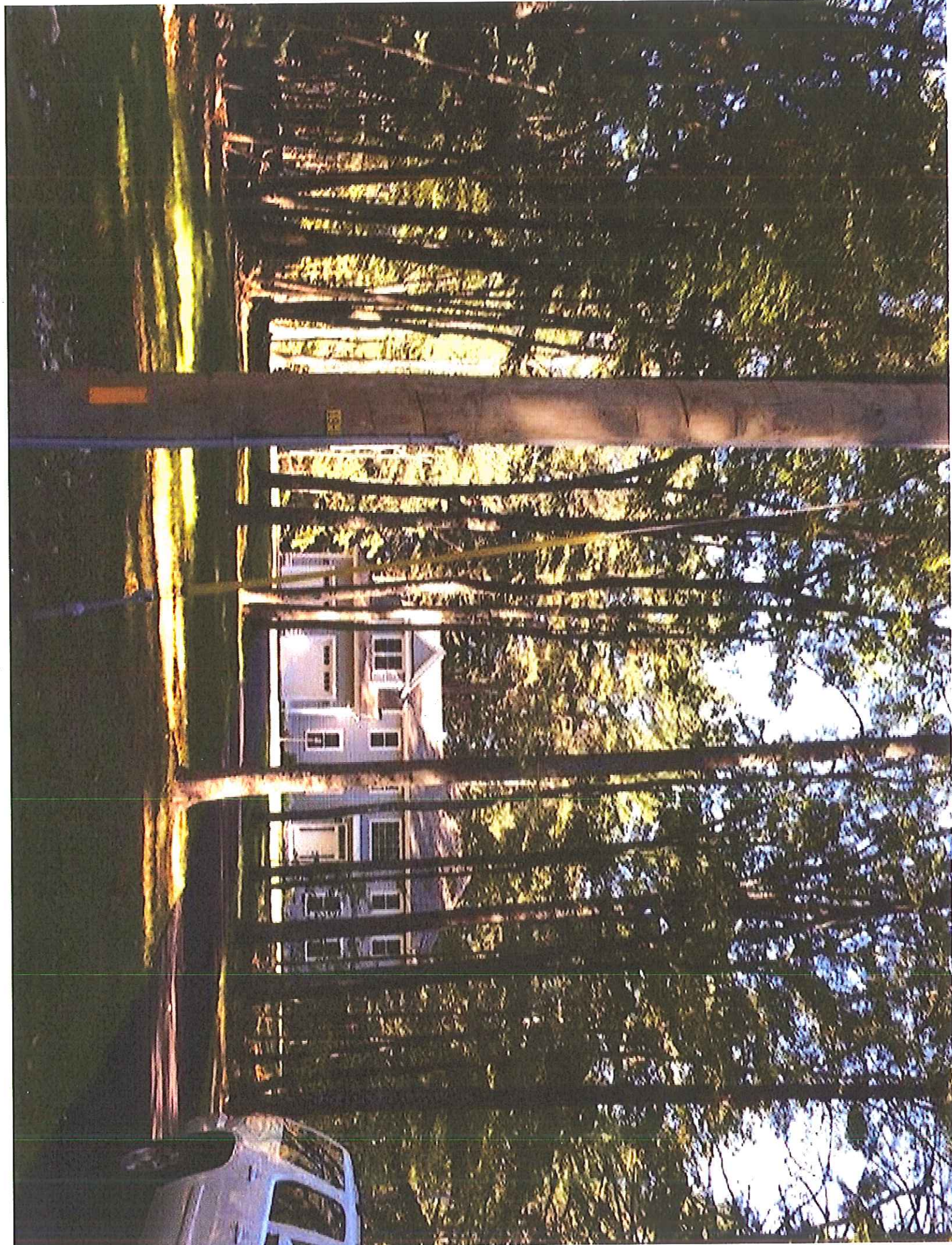
Date: September 16, 2015

I was recently notified of a violation of Article XX concerning a utility pole being installed at a property under construction at 84 Maynard Road. This construction is not complete and our last building inspection of the property was on October 30, 2014.

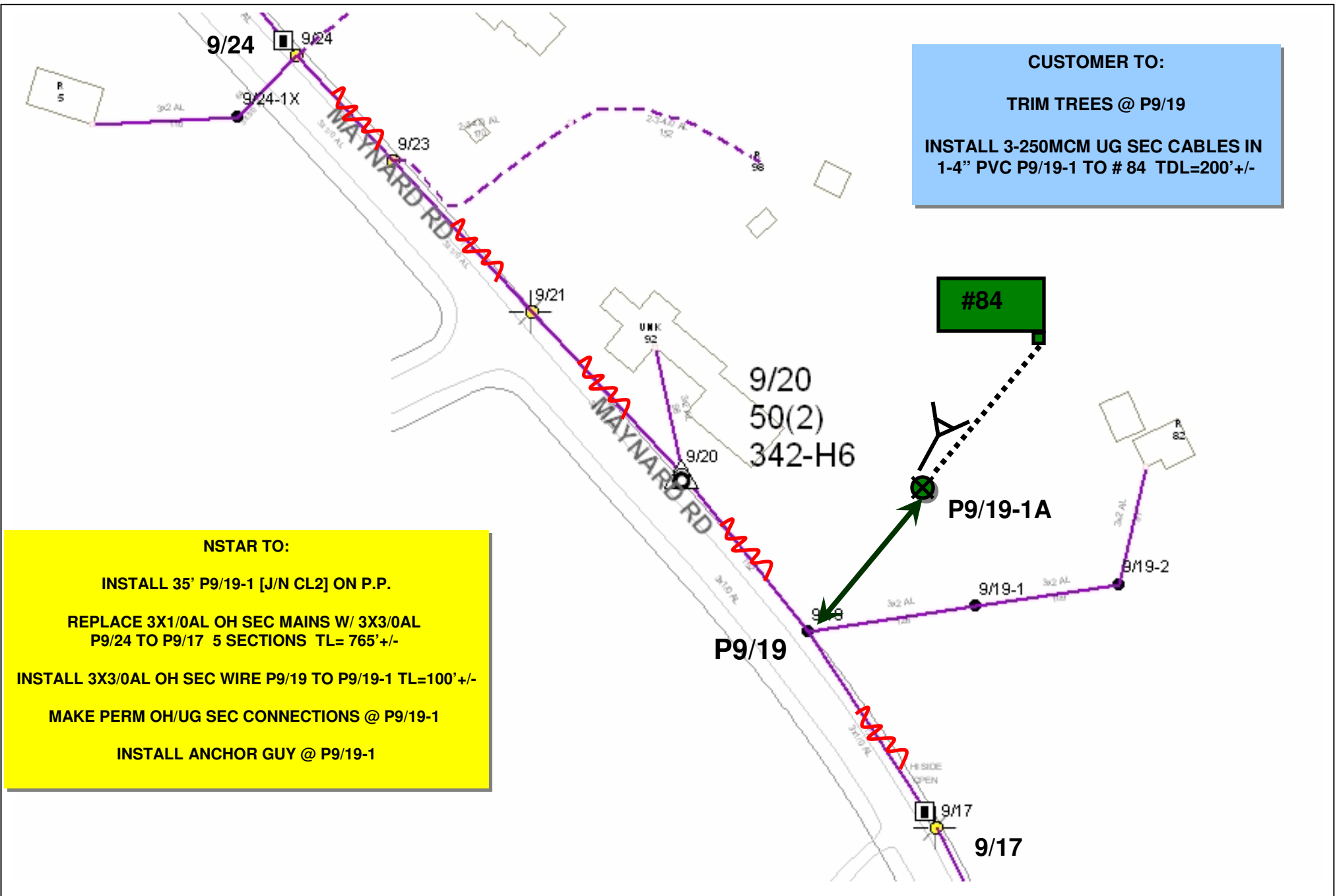
A recent site visit was made and I noted that the utility company installed a new pole on the property which carries approximately 30% of the service overhead from the street pole to the new pole. From the new pole, the remainder of the service to the house is underground.

Please contact me with any questions.









**CUSTOMER TO:**

**TRIM TREES @ P9/19**

**INSTALL 3-250MCM UG SEC CABLES IN 1-4" PVC P9/19-1 TO # 84 TDL=200'+/-**

**NSTAR TO:**

**INSTALL 35' P9/19-1 [J/N CL2] ON P.P.**

**REPLACE 3X1/0AL OH SEC MAINS W/ 3X3/0AL P9/24 TO P9/17 5 SECTIONS TL= 765'+/-**

**INSTALL 3X3/0AL OH SEC WIRE P9/19 TO P9/19-1 TL=100'+/-**

**MAKE PERM OH/UG SEC CONNECTIONS @ P9/19-1**

**INSTALL ANCHOR GUY @ P9/19-1**



**WR# 02015595**  
 84 MAYNARD RD  
 SUDBURY  
 82 MAYNARD LLC

**PREPARED BY:**  
 Paul Beck  
**CIRCUIT:** 342-H6  
 200AMP 120/240V

**CONTACT:**  
 Frank Sacherski  
**PHONE:** 978-815-6191  
**CELL:** 978-815-6191:

**CUSTOMER SERV. ENG:**  
 Soudy Jean  
**TEL:** (781) 441-8898  
**FAX:** 781-441-8721



**Golden, Patricia**

---

**From:** Robert Roth <rroth@capitolcoveri.com>  
**Sent:** Thursday, September 17, 2015 9:22 AM  
**To:** Golden, Patricia  
**Subject:** FW: Fw: 84 Maynard rd, Sudbury, ma  
**Attachments:** 84 MAYNARD RD WR# 02015595.pdf

---

**From:** Crystal.Chalapatas@eversource.com [mailto:Crystal.Chalapatas@eversource.com]  
**Sent:** Tuesday, September 01, 2015 8:07 AM  
**To:** Robert Roth  
**Cc:** Christine.Cosby@eversource.com; John.Daly.Jr@eversource.com; Christopher.Ranahan@eversource.com; William.Lemos@eversource.com  
**Subject:** RE: Fw: 84 Maynard rd, Sudbury, ma

Hi Bob,

Thank you for your email. I am sorry you are having issues at this location. I have attached a copy of the sketch from the work order for service installation at 84 Maynard Rd, Sudbury. Where is the Town claiming there are electric lines crossing their roadway?

To answer your previous question, per the sketch, the house is approximately 300 feet away from Pole 9/19, necessitating a new pole installation. An overhead span of wire typically should not run more than approximately 125 feet, and secondary underground cable should not be more than approximately 250 feet in length.

Hi Christine - Please see below. Do you have any insights on this please?

Thanks,

*Crystal Chalapatas*

Customer Service Engineer

EVERSOURCE

One NSTAR Way, SW330

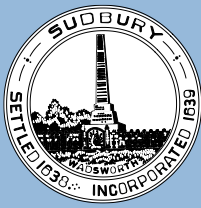
Westwood, MA 02090-9230

direct ph: 781.441.3334

fax: 781.441.8721

e-mail: [crystal.chalapatas@eversource.com](mailto:crystal.chalapatas@eversource.com)

\*\*Please note our name has changed from NSTAR to EVERSOURCE.



SUDBURY BOARD OF SELECTMEN  
Thursday, September 17, 2015

**TIMED ITEM**

**5: Vote to make Minuteman ballot question public**

REQUESTOR SECTION

Date of request:

Requestor: Chairman Brown

Formal Title: Discussion and vote on whether to make Town Counsel's decision concerning Minuteman ballot question public. Further discussion on how this could affect a district-wide Minuteman election and how the Board will identify writers for "pro" and "con" opinions.

Recommendations/Suggested Motion/Vote: Discussion and vote on whether to make Town Counsel's decision concerning Minuteman ballot question public. Further discussion on how this could affect a district-wide Minuteman election and how the Board will identify writers for "pro" and "con" opinions.

Background Information:

Please see attached documents from 9/8/15 meeting

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

09/17/2015 7:30 PM

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

Attachment6.b: ballot questions materials (1471 : 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

BP

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

Attachment6.c: RTCAC Pro and Con position statements for rail trail articles (1471 : Ballot question "pro" and "con" discussion)

BP

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.)

Attachment6.d: RTCAC Quorum on January 9 Perhaps not Time Critical Information Please read ASAP (1471 : Ballot question "pro" and



H 6066

Chapter 180

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-

Attachment6.e: SpecialAct-BallotQuestionInfoc180of1996 (1471 : Ballot question "pro" and "con" discussion)

5.a

6.e

Packet Pg. 42

H 6066

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 SUDBURY, MA Aug 2 12 26 PM '96

Attachment 6.e: Special Act-Ballot Question Info 180 of 1996 (1471 : Ballot question "pro" and "con" discussion)

Packet Pg. 74



**From:** Barbara Saint Andre bsaintandre@petrinilaw.com  
**Subject:** RE: Supporting documents for "ballot question pro and con wording" and associated questions  
**Date:** August 28, 2015 at 12:38 PM  
**To:** Pat Brown patbrownian@me.com  
**Cc:** Bilodeau, Maryanne bilodeaum@sudbury.ma.us

SB

CONFIDENTIAL NOT A PUBLIC RECORD  
ATTORNEY CLIENT PRIVILEGE/NOT FOR PUBLIC RELEASE

Pat, you have requested an opinion with respect to the provisions of Chapter 180 of the Acts of 1996. In my opinion Chapter 180 applies to a ballot question submitted to the member towns by Minuteman Regional Vocational High School pursuant to G.L. c. 71, §16(n). See Chapter 180 §2 and §1(d).

You have also asked about the timeline for the pro/con arguments.

With respect to the time line, the following provisions apply:

1. At least seven days prior to the election, the required information must be sent to each residence and made available at each polling place.
2. The Board must determine the date on which pro and con statements must be received by it. This should be enough in advance of the election to allow printing, etc. In addition, if no statement is received from the pro and/or con designees by the due date, town counsel must prepare the statement.
3. Board of Selectmen shall either seek pro and con statements from the principal opponents and proponents or request that town counsel do so. A written notice must be sent from the Board of Selectmen to the principal opponents and proponents at least 14 days prior to the date designated for receipt of the statements.

There are no other specific time deadlines in the Act.

We can discuss in more detail on Wednesday.

Barbara J. Saint André  
Petrini & Associates, P.C.  
72 Union Avenue  
Framingham, MA 01702  
Tel. (508) 665-4310  
Fax (508) 665-4313  
[saintandre@petrinilaw.com](mailto:saintandre@petrinilaw.com)

<http://www.petrinilaw.com/>



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**From:** Pat Brown [<mailto:patbrownian@me.com>]  
**Sent:** Monday, August 24, 2015 6:13 PM

**To:** Saint André Barbara  
**Cc:** Bilodeau, Maryanne  
**Subject:** Supporting documents for "ballot question pro and con wording" and associated questions

Hi, Barbara,

I hope you had a good time while away. Sorry to drop you back into the grind so soon, but... I can't meet with you on August 26, so I'd like to meet with you **on September 2** during your office hours with several questions and I'm mailing them in early so I don't drop any.

The documents attached below are those I shared with the Board on August 20. The question we had jointly was, "What is the timeline laid out in the legislation to select the supporting/opposing parties, to notify them of the ballot language, to receive draft pro/con arguments, to receive final form pro/con arguments?" An additional question is whether any criteria are specified for those the Board selects to write these opinions, or whether the Board determines this on an ad hoc basis. The legislation is the only document with any force; the other documents are for "precedent" (such as it is, since we haven't been consistent. I'd like to have some predictable process here.)

A side issue arose concerning whether—if the Minuteman School District holds a district-wide election—the Sudbury Selectmen must mail warrants to Sudbury households which include such pro/con arguments. Section 2 seems to imply that we do. I find the document murky on this, so I'm asking for your professional opinion.

Thank you, Barbara. Welcome back (I think). We're glad to have you back, anyway!

Pat

Begin forwarded message:

**From:** Pat Brown <[patbrownian@me.com](mailto:patbrownian@me.com)>  
**Subject:** August 20 BOS meeting -- supporting document for "ballot question pro and con wording"  
**Date:** August 12, 2015 at 3:28:15 PM EDT  
**To:** "Golden, Patricia" <[GoldenP@sudbury.ma.us](mailto:GoldenP@sudbury.ma.us)>

Hi, Patty.

I've attached a (searchable) pdf of the enabling legislation for ballot question wording. This document, unfortunately in un-searchable form, is on the Town Website.

Additionally, I've attached the "Ballot Question Arguments Pro and Con.docx" to provide an outline of what the Board has done in the past to use "outside opinions" on ballot questions.

I've also attached three PDF files of e-mails recording the difficulties we had on the RTCAC getting any kind of definition on what was expected of us in doing this task.

Can I ask that this be included in the packet as supporting material for the agenda item concerning “ballot question pro and con wording” for discussion at the August 20 BOS meeting? All the attachments are mercifully short.

Thanks.

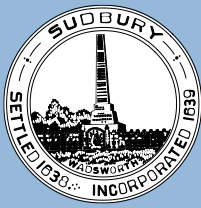
Pat

ExchangeDefender Message Security: [Check Authenticity](#)

## Timeline followed for the Special Election, September 9, 2014

- 1) Board of Selectmen meets July 22, 2014. The Board calls the Special Election for September 9 and places Question 1 on the ballot. Mr. Stein is physically present at that meeting and accepted Selectman O'Brien's request to write the argument of opposition.
- 2) Warrant opens Wednesday, July 23, 2014.
- 3) Warrant closes Friday, August 1, 2014, at 5:00 pm.
- 4) Final language required from Mr. Stein by 5:00 pm Wednesday, August 6. (Received electronically at 1:39 pm.)
- 5) Final warrant ready for approval on Thursday, August 7.
- 6) Board of Selectmen meets at a special meeting Tuesday, August 12, to approve the warrant.
- 7) Warrant in the hands of voters on or prior to Tuesday, September 2.
- 8) Special election Tuesday, September 9.

Comment: As laid out, the Board follows all the steps and timelines required in the Special Act *except* for supplying Mr. Stein *written* notification on or before July 23, 2014.



SUDBURY BOARD OF SELECTMEN  
Thursday, September 17, 2015

**TIMED ITEM**

**6: Town Forum Discussion**

REQUESTOR SECTION

Date of request:

Requestor: Chairman Brown

Formal Title: Discussion and vote on format and topics for the annual Town Forum, to be held Monday, November 9, 2015, 7:00-9:30 p.m., at the Goodnow Library. Michael Fee, Town Moderator, and facilitator for the forum, will attend.

Recommendations/Suggested Motion/Vote: Discussion and vote on format and topics for the annual Town Forum, to be held Monday, November 9, 2015, 7:00-9:30 p.m., at the Goodnow Library. Michael Fee, Town Moderator, and facilitator for the forum, will attend.

Background Information:  
See attached documents

Financial impact expected:n/a

Approximate agenda time requested: 15 minutes

Representative(s) expected to attend meeting: Michael Fee, Town Moderator

Review:

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

09/17/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:



## 2015 Sudbury Town Forum Visions for Sudbury's Future

Monday, November 9, 2015

7:00 p.m. – 9:30 p.m.

Goodnow Library Community Room

Meeting Agenda

- 7:00 p.m. **Introduction: Welcome and Overview of Meeting**
- Board of Selectmen
  - Facilitator Michael Fee
- 7:10 p.m. **Open Forum I**  
What is your vision for Sudbury's future?
- 7:30 p.m. **Communications**
- *How can the Town government better share information with residents?* Website improvements, use of social media, more issue-specific forums, town information/public relations coordinator—*your ideas*.
  - *How can the Town government better elicit and process feedback and questions from residents?* Surveys, forums, social media—*your ideas*.
  - *What is your vision for the annual Town Forum?* Saturday meeting? Other suggestions?
  - *Which Sudbury Listening Project town government recommendations should be priorities?*
- 8:15 p.m. **Community Development**
- *What are your priorities for redevelopment of town-owned properties?* Meeting our 40B affordable housing goal, open space preservation, athletic fields, other recreational uses, sale for profit, etc.
  - *What is your vision for redevelopment of the Melone property? Davis Field? Other properties?*
  - *What are your priorities for decisions that may impact development of private properties?* Meeting our 40B affordable housing goal, enhancing commercial development, town sewer, etc.
- 9:00 p.m. **Open Forum II**  
More comments and questions on agenda topics or other issues
- 9:30 p.m. **Adjourn**

## Alternative Topic

8:15 p.m.

### **Renewal of Our Infrastructure**

- *Brief Presentations*
  - Fairbank Community Center Study Task Force
  - Town Hall Blue Ribbon Committee
- *What is your vision for the future of our Community Center?*
- *What is your vision for revitalization of our Town center? Renovation vs. rebuilding of Town Hall? A Town Museum?*
- *What are your priorities for funding these projects in relation to other Town projects? Rail trails, athletic fields, OPEB, sewer, other town and school budget needs, etc.*

DRAFT



*Please join us for the*

## **2015 Sudbury Town Forum Visions for Sudbury's Future**

**Monday, November 9, 2015**

**7:00 p.m. – 9:30 p.m.**

**Goodnow Library Community Room**

Please attend the Town Forum and participate in a community conversation about Sudbury's future, facilitated by Town Moderator Michael Fee. The presentations will be minimal and the informal format will allow residents to discuss important town issues.

### **Communications**

- *How can the Town government better share information with residents?*
- *How can the Town government better elicit and process feedback and questions from residents?*
- *What is your vision for the annual Town Forum?*
- *Which Sudbury Listening Project town government recommendations should be priorities?*

### **Community Development**

- *What are your priorities for redevelopment of town-owned properties?*
- *What is your vision for redevelopment of the Melone property? Davis Field? Other properties?*
- *What are your priorities for decisions that may impact development of private properties?*

### **Open Forum**

- *What is your vision for Sudbury's future?*
- *Offer your comments, concerns, and questions about Sudbury's town government.*

We look forward to seeing you at the Town Forum.

The Sudbury Board of Selectmen

To: Board of Selectmen  
 Cc: Maryanne Bilodeau, Interim Town Manager  
 From: Susan Iuliano  
 Re: Town Forum Discussion  
 Date: September 13, 2015

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In preparation for our discussion of the Town Forum, I have highlighted some of the goals discussed previously as well as questions to help us refine the plans for the Forum. Michael Fee, our Town Moderator, has kindly agreed to facilitate the Forum. The Forum is intended to be quite different from Town Meeting, which is conducted according to very specific rules and involves formal actions. Michael will assist us in making the Forum an “opportunity for constructive engagement between the Town and residents” (see by-law).

#### Goals

- An open-ended and informal “community conversation”
- Minimal presentation, more emphasis on resident comment
- Discussion to be directed by interests of residents who attend
- Open Forum session(s) for comments on any subject
- Experimentation with new format, “breaking the mold,” looking at the Lincoln experience

#### Topics

The attached draft agenda proposes high-level topics, with flexibility to adapt to specific focus areas raised by the residents and to adjust for updated information (Raytheon, Davis Field grant, the potential for a Special Town Meeting). This is intended to align with the board’s view that the residents should drive the direction of the conversation and with those specific topics proposed by board members. Thus, we will not conduct a pre-forum survey ranking specific agenda items. We may conduct a post-forum survey to help us plan for the timing and format of next year’s forum.

#### Panel

The by-law provides for a “panel” of Town participants, including department heads, committee chairpersons, and Trust chairpersons. I recommend that the Town board and staff participants sit among the other residents in the meeting room rather than as a formal panel seated at the front of the room. Individuals can come to the front as needed for brief presentations or to address questions. We should clarify that we will not be able to answer all questions but will collect the comments and questions for follow-up.

#### Discussion Questions

- Topics: Two or three? Which topics?
- Who should present and frame the questions for the selected topics?
- Who should attend?
- Open Forum: Beginning, end, or both?

## 2014 BYLAWS

ARTICLE III  
TOWN AFFAIRS

SECTION 11. The Town will conduct a Town Forum on an annual (minimum requirement) basis. The Forum will be an open, public meeting for Town residents. The Town Forum will provide a planned, scheduled opportunity for constructive engagement between the Town and residents. The Town participants/panel will include, but not be limited to all department heads, committee chairpersons and Trust chairpersons. One member of the Town panel will act as moderator. The moderator will facilitate and manage questions from Town residents to the appropriate panel member for response. 2 ½ hours will be scheduled for each Forum. Forums may be adjourned earlier by majority vote of the participating residents.



# THE SELECTMEN'S NEWSLETTER

VOLUME 3, ISSUE 2

NOVEMBER 3, 2014



## STATE OF THE TOWN MEETING

SATURDAY, NOVEMBER 15, 2014  
9:00 A.M. TO 12:30 P.M.  
BROOKS AUDITORIUM



**HEAR ABOUT PLANS FOR YOUR TOWN'S FUTURE  
ADD YOUR VOICE TO THE DISCUSSION  
PRESENTATIONS WILL BE KEPT TO A MINIMUM**

### **COMMUNITY CENTER**

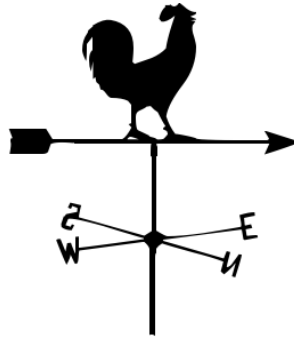
- ◆ How are the current spaces?
- ◆ What's the vision?
- ◆ Combine Parks & Rec. and COA?
- ◆ What are the options?
- ◆ What are the costs?

### **SCHOOL FACILITIES**

- ◆ What are the existing conditions?
- ◆ What's the vision?
- ◆ What are the options?
- ◆ What are the costs?
- ◆ Synergy with community center?

## OPEN FORUM

**The floor is yours!  
No town-related topic is off limit!  
We want plenty of time to hear from you!**

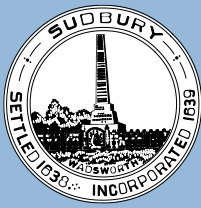


**2013 State of the Town Meeting**  
**Saturday morning, November 9<sup>th</sup>**  
**9:30 a.m. – 12:30 p.m.**  
**Brooks School Auditorium**  
**Lincoln, Massachusetts**

Meeting Agenda

- 9:30 a.m.     **Board of Selectmen’s Introduction:**  
 Why are we here, what is our goal, how will we conduct this meeting?
- 9:35 a.m.     **Part One: *Community Center Discussion***  
 a/k/a “The Facility Needs of Council on Aging and Parks & Recreation”  
 The Town Office project is complete, the School Project is hard to bring into focus and the COA/Park & Rec communities have been patiently waiting. Is it time to do something? If so, what?
- 11:15 a.m.    **Part Two: *Maintaining our commercial core @ Lincoln Station***  
 What are the key planning and economic drivers that will encourage a vibrant and sustainable Lincoln Station neighborhood? What decisions might be made to support this goal? What might this area look like in 10years? 20 years?
- 12:00 p.m.    **Part Three: *Controlling our own electric destiny?!***  
 Municipally-owned electric utilities exist in Concord, Belmont and elsewhere. The BoS has spent time researching this option for Lincoln. Do we want to go further? Is our dissatisfaction with NStar enough that we would potentially borrow tens of millions of dollars to run our own Muni Electric? Is exploring this further worth our time?
- 12:30 P.M.    **ADJOURN**





SUDBURY BOARD OF SELECTMEN  
Thursday, September 17, 2015

**TIMED ITEM**

**7: Interview Candidate for Appointment to CPC**

REQUESTOR SECTION

Date of request:

Requestor: Chairman Brown

Formal Title: Interview candidate Elizabeth Quirk, 20 Scotts Wood Drive) for appointment to the Community Preservation Committee. Following interview, discussion and vote on whether to approve her appointment to the Community Preservation Committee for a term ending May 31, 2016.

Recommendations/Suggested Motion/Vote: Interview candidate Elizabeth Quirk, 20 Scotts Wood Drive, for appointment to the Community Preservation Committee. Following interview, discussion and vote on whether to approve her appointment to the Community Preservation Committee for a term ending May 31, 2016.

Background Information:

*Please see application attached*

Financial impact expected:n/a

Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting:

Review:

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

09/17/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:

TOWN OF SUDBURY  
APPLICATION FOR APPOINTMENT TO  
Community Preservation Committee

Board of Selectmen  
278 OLD SUDBURY ROAD  
SUDBURY, MA 01776

PHONE (978)639-3381  
FAX (978) 443-0756  
E-MAIL: boardofselectmen@sudbury.ma.us

Name: Elizabeth T. Quirk

Brief resume of background and experience:  
see attached resumé

Address: 20 Scotts Wood Dr.

Home phone:  
Work phone:



Years lived in Sudbury: 16

E-Mail Address

Municipal experience (If applicable):

see attached resumé

Educational background:

see attached resumé

Employment and/or other pertinent experience:

see attached resumé

Reason for your interest in serving:

Please see attached cover letter

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

Very flexible - can easily accommodate committee's schedule

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

No

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

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

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

Signature Elizabeth T. Quirk Date 8/10/15

**From:** Elizabeth Quirk  
**Sent:** Monday, August 10, 2015 10:51 AM  
**To:** Board of Selectmen <BoardofSelectmen@sudbury.ma.us>  
**Cc:** Kablack, Jody <KablackJ@sudbury.ma.us>  
**Subject:** Application for CPC At-Large Position

Dear Members of the Board of Selectmen,

I am writing to express my interest in serving as an at-large member of the Community Preservation Committee. My experience as a member and chair of the Zoning Board of Appeals, as well as my background in law and administration, gives me a unique perspective and set of skills to add to those of the current CPC members.

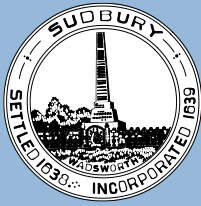
In my eleven years on the ZBA, including four as chair, I was part of a group that performed essentially adjudicatory functions. While it was an honor to serve the town in this capacity, and a pleasure to be part of a group of committed citizens making decisions in an atmosphere of mutual respect, zoning board work has inherent limitations. In its review of applications for special permits and variances, as well as comprehensive permits under Chapter 40B, the Zoning Board is exposed to a range of issues facing the town; however, state law and local by-laws dictate a very narrow set of issues the ZBA can consider when rendering its decisions. The CPC, on the other hand, has a broader statutory mandate, with a focus on the future of Sudbury. In receiving input, studying priorities, and ultimately making recommendations to the voters of the town regarding the important issues of open space, recreation, historic preservation and community housing, the CPC plays a vital role in shaping the town of Sudbury for years to come. I would welcome the chance to be a part of this process.

Since moving to Sudbury in 1999, I have been a regular attendee at Town Meeting and have both an understanding of, and deep respect for, this unique form of direct democracy. As an at-large member of the CPC, I would welcome the opportunity to engage more deeply with this process, and would be honored to serve our community in this direct and impactful way.

Attached is a copy of the Application for Appointment to the Community Preservation Committee, as well as my resume. Thank you for your consideration of my candidacy.

Sincerely,

Elizabeth T. Quirk



SUDBURY BOARD OF SELECTMEN  
Thursday, September 17, 2015

**MISCELLANEOUS (UNTIMED)**  
**8: 2016 Selectmen meeting schedule**

REQUESTOR SECTION

Date of request:

Requestor: Chairman Brown

Formal Title: Review and discuss Draft 2016 Selectmen Meeting Schedule, and possibly vote to approve schedule

Recommendations/Suggested Motion/Vote: Review and discuss Draft 2016 Selectmen Meeting Schedule, and possibly vote to approve schedule

Background Information:

Attached draft schedule

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

09/17/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:

## TOWN OF SUDBURY Board of Selectmen Meeting Schedule (DRAFT)

Meetings Commence at 7:30 PM at Town Hall, 322 Concord Rd. (see Town website for updates)

### 2016

- - - - - JANUARY - - - - -						
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31						

- - - - - FEBRUARY - - - - -						
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- - - - - MAY - - - - -						
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- - - - - JUNE - - - - -						
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- - - - - JULY - - - - -						
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- - - - - AUGUST - - - - -						
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- - - - - SEPTEMBER - - - - -						
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- - - - - OCTOBER - - - - -						
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23	24	25	26	27	28	29
30	31					

- - - - - NOVEMBER - - - - -						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- - - - - DECEMBER - - - - -						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Red=LSRHS School Comm Meetings

Yellow=BOS Mtg

Blue=Holiday/other event

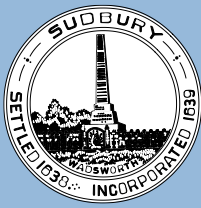
- Jan. 1 New Year's Day
- Jan. 18 MLK Day
- Feb. 15 President's Day
- Feb. 16-19 School Vacation
- March 1 State Election Primary (tent.)
- March 25 Good Friday
- March 27 Easter Sunday
- March 28 Annual Town Election

- April 23 (evening) Passover
- April 18 Patriots' Day
- April 19-22 School Vacation
- May 2-4 Annual Town Meeting @LSRHS
- May 30 Memorial Day

- July 4 Independence Day
- Sept. 5 Labor Day

- Oct. 2 (evening) Rosh Hashanah
- Oct. 10 Columbus Day
- Oct. 11 (evening) - 12 Yom Kippur
- Nov. 8 Election Day
- Nov. 11 Veterans Day
- Nov. 24 Thanksgiving Day
- Dec. 24 (evening) Hannukah
- Dec. 23-Jan. 2 School Vacation
- Dec. 26 Christmas Day Observed

Attachment8.a: SelectmenSchedule 2016\_draft (1449 : 2016 Selectmen meeting schedule)



SUDBURY BOARD OF SELECTMEN  
Thursday, September 17, 2015

**MISCELLANEOUS (UNTIMED)**

**9: 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:na

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

09/17/2015 7:30 PM

MEETING NOTES SECTION

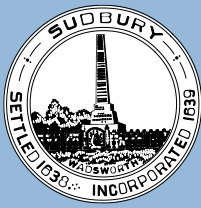
Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:





SUDBURY BOARD OF SELECTMEN  
Thursday, September 17, 2015

**CONSENT CALENDAR ITEM**

**10: Colonial Fair and Muster of Fyfes & Drums**

REQUESTOR SECTION

Date of request:

Requestor: Hal Cutler

Formal Title: Vote to approve a special permit to Harold Cutler for the Colonial Fair and Muster of Fifes and Drums to be held on the Wayside Inn grounds from 10:00 a.m. to 5:00 p.m. on Saturday, September 26, 2015, subject to conditions and permits required by the Fire and Police Departments and the Board of Health.

Recommendations/Suggested Motion/Vote: *Vote to approve a special permit to Harold Cutler for the Colonial Fair and Muster of Fyfes and Drums to be held on the Wayside Inn grounds from 10:00 a.m. to 5:00 p.m. on Saturday, September 26, 2015, subject to conditions and permits required by the Fire and Police Departments and the Board of Health.*

Background Information:  
Please see application 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

09/17/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

---

**Harold & Betsey Cutler**

---

163 Landham Road  
Sudbury, MA USA  
01776-3156



August 24, 2015

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

Greetings:

This letter is to request issuance of a one day (with no designated rain day) permit for the Colonial Fair and Muster of Fifes and Drums to be held on the grounds of the Wayside Inn, off Route 20, from 10:00 AM to 5:00 PM on Saturday, September 26. The program for the day will include a parade of fife and drum units along Wayside Inn Road from the Grist Mill to the fair ground across from the Wayside Inn. That parade will begin at 11:45 PM.

Please be advised that we will be working with personnel of the Sudbury Police Department as we have in the past on parking and traffic control arrangements. There will be several police officers on traffic detail for the day as well as members of the Companys in control of the off-street parking areas.

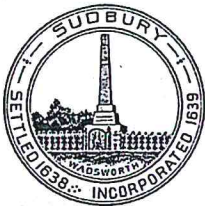
We will requesting a permit from the Board of Health required for the sale of food and baked goods at this event. We have also contacted the Sudbury Fire Department for permits for cooking fires used in the encampment of visiting fife and drum units and also during the fair itself.

Please send the permit to me using the enclosed self addressed stamped envelope.

Thank you for your cooperation.

A handwritten signature in cursive script that reads "Hal Cutler".

Hal Cutler



TOWN OF SUDBURY

Office of Selectmen
www.sudbury.ma.us

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

Email: selectmen@sudbury.ma.us

APPLICATION FOR A PARADE/PROCESSION PERMIT ON A PUBLIC WAY

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

Except for a Military or Funeral Parade, no person shall form or conduct any parade in any public street, public sidewalk or public way within the Town without first obtaining a written permit from the Board of Selectmen. The Chief of Police, after conferring with the Fire Chief, will determine the appropriate public safety requirements for this parade and the cost of such special duty officers, if any required, will be borne by the applicant. The Town of Sudbury requires a Certificate of Insurance of no less than \$1,000,000, naming the Town as an additional insured. All cleanup from parade will be completed by the applicant within 8 hours after the stated ending time, or applicant will be billed for the Town's cost to clean up, depending on size of the parade.

Organization Name Sudbury Companies of Militia and Minute

Event Name Colonial Fair and Muster of Fyfes and Drums

Organization Address P. O. Box 187

Name of contact person in charge Harold R. Cutler

Telephone Number(s) of contact (cell)

Email address

Date of event September 26, 201 Rain Date None

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

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

Anticipated number of participants 400

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

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

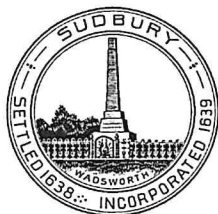
On the grounds of the Wayside Inn/Grist Mill

Any other important information regarding the parade/procession. None

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

Signature of Applicant Harold R Cutler

Date 8/24/2015



# TOWN OF SUDBURY

Office of Selectmen  
www.sudbury.ma.us

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

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

## CONTINUED: APPLICATION FOR A PARADE/PROCESSION PERMIT...

### Application Checklist:

- Application Form
- Map of Route
- Evidence of Certificate of Insurance (please see details above)

Please submit completed application and materials to:

Board of Selectmen  
278 Old Sudbury Rd.  
Sudbury, MA 01776  
Fax: 978-443-0756  
Email: [selectmenoffice@sudbury.ma.us](mailto:selectmenoffice@sudbury.ma.us)

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

Application received in Selectmen's office by \_\_\_\_\_ Date \_\_\_\_\_

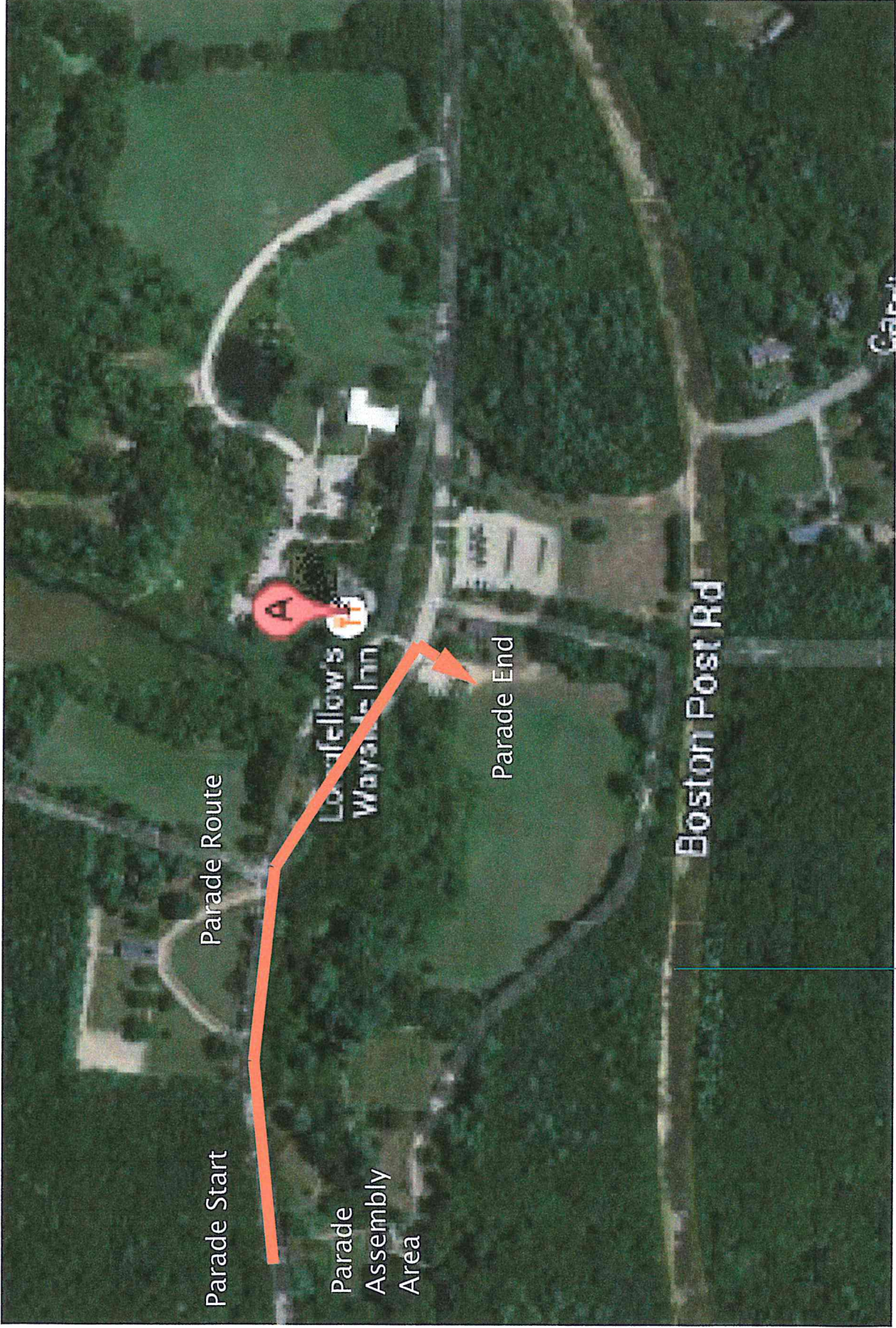
Recommendation and requirements of Sudbury Chief of Police: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

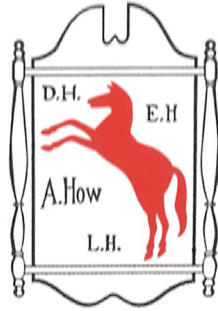
Signature of Police Chief \_\_\_\_\_ Date \_\_\_\_\_





Attachment10.a: Colonial Fair 2015 BOS (1468 : Colonial Fair and Muster of Fyfes & Drums)





*Longfellow's*  
**WAYSIDE INN**  
Sudbury, Massachusetts 01776

August 18, 2015

To whom it may concern,

The Sudbury Companies of Militia and Minute and the Sudbury Ancient Fyfe and Drum Companies have my permission to utilize the grounds of the Grist Mill and Chapel on Wayside Inn Road to assemble the parade of fifes and drums that will begin at 11:30 AM on Saturday, September 26.

Sincerely,

A handwritten signature in black ink, appearing to read 'Steve Pickford', written in a cursive style.

Steve Pickford

*Innkeeper*





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)	10.a
	8/26/2015

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> McWalter-Volunteer Insurance Agency Inc. 81 Main St.  Maynard MA 01754	<b>CONTACT NAME:</b> Martha Soar <b>PHONE (A/C. No. Ext):</b> (978) 897-6200 <b>E-MAIL ADDRESS:</b> msoar@mcwaltervolunteer.com	<b>FAX (A/C. No.):</b> (978) 897-6349
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Sudbury Companies of Militia & Minute, Inc. P.O. Box 187  Sudbury MA 01776	<b>INSURER A:</b> Quaker Special Risk	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** Town of Sudbury      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		NPP1565194	3/1/2015	3/1/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Each Occurrence \$
	<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) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<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 N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**Re:** Sudbury Colonial Parade to be held 9/26/15  
 Certificate Holder is listed as additional insured on the general liability to the extent required by written contract or written agreement, with respect to insured's involvement in the parade.

<b>CERTIFICATE HOLDER</b> ccwoolf@hotmail.com  Town of Sudbury 278 old Sudbury Road Sudbury, MA 01776	<b>CANCELLATION</b> 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 Martha Soar/AELY <i>Martha J. Soar</i>
--	--

Attachment 10.a: Colonial Fair 2015 BOS (1468 : Colonial Fair and Muster of Fyfes & Drums)

## Colonial Fair Department Feedback

Saturday, September 26, 2015

### Board of Health Approval:

From: Murphy, Bill  
 Sent: Thursday, September 10, 2015 3:16 PM  
 To: Frank, Leila <FrankL@sudbury.ma.us>  
 Subject: Re: Colonial Fair: Food Permit

yes I'm all set

Bill

Sent from my iPhone

On Sep 10, 2015, at 2:21 PM, Frank, Leila <FrankL@sudbury.ma.us> wrote:

Hi Bill,

Did you receive the Food Permit application for the Colonial Fair? Hal believes he has submitted the necessary materials.

Thank you,

Leila

From: Murphy, Bill  
 Sent: Tuesday, September 08, 2015 5:31 PM  
 To: Frank, Leila <FrankL@sudbury.ma.us>  
 Subject: RE: Colonial Fair Approval  
 Leila,

Harold Cutler has not applied for a temporary food permit to date, although he is very thorough and I expect it shortly. **I don't have any other concerns.**

---

### Fire Department Approval:

From: Miles, William  
 Sent: Tuesday, September 01, 2015 3:21 PM  
 Subject: **ACCEPTED**: Colonial Fair and Muster of Fyfes and Drums  
 When: Saturday, September 26, 2015 10:00 AM-5:00 PM (UTC-05:00) Eastern Time (US & Canada).

---

### Highway Department Approval:

From: Place, Bill  
 Sent: Tuesday, September 01, 2015 12:50 PM  
 Subject: **ACCEPTED**: Colonial Fair and Muster of Fyfes and Drums  
 When: Saturday, September 26, 2015 10:00 AM-5:00 PM (UTC-05:00) Eastern Time (US & Canada).

Leila , the DPW has no issues with this request.

---

Bill

---

**Park & Recreation Approval:**

From: McShea, Nancy

Sent: Tuesday, September 01, 2015 10:16 AM

Subject: **ACCEPTED**: Colonial Fair and Muster of Fyfes and Drums

When: Saturday, September 26, 2015 10:00 AM-5:00 PM (UTC-05:00) Eastern Time (US & Canada).

---

**Police Department Approval:**

From: Nix, Scott

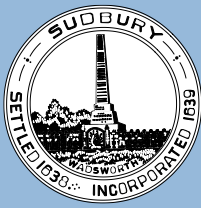
Sent: Tuesday, September 01, 2015 12:25 PM

To: Sudbury Community Events

Subject: **ACCEPTED**: Colonial Fair and Muster of Fyfes and Drums

When: Saturday, September 26, 2015 10:00 AM-5:00 PM (UTC-05:00) Eastern Time (US & Canada).

---



SUDBURY BOARD OF SELECTMEN  
Thursday, September 17, 2015

**CONSENT CALENDAR ITEM**

**11: Fieldhouse 5K**

REQUESTOR SECTION

Date of request:

Requestor: Eliza Duddy, The Fieldhouse

Formal Title: Vote to Grant a Special Permit to the Fieldhouse Sudbury, to Hold the “The Fieldhouse 5K/10K for Accelerated Cure Project for MS” Walk/Run on Saturday November 14, 2015, from 8:30 A.M. through approximately 11:30 A.M., subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the race’s conclusion.

Recommendations/Suggested Motion/Vote: Vote to Grant a Special Permit to the Fieldhouse Sudbury, to Hold the “The Fieldhouse 5K/10K for Accelerated Cure Project for MS” Walk/Run on Saturday November 14, 2015, from 8:30 A.M. through approximately 11:30 A.M., subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the race’s conclusion.

Background Information:  
CONSENT CALENDAR

Financial impact expected:N/A

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

09/17/2015 7:30 PM

MEETING NOTES SECTION

Board’s action taken:

Follow-up actions required:

- Requestor:

11.a

Packet Pg. 69



**TOWN OF SUDBURY**

Office of Selectmen  
www.sudbury.ma.us

RECEIVED  
BOARD OF SELECTMEN  
SUDBURY, MA

2015 SEP -8

At 1:13

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

Email: selectmen@sudbury.ma.us

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

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

Organization Name FIELDHOUSE

Event Name FIELDHOUSE 5k / 5 mile for Accelerated Cure Project for MS

Organization Address 31 Union Ave, Sudbury MA 01776

Name of contact person in charge Eliza Duddy

Telephone Number [REDACTED]

Email address [REDACTED]

Date of event 11/14/2015 Rain Date N/A

Starting time 8:30am Ending time 11:30am

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

Anticipated number of participants 250

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

The FIELDHOUSE

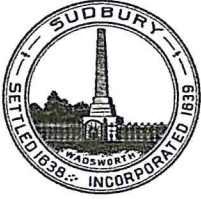
Organization that proceeds will go to Accelerated Cure Project for Multiple Sclerosis

Any other important information \_\_\_\_\_

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

Signature of Applicant [Signature]

Date 9/8/2015



**TOWN OF SUDBURY**

*Office of Selectmen*  
[www.sudbury.ma.us](http://www.sudbury.ma.us)

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

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

CONTINUED: APPLICATION FOR A CHARITABLE WALK/RELAY PERMIT...

Application Checklist:

- Application Form
- Map of Route
- Evidence of Certificate of Insurance (please see details above)

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

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

Application received in Selectmen's office by \_\_\_\_\_ Date \_\_\_\_\_

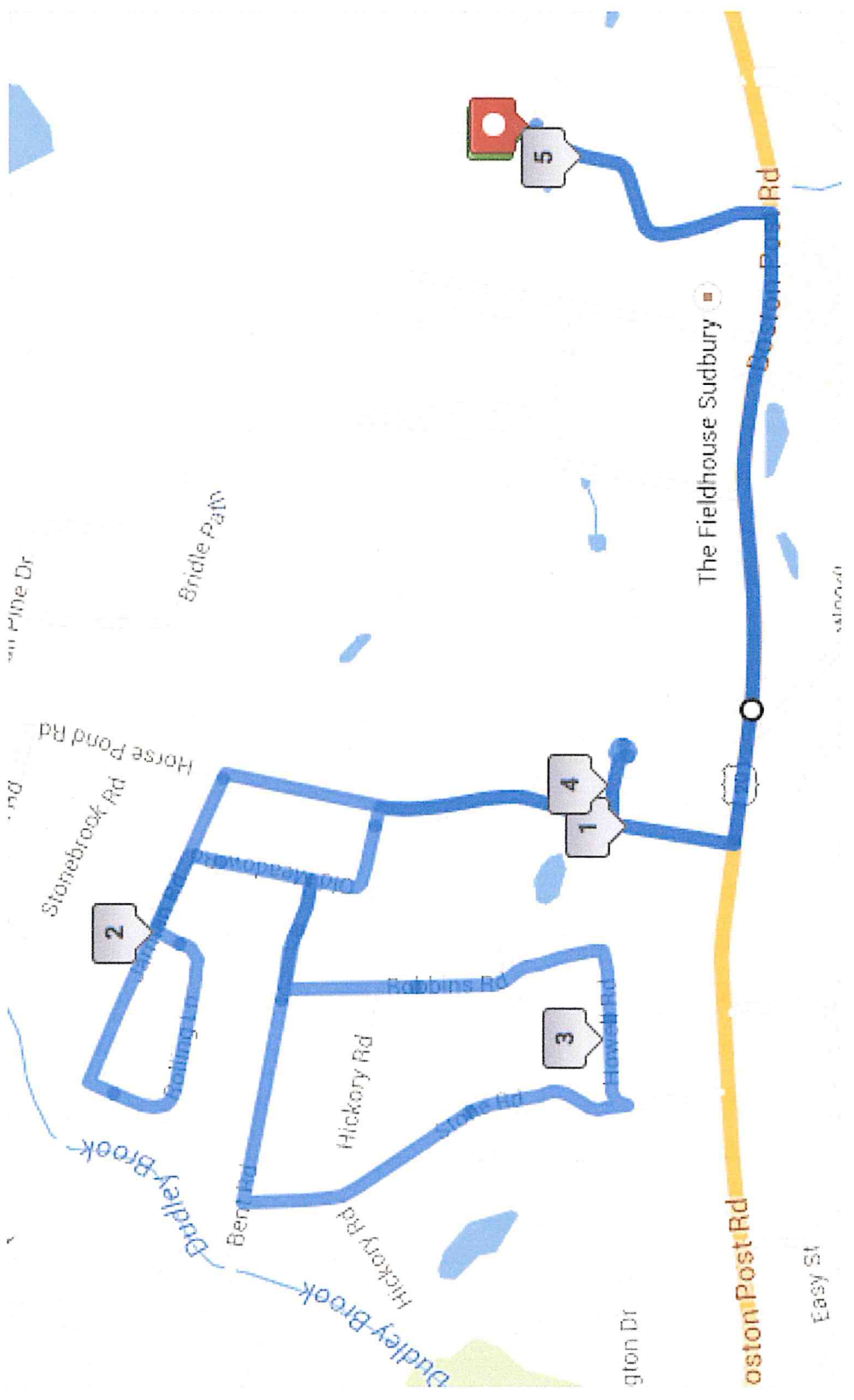
Recommendation and requirements of Sudbury Chief of Police: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Police Chief \_\_\_\_\_ Date \_\_\_\_\_







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/5/15

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> Shenkel Insurance Agency, Inc. 1017 Turnpike Street #12B Canton, MA 02021	<b>CONTACT NAME:</b> PHONE (A/C. No. Ext): (781) 575-9111	FAX (A/C. No.): (781) 401-9995
	<b>E-MAIL ADDRESS:</b> _____	
<b>INSURED</b> Fieldhouse LLC 31 Union Avenue Sudbury, MA 01776	<b>INSURER(S) AFFORDING COVERAGE</b>	
	INSURER A: <b>Greenwich Insurance</b>	
	INSURER B: <b>The Hartford</b>	
	INSURER C:	
	INSURER D:	
	INSURER E:	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			ASG089480701	7/30/15	7/30/16	EACH OCCURRENCE \$ <b>1,000,000</b>
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>1,000,000</b>
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$ <b>1,000,000</b>
							GENERAL AGGREGATE \$ <b>5,000,000</b>
							PRODUCTS - COMP/OP AGG \$ <b>5,000,000</b>
							\$
A	AUTOMOBILE LIABILITY			ASA089480901	7/30/15	7/30/16	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b>
	ANY AUTO ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			08WECD05232	11/14/14	11/14/15	WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				E.L. EACH ACCIDENT \$ <b>500,000</b>
							E.L. DISEASE - EA EMPLOYEE \$ <b>500,000</b>
							E.L. DISEASE - POLICY LIMIT \$ <b>500,000</b>

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

Certificate Holder evidenced as an additional insured with respect to liability caused by the negligence of the named insured.

<b>CERTIFICATE HOLDER</b> Town of Sudbury 322 Concord Road Sudbury, MA 01776	<b>CANCELLATION</b> 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 <b>Steven M. Shenkel</b>
---	--

## Fieldhouse 5K/10K **UPDATED ROUTE** Department Feedback

**November 14, 2015**

### **Fire Department Approval:**

From: Miles, William

Sent: Tuesday, August 11, 2015 4:09 PM

Subject: **ACCEPTED**: Fieldhouse 5K/10K for MS

When: Saturday, November 14, 2015 8:30 AM-11:30 AM (UTC-05:00) Eastern Time (US & Canada).

---

### **Highway Department Approval:**

From: Place, Bill

Sent: Tuesday, September 08, 2015 1:05 PM

Subject: **ACCEPTED**: Fieldhouse 5K/10K for MS

When: Saturday, November 14, 2015 8:30 AM-11:30 AM (UTC-05:00) Eastern Time (US & Canada).

Leila, not sure where the Fieldhouse is but as long as they stay on the sidewalk along route 20, the DPW has no further concerns.

Bill

---

### **Park & Recreation Approval:**

From: McShea, Nancy

Sent: Tuesday, August 11, 2015 2:04 PM

To: Sudbury Community Events

Subject: **ACCEPTED**: Fieldhouse 5K/10K for MS

When: Saturday, November 14, 2015 8:30 AM-11:30 AM (UTC-05:00) Eastern Time (US & Canada).

---

### **Police Department Approval:**

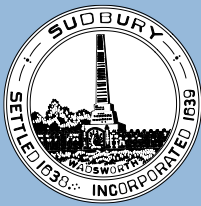
From: Nix, Scott

Sent: Tuesday, September 15, 2015 2:24 PM

Subject: **ACCEPTED**: Fieldhouse 5K/10K for MS

When: Saturday, November 14, 2015 8:30 AM-11:30 AM (UTC-05:00) Eastern Time (US & Canada).

I covered the route change with the organizer relating safety concerns to be addressed with appropriate volunteer staff which she indicated she understood the paramount need to be safety conscious. Given the cooperation I do not have an issue with moving forward.



SUDBURY BOARD OF SELECTMEN  
Thursday, September 17, 2015

**CONSENT CALENDAR ITEM**

**12: Parmenter Hoedown One Day Wine & Malt License Application**

REQUESTOR SECTION

Date of request:

Requestor: Gail Coppola, The Parmenter Foundation

Formal Title: Vote to grant a 1-day Wine & Malt license to the Parmenter Foundation, to accommodate the Parmenter Hoedown on Saturday, September 26, 2015 from 7:00 PM to 10:30 PM at Sudbury Valley Trustees' Wolbach Farm, 327 Concord Road, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.

Recommendations/Suggested Motion/Vote: Vote to grant a 1-day Wine & Malt license to the Parmenter Foundation, to accommodate the Parmenter Hoedown on Saturday, September 26, 2015 from 7:00 PM to 10:30 PM at Sudbury Valley Trustees' Wolbach Farm, 327 Concord Road, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.

Background Information:

*Please see attached.*

Financial impact expected:\$25 to General Fund

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

09/17/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:





# Town of Sudbury

Office of Selectmen  
www.sudbury.ma.us

RECEIVED  
BOARD OF SELECTMEN  
SUDBURY, MA  
Fynn Building  
278 Old Sudbury Rd  
Sudbury, MA 01776-1843  
978-639-3381  
2015 SEP - 8 11:08  
Fax: 978-443-0756  
Email: selectmen@sudbury.ma.us

## APPLICATION FOR ONE-DAY LIQUOR LICENSE

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

Name of applicant: The Parmenter Foundation - Gail Coppola

Address of applicant: 400 Boston Post Rd, Suite 2A

Phone: [REDACTED]

Organization Name: The Parmenter Foundation

Name & Purpose of Event: The Parmenter Hoedown

~~Event~~ Fundraisers for our children's Bereavement Programs - Camp Erin + Heartplay

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

Event Date: Sept. 26th

Event Time: 7 - 10:30 pm

Event Venue & Address: Sudbury Valley Trustees - Waldbach Farm  
Sudbury, MA

### Documents Enclosed:

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

Please submit completed application and materials to:

Board of Selectmen  
278 Old Sudbury Rd.  
Sudbury, MA 01776  
Fax: 978-443-0756  
Email: [BOSSadmin@sudbury.ma.us](mailto:BOSSadmin@sudbury.ma.us)

9/3/2015  
Date

Cassandra Perfetto  
Applicant Signature





# CERTIFICATE OF LIABILITY INSURANCE

BARTSE1

12.a

DATE (MM/DD/YYYY)  
**08/27/2015**

**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> J.K. Olivieri Ins. Agency 64 East Grove St. Middleboro, MA 02346 Kenneth W. Olivieri	<b>CONTACT NAME:</b> Kenneth W. Olivieri <b>PHONE (A/C, No, Ext):</b> 508-947-1818 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> INSURER(S) AFFORDING COVERAGE      NAIC # INSURER A : <b>Safety Insurance Co.</b> <b>39454</b> INSURER B : <b>Nautilus Insurance Co.</b> INSURER C : <b>Scottsdale Insurance Co.</b> INSURER D : <b>Technology Insurance Co.</b> INSURER E : <b>General Star Indemnity</b> INSURER F :
<b>INSURED</b> The Bartending Service of N.E. LLC P.O. Box 425 Middleboro, MA 02346	

**COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<b>B</b>	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			<b>NN419515</b>	<b>03/01/2015</b>	<b>03/01/2016</b>	EACH OCCURRENCE \$ <b>2,000,</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,</b> MED EXP (Any one person) \$ <b>5,</b> PERSONAL & ADV INJURY \$ <b>2,000,</b> GENERAL AGGREGATE \$ <b>2,000,</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,</b> \$
<b>A</b>	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			<b>6227571</b>	<b>02/26/2015</b>	<b>02/26/2016</b>	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
<b>C</b>	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$			<b>XLS0095740</b>	<b>03/01/2015</b>	<b>03/01/2016</b>	EACH OCCURRENCE \$ <b>10,000,</b> AGGREGATE \$ <b>10,000,</b> \$
<b>D</b>	<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	N/A	<b>TWC3461542</b>	<b>03/01/2015</b>	<b>03/01/2016</b>	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ <b>1,000,</b> E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,</b> E.L. DISEASE - POLICY LIMIT \$ <b>1,000,</b>
<b>E</b>	<b>Liquor Liability</b>			<b>IMA698982A</b>	<b>03/01/2015</b>	<b>03/01/2016</b>	Each C/C <b>1,000,</b> Aggregate <b>1,000,</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**For event fro Sudbury Valley Trustees, Wolbach Farm, 18 Wolbach Road, Sudbury, MA on Saturday, September 26, 2015. The Parmenter Foundation is additional insured with respect to general liability if this has been agreed to in writing in a contract or agreement with the insured and each party for on-going operations only.**

<b>CERTIFICATE HOLDER</b>  <div style="text-align: center;"><b>PARMFO1</b></div> The Parmenter Foundation 400 Boston Post Road Sudbury, MA 01776	<b>CANCELLATION</b>  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 
--	--

Attachment 12.a: BOS Parmenter Hoedown 2015 (1486 : Parmenter Hoedown One Day Wine & Malt License Application)

# NOTEPAD

INSURED'S NAME **The Bartending Service of N.E.**

**BARTSE1**  
**OP ID: TL**

PAGE

**12.a**

Date **08/27/2015**

Note: Each C/C represents- "Each Common Cause"

Attachment12.a: BOS Parmenter Hoedown 2015 (1486 : Parmenter Hoedown One Day Wine & Malt License Application)

**TIPS**<sup>®</sup> On Premise SSN: XXX-XX-XXXX  
 Issued: 3/12/2013 Expires: 3/2/2016  
 ID#: 3422650 D.O.B.: XX/XX/XXXX

RYAN P MCELHINNEY  
 13 W End Ave  
 Middleboro, MA 02346-1920

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 Michael Marcantonio, 64

**TIPS**<sup>®</sup> On Premise SSN: XXX-XX-XXXX  
 Issued: 3/12/2013 Expires: 3/2/2016  
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 Middleboro, MA 02346-1920

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 Middleboro, MA 02346-1920

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 ID#: 3422652 D.O.B.: XX/XX/XXXX

JARED M SANTOS  
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 Middleboro, MA 02346-1920

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RONALD M KOLOZIE  
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 Middleboro, MA 02346-1920

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STACY J LEARY  
 182 Thompson St  
 Middleboro, MA 02346-1608

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SHON M HURLEY  
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 Middleboro, MA 02346-1920

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# Hoedown for Heartplay One-Day Wine & Malt License Department Feedback

September 26, 2015

## Board of Health Approval:

From: Murphy, Bill

Sent: Tuesday, September 08, 2015 5:31 PM

Subject: **ACCEPTED**: Parmenter Hoedown Fundraiser

When: Saturday, September 26, 2015 7:00 PM-10:30 PM (UTC-05:00) Eastern Time (US & Canada).

**I don't have any concerns regarding this application.**

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

## Building Department Approval:

From: Herweck, Mark

Sent: Thursday, September 17, 2015 3:31 PM

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

Subject: Re: Parmenter Hoedown

Hi Leila, **I have no concerns.**

Thank you

## Fire Department Approval:

From: Whalen, John

Sent: Wednesday, September 09, 2015 11:05 AM

Subject: **ACCEPTED**: Parmenter Hoedown Fundraiser

When: Saturday, September 26, 2015 7:00 PM-10:30 PM (UTC-05:00) Eastern Time (US & Canada).

Hello,

If the event is attended by more than 50 people a fire detail would be required.

*John M. Whalen  
Assistant Fire Chief*

## Police Department Approval:

From: Nix, Scott

Sent: Monday, September 14, 2015 10:29 AM

Subject: **ACCEPTED**: Parmenter Hoedown Fundraiser

When: Saturday, September 26, 2015 7:00 PM-10:30 PM (UTC-05:00) Eastern Time (US & Canada).

We do not have an issue with the event.