

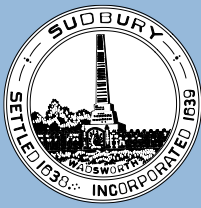
SUDBURY BOARD OF SELECTMEN
TUESDAY DECEMBER 1, 2015
7:30 PM, TOWN HALL - LOWER LEVEL

Item #	Time	Action	Item
	7:30 PM		CALL TO ORDER
			Opening remarks by Chairman
			Reports from Town Manager
			Reports from Selectmen
			Citizen's comments on items not on agenda
PUBLIC HEARING			
1.	7:35 PM	<i>VOTE</i>	Tax Classification Hearing - In accordance with General Laws Ch. 40, sec. 56, as amended, to determine the percentage of local tax levy which will be borne by each class of real and personal property, relative to setting the Fiscal Year 2016 tax rate. In attendance will be the Board of Assessors (Joshua M. Fox, Esq. Chairman, Trevor A. Haydon; Liam J. Vesely), Cynthia Gerry, Director of Assessing, and Harald Scheid Principal Regional Assessor.
TIMED ITEMS			
2.	8:30 PM	<i>VOTE</i>	Avalon Bay LLC - Discussion and vote to send letter regarding application to MassHousing before the Dec. 12 Deadline
3.	8:45 PM	<i>VOTE / SIGN</i>	Discussion and possible vote to approve Board of Health Mutual Aid Agreement between the Towns of Sudbury and Wayland. In attendance will be: Bill Murphy, Sudbury Board of Health Director, a member of the Board of Health, and Wayland Health Director Julia Junghanns.
4.	8:55 PM		Town Hall Blue Ribbon Committee to present preliminary recommendations to Board
MISCELLANEOUS			
5.		<i>VOTE</i>	Discussion and possibly vote changes to the Codes of Conduct and Ethics for Town board and committee members, including Board of Selectmen
6.		<i>VOTE</i>	Discussion and possible vote to instruct legislators whether Annual Town Meeting or the Board of Selectmen would renew the Senior Tax Exemption

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

Item #	Time	Action	Item
7.			Discuss upcoming agenda items
CONSENT CALENDAR			
8.		<i>VOTE</i>	Vote to approve the regular session minutes of 11/3/15
9.		<i>VOTE</i>	Vote to accept a gift from Petros Pizzeria +Grill, 730 Boston Post Road, to the Selectmen's Holiday Party of luncheon catering, valued at \$642, as requested in an email dated November 19, 2015 from Leila S. Frank, Selectmen's Office Supervisor/Information Officer, and to send a letter of thanks to Petros Pizzeria + Grill.
10.		<i>VOTE</i>	Vote to appoint David R. Manjarrez, 47 Firecut Lane, as a Member of the Vocational Education Options Committee, for a term ending 5/31/16, as recommended by Pat Brown, Vocational Education Options Committee Chair.
11.		<i>VOTE / SIGN</i>	Vote to authorize the chairman to execute a letter requesting data from GIC to use in processing employees' W-2 forms.
12.		<i>VOTE / SIGN</i>	Vote, pursuant to M.G.L. c.268A, to approve exemptions under s.20(b) from Firefighters Kevin Cutler and Dana J. Foster, in order to provide personal services (snowplowing) for the Department of Public Works as submitted in Disclosures dated November 12, 2015 and November 1, 2015, respectively.
13.		<i>VOTE</i>	Vote to accept a check from Varsity Wireless Investors LLC in the amount of \$20,000, as a gift for the purchase of public safety communications equipment, to be expended under the direction of the Sudbury Police Chief or Sudbury Fire Chief, as requested in a memo from Jody Kablack, Planning Director.

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



SUDBURY BOARD OF SELECTMEN

Tuesday, December 1, 2015

PUBLIC HEARING

1: Tax Classification Hearing

REQUESTOR SECTION

Date of request:

Requestor: Cynthia Gerry, Director of Assessing

Formal Title: Tax Classification Hearing - In accordance with General Laws Ch. 40, sec. 56, as amended, to determine the percentage of local tax levy which will be borne by each class of real and personal property, relative to setting the Fiscal Year 2016 tax rate. In attendance will be the Board of Assessors (Joshua M. Fox, Esq. Chairman, Trevor A. Haydon; Liam J. Vesely), Cynthia Gerry, Director of Assessing, and Harald Scheid Principal Regional Assessor.

Recommendations/Suggested Motion/Vote: Tax Classification Hearing - In accordance with General Laws Ch. 40, sec. 56, as amended, to determine the percentage of local tax levy which will be borne by each class of real and personal property, relative to setting the Fiscal Year 2016 tax rate. *In attendance will be the Board of Assessors (Joshua M. Fox, Esq. Chairman, Trevor A. Haydon; Liam J. Vesely), Cynthia Gerry, Director of Assessing, and Harald Scheid Principal Regional Assessor.*

Background Information:

Attached public hearing notice and documents provided the Cynthia Gerry, Director of Assessing. Harald Scheid will be presenting the tax shift portion of the meeting and Joshua Fox will be presenting the exemption portion of the meeting.

Financial impact expected:

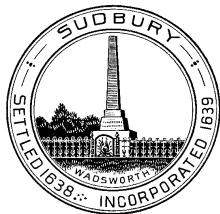
Approximate agenda time requested: 45 minutes

Representative(s) expected to attend meeting: Cynthia Gerry, Board of Assessors, and Harald Scheid

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Patricia A. Brown	Pending
Board of Selectmen	Pending

12/01/2015 7:30 PM



TOWN OF SUDBURY

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www.sudbury.ma.us

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

Email: selectmen@sudbury.ma.us

**TOWN OF SUDBURY
PUBLIC HEARING
ATTENTION: TAXPAYERS**

In accordance with General Laws Ch. 40, sec. 56, as amended, the Sudbury Board of Selectmen will hold a public hearing on Tuesday, December 1, 2015, at 7:35 p.m. in the Lower Town Hall, 322 Concord Road, Sudbury, to determine what percentage of the local tax levy will be borne by each class of real and personal property relative to setting the Fiscal Year 2016 tax rate.

The first policy decision of the Board of Selectmen will be to determine the Residential Factor, which means the percentage of the tax levy to be borne by residential property. The Residential Factor determines how different tax rates for residential, commercial and industrial properties will be established. A Residential Factor of 1 means that the local tax rate will be a single rate uniformly applied to all properties. The other options to be considered are whether or not to allow a residential property exemption, a small commercial exemption, or an open space exemption in addition to the above. There will also be some discussion regarding Sudbury’s new senior residential tax exemption with respect to the program’s estimated total cost and impact on the residential tax rate for Fiscal Year 2016.

At this public hearing, the Board of Assessors will provide all information and data relevant to helping the Selectmen make a determination of a single or multiple tax rate and the fiscal effect of the available alternatives to taxpayers. Taxpayers may present oral or written information on their views prior to or at the public hearing.

SUDBURY BOARD OF SELECTMEN

- Patricia A. Brown, Chairman
- Susan N. Iuliano, Vice-Chairman
- Robert C. Haarde
- Leonard A. Simon
- Charles C. Woodard

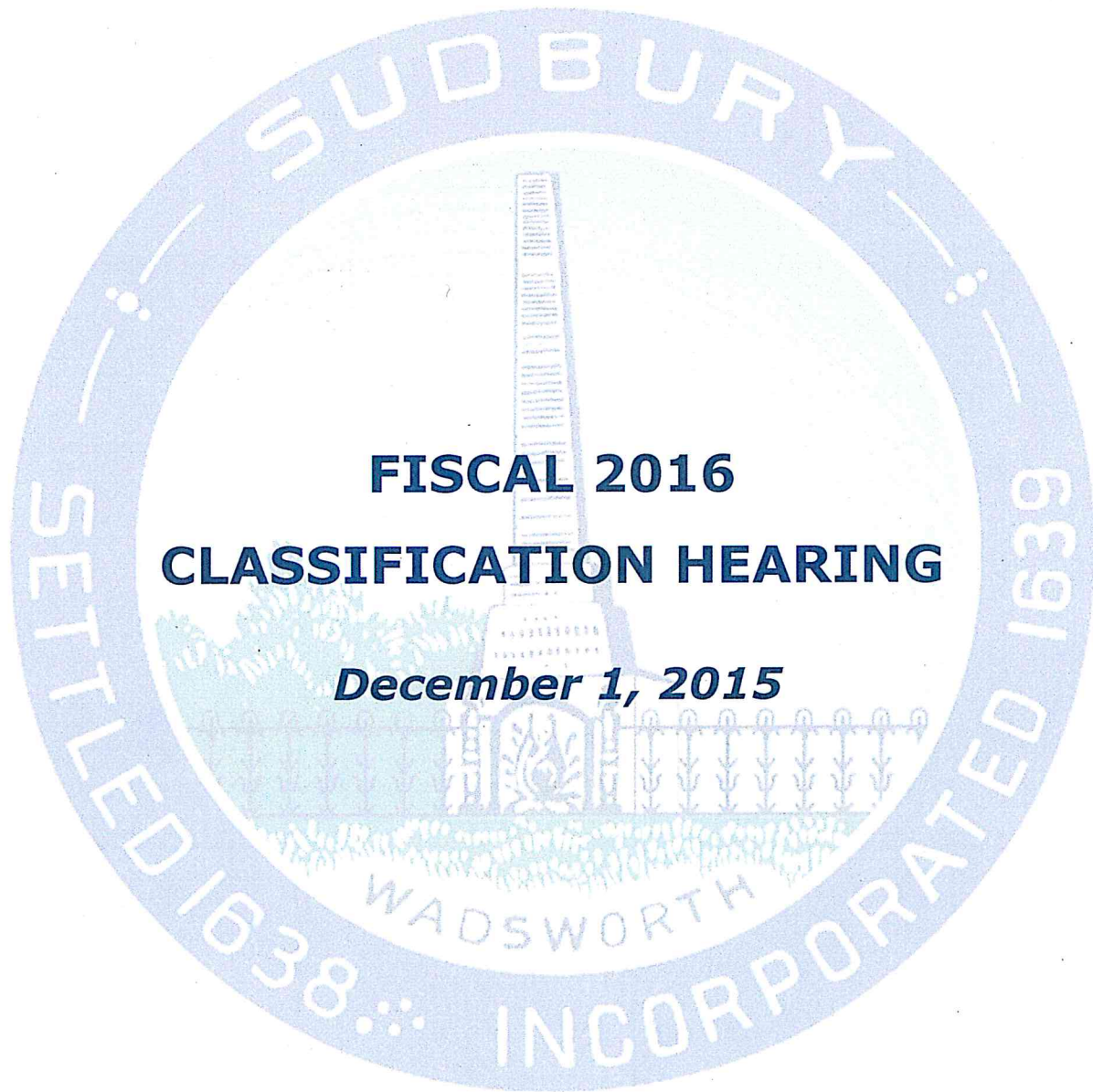
By: Melissa Murphy-Rodrigues, Esq., Town Manager
11/10/15

cc: Board of Assessors
Finance Director
Town Accountant
Chamber of Commerce
Finance Committee
Council on Aging Director
Assistant Town Manager
Town Clerk

Publication: *Sudbury Town Crier* 11/19, 11/26

Attachment1.a: TAX CLASSIFICATION HRG 2015 (1515 : Tax Classification Hearing)

TOWN OF SUDBURY



FISCAL 2016 CLASSIFICATION HEARING

December 1, 2015

Board of Selectmen

Patricia Brown, Chair
Susan N. Iuliano, Vice Chair
Robert C. Haarde
Leonard A. Simon
Charles C. Woodard

Board of Assessors

Joshua M. Fox, Chair
Trevor A. Haydon,
Liam J. Vesely
Harald M. Scheid, Consulting Assessor
Cynthia Gerry, Director of Assessing

Introduction

Each year, prior to the mailing of 3rd quarter tax billings, the Board of Selectmen holds a public hearing to determine the percentage of the town's property tax levy to be borne by each major property class. This responsibility and procedure are described in Chapter 40, Section 56 of the Massachusetts General Laws.

The steps in completing the Classification Hearing are outlined below. Also provided is information about the levy, and property assessments.

Steps in Setting Tax Rates

Pre-classification Hearing Steps

- Step 1: Determination of the property tax levy (Budget Process)
- Step 2: Determine assessed valuations (Assessors)
- Step 3: Tabulate assessed valuations by class (Assessors)
- Step 4: Obtain DOR value certification (Assessors)
- Step 5: Obtain certification of new growth revenues (Assessors)

Classification Hearing Steps

- Step 6: Classification hearing presentation (Assessors & Selectmen)
- Step 7: Review and discuss tax shift options (Selectmen)
- Step 8: Voting a tax shift factor (Selectmen)

Post Classification Hearing Steps

- Step 9: Sign the LA-5 Classification Form (Selectmen)
- Step 10: Send annual recap to DOR for tax rate approval (Assessors)
- Step 11: Obtain DOR approval of tax rates (DOR)

Terminology

The following are definitions of the terms frequently used in the discussion of tax rates.

Levy: The tax levy (or levy) is the amount of property taxes to be raised. The levy amount is determined by the budget process. The total amount of the approved budget less revenues from other sources like motor vehicle excise, municipal fees, and state aid is the amount to be raised through property taxation. In Sudbury, the levy to be raised is \$76,980,363. This represents a 4.66% increase over last year's levy of \$73,549,579.

Levy Ceiling: The levy ceiling is 2.5 percent of the full value of the town and represent the maximum property tax revenues that can be raised under Proposition 2 ½. Based on the Sudbury's total valuation of \$4,230,884,307 the town cannot levy taxes in excess of \$105,772,108.

New Growth Revenue: Property taxes derived from newly taxable properties like new construction, additions, renovations, subdivisions, and personal property. The Department of Revenue has certified Sudbury's new growth for fiscal year 2016 at \$601,228.

Levy Limit: Also referred to as the "maximum allowable levy", the levy limit is calculated by adding 2.5 percent of the previous year's levy limit, plus new growth revenue, and proposition 2 ½ overrides, capital expenditure exclusions, an debt exclusions. The certified maximum allowable levy for fiscal year 2016 is \$78,019,988.

Excess Levy Capacity: Excess levy capacity is the difference between the levy and the levy limit.

The Fiscal Year 2016 Levy Limit and Amount to be Raised

The following is a calculation of Sudbury's estimated levy for fiscal year 2016.

Fiscal year 2015 levy limit	\$71,784,968
Levy increase allowed under Prop. 2 ½	1,794,624
New growth revenue (estimated)	601,228
Fiscal year 2016 Capital Exclusion	420,000
Debt excluded under Prop. 2 ½	2,717,043
Fiscal year 2016 maximum allowable levy	77,317,863
Levy to be raised (rounded by tax rate)*	\$76,980,363
Excess levy capacity	337,500

Valuations by Class Before Tax Shift

<u>Major Property Class</u>	<u>Valuation</u>	<u>Percent</u>	<u>Res vs CIP%</u>
Residential	3,953,667,699	93.4478%	93.4478%
Commercial	153,832,208	3.6359%	
Industrial	52,641,600	1.2442%	6.5522%
Personal Property	70,742,800	1.6721%	
TOTAL	4,230,884,307	100.0000%	

Shifting the Tax Burden

Municipalities with a large commercial/industrial tax base often see fit to shift the tax burden to help maintain lower residential taxes. Sudbury, though having a relative small commercial tax base, has chosen to adopt a split tax rate.

The goal of recent classification hearings has been to adopt residential and commercial tax rates that yield relatively uniform tax increases in both sectors. Though the commercial, industrial, and personal property (CIP) sector makes up approximately 6.5 percent of the taxable valuation base, adoption of a classification shift factor has resulted in this sector paying about 9 percent of Sudbury's property taxes.

With both residential and commercial/industrial class property valuations rising about 3 percent, a CIP shift factor of 1.38 will yield similar tax increases. A residential tax rate increase of eleven cents per thousand and a CIP rate increase of twenty three cents per thousand.

Tax Rates and Options

Sudbury's uniform, single tax rate without applying shift factors is \$18.19 per thousand.

There are any number of tax rate options the Board of Selectmen might chose. Several that might be considered are as follows:

Option	CIP Shift	Res. Shift	CIP Tax Rate	Res. Tax Rate
Single Tax Rate	1.00	1.0000	18.19	18.19
No Added Revenues from CIP Class	1.33	0.976651	17.74	24.25
No CIP Tax Rate Increase	1.367	0.974267	17.73	24.87
Balanced CIP/Res. Increase	1.38	0.973356	17.71	25.11
No Residential Tax Rate Increase	1.463	0.967536	17.60	26.62
Maximum Shift Factor	1.50	0.96492	17.56	27.29
No Added Revenues from RES Class	Option not possible			

Based on the balanced CIP/Res. increase scenario above, the Board of Assessors has calculated the following tax rates:

<u>Property Class</u>	<u>FY2016</u>	<u>FY2015</u>
Residential	17.71	17.60
Commercial	25.11	24.88
Industrial	25.11	24.88
Personal Property	25.11	24.88

Note that the fiscal year 2016 tax rates are an estimate and may change upon Massachusetts Department of Revenue review.

Tax Impacts

With a few exceptions, principally in the condominium class, fiscal year 2016 residential valuations have increased about 3 percent on average.

The average residential tax bill calculation will change as follows:

FY 2015 Average Single Family Valuation:	\$659,000
Taxes at \$17.60 per thousand	\$11,598
 FY2016 Average Single Family Valuation:	 \$678,700
Taxes at \$17.71 per thousand	\$12,020
 Average Tax Increase	 \$422

Voting a Tax Shift Factor

The Sudbury Board of Selectmen votes in accordance with M.G.L., Ch. 40, Sec. 56, as amended, the percentage of local tax levy which will be borne by each class of real and personal property, relative to setting the Fiscal Year 2016 tax rates and sets the Residential Factor at 0.973356, with a corresponding CIP shift of 1.38, pending certification of the Town's annual tax recap by the Massachusetts Department of Revenue.

Please refer to the following for additional shift options:

LEVY

76980364 Estimated Levy

18.19 Single Tax Rate

CIP Shift	Res Factor	Share Percentages					Estimated Tax Rates			
		Res	Com	Ind	PP	Total	Res	Com	Ind	PP
1	100	93.4478	3.6359	1.2442	1.6721	100	18.19	18.19	18.19	18.19
1.005	99.9649	93.415	3.6541	1.2504	1.6804	100	18.19	18.29	18.29	18.29
1.01	99.9299	93.3823	3.6723	1.2567	1.6888	100	18.18	18.38	18.38	18.38
1.015	99.8948	93.3495	3.6905	1.2629	1.6971	100	18.18	18.47	18.47	18.47
1.02	99.8598	93.3167	3.7087	1.2691	1.7055	100	18.17	18.56	18.56	18.56
1.025	99.8247	93.284	3.7268	1.2753	1.7139	100	18.16	18.65	18.65	18.65
1.03	99.7897	93.2512	3.745	1.2815	1.7222	100	18.16	18.74	18.74	18.74
1.035	99.7546	93.2185	3.7632	1.2878	1.7306	100	18.15	18.83	18.83	18.83
1.04	99.7195	93.1857	3.7814	1.294	1.7389	100	18.14	18.92	18.92	18.92
1.045	99.6845	93.1529	3.7996	1.3002	1.7473	100	18.14	19.01	19.01	19.01
1.05	99.6494	93.1202	3.8177	1.3064	1.7557	100	18.13	19.1	19.1	19.1
1.055	99.6144	93.0874	3.8359	1.3127	1.764	100	18.12	19.2	19.2	19.2
1.06	99.5793	93.0547	3.8541	1.3189	1.7724	100	18.12	19.29	19.29	19.29
1.065	99.5442	93.0219	3.8723	1.3251	1.7807	100	18.11	19.38	19.38	19.38
1.07	99.5092	92.9891	3.8905	1.3313	1.7891	100	18.11	19.47	19.47	19.47
1.075	99.4741	92.9564	3.9086	1.3375	1.7975	100	18.1	19.56	19.56	19.56
1.08	99.4391	92.9236	3.9268	1.3438	1.8058	100	18.09	19.65	19.65	19.65
1.085	99.404	92.8908	3.945	1.35	1.8142	100	18.09	19.74	19.74	19.74
1.09	99.369	92.8581	3.9632	1.3562	1.8225	100	18.08	19.83	19.83	19.83
1.095	99.3339	92.8253	3.9813	1.3624	1.8309	100	18.07	19.92	19.92	19.92
1.1	99.2988	92.7926	3.9995	1.3686	1.8393	100	18.07	20.01	20.01	20.01
1.105	99.2638	92.7598	4.0177	1.3749	1.8476	100	18.06	20.11	20.11	20.11
1.11	99.2287	92.727	4.0359	1.3811	1.856	100	18.05	20.2	20.2	20.2
1.115	99.1937	92.6943	4.0541	1.3873	1.8643	100	18.05	20.29	20.29	20.29
1.12	99.1586	92.6615	4.0722	1.3935	1.8727	100	18.04	20.38	20.38	20.38
1.125	99.1235	92.6288	4.0904	1.3997	1.8811	100	18.04	20.47	20.47	20.47
1.13	99.0885	92.596	4.1086	1.406	1.8894	100	18.03	20.56	20.56	20.56
1.135	99.0534	92.5632	4.1268	1.4122	1.8978	100	18.02	20.65	20.65	20.65
1.14	99.0184	92.5305	4.145	1.4184	1.9061	100	18.02	20.74	20.74	20.74
1.145	98.9833	92.4977	4.1631	1.4246	1.9145	100	18.01	20.83	20.83	20.83
1.15	98.9483	92.465	4.1813	1.4309	1.9229	100	18	20.92	20.92	20.92
1.155	98.9132	92.4322	4.1995	1.4371	1.9312	100	18	21.02	21.02	21.02
1.16	98.8781	92.3994	4.2177	1.4433	1.9396	100	17.99	21.11	21.11	21.11
1.165	98.8431	92.3667	4.2359	1.4495	1.9479	100	17.98	21.2	21.2	21.2
1.17	98.808	92.3339	4.254	1.4557	1.9563	100	17.98	21.29	21.29	21.29
1.175	98.773	92.3011	4.2722	1.462	1.9647	100	17.97	21.38	21.38	21.38
1.18	98.7379	92.2684	4.2904	1.4682	1.973	100	17.97	21.47	21.47	21.47

1.185	98.7028	92.2356	4.3086	1.4744	1.9814	100	17.96	21.56	21.56	21.56
1.19	98.6678	92.2029	4.3268	1.4806	1.9897	100	17.95	21.65	21.65	21.65
1.195	98.6327	92.1701	4.3449	1.4868	1.9981	100	17.95	21.74	21.74	21.74
1.2	98.5977	92.1373	4.3631	1.4931	2.0065	100	17.94	21.83	21.83	21.83
1.205	98.5626	92.1046	4.3813	1.4993	2.0148	100	17.93	21.92	21.92	21.92
1.21	98.5276	92.0718	4.3995	1.5055	2.0232	100	17.93	22.02	22.02	22.02
1.215	98.4925	92.0391	4.4177	1.5117	2.0315	100	17.92	22.11	22.11	22.11
1.22	98.4574	92.0063	4.4358	1.518	2.0399	100	17.91	22.2	22.2	22.2
1.225	98.4224	91.9735	4.454	1.5242	2.0483	100	17.91	22.29	22.29	22.29
1.23	98.3873	91.9408	4.4722	1.5304	2.0566	100	17.9	22.38	22.38	22.38
1.235	98.3523	91.908	4.4904	1.5366	2.065	100	17.9	22.47	22.47	22.47
1.24	98.3172	91.8753	4.5086	1.5428	2.0734	100	17.89	22.56	22.56	22.56
1.245	98.2822	91.8425	4.5267	1.5491	2.0817	100	17.88	22.65	22.65	22.65
1.25	98.2471	91.8097	4.5449	1.5553	2.0901	100	17.88	22.74	22.74	22.74
1.255	98.212	91.777	4.5631	1.5615	2.0984	100	17.87	22.83	22.83	22.83
1.26	98.177	91.7442	4.5813	1.5677	2.1068	100	17.86	22.93	22.93	22.93
1.265	98.1419	91.7114	4.5995	1.5739	2.1152	100	17.86	23.02	23.02	23.02
1.27	98.1069	91.6787	4.6176	1.5802	2.1235	100	17.85	23.11	23.11	23.11
1.275	98.0718	91.6459	4.6358	1.5864	2.1319	100	17.84	23.2	23.2	23.2
1.28	98.0367	91.6132	4.654	1.5926	2.1402	100	17.84	23.29	23.29	23.29
1.285	98.0017	91.5804	4.6722	1.5988	2.1486	100	17.83	23.38	23.38	23.38
1.29	97.9666	91.5476	4.6904	1.605	2.157	100	17.82	23.47	23.47	23.47
1.295	97.9316	91.5149	4.7085	1.6113	2.1653	100	17.82	23.56	23.56	23.56
1.3	97.8965	91.4821	4.7267	1.6175	2.1737	100	17.81	23.65	23.65	23.65
1.305	97.8615	91.4494	4.7449	1.6237	2.182	100	17.81	23.74	23.74	23.74
1.31	97.8264	91.4166	4.7631	1.6299	2.1904	100	17.8	23.84	23.84	23.84
1.315	97.7913	91.3838	4.7813	1.6362	2.1988	100	17.79	23.93	23.93	23.93
1.32	97.7563	91.3511	4.7994	1.6424	2.2071	100	17.79	24.02	24.02	24.02
1.325	97.7212	91.3183	4.8176	1.6486	2.2155	100	17.78	24.11	24.11	24.11
1.33	97.6862	91.2856	4.8358	1.6548	2.2238	100	17.77	24.2	24.2	24.2
1.335	97.6511	91.2528	4.854	1.661	2.2322	100	17.77	24.29	24.29	24.29
1.34	97.616	91.22	4.8722	1.6673	2.2406	100	17.76	24.38	24.38	24.38
1.345	97.581	91.1873	4.8903	1.6735	2.2489	100	17.75	24.47	24.47	24.47
1.35	97.5459	91.1545	4.9085	1.6797	2.2573	100	17.75	24.56	24.56	24.56
1.355	97.5109	91.1217	4.9267	1.6859	2.2656	100	17.74	24.65	24.65	24.65
1.36	97.4758	91.089	4.9449	1.6921	2.274	100	17.74	24.75	24.75	24.75
1.365	97.4408	91.0562	4.9631	1.6984	2.2824	100	17.73	24.84	24.84	24.84
1.37	97.4057	91.0235	4.9812	1.7046	2.2907	100	17.72	24.93	24.93	24.93
1.375	97.3706	90.9907	4.9994	1.7108	2.2991	100	17.72	25.02	25.02	25.02
1.38	97.3356	90.9579	5.0176	1.717	2.3074	100	17.71	25.11	25.11	25.11

1.385	97.3005	90.9252	5.0358	1.7232	2.3158	100	17.7	25.2	25.2	25.2
1.39	97.2655	90.8924	5.0539	1.7295	2.3242	100	17.7	25.29	25.29	25.29
1.395	97.2304	90.8597	5.0721	1.7357	2.3325	100	17.69	25.38	25.38	25.38
1.4	97.1953	90.8269	5.0903	1.7419	2.3409	100	17.68	25.47	25.47	25.47
1.405	97.1603	90.7941	5.1085	1.7481	2.3492	100	17.68	25.56	25.56	25.56
1.41	97.1252	90.7614	5.1267	1.7544	2.3576	100	17.67	25.65	25.65	25.65
1.415	97.0902	90.7286	5.1448	1.7606	2.366	100	17.67	25.75	25.75	25.75
1.42	97.0551	90.6959	5.163	1.7668	2.3743	100	17.66	25.84	25.84	25.84
1.425	97.0201	90.6631	5.1812	1.773	2.3827	100	17.65	25.93	25.93	25.93
1.43	96.985	90.6303	5.1994	1.7792	2.391	100	17.65	26.02	26.02	26.02
1.435	96.9499	90.5976	5.2176	1.7855	2.3994	100	17.64	26.11	26.11	26.11
1.44	96.9149	90.5648	5.2357	1.7917	2.4078	100	17.63	26.2	26.2	26.2
1.445	96.8798	90.5321	5.2539	1.7979	2.4161	100	17.63	26.29	26.29	26.29
1.45	96.8448	90.4993	5.2721	1.8041	2.4245	100	17.62	26.38	26.38	26.38
1.455	96.8097	90.4665	5.2903	1.8103	2.4328	100	17.61	26.47	26.47	26.47
1.46	96.7746	90.4338	5.3085	1.8166	2.4412	100	17.61	26.56	26.56	26.56
1.465	96.7396	90.401	5.3266	1.8228	2.4496	100	17.6	26.66	26.66	26.66
1.47	96.7045	90.3682	5.3448	1.829	2.4579	100	17.6	26.75	26.75	26.75
1.475	96.6695	90.3355	5.363	1.8352	2.4663	100	17.59	26.84	26.84	26.84
1.48	96.6344	90.3027	5.3812	1.8414	2.4746	100	17.58	26.93	26.93	26.93
1.485	96.5994	90.27	5.3994	1.8477	2.483	100	17.58	27.02	27.02	27.02
1.49	96.5643	90.2372	5.4175	1.8539	2.4914	100	17.57	27.11	27.11	27.11
1.495	96.5292	90.2044	5.4357	1.8601	2.4997	100	17.56	27.2	27.2	27.2
1.5	96.4942	90.1717	5.4539	1.8663	2.5081	100	17.56	27.29	27.29	27.29

Residential Exemption

Adopting the Residential Exemption would allow the Selectmen to exempt from qualified residential properties a percentage of the average assessed value for the class. The exemption can be as high as twenty (20%) percent of the average assessed value for the residential property class. To compensate for the reduction, the residential tax rate would need to be increased. The residential exemption has the effect of shifting the tax burden from the lower valued properties to higher value properties.

In the past, the Board has voted not to adopt the Residential Exemption described in this section. Because Sudbury's new Means Tested Senior Exemption uses a special form of the state residential exemption, during the 3-year pilot period it may not be possible to also adopt the Residential Exemption described here. However, a vote is still needed, and the description below is included for completeness.

Adopting the Residential Exemption would allow the Selectmen to exempt from qualified Class I properties a percentage of the average assessed value of all Class I properties. The exemption can be as high as twenty (20%) percent of the average assessed value of all Class I properties. To compensate for the reduction in valuations of Class I properties receiving the exemption, the tax rate for the residential class must increase. That is because the total taxes to be levied on Class I properties must remain within that class, and cannot be shifted onto properties classified as Commercial, Industrial or Personal (CIP). Since the residential exemption redistributes the burden *within* the residential class, the CIP tax rate is not affected by a Residential Exemption.

Currently, thirteen Massachusetts cities and towns have adopted the Residential Exemption. Historically, the exemption has been adopted in those communities with a high percentage of apartments and other investment property or seasonal homes. In general terms, the exemption shifts real estate taxes onto Class I properties that are not occupied by the property owner as the owner's principal residence or are held for investment. Assuming the maximum exemption allowance, the FY16 exemption value would be \$127,148 for qualifying properties. It would apply to owner occupied residential properties. A study documented in the November 2011 Residential Exemption Report indicated that about 83% of Sudbury's residential property owners would meet the statutory requirements to qualify for the exemption. A small percent of homeowners and all residential land owners would not receive the benefit.

Small Commercial Exemption

An exemption of up to 10% of the property valuation can be granted to commercial properties (not industrial) having one or more businesses employing 10 or fewer employees. Implementing this exemption requires increasing the CIP tax rate to offset lost revenues from qualifying properties.

An exemption of up to **10%** of the property valuation can be granted to certain *commercial (not industrial)* property, which meets the requirements of the law. To receive a small commercial exemption granted for the fiscal year, a Class 3 (Commercial) parcel must be occupied as of January 1 by a business with an average annual

employment of no more than 10 *at all locations* during the previous calendar year, and have a valuation of less than \$1,000,000. Average employment is determined for the business as a whole, not just at the location of the parcel or other parcels within the community. The commercial parcel must be occupied by an eligible business as of the January 1 assessment date for the fiscal year the exemption is granted. It does not have to be owned by the occupying business. If a parcel has multiple commercial occupants or tenants, all occupants must be eligible businesses. If a parcel is multiple use, such as a residential and commercial property, all occupants of the commercial portion must be eligible businesses.

Considerations:

- a) This year 41 taxpayers may be eligible for the tax benefit. Other small businesses (not qualifying) will bear the increased burden along with larger commercial and industrial properties.
- b) 17 of the qualifying 41 accounts are commercial condominiums. However within the same condominium complexes 70 units will not make the cut for different reasons. The properties are otherwise quite similar in size, use, and assessment.
- c) Many of the small businesses appearing on the Department of Unemployment Assistance (DET) list as qualifying will not benefit from the exemption as they are tenants in larger commercial properties with assessed values exceeding the allowable \$1,000,000 cap.

Based on the foregoing, we can conclude the following:

- The vast majority of Sudbury's small businesses will not stand to benefit by adoption of this exemption, as they are tenants in strip malls, and other large commercial buildings.
- They in fact will be penalized with the increased tax rate. Mill Village is a good example of this. The property consists of 30+ small businesses, all of whom would be penalized. Another example are the tenants at the Cummings building on Rte. 117.
- As evidenced by the small number of eligible accounts the lion's share of Sudbury's small business community will not benefit from this exemption.

Open Space Exemption

A maximum value exemption of 25% may be applied under the Open Space Exemption, where the classification of open space land has been adopted by the Town. Sudbury has no properties classified as open space, but makes available the 3 chapter classifications – Chapter 61 Forestry, Chapter 61A Agriculture, and Chapter 61B Recreation which offer significant valuation and tax reductions.

The Open Space Exemption cannot presently be implemented, and therefore the Board of Assessors advises against adoption.

VOTING THE EXEMPTIONS

The Selectmen cannot consider an **Open Space Discount** as the Town does not utilize the Class 2 Open Space Option, therefore the Open Space Discount cannot be considered and a vote is not justified.

Example Vote(s) on Residential and/or Small Commercial Exemption Options:

This language including negative and affirmative options speaks to the Residential Exemption only:

Motion: [Not] to adopt a Residential Exemption for Fiscal Year 2016, or

Motion: [To] adopt a Residential Exemption for Fiscal Year 2016 of ___% of the **Average of all Residential Value** for those eligible residential properties, which will shift the burden within the Residential Class.

This language including negative and affirmative options speaks to the Small Commercial only:

Motion: [Not] adopt the Small Commercial Exemption for Fiscal Year 2016, or

Motion: [To] adopt the Small Commercial Exemption for Fiscal Year 2016 of ___% of the **Assessed Value of the eligible properties occupied by business (as)** on the DET list valued at less than \$1 million, which will shift the burden within the Commercial & Industrial Classes.

VOTING A TAX SHIFT OPTION

Vote in accordance with G.L. Ch. 40, sec. 56, as amended, the percentage of local tax levy which will be borne by each class of real and personal property, relative to setting the Fiscal Year 2015 tax rate and set the Residential Factor at _____ with a CIP shift of _____, pending certification by the State Dept. of Revenue.

ADDENDUM
SUDBURY'S MEANS TESTED SENIOR TAX EXEMPTION

Discussion

Massachusetts Chapter 169 of the Acts of 2012 established a pilot program in Sudbury for granting certain qualified senior residents a measure property tax relief. FY16 is the third year of implementing the 3-year pilot program. The exemption is similar to the Residential Tax Exemption in that it shifts the tax burden from qualified residential property owners to other residential property owners. For FY14, the statute limited the total exemptions granted under the pilot program to a dollar cap equal to 0.5% of the residential levy (after any CIP shift). For FY 15 the Selectmen voted to continue with the cap of 0.5%.

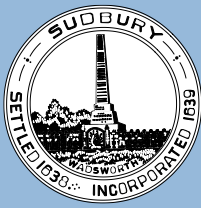
For FY16, Selectmen have the option, if needed, to increase this percentage up to and including 1.0%.

Applications are required, and the Assessors administer this program for all applicants deemed qualified by the Board of Assessors. For FY16, the Assessors received 101 applications and the Board of Assessors identified 101 applicants tentatively qualified to receive the exemption. In order for the Assessors to complete the necessary calculations, the Board of Selectmen must first vote the Residential Factor and CIP shift values for FY16 in the Classification Hearing. That vote will determine a tentative residential tax rate, which will then be used in the calculations and result in a slight increase in the tentative residential tax rate. For FY16, the interplay between the Classification Hearing decision and the Senior Tax Exemption calculations involves the potential need to adjust the 0.5% cap. A cap value of 0.51% would be adequate to support the need for all possible CIP Shifts.

The Act also provides an alternative to increasing the cap whereby the income threshold is adjusted above the nominal 10.0% until the need is reduced to fall within the cap.

Suggested Motion

Vote in accordance with Chapter 169 of the Acts of 2012, the total FY15 cap on the exemptions granted by the Means Tested Senior Tax Exemption shall be ____% of the residential property tax levy.



SUDBURY BOARD OF SELECTMEN
Tuesday, December 1, 2015

TIMED ITEM

2: Avalon Bay letter

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Avalon Bay LLC - Discussion and vote to send letter regarding application to MassHousing before the Dec. 12 Deadline

Recommendations/Suggested Motion/Vote: Avalon Bay LLC - Discussion and vote to send letter regarding application to MassHousing before the Dec. 12 Deadline

Background Information:

Draft letter from Jody (add link to application here)

<https://s3-us-west-2.amazonaws.com/cdn.sudbury.ma.us/wp-content/uploads/sites/260/2015/11/Avalon-Bay-Combined-PEL-Application.pdf?version=131fa14365a47e2ed8443d38872ae32c>

Financial impact expected:

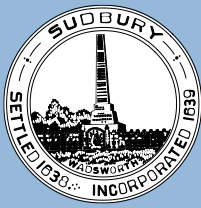
Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Patricia A. Brown	Pending
Board of Selectmen	Pending

12/01/2015 7:30 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, December 1, 2015

MISCELLANEOUS (UNTIMED)

3: Board of Health Mutual Aid

REQUESTOR SECTION

Date of request:

Requestor: Bill Murphy, BOH director

Formal Title: Discussion and possible vote to approve Board of Health Mutual Aid Agreement between the Towns of Sudbury and Wayland. In attendance will be: Bill Murphy, Sudbury Board of Health Director, a member of the Board of Health, and Wayland Health Director Julia Junghanns.

Recommendations/Suggested Motion/Vote: Discussion and possible vote to approve Board of Health Mutual Aid Agreement between the Towns of Sudbury and Wayland. In attendance will be: Bill Murphy, Sudbury Board of Health Director, a member of the Board of Health, and Wayland Health Director Julia Junghanns.

Background Information:
Attached agreement

Financial impact expected:n/a

Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Patricia A. Brown	Pending
Board of Selectmen	Pending

12/01/2015 7:30 PM

Mutual Aid Agreement among Public Health Agencies in Emergency Preparedness Region 4A

This Mutual Aid Agreement (“Agreement”) is entered into by and between the public health agencies of the following cities and towns: Sudbury and Wayland

Section 1: Purpose

The purpose of this Agreement is to provide for mutual aid and assistance between the municipalities entering into the Agreement when the resources normally available to a municipality are not sufficient to cope with a situation which requires public health action. The health and well-being of a community will best be protected through the concerted efforts of multiple public health agencies providing assistance to one another. The promotion and coordination of this assistance through this Agreement is desirable for the effective and efficient provision of mutual aid and assistance.

This Agreement is in no way intended to substitute for the ordinary public health activities of any city or town. The parties intend that designees from the Sending Agency will not operate as the sole personnel of the Receiving Agency.

Section 2: Authority

Pursuant to M.G.L. Chapter 40, Section 4A, mutual aid agreements may be made among municipalities or municipal agencies, with the authorization of Board of Selectman in a town.

Section 3: Definitions

Authorized Representative means an official of a signatory entity who is authorized to request, offer, or otherwise provide assistance under this Agreement, and is authorized by law to execute a contract in the name of a governmental unit. A member/designee of the public health agency, if so authorized shall be the authorized representative. If a member/designee of the public health agency is not authorized, the authorized representative shall be the chief executive officer or other officer so authorized; and this officer shall work jointly with a member/designee of the public health agency.

Mutual Aid means aid to another public health agency in the form of personnel, equipment, facilities, services, supplies, or other resources appropriate to public health programs, including but not limited to inspections; vaccination clinics; centers for the distribution of pharmaceuticals; administrative assistance; specimen collection, conveyance, and testing; consulting; environmental assessment; and other programs.

Public Health Agency means the appropriate and legally designated health authority of the city, town, or other legally constituted governmental unit within the Commonwealth having the usual powers and duties of the board of health or health department of a city or town.

Receiving Agency means the public health agency requesting mutual aid from another public health agency.

Region means one of the Emergency Preparedness Regions established by the Massachusetts Department of Public Health.

Sending Agency means the public health agency that provides mutual aid to another public health agency.

Section 4: Other Agreements

This Agreement recognizes and does not supersede present and future mutual aid agreements or inter-municipal agreements among the signatories of this Agreement.

This Agreement does not limit any party jurisdiction's ability to enter into mutual aid agreements in the future with neighboring municipalities and public health agencies.

Section 5: Requests for Assistance

1. The public health agency of each party jurisdiction shall designate an authorized representative in accordance with Section 3. The authorized representative of a Receiving Agency may request the assistance of another party jurisdiction by contacting the authorized representative of that jurisdiction. The authorized representative of a Sending Agency may authorize the sending of mutual aid.
2. The provisions of this Agreement shall apply only to requests for assistance made by and to the authorized representative.
 - A. Requests may be verbal or in writing.
 - B. If verbal, the request shall be confirmed in writing at the earliest possible date, but no later than 10 calendar days following the verbal request.
 - C. Written requests shall provide the following information:
 - (1) A description of the function for which assistance is needed;
 - (2) The amount and type of personnel, equipment, materials, services, supplies, and/or other resources needed, and a reasonable estimate of the length of time they will be needed; and
 - (3) The specific place and time for staging of the Sending Agency's response and a point of contact at that location.
 - D. The parties recognize that especially during an emergency, the requirements for protection of the public health and safety may require work, services, or

supplies beyond that contained either in an oral or written request (confirmation). Nothing in this Agreement should be construed to limit the ability of either agency or its personnel to respond in any manner necessary for the preservation of the public health and safety. To the extent such services or supplies are extended, the provisions of this Agreement shall apply.

Section 6: Limitations

1. The provision of mutual aid is voluntary. Neither the Sending nor Receiving Agency shall be required to deplete its own resources.
2. The Receiving Agency shall determine the scope of services to be delivered by the Sending Agency. The extent of assistance to be furnished under this Agreement shall be determined solely by the Sending Agency, and the assistance furnished may be recalled at the sole discretion of the Sending Agency. Unless otherwise specified by the Receiving Agency in its request for assistance or otherwise, persons from the Sending Agency shall have the same legal enforcement authority in the receiving community as other persons serving in similar capacities in the Receiving Agency.

Section 7: Supervision and Control

1. Personnel sent to assist another community under this Agreement will continue under the command and control of their regular supervisors, but they will come under the operational control of the Receiving Agency. The Receiving Agency may use an incident command system (ICS) or unified command system.
2. Employees shall remain employees of their own agencies at all times. Each agency, sending or receiving, shall be responsible for its own employees' wages, benefits, and similar obligations.

Section 8: Powers and Rights

Each Receiving Agency shall afford to the personnel of any Sending Agency operating within the Receiving Agency's jurisdiction the same powers and rights as are afforded to like personnel of the Receiving Agency.

Section 9: Liability

1. Each party shall be liable for the acts and omissions of its own employees and not for the employees of any other agency in the performance of this Agreement to the extent provided by the Massachusetts Tort Claims Act, M.G.L. c. 258. Each party agrees to indemnify and hold harmless the other parties to this Agreement from liability resulting from the acts and omissions of its own employees, including travel, in the performance of

this Agreement to the extent the indemnifier would otherwise be liable under a direct claim pursuant to M.G.L. c. 258.

2. By entering into this Agreement, none of the parties have waived any governmental immunity or limitation of damages which may be extended to them by operation of law.
3. This Agreement is by and between the municipalities which have executed it. Each states that it is intended for their mutual benefit alone and is not intended to confer any express or implied benefits on any other person. This Agreement is not intended to confer third party beneficiary status on any person.

Section 10: Workers Compensation

If applicable, each party jurisdiction shall provide for the payment of workers compensation and death benefits to the personnel of its own jurisdiction.

Section 11: Reimbursement

1. Under this Agreement, there is no expectation of automatic or contractual reimbursement for the provision of any mutual aid. However, the parties may develop compensation agreements separately or within the context of this Agreement.
2. In the event of an emergency requiring state or federal assistance, Sending and Receiving Agencies may apply for any type of state or federal assistance.
3. In any fiscal year in which a Sending Agency provides service to a Receiving Agency under this Agreement, both agencies shall keep records appropriate to record the services performed, costs incurred, and reimbursements and contributions received. Such records shall be available for, and shall be subject to, audit as is otherwise required by law for municipal financial records. Such records shall also be summarized in a financial statement that will be issued to the Receiving Agency, and to any other participant in the Agreement upon request.

Section 12: Implementation

1. This Agreement shall be binding and in effect after it is signed in accordance with the local charter or bylaws, and upon its approval by the legislative body, of any two municipalities.
2. Additional parties may join this Agreement upon acceptance and execution of it.

Section 13: Term of Agreement

This Agreement is to remain in effect for five (5) years from the date of execution, at which time it may be extended in accordance with Massachusetts law. In June of each year the costs will be reviewed by both parties. Any party may withdraw from this Agreement at any time by sending fourteen (14) days' prior written notice to all other parties. This Agreement shall continue to be in effect among the remaining parties.

Section 14: Severability

Should any portion of this Agreement be judged to be invalid by any court of competent jurisdiction, such judgment shall not impair or invalidate the remainder of this Agreement, and for this purpose the provisions of this Agreement are declared severable.

Town of Sudbury [Board of Selectman]

Town of Wayland [Board of Health]

By: _____

By: _____

Date: _____

Date: _____

Approved as to form:

_____ Date: _____

Barbara Saint Andre
Sudbury Town Counsel

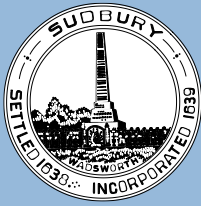
_____ Date: _____

Mark J. Lanza
Wayland Town Counsel

Date Approved by Sudbury Board of Health: _____

Date Approved by Wayland Board of Health: _____

Attachment3.a: Mutual_Aid_Template 2 1 (1553 : Board of Health Mutual Aid)



SUDBURY BOARD OF SELECTMEN
Tuesday, December 1, 2015

TIMED ITEM

4: Town Hall Blue Ribbon Committee

REQUESTOR SECTION

Date of request:

Requestor: Jim Kelly

Formal Title: Town Hall Blue Ribbon Committee to present preliminary recommendations to Board

Recommendations/Suggested Motion/Vote: Town Hall Blue Ribbon Committee to present preliminary recommendations to Board.

Background Information:

Financial impact expected:

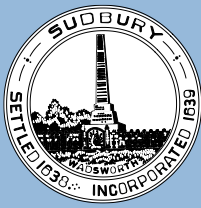
Approximate agenda time requested: 15 minutes

Representative(s) expected to attend meeting: Members of Town Hall Blue Ribbon Committee

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Patricia A. Brown	Pending
Board of Selectmen	Pending

12/01/2015 7:30 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, December 1, 2015

MISCELLANEOUS (UNTIMED)

5: Code of Ethics Discussion/vote

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

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

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

Background Information:
Attached redline copies submitted by individual Board members

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Patricia A. Brown	Pending
Board of Selectmen	Pending

12/01/2015 7:30 PM

Town of Sudbury



Code of Conduct of the Board of Selectmen

1. A member of the Board of Selectmen, in relation to his or her community should:

- a. Be well informed concerning the duties of a Board member on both local and state levels.
- b. Remember that he or she represents the entire community at all times.
- c. Accept the role of a member is a means of unselfish service, not to benefit personally or politically from his or her Board activities.
- d. Abide by the ethics guidelines established by the State and not use the position of Selectmen to obtain inside information on matters that may benefit someone personally.

Deleted: <#>Realize that his or her basic function is to make policy, with administration delegated to the Town Manager.¶
<#>Realize that he or she is one of a team and should follow by, and carry out, all Board decisions once they are made.

2. A member of the Board of Selectmen, in his or her relations with the Town Manager, should:

- a. Endeavor to establish sound, clearly defined policies that will direct and support the administration of or the benefit of the staff and residents of the community.
- b. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
- c. Give the Town Manager full responsibility for discharging his or her disposition and solution.
- d. Not give instructions to or request assistance from Town department heads, but rather channel all such activities through the full Board and the Town Manager.

3. A member of the Board of Selectmen, in his or her relations with fellow Board members, should:

- a. Recognize that action at official legal meetings is binding and that he or she alone cannot bind the Board outside of such meetings.
- b. Not make statements or promises of how he or she will vote on matters that will come before the Board until he or she has had an opportunity to hear the pros and cons of the issue during a Board meeting.
- c. Uphold the intent of executive session and respect the privileged communication that exists in executive session.
- d. Make decisions only after all facts on a question have been presented and discussed.
- e. Refrain from communicating the position of the Board of Selectmen to such entities as reporters or state officials unless the full Board has previously agreed on both the position and the language of the statement conveying the statement.
- f. Treat with respect the rights of all members of the Board despite differences of opinion.

4. A member of the Board of Selectmen, in his or her relations with Town staff, should:

- a. Treat all staff as professionals, with clear, honest communication that respects the abilities, experience, and dignity of each individual.

Town of Sudbury



- b. Limit contact to specific Town staff. Questions of Town staff and/or requests for additional background information should be directed only to the Town Manager, Town Counsel, Assistant Town Manager, Administrative Assistant to the Board of Selectmen, or Department heads. The office of the Town Manager should be copied on all requests or correspondence.
- c. Never publicly criticize an individual employee without first giving the Town Manger or appropriate manager the ability to rectify the situation. Concerns about staff performance should, at first, only be made to the Town Manager through private conversation.
- d. Limit requests for staff support, and insure that all requests go through the Town Manager's office.
- e. Insure than any materials or information provided to a Selectmen from a staff member be made available to all Selectmen.

Deleted: Never publicly criticize an individual emp

First adopted by the Board of Selectmen May 10, 2000

Please note: This code of conduct was originally developed based on similar codes used by other elected boards and committees in other communities. It has subsequently been adapted and updated by the Sudbury Board of Selectmen.



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

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

1. Realize that your function is to follow the mission statement of the Committee.
2. Accept the role of a Committee member is a means of unselfish service, not to benefit personally or politically from his or her Committee activities.
3. Abide by the ethics guidelines established by the State.
4. Conflicts of interest: Refrain from participating as either a member of the Committee or as a member of the public in Committee matters in which you have a personal interest. This needs to be clarified as most members of the school committees have a personal interest in the schools since they have children attending the schools, as do I, and taken literally means they could not participate in any school matters since they have a personal interest in the schools.
5. Abide by all policies established by the Board of Selectmen, PARTICULARLY the email communications policy.
6. Realize that you are one of a team and should abide by all decisions of the Committee once they are made.
7. Be well informed concerning the duties and responsibilities of the Committee.
8. Remember that you represent the entire community at all times.
9. Request assistance from Town staff only through the staff person assigned to the Committee.
10. Not make statements or promises of how you will vote on matters that will come before the Committee until you have had an opportunity to hear the pros and cons of the issue during a public meeting of the Committee.
11. Make decisions only after all facts on a question have been presented and discussed.
12. Refrain from communicating the position of the Committee to reporters or state officials unless the full Committee has previously agreed on both the position and the language of the statement conveying the statement.
13. Treat with respect and courtesy all members of the Committee despite differences of opinion.
14. Treat with respect and courtesy any member of the public, including anyone they have brought to represent them, who comes before the Committee for any reason, but particularly in matters related to regulatory issues.
15. Never publicly criticize an employee without first giving the Town Manager or appropriate manager the ability to rectify the situation. Concerns about staff performance should, at first, only be made to the Town Manager through private conversation. Deleted: of the Town.
16. Insure that any materials or information provided to a Committee member from Town staff should be made available to all Committee members.
17. If circumstances change so that meeting attendance on a regular basis becomes difficult, the Committee member will offer his or her resignation to the Board, so that someone who can regularly attend meetings can be selected by the Board.

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

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

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Attachment5.b: Code of Conduct - Committees 8-09_RH (1557 : Code of Ethics Discussion/vote)

Town of Sudbury



Code of Conduct of the Board of Selectmen

1. A member of the Board of Selectmen should:

- a. ~~Make policy but delegate administration to the Town Manager.~~
- b. ~~Carry out decisions made by the Board as a whole.~~
- c. ~~Distinguish when speaking as an individual, as a member of the Board, or when representing the position taken by the entire Board.~~
- d. ~~Serve the community unselfishly.~~
- e. ~~Establish sound, clearly defined policies for the benefit of the community.~~
- f. ~~Allow the Town Manager to manage town staff.~~
- g. ~~Request information from Town department heads or staff as necessary, recognizing they may have other priorities.~~
- h. ~~Allow the Town Manager to set priorities for staff.~~

2. A member of the Board of Selectmen, in his or her relations with fellow Board members, should:

- a. ~~Recognize that action at official legal meetings of the Board is binding on the Board and on the community.~~
- b. ~~Recognize that he or she alone cannot bind the Board without its prior consent.~~
- c. ~~Evaluate all the evidence presented in open meeting before deciding a matter which comes before the Board.~~
- d. ~~Respect the privileged communication that exists in executive session.~~
- e. ~~Communicate the Board's positions with reporters, legislators, or other persons or bodies only as authorized by the Board.~~
- f. ~~Treat other members of the Board with respect while pursuing town business.~~

3. A member of the Board of Selectmen, in his or her relations with Town staff, should:

- a. ~~Treat all staff as professionals.~~
- b. ~~Raise concerns about staff performance to the Town Manager privately.~~
- c. ~~Limit requests for staff support, and insure that all requests go through the Town Manager's office.~~
- d. ~~Make materials or information provided by a staff member available to the entire Board.~~

First adopted by the Board of Selectmen May 10, 2000

Please note: This code of conduct was originally developed based on similar codes used by other elected boards and committees in other communities. It has subsequently been adapted and updated by the Sudbury Board of Selectmen.

~~Deleted: ...in relation to his or her community~~

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~~Deleted: Be well informed concerning the dutie Board member on both local and state levels.¶ Remember that he or she represents the entire community at all times~~

~~Deleted: Accept the role of a member is a mear unselfish service, not to benefit personally or pol from his or her Board activities.~~

~~Deleted: <#>Abide by the ethics guidelines est: by the State and not use the position of Selectme obtain inside information on matters that may be someone personally.¶~~

~~&¶ <#>A member of the Board of Selectmen, in his relations with the Town Manager, should:¶~~

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~~Deleted: , with clear, honest communication th: respects the abilities, experience, and dignity of individual~~

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Commented [PB2]: See comment [1].

Attachment 5.c: Code of Conduct - Board of Selectmen PAB (1557 : Code of Ethics Discussion/vote)

Town of Sudbury



Code of Conduct of the Board of Selectmen

1. **A member of the Board of Selectmen, in relation to his or her community should:**
 - a. Realize that his or her basic function is to make policy, with administration delegated to the Town Manager.
 - b. Realize that he or she is one of a team and should abide by, and carry out, all Board decisions once they are made.
 - c. Be well informed concerning the duties of a Board member on both local and state levels.
 - d. Remember that he or she represents the entire community at all times.
 - e. Accept the role of a member is a means of unselfish service, not to benefit personally or politically from his or her Board activities.
 - f. Abide by the ethics guidelines established by the State and not use the position of Selectmen to obtain inside information on matters that may benefit someone personally.
 - g. Retain the right to express his or her opinion to the public, whether or not in agreement with Board decisions.
 - h. Treat with respect and courtesy any member of the public, including anyone they have brought to represent them, who comes before the Board for any reason.

2. **A member of the Board of Selectmen, in his or her relations with the Town Manager, should:**
 - a. Endeavor to establish sound, clearly defined policies that will direct and support the administration of or the benefit of the staff and residents of the community.
 - b. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
 - c. Give the Town Manager full responsibility for discharging his or her disposition and solution.
 - d. Not give instructions to or request assistance from Town department heads, but rather channel all such activities through the full Board and the Town Manager.

3. **A member of the Board of Selectmen, in his or her relations with fellow Board members, should:**
 - a. Recognize that action at official legal meetings is binding and that he or she alone cannot bind the Board outside of such meetings.
 - b. Not make statements or promises of how he or she will vote on matters that will come before the Board until he or she has had an opportunity to hear the pros and cons of the issue during a Board meeting.
 - c. Uphold the intent of executive session and respect the privileged communication that exists in executive session.
 - d. Make decisions only after all facts on a question have been presented and discussed.

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Town of Sudbury



- e. Refrain from communicating the position of the Board of Selectmen to such entities as reporters ~~or state~~ officials unless the full Board has previously agreed on the position.
- f. Treat with respect ~~and courtesy~~ all members of the Board despite differences of opinion.

4. A member of the Board of Selectmen, in his or her relations with Town staff, should:

- a. Treat all staff as professionals, with clear, honest communication that respects the abilities, experience, and dignity of each individual.
- b. Limit contact to specific Town staff. Questions of Town staff and/or requests for additional background information should be directed only to the Town Manager, Town Counsel, Assistant Town Manager, Administrative Assistant to the Board of Selectmen, or Department heads.
- c. ~~Treat with respect and courtesy all Town staff, in private, in Board meetings, and in all public communications.~~ Concerns about staff performance should only be made to the Town Manager through private conversation.
- d. Limit requests for staff support, and insure that all requests go through the Town Manager's office.
- e. Insure than any materials or information provided to a Selectmen from a staff member be made available to all Selectmen.

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Deleted: The office of the Town Manager should b on all requests or correspondence.¶

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First adopted by the Board of Selectmen May 10, 2000

Please note: This code of conduct was originally developed based on similar codes used by other elected boards and committees in other communities. It has subsequently been adapted and updated by the Sudbury Board of Selectmen.



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

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

1. Realize that your function is to follow the mission statement of the Committee.
2. Accept the role of a Committee member is a means of unselfish service, not to benefit personally or politically from his or her Committee activities.
3. Abide by the ethics guidelines established by the State.
4. Conflicts of interest: Refrain from participating either as a member of the Committee or as a member of the public in Committee matters in which you have a personal interest.
5. Abide by all policies established by the Board of Selectmen.
6. Realize that you are one of a team and should abide by, and carry out, all decisions of the Committee once they are made.
7. Be well informed concerning the duties and responsibilities of the Committee.
8. Remember that you represent the entire community at all times.
9. Request assistance from Town staff only through the staff person assigned to the Committee.
10. Not make statements or promises of how you will vote on matters that will come before the Committee until you have had an opportunity to hear the pros and cons of the issue during a public meeting of the Committee.
11. Make decisions only after all facts on a question have been presented and discussed.
12. Refrain from communicating the position of the Committee to reporters or state officials unless the full Committee has previously agreed on the position.
13. Retain the right to express your opinion to the public, whether or not in agreement with Committee decisions.
14. Treat with respect and courtesy all members of the Committee despite differences of opinion.
15. Treat with respect and courtesy any member of the public, including anyone they have brought to represent them, who comes before the Committee for any reason, but particularly in matters related to regulatory issues.
16. Treat with respect and courtesy all Town staff, in private, in Committee meetings, and in all public communications. Concerns about staff performance should only be made to the Town Manager through private conversation.
17. If circumstances change so that meeting attendance on a regular basis becomes difficult, the Committee member will offer his or her resignation to the Board, so that someone who can regularly attend meetings can be selected by the Board.

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Committee members.¶

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

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

C:\Users\Susan\Documents\BOS 2015\Code of Conduct for Committees iuliano revision.doc

Attachment 5.e: Code of Conduct - Committees iuliano revision (1557 : Code of Ethics Discussion/vote)

Town of Sudbury



Code of Conduct of the Board of Selectmen

1. **A member of the Board of Selectmen, in relation to his or her community should:**
 - a. Realize that his or her basic function is to make policy, with administration delegated to the Town Manager.
 - b. Realize that he or she is one of a team and should abide by, and carry out, all Board decisions once they are made.
 - c. Be well informed concerning the duties of a Board member on both local and state levels.
 - d. Remember that he or she represents the entire community at all times.
 - e. Accept the role of a member is a means of unselfish service, not to benefit personally or politically from his or her Board activities.
 - f. Abide by the ethics guidelines established by the State and not use the position of Selectmen to obtain inside information on matters that may benefit someone personally.

2. **A member of the Board of Selectmen, in his or her relations with the Town Manager, should:**
 - a. Endeavor to establish sound, clearly defined policies that will direct and support the administration of or the benefit of the staff and residents of the community.
 - b. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
 - c. Give the Town Manager full responsibility for discharging his or her disposition and solution.
 - d. Not give instructions to or request assistance from Town department heads, but rather channel all such activities through the full Board and the Town Manager.

3. **A member of the Board of Selectmen, in his or her relations with fellow Board members, should:**
 - a. Recognize that action at official legal meetings is binding and that he or she alone cannot bind the Board outside of such meetings.
 - b. Not make statements or promises of how he or she will vote on matters that will come before the Board until he or she has had an opportunity to hear the pros and cons of the issue during a Board meeting.
 - c. Uphold the intent of executive session and respect the privileged communication that exists in executive session.
 - d. Make decisions only after all facts on a question have been presented and discussed.
 - e. Refrain from communicating the position of the Board of Selectmen to such entities as reporters or state officials unless the full Board has previously agreed on both the position and the language of the statement conveying the statement.
 - f. Treat with respect and courtesy all members of the Board despite differences of opinion.

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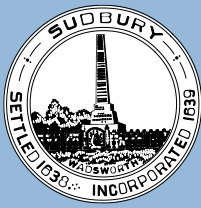
Town of Sudbury



- 4. A member of the Board of Selectmen, in his or her relations with Town staff, should:**
- a. Treat all staff as professionals, with clear, honest communication that respects the abilities, experience, and dignity of each individual.
 - b. Limit contact to specific Town staff. Questions of Town staff and/or requests for additional background information should be directed only to the Town Manager, Town Counsel, Assistant Town Manager, Administrative Assistant to the Board of Selectmen, or Department heads. The office of the Town Manager should be copied on all requests or correspondence.
 - c. Never publicly criticize an individual employee. Concerns about staff performance should only be made to the Town Manager through private conversation.
 - d. Limit requests for staff support, and insure that all requests go through the Town Manager's office.
 - e. Insure that any materials or information provided to a Selectmen from a staff member be made available to all Selectmen.

First adopted by the Board of Selectmen May 10, 2000

Please note: This code of conduct was originally developed based on similar codes used by other elected boards and committees in other communities. It has subsequently been adapted and updated by the Sudbury Board of Selectmen.



SUDBURY BOARD OF SELECTMEN
Tuesday, December 1, 2015

TIMED ITEM

6: Senior Tax Relief Discussion

REQUESTOR SECTION

Date of request:

Requestor: Chairman Brown

Formal Title: Discussion and possible vote to instruct legislators whether Annual Town Meeting or the Board of Selectmen would renew the Senior Tax Exemption

Recommendations/Suggested Motion/Vote: Discussion and possible vote to instruct legislators whether Annual Town Meeting or the Board of Selectmen would renew the Senior Tax Exemption.

Background Information:

See attached wording supplied by House Counsel

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Patricia A. Brown	Pending
Board of Selectmen	Pending

12/01/2015 7:30 PM

FLOOR AMENDMENT

Mr. _____ of _____ moves to amend House, No. 3815 by striking out all after the enacting clause and inserting in place thereof the following:-

“SECTION 1. Chapter 169 of the acts of 2012 is hereby amended by striking out section 8 and inserting in place thereof the following section:-

Section 8. (a) The board of selectmen of the town of Sudbury shall, between January 2 and June 29 in the year 2019 and every 3 calendar years thereafter, provided that this act has not sooner expired pursuant to subsection (c), vote on the following question:

“Shall an act passed in the general court in the year 2012 entitled, ‘An act authorizing the town of Sudbury to establish a means tested senior citizen property tax exemption’ be extended for another 3 years?”

(b) If any vote taken by the board pursuant to subsection (a) is in the affirmative then this act shall continue in effect.

(c) If any vote taken by the board pursuant to subsection (a) is in the negative then this act shall expire.

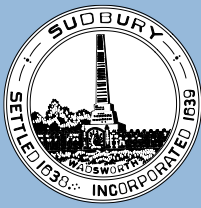
SECTION 2. This act shall be submitted to the voters of the town of Sudbury at an annual or special town election in the form of the following question:

“Shall an act passed by the general court in the year 2015, entitled ‘An Act extending a certain property tax exemption for seniors in the town of Sudbury’, be accepted?”

If a majority of the votes cast in answer to this question is in the affirmative, section 1 of this act shall take effect immediately in the town of Sudbury, but not otherwise.

SECTION 3. This act shall take effect upon its passage.”; and by striking out the title and inserting in place thereof the following title:-

“An Act extending a certain property tax exemption for seniors in the town of Sudbury”.



SUDBURY BOARD OF SELECTMEN
Tuesday, December 1, 2015

MISCELLANEOUS (UNTIMED)

7: Discuss upcoming items

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discuss upcoming agenda items

Recommendations/Suggested Motion/Vote: Discuss upcoming agenda items

Background Information:

Financial impact expected:

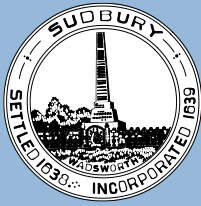
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Patricia A. Brown	Pending
Board of Selectmen	Pending

12/01/2015 7:30 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, December 1, 2015

CONSENT CALENDAR ITEM

8: Minutes approval

REQUESTOR SECTION

Date of request:

Requestor: Chairman Brown

Formal Title: Vote to approve the regular session minutes of 11/3/15

Recommendations/Suggested Motion/Vote: Vote to approve the regular session minutes of 11/3/15

Background Information:

Attached drafts

Financial impact expected:n/a

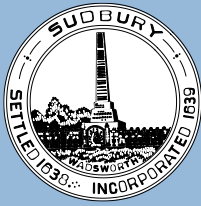
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Patricia A. Brown	Pending
Board of Selectmen	Pending

12/01/2015 7:30 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, December 1, 2015

CONSENT CALENDAR ITEM
9: Accept Holiday Party Food Donation

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to accept a gift from Petros Pizzeria +Grill, 730 Boston Post Road, to the Selectmen's Holiday Party of luncheon catering, valued at \$642, as requested in an email dated November 19, 2015 from Leila S. Frank, Selectmen's Office Supervisor/Information Officer, and to send a letter of thanks to Petros Pizzeria + Grill.

Recommendations/Suggested Motion/Vote: Vote to accept a gift from Petros Pizzeria + Grill, 730 Boston Post Road, to the Selectmen's Holiday Party of luncheon catering, valued at \$642, as requested in an email dated November 19, 2015 from Leila S. Frank, Selectmen's Office Supervisor/Information Officer, and to send a letter of thanks to Petros Pizzeria + Grill.

Background Information:

\$100 will be paid to Petros Pizzeria + Grill out of funds collected from Board Members to defray the cost of the food. Please see details attached.

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Patricia A. Brown	Pending
Board of Selectmen	Pending

12/01/2015 7:30 PM

Frank, Leila

From: Frank, Leila
Sent: Thursday, November 19, 2015 10:21 AM
To: Golden, Patricia
Subject: Catering for 2015 Selectmen's Holiday Party
Attachments: Petros Catering Estimate.pdf

Hi Patty,

Petros Pizzeria + Grill has generously offered to donate catering for the 2015 Selectmen's Holiday Party. Petros is hoping this will help get the word out about his business, which opened earlier this year. He asked that we recognize his restaurant name during the event, if possible.

I offered that we could:

- Put their name on the invitation
- Have space for Petros menus and business cards at the event
- Include their logo in the slide show
- Provide \$100 to defray some of the cost of the ingredients. The estimate for the total value of the catering (please see attached) is \$642.

Money collected from the BOS, Town Manager and Moderator will go towards the \$100 ingredients contribution as well as allow for the purchase of beverages, paper goods and a few decorations. Guests will bring desserts as well as canned goods to donate to the food pantry.

A vote of the Board is required to accept the catering donation from Petros Pizzeria + Grill. Please let me know if any additional information is needed.

Thank you,
 Leila

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

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

Attachment9.a: Petros Donation Email 11.19.15 (1565 : Accept Holiday Party Food Donation)

0 Petros Pizzeria and Grill
730 Boston Post RD
Sudbury, MA 01776
(978) 440-8080

Server: Petros

Station: 1

Order #: 2323

Take Out

1 catering town sudbury

600.00

SUB TOTAL:

600.00

Tax 1:

42.00

Tax 2:

0.00

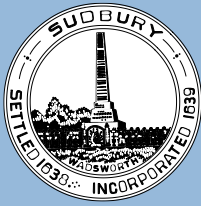
TOTAL:

=====

\$642.00

>> Ticket #: 33 <<
11/18/2015 1:57:52 PM





SUDBURY BOARD OF SELECTMEN
Tuesday, December 1, 2015

CONSENT CALENDAR ITEM

10: Manjarrez Appointment as VEOC Member

REQUESTOR SECTION

Date of request:

Requested by: Leila S. Frank

Formal Title: Vote to appoint David R. Manjarrez, 47 Firecut Lane, as a Member of the Vocational Education Options Committee, for a term ending 5/31/16, as recommended by Pat Brown, Vocational Education Options Committee Chair.

Recommendations/Suggested Motion/Vote: Vote to appoint David R. Manjarrez, 47 Firecut Lane, as a Member of the Vocational Education Options Committee, for a term ending 5/31/16, as recommended by Pat Brown, Vocational Education Options Committee Chair.

Background Information:

David R. Manjarrez is currently serving as the Sudbury representative on the Minuteman School Committee.

Financial impact expected:n/a

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Patricia A. Brown	Pending
Board of Selectmen	Pending

12/01/2015 7:30 PM

**TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT**

BOARD OF SELECTMEN
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

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

Board or Committee Name: Vocational Education Options Committee

Name: DAVID R MANJARREZ_____

Address: __47 FIRECUT LANE_ Email Address: __

Home phone: _____ Work or Cell phone: _____

Years lived in Sudbury: __36_____

Brief resume of background and pertinent experience:

I am a parent of a Minuteman Tech High School graduate.

I attended a high school myself with both academics and vocational classes.

Municipal experience (if applicable):

I have served on the Minuteman school committee representing Sudbury for the last 7 years.

I previously served on the VEOC.

Educational background:

BA, MBA

Reason for your interest in serving:

To continue to support and protect Sudbury's interests.

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

All the above.

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

None.

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

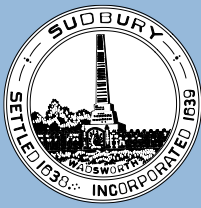
I agree that if appointed, I will work toward furtherance of the committee's mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public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

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

Signature

Date _____ 11/15/2015 _____

Attachment 10.a: Manjarrez Application for VEOC_BOS (1568 : Manjarrez Appointment as VEOC Member)



SUDBURY BOARD OF SELECTMEN
Tuesday, December 1, 2015

CONSENT CALENDAR ITEM

11: GIC letter

REQUESTOR SECTION

Date of request:

Requestor: Christine Nihan, Town Accountant

Formal Title: Vote to authorize the chairman to execute a letter requesting data from GIC to use in processing employees' W-2 forms.

Recommendations/Suggested Motion/Vote: Vote to authorize the chairman to execute a letter requesting data from GIC to use in processing employees' W-2 forms.

Background Information:

Attached letter

Financial impact expected:see attached

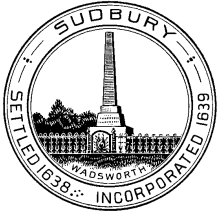
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Patricia A. Brown	Pending
Board of Selectmen	Pending

12/01/2015 7:30 PM



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

December 1, 2015

Ms. Stacie Hickey
GIC Operations Division
P.O. Box 8747
Boston, MA 02114

Dear Ms. Hickey:

Please consider this our request for GIC data in regard to the value of each employee's health insurance benefit to enable the Town of Sudbury to properly include this information on our employees' 2015 W-2 forms.

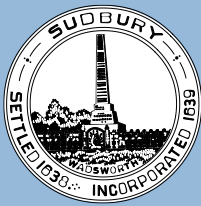
Please use our Town Accountant's email address – nihanc@sudbury.ma.us – for the data transfer.

Thank you for your assistance.

Sincerely,

Patricia A. Brown, Chairman
Sudbury Board of Selectmen

Attachment11.a: GIC W-2 Info Draft_Dec1_2015 (1569 : GIC letter)



SUDBURY BOARD OF SELECTMEN

Tuesday, December 1, 2015

CONSENT CALENDAR ITEM

12: Disclosure - firefighter plowing

REQUESTOR SECTION

Date of request:

Requestor: I. William Place, DPW Director

Formal Title: Vote, pursuant to M.G.L. c.268A, to approve exemptions under s.20(b) from Firefighters Kevin Cutler and Dana J. Foster, in order to provide personal services (snowplowing) for the Department of Public Works as submitted in Disclosures dated November 12, 2015 and November 1, 2015, respectively.

Recommendations/Suggested Motion/Vote: Vote, pursuant to M.G.L. c.268A, to approve exemptions under s.20(b) from Firefighters Kevin Cutler and Dana J. Foster, in order to provide personal services (snowplowing) for the Department of Public Works as submitted in Disclosures dated November 12, 2015 and November 1, 2015, respectively.

Background Information:

An approval of disclosure of financial interest in a contract for personal services (snowplowing) is required under M.G.L. 268A, s.20(b) for firefighters contracting with the DPW outside their normal working hours. These services will not be compensated for more than 500 hrs. in a calendar year. The Firefighters are exempted from snowplowing availability requirements for emergency Fire Department responsibilities as they may arise as determined by the Fire Chief.

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Patricia A. Brown	Pending
Board of Selectmen	Pending

12/01/2015 7:30 PM

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

CERTIFICATION BY HEAD OF CONTRACTING AGENCY

INFORMATION ABOUT HEAD OF CONTRACTING AGENCY	
Name:	I. William Place
Title/ Position	Director of Public Works/Town Engineer
Municipal Agency:	Town of Sudbury Department of Public Works
Agency Address:	275 Old Lancaster Road, Sudbury, MA 01776
Office Phone:	978-440-5490
CERTIFICATION	
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	<i>I. William Place</i>
Date:	<i>11/18/15</i>

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,
BOARD OF SELECTMEN OR TOWN COUNCIL**

INFORMATION ABOUT APPROVING BODY	
Name:	Patricia A. Brown
Title/ Position	Chairman, Board of Selectmen
Agency Address:	278 Old Sudbury Rd., Sudbury, MA 01776
Office Phone:	978-639-3385
APPROVAL	
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

Attach additional pages if necessary.
File disclosure, Certification and Approval with the city or town clerk.

**DISCLOSURE BY MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 268A, § 20(b)**

12.a

Packet Pg. 61

MUNICIPAL EMPLOYEE INFORMATION	
Name of municipal employee:	Kevin Cutler
Title/ Position	LT./EMT Firefighter
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	Sudbury Fire Dept.
Agency Address	77 Hudson Rd. Sudbury MA 01776
Office phone:	978-443-2239
Office e-mail:	Cutler@Sudbury.MA.us
	Check one: <input type="checkbox"/> Elected or <input checked="" type="checkbox"/> Non-elected
Starting date as a municipal employee.	7/1/99
BOX # 1	ELECTED MUNICIPAL EMPLOYEE
Select either STATEMENT #1 or STATEMENT #2 .	I am an elected municipal employee.
Write an X beside your financial interest.	<input type="checkbox"/> STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR <input type="checkbox"/> STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency.
	My financial interest in a municipal contract is: <input type="checkbox"/> I have a non-elected, compensated municipal employee position. <input type="checkbox"/> A municipal agency has a contract with me. <input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. <input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
BOX # 2	NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE
Select either STATEMENT #1 or STATEMENT #2 .	I am a non-elected municipal employee.
	<input type="checkbox"/> STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.

<p>Write an X beside your financial interest.</p>	<p>My financial interest in a municipal contract is:</p> <p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p>-- OR --</p> <p><input type="checkbox"/> STATEMENT # 2: I will have a new financial interest in a contract made by a municipal agency.</p> <p>My financial interest in a municipal contract is:</p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input checked="" type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p>
FINANCIAL INTEREST IN A MUNICIPAL CONTRACT	
<p>Name and address of municipal agency that made the contract</p>	<p style="font-family: cursive;">Department of Public Works 275 Old Lancaster Rd. Sudbury, MA 01776</p>
<p>Please put in an X to confirm these facts.</p>	<p>"My Municipal Agency" is the municipal agency that I serve as a municipal employee.</p> <p>The "contracting agency" is the municipal agency that made the contract.</p> <p><input checked="" type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input checked="" type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>
<p>FILL IN THIS BOX OR THE BOX BELOW</p>	<p>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</p> <p>- Please explain what the contract is for.</p> <p style="font-family: cursive; font-size: 1.2em; text-align: center;">snowplowing</p>
<p>FILL IN THIS BOX OR THE BOX ABOVE</p>	<p>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</p> <p>- Please identify the person or entity that has the contract with the municipal agency.</p> <p>- What is your relationship to the person or entity?</p> <p>- What is the contract for?</p>

What is your financial interest in the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it.
Date when you acquired a financial interest	
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it.
Date when your immediate family acquired a financial interest	
Write an X to confirm each statement.	<p>FOR A CONTRACT FOR PERSONAL SERVICES –</p> <p>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.</p>
Employee signature:	
Date:	11/12/15

Attach additional pages if necessary.

NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

CERTIFICATION BY HEAD OF CONTRACTING AGENCY

	INFORMATION ABOUT HEAD OF CONTRACTING AGENCY
Name:	I. William Place
Title/ Position	Director of Public Works/Town Engineer
Municipal Agency:	Town of Sudbury Department of Public Works
Agency Address:	275 Old Lancaster Road, Sudbury, MA 01776
Office Phone:	978-440-5490
	CERTIFICATION
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	<i>I. William Place</i>
Date:	<i>11/18/13</i>

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,
BOARD OF SELECTMEN OR TOWN COUNCIL**

	INFORMATION ABOUT APPROVING BODY
Name:	Patricia A. Brown
Title/ Position	Chairman, Board of Selectmen
Agency Address:	278 Old Sudbury Rd., Sudbury, MA 01776
Office Phone:	978-639-3385
	APPROVAL
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

Attach additional pages if necessary.
File disclosure, Certification and Approval with the city or town clerk.

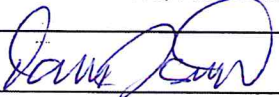
**DISCLOSURE BY MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 268A, § 20(b)**

12.a

Packet Pg. 65

MUNICIPAL EMPLOYEE INFORMATION	
Name of municipal employee:	Dana J Foster
Title/ Position	hT/EMT (Sudbury)
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	Fire Dept
Agency Address	77 Hudson Rd Sudbury MA
Office phone:	978-443-1038
Office e-mail:	
	Check one: <input type="checkbox"/> Elected or <input checked="" type="checkbox"/> Non-elected
Starting date as a municipal employee.	11/9/1987
BOX # 1	ELECTED MUNICIPAL EMPLOYEE
Select either STATEMENT #1 or STATEMENT #2.	I am an elected municipal employee. <input type="checkbox"/> STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR <input type="checkbox"/> STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency.
Write an X beside your financial interest.	My financial interest in a municipal contract is: <input type="checkbox"/> I have a non-elected, compensated municipal employee position. <input type="checkbox"/> A municipal agency has a contract with me. <input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. <input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
BOX # 2	NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE
Select either STATEMENT #1 or STATEMENT #2.	I am a non-elected municipal employee. <input type="checkbox"/> STATEMENT # 1: I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.

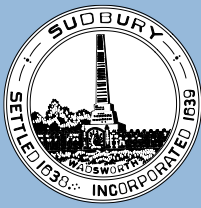
<p>Write an X beside your financial interest.</p>	<p>My financial interest in a municipal contract is:</p> <p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p>-- OR --</p> <p><input type="checkbox"/> STATEMENT # 2: I will have a new financial interest in a contract made by a municipal agency.</p> <p>My financial interest in a municipal contract is:</p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input checked="" type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p>
<p>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</p>	
<p>Name and address of municipal agency that made the contract</p>	<p>Town of Sudbury DPW 275 Old Hancock Street Sudbury MA</p>
<p>Please put in an X to confirm these facts.</p>	<p>"My Municipal Agency" is the municipal agency that I serve as a municipal employee.</p> <p>The "contracting agency" is the municipal agency that made the contract.</p> <p><input checked="" type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input checked="" type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>
<p>FILL IN THIS BOX OR THE BOX BELOW</p>	<p>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</p> <p>- Please explain what the contract is for.</p> <p>Snow plowing operations</p>
<p>FILL IN THIS BOX OR THE BOX ABOVE</p>	<p>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</p> <p>- Please identify the person or entity that has the contract with the municipal agency.</p> <p>- What is your relationship to the person or entity?</p> <p>- What is the contract for?</p>

What is your financial interest in the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it.
Date when you acquired a financial interest	
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it.
Date when your immediate family acquired a financial interest	
Write an X to confirm each statement.	<p>FOR A CONTRACT FOR PERSONAL SERVICES –</p> <p>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.</p>
Employee signature:	
Date:	11-1-15

Attach additional pages if necessary.

NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.



SUDBURY BOARD OF SELECTMEN
Tuesday, December 1, 2015

CONSENT CALENDAR ITEM

13: Accept Varsity Wireless cell tower check

REQUESTOR SECTION

Date of request:

Requestor: Jody Kablack

Formal Title: Vote to accept a check from Varsity Wireless Investors LLC in the amount of \$20,000, as a gift for the purchase of public safety communications equipment, to be expended under the direction of the Sudbury Police Chief or Sudbury Fire Chief, as requested in a memo from Jody Kablack, Planning Director.

Recommendations/Suggested Motion/Vote: Vote to accept a check from Varsity Wireless Investors LLC in the amount of \$20,000, as a gift for the purchase of public safety communications equipment, to be expended under the direction of the Sudbury Police Chief or Sudbury Fire Chief, as requested in a memo from Jody Kablack, Planning Director.

Background Information:
Memo from Jody Kablack dated 11/6/15

Financial impact expected:\$20,000

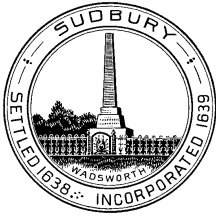
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

- Patty Golden Pending
- Melissa Murphy-Rodrigues Pending
- Barbara Saint Andre Pending
- Patricia A. Brown Pending
- Board of Selectmen Pending

12/01/2015 7:30 PM



Town of Sudbury

Planning and Community Development Department

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

Jody A. Kablack, Director

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

TO: Melissa Murphy Rodrigues, Town Manager
FROM: Jody Kablack, Planning Director
RE: DPW Cell Tower Lease
DATE: November 6, 2015

Attached please find a check in the amount of \$20,000.00 from Varsity Wireless Investors LLC required to satisfy a condition of the recently executed lease of Town land at 275 Old Lancaster Road, which will be the site of a new cell tower.

Said funds should be accepted by the Selectmen as a gift for the purchase of public safety communications equipment, to be expended under the direction of the Sudbury Police Chief or Sudbury Fire Chief.

We also anticipate the receipt of a second payment in the amount of \$30,000 for the same purpose sometime within the next 60 days. The Town will also be receiving annual lease payments of \$27,000 for a ten year period.

cc: Scott Nix, Police Chief
William Miles, Fire Chief

Attachment 13.a: Lease Payment for equipment (002) (1587 : Accept Varsity Wireless cell tower check)