

SUDBURY BOARD OF SELECTMEN
TUESDAY SEPTEMBER 6, 2016
7:30 PM, POLICE STATION CONF. ROOM

Item #	Time	Action	Item
	7:30 PM		CALL TO ORDER
			Opening remarks by Chairman
			Reports from Town Manager
			Selectmen Announcements
			Citizen's comments on items not on agenda
PUBLIC HEARING			
1.	7:40 PM	<i>VOTE / SIGN</i>	Public Hearing: Consideration of Utility Petition #16-02 to approve a Grant of Location to install approximately 72 ft. +/- of conduit in Maynard Road. This work is necessary to provide new electric service to two new homes (#278 and #280). Christine Cosby from Eversource Energy to attend.
MISCELLANEOUS			
2.		<i>VOTE</i>	Discussion of whether to repeal or amend Article XV Building Code. Mark Herweck, Building Inspector, to attend.
3.			Discuss potential capital items for Special Town Meeting. Jim Kelly, Combined Facilities Director, to attend.
4.		<i>VOTE</i>	Discussion and possible vote on re-issuing RFP for old Police Station.
5.		<i>VOTE</i>	Vote to appoint Richard Tinsley, School Committee member, and Chris Morely, member-at-large, to the Fairbank Community Center Study Task Force, for a term to expire May 31, 2017.
6.		<i>VOTE</i>	Discussion and possible vote on submission of proposed legislation to implement Remote Voting at Town Meeting.
7.			Discuss articles to be included in the Special Town Meeting Warrant.
8.		<i>VOTE</i>	Review KP Law requested fee increase, and vote whether to approve this increase.
9.		<i>VOTE</i>	Review draft BOS meeting schedule for 2017, and possibly vote to approve schedule.
10.		<i>VOTE</i>	Vote to approve the Bruce Freeman Rail Trail Design Implementation Task Force mission statement.
11.			Update on Eversource Reliability Project

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
12.			Citizen's Comments (Cont)
13.			Discuss future agenda items
CONSENT CALENDAR			
14.		<i>VOTE</i>	Vote to approve a special permit to Harold Cutler for the Colonial Fair and Muster of Fifes and Drums to be held on the Wayside Inn grounds from 10:00 a.m. to 5:00 p.m. on Saturday, September 24, 2016, subject to conditions and permits required by the Fire and Police Departments and the Board of Health.
15.		<i>VOTE / SIGN</i>	As the Local Licensing Authority, vote on whether to approve the application of Bapgi Corporation, d/b/a New Kippy's, 474 Boston Post Rd, for a Change of d/b/a to Danny's Wine and Spirits, under G. L. Ch. 138, s.15, Dinesh Patel, Manager.
16.		<i>VOTE / SIGN</i>	Vote to grant a 1-day Wine & Malt license to the Parmenter Foundation, to accommodate the Parmenter Hoedown on Saturday, September 17, 2016 from 7:00 PM to 11:00 PM at 18 Wolbach Road, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.
17.		<i>VOTE</i>	Vote to approve the minutes of 12/17/15 (Jon Wortmann session) and the regular session minutes 8/16/16.
18.		<i>VOTE</i>	Vote to appoint Sudbury registered voter, Debra D. Ehrmann, Democrat, of 37 Wright Road, as an Election Officer for a term to expire on August 14, 2017, as recommended by the Town Clerk.
19.		<i>VOTE</i>	Vote to accept the settlement of \$30,979.63, of which \$13,234.16 is to be paid directly to Service Master by Gilmore, and to agree to a Full and Final Release prepared by Travelers Insurance on behalf of Mouras Cleaning Services, Inc., as may be amended, in settlement of any claims arising out of the water leak at 275 Old Lancaster Road; and further to authorize the Town Manager to execute said Full and Final Release upon approval by Town Counsel.

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



SUDBURY BOARD OF SELECTMEN
Tuesday, September 6, 2016

PUBLIC HEARING

1: Utility Hearing (Eversource Energy) 278 Maynard Road

REQUESTOR SECTION

Date of request:

Requestor: Eversource

Formal Title: Public Hearing: Consideration of Utility Petition #16-02 to approve a Grant of Location to install approximately 72 ft. +/- of conduit in Maynard Road. This work is necessary to provide new electric service to two new homes (#278 and #280). Christine Cosby from Eversource Energy will attend

Recommendations/Suggested Motion/Vote: **Public Hearing:** Consideration of Utility Petition #16-02 to approve a Grant of Location to install approximately 72 ft. +/- of conduit in Maynard Road. This work is necessary to provide new electric service to two new homes (#278 and #280). Christine Cosby from Eversource Energy will attend

Background Information:

Attached memos from William D. Lemos, Eversource Energy, and memo from Acting DPW Director Scott Nix.

Financial impact expected:

Approximate agenda time requested: 15 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Susan N. Iuliano	Pending
Board of Selectmen	Pending

09/06/2016 7:30 PM



157 Cordaville Road
Southborough, MA 01772

July 25, 2016

Board of Selectmen
Sudbury Town Hall
Sudbury, MA 01776

RE: Maynard Road
Sudbury, MA
W.O. #2135698

Hearing Required

RECEIVED
BOARD OF SELECTMEN
SUDBURY, MA
2016 AUG - 2 A 8: 19

Dear Members of the Board:

The enclosed petition and plan is being presented by the NSTAR ELECTRIC COMPANY d/b/a as EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install approximately 72± feet of conduit in Maynard Road.

This work is necessary to provide new electric service to 2 new houses #278 & 280.

If you have any further questions, contact Chris Cosby @ (508) 305-6989.
Your prompt attention to this matter would be greatly appreciated.

Very truly yours,

William D. Lemos, Supervisor
Rights and Permits

WDL/zj
Attachments

PETITION OF NStar Electric Company d/b/a EVERSOURCE ENERGY COMPANY FOR LOCATION FOR CONDUITS AND MANHOLES

To the **Board of Selectmen** of the Town of **SUDBURY** Massachusetts:

Respectfully represents **NStar Electric Company d/b/a EVERSOURCE ENERGY Company** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. Debenedictis Dated July 18, 2016** and filed herewith, under the following public way or ways of said Town:

Maynard Rd – Northerly at the intersection of Marlboro Road, a distance of about 72 ± feet of conduit at pole 9/59

**NStar Electric Company d/b/a
EVERSOURCE ENERGY COMPANY**

BY William D Lemos
William D. Lemos
Rights & Permits, Supervisor

Dated this 22nd day of July 2016

Town of **SUDBURY** Massachusetts

Received and filed _____ 2016

**ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of SUDBURY**

WHEREAS, **NStar Electric Company d/b/a EVERSOURCE ENERGY** has petitioned for permission to construct a line for the transmission of electricity for lighting, heating or power under the public way or ways of the Town thereafter specified, and notice has been given and a hearing held on said petition as provided by law.

It is ORDERED that **NStar Electric Company d/b/a EVERSOURCE ENERGY COMPANY** be and hereby is granted permission to construct and a location for, such a line of conduits and manholes with the necessary wires and cables therein under the following public way or ways of said Town:

Maynard Rd – Northerly at the intersection of Marlboro Road, a distance of about 72 ± feet of conduit at pole 9/59

All construction work under this Order shall be in accordance with the following conditions:

1. Conduits and manholes shall be located as shown on the plan made by **A.Debenedictis, Dated July 18, 2016** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

1 _____
 2 _____ Board of Selectmen
 3 _____ the Town of
 4 _____ **SUDBURY**
 5 _____

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit:-after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2016 at _____ in said Town.

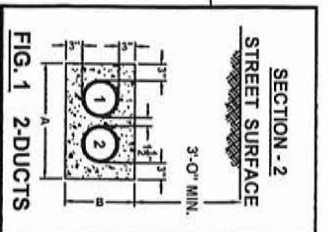
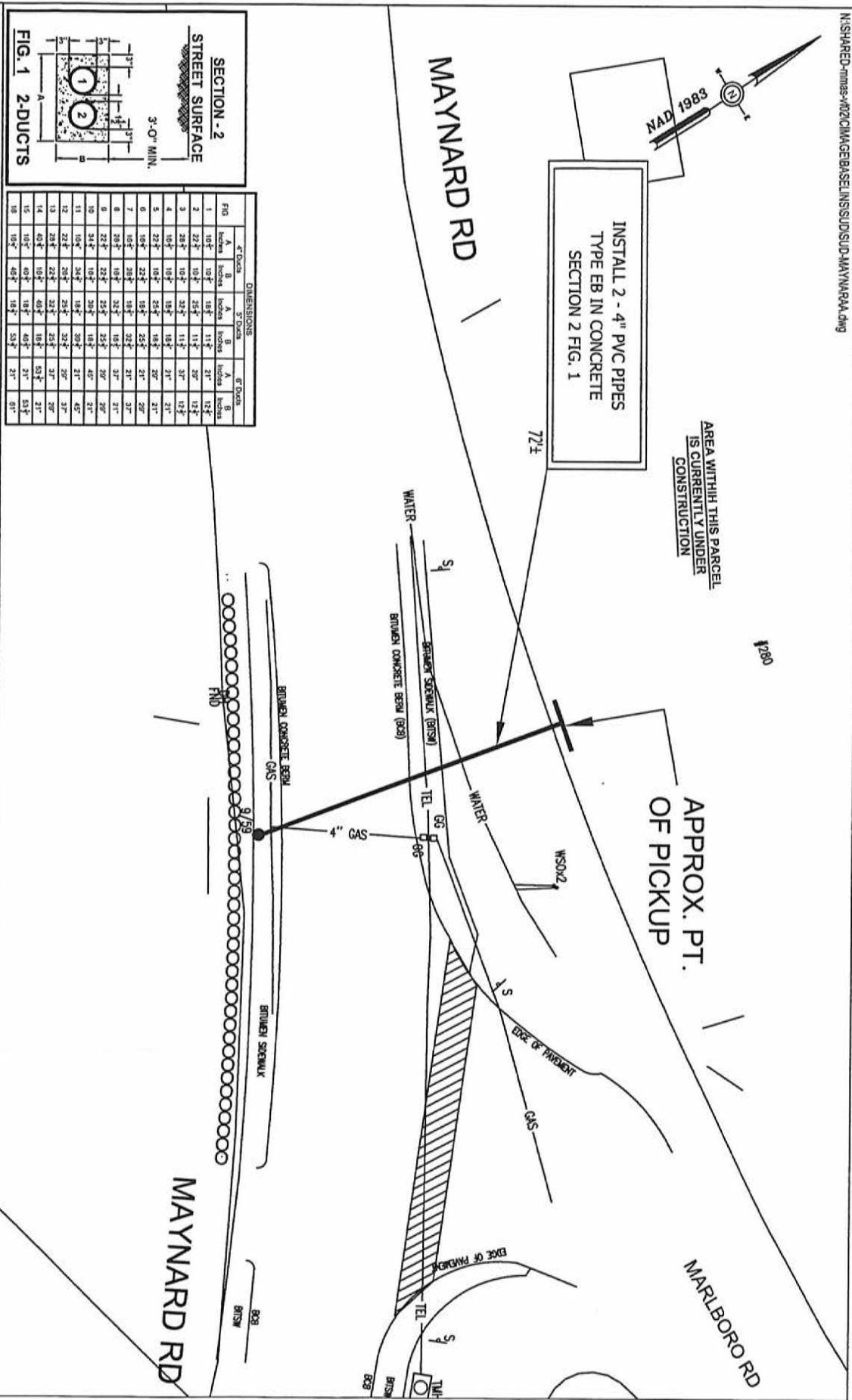
1 _____
 2 _____ Board of Selectmen
 3 _____ the Town of
 4 _____ **SUDBURY**
 5 _____

CERTIFICATE

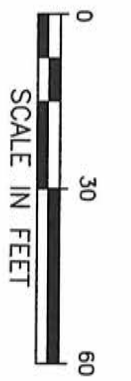
I hereby certify that the foregoing are true copies of the Order of the **Board of Selectmen** of the Town of **SUDBURY**, Massachusetts, duly adopted on the _____ day of _____, 2016 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.) and any additions thereto or amendments thereof, as the same appear of record.

Attest: _____
Clerk of the Town of **SUDBURY**, Massachusetts

N:\SHARED-nmas-1\02\CHARGE\BASELINS\SD\SUB\MAYNARD.dwg



NO.	DIMENSIONS		A		B	
	4" Depth	6" Depth	18"	21"	18"	21"
1	18"	18"	18"	21"	18"	21"
2	22"	10"	25"	11"	25"	11"
3	28"	10"	32"	11"	32"	11"
4	18"	18"	18"	21"	18"	21"
5	22"	18"	25"	11"	25"	11"
6	18"	22"	18"	21"	18"	21"
7	18"	22"	18"	21"	18"	21"
8	22"	18"	25"	11"	25"	11"
9	22"	18"	25"	11"	25"	11"
10	18"	18"	18"	21"	18"	21"
11	10"	34"	19"	30"	21"	45"
12	22"	20"	25"	22"	29"	31"
13	20"	22"	22"	25"	29"	29"
14	40"	10"	43"	18"	53"	21"
15	18"	40"	18"	43"	21"	53"
16	18"	40"	18"	43"	21"	53"



BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC COMPANY, NSTAR GAS COMPANY NOR ITS PARTNERS, AFFILIATES, OFFICES, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS COLLECTIVELY, THE "NSTAR ENTITIES" SHALL BE LIABLE FOR ANY LOSS OR DAMAGE CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION, OR IN RELIANCE UPON IT, TO THE EXTENT SUCH LOSS OR DAMAGE CAN BE ATTRIBUTED TO THE INFORMATION OR TO THE NEGLIGENCE OF NSTAR. NSTAR DOES NOT WARRANT THE ACCURACY OF THE INFORMATION PROVIDED TO YOU. NSTAR SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS OR BUSINESS, OR FOR ANY SPECIAL DAMAGES, INCLUDING BUT NOT LIMITED TO, CONSEQUENTIAL DAMAGES, ARISING FROM ANY SUCH LOSS OR DAMAGE.

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MASS. LAW
 REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

C# 117-16		 1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125
Ward #		
Work Order # 2135698		
Surveyed by: SC/JF		
Research by: SC		
Plotted by: MR		Showing PROPOSED EVERSOURCE CONDUIT LOCATION SUDBURY
Proposed Structures: MR		
Approved: A DEBENEDECITS		
P#	Scale 1" = 30'	Date JULY 18, 2016
SHEET 1 of 1		



Scott Nix
Chief of Police

Sudbury Police Department Office of the Chief of Police

75 Hudson Road
Sudbury, MA 01776
Business (978) 443-1042
Fax (978) 443-1045
nixs@sudbury.ma.us

August 8, 2016

To: Melissa Rodrigues, Town Manager
From: Scott Nix, Acting DPW Director
RE: Grant of Location 278/280 Maynard Road

Melissa,

This Department of Public Works is in receipt of an Eversource petition to install an underground electrical service for 278/280 Maynard Road. This petition is being submitted under MGL Chapter 166 § 22. Prior to construction a street opening permit as well as a trench permit will be required. The Department of Public Works has no objection to the construction of an electrical service for the aforementioned properties.

If you need anything further, please let me know.

Respectfully,

A handwritten signature in blue ink, appearing to be "Scott Nix", written over a wavy blue line.

Scott Nix
Acting DPW Director



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

NOTICE OF PUBLIC HEARING

The Sudbury Board of Selectmen will hold a meeting on **Tuesday, September 6, 2016, 7:40 p.m.** at the Sudbury Police Station Training Room, 75 Hudson Road, on a request by Eversource Energy to obtain a Grant of Location to install approximately 72 +/- feet of conduit in Maynard Road in order to provide new electric service to 278 and 280 Maynard Road.

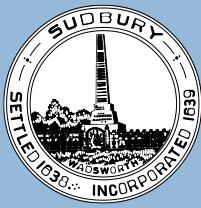
SUDBURY BOARD OF SELECTMEN

August 11, 2016

Post: Town Hall

cc: Applicant
Eversource Energy
Building Inspector
DPW Director
Abutters

For publication in 9/1/16 *Sudbury Town Crier*



SUDBURY BOARD OF SELECTMEN
Tuesday, September 6, 2016

MISCELLANEOUS (UNTIMED)

2: Building Code discussion

REQUESTOR SECTION

Date of request:

Requestor: Chairman Iuliano

Formal Title: Discussion of whether to repeal or amend Article XV Building Code. Mark Herweck, Building Inspector, to attend.

Recommendations/Suggested Motion/Vote: Discussion of whether to repeal or amend Article XV Building Code. Mark Herweck, Building Inspector, to attend.

Background Information:
Attached bylaw

Financial impact expected:n/a

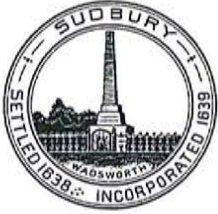
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Susan N. Iuliano	Pending
Board of Selectmen	Pending

09/06/2016 7:30 PM



TOWN OF SUDBURY
Office of the Town Manager
www.sudbury.ma.us

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

Melissa Murphy-Rodrigues, Esq.
Town Manager

To: Honorable Board of Selectmen
From: Melissa Murphy-Rodrigues, Esq. *MMR*
Date: 9/1/16
RE: Building Permit Fees

Per our last conversation, my team worked to put together historical building permit fee information for your review.

From August 1, 2013- August 1, 2016, the Town issued 3007 permits and collected a total of \$1,393,502.98. Over \$133,222,000 in construction work was completed in the town. This does not include electrical, gas, mechanical or plumbing permits.

In that time, 15 permits were issued to the occupancy type "House of Worship." The total fees collected were \$36,040. 8 different entities were issued these permits. These fees ranged from \$40 to \$27,000.

135 permits, amounting in fees of \$85,560, were issued to commercial properties and 2814 permits, amounting in fees of \$1,149,294.98 were issued to residential properties.

Before making any recommendations on how the permit fees should be changed, Building Inspector Herweck and I would need to further evaluate and compare our fees to surrounding communities. Items that immediately stick out include our lack of a re-inspection fee.

We would prepare a recommendation prior to Special Town Meeting for your further clarification if you decide to go forward with a proposed bylaw change to allow the Board of Selectmen to set the fees annually.

XV (1)
2002, 2009, 2010

ARTICLE XV
BUILDING CODE

This article is replaced by the State Building Code, which is incorporated herein by reference, adopted under Chapter 802 of the Acts of 1972, including 780 CMR, Appendix 120.AA "Stretch Energy Code", and the following sections: Section 1. Building Permit Fees. Fees to be paid shall be as follows:

BUILDING PERMIT FEES

Single Family Dwellings (new, alterations & additions)

\$10 per \$1,000 (or portion thereof) of the value of the work
\$40 minimum permit fee
Double the fee if work is started without a permit.

Commercial Buildings and Multi family Dwellings:

\$15 per \$1,000 (or portion thereof) of the value of the work
\$40 minimum permit fee
Double the fee if work is started without a permit.

No fee shall be charged for the issuance of any building permit to the Town or for work upon any building owned by the Town;

SECTION 2. BUILDING INSPECTION FEES. No fee shall be charged for the periodic inspection and certification of buildings and structures or parts thereof owned by the town.

Town	Residential Permit Fee	Commercial Permit Fee	Last updated
Lincoln	\$10 per every \$1000 of estimated cost, \$50 minimum	\$10 per every \$1000 of estimated cost, \$50 minimum	1998
Maynard	\$12 per \$1,000, \$60 minimum	\$14 per \$1,000, \$110 minimum	2013
Lexington	\$12 per \$1,000, \$30 minimum	\$12 per \$1,000, \$30 minimum	2012
Concord	\$10 per every \$1000 of estimated cost, \$30 minimum	\$10 per every \$1000 of estimated cost, \$30 minimum	2004
Weston	\$10 per every \$1000, \$50 minimum	\$10 per every \$1000, \$200 minimum	
Hudson	\$10 per every \$1000, minimum varies (\$100-\$500)	\$10 per every \$1000, \$100 minimum	2015
Sudbury	\$10 per every \$1000, \$40 minimum	\$15 per every \$1,000, \$40 minimum	2010

Towns that allow exemptions for Churches include: Boxford (waived), Sharon (max of \$500)

9/6/16

To see if the Town will vote to amend its General By-laws by deleting Section 1, Building Permit Fees in its entirety, and replacing it with the following new section:

"Section 1. Building Permit Fees.

A. The Board of Selectmen is authorized to establish fees for building permits as provided in the State Building Code, and to amend such fees from time to time. Such fees may be established for plan examination, building permit issuance, inspections, and other lawful purposes. No fee shall be charged for the issuance of any building permit to the Town or for work upon any building owned by the Town.

B. Until such time as the Board of Selectmen votes to establish fees as provided in subsection A above, the following fees shall continue to be charged for building permits:

Single family dwellings (new, alterations, and additions):

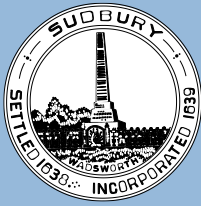
\$10.00 per \$1,000 (or portion thereof) of the value of the work; \$40.00 minimum permit fee.

Commercial buildings, two-family and multi family dwellings:

\$15.00 per \$1,000 (or portion thereof) of the value of the work; \$40.00 minimum permit fee.

At such time as the Board of Selectmen votes to establish fees as provided in subsection A above, the above fees shall no longer apply."

Or act on anything relative thereto.



SUDBURY BOARD OF SELECTMEN
Tuesday, September 6, 2016

MISCELLANEOUS (UNTIMED)

3: Capital items for STM

REQUESTOR SECTION

Date of request:

Requestor: Jim Kelly

Formal Title: Discuss potential capital items for Special Town Meeting. Jim Kelly, Combined Facilities Director, to attend.

Recommendations/Suggested Motion/Vote: Discuss potential capital items for Special Town Meeting. Jim Kelly, Combined Facilities Director, to attend.

Background Information:

Financial impact expected:

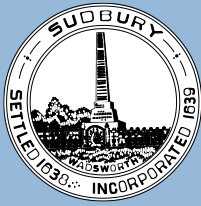
Approximate agenda time requested: 15 minutes

Representative(s) expected to attend meeting: Jim Kelly

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Susan N. Iuliano	Pending
Board of Selectmen	Pending

09/06/2016 7:30 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, September 6, 2016

MISCELLANEOUS (UNTIMED)

4: Old Police Station

REQUESTOR SECTION

Date of request:

Requestor: Chairman Iuliano

Formal Title: Discussion and possible vote on re-issuing RFP for old Police Station.

Recommendations/Suggested Motion/Vote: Discussion and possible vote on re-issuing RFP for old Police Station.

Background Information:
RFP (16 pages)

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
Susan N. Iuliano	Pending
Board of Selectmen	Pending

09/06/2016 7:30 PM

TOWN OF SUDBURY

REQUEST FOR PROPOSALS

For the

Disposition of Real Property
(Former Police Station)

At 415 Boston Post Road
Parcel ID: K08-0006
Sudbury, MA 01776

Attachment4.a: KP-555808-v1-SUDB_police_station_RFP_final_no att (1967 : Old Police Station)

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8. Comparative Evaluation Criteria/price Proposal
9. Price Proposal Form
10. Miscellaneous
11. Evaluation & Decision-Making Procedures
12. Exhibit A- Certificate of Non Collusion
13. Exhibit B- Certificate of Tax Compliance
14. Exhibit C- Certificate of Corporate Bidder
15. Exhibit D- Certificate of Authority
16. Exhibit E- Disclosure Statement MGL c.7C, S38
17. Exhibit F- Form of Purchase and Sale Agreement
18. Attachment A – Site Plan & Building Plans
19. Attachment B – Police Station Space Study 2002
20. Attachment C – Asbestos Report

INTRODUCTION

The Town of Sudbury will receive sealed proposals for the sale of a building and land located at 415 Boston Post Road, Sudbury, MA, as further described herein. The Request for Proposals (RFP) packets shall be available at the Facilities Department, at the DPW Building, 275 Old Lancaster Road, Sudbury, MA as of July 13, 2016, or by email at kellyj@sudbury.ma.us, and will be posted on the Town of Sudbury Website: www.sudbury.ma.us.

All proposals require a refundable deposit in the form of a certified check or money order made payable to the Town of Sudbury in the amount of five percent of the proposed sale price. Deposits of proposers not selected shall be refunded. All proposals must be in a sealed envelope or package and be submitted to the Town Managers office at the Flynn Building, 278 Old Sudbury Road, no later than 2:00 P.M. on Thursday, August 18th, 2016. All proposals must be complete and in compliance with the submission requirements outlined in the Request for Proposals (RFP).

The Town of Sudbury reserves the right to reject any and all proposals that do not meet the requirements set forth in the RFP or that are not in the best interests of the Town or to cancel this disposition of real property.

SUBMISSION REQUIREMENTS

All proposals must be submitted in a sealed envelope and/or package clearly labeled with the following three items:

1. Title: PROPOSAL FOR DISPOSITION OF REAL PROPERTY
Sudbury, MA
415 Boston Post Road
MAP DESCRIPTION:
Parcel ID: K08-0006
2. From: NAME AND ADDRESS OF PROPOSER
3. To: Town of Sudbury
Melissa Murphy-Rodrigues, Town Manager
278 Old Sudbury Road
Sudbury, MA 01776

The Submission Deadline is:

2:00 P.M. (Local time)
Thursday, August 18, 2016
Town Manager's Office
Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776

Timely delivery of a proposal at the location designated shall be the responsibility solely of the Proposer. Proposals received after this time will not be considered. The Town assumes no responsibility for delivery made or attempted to be made outside of regular business hours. The Town will not accept a bid delivered by telephonic, electronic or facsimile means.

All proposals must contain the following:

- A. Description of Proposer
- B. Address of Proposer
- C. Authorization to Submit Proposal (if applicable) (See Exhibit C)
- D. Certified Check for five percent of Proposal Price as deposit
- E. Written and Numerical Statement of Proposal Price
- F. Certificate of Non Collusion (See Exhibit A)
- G. MGL Chapter 62C sec 49A Cert of Tax Compliance (See Exhibit B)
- H. Certificate of Authority (See Exhibit D)
- I. MGL Chapter 7C sec 38 Disclosure of Beneficial Interest (See Exhibit E)
- J. Submission of Highest and Best Use Narrative & Price Proposal

CONTRACT TERMS AND CONDITIONS

The following terms and conditions will apply to the sale of the property described within this Request for Proposals:

1. The sale of the property is subject to review and recommendation by the Town Manager and by an evaluation committee consisting of Town officials. The sale of the property is subject to the provisions of G.L. Chapter 30B and any/all other applicable state/local provisions. The Sudbury Board of Selectmen must approve the disposition of the property.
2. The selected Buyer must execute a Purchase and Sales Agreement with the Town of Sudbury in substantially the same form as is attached hereto as Exhibit F within thirty days of notice by the Town of the award to the selected Buyer. The Town reserves the right to waive or extend this deadline as it sees fit.
3. The selected Buyer must purchase the property within sixty days, or as otherwise agreed, of the execution of the Purchase and Sales Agreement. An additional fifteen percent deposit must be submitted with the Purchase and Sales Agreement. The Town reserves the right to extend this deadline.
4. The selected Buyer agrees to buy the property "AS IS" and agrees to be solely responsible for obtaining any and all permits, approvals, waivers, releases, or any other requirements necessary to use or develop the property. The Buyer shall be solely responsible at its sole cost and expense for its own inspection of and due diligence on the property.
5. No broker's commission shall be paid by the Town, and Buyer shall indemnify and hold harmless the Town from any claims for such commission.

MUNICIPAL PROPERTY OVERVIEW

PROPERTY DESCRIPTION

The property is located at 415 Boston Post Road. The lot is 27,443 square feet (.63 acres). The structure is a one story concrete block building with 6,249 square feet of gross floor area. Additional building information is contained in Attachments A, B and C.

CONDITION OF PROPERTY

The property for disposition is available "AS IS" and the Town of Sudbury will not make any improvements or changes to the property as a condition of sale. Conveyance to the successful Proposer shall be subject to all restrictions and conditions of record, insofar as they may be in force and applicable to said parcel and are subject to the Town of Sudbury Zoning By Law.

SITE INSPECTION/DUE DILIGENCE

A formal walk-through of the building will take place on Wednesday, July 27th, at 10am followed by a pre-proposal conference for the consideration of questions from prospective purchasers.

The Town of Sudbury makes no representation or warranty, express or implied, as to the accuracy and completeness of the information in this RFP. The proposer assumes all risk in connection with the use of the information, and releases the Town from any liability in connection with the use of the information provided by the Town. Further, the Town makes no representation or warranty with respect to the Property, including without limitation, the value, quality or character of the Property or its fitness or suitability for any particular use and/or the physical and environmental condition of the Property. The Property will be sold in "AS-IS" condition.

Each proposer shall undertake its own review and analysis (due diligence) concerning the physical and environmental condition of the Property, applicable zoning and other land use laws, required permits and approvals, and other development, ownership, and legal considerations pertaining to the Property and any proposed use. All costs and expenses of purchasing and developing the Property, including without limitation, all costs of permitting and improvements, shall be the sole responsibility of the successful proposer.

CHAPTER 21E/M.G.L.

The Town of Sudbury has not undertaken a full Chapter 21E study for the property. The property has been used as a municipal building. However, the Town does not warrant that any land parcel available for disposition is free and clear of any contamination as defined by Chapter 21E. Proposer will assume all costs and responsibilities for any contamination and will hold the Town harmless for any costs to clean the property of any contamination.

SUBDIVISION/PERMITS/APPROVALS

All costs and responsibilities for obtaining any necessary or desired subdivision approval, zoning, and/or site plan approval, and releases for any easements, covenants, or any other restrictions that may be present on the property will be the responsibility of the Buyer including but not limited to any municipal, state or federal provisions.

ZONING

Allowed uses will be according to the Town of Sudbury Zoning By-Law. Any proposed use of the property shall be in compliance with the said Zoning District. The Premises are zoned partially as "Limited Business District" and partially Residential; these zoning classifications do not support all potential uses.

QUESTIONS

Proposers may submit requests for clarification and any questions about information contained in this RFP in writing and addressed to: Town Manager's Office, Flynn Building, 278 Old Sudbury Road, Sudbury, MA 01776, or by email to rodriguesm@sudbury.ma.us. Proposers are requested to forward questions early in the procurement process and no later than August 5th, 2016. The name, address, telephone number and e-mail address of the person requesting the information must be provided by the proposer. Answers to all questions of a substantive nature shall be provided in writing to all proposers. The Town will issue an addendum to this RFP to address the written questions submitted by the aforementioned deadline. Only answers provided by the Town in writing may be relied upon by the proposers.

REQUESTS FOR ADDITIONAL INFORMATION

The Town reserves the right to request additional information from any and all proposers if it is deemed necessary in order to identify the most advantageous proposal, and may request proposers to appear before the awarding authority at a public meeting to make presentations or answer questions concerning their proposals.

Minimum Evaluation Criteria

All Proposers must include the following components in their respective Proposals in order to be considered for review to meet the minimum criteria to be considered acceptable for this property sale.

1. The applicant must have experience in a minimum of three projects over the past three years in the area of property development; any and all property development that the applicant has been involved in over the past three years must be included, or the applicant must be an established business owner with demonstrated ability to renovate/construct/reconstruct real estate property and commercial space.
2. The applicant must demonstrate and verify that it is in good financial standing by providing certified financial statements and/or previous audit and such other related verification as is required.
3. If the applicant is an out-of-state corporation they must be licensed to do business in Massachusetts and have a resident agent documented in the proposal.
4. The applicant must be able to close on the property within sixty days of notice of award.
5. The applicant must have cash or pre-approval for full funding without further lending approvals.

COMPARATIVE EVALUATION CRITERIA

THE BEST USE NARRATIVE: The Town of Sudbury is looking for a detailed narrative of the applicant's vision of the proposed use of this site, in particular utilizing municipal information, and the proposal that provides the highest tax revenue to the town; the least impact on town services; compliance with the applicable zoning and other town by-laws; and This narrative should not be more than five pages with appropriate attachments documenting in detail the applicant's position for implementation and development of this site.

Impacts that should be described in writing, in detail by the proposer that will be evaluated include but are not limited to: volume and type of traffic generated, noise levels, hours of operation, clear explanation and measurement of any environmental impacts on air, land and/or water, quality of life, and visual impacts.

The Town will include the following criteria in evaluating proposals. Each criteria response to be included in the narrative" will be judged on a scale of 1-15 with a maximum of 15 points per criterion provided:

1. Description of the added economic enhancement and benefits to the Town of Sudbury, including anticipated tax revenue, and benefits to the surrounding business area; inclusion of a fiscal impact analysis is encouraged.
2. Information regarding job descriptions for full-time, part-time or subcontracted staff and supervisory personnel, which may result in employment opportunities for the Town of Sudbury residents.
3. Any improvements that the proposal would make to the quality of life of the residents of Sudbury.
4. Demonstrated need for the proposed use in the Sudbury community.
5. Proof of successful present or past performance working in the area of real estate development and/or facility development/operation.

***Note:** The narrative will constitute 50% of the Town's decision in order to determine the most highly advantageous Proposer.

Ranking:

- A. Highly Advantageous: Provides substantial expected benefits in accordance with Town's criterion with extensive supportive documentation regarding best use analysis. 15 points

- B. Advantageous: Provides significant expected benefits in accordance with the Town's criterion with appropriate supportive documentation regarding best use analysis.
8 points
- C. Acceptable: Provides some expected benefits in accordance with the Town's criterion with only limited supportive documentation regarding best use analysis.
3-4 points
- D. Disadvantageous: Provides few, if any benefits in accordance with the Town's criterion with minimal supportive documentation regarding best use analysis.
0 points

COMPARATIVE EVALUATION CRITERIA: PRICE PROPOSAL

The minimum acceptable price proposal for this property shall be Seven Hundred Fifty Thousand dollars (\$750,000).

The applicant must submit a price proposal based on all of the information included in this application. The Town will weigh the price proposal on the following scale:

- A. Highly advantageous: Substantially higher price than minimum acceptable
50 points

- B. Advantageous: Significantly higher price than minimum acceptable
30 points

- C. Acceptable: Moderately higher price than minimum acceptable
10 points

- D. Disadvantageous: Minimum acceptable price of \$750,000
1 point

Rule for award: The responsive and qualified proposal the meeting the minimum evaluation criteria whose submittal receives the highest total number of points.

Attachment4.a: KP-555808-v1-SUDB_police_station_RFP_final_no att (1967 : Old Police Station)

MISCELLANEOUS

AMENDMENTS/MODIFICATIONS TO PROPOSALS

The Proposer may, at any time prior to the deadline for submission of the Proposals, amend or modify their Proposal by submitting their amendment/modification to the address specified in the RFP, in a sealed envelope/package containing the amendment/modification and clearly marked with the following:

1. Title: PROPOSAL FOR DISPOSITION OF REAL PROPERTY (Amendment)
Sudbury, MA
415 Boston Post Road
MAP DESCRIPTION:
Parcel ID: K08-0006

2. From: NAME AND ADDRESS OF PROPOSER

3. To: Town of Sudbury
Melissa Murphy-Rodrigues, Town Manager
278 Old Sudbury Road
Sudbury, MA 01776

All proposals, including the price stated therein, submitted in response to this Request for Proposals must remain firm for **one hundred and twenty days** following the bid opening.

WITHDRAWAL OF PROPOSALS

Any Proposer may withdraw its Proposal at any time prior to deadline established in this RFP. Any Proposer wishing to withdraw a Proposal must provide a written authorization and/or acknowledgment that they are withdrawing their Proposal and that the Town of Sudbury is held harmless from any responsibility as a result of the Proposal withdrawal.

REJECTION OF PROPOSAL

The Town reserves the right to reject any / or all Proposals that do not meet the submission requirements or evaluation criteria contained in the RFP or that are not in the best interests of the Town.

ADDENDUM

Any changes to the terms for this RFP shall be made in the form of an Addendum to the RFP which will be forwarded to those who received a copy of the RFP by e-mail notification. The Town will not be notifying anyone who received a copy of the Request for Proposals from anyone other than the originator. If it is impossible to notify all parties who received an RFP

from the Town Manager's Office of an Addendum prior to the deadline for submission, the Town reserves the right to extend the deadline for submission through proper notice.

SITE VISIT

The Town will conduct a site visit on Wednesday, July 27th, 2016 at 10:00 a.m.

SUMMARY OF RFP SCHEDULE

Activity	Date
Post in Central Register	Wednesday, July 13 2016.
Advertise in local newspaper	Thursday, July 14 th , Thursday July 21 st , Thursday August 4 th .
Site Visit	Wednesday, July 27 th , 2016 at 10:00 am.
RFP Due	Thursday, August 18 th , 2016 at 2:00 pm.

TOWN'S RIGHT TO REJECT PROPOSALS AND/OR CANCEL DISPOSITION

The Town of Sudbury reserves the right to reject any and all proposals that do not meet the requirements set forth in the RFP or that are not in the best interests of the Town or to cancel this disposition of real property.

EVALUATION AND DECISION MAKING PROCEDURES

The proposals will be opened publicly on Thursday, August 18th, 2:00 p.m., at the Flynn Building, Silva Conference Room, 278 Old Sudbury Road. The Town will review the proposals. Following the review, the most advantageous proposal will be recommended to the Board of Selectmen for Award. After the review of the proposal recommendation and a compliance check in conjunction with other Departments, the Board of Selectmen may issue a Notice of Award to the successful proposer. The Town of Sudbury reserves the right to reject any and all proposals that do not meet the requirements set forth in the RFP or that are not in the best interests of the Town or to cancel this disposition of real property.

PRICE PROPOSAL FORM

In accordance with the information, terms and conditions attached hereto, I (We) hereby offer to purchase from the Town of Sudbury the property identified as:

**An approximate .6 acre parcel and building in the Town of Sudbury, MA
415 Boston Post Road
Sudbury, MA 01776
Parcel ID: K08-0006**

For the sum of:

\$ _____

Offer Written: _____
Dollars

This proposal shall remain firm for **one hundred and twenty days** following the date of the bid opening. Attached hereto is a certified check or money order drawn on a banking institution licensed in the Commonwealth of Massachusetts in an amount equal to five percent of the above offer which shall serve as surety for the faithful performance of this disposition of property from the Town of Sudbury. This sum shall be forfeited to the Town of Sudbury if selected bidder does not execute a purchase and sale agreement as required herein. Bid deposits of parties not selected will be returned.

Signature of Proposer _____

Print Name _____

Address _____

City _____ State _____ Zip _____

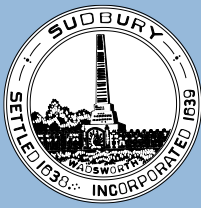
Telephone # _____

NOTE: If a partnership or corporation, list all partners or all officers of the corporation and include a sealed corporate vote to allow an officer to act on this matter.

Partnership or Corporation Officers Names & Addresses

Attachment4.a: KP-555808-v1-SUDB_police_station_RFP_final_no att (1967 : Old Police Station)

The Town of Sudbury reserves the right to reject any and all proposals or to cancel this disposition of real property if in its best interest to do so.



SUDBURY BOARD OF SELECTMEN
Tuesday, September 6, 2016

MISCELLANEOUS (UNTIMED)

5: FCCTF appoint SPS Committee member

REQUESTOR SECTION

Date of request:

Requestor: Chairman Iuliano

Formal Title: Vote to appoint Richard Tinsley, School Committee member, and Chris Morely, member-at-large, to the Fairbank Community Center Study Task Force, for a term to expire May 31, 2017.

Recommendations/Suggested Motion/Vote: Vote to appoint Richard Tinsley, School Committee member, and Chris Morely, member-at-large, to the Fairbank Community Center Study Task Force, for a term to expire May 31, 2017.

Background Information:

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
Susan N. Iuliano	Pending
Board of Selectmen	Pending

09/06/2016 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: Fairbank Community Center Study Task Force

Name: Christopher Morely

Address: 321 Old Lancaster Road

Email Address [REDACTED]

Home phone: [REDACTED]

Work or Cell phone: _____

Years lived in Sudbury: 60, give or take a few years away

Brief resume of background and pertinent experience:

Involved over the years in real estate development, land planning and architecture

Town "career" has been spent balancing interests in land use, development, programs, costs

Municipal experience (if applicable):

Current Member, Planning Board; Current Chair, CPC; Current Member, Land Acquisition Review Committee; Town Hall BRC 2015; Open Space & Recreation Plan Committee 2009; School Space Needs Task Force 200?

Educational background:

BA U.S. History, UMass Amherst, 1977

MBA Marketing and Finance, Northwestern University, 1981

Reason for your interest in serving:

I've worked well with several members/staff in the past; hoping together to forge a scheme(s) financially appropriate to a 21st century solution for multiple Town space/program needs.

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

Not Wednesday nights (PB and CPC)

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

No.

CM _____ (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 9-1-16



SUDBURY BOARD OF SELECTMEN
Tuesday, September 6, 2016

MISCELLANEOUS (UNTIMED)
6: Remote Voting at Town Meeting

REQUESTOR SECTION

Date of request:

Requestor: Town Clerk

Formal Title: Discussion and possible vote on submission of proposed legislation to implement Remote Voting at Town Meeting.

Recommendations/Suggested Motion/Vote: Discussion and possible vote on submission of proposed legislation to implement Remote Voting at Town Meeting.

Background Information:
See 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
Susan N. Iuliano	Pending
Board of Selectmen	Pending

09/06/2016 7:30 PM

An Act establishing a remote voting system for town meeting in the town of Sudbury.

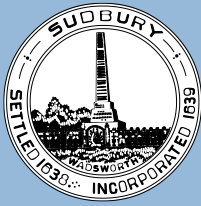
SECTION 1. Disabled residents of the town of Sudbury registered to vote on or before the deadline set by statute for any given annual or special town meeting shall be eligible to vote remotely by telephone, provided, that no later than the deadline date to register to vote in said town meeting, the resident: (i) notifies the town clerk of their disability in writing and requests that they be authorized to vote remotely by telephone; and (ii) provides the town clerk with the phone number that they will use to vote. Said notification shall include a statement from a physician or nurse practitioner, licensed to practice in the commonwealth, stating that the voter is temporarily or permanently physically disabled and unable, without hardship, to attend town meeting for a stated period, which period includes the date of the prospective town meeting. Said statement may be communicated to the town clerk by email from the physician or nurse practitioner.

SECTION 2. The disabled voter shall communicate his or her vote by telephone to the town moderator or assistant moderator from a phone number previously filed with the town clerk and identifiable by the town moderator or assistant moderator at the time of the vote taken at town meeting. The voter shall dial a number provided to the voter by the town clerk for purposes of remote voting, and identify themselves to the town moderator or assistant moderator by stating their name and street address. Voters calling from a telephone number that is blocked, different than the number previously provided to the town clerk at the time of notification of disability and request for remote voting, or otherwise not recognizable by the town clerk shall not be permitted to vote.

Commented [A1]: Please note that we've clarified this by changing "notification" to "statement", to be clear that pertains to the physician's statement rather than the notification as a whole.

Commented [A2]: Please note that we've clarified this stating that the remote voting will occur at the time the vote taken at town meeting, which we understood to be the intent. This is not consistent with the intent, please feel free to reword to the language "at the time of voting".

Attachment6.a: Gentile_Sudbury Remote Voting (1907 : Remote Voting at Town Meeting)



SUDBURY BOARD OF SELECTMEN
Tuesday, September 6, 2016

MISCELLANEOUS (UNTIMED)

7: STM article discussion

REQUESTOR SECTION

Date of request:

Requestor: Vice Chairman Woodard

Formal Title: Discuss articles to be included in the Special Town Meeting Warrant.

Recommendations/Suggested Motion/Vote: Discuss articles to be included in the Special Town Meeting Warrant.

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
Susan N. Iuliano	Pending
Board of Selectmen	Pending

09/06/2016 7:30 PM

Potential Special Town Meeting Articles presented by the Board of Selectmen or Town Staff

1. Street acceptance: Trevor Way

The Town was unable to meet the deadline for recording due to an issue establishing the street bounds. The Developer is required to set the bounds per the Town By-Laws. The Developer is running into some issues due to abutters.

2. Building permit fees

3. Capital articles

Presentation by Jim Kelly

4. Fire Truck Debt Exclusion

Issue: Special election must be called within 90 days of the town meeting (January 15). Too late to be included on presidential election ballot. Cannot do a dual with the Presidential Election.

5. Water District article regarding private wells

Conversations on going, but likely to be seen in May

6. Dog Officer/Animal Control Officer

Citizen Petitions (No petitions received yet)

1. Liquor license (all liquor) for Sperry's
2. Study opportunities for installation of sewers for the Route 20 business district in conjunction with significant infrastructure and development projects proposed in Sudbury.
3. Conduct preliminary consideration and study of a program (a) prohibiting new installation or construction of or (b) requiring progressive removal of poles and overhead wires and associated overhead structures within parts of Sudbury, as per the provisions of Massachusetts General Law, Part 1, Chapter 166, Section 22.

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Selectmen’s Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of the vote signed by its Clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article must be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE . STREET ACCEPTANCE – TREVOR WAY

To see if the Town will vote to accept the layout, relocation, or alteration of the following way:

Trevor Way from Horse Pond Road to a dead end, a distance of 415 ft.+/-

as laid out by the Board of Selectmen in accordance with the descriptions and plans on file in the Town Clerk’s Office; to authorize the acquisition by purchase, by gift or by eminent domain, an easement or fee simple, over the way shown on said plan and any associated drainage, utility or other easements; and to raise and appropriate from available funds \$ _____, or any other sum therefor and all expenses in connection therewith; or act on anything relative thereto.

Submitted by the Board of Selectmen. (Two-thirds vote required)

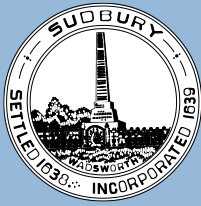
BOARD OF SELECTMENREPORT: An article for acceptance of the layout of Trevor Way was approved by the 2016 Annual Town Meeting. Having completed the layout process prior to Town Meeting, the Selectmen, with advice from the Planning Board, set requirements for subdivision completion as a precondition for completion of the Eminent Domain Taking process. The developer pursued these requirements but was unable to complete them within the schedule set by the Town. Therefore, the article must be resubmitted for Town Meeting approval and the eminent domain taking process will be repeated. If Trevor Way is voted and accepted by the Town Meeting as public ways, all future maintenance and repair will be done by the Town. The Board will report further at Town Meeting.

SUBMITTED FOR SUBMISSION BY THE BOARD OF SELECTMEN

By vote of _____, 2016

Melissa Murphy Rodrigues, Town Manager

Approved by: _____
Town Counsel



SUDBURY BOARD OF SELECTMEN
Tuesday, September 6, 2016

MISCELLANEOUS (UNTIMED)

8: KP Law fee increase

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Review KP Law requested fee increase, and vote whether to approve this increase.

Recommendations/Suggested Motion/Vote: Review KP Law requested fee increase, and vote whether to approve this increase.

Background Information:
See attached letter from KP Law dated 6/3/16.

Financial impact expected:

Approximate agenda time requested: 15 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Susan N. Iuliano	Pending
Board of Selectmen	Pending

09/06/2016 7:30 PM



KOPELMAN AND PAIGE, P.C.

The Leader in Public Sector Law

101 Arch Street
Boston, MA 02110
T: 617.556.0007
F: 617.654.1735
www.k-plaw.com

Barbara J. Saint André
bsaintandre@k-plaw.com

June 3, 2016

Hon. Susan N. Iuliano and
Members of the Board of Selectmen
Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776

Re: Town Counsel Services

Dear Members of the Board of Selectmen:

I am writing with respect to the provision of Town Counsel services to the Town of Sudbury by Kopelman and Paige, P.C. for the next fiscal year commencing on July 1, 2016. We have successfully transitioned in the past few months from the Town's former firm, and have provided the Town with timely, efficient and accurate legal advice, as well as defending claims against the Town. The team of attorneys we have assembled to provide legal services to Sudbury, including myself, Richard Holland, Jonathan Silverstein, and George Pucci, has provided excellent advice and support. I want to thank you again for your confidence in me and Kopelman and Paige to provide the Town's legal services.

As you may recall, when the Board appointed Kopelman and Paige as Town Counsel, we agreed to the hourly attorney billing rate of \$195.00 per hour for members and \$180 for associates. We are proposing to increase the hourly rates by \$5.00 per hour on January 1, 2017, the same hourly increase found in the agreement the Town had with prior town counsel.

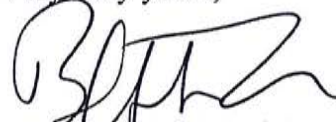
With respect to the retainer, we are proposing an increase in the retainer to \$65,000 effective July 1, 2016, rather than January 1, 2017 as had been provided in the agreement with prior town counsel. We are asking that the retainer be increased six months earlier than contemplated in the contract with prior counsel due to the heavy demands made for town counsel services under the retainer. This is the first increase in the retainer since January 1, 2015. The amount of attorneys' fees waived by this firm under the retainer was only about \$1,000 for January time, but for February it was \$7,931.40; for March it was \$7,616.50; and for April it was \$5,398.00. The expectations and work load for town counsel retainer services far exceed the retainer, and therefore we are requesting a modest increase. We are also working with the Town Manager and department heads to keep legal costs under control to the extent possible without compromising the delivery of legal services.

KOPELMAN AND PAIGE, P.C.

Hon. Susan N. Iuliano and
Members of the Board of Selectmen
June 3, 2016
Page 2

Thank you again for choosing Kopelman and Paige as Town Counsel. We enjoy working with the Board, the Town Manager, and other Town officials. We would appreciate the opportunity to continue representing the Town of Sudbury. If you have any questions, or would like me to meet with the Board to discuss this, please let me know.

Very truly yours,


Barbara J. Saint André

BJS/smm
cc: Town Manager

555018/90001/0005

RECEIVED
BOARD OF SELECTMEN
SUDBURY, MA
2016 JUN -6 P 1:33



SUDBURY BOARD OF SELECTMEN
Tuesday, September 6, 2016

MISCELLANEOUS (UNTIMED)

9: Draft BOS meeting schedule 2017

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Review draft BOS meeting schedule for 2017, and possibly vote to approve schedule.

Recommendations/Suggested Motion/Vote: Review draft BOS meeting schedule for 2017, and possibly vote to approve schedule.

Background Information:
attached schedule

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
Susan N. Iuliano	Pending
Board of Selectmen	Pending

09/06/2016 7:30 PM

TOWN OF SUDBURY
Board of Selectmen Meeting Schedule - DRAFT

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

2017

Red=LSRHS School Comm Meetings

Yellow=BOS Mtg

Blue=Holiday/other event

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

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

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

- Jan. 1 New Year's Day
- Jan. 2 New Year's Day Observed
- Jan. 16 MLK Day
- Feb. 20 President's Day
- Feb. 21-24 School Vacation
- March 27 Annual Town Election

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

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

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

- April 10 (evening) Passover
- April 14 Good Friday
- April 16 Easter
- April 17 Patriot's Day
- April 18-21 School Vacation
- May 1-3 Annual Town Meeting @LSRHS
- May 29 Memorial Day

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

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

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

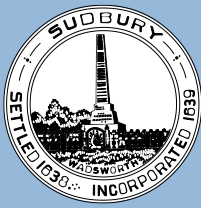
- July 4 Independence Day
- Sept. 4 Labor Day
- Sept. 20 (evening) Rosh Hashanah
- Sept. 29 (evening) Yom Kippur

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

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

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

- Oct. 9 Columbus Day
- Nov. 10 Veterans Day Observed
- Nov. 11 Veterans Day
- Nov. 23 Thanksgiving Day
- Dec. 12 (evening) Hannukah
- Dec. 23-Jan. 1 School Vacation
- Dec. 25 Christmas Day



SUDBURY BOARD OF SELECTMEN
Tuesday, September 6, 2016

MISCELLANEOUS (UNTIMED)

10: Mission Statement for BFRT

REQUESTOR SECTION

Date of request:

Requestor: Chairman Iuliano

Formal Title: Vote to approve the Bruce Freeman Rail Trail Design Implementation Task Force mission statement.

Recommendations/Suggested Motion/Vote: Vote to approve the Bruce Freeman Rail Trail Design Implementation Task Force mission statement.

Background Information:

Attached document(s) including revised mission statement provided by Susan Iuliano

Financial impact expected:n/a

Approximate agenda time requested: 20 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Susan N. Iuliano	Pending
Board of Selectmen	Pending

09/06/2016 7:30 PM



TOWN OF SUDBURY

BRUCE FREEMAN RAIL TRAIL DESIGN TASK FORCE

Mission Statement

The Bruce Freeman Rail Trail (BFRT) Design Task Force (the Task Force) is intended to advise the Board of Selectmen and the Town Manager to assist in advancing the design of the project. The Selectmen are committed to developing an overall project and vision for this rail trail conversion that has the support of the community. The Board of Selectmen is looking to this Task Force to gather information and thereby help guide the Board and Town staff in making thoughtful design decisions that: (1) are respectful and responsive to residents' concerns, including those of abutters, businesses, trail advocates, and future users; (2) support Sudbury's longstanding commitment to protect the natural environment; and (3) result from an open and transparent design process. The Town acknowledges and plans for the Trail to be built with State and Federal funding under the oversight of the Massachusetts Department of Transportation (MassDOT).

Background

MassDOT owned rail line: The portion of rail line in Sudbury that is to be addressed by this Task Force is part of a larger, 25-mile unused railroad right-of-way that was purchased in 1982 by the State, which will continue to own the underlying land even after the rail line has been converted to a rail trail. The BFRT will provide a link within the Bay Circuit Trail & Greenway, a 200-mile trail system extending through 37 towns in Eastern Massachusetts. The focus of the Task Force is the 4.6 mile section that runs through Sudbury, from the Concord town line to just North of Route 20. See the map attached as Attachment A.

Funding: The May 2014 Annual Town Meeting appropriated \$150,000 of Community Preservation Funds to advance the design to the 25% Design stage. The Selectmen also accepted a private donation of \$58,700 to assist in the 25% Design. The May 2016 Annual Town Meeting appropriated another \$150,000 of Community Preservation Funds to advance toward and begin the 75% Design stage.

Current Status

The Town of Sudbury has contracted with its Design Engineer, VHB, to advance the design of its portion of the trail to the 25% MassDOT Design approval stage. VHB's contract calls for a very inclusive design process to ensure that the project benefits from the input and feedback from interested citizens, local and regional groups, and elected officials. VHB will seek input regarding the design of the path, the route of the path, roadway crossings, parking facilities, trail

Draft for 9.6.16 meeting

heads and other amenities. The contract calls for eight (8) evening public update meetings, and the 25% Design Public Hearing held with MassDOT. VHB is also contracted for up to ten (10) abutter meetings, to determine privacy and screening needs.

Staffing Assistance

The Town Planner or her designee will support this Task Force.

Responsibilities and Functions

The Task Force will work closely with the Town's Design Engineer and Town staff to help the Board advance the design of the trail from conceptual design to the 25% MassDOT Design approved stage and beyond to the next phases of design. The Task Force will not take on any of the Design Engineer's contractual obligations, but will assist the Design Engineer and Town staff by facilitating open and public communications with Town committees, with specific stakeholders including abutters, and with community members generally and by providing a public record of its data gathering and deliberations. The work of the Task Force shall not unduly delay the work of the Design Engineer.

The Task Force will act as an advisory committee and will report to the Board of Selectmen periodically and as requested by the Board. The Task Force will make design recommendations to the Board of Selectmen. The Board of Selectmen and Town staff will direct the Design Engineer concerning implementation of the Board's design decisions and will communicate as needed with MassDOT, other towns, and state organizations. These functions are outside the scope of the Task Force.

The responsibilities of the Task Force will include the following:

- Gathering input from Town Boards and Committees including the Conservation Commission, the Community Preservation Committee, and the Park and Recreation Committee;
- Gathering input from the Town's public safety and engineering staff concerning traffic and safety issues with the BFRT, especially where the rail trail intersects with roadways;
- Soliciting community input through open and noticed meetings;
- Facilitating meetings of the Task Force with trail abutters to discuss design elements of the project that specifically affect them, which will be in addition to the meetings contractually required of VHB;
- Documenting concerns and requests of abutters, businesses, and other residents;
- Recommending to the Board of Selectmen potential design elements that would advance the goals of the Sudbury Wetlands Administration Bylaw, and developing alternatives along with cost estimates as feasible;
- Recommending to the Board of Selectmen any specific design elements, mitigations, or realignments to address resident concerns (including those of abutters), safety concerns, or environmental concerns, along with cost estimates for such design decisions as feasible;
- Submission of a report of its findings to the Board of Selectmen;

Draft for 9.6.16 meeting

Membership and Officers

The Task Force shall have up to seven (7) members. All appointments shall be indefinite, until the Board of Selectmen feels the mission of the Task Force has been accomplished, or that membership needs to be changed in order to keep the work progressing. The Town Manager or her designee shall chair the Task Force until the Task force elects a Chair. The Task Force will elect a Clerk to ensure that all meetings are properly posted and that minutes of each meeting are kept. Minutes of the Task Force's work shall be prepared and promptly posted on the Town website and sent to the Board of Selectmen on a regular basis. The Chair of the Board of Selectmen will act as liaison between the Task Force and the Selectmen.

The Task Force membership should include representatives from the following, subject to approval by the Selectmen:

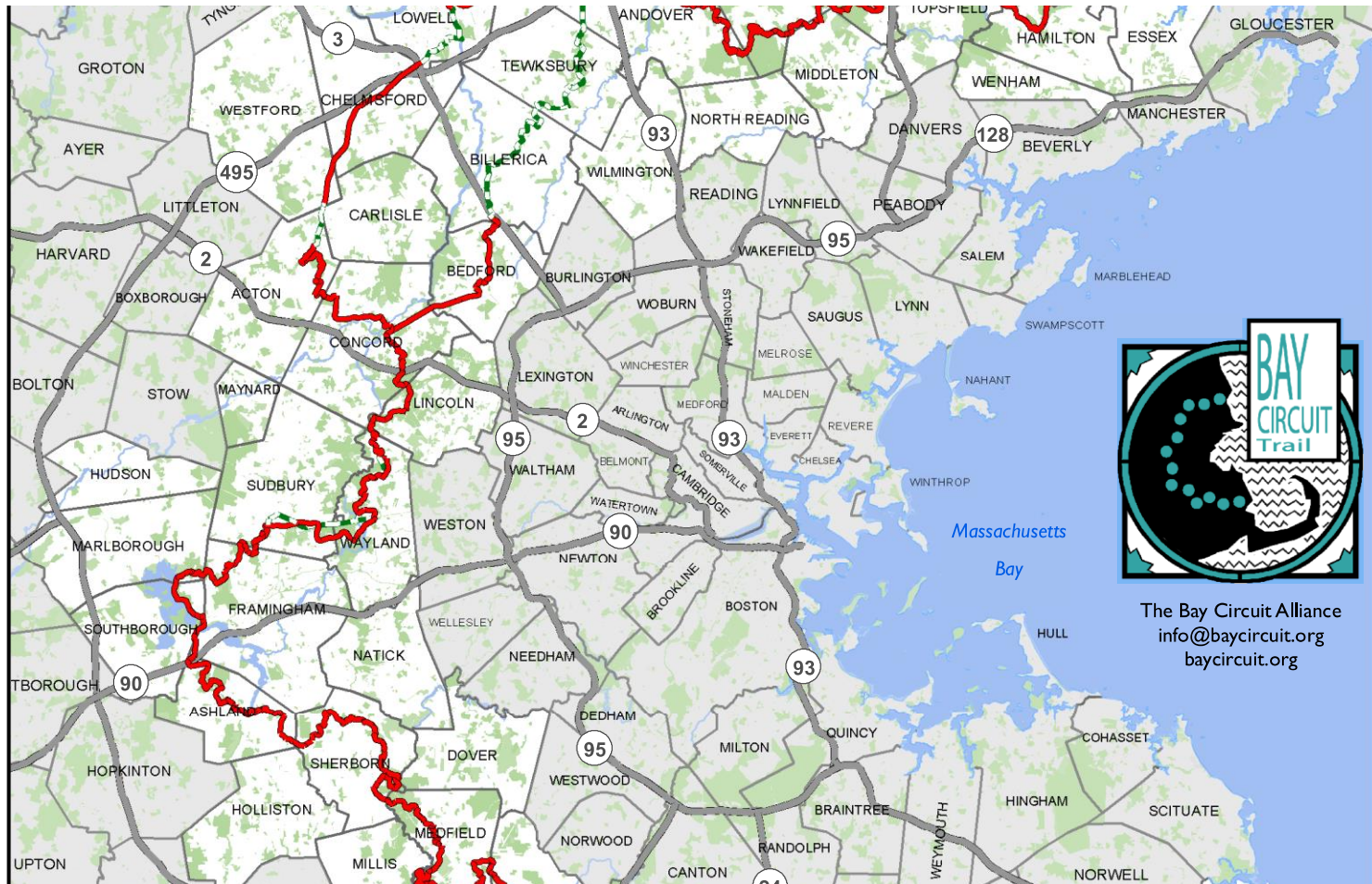
1. One member from the Park and Recreation Commission
2. One member from the Conservation Commission
3. One member from the Community Preservation Committee
4. One Sudbury resident member selected by the Board of Selectmen from three recommendations to be provided by the Friends of the Bruce Freeman Rail Trail
5. One member from the Planning Board
6. Up to two non-committee, at-large citizen members

Compliance with State and Local Laws and Town Policies

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

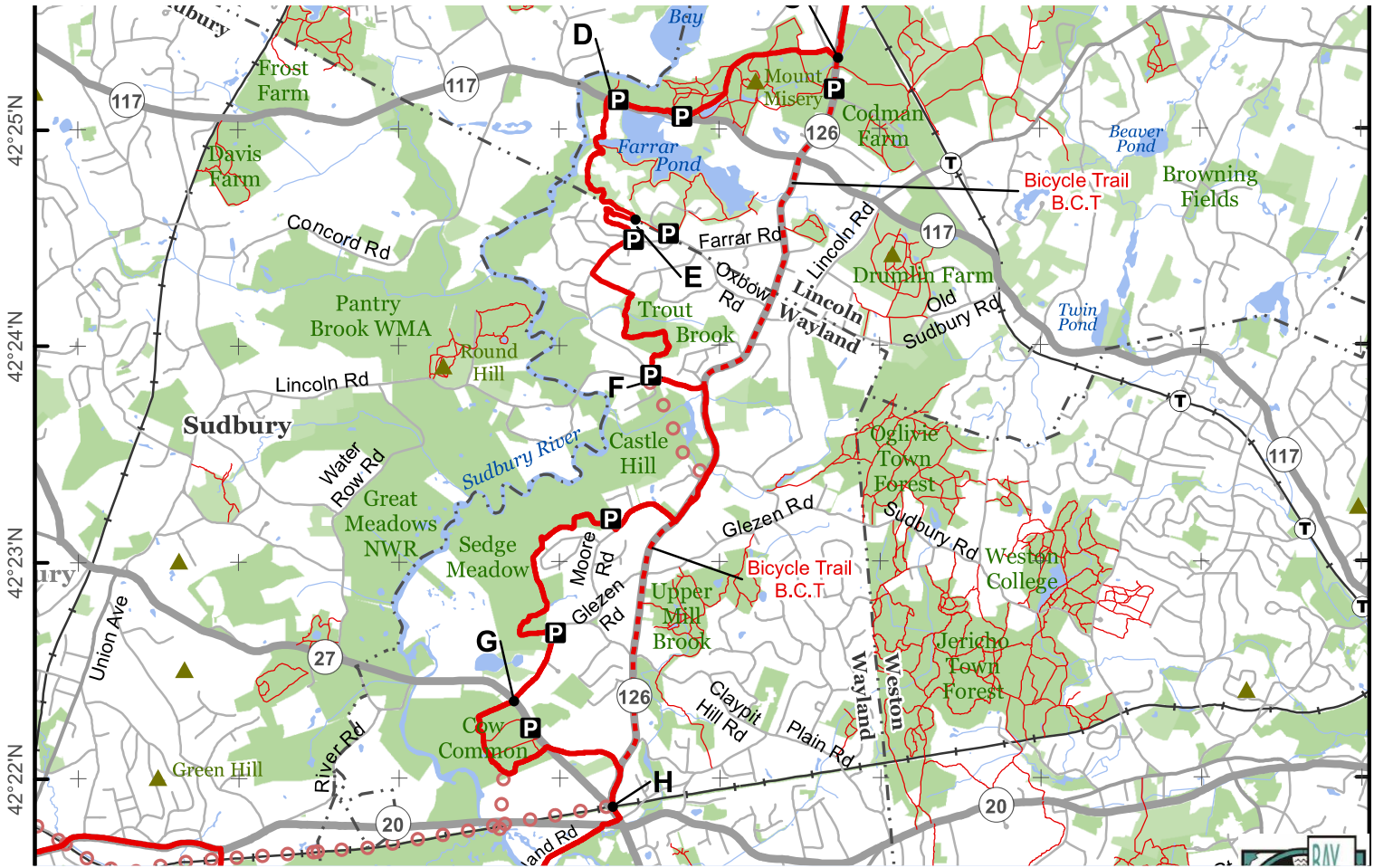
- *The Code of Conduct for Selectmen Appointed Committee* - A resident or employee who accepts appointment to a Town committee by the Board of Selectmen agrees that he/she will follow this code of conduct.
- *The Town's Email Communication for Committee Members Policy* - Anyone appointed to serve on a Town Board, Committee or Task Force by the Board of Selectmen agrees that he/she will use email communication in strict compliance with the Town of Sudbury's email policy, and further understands that any use of email communication outside of this policy can be considered grounds for removal from the committee by the Selectmen.
- *Use of the Town's Website* - The Task Force will keep minutes of all meetings and post them on the Town's website. The Task Force will post notice of meetings on the Town's website as well as at the Town Clerk's Office.

Bay Circuit Trail Overview



The Bay Circuit Alliance
info@baycircuit.org
baycircuit.org

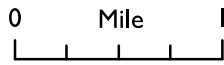
Bay Circuit -- Map 7 (Wayland)



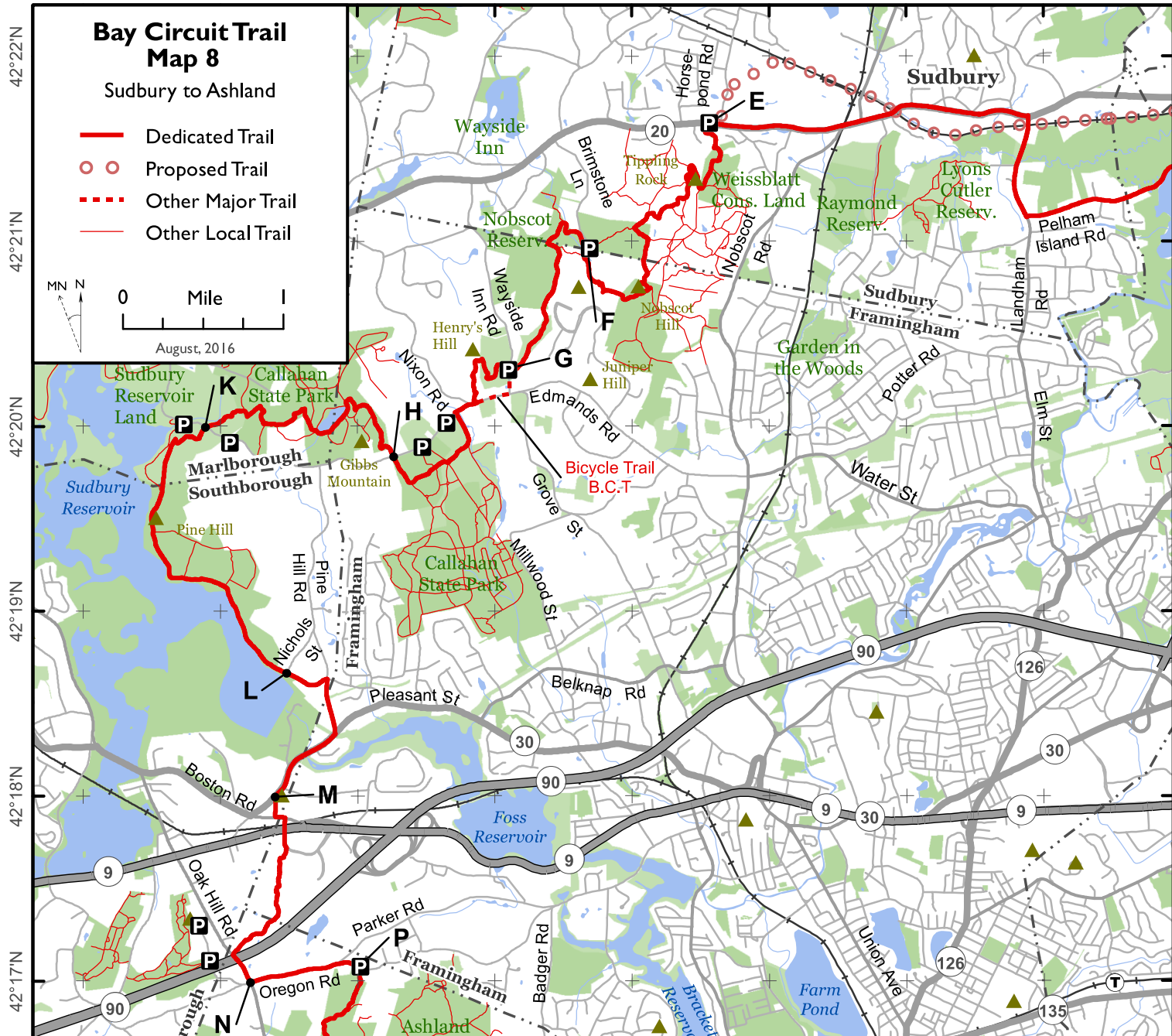
Bay Circuit Trail Map 8

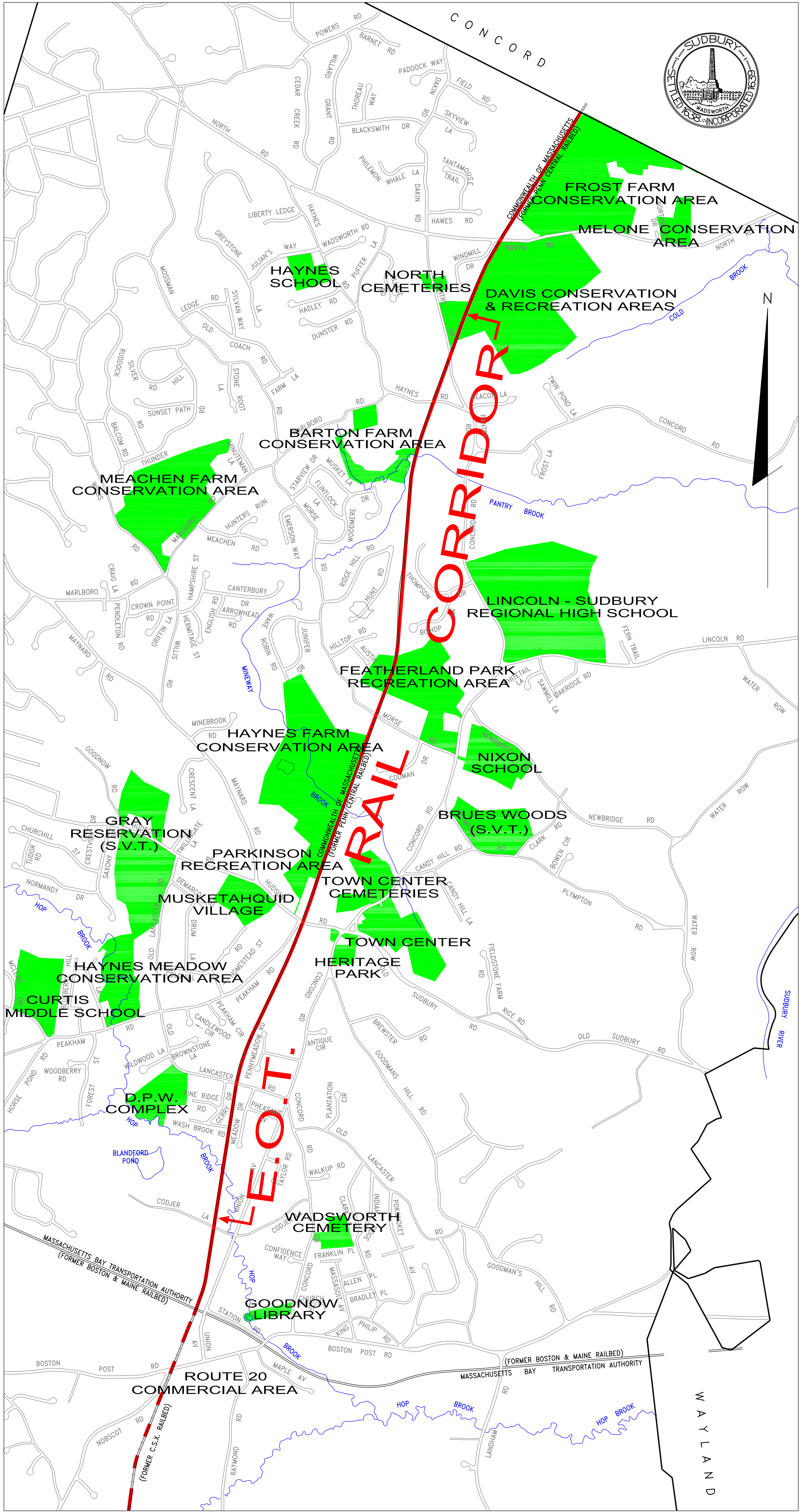
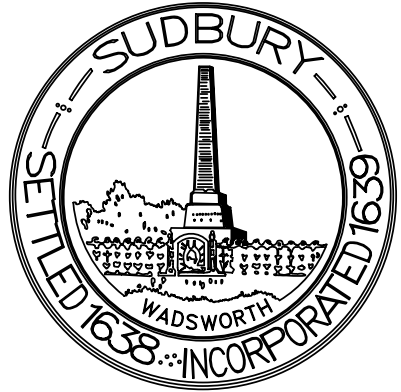
Sudbury to Ashland

- Dedicated Trail
- Proposed Trail
- Other Major Trail
- Other Local Trail



August, 2016





CONCORD

FROST FARM CONSERVATION AREA

MELONE CONSERVATION AREA

HAYNES SCHOOL NORTH CEMETERIES

DAVIS CONSERVATION & RECREATION AREAS

BARTON FARM CONSERVATION AREA

MEACHEN FARM CONSERVATION AREA

LINCOLN - SUDBURY REGIONAL HIGH SCHOOL

FEATHERLAND PARK RECREATION AREA

HAYNES FARM CONSERVATION AREA

NIXON SCHOOL

GRAY RESERVATION (S.V.T.)

PARKINSON RECREATION AREA

BRUES WOODS (S.V.T.)

MUSKETAQUID VILLAGE

TOWN CENTER CEMETERIES

HAYNES MEADOW CONSERVATION AREA

HERITAGE PARK

CURTIS MIDDLE SCHOOL

D.P.W. COMPLEX

WADSWORTH CEMETERY

GOODNOW LIBRARY

ROUTE 20 COMMERCIAL AREA

W A Y L A N D

RAIL CORRIDOR

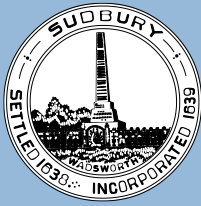
LEITCH

MASSACHUSETTS BAY TRANSPORTATION AUTHORITY (FORMER BOSTON & MAINE RAILBED)

MASSACHUSETTS BAY TRANSPORTATION AUTHORITY (FORMER BOSTON & MAINE RAILBED)

(FORMER C.S.X. RAILBED)





SUDBURY BOARD OF SELECTMEN
Tuesday, September 6, 2016

MISCELLANEOUS (UNTIMED)

11: Update on Eversource Reliability Project

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Update on Eversource Reliability Project

Recommendations/Suggested Motion/Vote: Update on Eversource Reliability Project

Background Information:

See attached

Financial impact expected:

Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting:

Review:

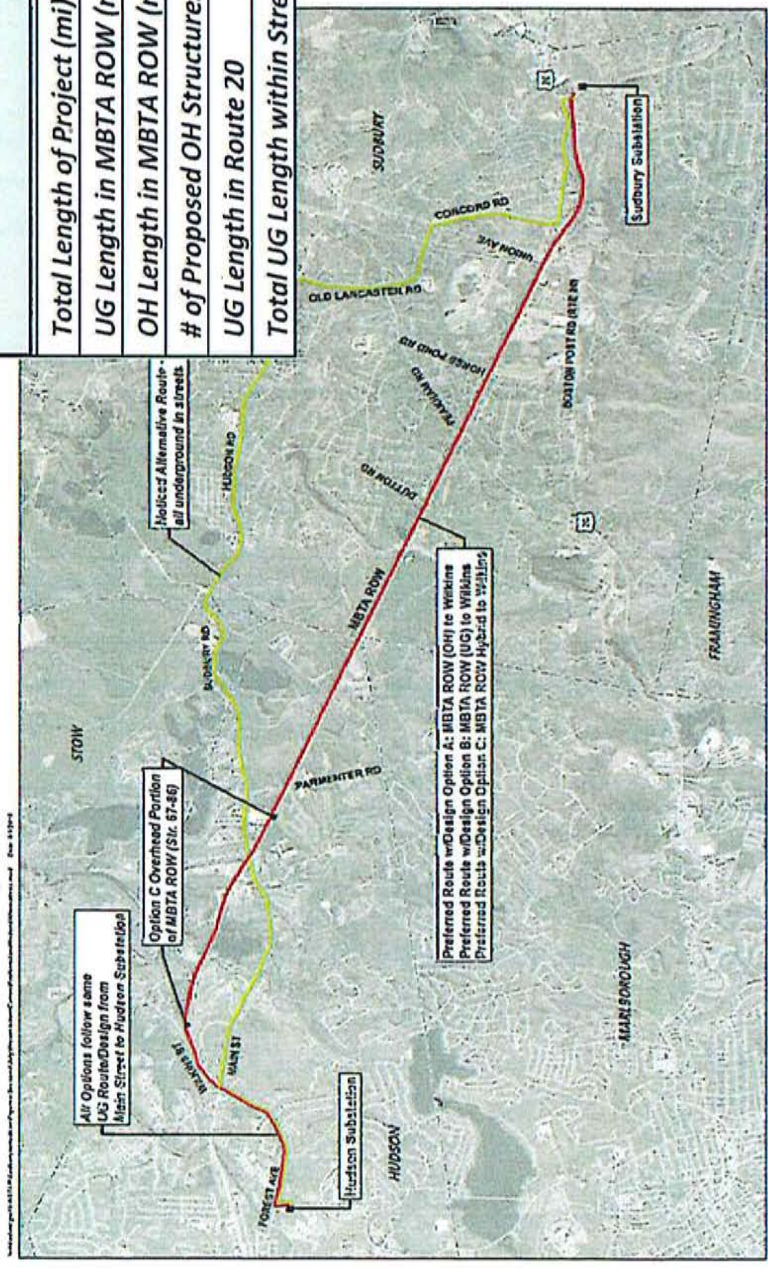
Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Susan N. Iuliano	Pending
Board of Selectmen	Pending

09/06/2016 7:30 PM

Routing and Design Re-Evaluation Results



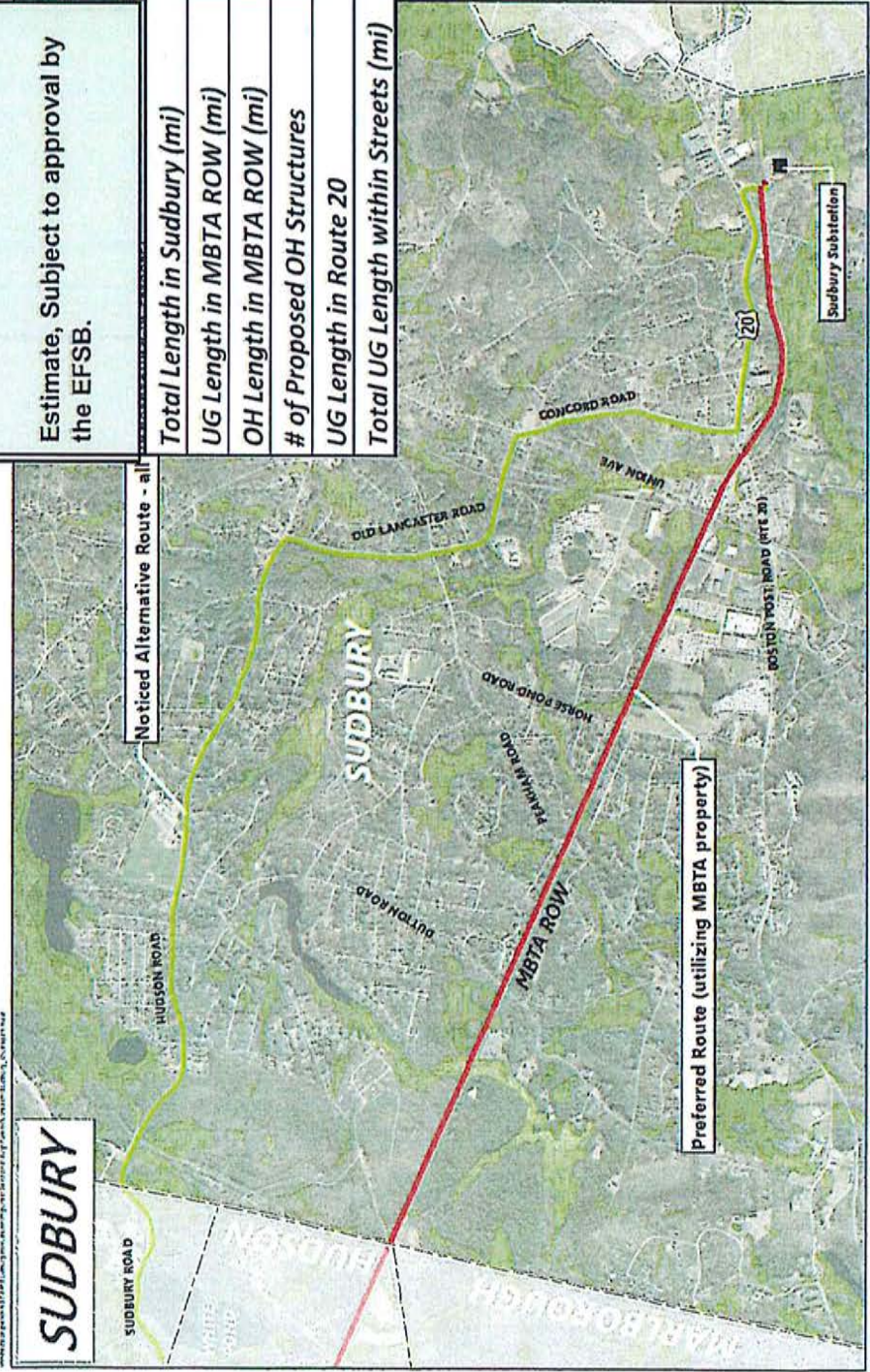
All Municipalities Estimate, Subject to approval by the EFSB.	Preferred Route				Alt Route
	OH in MBTA ROW w/ UG in streets (Hudson)	UG in MBTA ROW w/ UG in streets (Hudson)	OH/UG in MBTA ROW w/ UG in streets (Hudson)	All UG in streets	
Total Length of Project (mi)	9.01	9.01	9.01	10.46	
UG Length in MBTA ROW (mi)	0	7.64	6.01	0	
OH Length in MBTA ROW (mi)	7.64	0	1.62	0	
# of Proposed OH Structures	89	0	20	0	
UG Length in Route 20	0	0	0	0.89	
Total UG Length within Streets (mi)	1.37	1.37	1.37	10.46	



Routing and Design within Sudbury



Sudbury Details Only	Preferred Route				Alt Route
	OH in MBTA ROW w/ UG in streets (Hudson)	UG in MBTA ROW w/ UG in streets (Hudson)	OH/UG in MBTA ROW w/ UG in streets (Hudson)	All UG in streets	
Estimate, Subject to approval by the EFSB.	4.29	4.29	4.29	4.29	5.62
Total Length in Sudbury (mi)	0	4.29	4.29	0	0
UG Length in MBTA ROW (mi)	4.29	0	0	0	0
OH Length in MBTA ROW (mi)	52	0	0	0	0
# of Proposed OH Structures	0	0	0	0	0.89
UG Length in Route 20	0	0	0	0	5.62
Total UG Length within Streets (mi)					



Legend

- Preferred Route (utilizing MBTA property)
- Noticed Alternative Route - all underground in streets
- Wetland (MADEP)
- Municipal Boundary

Scale: 0, 2500, 5000 Feet

North Arrow

Locus Map: Shows the project location within the larger regional context, including Sudbury, Hudson, and Marlborough.

EVERSOURCE ENERGY

DRAFT

Proposed 115 kV Line Sudbury Substation to Hudson Substation

8/8/2016

vhb

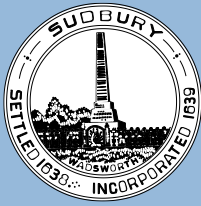
Routing and Design Re-Evaluation Results, cont.



	<i>OH in MBTA ROW w/ UG in streets (Hudson)</i>	<i>UG in MBTA ROW w/ UG in streets (Hudson)</i>	<i>OH/UG in MBTA ROW w/ UG in streets (Hudson)</i>	<i>All UG in streets</i>
Cost (est.)	\$37M	\$85M	\$75M	\$113M
Reliability Benefits	<ul style="list-style-type: none"> Sudbury-Hudson line adds a third, geographically separate line to serve HL&P, eliminating the possibility of a loss of load under some contingency conditions on lines serving HL&P from NGRID's Northborough Rd substation. New "ring bus" design provides additional reliability benefits for HL&P eliminating any loss of load risks following breaker failure New Sudbury-Hudson line will facilitate planned maintenance for the regional area: <ul style="list-style-type: none"> Adds a third 115-kV supply source for the ~550 MW Marlboro-Westboro-Hudson area in addition to the two 69-KV sources Adds a fourth 115-kV supply source for the ~300 MW Sudbury-Concord-Maynard area ROW does not include any Area of Critical Environmental Concern (ACEC). 			
Operational Flexibility:	<ul style="list-style-type: none"> 80-ft ROW clearing results in conversion of 68 acres from forested to early successional habitat in MBTA property. 88 out of 89 structures planned to avoid permanent wetlands impact. 			
Environmental Impacts	<ul style="list-style-type: none"> 68 acres of tree clearing and installation of OH line will result in visual change for residential abutters and users of land preserves. Visual screening may help mitigate impacts. Adjacent neighbors: <ul style="list-style-type: none"> 261 housing units 99 business units 1 trenchless crossing Low existing utility density 3 Hard Angles > 30 degrees 	<ul style="list-style-type: none"> Limited project impacts as 26 acres of tree clearing requirements are similar to the planned bike trail. Adjacent neighbors: <ul style="list-style-type: none"> 261 housing units 99 business units 8 trenchless crossings Low existing utility density 3 Hard Angles > 30 degrees 	<ul style="list-style-type: none"> 30-ft ROW clearing results in 26 acres of habitat conversion. No permanent wetlands impact. 	<ul style="list-style-type: none"> 30-ft ROW clearing of UG portion and under 2-miles of 80-ft ROW clearing in OH portion results in 34 acres of habitat conversion. No permanent wetlands impact as all 20 new structures avoid wetlands
Social Impacts, Including visual impacts	<ul style="list-style-type: none"> Minimal temporary impacts due to limited number of trenchless crossings. 	<ul style="list-style-type: none"> No visual impact. Construction activities will necessitate temporary traffic controls. Adjacent neighbor counts: <ul style="list-style-type: none"> 504 housing units 138 business units 	<ul style="list-style-type: none"> Minimal temporary impacts due to limited number of trenchless crossings. 	<ul style="list-style-type: none"> Minimal temporary impacts due to limited number of trenchless crossings.
Constructability	<ul style="list-style-type: none"> 1 trenchless crossing Low existing utility density 3 Hard Angles > 30 degrees 	<ul style="list-style-type: none"> 8 trenchless crossings Low existing utility density 3 Hard Angles > 30 degrees 	<ul style="list-style-type: none"> 6 trenchless crossings Low existing utility density 3 Hard Angles > 30 degrees 	<ul style="list-style-type: none"> 14 trenchless crossings High existing utility density 6 Hard Angles > 30 degrees

MBTA property is our preferred route - with three design options

Noticed Alternative In-Street Route



SUDBURY BOARD OF SELECTMEN
Tuesday, September 6, 2016

MISCELLANEOUS (UNTIMED)

12: Citizen's Comments (Cont)

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Citizen's Comments (Cont)

Recommendations/Suggested Motion/Vote: Citizen's Comments (Cont)

Background Information:

Financial impact expected:

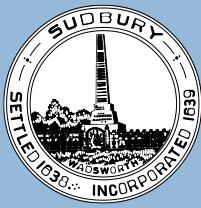
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Susan N. Iuliano	Pending
Board of Selectmen	Pending

09/06/2016 7:30 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, September 6, 2016

MISCELLANEOUS (UNTIMED)

13: Future agenda items

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discuss future agenda items

Recommendations/Suggested Motion/Vote: Discuss future agenda items.

Background Information:

Financial impact expected:

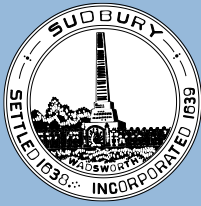
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Susan N. Iuliano	Pending
Board of Selectmen	Pending

09/06/2016 7:30 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, September 6, 2016

CONSENT CALENDAR ITEM

14: Colonial Fair and Muster of Fyfes & Drums 2016

REQUESTOR SECTION

Date of request:

Requestor: Hal Cutler

Formal Title: Vote to approve a special permit to Harold Cutler for the Colonial Fair and Muster of Fifes and Drums to be held on the Wayside Inn grounds from 10:00 a.m. to 5:00 p.m. on Saturday, September 24, 2016, subject to conditions and permits required by the Fire and Police Departments and the Board of Health.

Recommendations/Suggested Motion/Vote: *Vote to approve a special permit to Harold Cutler for the Colonial Fair and Muster of Fifes and Drums to be held on the Wayside Inn grounds from 10:00 a.m. to 5:00 p.m. on Saturday, September 24, 2016, subject to conditions and permits required by the Fire and Police Departments and the Board of Health.*

Background Information:
Please see application attached

Financial impact expected:N/A

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Susan N. Iuliano	Pending
Board of Selectmen	Pending

09/06/2016 7:30 PM

Harold & Betsey Cutler

163 Landham Road
Sudbury, MA USA
01776-3156



August 10, 2016

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

Greetings:

This letter is to request issuance of a one day (with no designated rain day) permit for the Colonial Fair and Muster of Fifes and Drums to be held on the grounds of the Wayside Inn, off Route 20, from 10:00 AM to 5:00 PM on Saturday, September 24. The program for the day will include a parade of fife and drum units along Wayside Inn Road from the Grist Mill to the fair ground across from the Wayside Inn. That parade will begin at 11:45 PM. Our application for this event is attached.

Please be advised that we will be working with personnel of the Sudbury Police Department as we have in the past on parking and traffic control arrangements.

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

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

Thank you for your cooperation.

Hal Cutler

RECEIVED
BOARD OF SELECTMEN
SUDBURY, MA
2016 AUG 10 AM 9:56



TOWN OF SUDBURY

Office of Selectmen
www.sudbury.ma.us

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

Email: selectmen@sudbury.ma.us

APPLICATION FOR A PARADE/PROCESSION PERMIT ON A PUBLIC WAY

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

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

Organization Name Sudbury Companies of Militia and Minute

Event Name Colonial Fair and Muster of Fyfes and Drums

Organization Address P. O. Box 187

Name of contact person in charge Harold R. Cutler

Telephone Number(s) of [REDACTED]

Email address [REDACTED]

Date of event September 24, 2016 Rain Date None

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

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

Anticipated number of participants 400

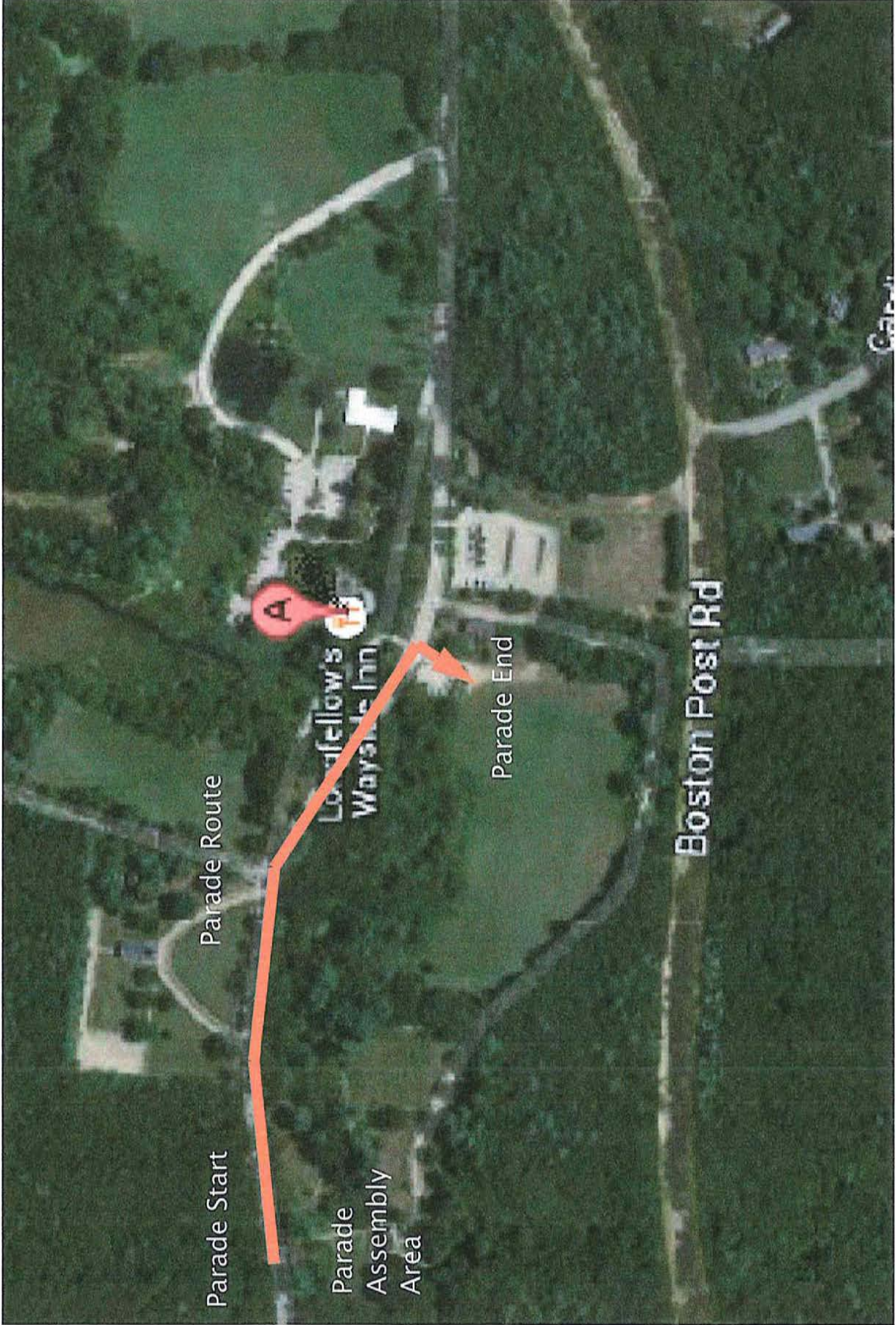
Number of vehicles None Type(s) of vehicles Not applicable

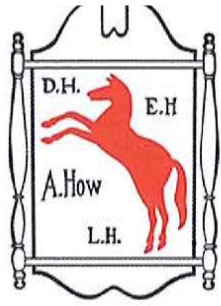
Assembly area (enclose written permission of owner if private property to be used for assembly) On the grounds of the Wayside Inn/Grist Mill

Any other important information regarding the parade/procession. None

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

Signature of Applicant Harold R Cutler Date 8/10/2016





Longfellow's
WAYSIDE INN
Sudbury, Massachusetts 01776

August 3, 2016

To whom it may concern,

The Sudbury Companies of Militia and Minute and the Sudbury Ancient Fyfe and Drum Companies have my permission to utilize the grounds of the Grist Mill and Chapel on Wayside Inn Road to assemble the parade of fifes and drums that will begin at 11:30 AM on Saturday, September 24, 2016.

Sincerely,

Steve Pickford

Innkeeper

————— Harold & Betsey Cutler —————

163 Landham Road
Sudbury, MA USA
01776-3156



August 10, 2016

Sudbury Fire Department
77 Hudson Road
Sudbury, MA 01776

Attention: Chief William Miles

Dear Chief Miles:

This letter is to request that the SFD set up the hydrant on Wayside Inn Road across from the Wayside Inn for use by the Sudbury Companys of Militia and Minute as a water supply during the Colonial Fair at the end of September.

We would like to have the connection in place from 9:00 AM on Friday, September 23 through 5:00 PM on Saturday, September 24. The standard set up of a hydrant gate, 50 feet length of hose and the garden hose manifold would be great. There will be no rain date this year, so those dates and times are firm.

Please also be advised that some fife and drum units attending the Fair will be camping in the area behind the Grist Mill or in the field on Wayside Inn Road east of the Inn on Friday and Saturday nights. There will cooking fires in the camp on those nights as well as on the fair ground itself during the day on Saturday. We will call on the day before the fair to remind the duty officer and dispatchers of those fires.

Please contact me if you have any questions concerning this event.

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

Harold R. Cutler

Colonial Fair Department Feedback

Saturday, September 24, 2016

Board of Health Approval:

From: Murphy, Bill
 Sent: Tuesday, August 23, 2016 8:33 AM
 Subject: RE: Colonial Fair Feedback

In addition to the food permit attached to their application, an ice cream truck applied for a temporary food permit the event. Any other food service must apply ASAP. **No other comments.**

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

Applicant Response:

From: hcutlercpe
 Sent: Tuesday, August 23, 2016 9:01 AM
 Subject: Re: Colonial Fair

Leila,

There are other food vendors that, I believe, are all "professionals" like Trombetta's from Marlborough and other food trucks. I assume they have the appropriate licenses and will get the appropriate permits but I am copying this message to the Faire chairperson with the suggestion that the Committee contact all of the vendors and remind them of the need for permits.

We'll keep you posted.

Hal

Fire Department Approval:

From: Whalen, John
 Sent: Thursday, August 11, 2016 8:30 AM
 Subject: **ACCEPTED**: Colonial Fair and Muster of Fyfes & Drums
 When: Saturday, September 24, 2016 11:45 AM-1:00 PM (UTC-05:00) Eastern Time (US & Canada).
 Where: Wayside Inn

Highway Department Approval:

From: Nix, Scott
 Sent: Thursday, August 11, 2016 3:12 PM
 Subject: RE: FW: Colonial Fair and Muster of Fyfes & Drums

YES, ma'am.

Respectfully,

Scott Nix
Chief of Police

From: Frank, Leila
Sent: Thursday, August 11, 2016 3:11 PM
To: Nix, Scott
Subject: FW: Colonial Fair and Muster of Fyfes & Drums

Thank you! Is the highway department ok with this as well?

Park & Recreation Approval:

From: McNamara, Kayla
Sent: Monday, August 22, 2016 10:54 AM
Subject: RE: Colonial Fair Feedback

OKAY with me.

Thanks,
Kayla

Police Department Approval:

From: Nix, Scott
Sent: Thursday, August 11, 2016 3:00 PM
Subject: **ACCEPTED**: Colonial Fair and Muster of Fyfes & Drums
When: Saturday, September 24, 2016 11:45 AM-1:00 PM (UTC-05:00) Eastern Time (US & Canada).
Where: Wayside Inn

The police department has not issue with the event assuming past protocols are followed.

Thank you.

Respectfully,
Scott Nix
Chief of Police



SUDBURY BOARD OF SELECTMEN
Tuesday, September 6, 2016

CONSENT CALENDAR ITEM

15: New Kippy's d/b/a Change to Danny's Wine and Spirits

REQUESTOR SECTION

Date of request:

Requestor: Bapgi Corp, d/b/a New Kippy's

Formal Title: As the Local Licensing Authority, vote on whether to approve the application of Bapgi Corporation, d/b/a New Kippy's, 474 Boston Post Rd, for a Change of d/b/a to Danny's Wine and Spirits, under G. L. Ch. 138, s.15, Dinesh Patel, Manager.

Recommendations/Suggested Motion/Vote: As the Local Licensing Authority, vote to approve the application of Bapgi Corporation, d/b/a New Kippy's, 474 Boston Post Rd, for a Change of d/b/a to Danny's Wine and Spirits, under G. L. Ch. 138, s.15, Dinesh Patel, Manager.

Background Information:
Please see application attached.

Financial impact expected:\$75 Application Fee

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Susan N. Iuliano	Pending
Board of Selectmen	Pending

09/06/2016 7:30 PM



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

RECEIVED
BOARD OF LICENSING
SUDBURY, MA

2016 AUG 24 A 11: 22

AMENDMENT APPLICATION FOR:

Change of Corporate Name, Change of DBA, Change of Legal Structure, Change of Class, Change of Category

Please complete this entire application. If field does not apply to your situation, please write N/A.

1. NAME OF LICENSEE (Business Contact)

ABCC License Number City/Town of Licensee

2. APPLICATION CONTACT

The application contact is required and is the person who will be contacted with any questions regarding this application.

First Name: Middle: Last Name:

Title: Primary Phone:

Email:

3. BUSINESS CONTACT

Please complete this section ONLY if there are changes to the Licensee phone number, business address (corporate headquarters), or mailing address.

Entity Name:

Primary Phone: Fax Number:

Alternative Phone: Email:

Business Address (Corporate Headquarters)

Street Number: Street Name:

City/Town: State:

Zip Code: Country:

Mailing Address Check here if your Mailing Address is the same as your Business Address

Street Number: Street Name:

City/Town: State:

Zip Code: Country:

AMENDMENT APPLICATION FOR:

Change of Corporate Name, Change of DBA, Change of Legal Structure, Change of Class, Change of Category

Please check the amendment that you are applying for and complete the corresponding section. Please refer to the requirements page for required documents.

<input type="checkbox"/> Change of Corporate Name	Last-Approved Corporate Name:	<input type="text"/>
This is the License Entity		
Name or the Business Contact	Requested New Corporate Name:	<input type="text"/>

<input checked="" type="checkbox"/> Change of DBA	Last-Approved DBA:	<input type="text" value="New Kippy's"/>
	Requested New DBA:	<input type="text" value="Danny's Wine and Spirits"/>

<input type="checkbox"/> Change of Corporate Structure	Last-Approved Corporate Structure	<input type="text"/>
LLC, Corporation, Sole		
Proprietor, etc	Requested New Corporate Structure	<input type="text"/>

<input type="checkbox"/> Change of License Category	Last-Approved License Category	<input type="text"/>
All Alcohol, Wine and Malt,		
Wine Malt and Cordials	Requested New License Category	<input type="text"/>

<input type="checkbox"/> Change of License Class	Last-Approved License Class	<input type="text"/>
Seasonal or Annual		
	Requested New License Class	<input type="text"/>

<input type="checkbox"/> Change of License Type*	Last-Approved License Type	<input type="text"/>
i.e. Restaurant to Club		
Package Store to Supermarket	Requested New License Type	<input type="text"/>

CAN NOT change from an on-premise to an off-premises license type.

APPLICANT'S STATEMENT

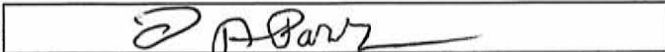
I, Dinesh Patel the: sole proprietor; partner; corporate principal; LLC/LLP member
Authorized Signatory

of Baggi Corporation, hereby submit this application for Change of DBA
Name of the Entity/Corporation Transaction(s) you are applying for

(hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

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

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

Signature: 

Date: 8/24/2016

Title: Owner

CORPORATE RESOLUTION

At a meeting of the Board of Directors of Bapgi Corporation, a majority of the Board of Directors being present and voting, held on August 15, 2016:

On motion duly made and seconded, it was unanimously

VOTED: That the President, Dinesh Patel, is authorized on behalf of the corporation to apply to the Licensing Board of Sudbury and the Alcoholic Beverages Control Commission for a change of d/b/a from "New Kippy's" to "Danny's Wine and Spirits", for the annual Package Store All alcoholic beverages license with regard to the premises at 474 Boston Post Road, Sudbury, Massachusetts.

A TRUE COPY

ATTEST



Dinesh Patel, Secretary



THE COMMONWEALTH OF MASSACHUSETTS
Town of Sudbury

BUSINESS CERTIFICATE (DBA)

\$50.00

August 24, 2016

2016 AUG 24 AM 11:02
TOWN CLERK
SUDBURY, MASS

In conformity with the provisions of Chapter 110, Section 5 of the Massachusetts General Laws, as amended, the undersigned hereby declare(s) that a business under the title of

Business Name: Danny's Wine and Spirits is conducted at

Business Address: 474 BOSTON POST ROAD in the Town of Sudbury, MA

Corporation Name (if applicable): Baggi Corporation
by the following named persons.

Owner/Officers of Corp. Name (Please Print)	Residence Address (Street, City, State and Zip Code)	Signature (Sign in Presence of Notary)
1. Dinesh Patel	4 Old Stable Drive Mansfield, MA 02048	<i>[Signature]</i>
2.		
3.		

Description of Business: Package Store

Phone Number: [Redacted]
Email Address: [Redacted]

A certificate issued in accordance with this section shall be in force and effect for four years from the date of issue and shall be renewed each four years thereafter so long as such business shall be conducted and shall lapse and be void unless so renewed.

The State of Massachusetts

County of Middlesex ss.

On this 18th day of August, 2016, before me, the undersigned notary public, personally appeared Dinesh Patel

who proved to me through satisfactory evidence of identification, which were MA state driver license, to be the person(s) whose name(s) is/are signed on the preceding document, and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of his or her knowledge and belief.



Khalil Farhat
(NOTARY Please Print Name)

[Signature]
(NOTARY Signature)

Commission Expires: 01/20/2023

Town Clerk Use Only
Expiration Date: August 24, 2020

New Kippy's to Danny's Wine and Spirits – Change of DBA Department Feedback

Fire Department Approval:

From: Whalen, John
Sent: Wednesday, August 24, 2016 2:08 PM
Subject: RE: New Kippy's DBA Change

Hello Leila,

The Fire Department has **NO ISSUE** with this name change.

John M. Whalen
Assistant Fire Chief

Board of Health Feedback:

From: Murphy, Bill
Sent: Wednesday, August 24, 2016 1:22 PM
Subject: RE: New Kippy's DBA Change

The Board of Health has **NO ISSUES** with this application.

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

Building Department Feedback:

From: Herweck, Mark
Sent: Wednesday, August 24, 2016 2:18 PM
Subject: RE: New Kippy's DBA Change

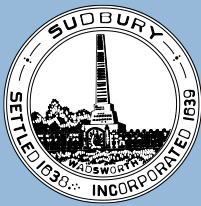
Hi Leila; the Building Department has **NO ISSUES**.

Police Department Approval:

From: Nix, Scott
Sent: Wednesday, August 24, 2016 2:17 PM
Subject: RE: New Kippy's DBA Change

The police department **DOES NOT HAVE ANY ISSUES** with the change.

Respectfully,
Scott Nix
Chief of Police



SUDBURY BOARD OF SELECTMEN
Tuesday, September 6, 2016

CONSENT CALENDAR ITEM

16: Parmenter Hoedown 2016 One Day Wine & Malt License Application

REQUESTOR SECTION

Date of request:

Requestor: Gail Coppola, The Parmenter Foundation

Formal Title: Vote to grant a 1-day Wine & Malt license to the Parmenter Foundation, to accommodate the Parmenter Hoedown on Saturday, September 17, 2016 from 7:00 PM to 11:00 PM at 18 Wolbach Road, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.

Recommendations/Suggested Motion/Vote: Vote to grant a 1-day Wine & Malt license to the Parmenter Foundation, to accommodate the Parmenter Hoedown on Saturday, September 17, 2016 from 7:00 PM to 11:00 PM at 18 Wolbach Road, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.

Background Information:

Please see attached.

Financial impact expected:\$25 to General Fund

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Susan N. Iuliano	Pending
Board of Selectmen	Pending

09/06/2016 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: BOSSadmin@sudbury.ma.us

APPLICATION FOR ONE-DAY LIQUOR LICENSE (NON-PROFIT)

Non-profit organizations hosting an event in Sudbury are eligible to apply for a one-day liquor license. All licensees must purchase their alcoholic beverages from a licensed Massachusetts wholesaler, manufacturer, winery shipment licensee, farmer brewery, farmer distillery or holder of a Special Permit issued by the ABCC.

Application processing can take up to four weeks as approval from the Fire, Police, Building and Board of Health departments are required prior to Board of Selectmen approval. Processing begins after all required materials are received, so please plan accordingly.

Name of Responsible Manager: Gail Coppola

Address of Responsible Manager: 266 Cochituate Rd, Wayland, MA

Phone: [REDACTED]

Non-Profit Organization Name: The Parmenter Foundation

Name & Purpose of Event: The Hoedown for Hope - fundraiser

Name(s) of Brewery/ Distillery/Winery/Wholesaler/Manufacturer to provide alcohol: The Bartender Service

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

Event Date: Sept, 17th

Event Time: 7:00 - 11:00 pm

Event Venue & Address: 18 Wolbach Farm, Sudbury, MA

Documents Enclosed: SVT

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

Please submit completed application and materials to:
Board of Selectmen, Attn: Application Processing, 278 Old Sudbury Rd., Sudbury, MA 01776

8/25/16
Date

Gail Coppola
Applicant Signature

Hoedown for Hope One-Day Wine & Malt License Department Feedback

September 17, 2016

Board of Health Approval:

From: Murphy, Bill
 Sent: Thursday, August 25, 2016 5:47 PM
 Subject: **ACCEPTED**: Parmenter Hoedown for Hope 2016
 When: Saturday, September 17, 2016 7:00 PM-11:00 PM (UTC-05:00) Eastern Time (US & Canada).

Building Department Approval:

From: Herweck, Mark
 Sent: Wednesday, August 31, 2016 9:32 AM
 Subject: RE: Parmenter Hoedown Feedback

Hi Leila,

APPROVE only if a Crowd Manager/Fireman is in attendance for crowd control.

Thanks

Fire Department Approval:

From: Whalen, John
 Sent: Monday, August 29, 2016 9:13 AM
 Subject: **ACCEPTED**: Parmenter Hoedown for Hope 2016
 When: Saturday, September 17, 2016 7:00 PM-11:00 PM (UTC-05:00) Eastern Time (US & Canada).

Hello Leila,

The Fire Department has **NO ISSUE** with this application. The group has scheduled the required fire detail for this event.

If you have any questions please let me know.

Thank you

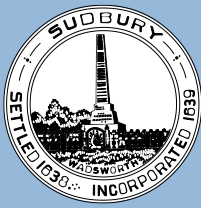
John M. Whalen
 Assistant Fire Chief

Police Department Approval:

From: Nix, Scott
 Sent: Thursday, August 25, 2016 4:56 PM
 Subject: **ACCEPTED**: Parmenter Hoedown for Hope 2016
 When: Saturday, September 17, 2016 7:00 PM-11:00 PM (UTC-05:00) Eastern Time (US & Canada).

The police department **DOES NOT HAVE AN ISSUE** with the event. Thank you.

Respectfully,
 Scott Nix
 Chief of Police



SUDBURY BOARD OF SELECTMEN
Tuesday, September 6, 2016

CONSENT CALENDAR ITEM

17: Minutes approval

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to approve the minutes of 12/17/15 (Jon Wortmann session) and the regular session minutes 8/16/16.

Recommendations/Suggested Motion/Vote: Vote to approve the minutes of 12/17/15 (Jon Wortmann session) and the regular session minutes 8/16/16.

Background Information:
Attached drafts

Financial impact expected:n/a

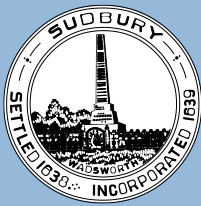
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Susan N. Iuliano	Pending
Board of Selectmen	Pending

09/06/2016 7:30 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, September 6, 2016

CONSENT CALENDAR ITEM
18: Election Worker Appointment

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to appoint Sudbury registered voter, Debra D. Ehrmann, Democrat, of 37 Wright Road, as an Election Officer for a term to expire on August 14, 2017, as recommended by the Town Clerk.

Recommendations/Suggested Motion/Vote: *Vote to appoint Sudbury registered voter, Debra D. Ehrmann, Democrat, of 37 Wright Road, as an Election Officer for a term to expire on August 14, 2017, as recommended by the Town Clerk.*

Background Information:

Financial impact expected:N/A

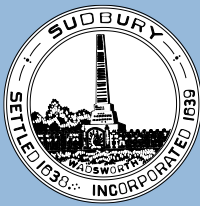
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Susan N. Iuliano	Pending
Board of Selectmen	Pending

09/06/2016 7:30 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, September 6, 2016

CONSENT CALENDAR ITEM

19: Accept settlement and execute release

REQUESTOR SECTION

Date of request:

Requestor: James Kelly, Combined Facilities Director

Formal Title: Vote to accept the settlement of \$30,979.63, of which \$13,234.16 is to be paid directly to Service Master by Gilmore, and to agree to a Full and Final Release prepared by Travelers Insurance on behalf of Mouras Cleaning Services, Inc., as may be amended, in settlement of any claims arising out of the water leak at 275 Old Lancaster Road; and further to authorize the Town Manager to execute said Full and Final Release upon approval by Town Counsel.

Recommendations/Suggested Motion/Vote: Vote to accept the settlement of \$30,979.63, of which \$13,234.16 is to be paid directly to Service Master by Gilmore, and to agree to a Full and Final Release prepared by Travelers Insurance on behalf of Mouras Cleaning Services, Inc., as may be amended, in settlement of any claims arising out of the water leak at 275 Old Lancaster Road; and further to authorize the Town Manager to execute said Full and Final Release upon approval by Town Counsel.

Background Information:

Mouras Cleaning Services, Inc. was retained to perform cleaning services in some Town buildings, and on March 20, 2016, Mouras Cleaning Services, Inc. was responsible for a sink overflowing at the DPW Building which caused damage. The Town retained ServiceMaster by Gilmore to perform some remediation work after the flood, and \$13,234.16 of the \$30,979.63 settlement with Mouras Cleaning Services, Inc. will be paid to ServiceMaster by Gilmore in satisfaction of the amount the Town owes. The settlement will reimburse the Town for payment of \$8,900 in repairs which included painting, sheetrock removal, and the remaining funds will be used to replace two damaged ceilings. The Release has been and is under review by Town 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