

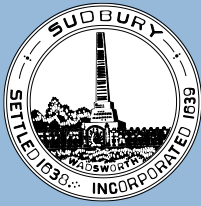
SUDBURY BOARD OF SELECTMEN  
TUESDAY NOVEMBER 1, 2016  
7:30 PM, POLICE STATION CONF. ROOM

Item #	Time	Action	Item
	7:30 PM		CALL TO ORDER
			Opening remarks by Chairman
			Reports from Town Manager
			Reports from Selectmen
			Citizen's comments on items not on agenda
<b>MISCELLANEOUS</b>			
1.			Update on the Fairbank Community Task Force and discussion of plans for SPS administration.
2.			Discussion on Bruce Freeman Rail Trail 25% design update. Meagen Donoghue, Director of Planning and Community Development, Beth Suedmeyer, Environmental Planner, and Tracie Lenhardt from VHB, to attend.
3.		<i>VOTE</i>	Discussion and possible vote concerning CPC request for BFRT Design Funding.
4.			Discussion of Draft Budget Calendar
5.		<i>VOTE</i>	Discussion and possible vote concerning CPC request for funding of Wayside Inn Conservation Restriction.
6.			Discussion of Selectmen's newsletter
7.		<i>VOTE</i>	Discussion and possible vote on membership of Town Manager Evaluation subcommittee.
8.			Citizen's Comments (Cont)
9.			Discuss future agenda items
<b>CONSENT CALENDAR</b>			
10.		<i>VOTE</i>	Vote to approve a one-hour extension of the licensed closing hour and serving of alcoholic beverages for licensees who make application in advance to the Town Manager's Office: Bullfinchs, 730 Boston Post Rd, and for Lavender, 519A Boston Post Road, (1AM to 2AM) on Wednesday, November 23, 2016 (Thanksgiving eve) and Saturday, December 31, 2016 (New Year's Eve), on the condition that the kitchen remains open and food is served.

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

<b>Item #</b>	<b>Time</b>	<b>Action</b>	<b>Item</b>
11.		<i>VOTE</i>	Vote to appoint Unenrolled Registered Voter, Linda Wallace of 15 Hilltop Road and Myisha S. Majumder of 18 Tavern Circle, Student, 17 years of age, both of Sudbury, as Election Officers for terms to expire on August 14, 2017, as recommended by the Town Clerk.
12.		<i>VOTE</i>	Vote to appoint Heather Halsey, 19 Sylvan Way, and Deborah Gordenstein, 208 Marlboro Road, to the Sept. 11 Oversight Memorial Garden Committee, for a term ending 5/31/19, as recommended by Beth Farrell, Committee Chair.
13.		<i>VOTE</i>	Vote to accept, on behalf of the Town, a \$250 donation from Launch Watertown to the Program Contributions and Donations Account, to support the Park & Recreation Halloween 5K, as requested by Kayla McNamara, Director of Parks, Recreation, and Aquatics, said funds to be expended under the direction of Kayla McNamara.
14.		<i>VOTE</i>	Vote to approve the regular session minutes of 10/18/16.

*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, November 1, 2016

**MISCELLANEOUS (UNTIMED)**

**1: Update on FCTF and SPS administration**

REQUESTOR SECTION

Date of request:

Requestor: Chair Susan Iuliano

Formal Title: Update on the Fairbank Community Task Force and discussion of plans for SPS administration.

Recommendations/Suggested Motion/Vote: Update on the Fairbank Community Task Force and discussion of plans for SPS administration.

Background Information:

Financial impact expected:

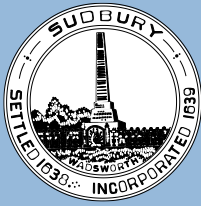
Approximate agenda time requested: 20 minutes

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

11/01/2016 7:30 PM



## SUDBURY BOARD OF SELECTMEN

Tuesday, November 1, 2016

**MISCELLANEOUS (UNTIMED)****2: BFRT Rail Trail 25% design**REQUESTOR SECTION

Date of request:

Requestor: Chairman Iuliano

Formal Title: Discussion on Bruce Freeman Rail Trail 25% design update. Meagen Donoghue, Director of Planning and Community Development, Beth Suedmeyer, Environmental Planner, and Tracie Lenhardt from VHB, to attend.

Recommendations/Suggested Motion/Vote: Discussion on Bruce Freeman Rail Trail 25% design update. Meagen Donoghue, Director of Planning and Community Development, Beth Suedmeyer, Environmental Planner, and Tracie Lenhardt from VHB, to attend.

Background Information:

[attached documents](#)

Financial impact expected:

Approximate agenda time requested: 15 minutes

Representative(s) expected to attend meeting: Meagen Donoghue, Director of Planning and Community Development, Beth Suedmeyer, Environmental Planner, and Tracie Lenhardt from VHB

Review:

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

11/01/2016 7:30 PM

MEMO

*rec'd at  
11/1/16  
BOS  
meeting*

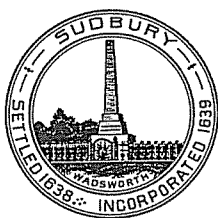
TO: BOARD OF SELECTMEN, VHB BRUCE FREEMAN RAIL TRAIL  
ENGINEERING GROUP, PLANNING AND COMMUNITY DEVELOPMENT  
DEPARTMENT

FROM: Len Simon

DATE: November 1, 2016

RE: BFRT, rail trail parking availability

- Paving the parking area at Davis Field on Rt. 117 (North Ave.) immediately adjacent to the rail trail. It now has an uneven dirt surface with ruts, rocks and potholes. An added benefit is that it would service Davis Field users as well. This parking area is about ½ mile south of the Concord/Sudbury line.
- There is a parking area for Parkinson Field users. It is currently unpaved and has an unpaved access road coming off of Rt. 27 (Hudson Road). It is next to Ti Sales. This parking area is very close to the rail trail which is on the other side of Ti Sales. There is easy access from the parking area to the rail trail without crossing a roadway.
- There is extensive parking at Town Center behind town hall and additional parking at the new commercial area on Hudson Road.
- There is a very large parking area adjacent to the commercial buildings at Chiswick Park which has direct access to the southern terminus of the BFRT, where the Mass Central crosses the Bruce Freeman. This is the area where vehicles and participants for the Fourth of July Parade assemble.
- The two large parking areas at Sudbury Farms and Shaw's can also be used for parking for the BFRT.
- There is a vacant lot next to Sullivan Tire, a short distance west of the Nobscot Rd./Rt. 20 intersection which could be used for rail trail parking. It is only used for several weeks of the year, from around Thanksgiving to Christmas for the Boy Scouts Christmas tree sales.



# Town of Sudbury

Planning and Community Development Department

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

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

TO: Board of Selectmen  
FROM: Beth Suedmeyer, Environmental Planner, Planning and Community Development *BAS*  
Meagen Donoghue, Director, Planning and Community Development *MD*  
RE: Bruce Freeman Rail Trail Design Update for November 1, 2016 BOS Meeting  
DATE: October 27, 2016

We are pleased to submit an update on progress with the Bruce Freeman Rail Trail (BFRT) Design and discuss the next steps with the Board. We request your consideration of the following:

- VHB, the design consultant, has provided an update of their activities since the last public meeting on August 25, 2016. This includes maps showing preliminary parking study areas on Town-owned properties and locations of traffic counts.
- In order to advance to project to 25% design, VHB is requesting input from the Town at this time. We would like to solicit feedback from the Board on options for parking along the rail corridor and alternative routes to be considered.
- A draft revised schedule to bring the project design to 25% for submission to MassDOT is included.
- The Town has received a contract amendment from VHB for two items:
  - VHB to hire a sub-consultant to conduct traffic counts at the project intersections.
  - VHB to conduct investigations of geotechnical and hydraulic conditions for the Bridge Type Study and prepare bridge design recommendations for the crossing of Pantry Brook. This project element was not required prior to the damage occurring at the bridge.

Please see the documents attached for further information and let us know if you have any questions.

We respectfully ask for the Board's review and approval of the contract amendment.

Attachment2.a: BFRT Packet-BOS Mtg 11.1.16 (2038 : BFRT Rail Trail 25% design)



## Memorandum

To: Beth Suedmeyer  
Planning and Community  
Development  
Town of Sudbury

Date: October 26, 2016

Project #: 12984.00

From: Tracie Lenhardt, P.E.

Re: Bruce Freeman Rail Trail

This memorandum has been prepared to provide the Town with a status update of the design process of the Bruce Freeman Rail Trail. The memorandum summarizes the work that has progressed since the last public meeting on August 25, 2016.

#### Environmental:

- The ANRAD was prepared and submitted to the Sudbury Conservation Commission on July 25, 2016.
- VHB attended the Conservation Commission hearing on September 26, 2016.
- VHB attended a site walk on October 5, 2016 with Dave Burke (peer reviewer for the Conservation Commission), Debbie Dineen, Beth Suedmeyer and various Commission members.
- VHB provided revised plans to the Conservation Commission on October 25, 2016 based on comments from the commission, peer reviewer and discussions with the group during the field walk.
- It is anticipated that the hearing will be continued on November 7, 2016.

#### Functional Design Report:

- Traffic Counts –
  - VHB created a traffic count program and ordered the counts through a vendor. The counts were conducted October 12 – October 15, 2016.
- Parking Study –
  - VHB coordinated with the Town to determine locations for a parking study. The study is to focus on publicly owned land adjacent to the rail trail and includes: Parkinson (Ti-Sales) Field, Featherland Park and Davis Field.
  - A parking inventory was taken on Friday, October 14 in the evening, and on Saturday Oct 15 and Sunday Oct 16 in the late morning & early afternoons.

Attachment2.a: BFRT Packet-BOS Mtg 11.1.16 (2038 : BFRT Rail Trail 25% design)

101 Walnut Street  
PO Box 9151  
Watertown, MA 02472-4026  
P 617.924.1770

Ref: 12984.00  
October 26, 2016  
Page 2

#### Conceptual Design:

- VHB began laying out the preliminary horizontal and vertical alignments of a 10' path (with 2' shoulders). The goal is to avoid impacts to wetlands and minimize impacts and vegetation clearing to the side slopes. This effort also includes a cross section study.
- VHB conducted sight distance evaluations at each of the rail/roadway crossings.

#### 25% Highway Design:

- VHB began setting up standard drawings for the 25% Design submission. These plans include:
  - Cover sheet
  - Legend & abbreviations
  - General notes
  - Typical sections
  - General plans
  - Profiles

#### Structural:

- The Hop Brook Preliminary Structures Report has been progressed.



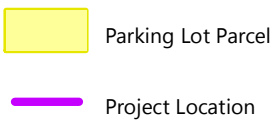
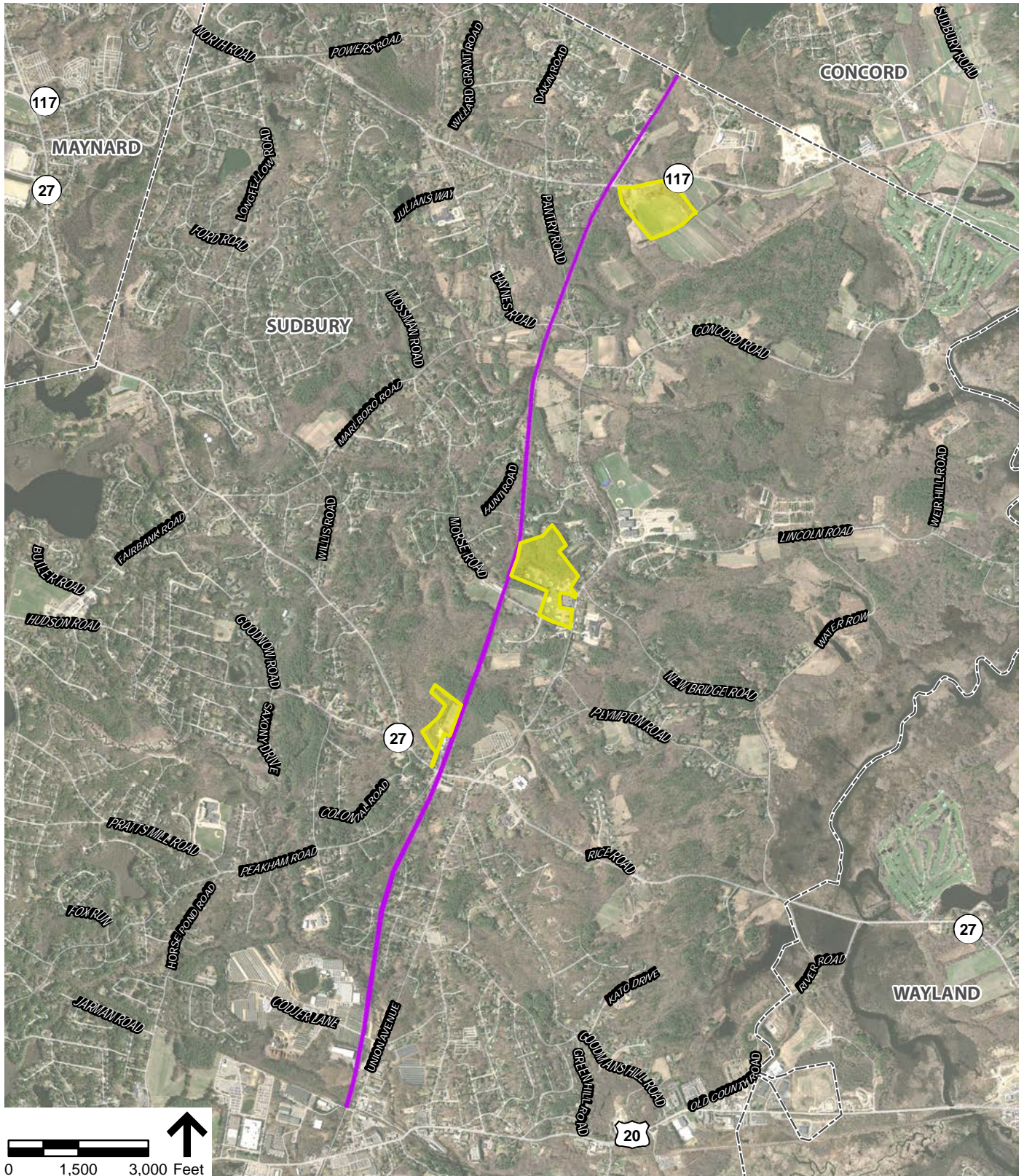
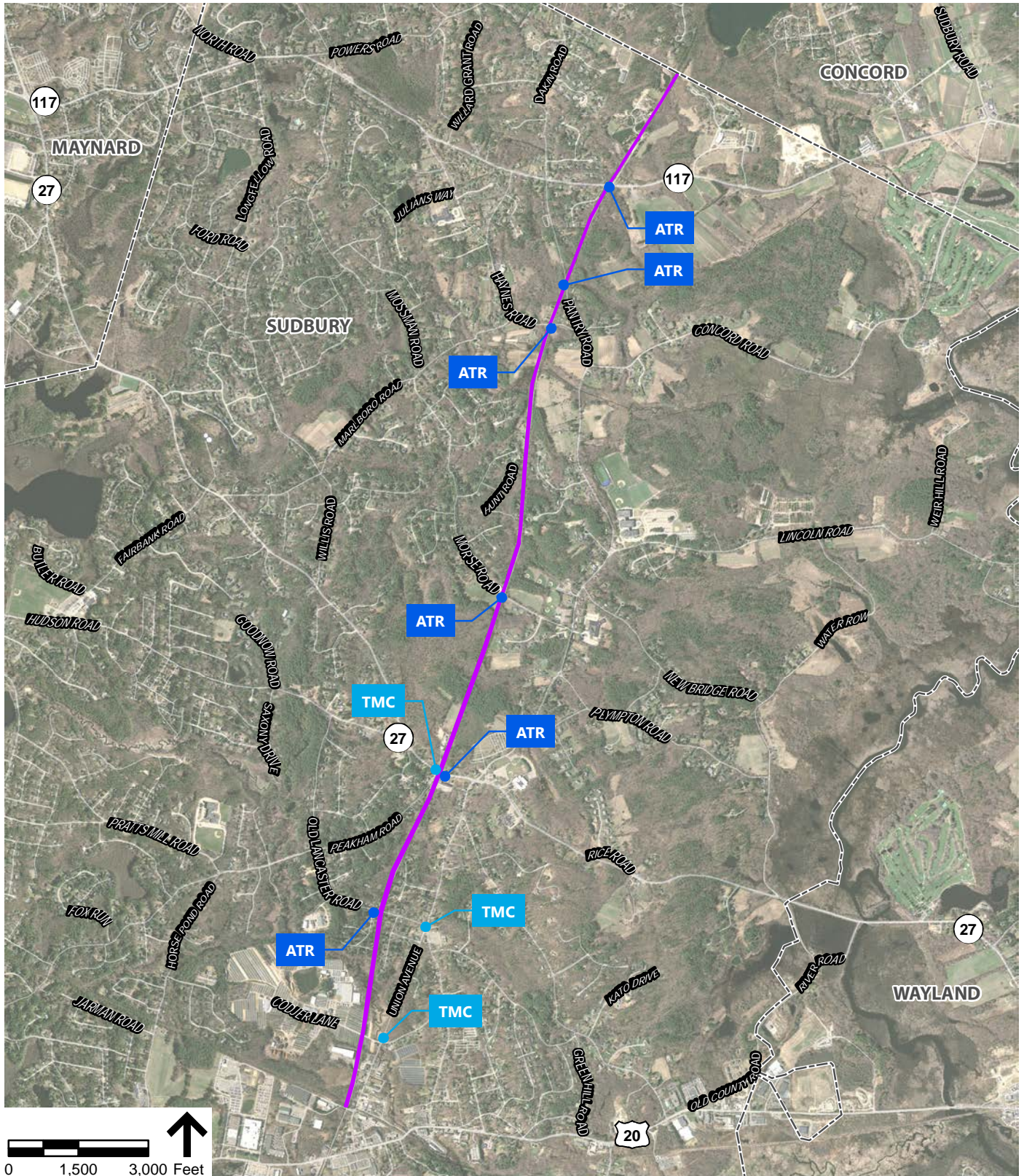


Figure 2

Parking Lot Locations  
Bruce Freeman Rail Trail  
Sudbury, Massachusetts





- ATR Automatic Traffic Recorder Count
- TMC Turning Movement and Classification Count
- Project Location



Figure 1

Traffic Count Locations  
Bruce Freeman Rail Trail  
Sudbury, Massachusetts



Bruce Freeman Rail Trail Schedule

Oct 26, 2016

2015			2016												2017											
Nov	Dec		Jan	Feb	Mar	Apr	May	June	July	AUG	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	AUG	Sept	Oct	Nov	Dec
<u>Data Collection</u>																										
Wetland Delineation			X	X	X	X																				
Ground Survey*		X	X	X																						
Base mapping *				X	X	X	X																			
Traffic data (Provided by Town)											X	X														
Bridge Field Investigation							X	X																		
<u>Design Development</u>																										
Parking study at Davis Park											X	X														
Prepare concept plan												X	X													
Conduit Safety Analysis at Road Crossings												X	X													
Prepare Functional Design Report (FDR)												X	X	X	X											
Prepare 25 percent Design Submittal												X	X	X	X	X	X									
Preliminary Structural Analysis							X	X																		
Preliminary Structures Report											X	X	X	X	X											
MassDOT Review																	X	X	X	X						
Respond to MassDOT comments																			X	X						
Conduct MassDOT Public Hearing																					X					
<u>Environmental Permitting</u>																										
Prepare ANRAD								X	X																	
Attend Conservation Commission Hearing											M	M	M													
Prepare Early Env Coordination														X	X	X										
<u>Right of Way</u>																										
Prepare Preliminary Right of Way Plans																X	X									
<u>Meetings</u>																										
Public information meetings								M		M			M	M	M	M										
Utility meeting																					M					
Staff meetings									M		M		M		M		M		M		M					
Abutter meetings														M		M										

\*Weather Permitting



Phone 617.924.1770

Fax 617.924.2286

www.vhb.com

Engineers | Scientists | Planners | Designers

101 Walnut Street

PO Box 9151

Watertown, MA 02472

## Client Authorization

☐ New Contract

Date October 10, 2016

☒ Amendment No. 3

Project No. 12984.00

Project Name: Bruce Freeman Rail Trail

		Cost Estimate	
		Amendment	Contract Total
To:	Meagen Donoghue Director of Planning & Community Development Town of Sudbury 278 Old Sudbury Road Sudbury, MA 01776	Labor & Expenses	\$21,300.00 \$270,250.00
		TOTAL	\$21,300.00 \$291,550.00
E-mail:	DonoghueMe@sudbury. ma.us	<input checked="" type="checkbox"/> Lump Sum	<input type="checkbox"/> Time & Expenses
		<input type="checkbox"/> Cost + Fixed Fee	<input type="checkbox"/> Labor Multiplier
Phone No:	978-639-3387	Estimated Date of Completion:	Jan 30, 2017

### Scope of Services:

See attached Appendix A for scope of services for Amendment 3.

See attached Appendix B for work hour and fee estimates for Amendment 3.

Prepared By: TAL

Department Approval: MES

Please execute this Client Authorization for VHB to proceed with the above scope of services at the stated estimated costs. No services will be provided until it is signed and returned to VHB.

☐ Subject to attached terms & conditions.☒ Subject to terms & conditions in our original agreement signed by the Town on Oct 29, 2014 and VHB on Nov 14, 2014

Vanasse Hangen Brustlin, Inc. Authorization

By

Print Thomas W. Jackmin

Title Vice President

Date 10/10/16

Client Authorization (Please sign original and return)

By \_\_\_\_\_

Print \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

### Scope of Services for Amendment 3

In Contract Exhibit A, Scope of Services, ADD the following to the original scope of services to Sections 200 and 700:

#### **SECTION 200 FUNCTIONAL DESIGN REPORT**

Per the original contract, the Town was to provide traffic counts for the study area. This amendment will revise the original contract so that VHB will hire a sub-consultant to conduct traffic counts at the project intersections and/or along the project corridor. The data collection effort will assess the following items:

Automatic Traffic Recorder (ATR) with Volume, Speed and Class – Wednesday through Saturday

1. Codger Lane East of Union Avenue
2. Old Lancaster Road Between Gerry Drive and Meadow Drive
3. Old Sudbury Road (Route 27) Between Peakham Road and Concord Road
4. Morse Road East of Codman Drive
5. Haynes Road East of Pantry Road
6. Pantry Road North of Haynes Road
7. North Road (Route 117) West of Windmill Drive

Turning Movement and Classification Counts (TMC) with passenger cars, heavy vehicle, pedestrian and bicycle – Weekday Evening (Tuesday, Wednesday, or Thursday 4-6PM) and Saturday Midday (10AM – 2 PM)

1. Union Avenue @ Codger Lane
2. Union Avenue @ Concord Road and Old Sudbury Path
3. Route 27 @ Peakham Road

#### **SECTION 700 PROJECT DEVELOPMENT – STRUCTURAL**

For the bridge over Pantry Brook, which has been damaged since the original project contract:

##### **706 Bridge Type Selection Worksheet Preparation**

VHB shall prepare a Bridge Type Selection Worksheet including a visual investigation of geotechnical and hydraulic conditions affecting the bridge replacement. The report shall evaluate appropriate substructure arrangements and foundation types, as well as suitable superstructure types for a range of span lengths. The Bridge Type Selection Worksheet will follow the guidelines in Part I, Chapter 2 of the MassDOT Bridge manual, and will be submitted to MassDOT for review. MassDOT comments will be addressed and responded to, as required. It is not anticipated that additional meetings or site visits will be required for this amendment.

Task	Fee Estimate
706 – Bridge Type Selection Worksheet Preparation	\$18,150.00
Expenses	\$150.00
	\$18,300.00



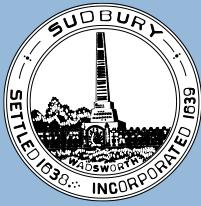
# Structural Design Fee - Task Breakdown

Date: 6/14/2016

Prepared By: SBK

**Project:** Bruce Freeman Rail Trail - AMEND 3 (Pantry Brook Br Washout)  
**Location:** Sudbury, MA

Bridge Design	PIC / Chief Engineer	Project Manager	Senior Engineer	Project Engineer	Junior Engineer	TOTAL
Field Inspection						
Preliminary Geotechnical Investigation (in-house, no sub) [TSW 3.5]		6	6	6		18
Hydraulic Investigation [TSW 2.4, 3.4]			4	6		10
Superstructure Types (additional effort) [TSW 4.1, 6.1, 8.1]		2	4	12		18
Substructure Arrangement, Span, and Foundation Type [TSW 5.1, 8.1]	2	4	6	16		28
Drawing Preparation (additional effort) [TSW 9.2-9.5]		2	8	24		34
Preliminary Cost Estimate (substructures only) [TSW 7.1, 9.8]				8	36	44
Internal QA/QC		2	2	8		12
DOT Review (prepare submittals, address comments)	3	2		4		9
	3	4		2	4	13
<b>Totals</b>	<b>8</b>	<b>22</b>	<b>30</b>	<b>86</b>	<b>40</b>	<b>186</b>

**SUDBURY BOARD OF SELECTMEN**

Tuesday, November 1, 2016

**MISCELLANEOUS (UNTIMED)****3: CPC request for BFRT Design Funding****REQUESTOR SECTION**

Date of request:

Requestor: Susan Iuliano

Formal Title: Discussion and possible vote concerning CPC request for BFRT Design Funding.

Recommendations/Suggested Motion/Vote: Discussion and possible vote concerning CPC request for BFRT Design Funding

Background Information:  
attached?

Financial impact expected:see att?

Approximate agenda time requested:

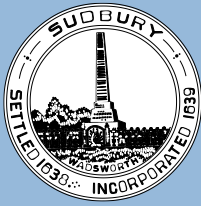
Representative(s) expected to attend meeting:

Review:

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

11/01/2016 7:30 PM





## SUDBURY BOARD OF SELECTMEN

Tuesday, November 1, 2016

**MISCELLANEOUS (UNTIMED)****4: Budget Calendar**REQUESTOR SECTION

Date of request:

Requestor: Chair Iuliano

Formal Title: Discussion of Draft Budget Calendar

Recommendations/Suggested Motion/Vote: Discussion of Draft Budget Calendar

**Background Information:**

The Finance Committee is considering the possibility that an operating override budget may be offered for FY18. In the event that an operating override is brought to the May Annual Town Meeting, the Selectmen will need to decide whether to place the Prop 2½ override ballot question on the March Town Election warrant or whether to call a special Town Election, to be scheduled after the May Town Meeting, for this and/or other items. While no decision has been made about a potential override, the possibility of an earlier ballot question will dictate the budget calendar.

The Budget Strategies Task Force discussed this issue at their October 21 meeting. Chair Susan Berry has provided the attached Draft Budget Calendar to outline the process required to meet the **February 20** due date for submission of the warrant for the March election. The Task Force representatives will consult with their respective cost centers. Then, the Task Force will further discuss the matter at their November 10 meeting and will provide feedback to the Selectmen. The election scheduling decision will be on the Selectmen's November 15 agenda.

In preparation for the Budget Strategies Task Force meeting, the Selectmen will discuss whether the Town department budgeting process and the Selectmen's calendar could be adapted to meet the earlier budget schedule proposed.

Further, the Selectmen will discuss and possibly confirm the proposed dates for joint BOS/Finance Committee meetings: **Tuesday, February 28** (to hear CPC articles) and **Monday, March 6** (to hear capital articles).

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

**Review:**

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending

DRAFT  
Preliminary Budget Hearings Calendar

December 30 – Budgets due to Finance Director and Budget Reconciliation spreadsheets to Chair of the Finance Committee

January

1/5 – Budget Books are available

1/6 – FinCom Multiyear Data Comparison spreadsheets due to Finance Committee Chair

**Monday 1/9 and Tuesday 1/10** – 1<sup>st</sup> Budget Hearing with cost centers

Week of 1/9 or 1/16 – Finance Committee meeting to prep for joint meeting

**Monday 1/23** – Joint Finance Committee/BSTF joint meeting

Week of 1/23 – Cost centers' review any recommendations from 1/23 joint meeting

**Monday 1/30** – Finance Committee meeting (receive feedback from cost centers)

February

Friday 2/3 – Budget updates due to Finance Director and Finance Committee Chair

**Monday 2/6** – 2<sup>nd</sup> Budget Hearing with all three cost centers

**Monday 2/13** – Finance Committee vote on budget if warrant article for Town Elections needed;  
Otherwise joint FinCom/BSTF meeting, if needed

Tuesday, 2/14 – FinCom report recommendations; BoS vote on wording of warrant article for  
Town Elections, if needed

**Monday 2/27** – Alternative deadline for Finance Committee vote on budget

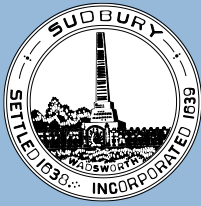
**Tuesday 2/28** – Alternative date for Finance Committee to report recommendations to BoS (also  
jointly hear CPC articles potentially)

March

**Monday 3/6** – Joint meeting with BoS to hear Capital recommendations and articles

**Monday 3/13** – Finance Committee meeting

Friday 3/17 – Finance Committee Warrant section and recommendations due



SUDBURY BOARD OF SELECTMEN  
Tuesday, November 1, 2016

5

**MISCELLANEOUS (UNTIMED)**

**5: CPC request for funding Wayside Inn CR**

REQUESTOR SECTION

Date of request:

Requestor: Chair Iuliano

Formal Title: Discussion and possible vote concerning CPC request for funding of Wayside Inn Conservation Restriction.

Recommendations/Suggested Motion/Vote: Discussion and possible vote concerning CPC request for funding of Wayside Inn Conservation Restriction.

Background Information:

Financial impact expected:n/a

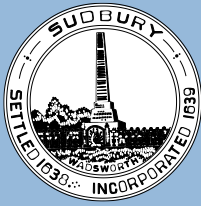
Approximate agenda time requested:

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

11/01/2016 7:30 PM



SUDBURY BOARD OF SELECTMEN  
Tuesday, November 1, 2016

6

**MISCELLANEOUS (UNTIMED)**

**6: BOS newsletter**

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discussion of Selectmen's newsletter

Recommendations/Suggested Motion/Vote: Discussion of Selectmen's newsletter

Background Information:

Financial impact expected:n/a

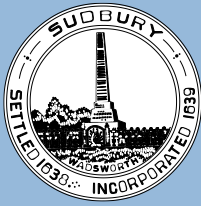
Approximate agenda time requested:

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

11/01/2016 7:30 PM



SUDBURY BOARD OF SELECTMEN  
Tuesday, November 1, 2016

7

**MISCELLANEOUS (UNTIMED)**

**7: Town Manager evaluation subcommittee**

REQUESTOR SECTION

Date of request:

Requestor: Selectman Len Simon

Formal Title: Discussion and possible vote on membership of Town Manager Evaluation subcommittee.

Recommendations/Suggested Motion/Vote: Discussion and possible vote on membership of Town Manager Evaluation subcommittee

Background Information:  
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

11/01/2016 7:30 PM

## **TOWN OF SUDBURY EVALUATION PROCESS FOR THE TOWN MANAGER**

**Approved 4/5/16**

### **PREFACE**

The Sudbury Board of Selectmen is committed to an evaluation process that is positive, constructive, and measurable in assessing performance. The BOS seeks to provide sound and regular feedback to the Town Manager throughout the year. The purpose of the evaluation instrument is to formally appraise the Town Manager's performance on an annual basis. The BOS will assess the Town Manager's performance in management practices and in the accomplishment of goals. The evaluation process should be implemented with mutual respect for all involved, to assist the Town Manager in reviewing her effectiveness and to work toward the common goal of improving the Town of Sudbury.

### **PROCESS**

The evaluation shall consist of:

SECTION 1: A narrative self-evaluation completed by the Town Manager, addressing major areas of responsibility and progress in meeting the goals agreed upon by the BOS and the Town Manager.

SECTION 2: A composite evaluation based on a checklist of the Town Manager's major areas of responsibilities. Each Selectman will complete an individual checklist review form to evaluate each area. The composite evaluation scoring for each area will be an average of the Selectmen's individual ratings, with each Selectman's score weighted equally. The Town Manager Evaluation Subcommittee will provide a draft summary of the comments provided by the Selectmen for each area, to be approved by the BOS.

SECTION 3: A composite evaluation concerning the Town Manager's progress in meeting the goals agreed upon by the BOS and the Town Manager. Each Selectman will complete an individual narrative concerning the Town Manager's progress in meeting these goals. The Town Manager Evaluation Subcommittee will provide a draft summary of the comments provided by the Selectmen for each goal, to be approved by the BOS.

## PROCEDURE AND SCHEDULE

By **October 15** each year, the BOS will establish or update goals for the Town of Sudbury that may be annual or multi-year objectives, with a focus on the following calendar year. Within the context of these goals, the BOS and Town Manager together will outline specific annual goals, for the upcoming calendar year, to assist the Town Manager in identifying her role in implementing the Town goals. The BOS will establish a Town Manager Evaluation Subcommittee to draft these goals. The Town Manager's goals will be established by the end of **November**. The Town Manager also may establish administrative goals for the Town staff.

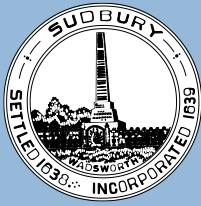
Throughout the year, individual Selectmen should identify any performance concerns or recommendations and discuss these directly with the Town Manager. Substantial concerns, including any that require corrective action, should be discussed by the BOS in an open session. In any event, the BOS will conduct an informal discussion concerning the Town Manager's performance in **July or August** each year.

To initiate the formal review process, the Town Manager will submit a narrative self-evaluation to the BOS by **March 1** each year, addressing the prior calendar year. Each Selectman will complete an individual Section 2 checklist form and a Section 3 goal narrative and submit these to the Town Manager Evaluation Subcommittee by **March 15**, evaluating the Town Manager's performance for the prior calendar year.

These individual evaluations, combined with information from the Town Manager's self-evaluation, will be compiled by the Subcommittee into a draft composite evaluation. The Subcommittee will then meet with the Town Manager to discuss the draft evaluation. The Subcommittee will submit the draft evaluation to the board by the first BOS meeting in **April**. The BOS will review and approve the evaluation by **April 30** to ensure that those members who have supervised the Town Manager during the preceding calendar year vote on the evaluation. All BOS discussion of the evaluation will occur in an Open Meeting and both individual and composite written evaluations will be available as public records.

The BOS will generally conduct the salary review for the Town Manager in **June** of each year.

**FOR 2016:** The process for 2016 will be different given that the Town Manager commenced employment on December 1, 2015. In the summer of 2016, the BOS will conduct an informal evaluation discussion with the Town Manager concerning the Town Manager's performance since December 1, 2015. Then, starting in March 2017, the BOS will follow the process described above to evaluate the Town Manager's performance from December 1, 2015, through December 31, 2016.



SUDBURY BOARD OF SELECTMEN  
Tuesday, November 1, 2016

8

**MISCELLANEOUS (UNTIMED)**

**8: 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:

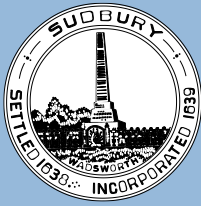
Representative(s) expected to attend meeting:

Review:

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

11/01/2016 7:30 PM





SUDBURY BOARD OF SELECTMEN  
Tuesday, November 1, 2016

9

**MISCELLANEOUS (UNTIMED)**

**9: 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:

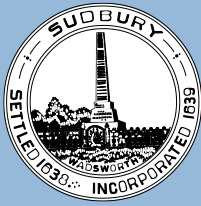
Approximate agenda time requested:

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

11/01/2016 7:30 PM



## SUDBURY BOARD OF SELECTMEN

Tuesday, November 1, 2016

**CONSENT CALENDAR ITEM****10: Serving Extensions: Thanksgiving and New Year's Eve 2016**REQUESTOR SECTION

Date of request:

Requested by: Leila S. Frank

Formal Title: Vote to approve a one-hour extension of the licensed closing hour and serving of alcoholic beverages for licensees who make application in advance to the Town Manager's Office: Bullfinchs, 730 Boston Post Rd, and for Lavender, 519A Boston Post Road, (1AM to 2AM) on Wednesday, November 23, 2016 (Thanksgiving eve) and Saturday, December 31, 2016 (New Year's Eve), on the condition that the kitchen remains open and food is served.

Recommendations/Suggested Motion/Vote: Vote to approve a one-hour extension of the licensed closing hour and serving of alcoholic beverages for licensees who make application in advance to the Town Manager's Office: Bullfinchs, 730 Boston Post Rd, and for Lavender, 519A Boston Post Road, (1AM to 2AM) on Wednesday, November 23, 2016 (Thanksgiving eve) and Saturday, December 31, 2016 (New Year's Eve), on the condition that the kitchen remains open and food is served. Following the close of the full menu, licensees must provide, at a minimum, five (5) assorted items up until thirty (30) minutes before closing.

Background Information:  
Please see attached

Financial impact expected:N/A

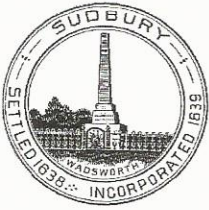
Approximate agenda time requested:

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

11/01/2016 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: [selectmen@sudbury.ma.us](mailto:selectmen@sudbury.ma.us)

## APPLICATION FOR SERVING HOURS EXTENSION 2016

Please complete this application form and return to the Selectmen's Office by **Monday, October 17, 2016**. You will be notified of request approval via email.

TO THE LICENSING AUTHORITY  
SUDBURY, MASSACHUSETTS

Restaurant Name: Bullfinchs  
Restaurant Address: 730 Boston Post Rd.  
Name of applicant: Scott Richardson

Serving Hours Extension(s) Requested (please check all that apply)

- ☒ Night Before Thanksgiving: Wednesday, November 23, 2016  
☒ New Year's Eve: Saturday, December 31, 2016

10/10/16  
Date

[Signature]  
Applicant Signature

Please submit completed application to:

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

Board of Selectmen, 278 Old Sudbury Rd, Sudbury, MA 01776  
Fax: (978) 443-0756



# Town of Sudbury

Office of Selectmen  
www.sudbury.ma.us

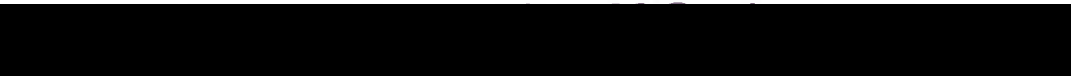
Flynn Building  
278 Old Sudbury Rd  
Sudbury, MA 01776-1843  
978-639-3381  
Fax: 978-443-0756  
Email: [selectmen@sudbury.ma.us](mailto:selectmen@sudbury.ma.us)

## APPLICATION FOR SERVING HOURS EXTENSION 2016

Please complete this application form and return to the Selectmen's Office by **Monday, October 17, 2016**. You will be notified of request approval via email.

TO THE LICENSING AUTHORITY  
SUDBURY, MASSACHUSETTS

Restaurant Name: Lavender Asian Cuisine & Bar  
Restaurant Address: 519A Boston Post Road  
Name of applicant: Tim Fong



**Serving Hours Extension(s) Requested** (please check all that apply)

- ☒ Night Before Thanksgiving: Wednesday, November 23, 2016  
☒ New Year's Eve: Saturday, December 31, 2016

10/05/16

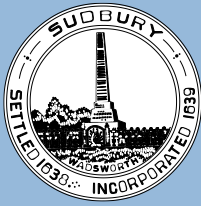
Date

[Signature]  
Applicant Signature

**Please submit completed application to:**

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

Board of Selectmen, 278 Old Sudbury Rd, Sudbury, MA 01776  
Fax: (978) 443-0756



## SUDBURY BOARD OF SELECTMEN

Tuesday, November 1, 2016

**CONSENT CALENDAR ITEM****11: Election worker appointment**REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to appoint Unenrolled Registered Voter, Linda Wallace of 15 Hilltop Road and Myisha S. Majumder of 18 Tavern Circle, Student, 17 years of age, both of Sudbury, as Election Officers for terms to expire on August 14, 2017, as recommended by the Town Clerk.

Recommendations/Suggested Motion/Vote: Vote to appoint Unenrolled Registered Voter, Linda Wallace of 15 Hilltop Road and Myisha S. Majumder of 18 Tavern Circle, Student, 17 years of age, both of Sudbury, as Election Officers for terms to expire on August 14, 2017, as recommended by the Town Clerk.

Background Information:

**Community Service Guidelines for Election Workers**

The Massachusetts General Laws allows for High School students that are at least 16 years of age to do community service working as Election Workers. We can accept two students who are 16 or 17 years of age at each precinct. Students who are already 18 must be registered voters in the Commonwealth and are not limited in number. Students must be responsible for their own transportation to and from the polls.

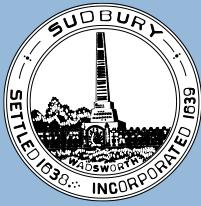
The following is required under the laws of the Commonwealth:

**Massachusetts General Law****ELECTION OFFICERS**

**Chapter 54: Section 11B. Filing for appointment in cities; procedure; eligibility; examinations**  
**Not more than 2 such election officers per precinct may be appointed who:**

- (1) Are 16 or 17 years of age
- (2) Are residents of the Commonwealth
- (3) Are United States citizens when appointed
- (4) Are able to speak, read and write the English language
- (5) Have provided a letter from a parent or guardian giving permission for them to serve as election officers ([Notarized](#))
- (6) Have provided a letter from their school principal giving permission for them to be absent from school to serve as election officers if the election or a training will take place when school is in session or, if home schooled, have provided a copy of the document indicating approval to be home schooled
- (7) Agree to attend required training sessions.

Financial impact expected:



## SUDBURY BOARD OF SELECTMEN

Tuesday, November 1, 2016

**CONSENT CALENDAR ITEM****12: Appointments to 9/11 Memorial Garden Committee**REQUESTOR SECTION

Date of request:

Requestor: Beth Farrell, committee chair

Formal Title: Vote to appoint Heather Halsey, 19 Sylvan Way, and Deborah Gordenstein, 208 Marlboro Road, to the Sept. 11 Oversight Memorial Garden Committee, for a term ending 5/31/19, as recommended by Beth Farrell, Committee Chair.

Recommendations/Suggested Motion/Vote: Vote to appoint Heather Halsey, 19 Sylvan Way, and Deborah Gordenstein, 208 Marlboro Road, to the Sept. 11 Oversight Memorial Garden Committee, for a term ending 5/31/19, as recommended by Beth Farrell, Committee Chair.

Background Information:

Attached applications and memo from Beth Farrell, 9/11 Memorial Garden Committee Chair.

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

11/01/2016 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: 9/11 Garden Committee

Name: Heather Halsey

Address: 19 Sylvan Way

Email Address: halseyh@mac.com

Home phone: 9784433212

Work or Cell phone: 6172570561

Years lived in Sudbury: 10

Brief resume of background and pertinent experience:

I am a Certified Master Gardener as certified through the Massachusetts Master Gardeners Association. I have worked on several gardening/beautification projects at Our Lady of Fatima Church, Greenwood Pool Club and Haynes Elementary school and am a member of the Sudbury Garden Club.

Municipal experience (if applicable):

Educational background:

Bachelor of Science in Education 1996  
 Masters of Education 2001

Reason for your interest in serving:

Interested in adding more beauty to the 9/11 Garden along with improving Heritage Park.

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

days

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

no



(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 Heather Halsey Date 10/6/16

# 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: 9/11 memorial garden

Name: Deborah Gordenstein  
Address: 208 Marlboro Rd Sudbury Email Address: deborah623@gmail.com  
Home phone: 617-686-1629 Work or Cell phone: 617-686-1629

Years lived in Sudbury: 13

Brief resume of background and pertinent experience:

mom of 2 children who lost mom #1 in 9/11  
avid gardener  
Publisher of GROW! Boston - magazine on "growing & sustainability"  
extensive media advertising background - PR

Municipal experience (if applicable):

None

Educational background:

Some college

Reason for your interest in serving:

my family is a 9/11 family. IT'S MY JOB TO HELP KEEP LISA'S memory alive

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

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

NO.

De (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 Deborah G Date 8/15/10



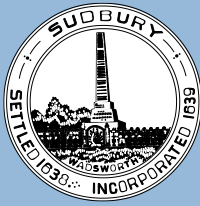
To: Sudbury Board of Selectmen  
From: Beth Farrell, Chairperson  
Chairperson, Sudbury Sept. 11<sup>th</sup> Memorial Garden Oversight Committee  
Date: October 19, 2016  
Re: Recommendation for appointment of Deborah Gordenstein and Heather Halsey

At our Fall meeting on September 20, 2016, the 9/11 Garden Oversight Committee unanimously approved the appointment of Heather Halsey and Deborah Gordenstein to the Committee. Ms. Gordenstein will fill one of the “family member” positions, taking the spot previously held by Mrs. Bette Cloud. Mrs. Cloud will still advise, but not vote or attend meetings. Ms. Gordenstein’s husband’s first wife, Lisa, was killed on one of the airplanes that hit the WTC.

Heather Halsey will fill the position previously held by Deborah Kruskal, and satisfies the charter requirement for preference for a horticultural expert to serve on the Committee. Ms. Halsey holds a “Master Gardener” certification and has worked on a number of gardens around Sudbury, including Lincoln-Sudbury Regional High School.

We request Ms. Gordenstein and Ms. Halsey’s approval ASAP.

Thank you,  
Beth Farrell



## SUDBURY BOARD OF SELECTMEN

Tuesday, November 1, 2016

**CONSENT CALENDAR ITEM****13: Park and Rec donation**REQUESTOR SECTION

Date of request:

Requestor: Kayla McNamara, Director of Parks, Recreation &amp; Aquatics

Formal Title: Vote to accept, on behalf of the Town, a \$250 donation from Launch Watertown to the Program Contributions and Donations Account, to support the Park & Recreation Halloween 5K, as requested by Kayla McNamara, Director of Parks, Recreation, and Aquatics, said funds to be expended under the direction of Kayla McNamara.

Recommendations/Suggested Motion/Vote: Vote to accept, on behalf of the Town, a \$250 donation from *Launch Watertown* to the Program Contributions and Donations Account, to support the Park & Recreation Halloween 5K, as requested by Kayla MacNamara, Director of Parks, Recreation, and Aquatics, said funds to be expended under the direction of Kayla McNamara.

Background Information:  
attached memo

Financial impact expected:

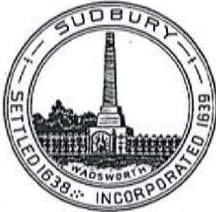
Approximate agenda time requested:

Representative(s) expected to attend meeting:

## Review:

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

11/01/2016 7:30 PM



# Town of Sudbury

## Park & Recreation Department

McNamarak@sudbury.ma.us

Park and Recreation Department  
40 Fairbank Road  
Sudbury, MA 01776  
978-443-1092

### Memorandum

TO: Patty Golden  
FROM: Kayla McNamara  
RE: Donations  
DATE: October 12, 2016

RECEIVED  
BOARD OF SELECTMEN  
SUDBURY, MA  
2016 OCT 18 P 12:48

To the Board of Selectmen:

Please accept the following donation to support the Park and Recreation Halloween 5K. This donation will be deposited in the Program Contributions and Donations Account 191448/483100.

Launch Watertown

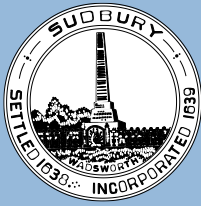
\$250

I have enclosed a copy of the check. The total donation is \$250.

Please let me know when this donation is approved and I will deposit the check.

Thank you,

Kayla McNamara  
Director of Parks, Recreation & Aquatics  
40 Fairbank Road  
Sudbury, MA 01776-1843  
978-639-3259



## SUDBURY BOARD OF SELECTMEN

Tuesday, November 1, 2016

**CONSENT CALENDAR ITEM****14: Minutes approval**REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to approve the regular session minutes of 10/18/16.

Recommendations/Suggested Motion/Vote: Vote to approve the regular session minutes of 10/18/16.

Background Information:

Attached draft

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

11/01/2016 7:30 PM