

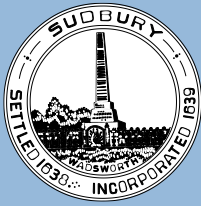
SUDBURY BOARD OF SELECTMEN
TUESDAY FEBRUARY 27, 2018
7:00 PM, TOWN HALL - LOWER LEVEL

Item #	Time	Action	Item
	7:00 PM		CALL TO ORDER
			Opening remarks by Chairman
			Reports from Town Manager
			Reports from Selectmen
			Citizen's comments on items not on agenda
TIMED ITEMS			
1.	7:15 PM	<i>VOTE / SIGN</i>	As the Licensing Authority for the Town of Sudbury, in accordance with MGL c138, s. 15, vote to approve a Change of Manager for RBSBW, Inc. d/b/a Sudbury Farms, 439 Boston Post Road, from Patrick E. Roche, Jr. to Kevin Fry, as requested in an application dated February 8, 2018.
2.	7:25 PM	<i>VOTE</i>	Joint meeting with Finance Committee and Capital Improvement Advisory Committee (CIAC) to discuss Town Meeting articles.
3.		<i>VOTE</i>	Discuss ATM articles with CPC chair, Sherril Cline, to include: SPS Playgrounds, Pond Invasive Weed Removal, Wayside Inn Invasive Plant Species Removal, acquisition of Broadacre Farm, Regional Housing Services, Sudbury Housing Trust Allocation, CSX acquisition funding reversion and other fund reversion.
4.		<i>VOTE</i>	Presentation of warrant articles to include: FY19 Capital budget Town Manager; DPW Rolling Stock, DPW Equipment, DPW Underground Storage, Stearns Mill Pond Dam and Dutton Road; Sudbury Public Schools Playgrounds, Noyes Fire Alarm, LS Phone system replacement, Cutting Field, new Fire Station, Fairbank, acquisition of Broadacre farm.
5.		<i>VOTE</i>	Presentation or discussion of other warrant articles
6.		<i>VOTE</i>	Adjourn meeting with CIAC and Finance Committee
MISCELLANEOUS			
7.		<i>VOTE</i>	Review draft Winter 2018 Board of Selectmen Newsletter and approve for distribution.

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
8.			Discussion on Capital Planning
9.			Discussion on SPS Administration
10.			Discussion on fundraising for Fairbank Community Center
11.			Discussion on Town Forum scheduled for Sat, March 3, 2018.
12.		<i>VOTE / SIGN</i>	Vote to sign Annual Town Election Warrant for March 26, 2018, which must be delivered to residents by March 19.
13.			Discussion on possible date for Special Town Election.
14.			Citizen's Comments (cont)
15.			Discuss Upcoming Agenda Items
CONSENT CALENDAR			
16.		<i>VOTE</i>	Vote to authorize the Town Manager to enter into a contract with Nover-Armstrong for an amount not to exceed \$300,000.
17.		<i>VOTE</i>	Vote to authorize the Town Manager to enter into a contract with BCK law for an amount not to exceed \$400,000.
18.		<i>VOTE</i>	Question of entering into the Town record and congratulating the following members of Boy Scout Troop 63 on attaining the rank of Eagle Scout: Colton Cho Chung, 19 Elsbeth Road; Declan Patrick Forde, 18 Noyes Lane; Bailey Joseph Prince, 45 Cudworth Lane.
19.		<i>VOTE</i>	Vote to approve MAGIC Stormwater partnership mission statement.
20.		<i>VOTE</i>	Vote to Grant a Special Permit to the National Brain Tumor Society, to hold the "Boston Brain Tumor Ride" on Sunday, May 20, 2018, from 7:30 A.M. through approximately 2:45 P.M., subject to compliance with conditions outlined by the Police and Fire Departments, DPW and Park and Recreation, subject to receipt of a certificate of liability.
21.		<i>VOTE</i>	Vote to grant a Special Permit to Joyce Endee Productions to hold an Autumn Arts & Crafts Festival on Saturday, September 8 and Sunday, September 9, 2018, from 10am - 4pm on both days, at the Wayside Inn, subject to conditions and permits required by the Fire, Police, Health and Building Departments.
22.		<i>VOTE</i>	Vote to approve the regular session minutes of 1/9/18 and 1/23/18.

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, February 27, 2018

TIMED ITEM**1: Sudbury Farms Change of Manager****REQUESTOR SECTION**

Date of request:

Requestor: RBSBW, Inc. d/b/a Sudbury Farms

Formal Title: As the Licensing Authority for the Town of Sudbury, in accordance with MGL c138, s. 15, vote to approve a Change of Manager for RBSBW, Inc. d/b/a Sudbury Farms, 439 Boston Post Road, from Patrick E. Roche, Jr. to Kevin Fry, as requested in an application dated February 8, 2018.

Recommendations/Suggested Motion/Vote: As the Licensing Authority for the Town of Sudbury, in accordance with MGL c138, s. 15, vote to approve a Change of Manager for RBSBW, Inc. d/b/a Sudbury Farms, 439 Boston Post Road, from Patrick E. Roche, Jr. to Kevin Fry, as requested in an application dated February 8, 2018.

Background Information:

Please see application attached. In attendance will be Kevin Fry, Manager; James Sperber, Esq, Roche Bros. Supermarkets

Financial impact expected:\$75 Application Fee

Approximate agenda time requested: 15 minutes

Representative(s) expected to attend meeting: Kevin Fry, Manager; James Sperber, Esq, Roche Bros. Supermarkets

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

02/27/2018 7:00 PM



Roche Bros. Supermarkets
70 Hastings Street
Wellesley Hills, MA
02481-5439
781-235-9400
Fax: 781-235-3153

RECEIVED
BOARD OF SELECTMEN
SUDBURY

2018 FEB -8 P 1:07

February 2, 2018

Board of Selectmen
Town of Sudbury
278 Old Sudbury Road
Sudbury, MA 01776
Attn: Liquor Licensing Coordinator

Re: RBSBW, Inc. d/b/a/ Sudbury Farms, 439 Boston Post Road
Sec. 15 License 00014-PK-1250— Change of Manager of Record

Dear Board of Selectmen,

I am writing to inform you that RBSBW, Inc., d/b/a/ Sudbury Farms, intends to change the Manager of Record for the above-referenced licensee from Patrick E. Roche, Jr. to Kevin Fry.

Mr. Fry has previously been the store manager at our Acton, Westborough and Burlington stores.

Enclosed herewith please find the ABCC Change of Manager forms for the new manager, together with supporting documentation and our check in the amount of \$75.00. We will be looking to schedule a hearing with the Board of Selectmen for approval of the new Manager of Record.

Please do not hesitate to contact me with any questions.

Sincerely,

James A. Sperber, Esq.
Director of Real Estate
Roche Bros. Supermarkets

cc. RBSBW, Inc. Board of Directors

Attachment1.a: Sudbury Farms Change of Manager App 2.8.2018_BOS (2656 : Sudbury Farms Change of Manager)





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

AMENDEMENT APPLICATION FOR A CHANGE OF MANAGER

Please complete this entire application, leaving no fields blank. If field does not apply to your situation, please write N/A.

1. NAME OF LICENSEE (Business Contact)

RBSBW, Inc

ABCC License Number

00014-PK-1250

City/Town of Licensee

Sudbury

2. APPLICATION CONTACT

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

First Name: James

Middle: A.

Last Name: Sperber

Title: Attorney

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:

APPLICATION FOR A NEW RETAIL ALCOHOLIC BEVERAGES LICENSE

4. MANAGER CONTACT

The Manager Contact is required and is the individual who will have day-to-day, operational control over the liquor license.

Salutation First Name Middle Name Last Name Suffix

Social Security Number Date of Birth

Primary Phone: Email:

Mobile Phone: Place of Employment

Alternative Phone: Fax Number

Citizenship / Residency / Background Information of Proposed Manager

Are you a U.S. Citizen? ☒ Yes ☐ No

Do you have direct, indirect, or financial interest in this license? ☐ Yes ☒ No

Have you ever been convicted of a state, federal, or military crime? ☐ Yes ☒ No

If yes, attach an affidavit that lists your convictions with an explanation for each

If yes, percentage of interest

Have you ever been Manager of Record of a license to sell alcoholic beverages? ☐ Yes ☒ No

If yes, please list the licenses for which you are the current or proposed manager:

If yes, please indicate type of Interest (check all that apply):

<input type="checkbox"/> Officer	<input type="checkbox"/> Sole Proprietor
<input type="checkbox"/> Stockholder	<input type="checkbox"/> LLC Manager
<input type="checkbox"/> LLC Member	<input type="checkbox"/> Director
<input type="checkbox"/> Partner	<input type="checkbox"/> Landlord
<input type="checkbox"/> Contractual	<input type="checkbox"/> Revenue Sharing
<input type="checkbox"/> Management Agreement	<input type="checkbox"/> Other

Please indicate how many hours per week you intend to be on the licensed premises

Employment Information of Proposed Manager

Please provide your employment history for the *past 10 years*

Date(s)	Position	Employer	Address	Phone
1/1/07 - present	Store Manager	Roche Bros.	70 Hastings St., Wellesley, MA 02481	781-235-9400

Prior Disciplinary Action of Proposed Manager

Have you ever been involved directly or indirectly in an alcoholic beverages license that was subject to disciplinary action? If yes, please complete the following:

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

ADDITIONAL SPACE

The following space is for any additional information you wish to supply or to clarify an answer you supplied in the application.

If referencing the application, please be sure to include the number of the question to which you are referring.

APPLICANT'S STATEMENT

I, Kevin Barner the: ☐ sole proprietor; ☐ partner; ☒ corporate principal; ☐ LLC/LLP member
Authorized Signatory

of RBSBW, Inc., hereby submit this application for Change of Manager
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: Kevin B. Barner

Date: 1/25/18

Title: TREASURER

January 15, 2018

At a meeting of the Board of Directors of RBSBW, Inc., held at 70 Hastings Street, Wellesley, Massachusetts on January 5, 2018, it was duly voted that the Corporation apply to the Licensing Board for the Town of Sudbury for a Change of Manager of Record for its Section 15, Wine and Malt Beverages License, for the premises located at 439 Boston Post Road, Sudbury, Massachusetts.

"VOTED: To authorize Kevin Barner to sign the application for the license in the name of RBSBW, Inc. and to execute in its behalf any necessary papers, and to do all things required relative to the granting of the license."

"VOTED: To appoint Kevin Fry of 89 Cooper Road, Northbridge, Massachusetts as its manager or principal representative, with as full authority and control of the premises described in the license of the Corporation and of the conduct of all business therein relative to alcoholic beverages as the licensee itself could in any way have and exercise if it were a natural person resident in the Commonwealth of Massachusetts and that a copy of this vote duly certified by the Clerk of the Corporation and delivered to said manager or principal representative shall constitute the written authority required by Sec. 26, Chap. 138, G. L."

This is to certify that a majority of the directors of RBSBW, Inc. a Corporation duly organized under the laws of Massachusetts are residents of the Commonwealth of Massachusetts and citizens of the United States.

A True Copy
Attest


Kevin Barner, Clerk/Treasurer

Attachment1.a: Sudbury Farms Change of Manager App 2.8.2018_BOS (2656 : Sudbury Farms Change of Manager)

Sudbury Farms Change of Manager Department Feedback

Board of Health Approval:

From: Murphy, Bill
Sent: Tuesday, February 13, 2018 9:24 AM
Subject: RE: New Alcohol License Application: Sudbury Farms Change of Manager

In a recent compliance check, a Sudbury Farms employee sold tobacco products to a minor and a \$100 fine was issued. The fine was paid and the company's procedure for identification checks was reviewed with the manager. There are many similarities with alcohol and tobacco and I feel the new manager should demonstrate comprehension of both regulations to prevent access to our youth.

Building Department Approval:

From: Herweck, Mark
Sent: Tuesday, February 13, 2018 9:28 AM
Subject: Re: New Alcohol License Application: Sudbury Farms Change of Manager

The Building Department has **NO ISSUES** with the transfer.
Thank you

Fire Department Approval:

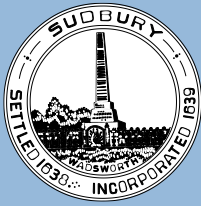
From: Whalen, John
Sent: Monday, February 12, 2018 3:12 PM
Subject: RE: New Alcohol License Application: Sudbury Farms Change of Manager

Hello Leila,
The Fire Department has **NO ISSUES** with this application.
John M. Whalen, Fire Chief

Police Department Approval:

From: Nix, Scott
Sent: Tuesday, February 13, 2018 8:39 AM
Subject: RE: New Alcohol License Application: Sudbury Farms Change of Manager

The police department does **NOT HAVE AN ISSUE** with the transfer.
Respectfully,
Scott Nix, Chief of Police



SUDBURY BOARD OF SELECTMEN
Tuesday, February 27, 2018

2

TIMED ITEM

2: Joint meeting with Finance Committee (and CIAC)

REQUESTOR SECTION

Date of request:

Requestor: Town Manager Melissa Murphy-Rodrigues

Formal Title: Joint meeting with Finance Committee and Capital Improvement Advisory Committee (CIAC) to discuss Town Meeting articles.

Recommendations/Suggested Motion/Vote: Joint meeting with Finance Committee and Capital Improvement Advisory Committee (CIAC) to discuss Town Meeting articles.

Background Information:

Financial impact expected:

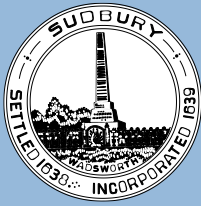
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

02/27/2018 7:00 PM

**SUDBURY BOARD OF SELECTMEN**

Tuesday, February 27, 2018

TIMED ITEM**3: Discuss ATM articles with CPC****REQUESTOR SECTION**

Date of request:

Requestor: Town Manager Melissa Murphy-Rodrigues

Formal Title: Discuss ATM articles with CPC chair, Sherril Cline, to include: SPS Playgrounds, Pond Invasive Weed Removal, Wayside Inn Invasive Plant Species Removal, acquisition of Broadacre Farm, Regional Housing Services, Sudbury Housing Trust Allocation, CSX acquisition funding reversion and other fund reversion.

Recommendations/Suggested Motion/Vote: Discuss ATM articles with CPC chair, Sherril Cline, to include: SPS Playgrounds, Pond Invasive Weed Removal, Wayside Inn Invasive Plant Species Removal, acquisition of Broadacre Farm, Regional Housing Services, Sudbury Housing Trust Allocation, CSX acquisition funding reversion and other fund reversion.

Background Information:

Attached copies of submitted CPC articles

Financial impact expected:

Approximate agenda time requested: 15 minutes

Representative(s) expected to attend meeting: Sherril Cline, chair

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

02/27/2018 7:00 PM

May 2018 Annual Town Meeting CPC Warrant Articles

1. Playground Modernization for Sudbury Public Schools

To see if the Town will vote to appropriate an amount not to exceed \$250,000 of Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of bringing a school playground into compliance with ADA and MAAB accessibility requirements and to develop a new, compliant outdoor area at the Noyes school, or act on anything relative thereto. The appropriation is to be allocated to the Recreation category and funded from FY19 revenue.

COMMUNITY PRESERVATION COMMITTEE REPORT: This article requests funding to update the Noyes School playground to bring the outdoor play space into compliance with ADA and MAAB (Massachusetts Architectural Access Board) accessibility requirements. As of March 2011, play areas need to be compliant with ADA standards. Currently, Sudbury's elementary school playgrounds are not ADA or MAAB compliant for access. The goal is to remove all barriers for children with disabilities so they can fully participate on the playground and develop physically, socially, and emotionally alongside their peers. The Playground Modernization project intends to bring all SPS playgrounds into compliance through a multi-year effort, which kicked off in 2017 when the Special Town Meeting in October appropriated initial funding for this project in the amount of \$275,000. Other funding sources are now being considered to fund the remainder of this project, including State grants, private foundations, and private fundraising.

The CPC understands the importance of updating the SPS playgrounds for access and safety for all those who utilize them throughout the year. As a result, the CPC voted to partially fund the updating of the playground at the Noyes School.

BOARD OF SELECTMEN POSITION:

FINANCE COMMITTEE REPORT:

2. COMMUNITY PRESERVATION FUND – GRIST MILL POND, CARDING MILL POND AND STEARNS MILL POND INVASIVE WEED REMOVAL

To see if the Town will vote to appropriate an amount not to exceed \$45,000 of Community Preservation Act funds, as recommended by the Community Preservation Committee, for the purpose of habitat restoration of Grist Mill Pond, Stearns Mill Pond and Carding Mill Pond, or act on anything relative thereto. This appropriation is to be allocated to the Recreation category and funded from FY19 Revenue.

COMMUNITY PRESERVATION COMMITTEE REPORT: This article requests funding for the harvesting of non-native, invasive aquatic weeds and other restoration activities in Grist Mill Pond, Carding Mill Pond and Stearns Mill Pond by the Hop Brook Protection Association or its representatives. Past harvesting efforts have been successful short-term measures to address the summer-time weed growth, but have been largely focused on Carding Mill Pond. In the summer of 2012, similar actions were taken on Stearns Mill Pond, with comparable success. In 2015, the Hop Brook Association requested CPA funds to harvest non-native, invasive aquatic weeds using natural, non-chemical methods for all three ponds and found great success. Use of the funds by the Hop Brook Pond Association for these purposes shall be limited to \$15,000 per year for FY19, FY20, and FY21. The CPC understands that this is a necessary effort to retain these Town assets in hopes of restoring the sustainability of the Hop Brook waterway system.

BOARD OF SELECTMEN POSITION:

FINANCE COMMITTEE REPORT:

3. COMMUNITY PRESERVATION FUND -- WAYSIDE INN REMOVAL OF INVASIVE PLANT SPECIES

To see if the Town will vote to appropriate an amount not to exceed \$12,500 of Community Preservation Act funds, as recommended by the Community Preservation Committee, for the purpose providing funds as proposed by the Longfellow's Wayside Inn Board of Trustees to have invasive vegetation removed in four identified specific areas of concern, or act on anything relative thereto. This appropriation is to be allocated to the Historic category and funded from FY 19 revenue.

COMMUNITY PRESERVATION COMMITTEE REPORT: This Article requests an appropriation not to exceed \$12,500 to fund a project in the Historic category, as recommended by the Community Preservation Committee. This project falls into several eligible CPA categories, including the preservation, rehabilitation, and restoration of historic resources. Longfellow's Wayside Inn is an important part of Sudbury's history, as well as a significant open space parcel containing a variety of wildlife habitats, geological features, and passive recreation opportunities. Preserving and enhancing the natural landscape of the property is critical to protecting the scenic integrity of this historic district area and its importance to Sudbury's past and future. This project meets numerous General and Specific Criteria of the Sudbury CPC, including consistency with the Town's Open Space and Recreation Plan, and preserving the essential character of the Town as described in the 2001 Master Plan. The CPC believes this project is necessary to protect and preserve the integrity of Sudbury's historic assets and to promote an awareness of the town's historic places. The Trustees of the Wayside Inn have consulted with the Conservation Commission and will work in concert with the Commission to clear vegetation from a brook that flows from Nobscot Mountain to Carding Mill Pond. The Trustees will fund the additional cost of restoration of vegetation in select areas in the estimated amount of \$6,000. Other areas of concern are along historic rock walls covered by invasive weeds and scenic views hampered by overgrowth.

BOARD OF SELECTMEN POSITION:

FINANCE COMMITTEE REPORT:

4. COMMUNITY PRESERVATION FUND -- ACQUISITION OF BROADACRES FARM

To see if the Town will vote to appropriate an amount of Community Preservation Funds, as recommended by the Community Preservation Committee, for the purpose of permanently protecting, by purchase by the Town upon such terms as the Board of Selectmen determine or another conservation organization for conservation purposes, or by granting of a conservation restriction to the Town, pursuant to General Laws chapter 184, sections 31- 32, a 19.5 acre parcel of land which is a portion of the property located at 82 Morse Road, and all expenses in connection therewith; to see whether this sum shall be raised by borrowing, under General Laws chapter 44, section 7 the Community Preservation Act, or any other enabling authority; and to appropriate a sum sufficient to pay the annual debt service from FY19 Community Preservation Fund Revenue including bond and note issuance expense; and further to authorize the Board of Selectmen to grant a conservation restriction on said parcel if purchased by the Town, or act on anything relative thereto. This appropriation is to be allocated to the Open Space and Recreation categories and funded from unrestricted reserves.

COMMUNITY PRESERVATION COMMITTEE REPORT: Broadacres Farm is a 34.5+/- acre horse farm located on both the north and south sides of Morse Road. The portion north of Morse Road contains approximately 15 acres, consisting of a five-acre field and portion that has been improved with a house, barn and indoor riding ring.

This article requests an appropriation to fund only the purchase of the southern portion of the Broadacres Farm, comprising approximately 19.5 acres of land southwest of Morse Road. The land will be protected for conservation land, open space, and agriculture, in perpetuity. The parcel abuts the Wake Robin Woods Conservation Land and the proposed Bruce Freeman Rail Trail. Acquisition of this property will create more than 50 acres of contiguous conservation land, which is part of a larger complex of an additional 63 acres of town-owned parcels containing public trails and protecting natural resource features. Access from Morse Road through Broadacres Farm will enable better upland access to Wake Robin Woods Conservation Land and provide the ability to create an expanded public trail network. It abuts a large area of mostly off-site floodplain. The protection of Broadacres Farm as an undeveloped parcel will help retain the flood storage capacity of the abutting flood-prone areas. This property is listed as a priority parcel for preservation in the 2009 Open Space and Recreation Plan and a priority Heritage Landscape in the 2006 Heritage Landscape Inventory Report. At the time of the draft warrant production, prior to the valuation being finalized, both the Land Acquisition Review Committee and Conservation Commission voted unanimously to support the Town pursuing acquisition of this parcel. The committees will update their positions at Town Meeting.

BOARD OF SELECTMEN POSITION:

FINANCE COMMITTEE REPORT:

5. COMMUNITY PRESERVATION FUND – REGIONAL HOUSING SERVICES OFFICE (RHSO)

To see if the Town will vote to appropriate an amount not to exceed \$30,000 of Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of funding the Town's portion of Sudbury's Regional Housing Services Office (RHSO) membership fee supporting the Town's affordable housing activities, or act on anything relative thereto. The appropriation is to be allocated to the Community Housing category and funded from FY19 Revenue.

COMMUNITY PRESERVATION COMMITTEE REPORT: In recent years, Sudbury has made great strides towards satisfying the requirements of the State's Comprehensive Permit Act (Chapter 40B). This Act requires cities and towns to provide certification that the number of dwelling units in the municipality which qualify as "affordable" by statute meets or exceeds 10% of the municipality's total dwelling units. Falling short of that number, as Sudbury has until recent months, allows builders to both site and design partially affordable developments with extreme limitations on the Town's normal zoning and design oversights.

There are a great number of administrative requirements to certify additions to this approved inventory and to maintaining those certifications going forward. Sudbury used to provide these services in-house through the Dept. of Planning & Community Development, with funding through CPC administrative funds. In 2011 Sudbury took the lead in the creation of a seven-town shared services effort, both to improve 40B certification operations and to reduce the cost of doing so.

That entity, the Regional Housing Services Office (RHSO), is now more appropriately funded via a separate CPA article at Town Meeting, as the work is no longer housed within a Town department, and the seven-member, contractual Inter-Municipal Agreement arrangement is expected to continue to be the way the Town handles these responsibilities.

The services provided include affordable housing inventory monitoring; supervising lotteries to determine who qualifies for affordable housing; monitoring the Incentive Senior Developments at Frost Farm and Grouse Hill to ensure compliance with eligibility requirements; monitoring all deed restricted properties; providing valuations for deed restricted properties to the Town Assessor; reviewing compliance with Regulatory Agreements and certification to DHCD for LIP rental units (which will increase with the Avalon Bay Development); maintain the affordable housing inventory and provide estimates for 2020 SHI projections; and other administrative work, including annual action plans, 5 year consolidated plans, fair housing reports and programs, and related housing questions which arise during the year.

BOARD OF SELECTMEN POSITION:

FINANCE COMMITTEE REPORT:

6. COMMUNITY PRESERVATION FUND – SUDBURY HOUSING TRUST ALLOCATION

To see if the Town will vote to appropriate an amount not to exceed \$212,500 of Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of providing funds to the Sudbury Housing Trust in support of its efforts to provide for the preservation and creation of affordable housing, or act on anything relative thereto. This appropriation is to be allocated to the Community Housing category and funded from FY19 Revenue.

COMMUNITY PRESERVATION COMMITTEE REPORT: This article requests an appropriation to fund the Sudbury Housing Trust using ten percent (10%) of anticipated FY19 CPA revenue that the Act requires be set aside for affordable housing. The Trust was created at the 2006 Annual Town Meeting, provided with start-up funding at the 2007 Annual Town Meeting, and has been funded with no less than the ten percent CPA allocation most years since 2008. These appropriations will go toward implementing the Housing Trust's multi-pronged housing strategy. The goal of all these community housing efforts is to create and retain affordable housing options for Sudbury residents, and to provide an increased diversity among Sudbury's housing options. The Housing Trust has also committed to financially support Coolidge of Sudbury, Phase 2, which will provide affordable housing in Sudbury sufficient to meet the 10 % state mandated minimum under M.G.L. c 40B until 2030.

BOARD OF SELECTMEN POSITION:

FINANCE COMMITTEE REPORT:

7. COMMUNITY PRESERVATION FUND –CSX ALTERNATIVE ACQUISITION FUNDING REVERSION OF FUNDS FOR FY19

To see if the Town will vote to return the unused balances from prior article authorization of 2010 Annual Town Meeting Article 36 in the amount of \$210,000 from Recreation and \$210,000 from Open Space into the CPA general account, or act on anything relative thereto.

COMMUNITY PRESERVATION COMMITTEE REPORT

At the April, 2008 Town Meeting, \$420,000 was appropriated in CPA funds in combination with other funds totaling \$700,000 for the purpose of purchasing in fee simple approximately 9.76 +/- acres of undeveloped land known as the CSX rail corridor and running south from a point near Union Avenue and Station Road to the Framingham town line. At the 2010 Town Meeting, the original article was amended to change the funding source from bonding to the above stated accounts. The intent is that this rail corridor will connect with the southern point of the Bruce Freeman Rail Trail and continue the rail trail into Framingham. Since that time, negotiations with CSX have been intermittent and other funding sources have expired.

Given the time that has lapsed, the Committee felt that Town Meeting should decide whether the funds so appropriated should remain dedicated to the eventual purchase of the CSX rail corridor, or be returned to the general CPA fund. The most recent appraisal of the land in 2016 estimated a value of \$770,000. The \$420,000 could purchase a portion of the rail corridor or be combined with other funds to purchase the entire corridor.

BOARD OF SELECTMEN POSITION:

FINANCE COMMITTEE REPORT:

8. COMMUNITY PRESERVATION FUND – REVERSION OF FUNDS for FY19

To see if the Town will vote to return the unused balances from prior article authorizations voted at prior Town Meetings, which projects have been completed, or otherwise, into the CPA general account as follows:

2008 ATM, Article 29	Town Window Restoration -	\$32,741.25
2010 ATM, Article 31	Radar Search –	709.34
2011 ATM, Article 30	Historic Projects –	8,730.00
2012 ATM, Article 24	Town Hall Architectural Study –	3,698.19
2012 ATM, Article 26	Historic Projects –	4,375.59
2014 ATM, Article 31	Historic Projects -	<u>137,323.00</u>
		\$183,637.37

to be returned to the category of Historic reserves; and

2017 ATM, Article 32	RHSO –	\$447.00
----------------------	--------	----------

to be returned to the category of Community Housing reserves; and

2006 ATM, Article 36	Carding Mill Pond Harvesting –	\$1,671.59
2015 ATM, Article 45	Harvesting of three Ponds -	<u>8,216.31</u>
		\$9,887.91

to be returned to the category of Open Space reserves; and

2013 ATM, Article 37	Softball Fields and Field Design-	\$1,518.72
2014 ATM, Article 29	Walkway Construction –	6,828.05
2015 ATM, Article 47	Walkway Construction –	<u>81,172.68</u>
		\$89,519.45

to be returned to the unrestricted reserves.

=====
Total: \$283,491.73

COMMUNITY PRESERVATION COMMITTEE REPORT: The above articles appropriated more than was actually spent on the various projects. All projects are completed at this time, or will not proceed to fruition, or, in the case of the walkway construction, has been determined by the Court to be no longer eligible for CPA funds. In order to return the funds to the CPA general account, this article and an affirmative vote of Town Meeting are necessary.

BOARD OF SELECTMEN POSITION:

FINANCE COMMITTEE REPORT:

9. COMMUNITY PRESERVATION FUND – GENERAL BUDGET AND APPROPRIATIONS

To see what sum the Town will vote to appropriate from Community Preservation Act funds, as recommended by the Community Preservation Committee, for the FY19 Community Preservation Act budget, or act on anything relative thereto.

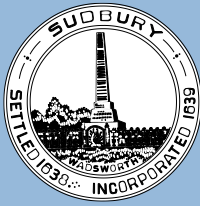
COMMUNITY PRESERVATION COMMITTEE REPORT: This article sets forth the entire FY19 CPA budget, including appropriations and reservations as required in connection with the administration of the CPA funds. The article appropriates funds for FY19 debt service obligations totaling \$1,178,335. These obligations arise from prior town meeting approval for the bonding of four projects: 1) purchase of the Dickson property utilizing the Open Space (\$32,448) and Historic Preservation (\$21,632) categories; 2) purchase of land and development rights as well as construction of a sports field on the Cutting property utilizing the Open Space (\$192,524) and Recreation (\$23,796) categories; 3) purchase of the Libby property utilizing the Open Space (\$151,163) category; 4) purchase of development rights on the Nobscot Boy Scout Reservation phases I and II utilizing the Open Space (\$465,050) category; 5) purchase of development rights on Pantry Brook Farm utilizing the Open Space (\$209,097) category; and 6) purchase of the Johnson Farm Property utilizing the Open Space (\$82,625) category.

The article also appropriates funds for administrative and operational expenses of the CPC in the amount of \$82,500. The administrative fund can be used by the CPC to pay for technical staffing and expertise, consulting services (e.g. land surveys and engineering), property appraisals, legal advertisements, publication fees and other administrative expenses. By statute the CPC could budget up to five percent (5%) of its annual budget for these administrative and operational expenses, or \$106,250 based upon the projected FY19 revenue of \$2,125,000. Any funds remaining in the administrative account at fiscal yearend revert to the CPA Fund Balance, and need to be re-appropriated for administrative use in subsequent years. The CPC believes that having access to administrative funds is critically important, in that it allows it to conduct business on a time-sensitive basis— a vital component of the CPA.

The article may also reserve the requisite statutory minimum of ten percent (10%) of the CPA budget in each of the core CPA categories of Open Space, Historic, and Affordable Housing. This minimum is mandated by the state CPA statute, and funds not spent in each of these three core categories must be reserved for future expenditure in those same categories. The actual amount reserved each year depends upon whether or not Town Meeting has appropriated money totaling less than 10%, or not appropriated any money at all, in any of these three core categories. If there is a balance of unspent CPA funds from that fiscal year after such reservations and after Town Meeting has voted the CPA articles, it is budgeted in the unrestricted reserve account for future CPC projects in all three categories.

BOARD OF SELECTMEN POSITION:

FINANCE COMMITTEE REPORT:

**SUDBURY BOARD OF SELECTMEN**

Tuesday, February 27, 2018

TIMED ITEM**4: Presentation of warrant articles****REQUESTOR SECTION**

Date of request:

Requestor: Town Manager Melissa Murphy-Rodrigues

Formal Title: Presentation of warrant articles to include: FY19 Capital budget Town Manager; DPW Rolling Stock, DPW Equipment, DPW Underground Storage, Stearns Mill Pond Dam and Dutton Road; Sudbury Public Schools Playgrounds, Noyes Fire Alarm, LS Phone system replacement, Cutting Field, new Fire Station, Fairbank, acquisition of Broadacre farm.

Recommendations/Suggested Motion/Vote:

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
Robert C. Haarde	Pending
Board of Selectmen	Pending

02/27/2018 7:00 PM

ATM 2018 Articles

4.a

#	Article Title	Status	Sponsor/ Submitted by	Article Presenter	BOS Position	FinCom Position	Report BOS position at ATM	Funding Source	Requested Amount	Required Vote	Consent Calendar
	IN MEMORIAM RESOLUTION										
	FINANCE/BUDGET										
1	Hear Reports	submitted	BOS							Majority	
2	FY18 Budget Adjustments	submitted	BOS							Majority	X
3	FY19 Budget	submitted	Town Manager							Majority	
4	FY19 Capital Budget - Town Manager	submitted	Town Manager							Majority	
5	FY19 Transfer Station Enterprise Fund Budget	submitted	Town Manager							Majority	
6	FY19 Pool Enterprise Fund Budget	submitted	Town Manager							Majority	
7	FY19 Recreation Field Maintenance Enterprise Fund Budget	submitted	Town Manager							Majority	
8	FY18 Snow & Ice Transfer	submitted	Town Manager								
9	Unpaid Bills	submitted	Town Accountant							Four-fifths	X
10	Chapter 90 Highway Funding	submitted	DPW Director							Majority	X
11	FY19 Revolving Funds Spending Limits	submitted	SPS & Town							Majority	X
12	Fund Litigation Costs - Eversource	submitted	BOS							Majority	
13	Fund Litigation Costs - Sudbury Station Project	submitted	BOS							Two-thirds	
14	Stabilization Fund (general)	submitted	BOS					Stabiliza- tion fund	\$150,000	Two-thirds	
15	Means Tested Senior Tax Exemption Extension	submitted	Assessors								X
16	Amend Article XXV - Capital Planning	submitted	BOS								

Attachment 4.a: Articles list ATM 2018 (2665 : Presentation of warrant articles)

2/22/2018

Page 1

S-support; IP-Indefinitely Postpone; RTM-Report at Town Meeting

Packet Pg. 23

ATM 2018 Articles

4.a

#	Article Title	Status	Sponsor/ Submitted by	Article Presenter	BOS Position	FinCom Position	Report BOS position at ATM	Funding Source	Requested Amount	Required Vote	Consent Calendar
17	Amend Bylaws Article I - Town Meetings, s. 3	submitted	BOS								
18	Repeal Art. V(C) Smoking Prohibition	submitted	BOS							Two-thirds	
19	Amend Art. V, s.3 Nuisance or Dangerous Dogs	submitted	BOS							Majority	
20	Amend Zoning Bylaw, Art. 7000 Marijuana	submitted	Planning Board							Majority	
CAPITAL ARTICLES											
21	DPW Rolling Stock Replacement	submitted	DPW Director					Free cash	\$60,000	Majority	
22	DPW Equipment	submitted	DPW Director					Bonds	\$860,000	Majority	
23	DPW Underground Fuel Storage, etc.	submitted	DPW Director					Bonds	\$1,500,000	Majority	
24	Stearns Mill Pond Dam/Dutton Rd. Bridge	submitted	DPW Director					Bonds	\$1,850,000	Majority	
25	Sudbury Public Schools Playground Improvement Funding	submitted - also see CPC	SPS					Free cash		Majority	
26	SPS Playground Modernization	submitted (supplement to SPS article)	CPC							Majority	
27	Noyes School Fire Alarm System Replacement	submitted	SPS						22,000	Majority	
28	LSRHS Phone System Replacement	submitted	LSRHSC						\$80,000		
29	Cutting Field	submitted - wording to be revised	Park & Rec								
30	Construction of new Fire Station #2	submitted	Fire Chief								
31	Fairbank Community Center Design Funds	submitted	BOS						\$1,900,000		

Attachment 4.a: Articles list ATM 2018 (2665 : Presentation of warrant articles)

2/22/2018

Page 2

S-support; IP-Indefinitely Postpone; RTM-Report at Town Meeting

Packet Pg. 24

ATM 2018 Articles

4.a

#	Article Title	Status	Sponsor/ Submitted by	Article Presenter	BOS Position	FinCom Position	Report BOS position at ATM	Funding Source	Requested Amount	Required Vote	Consent Calendar
32	Acquisition of Broadacre Farm	submitted - see also CPC	BOS								
33	Melone Property Disposition	submitted	BOS								
34	Lease Loring Parsonage	submitted	BOS								
	CPC Articles										
35	Pond Invasive Weed Removal	submitted	CPC							Majority	
36	Wayside Inn Invasive Plant Species Removal	submitted	CPC								
37	Acquisition of Broadacres Farm	submitted (supplement to BOS article)	CPC							Majority	
38	Regional Housing Services Office Allocation	submitted	CPC							Majority	
39	Sudbury Housing Trust Allocation	submitted	CPC							Majority	
40	CSX Alternative Acquisition Funding Reversion FY19	submitted	CPC								
41	Reversion of Funds FY19	submitted	CPC								
42	FY19 Community Preservation Fund General Budget and Appropriations	submitted	CPC								
	PETITION ARTICLES										
43	Petition - Release of Deed Restriction	submitted	Guthy							Majority	
44	Petition - Welcoming Town	submitted	Taylor							Majority	
45	Resolution - Transparency in Political Donations	submitted	Keklak								

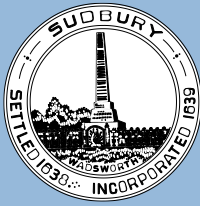
Attachment 4.a: Articles list ATM 2018 (2665 : Presentation of warrant articles)

2/22/2018

Page 3

S-support; IP-Indefinitely Postpone; RTM-Report at Town Meeting

Packet Pg. 25



SUDBURY BOARD OF SELECTMEN
Tuesday, February 27, 2018

5

TIMED ITEM

5: Presentation or discussion of other articles

REQUESTOR SECTION

Date of request:

Requestor: Town Manager Melissa Murphy-Rodrigues

Formal Title: Presentation or discussion of other warrant articles

Recommendations/Suggested Motion/Vote: Presentation or discussion of other warrant articles.

Background Information:

Financial impact expected:

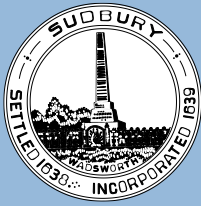
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

02/27/2018 7:00 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, February 27, 2018

6

TIMED ITEM

6: Adjourn meeting with CIAC and Finance Committee

REQUESTOR SECTION

Date of request:

Requestor: Town Manager Melissa Murphy-Rodrigues

Formal Title: Adjourn meeting with CIAC and Finance Committee

Recommendations/Suggested Motion/Vote: Adjourn meeting with CIAC and Finance Committee

Background Information:

Financial impact expected:

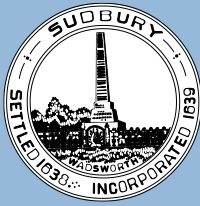
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

02/27/2018 7:00 PM



MISCELLANEOUS (UNTIMED)

7: Winter 2018 Selectmen Newsletter Approval

REQUESTOR SECTION

Date of request:

Requested by: Leila S. Frank

Formal Title: Review draft Winter 2018 Board of Selectmen Newsletter and approve for distribution.

Recommendations/Suggested Motion/Vote:

Background Information:
Draft newsletter attached

Financial impact expected:N/A

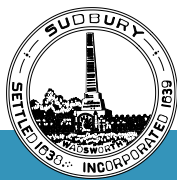
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

02/27/2018 7:00 PM



BOARD OF SELECTMEN NEWSLETTER

TOWN OF SUDBURY

LANDHAM ROAD INTERSECTION

By Selectman Dan Carty

The Town of Sudbury has been advocating for safety improvements to the Landham Road intersection. Anyone that has driven through would likely pretty quickly recognize it as unsafe, but on December 21, I attended the Boston Region Metropolitan Planning Organization (MPO) meeting on behalf of the Town and reported to them some un-fun facts which I will also share here:

- Over a recent 10 year period, there were 170 accidents at this intersection, including a fatality in 2011.

- The crash rate is nearly double that of the typical intersection in our district - 1.11 per million vehicles vs. 0.6 per million.

One of the most frequent questions I hear from Sudbury citizens is "Why can't we just fix it?" Unfortunately, it's not as simple as the Town asking the Commonwealth for money and getting a "yes" or "no."



The intersection of Landham Road and Route 20.

Projects like these are subject to review and approval by the MPO's Transportation Improvement Program (TIP), a process explained on the MPO website

<http://www.ctps.org/tip>:

"Each year, approximately 150 transportation infrastructure projects, collectively costing more than one billion dollars, are submitted as candidates to receive funding through the Boston Region MPO's rolling, five-year capital investment program, the Transportation

Improvement Program (TIP).

The types of projects that are

Contents

Landham Road Intersection..	1
Sudbury Town Forum on Marijuana	3
Promises to Keep: The OPEB Update.....	4
School District Administrative and Structural Options	5
Update on the Fairbank Community Center Project....	6
2018 Annual Town Meeting ...	7

eligible for TIP funding include intersection improvements, Complete Streets redesigns, bicycle and pedestrian connections, highway reconstruction, transit maintenance, and transit expansion. Typically, approximately \$95 million is available in any given year for such projects. Each year, the MPO gathers project ideas, evaluates and prioritizes the candidate projects, and then selects which projects will receive the region's share of federal and state roadway funding."

The rolling five year windows are used for transportation planning across a big-picture view of the region, with everything from intersections and bike paths to train stations and bridges taken into consideration. Sudbury has worked with the MPO as well as the

Massachusetts Department of Transportation (MassDOT) to advance this project, which includes a traffic light, accessible sidewalks, and a widening of the road to include turning lanes. In October of 2015, MassDOT completed the 25% design phase of the project, while the 75/100% Design was completed in fall of 2017. On December 6, 2017, we heard from Ali Kleyman, the TIP Manager, that the project would be included in the "top-tier" list – those projects that the MPO has evaluated and which have not yet been funded. She also reported that MassDOT had indicated the project could be ready for construction by federal fiscal year 2019. While significant efforts were made to get Landham Road into the 2018-2022 TIP last year, it is queueing up for the 2019-2023 grouping.

As Town leaders, we certainly want this project to happen closer to 2019 than 2023 and are advocating accordingly, but comments from the public to the MPO also really matter. They could be the difference in advancing us past another project and hopefully help make Sudbury safer by getting this project constructed sooner. Borrowing wording from another advocacy group in our region, we need to continue to make support of the Landham Road intersection overwhelming, and make our elected and appointed officials' job easier to ensure that the Landham Road project stays on course and that it doesn't get pushed to the back of the transportation project line. Submit comments to the MPO online via

<http://bostonmpo.org/contact>

Select the "Transportation Improvement Program (TIP)" category from the drop down menu, and reference "Route 20 and Landham Road Intersection Project #607269" in the Subject line. Please email BOsadmin@sudbury.ma.us to let us know you submitted comments.

[Special thanks to Meagen Donoghue and Beth Suedmeyer, Sudbury PCD.]

**MASSACHUSETTS DEPARTMENT OF TRANSPORTATION
HIGHWAY DIVISION**

PLAN AND PROFILE OF
ROUTE 20 (BOSTON POST ROAD) AT LANDHAM ROAD
IN THE TOWN OF
SUDBURY
MIDDLESEX COUNTY
FEDERAL AID PROJECT NO.

75%/100% SUBMITTAL

INDEX

SHEET NO.	DESCRIPTION
1	TITLE SHEET & INDEX
2	LEGEND & REVISIONS
3	EXISTING & PROPOSED LOCATIONS
4-6	TYPICAL SECTIONS
7-11	CONSTRUCTION BASELINE TIES
12-14	PROFILES
15-17	CURB TO A DRAINAGE PLAN
18-20	DRAINAGE & UTILITY PLANS
21-24	LANDSCAPE PLANS & DETAILS
25-28	TRAFFIC SIGNAL & PAVEMENT MARKINGS
29	TRAFFIC SIGNAL SUMMARY SHEET
30	TRAFFIC SIGNAL - ADDITIONAL NOTES
31	TRAFFIC SIGNAL PLAN
32	TRAFFIC SIGNAL SECTIONAL DETAILS
33-35	TEMPORARY TRAFFIC CONTROL PLANS
36-37	CONSTRUCTION DETAILS
38-41	TRAFFIC SIGNAL - ADDITIONAL DETAILS
42-43	CRISIS SECTIONS

DESIGN DESIGNATION

	RT 20 WEST OF LANDHAM RD	RT 20 EAST OF LANDHAM RD	LANDHAM RD SOUTH OF RT 20
DESIGN SPEED	35 MPH	35 MPH	35 MPH
ADP WIDTH	35.000	35.000	35.000
ADP WIDTH	35.000	35.000	35.000
R	1.75	1.75	0.75
Q	0.00	0.00	0.00
7.5' PAVEMENT	1.00	1.00	0.75
PAVEMENT	2.00	2.00	1.50
SOI	1.00	1.00	1.00
SOI	1.00	1.00	1.00

FUNCTIONAL CLASSIFICATION: URBAN PRINCIPAL HIGHWAY, URBAN MINOR HIGHWAY, URBAN ARTERIAL HIGHWAY, URBAN LOCAL HIGHWAY

GPI Greenman-Pedersen, Inc.
100 Main Street, Suite 200, Sudbury, MA 01970
Tel: 508-548-1000 Fax: 508-548-1001
www.gpi-engineers.com

massDOT
Highway Division

DESIGNED BY: [Signature]
CHECKED BY: [Signature]
APPROVED BY: [Signature]

DATE: [Date]

LENGTH OF PROJECT = 1015.00 FEET ± 0.001 MILES

SUDBURY TOWN FORUM ON MARIJUANA

Saturday, March 3, 2018, 10AM at LSRHS Auditorium

By Vice-Chairman Len Simon

This year the Town Forum, presented by the Board of Selectmen, will focus on a single topic; the new Massachusetts marijuana law. The new marijuana law is the most far-reaching piece of legislation in 25 years. It will affect virtually all residents, and will have a direct impact on public health and public safety.

Because Sudbury voted (narrowly) against the legalization of recreational marijuana question on the 2016 statewide ballot, it will be up to Town Meeting on May 7 to determine if the commercial cultivation and sale of marijuana should be allowed in Sudbury.

There are two objectives of the Town Forum on marijuana. First, to provide residents with accurate, factual information to enable them to make an informed decision on how to vote at Town Meeting. Second, to serve as a factual foundation for parent-child conversations, as well as student-to-student conversations about marijuana.

There is a great deal of misinformation circulating about marijuana, particularly among our youth. The Town Forum is intended to inform, educate, and clarify through a panel of experts in several disciplines, and a

question and answer session. The panel will consist of: Kevin P. Hill, MD, MHS, Director of Addiction Psychiatry, Beth Israel Deaconess Medical Center and author of [Marijuana: The Unbiased Truth about the World's Most Popular Weed](#), Barbara Saint Andre, Town Counsel, and Scott Nix, Chief of Police.

This is a sampling of the questions and issues to be addressed at the Town Forum:

- What is the legal age to buy and use marijuana?
- Does marijuana use lead to use of other drugs?
- Does marijuana affect a person's ability to drive or concentrate in school?
- What are the effects of marijuana on the brain?
- Is marijuana addictive?
- What happens when marijuana is taken with alcohol?
- How long does the effect of marijuana last?
- Does the effect last the same no matter how it is taken, that is, smoked, eaten, or vaped?
- Is it hard to stop smoking pot?



- Is marijuana today like the marijuana of 40 years ago?
- Does the frequency of use make any difference?
- Can you grow it, buy it, or sell it? What are the rules?

All residents are encouraged to attend and participate in the question and answer sessions after each speaker. Students are encouraged to attend.

There is no charge. Open seating at the LSRHS auditorium.

Email questions in advance to: townforum@sudbury.ma.us

If you watch from home, you may also email questions during the forum to:

townforum@sudbury.ma.us.

Please put "Town Forum 2018" in the subject line of your email and include your name and address for the public record.

Watch the forum live on Comcast Channel 8, Verizon Channel 31, or on-line at <http://tinyurl.com/sudburytvlivestream>

PROMISES TO KEEP: THE OPEB UPDATE

By Selectman Pat Brown

Among Sudbury's major obligations are the retirement benefits promised to past and current employees—both pension and Other Post Employment Benefits (OPEB).

Pensions and OPEB are separate obligations. Pensions are monetary benefits similar to salary for an active employee. OPEB is primarily retiree health insurance. This discussion addresses OPEB, not pensions.

The Governmental Accounting Standards Board (GASB) establishes accounting standards for governmental entities. GASB believes OPEB are a form of deferred compensation whose cost should be recognized while the employee actually renders services rather than when the benefits are paid, many years later. Ideally, under the GASB standard, the entire postemployment liability is recognized by the time an active participant begins to receive benefits.

Over the years, Sudbury has accrued an Unfunded Actuarial Accrued Liability for OPEB—that is, we haven't set aside enough to pay the promised benefits.

In 2015, Town Meeting appropriated the \$4.5 million remaining in the town's Health Care Claims Trust Fund after town and school employees

were enrolled in the state's Group Insurance Commission (GIC) program and added it to the liability trust fund. The Town and SPS also began to set aside additional money annually to fund the trust.



The GASB standard of fully funding OPEB benefits on an actuarial basis would require us to fund the "Annual Required Contribution" (ARC). The ARC is the normal cost (what we must put aside to fund the OPEB benefits earned this year) plus a provision for amortizing the Unfunded Actuarial Accrued Liability (AAL) over a 30-year period. The AAL is the excess of Actuarial Accrued Liability over the Actuarial value of current assets.

"On an actuarial basis" requires some explanation. Actuarial assumptions — estimating market returns, inflation rate, future health coverage costs and so on — as are used to predict the number of today's dollars required to pay the promised benefits. How

much money would we need in trust today to meet our obligations as they come due? Each assumption reflects today's best estimate for that particular assumption, but there are a lot of them and they change. We re-evaluate every two years when an updated actuarial report comes in, and the target does move.

As of June 30, 2017, the Town (including SPS) had \$5.9 million in assets and an AAL of \$57.9 million. The actuarially determined ARC required to fund this liability is \$2,420,858. For FY18 the Town appropriated \$1,165,151 for the payment of current OPEB obligations and set aside \$471,036 for future obligations, making a total OPEB contribution of \$1,636,187 and leaving a gap of \$784,671.

The Town Manager has proposed increasing the OPEB contribution by roughly \$70,000 annually to close the gap over an 11-year period beginning in FY19. Starting in FY29 Sudbury could then stop annually increasing the trust fund contribution and "level fund" the OPEB trust.

(L-S High School has its own OPEB liability distinct from this.)

Financial predictions covering decades are iffy at best—but we need to keep saving. We have promises to keep.

SCHOOL DISTRICT ADMINISTRATIVE AND STRUCTURAL OPTIONS

By Selectman Susan Iuliano

The exploration of opportunities to enhance the K-12 educational experience for our students is a high priority for the Board of Selectmen (BOS). Successful efforts to enhance the coordination among our school districts will require collaboration between the towns of Lincoln and Sudbury and among the three school districts. The Selectmen have established the School District Administrative and Structural Options Subcommittee, comprised of Selectmen Dan Carty and Susan Iuliano, to reach out to stakeholders and to facilitate the beginning of a structured and long-term conversation about how to best support our schools.

The Subcommittee has met with representatives from the Lincoln Board of Selectmen, the Lincoln-Sudbury RHS School Committee, and the Sudbury Public Schools School Committee. The Sudbury BOS has formally requested that the Sudbury Subcommittee attend a Lincoln BOS meeting to discuss these issues. The Subcommittee also plans to meet with the L-S and SPS School Committees. The

Sudbury Public Schools



meeting with the L-S School Committee is March 13; the meeting with the SPS School Committee is on a date to be determined.

The Sudbury BOS proposes that the two towns jointly establish a committee to consider a wide range of opportunities, which may include better supports for coordination across the districts, shared services or positions across the districts, changes in district administrative structures, or changes in district governance structures. A careful and informed analysis of other options could help our schools to:

- Enhance the education of all students through better alignment of curriculum and instructional practices.

- Improve special education services including programming, planning, and budgeting.
- Better facilitate successful student transitions for all students across all grade levels.
- Increase the efficiency and effectiveness of school district operations supporting students, families, and staff.
- Provide a better informed and cohesive budget process rooted in recommendations by educators and school committee members.
- Assist both towns in planning and prioritizing capital projects for the school districts.

- Enhance the recruitment and retention of robust district leadership.

We in Sudbury are very proud of our schools, which provide an excellent education to our students. Nonetheless, especially in a challenging time for all municipalities, we feel

compelled to find creative and forward-thinking ways to improve these services. We also recognize that the interests of the towns of Lincoln and Sudbury may not always be aligned. But, we cannot advance our joint interests in supporting all students, especially at our shared high school, without an open and

straightforward analysis and discussion about how we collectively balance the various goals we have for our schools. The Sudbury Selectmen will continue to press forward with this initiative to bring our districts together in support of our students.

UPDATE ON THE FAIRBANK COMMUNITY CENTER PROJECT

By Selectman Pat Brown

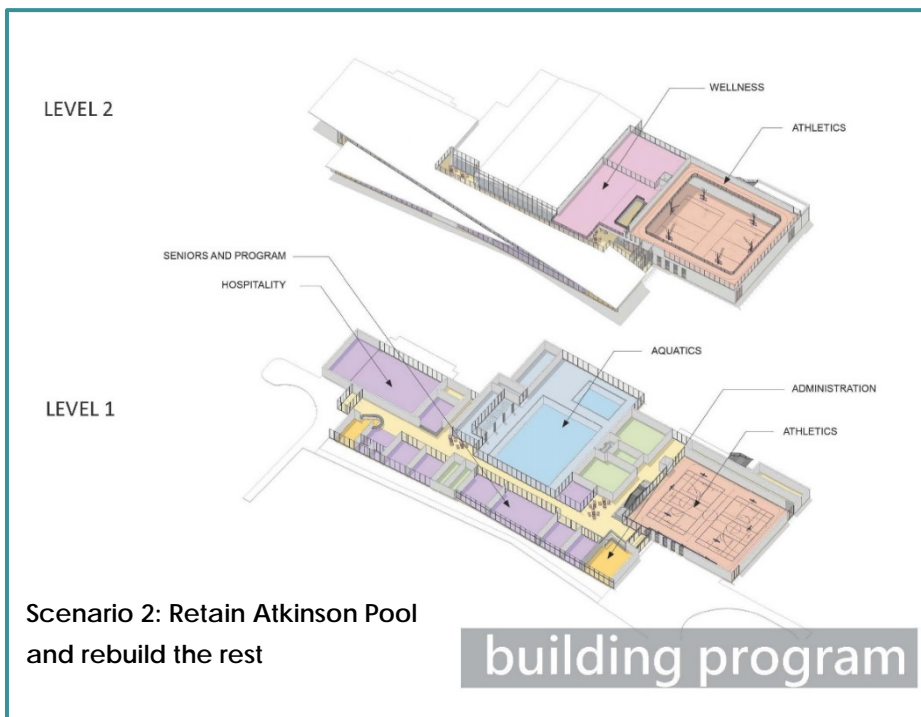
The previous update on the Fairbank Community Center project closed with the request that you fill out the survey to help define what Sudbury wants for a Community Center. We received 489

for the senior survey over a period of twenty-three days. Thanks to everyone who took the time to weigh in!

After receiving the survey data, PROs Consulting presented their analysis of the

Fairbank Task Force on December 6. These three scenarios are 1) to retain as much as possible of the existing building 2) to retain only the Atkinson Pool and 3) to build an entirely new building. In each case, the community center would occupy approximately 62,000 square feet. The scenarios do not include space for Sudbury Public Schools administration. Capital costs—including contingency costs and the costs associated with municipal construction—run from \$24,454,000 to \$26,651,000 for scenario 1; \$27,858,000 to \$30,055,000 for scenario 2; and \$33,632,000 to \$35,829,000 for scenario 3.

The Task Force is concerned not only with the building itself, and the capital cost to construct it, but also with the operating costs of an expanded facility. We recognize that the Senior



responses for the community-wide survey and 218 responses

surveys and three possible building scenarios to the

Center provides community services for the senior population free of charge, while the Atkinson Pool and other programs offered in the facility do charge users. In order to understand not just the operating costs but also the compensating revenues we could expect to receive—the “cost recovery”, as it is called—the consultant asked the Task Force to select one scenario to do a deep dive analysis on programming that facility. The Task Force unanimously selected Scenario 2.

On February 1, PROs presented their findings on the Fairbank Community Center. The [final report](#)—incorporating

comments by town staff—is available here:

<https://sudbury.ma.us/fairbankst/udy/?p=466>

The Fairbank Task Force met on February 15 to review the final report, which they received just two days earlier. The Task Force is working toward a presentation for design funds at Annual Town Meeting in May. We’re looking for the community vision for the Fairbank Community Center. Are we—is Sudbury—prepared to design a community center that will address the foreseeable needs of the community for the next fifty years and center our civic life, or is this an unrealistic aspiration right now? The Fairbank Task Force is

convinced that this scenario will meet the needs of our community for generations, but now we need—again—to hear from you.

Look for more information in “bite-sized chunks” (more bite-sized than the 140 page report!) about the proposed facility and the problems with the current center that it addresses. Consider the cost and the value of this proposal both to you and to the community. Bring your questions and comments to the [Task Force](#) (fairbankreport@sudbury.ma.us) as we prepare for Town Meeting and Election.

Let us hear your thoughts. See you at Town Meeting.

2018 ANNUAL TOWN MEETING

By Chairman Bob Haarde

This year it looks like we will have about the usual number of articles for town meeting, around 45, which normally works out to be about two or three good nights of work by our Town Congress, better known as 2018 Annual Town Meeting. Many people think the name does not do it justice. This is more than a meeting. This is an opportunity for every Sudbury Senator to come out and sponsor, support, debate and enact legislation for our town. Who is



a Sudbury Senator? You are. Well if you are reading this, you likely are. All registered voters

in Sudbury are empowered legislators for the Town of Sudbury. You are all Sudbury

Senators. Your power enables you to draft, submit and sponsor legislation before our town. Any voter in town can create their own article by drafting your town legislation idea, gathering the appropriate number of signatures and submitting to the Selectmen's Office before the deadline to have it placed on the Town Warrant for the Annual Town Meeting - or Sudbury's Annual Session of Congress.

This year, in addition to our budget, capital, stabilization and enterprise fund items which are necessary to fund our services throughout the year we have a number of interesting articles. We have articles to continue to fund our ongoing litigation against Eversource and Sudbury Station. The means-tested Senior Tax Exemption article is

on the warrant for review again. The Selectmen are asking to amend our bylaw regarding Fall Town Meeting to provide more flexibility in scheduling. There is an article proposing to amend the dangerous dog nuisance bylaw. We have capital articles for our rolling stock, DPW equipment, underground fuel storage, Stearns Mill Pond Dam, playground improvement, school fire alarms and school phone systems. We also have articles for the turf field at Cutting and a design for the Fairbank Center. We have articles concerning the acquisition of Broadacres Farm on Morse Road and the disposition of the Melone property on Route 117.

The Lease for the Loring Parsonage is on the Town Warrant this year. A number of

articles funded by the Community Preservation Fund are on the warrant again this year. These including playground updates, pond invasive weed removal, another article concerning the acquisition of Broadacres Farm, the Regional Housing Services Office, the Sudbury Housing Trust and the reversion of funds originally allocated for the purchase of the CSX railroad.

This year we have several articles submitted by residents of Sudbury (Sudbury Senators) including a deed restriction release, a Welcoming Town petition and an article on transparency in political donations.

Looks like another fun and productive year for us at Sudbury's Town Meeting. I hope to see you all there!

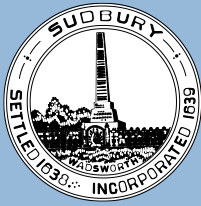
BABYSITTING AT TOWN MEETING



MONDAY, MAY 7, 2018
7PM - 11PM
GYM 3, LSRHS GYM

Park & Recreation staff will provide a variety of enriching activities for the kids so parents can attend the first night of Town Meeting.

Register by April 30, 2018: <http://bit.ly/2ENQgX0>



SUDBURY BOARD OF SELECTMEN
Tuesday, February 27, 2018

8

MISCELLANEOUS (UNTIMED)

8: Capital Planning Discussion

REQUESTOR SECTION

Date of request:

Requestor: Selectman Dan Carty

Formal Title: Discussion on Capital Planning

Recommendations/Suggested Motion/Vote: Discussion on Capital Planning

Background Information:

Financial impact expected:

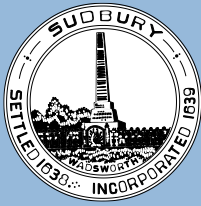
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

02/27/2018 7:00 PM



MISCELLANEOUS (UNTIMED)

9: SPS Administration

REQUESTOR SECTION

Date of request:

Requestor: Selectmen Dan Carty and Susan Iuliano

Formal Title: Discussion on SPS Administration

Recommendations/Suggested Motion/Vote: Discussion on SPS Administration

Background Information:
attached email from Tim Higgins

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
Robert C. Haarde	Pending
Board of Selectmen	Pending

02/27/2018 7:00 PM

Golden, Patricia

From: Rodrigues, Melissa
Sent: Wednesday, February 21, 2018 3:24 PM
To: Golden, Patricia
Subject: FW: Request for Meeting w BOS

Melissa Murphy-Rodrigues, Esq.
 Town Manager of Sudbury, MA
 278 Old Sudbury Road
 Sudbury, MA 01776
 978-639-3381
 Fax: 978-443-0756
www.sudbury.ma.us

From: Higgins, Timothy S. [mailto:higginst@lincolntown.org]
Sent: Tuesday, February 20, 2018 2:29 PM
To: Rodrigues, Melissa <RodriguesM@sudbury.ma.us>
Subject: Request for Meeting w BOS

Hello Melissa –

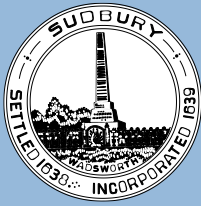
This is to confirm receipt of the Sudbury Board's e-mail to the Lincoln Board, dated February 14th, requesting a meeting to discuss the possible formation of a Committee to evaluate improvement opportunities among and between our schools. The Lincoln Board's next meeting will take place next Monday evening, February 26th. The Sudbury Board's e-mail will be included within the Board's correspondence. I anticipate that our reply will follow shortly thereafter.

Tim Higgins

Timothy S. Higgins
 Town Administrator
 Town of Lincoln
 16 Lincoln Road
 Lincoln, MA 01773

higginst@lincolntown.org
 781 259 -2600

Attachment9.a: FW Request for Meeting w BOS (2660 : SPS Administration)



SUDBURY BOARD OF SELECTMEN
Tuesday, February 27, 2018

10

MISCELLANEOUS (UNTIMED)

10: Discuss Fairbank

REQUESTOR SECTION

Date of request:

Requestor: Chairman Haarde

Formal Title: Discussion on fundraising for Fairbank Community Center

Recommendations/Suggested Motion/Vote: Discussion on fundraising for Fairbank Community Center

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
Robert C. Haarde	Pending
Board of Selectmen	Pending

02/27/2018 7:00 PM

**The Town of Brownsburg
&
The Brownsburg Parks & Recreation Department**

Request for Proposals:

**A. Seeking a Capital Contribution Partner
in Connection with Shared Non-Exclusive Naming
Rights in a New Brownsburg Community
Recreation Center – Proposal 2016-01.**

**B. Seeking a Capital Contribution Partner in
Connection with a Right for Certain Leasing Rights to
Operate a Health and Wellness Facility in a New
Brownsburg Community Recreation Center –
Proposal 2016-02.**

NOTICE OF REQUEST FOR PROPOSALS

Proposal #2016-01 and Proposal #2016-02

I. INTRODUCTION AND BACKGROUND

Timeline and Proposed Deadline:

Notice is hereby given that the Town of Brownsburg, Indiana and the Brownsburg Parks and Recreation Department (collectively, the “Town”) will receive sealed proposals for those items set forth below in the **Town Manager’s Office at the Town of Brownsburg, 61 North Green Street, Brownsburg, Indiana 46112** until 4:00 p.m. local time on March 4, 2016 for the proposed new multi-generational Brownsburg Community Recreation Center to be located in the approximate location of where the former St. Malachy School was located at 326 North Green Street, Brownsburg, Indiana 46112 with a tentative opening date of 2019 (the “Community Center”).

Request for Proposals deadlines:

<u>January 21, 2016</u>	First Notice of RFP published in the Hendricks County Republican;
<u>January 23, 2016</u>	First Notice of RFP published in the Hendricks County Flyer;
<u>January 28, 2016</u>	Second Notice of RFP published in the Hendricks County Republican;
<u>January 30, 2016</u>	Second Notice of RFP published in the Hendricks County Flyer;
<u>February 12, 2016</u>	Deadline for Questions;
<u>March 4, 2016</u>	Sealed Response to RFP Due;
<u>Beginning Week of March 7, 2016</u> (Anticipated, but subject to change)	Evaluation and Analysis by Town Staff;
<u>Beginning Week of April 4, 2016</u> (Anticipated, but subject to change)	Interview session by appointment; and
<u>First Week of May, 2016</u> (Anticipated, but subject to change)	Public Hearing Process and Joint Meeting of Town Council and Park Board to Consider Award.

The Town of Brownsburg reserves the right to change any or all of the dates above or eliminate steps if required or necessary as determined in its sole discretion. The Town Council also adopted Resolution No. 2016-03 as it relates to this RFP process.

A. Summary of Proposal Details

The Town is issuing this Request for Proposals to receive two separate proposals as set forth below. Each Proposer may elect to submit a proposal for Proposal A individually, Proposal B individually or both Proposal A and Proposal B. If a Proposer submits for both Proposal A and Proposal B, they should be submitted separately so that they can be compared accordingly.

Proposal A.

The Town is interested in proposals from individuals or entities who would pay for the non-exclusive

shared right to place their name or company's name in designated areas on the Community Center for the purpose of generating an additional revenue source for this facility for the Town. The designated area for such naming rights would be in an area to be determined by the Town.

Proposal B.

The Town is interested in proposals from individuals or entities who would pay for the right to lease and operate a health and wellness facility in a designated space of the Community Center. The health and wellness facility may include, but not be limited to, medical services, health rehabilitation, sports medicine, health and wellness type services, and such other services that the Town determines in its sole discretion are consistent with its vision and mission for the Community Center (the "Health and Wellness Center"). With the design, construction and financing of the Center still in the initial phases, construction of the Center is not expected to be completed until 2019. Therefore, the purpose of this portion of the proposal is for the responders to submit their offer on a right for the lease and operation of the Health and Wellness Center that will include detailed plans for the proposed operation and staffing of the Health and Wellness Center. Any and all final lease terms, conditions and payment amounts will be subject to and conditioned upon all applicable legal requirements existing at the time, including, but not limited to, any required appraisal process and public hearing requirements.

B. Development Opportunity & Background – The Location of the Community Center including the Proposed Health and Wellness Facility

The redevelopment of the former St. Malachy site (7.5 acres) in conjunction with a portion of Arbuckle Acres Park, represents a unique opportunity to adaptively reuse the frontage along Green Street, a major thoroughfare, in Brownsburg. In addition, it is anticipated that the construction of the Green Street widening project from 56th Street south to State Road 136 will be initiated in late 2017, subject to and conditioned upon all necessary right of way acquisition and funding determined necessary by the Town in its sole discretion. St. Malachy offered the site for purchase in 2011 and in 2012, and the Town of Brownsburg successfully negotiated the acquisition of the former St. Malachy Church and School property located at 326 North Green Street in Brownsburg, Indiana. This property is directly adjacent to Arbuckle Acres Park, where the majority of large public community events currently take place. Arbuckle Acres is a community park of approximately 60 acres and is a major center of activity and will serve as the hub in the new Alternative Transportation Plan which involves a concerted effort to increase the opportunities and potential for bicycle and pedestrian access throughout our community connecting residential areas with commercial nodes to allow for an overall healthier and more active lifestyle for our residents. The Town's vision for this property is a mixed use of retail, business, and public recreation. With beautiful views of lower Arbuckle with White Lick Creek, the site is considered a premier location by the Town in the heart of Brownsburg for this proposed mixed-use development, master planned project that will embrace and creatively reuse the property and capitalize on the natural features of the site. The project will contribute significantly to the economic well-being and quality of life for the residents of Brownsburg and will serve as a focal point for our newly envisioned Town Center concept connecting the park with the Town Hall Complex located at 61 N. Green Street as well as with the traditional downtown located at the corner of US 136 (Main Street) and Green Street. The Town owns, manages, and operates Arbuckle Park and will be developing the Community Center on the site where St. Malachy School was located. All Community Center operations are operated under an "enterprise system," meaning that the Community Center operations must be supported by the revenues generated at the site.

C. Draft Site Layout for the Property

The current draft of the site layout for the property is attached hereto and incorporated herein by reference as Exhibit "A" (the "Draft Site Layout"). While final design and site layout has not been completed, the Draft Site

Layout gives a general idea and the overall general intent of the Town for the proposed Community Center. The Town has selected an engineering firm to assist it with this project and the related design; and the Town reserves the right to change and/or add such other professionals that it determines necessary for the project.

D. Request for Proposals Intent Summary

A. Proposal 2016-01. The Shared Non-Exclusive Naming Rights for the Community Center. The Town is seeking proposals from Proposers for the shared, non-exclusive naming rights for the Community Center. These naming rights are non-exclusive in nature and the Town reserves the right to add such other names to the interior and/or exterior of the building as it determines in its sole discretion. Such proposals shall be from Proposers who would pay for the right to place their name or business name in a designated area for the purpose of generating an additional source of revenue for the Town. Such names shall reflect positively on the image of the Town, the Community Center, and the visions and mission of the Town. The Town hereby requests separate sealed proposals for the shared non-exclusive naming rights of the future proposed Brownsburg Community Center. For purposes of this RFP, the term “shared naming rights” means that the name of the facility shall also include all or any part of the Town of Brownsburg, the Brownsburg Parks and Recreation Department, and/or any combination thereof or any entity or department as determined in the Town’s sole discretion. The Town is interested in Proposers who desire to place their name or their businesses’ name in a designated area on the Community Center for the purpose of generating additional revenue for the Town to use in connection with the design, construction, engineering and/or any other expense incurred in connection with the Community Center. The time period for such naming rights would be for a period of ten (10) years.

B. Proposal 2016-02. The Health and Wellness Center. The Town is seeking a Health and Wellness Provider to lease up to 10,000 square feet of space in the proposed new Community Center slated to be developed in 2017-2018 and open in early 2019. The exact location and amount of the space in the Community Center will be determined in the sole discretion of the Town as part of the design of the Community Center and is also dependent on the source and types of funding that the Town may elect to use. The future Health and Wellness provider would be able to lease, manage, operate and maintain the Health and Wellness Services at the Community Center for a period of ten (10) years minimum, with the option to negotiate a longer lease if the Town sees it as advantageous to the its vision. The Town desires to award one Health and Wellness Provider contract for services that complement the owner’s health and wellness programs and activities. The Health and Wellness Proposer must demonstrate a minimum of five (5) years of Health and Wellness Management experience in an equivalent type of operation. The Health and Wellness Proposer will be expected to staff the operations to collect, provide health and wellness services, schedule appointment times, purchase inventory, and maintain and manage their portion of the facility. The Proposer will have a minimum of one staff member who is a Health and Wellness physician professional (or equivalent) at the Health and Wellness facility along with an agreed upon number of staff. The Health and Wellness physician professional (or equivalent) and staff will manage the health related services, develop and implement health and wellness related programs, schedule and coordinate clients, provide excellent customer service, provide management functions (e.g. accounting, personnel, marketing), and assure that the Health and Wellness facility is in compliance with national industry standards while operating at a level that, at a minimum, meets national industry benchmarks for health and wellness services.

E. Purpose & Terms of Lease Management Contract for the Health and Wellness Center

The Town desires to enter into a lease management contract with a Health and Wellness Proposer, team, or individual who would assume the management responsibilities for all health related activities including physical therapy related classes and operations, health related professional staff, wellness related facilities, and daily

maintenance operations of their portion of the facility. The Town will continue to own all portions of the building and maintain all real property. The initial lease contract term is expected to be a minimum of ten (10) years.

F. Management Expectations for the Health and Wellness Center

The Town desires to enter into a ten year (10) triple net lease contract. Under this lease contract the Town will expect the Proposer to cover all costs associated with the operation of the wellness and fitness spaces they manage.

G. Community Center Descriptions

The Community Center is anticipated to have a minimum of a three (3) court gymnasiums, an indoor pool, a fitness center and fitness rooms, child watch area, life skill training and program rooms, concessions, family changing rooms, meeting rooms, and an indoor walking track.

H. Daily, Monthly and Annual Membership Fees

The Brownsburg Park Board & Brownsburg Town Council will establish pass fees for daily, monthly and annual membership and usage of the Town's Community Center (excluding the Health and Wellness Center). A range of rates are subject to periodic review and revision by the Brownsburg Park Board. The Proposer may recommend through the RFP process fees that the Town can consider for user membership for those users of the Health and Wellness Center to be able to use the Town's Community Center, subject to final approval of the Town.

I. Proposer Representative

Each Proposer must appoint an individual with authority to represent the Proposer for this RFP. In addition, the Proposal must be signed as follows:

- 1) If the Proposer is an individual, by him/her personally;
- 2) If the Proposer is a partnership, by the name of the partnership, followed by the signature of each general partner; and
- 3) If the Proposer is a corporation, by the authorized officer, whose signature must be attested to by the Secretary of the corporation.

Include the following information in your letter of intent to propose:

Name of Proposer Representative
 Title
 Name of Company
 Address
 Telephone Number
 E-mail address Fax Number

J. Proposer's Questions

Upon release of this Request for Proposals (RFP), all Proposer communications concerning these must be directed to the RFP Coordinator listed below:

Phil Parnin, Director of Parks and Recreation
 Brownsburg Parks and Recreation Department
 Address: 326 N. Green Street

Brownsburg, Indiana, 46112
 Phone: (317) 858-4172
 Fax: (317) 858-6077
 Email: pparnin@brownsburgparks.com

Unauthorized contact regarding the RFP with other Proposer employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the Town.

Proposers should only rely on written statements issued by the RFP Coordinator.

All questions must be submitted in writing to the RFP Coordinator named above. Questions must be received by 4:00 p.m. on Friday, February 12, 2016. A list of questions and answers will be provided only by written request. All written requests may be made to the RFP Coordinator.

The responsibility for determining and obtaining the full extent of all information needed to respond to the Request for Proposal (RFP) rests with the Proposer. Submission of a proposal constitutes acceptance of the procedures, evaluation criteria, and other instruction of this RFP.

Proposer is responsible to check the Town of Brownsburg website for the issuance of any addenda prior to submitting a proposal. The address is www.brownsburg.org

II. GENERAL CONDITIONS

A. Proposal Response Date and Location

The Town must receive the Proposer's proposal, in its entirety, not later than 4:00 p.m., Eastern Standard Time in Brownsburg Indiana located at 61 North Green Street Brownsburg, Indiana, 46112 on March 4, 2016. Proposals arriving after the deadline will be returned unopened to their senders. All proposals and accompanying documentation will become the property of the Town and may not be returned.

Proposers assume the risk of the method of dispatch chosen. The Town assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt. Late proposals will not be accepted nor will additional time be granted to any Proposers. Proposals may not be delivered by facsimile transmission or other telecommunication or solely by electronic means.

B. Successful Responses Will Include

The Town also expects that the Proposals will include the following elements at a minimum:

1. For Proposal B, A commitment for a cash donation or capital payment to the Town for the rights to utilize the proposed space of up to 10,000 square feet in the Community Center for the Health and Wellness Center. The cash commitment shall be specifically identified along with the proposed name of the Health and Wellness Center. This donation or payment will be utilized toward the design and/or construction of the proposed 80,000 square foot facility that is estimated to cost between \$20-25 million dollars. This payment will also offer the right for the selected vendor to have their name conspicuously visible on the exterior front of the facility as well as to be included in all marketing materials, efforts, etc.
2. For Proposal B, A commitment to fund the design fees for the portion of the facility that is leased. These fees will be paid by the lessee to the engineering firm selected and will be independent of the Town; provided however, the engineering firm selected by the Town for its project shall be the one used by the Proposer.

3. For Proposal B, A commitment to agree to and sign a minimum ten (10) year lease for the operation of a Health and Wellness Center out of the proposed Community Center.
4. For Proposal B, A commitment to pay all costs and fees associated with the construction of the Health and Wellness Center as a part of a larger contract with the Town of Brownsburg and a General Contractor as selected in the future through a competitive bidding process as determined necessary by the Town.
5. For Proposal A and B, A description of your organization, including how long your business has been in existence under your control and/or ownership, corporate or other organization status, and number of employees. List corporate directors, officers or managing partners (if any) and key employees responsible for management if selected. Identify the qualification (i.e. experiences, years with company, etc.).
6. For Proposal B, Provide a list of all health and wellness center operations you have owned and/or managed over the last five (5) years and the years of operation.
7. For Proposal A and B, Provide a minimum of three (3) unrelated business references (including at least one client to whom you have supplied similar services). Please provide business name, contact person and current daytime phone for each reference. In addition, include a brief description of the professional relationship with the proposed reference, and the names of specific individuals that the proposed reference has with the Proposer.
8. For Proposal A and B, Please indicate if your business, you and/or any other principal in your business have been involved in litigation or state or local administrative proceedings (including any criminal or health enforcement actions) related to your business operations in the last five (5) years. If applicable, describe the status or disposition of any lawsuit or administrative proceedings.
9. For Proposal A and B, Disclose if the company or any owner or office of your company have ever been declared bankrupt (voluntary or involuntary) or insolvent or entered into an arrangement for the benefit of creditors. If yes, please explain.
10. For Proposal A and B, Describe your company's training, background, experience, staffing, and equipment in the provision of health and wellness services. Submit a copy of any and all applicable state, federal or local licenses required for your operations.
11. For Proposal B, Outline and describe your anticipated approach to the operation of the Health and Wellness Center. Provide an operations plan, including at minimum, the following elements:
 - Proposed hours of operation
 - Staffing plan and organization chart; and
 - Responsibilities of staff/job descriptions.
12. For Proposal B, Explain your approach to providing high quality customer service. Provide performance standards you would implement to measure your customer service. Sample standards could include satisfaction rates, customer retention rates.
13. For Proposal B, Describe the marketing efforts your company will undertake to promote the Health and Wellness Center should be awarded the lease agreement.
14. For Proposal A and B, any successful Proposer shall be required to submit an Accord Certificate of Insurance (available from your agent) indicating your ability to provide the required insurance coverage as determined in the sole discretion of the Town.
15. For Proposal B, Attach and include any additional comments or information you feel relevant in assisting the selection committee and Board in determining your merits for being selected exclusive provider of the health and wellness services.
16. For Proposal A and B, Provide financial statements for the last three (3) years of the third party Proposer and/or its parent or personal guarantor.
17. For Proposal B, Indicate the proposed fixed monthly rental fee paid to Board.
18. For Proposal A and B, Indicate your understanding that your proposal shall be valid and guaranteed for not less than 120 days from the submission deadline.
19. For Proposal A, a successful Proposer will identify the contribution for naming rights.

All proposals shall be accompanied by a Non-Collusion Affidavit in the form attached hereto as Exhibit “B”, and the Eligibility Affidavit in the form attached hereto as Exhibit “C”. All proposals must be valid for one-hundred and twenty (120) days from the proposal due date.

This section also identifies (to the extent possible) what the Town needs to see to be considered responsive.

- Cover Letter / Letter of Intent to include;
 - Confirmation of project understanding
 - General qualification
 - Willingness to proceed and perform as described
 - Authorized officer’s signature
- Applicant Information
 - Company Name
 - Years in business
 - Primary contact person (and authorized representative to conduct negotiations, if different from contact person)
 - Full mailing address, telephone number, and email address
 - Number of fulltime employees
 - Demonstrate the organization’s financial stability / ability to fulfill design, development, lease
- Project Understanding and Approach
 - Explain general approach to partnering, public relations and outreach, development of administrative structure at the Community Center and relationship to the Town as a service provider.
 - Outline your creative approach to partnering in a single location, including how services and/or products complement the Town’s services, opportunities to expand partnership services, and financial contributions to the partnership.
 - Include techniques and procedures that are used to work collaboratively with partners, stakeholders, and other service providers.
- Team Organization, Experience, and Certifications/Qualifications
 - Organizational chart showing all relationships and names of specific team members proposed for this project, including their titles.
 - Responsibilities of each team member assigned to the project.
 - Indicate any anticipated new hires to fulfill the proposal goals along with expected qualifications and certifications.
 - Explain experience with the following:
 - Financial management
 - Human resource management
 - Contract management
 - Facility management
 - Volunteer management
 - IT management
 - Stakeholder management
 - Knowledge of mainstream resources and continuum of services
 - Connections within the local community. If none, explain how these will be established.
 - To the extent possible and applicable, summarize at least one project of similar scope for which this team was primarily responsible. If possible, include at least one example that draws on different experiences that would apply to operation of a center similar to the one proposed.

- References: Provide three references who can speak to the organizations capacity, work, experience, and ability. References will be contacted; please verify contact information before submitting.
 - Reference company name
 - Address
 - Name of contact person and their title/role
 - Telephone number
 - Email address
 - Dates and duration of projects

C. Selection Process

It is anticipated that proposals will be evaluated by a committee designated by the Town Manager and the Parks Director who will ultimately make a recommendation to the Town Council and the Board of Parks and Recreation for their final review, consideration and decision. The Town reserves the right to investigate the qualifications and experience of each Proposer and to negotiate additional terms to those contained in this Request for Proposals or any proposal with any Proposer in keeping with the requirement that all eligible Proposers are afforded fair and equal treatment with respect to the review and consideration process. The committee may engage in an interview and discussion process with all responsible Proposers who submit proposals determined to be reasonably susceptible of being selected for award, for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements, and to negotiate and receive the Proposer's best and final offer. The Committee shall recommend from among the Proposers the best and final offer deemed most advantageous to the Town for Town Council and Park Board approval.

D. Evaluation Criteria

All responses to this RFP will be evaluated by the Board in its sole judgment on the basis of the Proposer's demonstrated ability to provide the services and products contemplated herein. It is anticipated that the agreement will be awarded to the Proposer who best meets the criteria stated herein and will best fulfill the Town's needs for a high quality, client oriented Health and Wellness Center to attract members of the Community Center as well as members of the general public. The Town shall have the right to award this contract to a single Proposer with the proposal deemed most advantageous to the Town or to reject any and all proposals and make no award under this RFP.

Specific evaluation criteria include, but are not limited to, the following, for Proposal A and Proposal B, as applicable:

- The ability of the Proposer to timely provide the services and products outlined herein and meet all other requirements contained in this RFP;
- The Proposer's past experience in providing similar services and the satisfaction level of its prior and current customers;
- The Proposer's financial stability and strength;
- The quality, training, and experience of staff who will be assigned to the Health and Wellness Center;
- The extent to which the Proposer's marketability, reputation, and overall position supports the overall mission and goals of the Town;

- The financial terms proposed by or agreeable to the Proposer; and
- Other factors deemed appropriate by the Board in the context of the services and products to be provided by the Proposer.

The listed order of the above evaluation criteria does not indicate their order of importance. All proposals will be reviewed by the Committee and may also be reviewed by the Town Council and/or the Park Board as determined necessary in their sole discretion.

The evaluation committee and Board will consider the Proposer, as well as any entity that has ownership or managerial control over the Proposer, for all evaluation criteria. The Town reserves the right to require financial security from the selected Proposer, including the posting of a bond, letter of credit or personal guarantee securing performance of the third-party vendor's obligations under the agreement. The Town reserves the right to conduct discussions with offerors, including, but not limited to discussions for the purpose of clarification to assure full understanding of and responsiveness to the solicitation requirements.

E. Right to Accept or Reject Proposals

The Town reserves the right to waive any requirements or formalities in the RFP process, to select the proposal the Town determines, in its sole discretion, to be the most advantageous to the Town and/or to reject all proposals submitted. The Town, or its designated agent(s), reserves the right to investigate the qualifications and experience of each Proposer and to negotiate additional or revised terms to those contained in any proposal in keeping with the requirement that all eligible Proposers are afforded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. The Town may require an interview process for Proposers. Proposals not sufficiently detailed or submitted in an unacceptable form may be rejected.

F. Waiver of Minor Administrative Irregularities

The Town reserves the right, at its sole discretion, to waive minor administrative irregularities contained in any proposal.

G. Proposal Rejection

The Town has the right to reject any or all proposals at any time without penalty.

H. Withdrawal of Proposals

Proposer may withdraw a proposal that has been submitted at any time up to the proposal closing date and time. To accomplish this, a written request signed by an authorized representative of the Proposer must be submitted to the Town Manager's Office. The Proposers may submit another proposal at any time up to the proposal closing date and time.

I. Non-Endorsement

As a result of the selection of a Capital Partner to supply capital dollars in terms of a long term lease and services to the Town, the Town is neither endorsing nor suggesting that the Proposer's product is the best or only solution. The Proposer agrees to make no reference to the Town in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the Town.

J. Proprietary Proposal Material

Any information contained in the proposal that is proprietary must be clearly designated. Marking the entire proposal as proprietary will be neither accepted nor honored. If any information is marked as proprietary in the proposal, such information will not be made available until the affected Proposer has been given written notice by the Town.

K. Response Property of the Town of Brownsburg

All materials submitted in response to this request become the property of the Town. Selection or rejection of a response does not affect this right.

L. No Obligation to Buy

The Town reserves the right to refrain from contracting with any Proposer. The release of this RFP does not compel the Town to act on the proposal.

M. Cost of Preparing Proposals

The Town is not liable for any costs incurred by Proposers in the preparation and presentation of proposals and demonstrations submitted in response to this RFP.

N. Number of Proposal Copies Required

Proposers are to submit one original proposal and **six (6)** copies.

O. Errors In Proposal

The Town will not be liable for any errors in Proposer proposals. Proposers will not be allowed to alter proposal documents after the deadline for proposal submission.

The Town reserves the right to make corrections or amendments due to errors identified in proposals by the Town or the Proposer. This type of correction or amendment will only be allowed for such errors as typing, transposition, or any other obvious scrivener's error. Proposers are liable for all errors or omissions contained in their proposals.

When, after the opening and tabulation of proposals, a Proposer claims error and requests to be relieved of award, the Proposer will be required to promptly present certified worksheets. The Town will review the worksheets and if the Town is convinced, by clear and convincing evidence, that an honest, mathematically excusable error or critical omission of costs has been made, the Proposer may be relieved of its proposal as determined in the sole discretion of the Town.

P. Proposal Opening

The original proposal and six (6) copies must be submitted to the Town Manager's Office at the Town of Brownsburg, 61 North Green Street, Brownsburg, Indiana 46112. All proposals must be submitted no later than 4:00 p.m., on March 4, 2016, and must be clearly marked either:

A. PROPOSAL FOR Shared Non-Exclusive Naming Rights in a New Brownsburg Community Recreation Center; or

B. PROPOSAL FOR Capital Development for Health and Wellness Facility in a New Brownsburg Community Recreation Center.

At the appointed time a register of proposals shall be prepared containing the name of each Proposer and a description sufficient to identify the item offered.

Only firm proposals will be accepted and the Town of Brownsburg reserves the right to reject any or all proposals or waive any irregularities and informalities in the proposals submitted and accepted by the Town of Brownsburg. No Proposer may withdraw his proposal after the hour set for the opening thereof unless the award is delayed for a period exceeding 120 days. The Town of Brownsburg further reserves the right to make awards to the responsible Proposer whose proposal is determined to be the most advantageous to the Town of Brownsburg.

The Town reserves the right to waive any requirements or formalities in the RFP process, to select the proposal the Town determines, in its sole discretion, to be the most appropriate response to the RFP, and/or to reject all proposals submitted. The Town or its designated agent(s), reserves the right to investigate the qualifications and experience of each Proposer and to negotiate additional or revised terms to those contained in any proposal in keeping with the requirement that all eligible Proposers are accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. The Town may require an interview process for responsive, qualified, and eligible of Proposers. Proposals not sufficiently detailed or submitted in an unacceptable form, may be rejected by the Town.

If a Proposer is selected, that Proposer shall not be permitted to assign or transfer its rights under any agreement with the Town to any other third party.

The proposed name to be included as part of the shared naming rights shall reflect a positive image, shall not negatively impact the Town, its vision, mission, and/or operations. The Town reserves the right in its sole discretion to reject any name. In addition thereto, the Town reserves the right to terminate any agreement with any accepted Proposer.

As part of the shared naming rights, the Proposer will have the non-exclusive right to be included as part of the shared naming rights on the exterior of the proposed Community Center.

Any proposal selected by the Town for either Proposal A or B shall include a contract that contains terms and conditions that are acceptable to the Town as determined in its sole discretion, including, but not limited to:

- (a) The Contract Term;
- (b) Indemnification Provisions in favor of the Town;
- (c) Non-Disparaging language provision in favor of the Town; and
- (d) Termination provisions in favor of the Town for events of default by the successful Proposer, including, but not limited to a provision that will permit termination by the Town in the event the Proposer, any of its agents, officers, directors, affiliates, etc. takes any action that reflects negatively on the Town, its elected or appointed officials, employees, and/or its visions and mission, and/or the Community center itself.

* The Town's consideration of all proposals and this process will be completed in accordance with the requirements determined necessary by the Town as determined in its sole discretion. Interested Parties should continue to follow-up on the Town's website regarding further modifications and/or amendments to this RFP that may be posted by the Town during this process and prior to the March 4, 2016 deadline.

EXHIBIT “A”

Draft Layout Site

(See Attached)



Site Plan



Attachment10.a: Brownsburg RFP 2015 (v12)LEY_sample_for_Fairbank (2668 : Discuss Fairbank)

EXHIBIT "B"

Non-Collusion Affidavit

STATE OF INDIANA)
)
 _____ County)

The undersigned Proposer or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be offered by any person nor to prevent any person from making any offer nor to induce anyone to refrain from making an offer and that this offer is made without reference to any other offer.

Proposer (Firm)

Signature of Proposer or Agent

Subscribed and sworn to me this ____ day of _____, 2016.

My Commission Expires: _____

Notary Public

County of Resident:

EXHIBIT “C”

Eligibility Affidavit

The undersigned Proposer or agent, being duly sworn on oath, says that he does not, nor does any other member, representative, or agent of the firm, company, corporation or partnership represented by him, nor does the firm, company, corporation or partnership listed below meet the following definition of a person who is ineligible to lease property as set forth in Indiana Code 36-1-11-16.

(1) A person who owes delinquent taxes, special assessments, penalties, interest, or costs directly attributable to a prior tax sale on a tract of real property listed under I.C. 6-1.1-24-1.

(2) A person who is an agent or a person described in subdivision (a) (1).

Proposer (Firm)

Signature of Proposer or Agent

Subscribed and sworn to me this ____ day of _____, 2016.

My Commission Expires: _____

Notary Public

County of Resident:

Attachment10.a: Brownsburg RFP 2015 (v12)LEY_sample_for_Fairbank (2668 : Discuss Fairbank)

Golden, Patricia

From: Rodrigues, Melissa
Sent: Wednesday, February 21, 2018 3:39 PM
To: Golden, Patricia

OPINION

Opinion EC-COI-12-1

DATE: 07/20/2012

ORGANIZATION: State Ethics Commission

A municipal employee may, consistent with the conflict of interest law, solicit donations to a municipal trust fund from persons and entities with whom he, or other municipal employees, has or expects to have official dealings, provided that (1) the solicitation is carried out in accordance with G.L. c. 44, § 53A; (2) the solicitation is not made in circumstances that are inherently coercive because the person or entity solicited may be directly and significantly affected by a pending or anticipated decision of the same municipality; (3) no overt pressure is exerted in connection with any such solicitation; (4) the municipality and its employees apply objective standards in all dealings with persons and entities solicited, and do not favor those who give or disfavor those who do not; and (5) the municipal employee principally responsible for making such solicitations discloses the names of all those solicited in any manner (oral, written, electronic, or other), by himself or other municipal employees; these disclosures must be made publicly and in writing pursuant to G.L. c. 268A, § 23(b)(3).

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IN THIS SECTION

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[Question](#)

[Answer](#)

[Conclusion](#)

Facts

A municipality seeks guidance with respect to whether municipal employees may fundraise for a tax-exempt municipal trust fund. In general, persons and entities solicited to make donations to the fund do not have business dealings with the department of the particular municipal employee principally responsible for soliciting such donations, but in some instances they may have such dealings. In addition, the solicited persons and entities are likely to have business dealings with some other municipal department or agency.

Question

May a municipal employee, consistent with G.L. c. 268A, the conflict of interest law, solicit donations to a municipal trust fund from persons and entities with whom he, or other municipal employees, has or expects to have official dealings?

Answer

Yes, provided that (1) the solicitation is carried out in accordance with G.L. c. 44, § 53A, which authorizes acceptance of gifts by municipal employees on behalf of the municipality and, by implication, solicitation of gifts; (2) the solicitation is not made in circumstances that are inherently coercive because the person or entity solicited may be directly and significantly affected by a pending or anticipated decision of the same municipality; (3) no overt pressure is exerted in connection with any such solicitation; (4) the municipality and its employees apply objective standards in all dealings with persons and entities who are solicited, and do not favor those who give or disfavor those who do not; and (5) the municipal employee principally responsible for making such solicitations discloses the names of all those solicited in any manner (oral, written, electronic, or other), by himself or other municipal employees; these disclosures must be made publicly and in writing pursuant to G.L. c. 268A, § 23(b)(3).

1. Statutory Authorization for Solicitation

Sections 3 and 23(b)(2) of the conflict of interest law generally prohibit public employees from soliciting anything of substantial value. Section 3(b), in pertinent part, prohibits a public employee from asking for or soliciting anything of

substantial value for himself, for or because of any official act, or to influence or attempt to influence him in an official act, “otherwise than as provided by law for the proper discharge of official duty.” Sections 23(b)(2)(i) and (ii), respectively, prohibit public employees from “solicit[ing] or receiv[ing] anything of substantial value for [themselves], which is not otherwise authorized by statute or regulation, for or because of [their] official position;” and from using their official positions to “secure for [themselves] or others unwarranted privileges or exemptions which are of substantial value and which are not properly available to similarly situated individuals.” “Substantial value” is \$50 or more.¹

Most of our opinions applying these statutes to public employee solicitations have involved solicitations for non-governmental purposes.² In that context, we have consistently stated that public employees may not use their titles, public work time, or public resources to solicit for non-governmental purposes.³ We have explained that such solicitations are problematic for numerous reasons, including because they raise questions about the soliciting public employee’s objectivity and impartiality and may cause persons solicited by the public employee to feel compelled to comply.⁴

In two prior opinions we have concluded that proposed solicitations by public employees for specific governmental purposes did not violate the conflict of interest law.⁵ In both cases, the state agencies seeking to carry out the solicitations had provisions in their enabling acts that authorized them to accept gifts, and therefore, by implication, to solicit gifts. The proposed solicitations were for specific purposes that bore some relation to the interests of the entities to be solicited, or might even benefit them.⁶ The solicitations were made to entire industries or groups of businesses, and were not targeted to individuals or specific entities. While employees of the soliciting public agencies anticipated having future dealings with the entities to be solicited, the solicited entities did not have specific, significant matters pending before the soliciting agencies at the time of the solicitations.⁷ In those circumstances, we permitted the proposed solicitations because the agencies’ enabling acts implicitly authorized them to solicit gifts, but advised the agencies to use objective standards in their future dealings with the entities solicited, and not reward or penalize them based on whether or not they contributed. In the later decision we also concluded that the requirement of § 23(b)(3), that public employees not engage in conduct which gives a reasonable basis for the impression that they can be improperly influenced, was satisfied by public disclosures identifying all the contributing companies.

The present opinion request by a municipality that wishes to solicit donations to a municipal trust fund is less specific than the opinion requests we have previously considered, with respect to both the purposes of the proposed solicitations and the intended targets. The municipality does not state that the purpose of its solicitations will be to raise funds for specified municipal actions that may benefit the targets of those solicitations; instead, the municipality apparently wishes to be able to solicit donations for any of the broadly defined purposes for which the municipal trust fund may be used.⁸ In addition, the proposed targets of solicitation are not limited to those who may at some point have official dealings with the municipality, but include persons and entities with matters pending before municipal employees, including matters of significance to those persons and entities.

Our two prior opinions in the area of public employee solicitation for governmental purposes did not explicitly address whether such a solicitation may occur only when there is statutory or regulatory authority for the solicitation. The requesting municipality argues that statutory authorization should not be required for fundraising that serves a governmental purpose. While there is statutory authority for a municipality to accept gifts in some circumstances,⁹ the requesting municipality does not rely upon those statutes, but instead argues that no statutory authorization should be required because of the public purposes for which its trust fund will be used.

We disagree. The conflict of interest law requires that there be express statutory or regulatory authority for public employee solicitations for governmental purposes. Section 3 prohibits public employee solicitation of gifts “otherwise than as provided by law for the proper discharge of official duty.” Sections 23(b)(2)(i) prohibits solicitations “not otherwise authorized by statute or regulation,” and Section 23(b)(2)(ii) prohibits the use of one’s official position to obtain “unwarranted” privileges. In determining whether a privilege is “unwarranted,” we have stated that conduct explicitly authorized by statute or regulation is not “unwarranted,”¹⁰ while conduct prohibited by statute is “unwarranted.”¹¹ In sum, §§ 3 and 23 prohibit solicitations by public employees for governmental purposes absent statutory or regulatory authorization. This conclusion is consistent with our two prior opinions in this area.

G.L. c. 44, § 53A authorizes acceptance of gifts by municipal employees on behalf of their municipality, and, by implication, solicitation of gifts to be used for municipal purposes. The municipal employee who is the subject of the present request may solicit donations from persons and entities that have business before him and other municipal employees in accordance with G.L. c. 44, § 53A, subject to the further limitations on such solicitations set forth below.

2. Inherently Coercive Solicitations

The Commission has consistently interpreted § 23(b)(2) to prohibit public employees from soliciting private business relationships from individuals over whom the public employee has authority or a regulatory relationship. We have repeatedly expressed concern that a solicitation made by a public employee to someone under his authority or regulatory control is inherently coercive, stating, for example, “In these circumstances, one may never know whether the private party is objectively responding to the solicitation or whether his decision is influenced by a pressure to maintain good relationships with the public employee, or whether any official dealings are affected by the private dealing.”¹² Similarly, we have stated, “Regardless of the purpose of a solicitation, the dangers of compromising a public employee’s impartiality and objectivity and of creating an atmosphere where potential vendors feel compelled to contribute to foster the agency’s or the public employee’s good will remain.”¹³ We have repeatedly applied that principle in our enforcement actions, and have found violations of § 23(b)(2) when a public employee asked for something from someone at a time when a matter of significance to the person receiving the request was pending before the public employee.¹⁴

Solicitations for governmental purposes by public employees from those under their authority or regulation raise the same concern: a solicitation made at the time when the person solicited may be directly and significantly affected by the authority of the soliciting public employee, or by his public employer, is inherently coercive. Indeed, the purpose of a solicitation -- whether it is for governmental or non-governmental purposes -- is irrelevant to whether the person who receives it will feel pressured to comply because of the possibility of adverse governmental action if he declines.

We therefore take this occasion to state explicitly that we will find a violation of § 23(b)(2) when a municipal employee uses his official position to make a solicitation for municipal purposes under inherently coercive circumstances, i.e., when the solicitation is made by the municipal employee, knowingly or with reason to know, to a person or entity who may be directly and significantly affected by a pending or anticipated decision of the same municipality. A municipal employee soliciting for a municipal purpose has a duty to make reasonable inquiry into whether the person or entity whom he intends to solicit has a matter pending or anticipated before his employing municipality such that a solicitation would be inherently coercive.¹⁵ If a solicitation would be inherently coercive in the circumstances, it may not be made. Any doubt as to whether a pending or anticipated matter will have a direct and significant effect on a potential target of a solicitation should be resolved against making the solicitation.

3. Solicitations Accompanied by Overt Pressure

Of course, § 23(b)(2) prohibits not just inherently coercive solicitations, as discussed above, but also solicitations accompanied by overt pressure.¹⁶ Just as a municipal employee’s solicitation for municipal purposes may not be made in inherently coercive circumstances, such a solicitation may not be accompanied by overt pressure.

4. Objective Standards in Dealing with Those Solicited

Our prior opinions in the area of public employee solicitations for government purposes have emphasized that persons or entities who receive such solicitations cannot be rewarded for donating to a governmental purpose or penalized for declining to do so.¹⁷ This principle applies to all municipal employees who have official dealings with persons or entities solicited to contribute to the municipal trust fund. That is, municipal employees who have dealings with persons or entities who have been solicited to contribute to the municipal fund must apply objective standards in those dealings, and may not give preferential treatment for donating, or adverse treatment for declining to donate.

5. Written Disclosures

Section 23(b)(3) of the conflict of interest law prohibits a public employee from engaging in conduct which gives a reasonable basis for the impression that any person or entity can improperly influence him or unduly enjoy his favor in the performance of his official duties, or that he is likely to act or fail to act as a result of kinship, rank, or the position of any person. In one of our earlier opinions concerning solicitations by public employees for governmental purposes, we approved the agency’s proposal to comply with this requirement by publicly disclosing the names of all donors to the Secretary of the Executive Office that included the soliciting agency, and to the Commission.¹⁸ The purpose of the disclosure was to dispel any appearance of favoritism towards the donors.

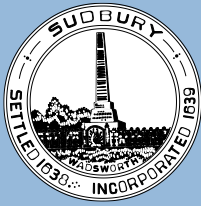
The requesting municipality should follow the disclosure procedure set forth in our earlier opinion, and require the municipal employee principally responsible for soliciting donations to the municipal trust fund to disclose the names of all those solicited in any manner, whether the solicitation was oral, written, electronic, or by some other means, by himself or other municipal employees. The disclosures should be made publicly and in writing pursuant to § 23(b)(3). These written disclosures should be updated at appropriate intervals and filed with the municipal clerk, who

will maintain them as public records. This will dispel any appearance that donors, or those who do not donate, will influence the discretion or decisions of municipal employees in any way.

Conclusion

A municipal employee may, consistent with the conflict of interest law, solicit donations to a municipal trust fund from persons and entities with whom he, or other municipal employees, has or expects to have official dealings, provided that (1) the solicitation is carried out in accordance with G.L. c. 44, § 53A; (2) the solicitation is not made in circumstances that are inherently coercive because the person or entity solicited may be directly and significantly affected by a pending or anticipated decision of the same municipality; (3) no overt pressure is exerted in connection with any such solicitation; (4) the municipality and its employees apply objective standards in all dealings with persons and entities solicited, and do not favor those who give or disfavor those who do not; and (5) the municipal employee principally responsible for making such solicitations discloses the names of all those solicited in any manner (oral, written, electronic, or other), by himself or other municipal employees; these disclosures must be made publicly and in writing pursuant to G.L. c. 268A, § 23(b)(3).

Melissa Murphy-Rodrigues, Esq.
 Town Manager of Sudbury, MA
 278 Old Sudbury Road
 Sudbury, MA 01776
 978-639-3381
 Fax: 978-443-0756
www.sudbury.ma.us



MISCELLANEOUS (UNTIMED)

11: Town Forum Discussion

REQUESTOR SECTION

Date of request:

Requestor: Vice-Chairman Len Simon

Formal Title: Discussion on Town Forum scheduled for Sat, March 3, 2018.

Recommendations/Suggested Motion/Vote: Discussion on Town Forum scheduled for Sat, March 3, 2018.

Background Information:

Financial impact expected:

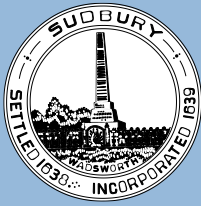
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

02/27/2018 7:00 PM



SUDBURY BOARD OF SELECTMEN

Tuesday, February 27, 2018

MISCELLANEOUS (UNTIMED)**12: Annual Town Election Warrant**REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to sign Annual Town Election Warrant for March 26, 2018, which must be delivered to residents by March 19.

Recommendations/Suggested Motion/Vote: Vote to sign Annual Town Election Warrant for March 26, 2018, which must be delivered to residents by March 19.

Background Information:
attached warrant

Financial impact expected:

Approximate agenda time requested:

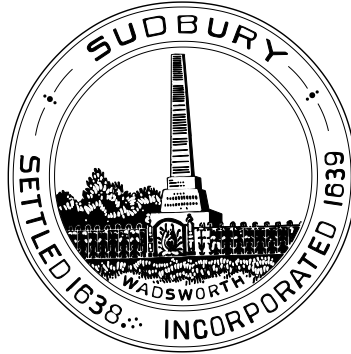
Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

02/27/2018 7:00 PM

Town of Sudbury Massachusetts



2018 OFFICIAL WARRANT ANNUAL TOWN ELECTION

Including Regional District School Committee

March 26, 2018

Polls Open 7:00 A.M. to 8:00 P.M.

Precincts 1, 1A, 2 & 5 - Fairbank Community Center, 40 Fairbank Road

Precincts 3 & 4 - Sudbury Town Hall, 322 Concord Road

The Warrant for the 2018 Annual Town Meeting, to be held
Monday, May 7, 2018 will be issued and mailed separately.

**TOWN OF SUDBURY
ANNUAL TOWN ELECTION
WARRANT**



Commonwealth of Massachusetts
Middlesex, ss.

To the Constable of the Town of Sudbury:

GREETING:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Sudbury, qualified to vote in Town Elections, that voters residing in Precincts 1, 1A, 2 and 5 should meet at the Fairbank Community Center and voters residing in Precincts 3 and 4 should meet at the Town Hall in said Town on Monday, March 26, 2018, at seven o'clock in the forenoon; then and there to choose by official ballot in accordance with law, one Moderator, two members of the Board of Selectmen, one member of the Board of Assessors, two Goodnow Library Trustees, one member of the Board of Health, two members of the Park and Recreation Commission, two members of the Planning Board, two members of the Sudbury School Committee all for three years; one member of the Planning Board for one year; one member of the Sudbury Housing Authority for five years. Included as part of the Annual Town Election will be an election of two members, for three years each, to the Lincoln-Sudbury Regional District School Committee.

Polls will open at seven o'clock in the forenoon and will be closed at eight o'clock in the evening.

And you are required to serve this Warrant by posting an attested copy thereof at the Town Hall at least seven days before the time appointed for such election.

Hereof fail not and make due return of the Warrant by your doing thereon to the Town Clerk, at or before the time of election aforesaid.

Given under our hands this ____ day of _____, 2018.

SELECTMEN OF SUDBURY

Robert C. Haarde

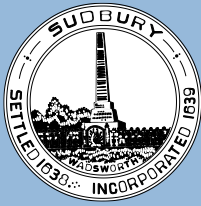
Leonard A. Simon

Daniel E. Carty

Patricia A. Brown

Susan N. Iuliano

Attachment 12.a: 2018 ATE Warrant draft (2654 : Annual Town Election Warrant)



SUDBURY BOARD OF SELECTMEN

Tuesday, February 27, 2018

MISCELLANEOUS (UNTIMED)**13: Possible Special Town Election**REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discussion on possible date for Special Town Election.

Recommendations/Suggested Motion/Vote: Discussion on possible date for Special Town Election.

Background Information:
attached draft 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
Robert C. Haarde	Pending
Board of Selectmen	Pending

02/27/2018 7:00 PM

DRAFT 2018 Warrant Schedule

Including Special Town Election May??

February							Annual Town Election March 26	Annual Town Meeting May 7
S	M	T	W	T	F	S	Determine ballot questions for Annual Town Election and submit wording to Town Clerk 35 days prior to Election <i>(not applicable this year)</i> Feb. 27 or March 6: BOS sign Election Warrant and send to printer by March 8.	Jan. 31: ATM Warrant Closing date for all articles
		Jan 31	Feb 1	1	2	3		Feb. 6: BOS accept articles and order ATM warrant. BOS refer zoning bylaw amendment(s) and any street acceptance articles to Planning Board
4	5	6	7	8	9	10		Feb 27: BOS send copies of all articles to FinCom, Town Clerk, Finance Dir., Town Counsel, Asst. Town Mgr.
11	12	13	14	15	16	17		Feb. 27: Joint meeting with BOS and FinCom
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	March 6: Call Special Town Election for ???	
11	12	13	14	15	16	17	March 13: Election Warrant delivered to PO for mailing and balance to BOS office for posting by Constable.	March 20: DEADLINE to withdraw any BOS articles or take positions on articles to be printed in the ATM warrant
18	19	20	21	22	23	24	March 19: Receipt of Election Warrant by households; Deadline for ATE Warrant posting is 7 days prior to Election	March 27: FinCom reports and all warrant material to Town Mgr.
25	26	27	28	29	30	31	March 26: Annual Town Election	

Yellow: BOS meeting Blue: Annual Town Election
 Orange: Special Town Election Green: Annual Town Meeting Red: Holiday

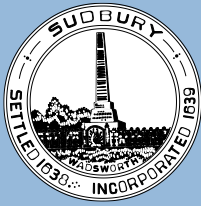
DRAFT 2018 Warrant Schedule (cont.)

Including Special Town Election May??

April							Special Town Election May??	Annual Town Meeting May 7
S	M	T	W	T	F	S		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14	<i>April 10: BOS provides ballot question(s) to Town Clerk. Must be submitted minimum of 35 days prior to start of Special Town Election.</i>	April 10: BOS signs ATM/STE warrant
15	16	17	18	19	20	21	<i>For example, earliest election date would be Wed. May 16 if BOS calls it on April 10.</i>	April 12: Submit ATM/STE Warrant to printer
22	23	24	25	26	27	28		April 25-26: Printer delivers ATM Warrant to PO & BOS office
29	30							April 30: ATM/STE Warrant posting deadline and delivery to residents (7 days prior to ATM)

May								
S	M	T	W	T	F	S		
		1	2	3	4	5		May 7: Start of Annual Town Meeting
6	7	8	9	10	11	12	May ??: Special Town Election	May 14: 4 th night of ATM (only if necessary)
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31				

Yellow: BOS meeting Blue: Annual Town Election
 Orange: Special Town Election Green: Annual Town Meeting Red: Holiday



SUDBURY BOARD OF SELECTMEN
Tuesday, February 27, 2018

14

MISCELLANEOUS (UNTIMED)

14: Citizen's Comments (cont)

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Citizen's Comments (cont)

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

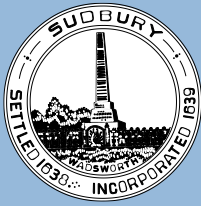
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

02/27/2018 7:00 PM



SUDBURY BOARD OF SELECTMEN

Tuesday, February 27, 2018

MISCELLANEOUS (UNTIMED)**15: Discuss Upcoming Agenda Items**REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discuss Upcoming Agenda Items

Recommendations/Suggested Motion/Vote: Discuss Upcoming Agenda items

Background Information:

Financial impact expected:

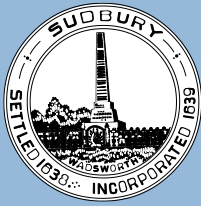
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

02/27/2018 7:00 PM



SUDBURY BOARD OF SELECTMEN

Tuesday, February 27, 2018

CONSENT CALENDAR ITEM**16: Increase Nover Armstrong contract**REQUESTOR SECTION

Date of request:

Requestor: Town Manager Melissa Murphy-Rodrigues

Formal Title: Vote to authorize the Town Manager to enter into a contract with Nover-Armstrong for an amount not to exceed \$300,000.

Recommendations/Suggested Motion/Vote: Vote to authorize the Town Manager to enter into a contract with Nover-Armstrong for an amount not to exceed \$300,000.

Background Information:

Financial impact expected:

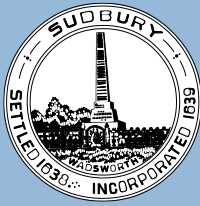
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

02/27/2018 7:00 PM



SUDBURY BOARD OF SELECTMEN

Tuesday, February 27, 2018

CONSENT CALENDAR ITEM**17: Increase BCK law contract amt to \$400K**REQUESTOR SECTION

Date of request:

Requestor: Town Manager Melissa Murphy-Rodrigues

Formal Title: Vote to authorize the Town Manager to enter into a contract with BCK law for an amount not to exceed \$400,000.

Recommendations/Suggested Motion/Vote: Vote to authorize the Town Manager to enter into a contract with BCK law for an amount not to exceed \$400,000.

Background Information:

Financial impact expected:

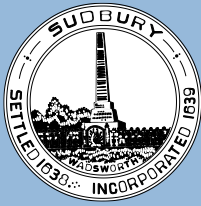
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

02/27/2018 7:00 PM



SUDBURY BOARD OF SELECTMEN

Tuesday, February 27, 2018

CONSENT CALENDAR ITEM**18: Eagle Scout Recognition troop 63**REQUESTOR SECTION

Date of request:

Requestor: Kate Marchand, Boy Scout troop 63

Formal Title: Question of entering into the Town record and congratulating the following members of Boy Scout Troop 63 on attaining the rank of Eagle Scout: Colton Cho Chung, 19 Elsbeth Road; Declan Patrick Forde, 18 Noyes Lane; Bailey Joseph Prince, 45 Cudworth Lane.

Recommendations/Suggested Motion/Vote: Question of entering into the Town record and congratulating the following members of Boy Scout Troop 63 on attaining the rank of Eagle Scout: Colton Cho Chung, 19 Elsbeth Road; Declan Patrick Forde, 18 Noyes Lane; Bailey Joseph Prince, 45 Cudworth Lane.

Background Information:
attached email request from Troop 63

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
Robert C. Haarde	Pending
Board of Selectmen	Pending

02/27/2018 7:00 PM

Golden, Patricia

From: Rodrigues, Melissa
Sent: Monday, January 08, 2018 9:35 AM
To: Board of Selectmen
Subject: FW: Troop 63, Court of Honor, 2/25/18

Melissa Murphy-Rodrigues, Esq.
 Town Manager of Sudbury, MA
 278 Old Sudbury Road
 Sudbury, MA 01776
 978-639-3381
 Fax: 978-443-0756
www.sudbury.ma.us

From: Kate Marchand [mailto:katemarchand@hotmail.com]
Sent: Thursday, January 4, 2018 10:53 AM
To: Town Manager <TownManager@sudbury.ma.us>
Subject: Troop 63, Court of Honor, 2/25/18

Dear Ms. Murphy-Rodrigues:

Good morning. I hope you will be able to prepare an award or attend the Court of Honor on February 25, 2018. Please confirm receipt of this email. Thank you!

On behalf of the Scouts, Leaders and Committee of Troop 63 Sudbury, Massachusetts, it is my pleasure to announce that:

**Colton Cho Chung, Declan Patrick Forde and
 Bailey Joseph Prince
 have achieved the rank of Eagle Scout
 and will be recognized at a Court of Honor
 on February 25, 2018 at 1:30 PM.**

Colton Cho Chung constructed a memorial site in Sudbury, MA. for the Sudbury Garden club. This site is a circle of mulch with a bench in the center of it. The bench is dedicated to Marie Watchler, a garden club member and to all the garden club members who give so much of their time helping the town. The site makes Heritage Park beautiful. Declan Patrick Forde initiated a clothing drive for St Francis House in Boston. They are a homeless shelter that has a program to help reintegrate homeless people into the work force. He helped organize and donate professional attire to St Francis house for their studio shine department. Bailey Joseph Prince worked with the Assabet River Wildlife Refuge to construct a kiosk on the head of their new trail. The new, handicapped accessible trail has a two-panel kiosk containing trail maps and useful information.

Would you be willing to send these worthy Eagle Scouts individual letters of greeting, along with any other items you wish to be presented to them during the Court of Honor? All letters and certificates received for them will be read and displayed for the guests and then presented to them.

Attachment18.a: RE Troop 63 Court of Honor 22518 (2652 : Eagle Scout Recognition troop 63)

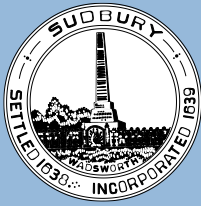
You are cordially invited to attend the Eagle Court of Honor which will be assembled to celebrate their achievement. The Eagle Court of Honor will be held at First Parish of Sudbury at 327 Concord Road, Sudbury, MA. on Sunday, February 25, 2018 at 1:30 pm.

Please address letters to the Eagle Scouts listed above and send them in care of the address below. Thank you for helping us to acknowledge these very worthy Scouts.

Sincerely,

Kathleen Marchand
Troop 63 Sudbury
101 Victoria Road
Sudbury, MA 01776

Home: 978 443 4072
Cell: 978 580 9111



SUDBURY BOARD OF SELECTMEN

Tuesday, February 27, 2018

CONSENT CALENDAR ITEM**19: MAGIC Stormwater partnership**REQUESTOR SECTION

Date of request:

Requestor: Selectman Pat Brown

Formal Title: Vote to approve MAGIC Stormwater partnership mission statement.

Recommendations/Suggested Motion/Vote: Vote to approve MAGIC Stormwater partnership mission statement.

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
Robert C. Haarde	Pending
Board of Selectmen	Pending

02/27/2018 7:00 PM

**MISSION STATEMENT
FOR THE PURPOSE OF ESTABLISHING THE
MAGIC STORMWATER PARTNERSHIP
REVISED DRAFT, DECEMBER 6, 2017**

The MAGIC Stormwater Partnership is established as a voluntary association among and between the Towns of Acton, Bolton, Boxborough, Carlisle, Concord, Hudson, Lincoln, Littleton, Maynard, Stow, and Sudbury, Massachusetts, (the Towns, and/or Partnership members), with the organizational support of the Minuteman Area Group for Interlocal Cooperation (MAGIC), and with planning and technical assistance from the Metropolitan Area Planning Council (MAPC).

MAGIC recognizes that the Towns face similar requirements of the USEPA Municipal Separate Storm Sewer System Permit (MS4 Permit), and as such, there are opportunities to reduce the cost and/or increase the effectiveness of MS4 permit compliance efforts by implementing them on a cooperative regional basis;

To further the goal of cost effective collaboration, MAPC on behalf of MAGIC sought and implemented a Efficiency and Regionalization Grant in 2017 supplemented by MAPC Technical Assistance funds and MAGIC subregional funds, to undertake a variety of MS4 activities for MAGIC communities;

As this effort has provided useful assistance to the Towns, MAGIC intends to continue these cooperative efforts and seek additional opportunities for joint and collaborative projects for the benefit of the Partnership's members;

To accomplish the goal of collaboration, MAGIC agrees as follows:

A. ESTABLISHMENT OF THE MAGIC STORMWATER PARTNERSHIP

1. Partnership. The MAGIC Stormwater Partnership (the Partnership) is established to facilitate regional collaboration in the implementation of MS4 Stormwater Permit requirements. The Partnership is an initiative organized under the auspices of the MAGIC subregional organization.

2. Not a Legal Entity. The Partnership is not an independent legal entity, and its decisions and recommendations shall not supersede the authority of any member Town, including but not limited to boards of selectmen, planning boards, conservation commissions, boards of health, or public works departments.

B. PARTNERSHIP MEMBERSHIP AND PROCEDURES

1. Participation. Each Town is invited and encouraged to participate in the activities of the MAGIC Stormwater Partnership. The Towns are advised to include the perspectives of a

variety of municipal functions with respect to stormwater management, including but not limited to public works, conservation, planning, public health, and municipal government.

2. Partnership Meetings. The MAGIC Stormwater Partnership shall meet four times per year, or as needed as determined by the members of the Partnership. The Partnership may designate such subcommittees or working groups deemed necessary to address specific topics and issues, which shall report their findings to the full Partnership.

3. Information Sharing. The Partnership's members agree to share local information related to stormwater management, where such information is not restricted, for the benefit of all members, and to seek opportunities for cost reductions and efficiencies in stormwater management through coordination and collaboration with the parties to this agreement.

4. Statewide Coordination and Participation. The Partnership will coordinate and share information with the other stormwater partnerships in the state, and participate in the Massachusetts Statewide Stormwater Coalition and other related organizations as appropriate.

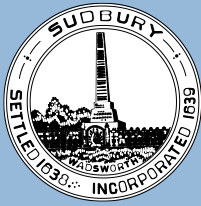
5. Additional Collaborative Work. Beyond the term of the initial Efficiency and Regionalization Grant, the Partnership, may from time to time develop a work plan, scope of services and budget for new collaborative tasks to be funded with other sources of grant funding and/or contributions from MAGIC or interested Towns.

6. MAPC Role. MAPC will provide planning and technical assistance to the Partnership under the Efficiency and Regionalization Grant, and beyond the term of that grant may agree to assist the Partnership in seeking grant funds, implementing work plan tasks for new collaborative work, or serving as a fiscal agent on behalf of the Partnership as it requests.

C. AMENDMENTS TO THIS MISSION STATEMENT

1. Amendments. This Mission Statement may be amended at any time by MAGIC with mutual agreement of the Partnership members at a Partnership meeting.

2. Withdrawal. Any Town may withdraw from the Partnership upon notification of the MAGIC subregion by its designated MAGIC representative.



SUDBURY BOARD OF SELECTMEN

Tuesday, February 27, 2018

CONSENT CALENDAR ITEM**20: Boston Brain Tumor Ride 2018**REQUESTOR SECTION

Date of request:

Requestor: Katie-Rose Carter, National Brain Tumor Society

Formal Title: Vote to Grant a Special Permit to the National Brain Tumor Society, to hold the "Boston Brain Tumor Ride" on Sunday, May 20, 2018, from 7:30 A.M. through approximately 2:45 P.M., subject to compliance with conditions outlined by the Police and Fire Departments, DPW and Park and Recreation, subject to receipt of a certificate of liability.

Recommendations/Suggested Motion/Vote: Vote to Grant a Special Permit to the National Brain Tumor Society, to hold the "Boston Brain Tumor Ride" on Sunday, May 21, 2017, from 7:30 A.M. through approximately 12:30 P.M., subject to compliance with conditions outlined by the Police and Fire Departments, DPW and Park and Recreation, subject to receipt of a certificate of liability.

Background Information:

Financial impact expected:N/A

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Leila S. Frank	Pending
Patty Golden	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

02/27/2018 7:00 PM



TOWN OF SUDBURY

Office of Selectmen
www.sudbury.ma.us

RECEIVED
BOARD OF SELECTMEN
SUDBURY, MA

2018 FEB 13 P 2:56
Flynn Building
228 Sudbury Rd
Sudbury, MA 01776-1843
978-639-3381
Fax: 978-443-0756
Email: BOSadmin@sudbury.ma.us

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

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

Organization Name National Brain Tumor Society

Event Name Boston Brain Tumor Ride

Organization Address 55 Chapel Street Suite 200 Newton MA 02458

Name of contact person in charge Katie-Rose Crater

Telephone Number [REDACTED]

Email address [REDACTED]

Date of event 5/20/18 Rain Date NA

Starting time 7:30 Ending time 12:30

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

Anticipated number of participants 500

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

Organization that proceeds will go to National Brain Tumor Society

Any other important information _____

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

Signature of Applicant Katie-Rose Crater Date 2/5/18

**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: BOSadmin@sudbury.ma.us

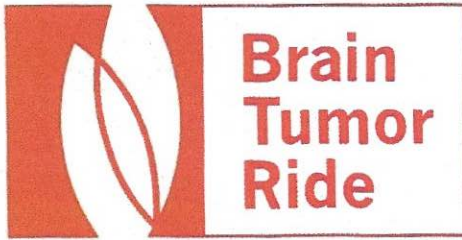
CONTINUED: APPLICATION FOR A CHARITABLE WALK/RELAY PERMIT...

Application Checklist:

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

Please submit completed application and materials to:

Board of Selectmen
278 Old Sudbury Rd.
Sudbury, MA 01776
Fax: 978-443-0756
Email: BOSadmin@sudbury.ma.us



**Brain
Tumor
Ride**

Course Map

10-Mile Ride



START/FINISH
200 West Street
Waltham, MA

TURN BY TURN

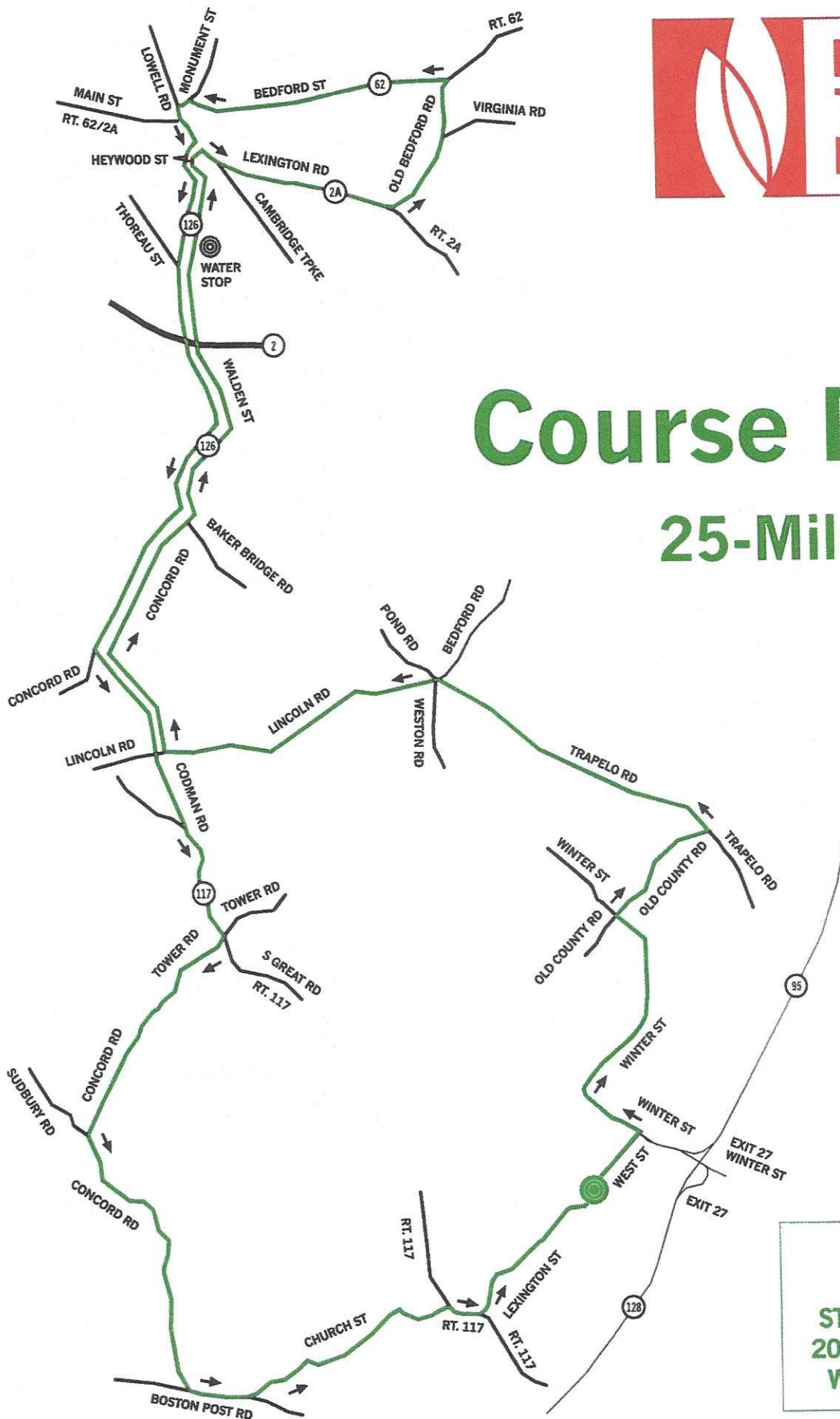
Turn right onto West St.
Turn left onto Winter St.
Turn left onto Trapezo Rd.
Bear right onto Old Lexington Rd.
Turn left onto Bedford Rd.
Turn left onto Weston Rd.
Stay straight on Merriam St.
Turn left onto Sunset Rd.
Turn left onto Conant Rd.
Turn right onto Viles St.
Turn right onto SR 117 (North Ave.)
Turn left onto Lexington St.
Go straight onto West St.
End at 200 West St.





Course Map

25-Mile Ride



START/FINISH
200 West Street
Waltham, MA



25-Mile Ride

TURN BY TURN

Turn right onto West St.
 Turn left onto Winter St.
 Turn right onto Old County Rd.
 Turn left onto Trapelo Rd.
 Turn left onto Lincoln Rd.
 Turn right onto Codman Rd.
 Turn right onto SR 126 (Concord Rd.)
 Cross over Rt. 2 onto Walden St. (SR 126)
 Continue straight to Water Stop
 Turn right onto Heywood St.
 Turn right onto Lexington Rd. (Rt. 2A)
 Turn left onto Old Bedford Rd.
 Turn left onto SR 62 (Bedford St.)
 Go around Monument Square to Lexington Rd. (Rt. 2A)
 Turn right onto Heywood St.
 Turn left onto Walden St. (SR 126)
 Continue to Concord Water Stop
 Cross over Rt. 2 onto Walden St. (SR 126)
 Turn left onto Codman Rd.
 Turn left onto SR 117 (S Great Rd.)
 Turn right onto Tower Rd.
 Bear left onto Concord Rd.
 Bear left onto Boston Post Rd.
 Turn left onto Church St.
 Turn right onto SR 117 (North Ave)
 Turn left onto Lexington St.
 Go straight onto West St.
 End at 200 West St.

Course Map

40-Mile Ride



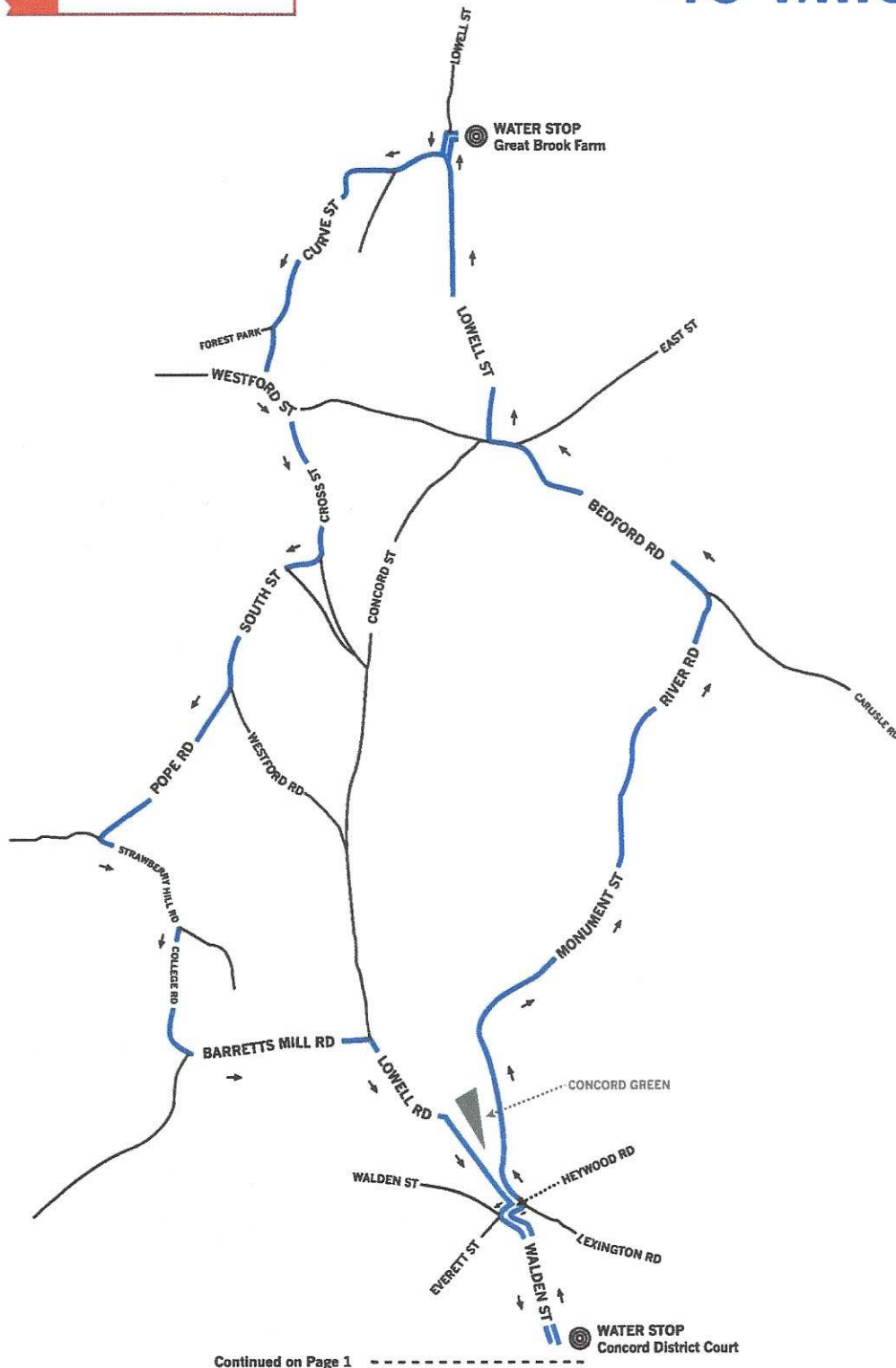
START/FINISH
200 West Street
Waltham, MA





Course Map

40-Mile Ride



Continued on Page 1



40-Mile Ride

TURN BY TURN

- 0.0 miles Turn RIGHT onto West St.
- 0.4 miles Turn LEFT onto Winter St.
 - Two (2) speed bumps
- 1.9 miles Turn RIGHT onto Old County Rd.
- 2.6 miles Turn LEFT onto Trapelo Rd.
- 4.3 miles Turn LEFT onto Lincoln Rd.
- 6 miles Turn RIGHT onto Codman Rd.
- 6.7 miles Turn RIGHT onto Concord Rd./Route 126 North
 - Changes to Walden St.
- 8.6 miles Cross Rt 2/2A
- 21.2 miles Turn LEFT onto Westford St./Route 225
- 21.5 miles Turn RIGHT onto Cross St.
- 22.5 miles Turn RIGHT onto South St.
 - *May be unmarked*
- 22.6 miles Turn RIGHT to stay on South St.
- 23.5 miles Turn LEFT onto West St.
- 23.6 miles Turn RIGHT onto Pope Rd.
- 25.0 miles Turn sharp LEFT onto Strawberry Hill Rd.
- 25.9 miles Turn RIGHT onto College Rd.
- 26.8 miles Turn LEFT onto Barretts Mill Rd.
- 28.0 miles Turn RIGHT onto Lowell Rd.
- 29.0 miles Go straight past the Concord Green and through rotary onto Lexington Rd.
- 29.5 miles Turn RIGHT onto Heywood St.
- 29.6 miles Turn LEFT onto Walden St.
 - Changes to Concord Rd.

🌀 9.3 miles WATER STOP AT CONCORD DISTRICT COURT

- 9.7 miles Turn RIGHT onto Heywood St.
- 9.75 miles Turn LEFT onto Lexington Rd.
- 10.0 miles Bear RIGHT onto Monument St.
at the Concord Green
 - Bear LEFT at first fork
 - Bear RIGHT at second fork to stay on Monument St.
 - Changes to River Rd.
- 13.3 miles Monument St. becomes River Rd.
- 14.5 miles Turn LEFT onto Bedford Rd./Route 225
- 16.2 miles Turn RIGHT onto Lowell St.
(first turn off rotary)

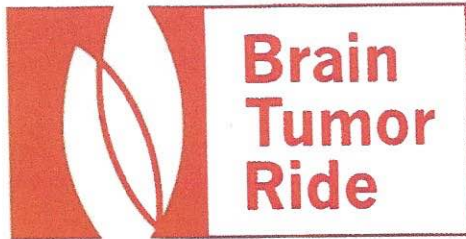
🌀 18.8 miles WATER STOP AT GREAT BROOK FARM (on right hand side on Lowell Street)

- 19.0 miles Turn LEFT onto Lowell St.
- 19.1 miles Turn quick RIGHT onto Curve St.
 - Bear LEFT to stay on Curve St.

🌀 30.0 miles WATER STOP AT CONCORD DISTRICT COURT

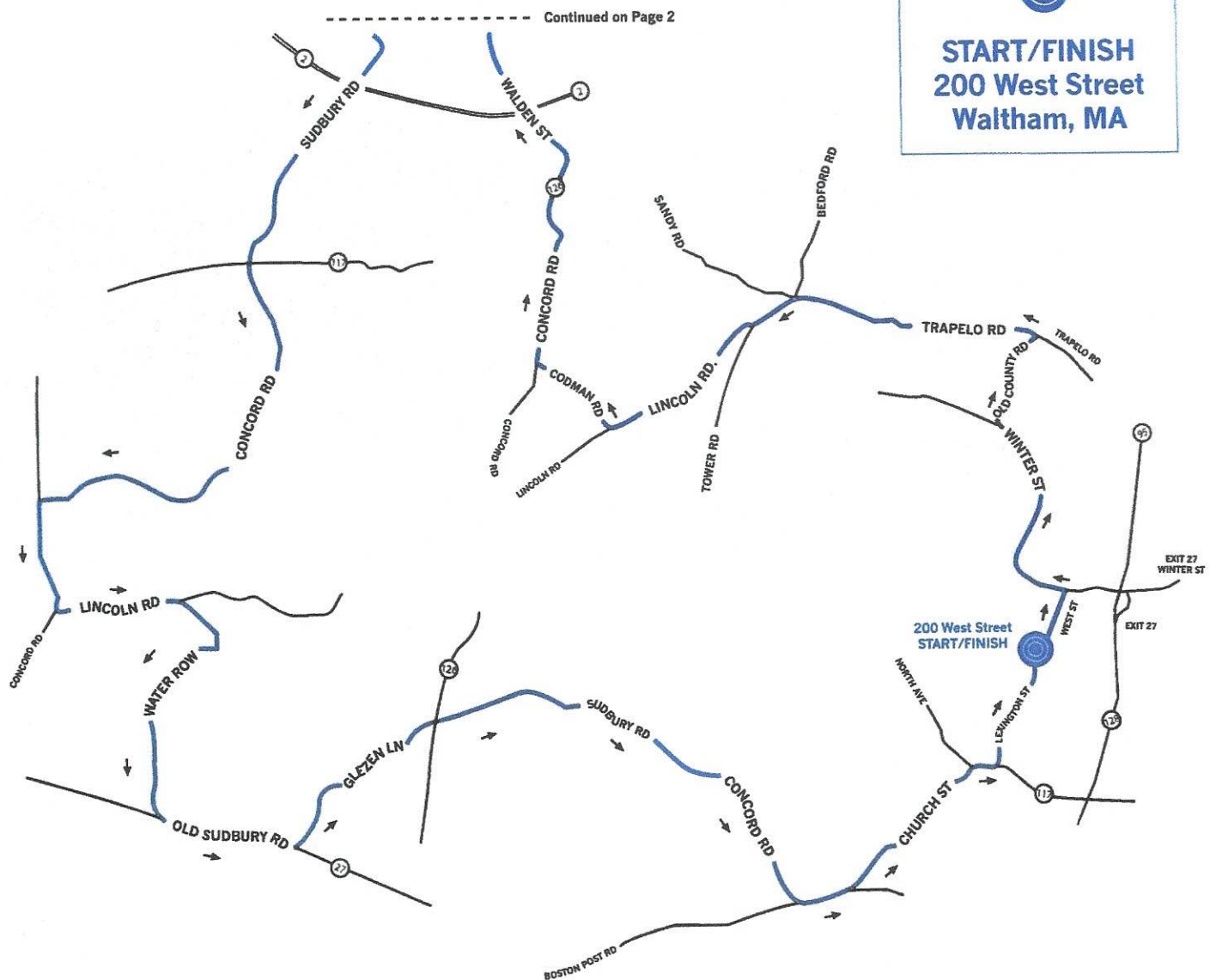
- 32.5 miles Turn LEFT onto Codman Rd.
- 33.6 miles Turn LEFT onto S. Great Rd./Route 117
- 34.25 miles Turn RIGHT onto Tower Rd.
 - Changes into Concord Rd.
- 35.6 miles Bear LEFT to stay on Concord Rd.
- 37.2 miles Turn LEFT onto Boston Post Rd.
- 37.6 miles Bear LEFT onto Church St.
- 38.9 miles Turn RIGHT onto North Ave./Route 117
- 39.0 miles Turn LEFT onto Lexington St.
 - Five (5) speed bumps
- 40.0 miles Turn RIGHT into 200 West St.

END



Course Map

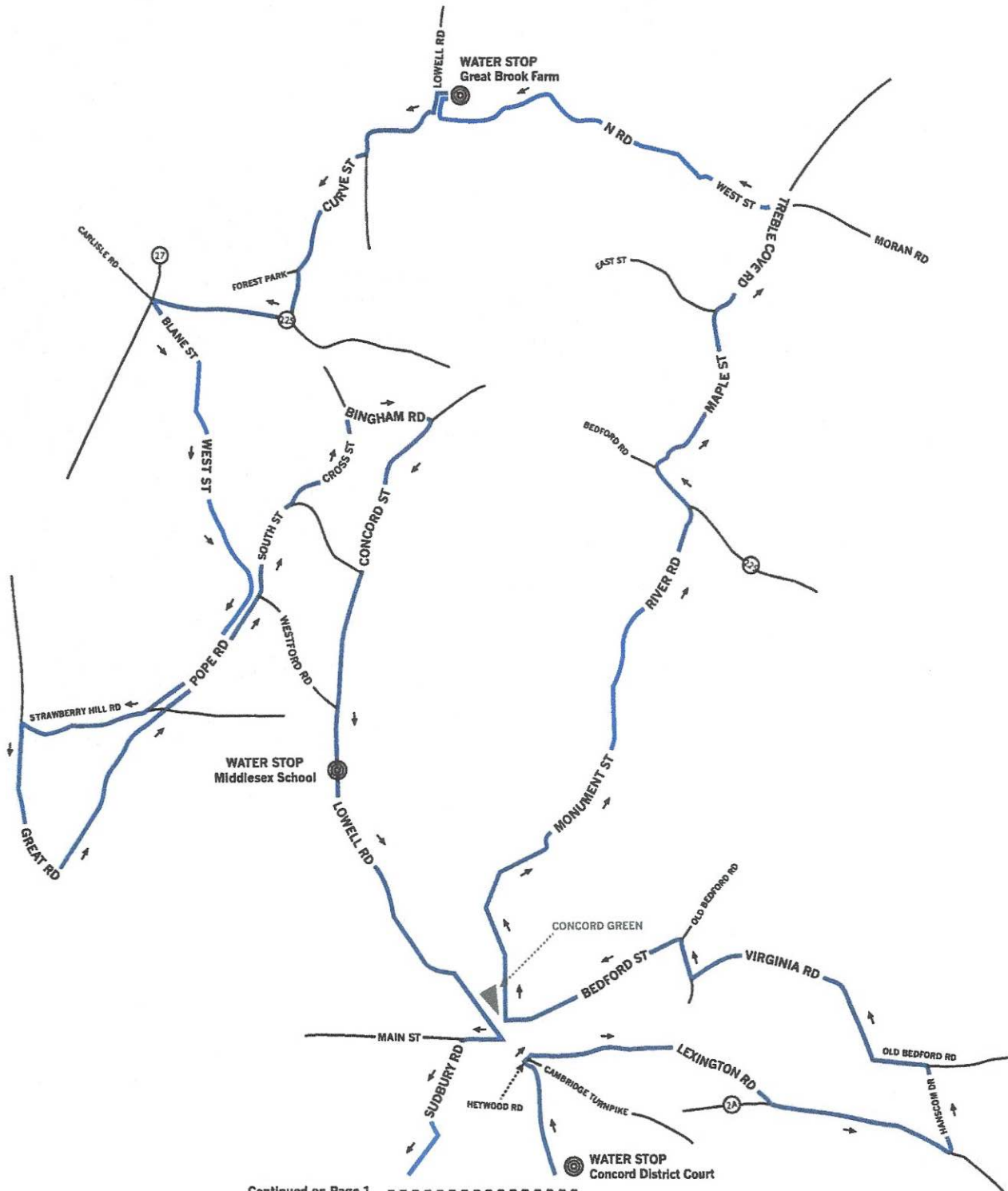
Metric Century





Course Map

Metric Century



Continued on Page 1



Metric Century

TURN BY TURN

- 0.0 miles Turn RIGHT onto West St.
- 0.4 miles Turn LEFT onto Winter St.
 - Two (2) speed bumps
- 1.9 miles Turn RIGHT onto Old County Rd.
- 2.6 miles Turn LEFT onto Trapelo Rd.
- 4.3 miles Turn LEFT onto Lincoln Rd.
- 6.0 miles Turn RIGHT onto Codman Rd.
- 6.7 miles Turn RIGHT onto Route 126N/Concord Rd.
 - Changes to Walden St.
- 8.6 miles Cross Route 2/2A

📍 9.3 miles WATER STOP AT CONCORD DISTRICT COURT

- 9.7 miles Turn RIGHT onto Heywood St.
- 9.75 miles Turn RIGHT onto Lexington Rd.
 - Bear LEFT at first fork
- 10.9 miles Bear RIGHT at second fork to stay on Lexington Rd.
- 11.7 miles Turn LEFT onto North Great Rd./2A East
- 13.3 miles Turn LEFT onto Hanscom Dr.
- 14.2 miles Turn LEFT onto Old Bedford Rd.
- 14.6 miles Turn RIGHT onto Virginia Rd.
- 16.2 miles Turn RIGHT onto Old Bedford Rd.
- 16.7 miles Turn LEFT onto Bedford St./Route 62
- 18.1 miles Turn RIGHT onto Monument St.
 - Bear LEFT to stay on Monument St.
- 21.4 miles Becomes River St.
- 22.5 miles Turn LEFT onto Bedford Rd./Route 225
- 22.8 miles Turn RIGHT onto Maple St.
 - Bear RIGHT staying on Maple St.
- 24.1 miles Turn RIGHT to stay on Maple St.
 - Turns into Treble Cove Rd./North Rd.
- 25.0 miles Turn LEFT onto West St.
 - Turns into North (N) Rd.
- 27.7 miles Turn RIGHT onto Lowell St.

📍 27.8 miles WATER STOP AT GREAT BROOK FARM (on right hand side on Lowell Street)

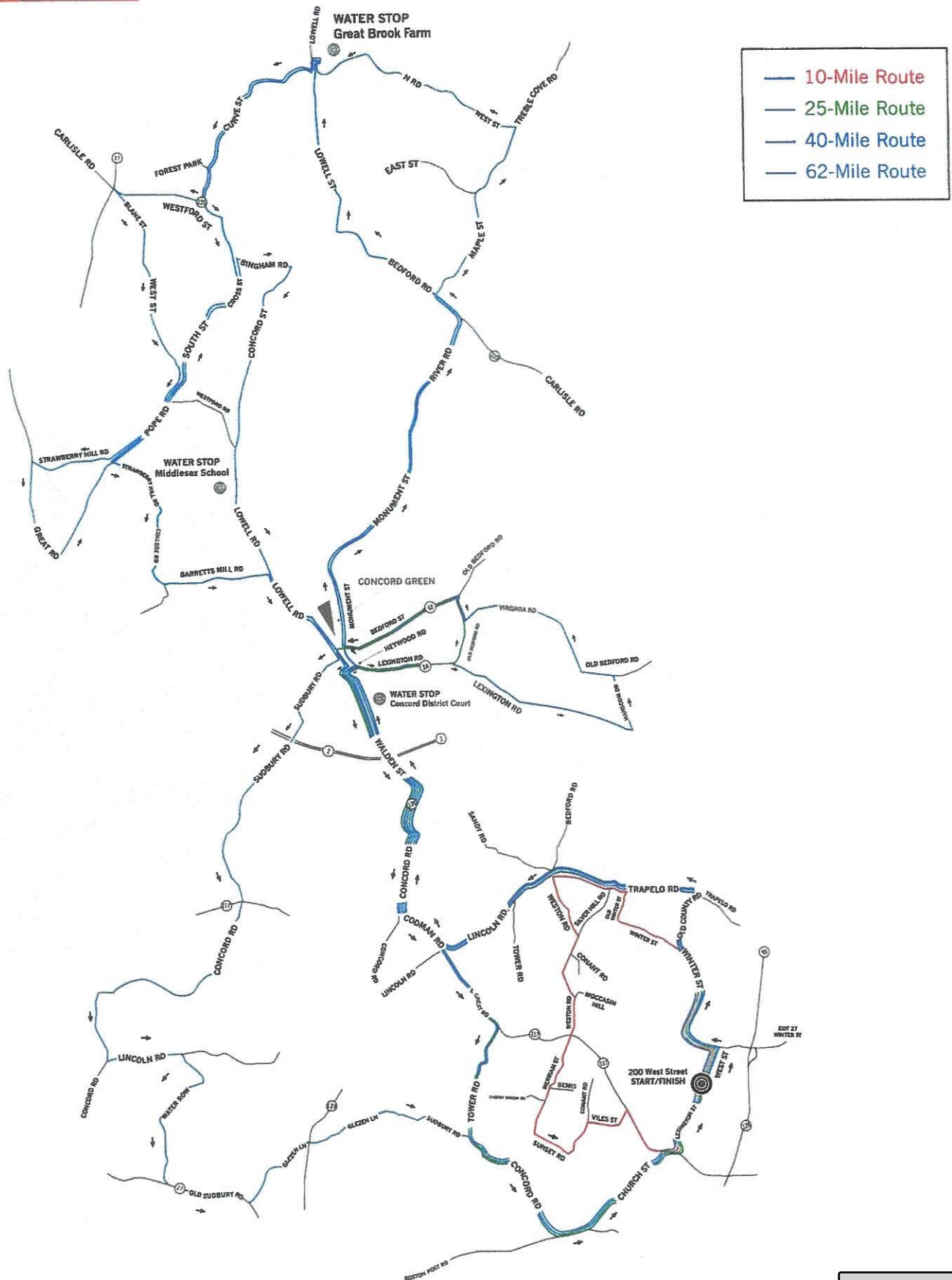
- 27.8 miles Exit water stop and turn LEFT onto Lowell St.
- 27.9 miles Turn quick RIGHT onto Curve St.
 - Stay LEFT to stay on Curve St.
- 30.1 miles Turn RIGHT onto Westford St./Route 225

- 31.1 miles Turn sharp LEFT onto Blane St. before the traffic light
 - Turns into West St.
- 33.3 miles Bear RIGHT onto West St.
- 33.4 miles Bear RIGHT onto Pope Rd.
- 34.7 miles Turn RIGHT onto Strawberry Hill Rd.
- 35.7 miles Turn LEFT onto Great Rd/Route 2A/Route 119
- 36.8 miles Turn LEFT onto Pope Rd.
- 38.1 miles Cross Strawberry Hill Rd. continuing on Pope Rd.
- 39.4 miles Turn LEFT onto West St.
- 39.5 miles Bear RIGHT onto South St.
- 40.4 miles Turn LEFT towards Cross St.
 - May be unmarked
- 40.5 miles Turn LEFT onto Cross St.
- 41.0 miles Turn RIGHT onto Bigham Rd.
- 41.7 miles Turn RIGHT onto Concord St.
 - Turns into Lowell St.

📍 44 miles WATER STOP AT MIDDLESEX SCHOOL

- 46.7 miles Turn RIGHT onto Main St./Route 62 after passing the Concord Green
- 46.9 miles Bear LEFT onto Sudbury Rd.
- 47.6 miles Bear RIGHT to stay on Sudbury Rd.
- 47.9 miles Cross Rt 2/2A
- 49.3 miles Bear LEFT staying on Sudbury Rd.
- 50.0 miles Cross Rt 117, becomes Concord Rd.
- 52.4 miles Turn LEFT to stay on Concord Rd.
- 53.2 miles Turn LEFT onto Lincoln Rd. at Lincoln-Sudbury High School
- 54.0 miles Turn RIGHT onto Water Row
- 56.0 miles Turn LEFT onto Old Sudbury Rd./Route 27
- 56.9 miles Turn LEFT onto Glezen Ln.
 - Four (4) speed bumps
- 57.9 miles Bear Right to stay on Glezen Ln.
- 59.2 miles Becomes Sudbury Rd.
- 60.0 miles Becomes Concord Rd.
- 61.5 miles Turn LEFT onto Boston Post Rd.
- 61.9 miles Bear LEFT onto Church St.
- 63.1 miles Turn RIGHT onto Route 117/North Ave.
- 63.3 miles Turn LEFT onto Lexington St.
 - Five (5) speed bumps
- 64.2 miles Turn RIGHT into 200 West St.

END



Brain Tumor Ride Department Feedback May 20, 2018

DPW

From: Nason, Dan
Sent: Tuesday, February 20, 2018 9:21 AM
Subject: **ACCEPTED**: Brain Tumor Ride 2018
When: Sunday, May 20, 2018 7:30 AM-12:30 PM (UTC-05:00) Eastern Time (US & Canada).

The DPW has no issues with this event assuming there is no involvement (signs, message boards, cones, barricades, etc.) required by the DPW.

FIRE DEPARTMENT

From: Whalen, John
Sent: Tuesday, February 13, 2018 3:34 PM
Subject: **ACCEPTED**: Brain Tumor Ride 2018
When: Sunday, May 20, 2018 7:30 AM-12:30 PM (UTC-05:00) Eastern Time (US & Canada).

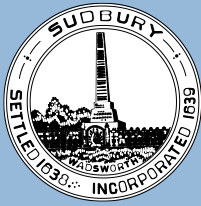
PARK & RECREATION

From: Harrington, Julie
Sent: Tuesday, February 13, 2018 5:49 PM
Subject: **ACCEPTED**: Brain Tumor Ride 2018
When: Sunday, May 20, 2018 7:30 AM-12:30 PM (UTC-05:00) Eastern Time (US & Canada).

POLICE DEPARTMENT

From: Nix, Scott
Sent: Wednesday, February 14, 2018 7:22 AM
Subject: **ACCEPTED**: Brain Tumor Ride 2018
When: Sunday, May 20, 2018 7:30 AM-12:30 PM (UTC-05:00) Eastern Time (US & Canada).

Leila,
The police department does not have an issue with the continuing event. Thank you.
Respectfully,
Scott Nix, Chief of Police



SUDBURY BOARD OF SELECTMEN

Tuesday, February 27, 2018

CONSENT CALENDAR ITEM**21: 2018 Joyce Endee Productions Craft Festival**REQUESTOR SECTION

Date of request:

Requestor: Joyce Endee

Formal Title: Vote to grant a Special Permit to Joyce Endee Productions to hold an Autumn Arts & Crafts Festival on Saturday, September 8 and Sunday, September 9, 2018, from 10am - 4pm on both days, at the Wayside Inn, subject to conditions and permits required by the Fire, Police, Health and Building Departments.

Recommendations/Suggested Motion/Vote: Vote to grant a Special Permit to Joyce Endee Productions to hold an Autumn Arts & Crafts Festival on Saturday, September 8 and Sunday, September 9, 2018, from 10am - 4pm on both days, at the Wayside Inn, subject to conditions and permits required by the Fire, Police, Health and Building Departments.

Background Information:

See attached letter and certificate of liability insurance

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
Robert C. Haarde	Pending
Board of Selectmen	Pending

02/27/2018 7:00 PM

Joyce Endee
1 Ox Bow Lane
Gilford, NH 03249

RECEIVED
BOARD OF SELECTMEN
SUDBURY, MA

2018 JAN 29 A 10:55

January 25, 2018

Board of Selectmen
Attn: Patricia Golden
Town Offices
278 Old Sudbury Rd.
Sudbury, MA 01776

Dear Selectmen,

RE: Approval for Autumn Arts & Crafts Festival
Date: Sat/Sun, September 8-9, 2018
Location: Historic Wayside Inn

With the permission of the Wayside Inn, we are planning the above arts & crafts festival to be held on their premises. As in the past, exhibitors will display a variety of quality arts and crafts such as seasonal decor, handcrafted jewelry, functional pottery, art and more.

We will obtain the other necessary paperwork with the building department, police department, and food department in addition to the rules and regulations of the Wayside Inn.

As you previously requested, attached is a COI (certificate of insurance) for liability purposes.

Please send your approval as soon as possible. Hope that all of you have a wonderful year in 2018. Thank you so much.

Best wishes,



Joyce Endee, Coordinator

Enc: COI



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) **21.a**
2/12/2018

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

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

PRODUCER Liberty Mutual Insurance PO Box 188065 Fairfield, OH 45018	CONTACT NAME:	PHONE (A/C, No, Ext): 800-962-7132	FAX (A/C, No): 800-845-3660
	E-MAIL ADDRESS:	BusinessService@LibertyMutual.com	
INSURED Joyce Endee Joyce's Craft Shows 1 Ox Bow Lane Gilford NH 03249	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Ohio Security Insurance Company		24082
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** 40315597 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>		BLS58595989	3/1/2018	3/1/2019	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$15,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Craft Show: Longfellow's Wayside Inn on Sept. 8-9, 2018
Longfellow's Wayside Inn is Additional Insured if required by written contract or written agreement subject to General Liability Blanket Additional Insured Provision.

CERTIFICATE HOLDER

Longfellow's Wayside Inn
72 Wayside Inn Rd.
Sudbury MA 01776

CANCELLATION

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

AUTHORIZED REPRESENTATIVE
Karen Warsalla

Wayside Inn Arts & Crafts Festival Department Feedback September 8-9, 2018

BOARD OF HEALTH

From: Murphy, Bill
Sent: Tuesday, February 20, 2018 1:24 PM
To: Frank, Leila <FrankL@sudbury.ma.us>
Subject: RE: Wayside Inn Craft Festival

The food vendors must apply for a temporary food permit prior to the event.

-Bill

(Event organizer Joyce Endee confirmed she is aware of this requirement on 2/20/18.)

DPW

From: Nason, Dan
Sent: Tuesday, February 20, 2018 12:37 PM
Subject: Accepted: 2018 Arts & Crafts Festival at Wayside Inn
When: Saturday, September 08, 2018 12:00 AM to Monday, September 10, 2018 12:00 AM (UTC-05:00) Eastern Time (US & Canada).

The DPW has no issues with this event assuming there are no services (cones, barrels, barricades, signage, etc.) required from the DPW.

FIRE DEPARTMENT

From: Whalen, John
Sent: Saturday, February 10, 2018 2:44 PM
Subject: **ACCEPTED**: 2018 Arts & Crafts Festival at Wayside Inn
When: Saturday, September 08, 2018 12:00 AM to Monday, September 10, 2018 12:00 AM

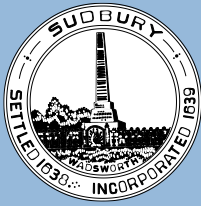
PARK & RECREATION

From: Harrington, Julie
Sent: Tuesday, January 30, 2018 9:54 AM
Subject: **ACCEPTED**: 2018 Arts & Crafts Festival at Wayside Inn
When: Saturday, September 08, 2018 12:00 AM to Monday, September 10, 2018 12:00 AM

POLICE DEPARTMENT

From: Nix, Scott
Sent: Monday, February 05, 2018 8:58 AM
Subject: **ACCEPTED**: 2018 Arts & Crafts Festival at Wayside Inn
When: Saturday, September 08, 2018 12:00 AM to Monday, September 10, 2018 12:00 AM

The police department does not have an issue with the recurring event so long as the event remains the same as prior years. Thank you.



SUDBURY BOARD OF SELECTMEN

Tuesday, February 27, 2018

CONSENT CALENDAR ITEM**22: Minutes approval**REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to approve the regular session minutes of 1/9/18 and 1/23/18.

Recommendations/Suggested Motion/Vote: Vote to approve the regular session minutes of 1/9/18 and 1/23/18.

Background Information:
attached drafts

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
Robert C. Haarde	Pending
Board of Selectmen	Pending

02/27/2018 7:00 PM