

SUDBURY BOARD OF SELECTMEN  
TUESDAY APRIL 10, 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
<b>PUBLIC HEARING</b>			
1.	7:15 PM	<i>VOTE / SIGN</i>	As the Local Licensing Authority, vote on whether to approve the application of SRG Restaurant of Sudbury, LLC, d/b/a Oak Barrel Tavern, 528 Boston Post Rd., Sudbury, for an amendment to its license to sell alcoholic beverages on the premises, under G. L. Ch. 138, s.12, Richard Lanza, Manager. The premises are described as follows: one story, 5,500 square foot restaurant. The application is for an Alteration of Premises to change the interior floor layout and add an enclosed outdoor patio area adjacent to the restaurant.
<b>TIMED ITEMS</b>			
2.	7:30 PM		Discussion and presentation on Race Amity Day film documentary by resident William H. Smith, Ed.D.
3.	7:35 PM		Meet with petitioners Christopher Murray (Deed Restriction), John Keklak (Political Donations), and Fred Taylor (Welcoming Town) to discuss their Town Meeting articles.
<b>MISCELLANEOUS</b>			
4.		<i>VOTE</i>	Review Town Meeting articles, take positions on articles, and assign presentations.
5.		<i>VOTE / SIGN</i>	Vote to sign Annual Town Meeting Warrant which must be delivered to residents by 4/30/18.
6.		<i>VOTE</i>	Discussion and vote on Special Town Election ballot questions. Also submit ballot questions to the Town Clerk.
7.			Discussion on Town Manager evaluation.

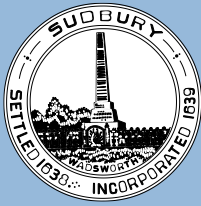
*These agenda items are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

<b>Item #</b>	<b>Time</b>	<b>Action</b>	<b>Item</b>
8.		<i>VOTE</i>	Possible vote to appoint a subcommittee to negotiate a potential successor contract with Town Manager
9.		<i>VOTE</i>	Discussion and vote whether to authorize the Town Manager to enter into a contract of up to \$140,000 with Jacobs Engineering to finalize the 25% design of the Bruce Freeman Rail Trail to continue eligibility for TIP funding.
10.			Citizens Comments (cont)
11.			Discuss upcoming agenda items
<b>CONSENT CALENDAR</b>			
12.		<i>VOTE / SIGN</i>	Vote to acknowledge that the month of May is Military Appreciation Month and to sign a proclamation in this regard.
13.		<i>VOTE</i>	Vote to approve the regular session minutes of February 6, 2018.
14.		<i>VOTE</i>	Vote to Grant a Special Permit to SMILE Mass, to Hold the “Run Into Summer” on Wednesday, June 13, 2018, from 7:00 P.M. through approximately 8:30 P.M., subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the race’s conclusion.
15.		<i>VOTE / SIGN</i>	Vote to grant a 1-day Wine & Malt license to William E. Kneeland, Jr, to accommodate a Knights of Columbus fundraiser on Saturday, April 28, 2018 from 6:00 PM to 10:30 PM at Our Lady of Fatima Parish Hall, 160 Concord Road, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.
16.		<i>VOTE / SIGN</i>	Vote to grant a 1-day All Alcohol license to Goodnow Library Foundation, Inc, to accommodate a 10th Anniversary Fundraiser on Saturday, April 28, 2018 from 7:00 PM to 10:00 PM at Goodnow Library, 21 Concord Rd, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.
17.		<i>VOTE</i>	Vote to accept a \$5,000 donation from Our Lady of Fatima Parish, to be used for assisting single mothers in town with furthering their education. Said funds to be used at the discretion of the Town Social Worker.
18.		<i>VOTE</i>	Vote to accept two grant checks from the Sudbury Foundation, totaling \$22,732, to support the part-time Senior Volunteer Coordinator position at the Fairbank Senior Center. Said funds to be used at the discretion of the Senior Center Director.
19.		<i>VOTE</i>	Vote to approve a contract for disaster generated debris removal.
20.		<i>VOTE</i>	Vote to approve transfer of \$50,000 of mitigation funds from Town and School Technology to the Goodnow Library for the Maker Space.
21.		<i>VOTE</i>	Vote to approve the execution of an Agreement for Technical Services for continuing stormwater management consulting services by Woodard & Curran, Inc. set forth as Appendix A to the contract dated March 1, 2018, and related to compliance with the DPW Phase 2 MS4 Permit and other stormwater-related tasks.

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

<b>Item #</b>	<b>Time</b>	<b>Action</b>	<b>Item</b>
22.		<i>VOTE</i>	Vote to approve revised Transportation Committee Mission Statement as requested by Selectman Brown.
23.		<i>VOTE</i>	Vote to approve execution by the Town Manager of contracts related to the restoration and rehabilitation of the Town Hall pursuant to ATM 2018 article 31, as requested by the Permanent Building Committee.

*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, April 10, 2018

**PUBLIC HEARING**

**1: Oak Barrel Tavern Alteration of Premises**

REQUESTOR SECTION

Date of request:

Requestor: SRG Restaurant of Sudbury, LLC. d/b/a Oak Barrel Tavern

Formal Title: As the Local Licensing Authority, vote on whether to approve the application of SRG Restaurant of Sudbury, LLC, d/b/a Oak Barrel Tavern, 528 Boston Post Rd., Sudbury, for an amendment to its license to sell alcoholic beverages on the premises, under G. L. Ch. 138, s.12, Richard Lanza, Manager. The premises are described as follows: one story, 5,500 square foot restaurant. The application is for an Alteration of Premises to change the interior floor layout and add an enclosed outdoor patio area adjacent to the restaurant.

Recommendations/Suggested Motion/Vote: As the Local Licensing Authority, vote on whether to approve the application of SRG Restaurant of Sudbury, LLC, d/b/a Oak Barrel Tavern, 528 Boston Post Rd., Sudbury, for an amendment to its license to sell alcoholic beverages on the premises, under G. L. Ch. 138, s.12, Richard Lanza, Manager. The premises are described as follows: one story, 5,500 square foot restaurant. The application is for an Alteration of Premises to change the interior floor layout and add an enclosed outdoor patio area adjacent to the restaurant.

Background Information:  
Please see attached.

Financial impact expected:\$150 Application Fee

Approximate agenda time requested: 15 minutes

Representative(s) expected to attend meeting: Jeffrey Charloff, Owner; Peter Barbieri, Attorney

Review:

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

04/10/2018 7:00 PM

**Fletcher Tilton**<sup>PC</sup>  
Attorneys at law

**The Guaranty Building**  
370 Main Street, 12th Floor  
Worcester, MA 01608-1779  
TEL 508.459.8000  
FAX 508.459.8300

**The Meadows**  
161 Worcester Road, Suite 501  
Framingham, MA 01701-5315  
TEL 508.532.3500  
FAX 508.532.3100

**Cape Cod**  
1597 Falmouth Road, Suite 3  
Centerville, MA 02632-2955  
TEL 508.815.2500  
FAX 508.459.8300

FletcherTilton.com

RECEIVED  
BOARD OF SELECTMEN  
SUDBURY, MA

2018 MAR 15 P 11:45

March 16, 2018

Robert C. Haarde, Chairman  
Board of Selectmen  
Flynn Building  
278 Old Sudbury Road  
Sudbury, MA 01776

**RE: SRG Restaurant of Sudbury, LLC  
d/b/a Oak Barrel Tavern  
528 Boston Post Road**

Dear Mr. Haarde:

Enclosed please find the following in reference to the above matter:

1. Retail Transmittal Form;
2. Application for Alteration of Premises;
3. Lease Amendment;
4. LLC Vote; and
5. Plan of Premises and outside seating.


There are no other changes to the license other than the proposal to add forty-six (46) outside seats, as shown on the plan.

Payment in the sum of \$200.00 to the ABCC has been made on line.  
(Confirmation No. 074006)

Should you have any questions, please do not hesitate to call.

Very truly yours,  
FLETCHER TILTON PC

  
Peter R. Barbieri, Esquire

  
Enclosures

cc: Jeffrey Charloff

{Client Files/42644/0003/02090967.DOCX }

Please direct all correspondence to our Framingham office.

Attachment 1.a: Oak Barrel Tavern Change of Premises\_BOS (2723 : Oak Barrel Tavern Alteration of Premises)



The Commonwealth of Massachusetts  
 Alcoholic Beverages Control Commission  
 239 Causeway Street  
 Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

RECEIVED  
 BOARD OF SELECTION  
 SUDBURY, MA

2018 MAR 15 P 11:45

### AMENDMENT APPLICATION FOR AN ALTERATION OF PREMISES OR CHANGE OF LOCATION

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

<b>1. NAME OF LICENSEE</b> (Business Contact)	SRG Restaurant of Sudbury, LLC/Oak Barrel Tavern		
ABCC License Number	03897-RS-1250	City/Town of Licensee	Sudbury

<b>2. APPLICATION CONTACT</b>			
The application contact is required and is the person who will be contacted with any questions regarding this application.			
First Name:	Peter	Middle:	R.
Last Name:	Barbieri		
Title:	Attorney	Primary Phone:	[REDACTED]
Email:	[REDACTED]		

<b>3. BUSINESS CONTACT</b>			
Please complete this section <u>ONLY</u> if there are changes to the Licensee phone number, business address (corporate headquarters), or mailing address.			
Entity Name:	[REDACTED]		
Primary Phone:	[REDACTED]	Fax Number:	[REDACTED]
Alternative Phone:	[REDACTED]	Email:	[REDACTED]

<b>Business Address (Corporate Headquarters)</b>			
Street Number:	17	Street Name:	Olde Surrey Lane
City/Town:	Medway	State:	MA
Zip Code:	02053	Country:	USA

<b>Mailing Address</b>			
<input type="checkbox"/> Check here if your Mailing Address is the same as your Business Address			
Street Number:	528	Street Name:	Boston Post Road
City/Town:	Sudbury	State:	MA
Zip Code:	01776	Country:	USA

Attachment 1.a: Oak Barrel Tavern Change of Premises\_BOS (2723 : Oak Barrel Tavern Alteration of Premises)

AMENDMENT APPLICATION FOR AN ALTERATION OF PREMISES OR CHANGE OF LOCATION

6. PREMISES INFORMATION

Please enter the address where the alcoholic beverages are sold.

Premises Address

Street Number: 528 Street Name: Boston Post Road Unit: City/Town: Sudbury State: MA Zip Code: 01776 Country: USA

Description of Premises

Please provide a complete description of the premises, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage.

Table with 3 columns: Floor Number, Square Footage, Number of Rooms. Row 1: 1, 5,500 s.f., 11.

Patio/Deck/Outdoor Area Total Square Footage Indoor Area Total Square Footage Number of Entrances Number of Exits Proposed Seating Capacity \*including 46 outside Proposed Occupancy not including outdoor seats

Occupancy of Premises

Please complete all fields in this section. Documentation showing proof of legal occupancy of the premises is required.

Please indicate by what right the applicant has to occupy the premises Lease Landlord Name BPR Development, LLC Landlord Phone 617-527-9800 Landlord Address c/o National Developme 2310 Washington Street Newton Lower Falls, MA 02462 Rent per Month \$ 16,041.67 Rent per Year \$192,500.00

Please indicate if the terms of the lease include payments based on the sale of alcohol: Yes No

Attachment 1.a: Oak Barrel Tavern Change of Premises\_BOS (2723 : Oak Barrel Tavern Alteration of Premises)

AMENDEMENT APPLICATION FOR AN ALTERATION OF PREMISES OR CHANGE OF LOCATION

9. FINANCIAL INFORMATION

Please provide information about associated costs of this license.

Associated Costs No costs for outside seating

A. Purchase Price for Building/Land	N/A
B. Purchase Price for any Business Assets	N/A
C. Costs of Renovations/Construction	N/A
D. Purchase Price of Inventory	N/A
E. Initial Start-Up Costs	N/A
F. Other (Please specify)	N/A
G. Total Cost (Add lines A-F)	N/A

Please note, the total amount of Cash Investment (top right table) plus the total amount of Financing (bottom right table) must be equal to or greater than the Total Cost (line G above).

You are required to provide all documents relating to financing and/or loans you receive for this transaction

Please provide information about the sources of cash and/or financing for this transaction

Source of Cash Investment

Name of Contributor	Amount of Contribution
Total:	0

Source of Financing

Name of Lender	Amount	Does the lender hold an interest in any MA alcoholic beverages licenses?	If yes, please provide ABCC license number of lender
Total:			0

Attachment1.a: Oak Barrel Tavern Change of Premises\_BOS (2723 : Oak Barrel Tavern Alteration of Premises)



**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.

Application to revise interior floor layout.

Seating reduced from one hundred eighty-two (182) (Original Plan) to one hundred sixty-four (164) and to add patio.

Area for forty-six (46) patio seats.

The patio area is adjacent to the restaurant and enclosed.

APPLICANT'S STATEMENT

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

of SRG Restaurant of Sudbury, LLC, hereby submit this application for Change in Premises (outside seating)  
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: Jeffrey Charloff

Date: 3.15, 2018

Title: Manager

Attachment 1.a: Oak Barrel Tavern Change of Premises\_BOS (2723 : Oak Barrel Tavern Alteration of Premises)

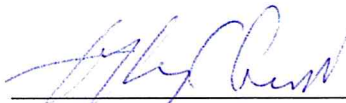
**MEMBERS  
OF  
SRG RESTAURANT OF SUDBURY, LLC**

The undersigned, being all the members of SRG Restaurant of Sudbury, LLC (hereinafter “SRG”), a Massachusetts Limited Liability Company, at a meeting of SRG duly called and held on February 14, 2018 at the offices of SRG upon motion made and seconded:

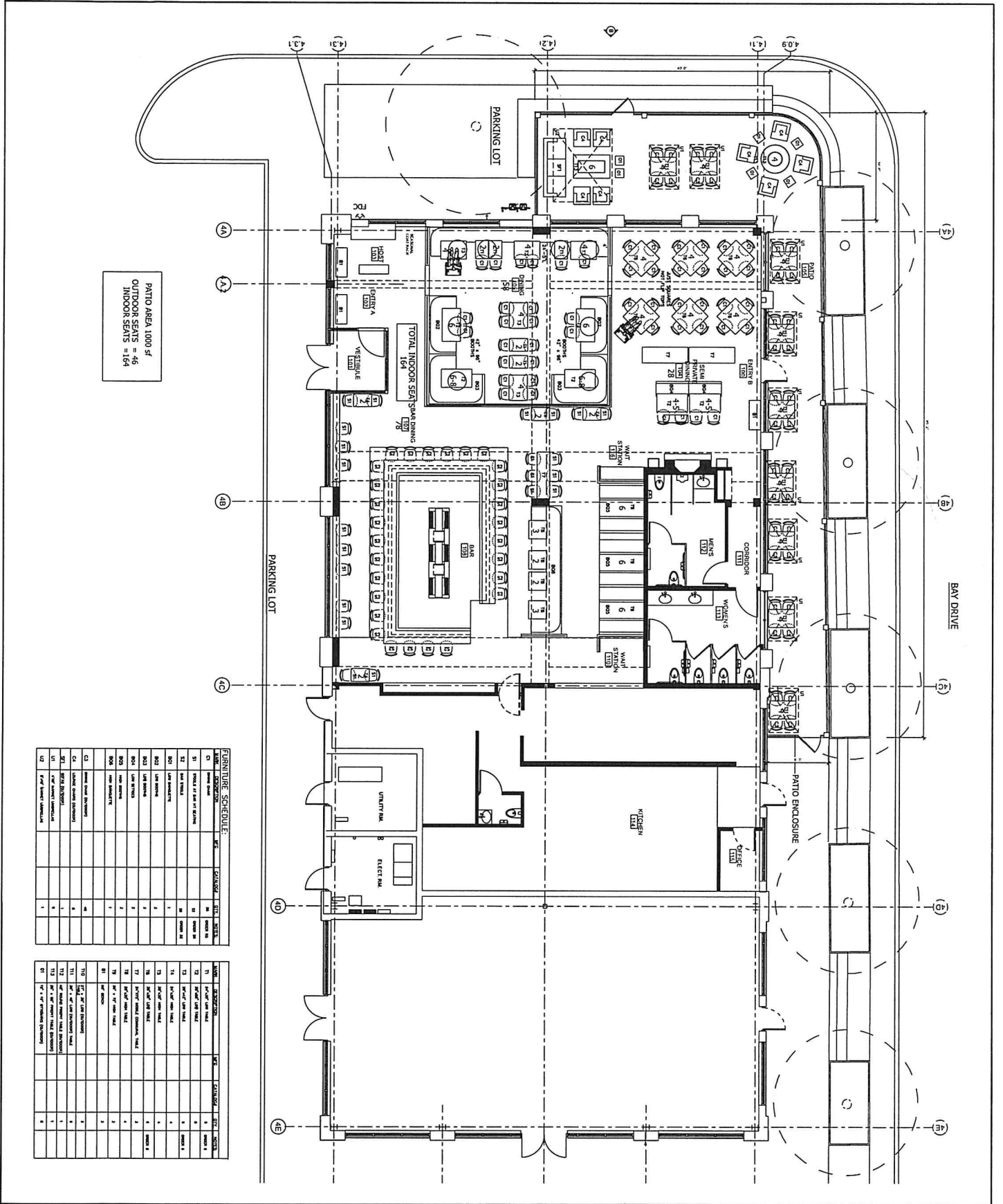
**VOTED:** That Jeffrey Charloff, Manager of SRG, is authorized to execute and deliver on behalf of SRG, any and all such applications for SRG’s modification of its All-Alcoholic Beverage License at 528 Boston Post Road, Sudbury, MA 01776 to provide for outside seating and revisions to the floor plan.

Executed as of this 15 day of March, 2018.

STANDON RESTAURANT GROUP, LLC  
SOLE MEMBER,  
SRG RESTAURANT OF SUDBURY, LLC



\_\_\_\_\_  
Jeffrey Charloff, Manager, Standon Restaurant  
Group, LLC



PATIO AREA 1000 SF  
 OUTDOOR SEATS = 46  
 INDOOR SEATS = 164

**FURNITURE SCHEDULE**

NO.	DESCRIPTION	QTY	COLOR	MT.	SECT.
01	BAR	20	WOOD	30	WOOD
02	BAR SEAT	20	WOOD	30	WOOD
03	BAR STOOL	20	WOOD	30	WOOD
04	BAR TAP	20	WOOD	30	WOOD
05	BAR LIGHT	20	WOOD	30	WOOD
06	BAR SIGN	20	WOOD	30	WOOD
07	BAR DECOR	20	WOOD	30	WOOD
08	BAR FURN	20	WOOD	30	WOOD
09	BAR FIXTURE	20	WOOD	30	WOOD
10	BAR ACCESS	20	WOOD	30	WOOD
11	BAR PART	20	WOOD	30	WOOD
12	BAR CASE	20	WOOD	30	WOOD
13	BAR CABINETS	20	WOOD	30	WOOD
14	BAR ISLAND	20	WOOD	30	WOOD
15	BAR SEATING	20	WOOD	30	WOOD
16	BAR STATION	20	WOOD	30	WOOD
17	BAR SERVICE	20	WOOD	30	WOOD
18	BAR SUPPLY	20	WOOD	30	WOOD
19	BAR STORAGE	20	WOOD	30	WOOD
20	BAR UTILITY	20	WOOD	30	WOOD
21	BAR WALK	20	WOOD	30	WOOD
22	BAR WASH	20	WOOD	30	WOOD
23	BAR WASTE	20	WOOD	30	WOOD
24	BAR WATER	20	WOOD	30	WOOD
25	BAR WIPER	20	WOOD	30	WOOD
26	BAR WOOD	20	WOOD	30	WOOD
27	BAR ZONE	20	WOOD	30	WOOD
28	BAR ZONE	20	WOOD	30	WOOD
29	BAR ZONE	20	WOOD	30	WOOD
30	BAR ZONE	20	WOOD	30	WOOD
31	BAR ZONE	20	WOOD	30	WOOD
32	BAR ZONE	20	WOOD	30	WOOD
33	BAR ZONE	20	WOOD	30	WOOD
34	BAR ZONE	20	WOOD	30	WOOD
35	BAR ZONE	20	WOOD	30	WOOD
36	BAR ZONE	20	WOOD	30	WOOD
37	BAR ZONE	20	WOOD	30	WOOD
38	BAR ZONE	20	WOOD	30	WOOD
39	BAR ZONE	20	WOOD	30	WOOD
40	BAR ZONE	20	WOOD	30	WOOD
41	BAR ZONE	20	WOOD	30	WOOD
42	BAR ZONE	20	WOOD	30	WOOD
43	BAR ZONE	20	WOOD	30	WOOD
44	BAR ZONE	20	WOOD	30	WOOD
45	BAR ZONE	20	WOOD	30	WOOD
46	BAR ZONE	20	WOOD	30	WOOD
47	BAR ZONE	20	WOOD	30	WOOD
48	BAR ZONE	20	WOOD	30	WOOD
49	BAR ZONE	20	WOOD	30	WOOD
50	BAR ZONE	20	WOOD	30	WOOD
51	BAR ZONE	20	WOOD	30	WOOD
52	BAR ZONE	20	WOOD	30	WOOD
53	BAR ZONE	20	WOOD	30	WOOD
54	BAR ZONE	20	WOOD	30	WOOD
55	BAR ZONE	20	WOOD	30	WOOD
56	BAR ZONE	20	WOOD	30	WOOD
57	BAR ZONE	20	WOOD	30	WOOD
58	BAR ZONE	20	WOOD	30	WOOD
59	BAR ZONE	20	WOOD	30	WOOD
60	BAR ZONE	20	WOOD	30	WOOD
61	BAR ZONE	20	WOOD	30	WOOD
62	BAR ZONE	20	WOOD	30	WOOD
63	BAR ZONE	20	WOOD	30	WOOD
64	BAR ZONE	20	WOOD	30	WOOD
65	BAR ZONE	20	WOOD	30	WOOD
66	BAR ZONE	20	WOOD	30	WOOD
67	BAR ZONE	20	WOOD	30	WOOD
68	BAR ZONE	20	WOOD	30	WOOD
69	BAR ZONE	20	WOOD	30	WOOD
70	BAR ZONE	20	WOOD	30	WOOD
71	BAR ZONE	20	WOOD	30	WOOD
72	BAR ZONE	20	WOOD	30	WOOD
73	BAR ZONE	20	WOOD	30	WOOD
74	BAR ZONE	20	WOOD	30	WOOD
75	BAR ZONE	20	WOOD	30	WOOD
76	BAR ZONE	20	WOOD	30	WOOD
77	BAR ZONE	20	WOOD	30	WOOD
78	BAR ZONE	20	WOOD	30	WOOD
79	BAR ZONE	20	WOOD	30	WOOD
80	BAR ZONE	20	WOOD	30	WOOD
81	BAR ZONE	20	WOOD	30	WOOD
82	BAR ZONE	20	WOOD	30	WOOD
83	BAR ZONE	20	WOOD	30	WOOD
84	BAR ZONE	20	WOOD	30	WOOD
85	BAR ZONE	20	WOOD	30	WOOD
86	BAR ZONE	20	WOOD	30	WOOD
87	BAR ZONE	20	WOOD	30	WOOD
88	BAR ZONE	20	WOOD	30	WOOD
89	BAR ZONE	20	WOOD	30	WOOD
90	BAR ZONE	20	WOOD	30	WOOD
91	BAR ZONE	20	WOOD	30	WOOD
92	BAR ZONE	20	WOOD	30	WOOD
93	BAR ZONE	20	WOOD	30	WOOD
94	BAR ZONE	20	WOOD	30	WOOD
95	BAR ZONE	20	WOOD	30	WOOD
96	BAR ZONE	20	WOOD	30	WOOD
97	BAR ZONE	20	WOOD	30	WOOD
98	BAR ZONE	20	WOOD	30	WOOD
99	BAR ZONE	20	WOOD	30	WOOD
100	BAR ZONE	20	WOOD	30	WOOD

NO.	DESCRIPTION	QTY	COLOR	MT.	SECT.
101	BAR ZONE	20	WOOD	30	WOOD
102	BAR ZONE	20	WOOD	30	WOOD
103	BAR ZONE	20	WOOD	30	WOOD
104	BAR ZONE	20	WOOD	30	WOOD
105	BAR ZONE	20	WOOD	30	WOOD
106	BAR ZONE	20	WOOD	30	WOOD
107	BAR ZONE	20	WOOD	30	WOOD
108	BAR ZONE	20	WOOD	30	WOOD
109	BAR ZONE	20	WOOD	30	WOOD
110	BAR ZONE	20	WOOD	30	WOOD
111	BAR ZONE	20	WOOD	30	WOOD
112	BAR ZONE	20	WOOD	30	WOOD
113	BAR ZONE	20	WOOD	30	WOOD
114	BAR ZONE	20	WOOD	30	WOOD
115	BAR ZONE	20	WOOD	30	WOOD
116	BAR ZONE	20	WOOD	30	WOOD
117	BAR ZONE	20	WOOD	30	WOOD
118	BAR ZONE	20	WOOD	30	WOOD
119	BAR ZONE	20	WOOD	30	WOOD
120	BAR ZONE	20	WOOD	30	WOOD
121	BAR ZONE	20	WOOD	30	WOOD
122	BAR ZONE	20	WOOD	30	WOOD
123	BAR ZONE	20	WOOD	30	WOOD
124	BAR ZONE	20	WOOD	30	WOOD
125	BAR ZONE	20	WOOD	30	WOOD
126	BAR ZONE	20	WOOD	30	WOOD
127	BAR ZONE	20	WOOD	30	WOOD
128	BAR ZONE	20	WOOD	30	WOOD
129	BAR ZONE	20	WOOD	30	WOOD
130	BAR ZONE	20	WOOD	30	WOOD
131	BAR ZONE	20	WOOD	30	WOOD
132	BAR ZONE	20	WOOD	30	WOOD
133	BAR ZONE	20	WOOD	30	WOOD
134	BAR ZONE	20	WOOD	30	WOOD
135	BAR ZONE	20	WOOD	30	WOOD
136	BAR ZONE	20	WOOD	30	WOOD
137	BAR ZONE	20	WOOD	30	WOOD
138	BAR ZONE	20	WOOD	30	WOOD
139	BAR ZONE	20	WOOD	30	WOOD
140	BAR ZONE	20	WOOD	30	WOOD
141	BAR ZONE	20	WOOD	30	WOOD
142	BAR ZONE	20	WOOD	30	WOOD
143	BAR ZONE	20	WOOD	30	WOOD
144	BAR ZONE	20	WOOD	30	WOOD
145	BAR ZONE	20	WOOD	30	WOOD
146	BAR ZONE	20	WOOD	30	WOOD
147	BAR ZONE	20	WOOD	30	WOOD
148	BAR ZONE	20	WOOD	30	WOOD
149	BAR ZONE	20	WOOD	30	WOOD
150	BAR ZONE	20	WOOD	30	WOOD

**MEADOW WALK**  
**Oak Barrel Tavern**  
 Sudbury, MA

**MEP:** John C. Piarga  
 jpiarga@carrollstudio.com  
 978-452-0901

**Architect:**

**Contractor:** Debra Nield  
 dnield@carrollstudio.com  
 508-923-1425

**Interior Design:** Tim Schay  
 tschay@carrollstudio.com  
 508-923-1425

**Owner:** Jeff Chaffin  
 jchaffin@carrollstudio.com  
 508-923-0190

**Scale:** 1/4" = 1'-0"

**SHEET TITLE:** **A4.0**

SECOND AMENDMENT OF LEASE

This SECOND AMENDMENT OF LEASE (this "Amendment") is dated as of the 7<sup>th</sup> day of March, 2018 (the "Effective Date") by and between BPR DEVELOPMENT LLC, a Delaware limited liability company (the "Landlord"), and SRG RESTAURANT OF SUDBURY, LLC, a Massachusetts limited liability company (the "Tenant").

BACKGROUND

- A. Reference is hereby made to that certain Indenture of Lease, dated May 31, 2017, by and between the Landlord and the Tenant, as amended by that certain First Amendment of Lease dated September 21, 2017 (as so amended, the "Lease"), under which the Tenant currently leases from the Landlord approximately 5,500 rentable square feet of retail space in the shopping center known as Meadow Walk Sudbury, located in Sudbury, Massachusetts.
- B. Capitalized terms not defined herein shall have the same meaning ascribed to them in the Lease.
- C. The Landlord and the Tenant desire to amend certain provisions of the Lease as provided below, all subject to the terms and conditions hereinafter provided.

AGREEMENT

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and for the mutual promises contained herein, Landlord and Tenant hereby agree as follows:

1. Amendments. The Lease is hereby amended as of the Effective Date, as follows:

(a) Section 1.1(h) of the Lease is hereby amended by deleting the second sentence thereof beginning with the words "The demised premises shall contain....", and substituting therefor the following:

"Landlord and Tenant hereby agree that, at all times during the term hereof, there shall be seating in the demised premises for no more than one hundred sixty-four (164) customers, and in the Outside Patio Area (as defined in Section 20.32 (Outside Patio Area) hereof) for no more than forty-six (46) customers, subject, in all events, to all applicable rules, ordinances and regulations of all applicable governmental authorities."

(b) Section 10.2(c) of the Lease is hereby amended by adding the following at the end thereof:

“Notwithstanding anything contained in the foregoing, Tenant shall have the right to use the Outside Patio Area subject to the terms of Section 20.32 hereof.”

(c) Section 20.26 (Restaurant Provision) of the Lease is hereby amended by striking the first sentence thereof beginning with the words “The Tenant covenants and agrees...”, and substituting the following therefor:

“The Tenant covenants and agrees that during the entire term of this lease, the Tenant will conduct in the demised premises and in the Outside Patio Area, a high-grade operation serving quality food for on-premises consumption, and that the demised premises and the Outside Patio Area will be kept clean at all times.”

(d) In connection with Landlord’s Work and Tenant’s work as set forth in Exhibit B to the Lease, and the Inducement Payment under Section 20.30 of the Lease (a) the Tenant has agreed to undertake certain of Landlord’s Work (and from and after the Effective Date, such portion of Landlord’s Work shall be deemed Tenant’s work under the Lease), resulting in a credit to Tenant, and (b) Landlord has agreed to complete certain additional work requested by the Tenant as part of Landlord’s Work, resulting in a credit to Landlord, all such work and credits being shown on Exhibit B attached to this Amendment, with the result that the Landlord’s Work and Tenant’s work set forth on Exhibit B to the lease are hereby amended accordingly, and the Inducement Payment is hereby increased to \$417,962.00.

(e) The following is hereby added as Section 20.32 of the Lease:

“Section 20. 32 Outside Patio Area.

Provided and so long as the Tenant (i) is open and operating its business in the demised premises in accordance with all of the terms and conditions of this lease, (ii) is not in default hereunder beyond applicable periods of notice and grace, and (iii) has received all applicable governmental permits and licenses relating thereto and required therefor, Landlord hereby grants to Tenant the license, during the term of this lease, to use (and Tenant agrees to use), that certain area located adjacent to the Premises shown on Exhibit “A-1” hereof (the “Outside Patio Area”) to be used seasonally and weather-permitting, as an additional sit-down dining area of the demised premises for serving items from Tenant’s menu, and shall be limited at all times to forty-six (46) customers. In no event shall Tenant place any tables, chairs or other fixtures on any sidewalk area outside of Tenant’s Outside Patio Area. In all events, Tenant shall use all efforts to maintain decorum and reduce the noise levels from the operation of the Outside Patio Area. All landscaping, tables, umbrellas, chairs and other fixtures, trade fixtures, equipment and personal property to be used in connection with Tenant’s permitted business operations in the Outside Patio Area shall be subject to the approval of Landlord, which Landlord shall not unreasonably withhold, condition or delay.

Without limiting other applicable provisions thereto: (i) Tenant also shall be responsible, at Tenant’s cost and expense, for furnishing, maintaining and replacing any

and all tables, umbrellas, chairs and other fixtures, trade fixtures and equipment and personal property to be used in connection with Tenant's permitted business operations in the Outside Patio Area, for stacking and otherwise securing the same whenever Tenant is not open for business and for the removal of the same from the Outside Patio Area and storage thereof in a location designated by Tenant (which location may be in a non-public area of the demised premises or an off-site location) whenever the same are not in daily use, i.e., the same shall be stored during those seasons where outdoor seating is not appropriate, and Landlord shall have no responsibility or liability therefor, or for any damage, vandalism, theft, or the like with respect thereto; (ii) Tenant's business operations in or about the Outside Patio Area shall be conducted in compliance with all applicable laws and all governmental rules, regulations, permits and approvals (including, without limitation with respect to the Liquor License) relating thereto; (iii) Tenant and its contractors, licensees, agents, servants, and employees shall abide by any and all reasonable rules and regulations promulgated by Landlord with respect to the foregoing or otherwise relative to Tenant's business operations in and about the Outside Patio Area, including, without limitation, the Initial Rules and Regulations, and any other such rules and regulations affecting hours of operation, occupancy, and/or crowd and noise levels, etc.; and (iv) notwithstanding the exterior location of the Outside Patio Area, all provisions of this lease applicable to the demised premises (other than the payment of minimum or additional rent, except that sales in the Outside Patio Area shall be included in gross sales for the purposes of the calculation of percentage rent), including, without limitation, the provisions of Section 1.1(h) and ARTICLES XIII and XV hereof, shall be applicable to the Outside Patio Area and the Outside Patio Area shall for all purposes hereunder be included and considered to be within the demised premises.

Notwithstanding anything to the contrary contained in this lease, in the event that Tenant or its operations in the Outside Patio Area fail to comply with Landlord's said reasonable rules and regulations in any material respect (including, without limitation, the Initial Rules and Regulations, as applicable), in Landlord's good-faith judgment, or otherwise so fail to comply with the foregoing and all applicable provisions of this lease, and such failure continues for thirty (30) or more days after notice thereof is given by Landlord to Tenant (but the second and any subsequent time in each lease-year that such notice is given then the period to cure shall be ten (10) days and not thirty), then, in any such event, and without limiting Landlord's other rights and remedies on account of the continuation thereof and the resulting default by Tenant thereunder, Landlord shall have the right to take such steps as Landlord determines to be necessary to remedy such failure, including, without limitation, the right, exercisable by giving notice thereof to Tenant, immediately to terminate all of Tenant's rights hereunder to use and occupy the Outside Patio Area, whereupon the Outside Patio Area shall be removed from, and cease for all purposes to be part of, the demised premises and Tenant promptly shall surrender and deliver up possession of the Outside Patio Area to Landlord in accordance with the provisions of this lease applicable to the delivery thereof upon the expiration of the term hereof with respect to the Outside Patio Area portion of the demised premises; and Tenant will promptly pay to Landlord on demand all costs and expenses incurred by Landlord in remedying any such failure, which shall be due and payable on demand as additional rent hereunder. Any such termination of Tenant's rights to use the Outside

Patio Area and the removal of such area from the demised premises in accordance with the foregoing shall not affect this lease insofar as it relates to the remainder of the demised premises; and, without limitation, as no minimum rent or other charges attributable to the Outside Patio Area or Tenant's use thereof are imposed by the provisions of this lease (except that all sales made by Tenant from the Outside Patio Area shall be included in gross sales), any such termination of Tenant's rights to use the Outside Patio Area and removal thereof from the demised premises shall not reduce or otherwise affect the minimum rent or any other charges and obligations of Tenant pursuant to the provisions of this lease."

(f) Exhibit A-1 of the Lease is hereby stricken and the Exhibit A-1 attached hereto substituted therefor.

2. Acknowledgments. The parties hereby acknowledge that the Landlord has approved Tenant's plans with respect to Tenant's work set forth in Section II of Exhibit B of the Lease, and that the Tenant has applied for the Permits.

3. Lease in Full Force and Effect. Except as expressly amended hereby, all of the terms and provisions of the Lease, as heretofore amended, shall continue in full force and effect and unmodified.

4. Entire Agreement. This Amendment sets forth the entire agreement of the parties with respect to the subject matter as of the date hereof and no prior agreement, letters, representations, warranties, promises or understandings pertaining to any such matters shall be effective for any such purpose.

5. Severability. If any clause or provision of this Amendment is or should ever be held to be illegal, invalid or unenforceable under any present or future law applicable to the terms hereof, then and in that event, it is the intention of the parties hereto that the remainder of this Amendment shall not be affected thereby, and that in lieu of each such clause or provision of this Amendment that is illegal, invalid or unenforceable, such clause or provision shall be judicially construed and interpreted to be as similar in substance and content to such illegal, invalid or unenforceable clause or provision, as the context thereof would reasonably suggest, so as to thereafter be legal, valid and enforceable.\

6. No Reservation. Submission of this Amendment for examination or signature is without prejudice and does not constitute a reservation, option or offer, and this Amendment shall not be effective until execution and delivery by all parties.

7. Authority. Landlord and Tenant each warrant to the other that the person or persons executing this Amendment on its behalf has or have authority to do so and that such execution has fully obligated and bound such party to all terms and provisions of this Amendment.

8. Binding Agreement. This Amendment shall be binding upon, and shall inure to the benefit of the parties hereto, and their respective successors and assigns.



9. Governing Law. This Amendment shall be governed by the law of the Commonwealth of Massachusetts.

10. Time of the Essence. Time remains of the essence of all Landlord's and Tenant's obligations hereunder and under the Lease.

11. Counterparts. This Amendment may be executed simultaneously in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Facsimile or pdf signatures shall be binding upon the parties hereto in connection with this Amendment.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

WITNESS the execution hereof under seal as of the day and year first above written.

**LANDLORD:**

BPR DEVELOPMENT LLC

By: ND Real Estate, Inc. its Manager

By: *[Signature]*  
Name: JOHN J. O'NEIL, JR  
Title: Exec VP

**TENANT:**

SRG RESTAURANT OF SUDBURY, LLC

By: *[Signature]*  
Name: Jeffrey H. Charloff  
Title: Manager

W:\Legal\Geoff\Sudbury\Oak Barrel\Oak Barrel Second Amendment of Lease (1).doc

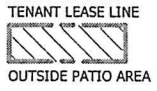
Attachment 1.a: Oak Barrel Tavern Change of Premises\_BOS (2723 : Oak Barrel Tavern Alteration of Premises)

No.	08/30/17	EXHIBIT A-1
Date		ISSUED FOR

NOTES:

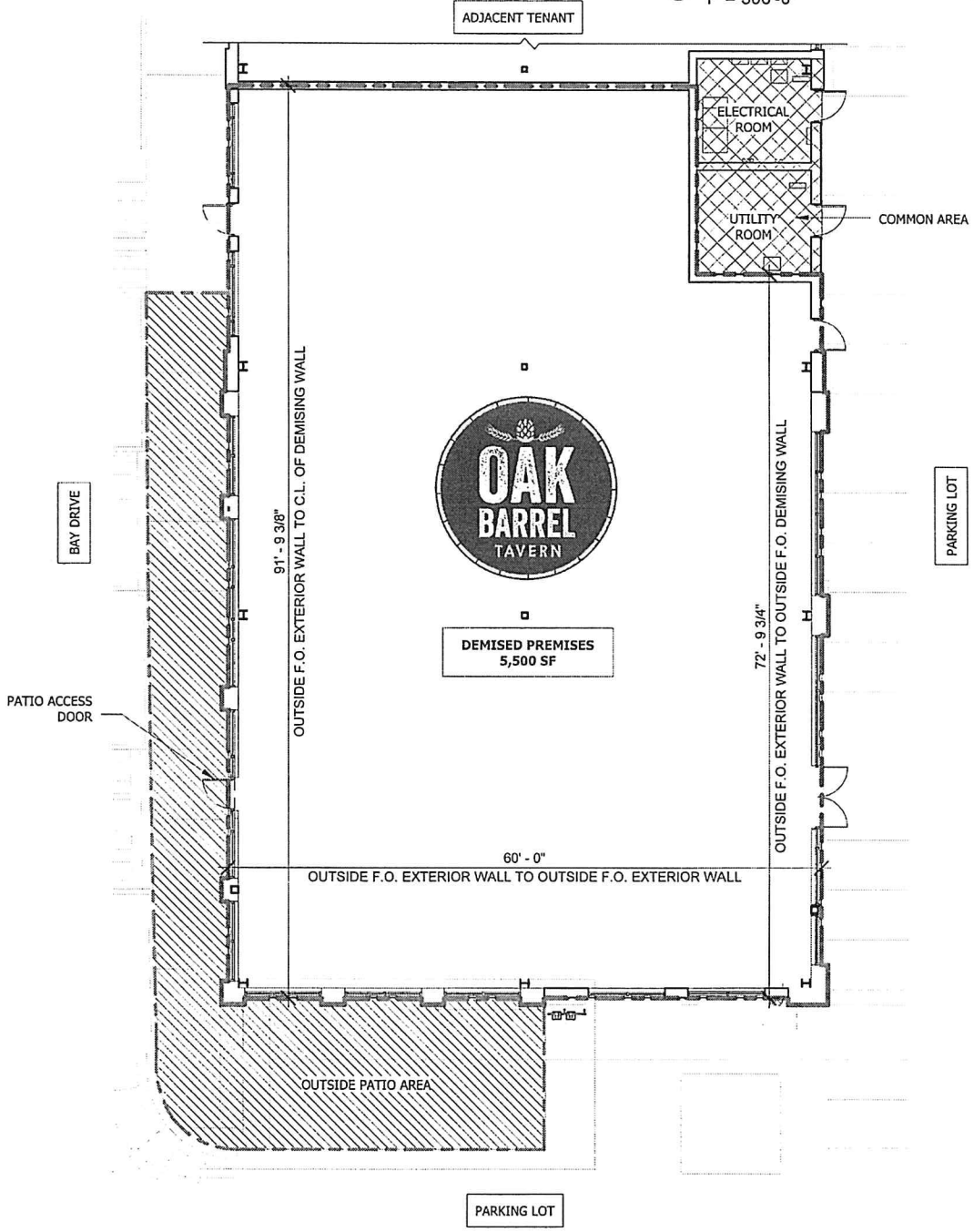
- The base building information depicted on this drawing is preliminary and subject to change. All final information, dimensions, utility locations, actual field conditions, etc. must be verified by tenant prior to the development and completion of tenant fit-out drawings.
- This drawing is for informational purposes only; it is the tenant's responsibility to field verify all conditions and dimensions.

EXHIBIT A-1 LEGEND



BLDG 4 - TENANT SPACE 405

2 KEY PLAN  
1" = 300'-0"



1 BUILDING 4 - OAK BARREL EXHIBIT A-1  
3/32" = 1'-0"

Architect  
**HARRISON FRENCH & ASSOCIATES, LTD**  
 311 Raymond St  
 Franklin, MA 01864  
 t 978.326.0770  
 f 978.326.9184  
 www.hfa.com

Owner  
**NATIONAL DEVELOPMENT**  
 2310 Washington Street  
 Newton Lower Falls, MA 02462  
 tel  
 fax

Project Title

**MEADOW WALK  
SUDSBURY**

Drawing Title

**BUILDING 4 -  
OAK BARREL**

Date 08/30/17

Drawing No. EXHIBIT A-1

Project No. 40-16-50000

Attachment 1.a: Oak Barrel Tavern Change of Premises\_BOS (2723 : Oak Barrel Tavern Alteration of Premises)

## Oak Barrel Tavern – Alteration of Premises (Outdoor Patio) Department Feedback

**Board of Health Approval:**

From: Murphy, Bill  
Sent: Thursday, March 22, 2018 12:41 PM  
Subject: RE: Change of Premises Application: Oak Barrel Tavern

I have **NO ISSUES** with this application.  
-Bill

---

**Building Department Approval:**

From: Herweck, Mark  
Sent: Tuesday, March 27, 2018 5:45 PM  
Subject: Re: Change of Premises Application: Oak Barrel Tavern

Hi Leila, my only concern is accessibility is not shown on the patio. They need to have the right table to accommodate a wheelchair outside.

Thanks  
Mark H.

***Applicant Response:***

From: Peter Barbieri <pbarbieri@fletchertilton.com>  
Sent: Monday, April 02, 2018 11:28 AM  
Subject: RE: Oak Barrel Tavern Alteration of Premises

Attached is plan regarding handicapped.

***Building Department Response:***

From: Herweck, Mark  
Sent: Monday, April 02, 2018 12:57 PM  
To: Frank, Leila <FrankL@sudbury.ma.us>  
Subject: Re: Oak Barrel Tavern Alteration of Premises

**That revised plan looks good**

---

**DPW Approval:**

From: Nason, Dan  
Sent: Thursday, March 22, 2018 11:14 AM  
Subject: Re: Change of Premises Application: Oak Barrel Tavern

Leila,  
The Public Works Department has **NO ISSUES** with this application as submitted.  
Regards,  
Dan Nason

---

**Fire Department Approval:**

From: Whalen, John  
Sent: Thursday, March 22, 2018 10:29 AM  
Subject: RE: Change of Premises Application: Oak Barrel Tavern

Hello Leila,

The Fire Department has **NO ISSUES** with this change in the application, the outside patio area will need to comply with all Fire and Safety Codes to included NFPA 13, (fire sprinkler code) and NFPA 72, (fire alarm code).

If you have any questions please let me know.

Thank you,  
John M. Whalen  
Fire Chief

---

**Police Department Approval:**

From: Nix, Scott  
Sent: Thursday, March 22, 2018 4:05 PM  
Subject: RE: Change of Premises Application: Oak Barrel Tavern

Leila,

The police department **does not have an issue** with the application as it stands. There may be some concerns if an outdoor entertainment license was requested in the future given the proximity to residential quarters. Thank you.

Respectfully,  
Scott Nix  
Chief of Police

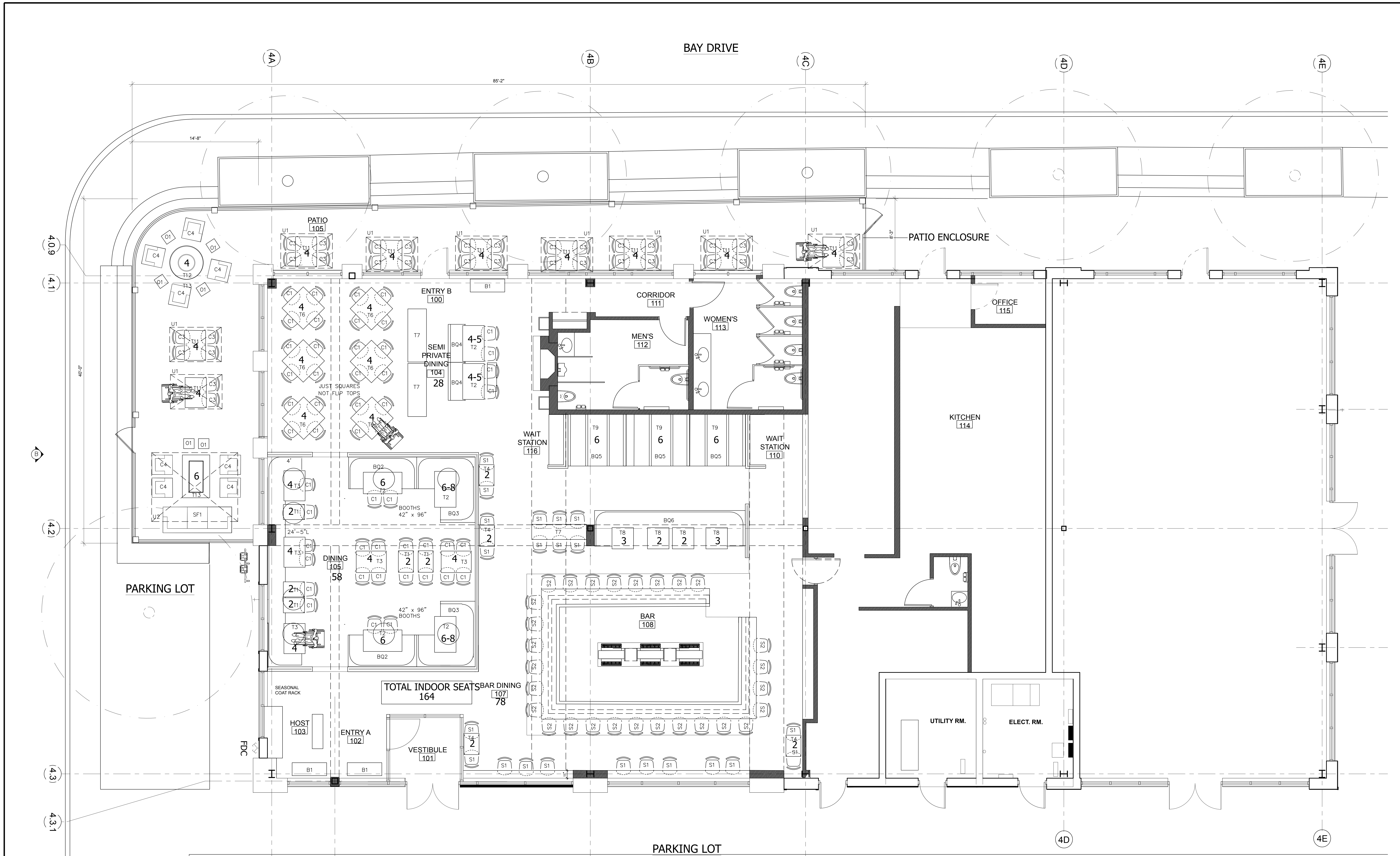
---

**Town Counsel Review:**

From: Gregg J. Corbo  
Sent: Wednesday, March 28, 2018 8:41 AM  
Subject: RE: Hearing Notice: Oak Barrel Tavern

Hi Leila. **The application looks complete.** Please let me know if there are any questions.

-Gregg  
Gregg J. Corbo, Esq.  
KP Law



PATIO AREA 1000 sf  
 OUTDOOR SEATS = 46  
 INDOOR SEATS = 164

TOTAL INDOOR SEATS 164  
 BAR DINING 107 78

**FURNITURE SCHEDULE:**

MARK	DESCRIPTION	MFG	CATALOG#	QTY.	NOTES
C1	DINING CHAIR			55	ORDER 65
S1	STOOLS AT BAR HT SEATING			22	ORDER 26
S2	BAR STOOLS			28	ORDER 32
BD1	LOW BANQUETTE			1	
BQ2	LOW BOOTHS			2	
BQ3	LOW BOOTHS			2	
BD4	LOW SETTEES			2	
BQ5	HIGH BOOTHS			3	
BD6	HIGH BANQUETTE			1	
C3	DINING CHAIR (OUTDOOR)			40	
C4	LOUNGE CHAIRS (OUTDOOR)			8	
SF1	SOFAS (OUTDOOR)			1	
U1	4'x6' MARKET UMBRELLAS			9	
U2	6'x10' MARKET UMBRELLAS			1	

MARK	DESCRIPTION	MFG	CATALOG#	QTY.	NOTES
T1	24"x30" LOW TABLE			5	ORDER 8
T2	30"x55" LOW TABLE			6	
T3	30"x42" LOW TABLE			5	ORDER 6
T4	24"x30" HIGH TABLE			4	
T5	30"x30" HIGH TABLE			4	
T6	36"x36" LOW TABLE			6	ORDER 8
T7	24"x72" MOBILE COMMUNAL TABLE			3	
T8	30"x30" HIGH TABLE			4	
T9	30" x 72" HIGH TABLE			3	
B1	60" BENCH			3	
T10	27" x 30" LOW (OUTDOOR) TABLE			2	
T11	30" x 48" LOW (OUTDOOR) TABLE			9	
T12	48" ROUND FIREPIT TABLE (OUTDOOR)			1	
T13	36" x 60" FIREPIT TABLE (OUTDOOR)			1	
O1	19" x 19" OTTOMANS (OUTDOOR)			8	

Designer:  
**Carroll Design Studio**  
 nichole@carrolldesignstudio.com  
 857.205.3177

Owner:  
**Jeff Charloff**  
 jcharloff@standonrg.com  
 508-922-6700

Kitchen Design:  
**Tim Schey**  
 mailto:tschey@trimarkusa.com  
 508-725-1425

Contractor:  
**Dean Mello**  
 dmello@cmbteam.com  
 603.498.5956

Architect:  
**JD LaGrasse**  
 Associates, Inc.  
 Architects - Engineers - Interiors - Land Planning  
 One Elm Square, Andover, MA 01810  
 T: 978-470-3675 F: 978-470-3670  
 www.jdgrassearchitects.com - E-mail: JDLA@AIA.COM

MEP:  
**John C. Pierga**  
 jpierga@blwengineers.com  
 978-428-0067

**Oak Barrel Tavern**  
**MEADOW WALK**  
**Sudbury, MA**

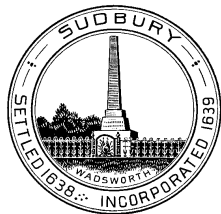
**REVISIONS**

NO.	DESCRIPTION

SHEET TITLE:  
**Furniture Plan**

FILE NAME:  
 DATE: **REV-4 3.28.18**  
 PROJECT #:  
 DRAWN BY: **NMC**  
 CONT. REP:  
 SCALE: **1/4"=1'-0"**  
 SHEET TITLE:  
**A4.0**

Attachment 1b: Department Approval, Oak Barrel Tavern, Change of Premises (2723) - Oak Barrel Tavern Alteration of Premises



## 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](mailto:bosadmin@sudbury.ma.us)

### LEGAL NOTICE TOWN OF SUDBURY

The Board of Selectmen, acting as the Licensing Authority of the Town of Sudbury, will hold a Public Hearing on Tuesday, April 10, 2018, at 7:15 p.m. in the Town Hall, 322 Concord Road, Sudbury, MA on the following application:

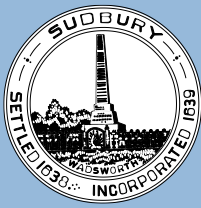
Application of SRG Restaurant of Sudbury, LLC, d/b/a Oak Barrel Tavern, 528 Boston Post Rd., Sudbury, for an amendment to its license to sell alcoholic beverages on the premises, under G. L. Ch. 138, s.12, Richard Lanza, Manager. The premises are described as follows: one story, 5,500 square foot restaurant. The application is for an Alteration of Premises to change the interior floor layout and add an enclosed outdoor patio area adjacent to the restaurant. A copy of the application is available for inspection at the office of the Sudbury Board of Selectmen during regular business hours.

### BOARD OF SELECTMEN

For publication: *Sudbury Town Crier* March 29, 2018

Date: March 22, 2018

cc: Applicants  
Building Department  
Fire Department  
Board of Health  
Police Department



SUDBURY BOARD OF SELECTMEN  
Tuesday, April 10, 2018

**TIMED ITEM**

**2: Presentation and discussion on Race Amity Day**

REQUESTOR SECTION

Date of request:

Requestor: Resident William Smith

Formal Title: Discussion and presentation on Race Amity Day film documentary by resident William H. Smith, Ed.D.

Recommendations/Suggested Motion/Vote: Discussion and presentation on Race Amity Day film documentary by resident William H. Smith, Ed.D.

Background Information:

attached email and link

<https://www.indiegogo.com/projects/an-american-story-race-amity-and-the-other-tradition#/>

Financial impact expected:none

Approximate agenda time requested: 5 minutes

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

04/10/2018 7:00 PM



**From:** "William \"Smitty\" Smith" <[whscomtel@aol.com](mailto:whscomtel@aol.com)>

**Date:** March 28, 2018 at 7:38:07 AM EDT

**To:** [golden@sudbury.ma.us](mailto:golden@sudbury.ma.us)

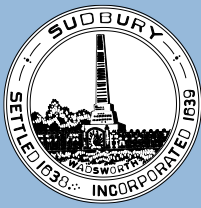
**Subject:** Request to Meet with Sudbury Selectmen

Dear Ms. Golden,

My name is William H. Smith. I am a 44 year resident of Sudbury. i am also the Founding Executive Director of the National Center for Race Amity and Co-Exective Producer for the upcoming public television documentary *An American Story: Race Amity and The Other Tradition* airing 9PM, Thursday, April 12, WGBH. This email is to request a spot on the Selectmen's Agenda for the April 10th meeting. The item I would like to discuss is Support of the Board of Selectmen for H 2745, *Chapter 163 of Acts of the Commonwealth of Massachusetts* establishing the Second Sunday in June Annually as Race Amity Day. I ask 5 minutes to offer a background briefing and specific suggestions to the Board of Selectmen for their review. Thank you for your kind consideration of this request.

William H. Smith, Ed. D.  
35 Ruddock Road

Attachment2.a: William\_Smith\_email (2746 : Presentation and discussion on Race Amity Day)



SUDBURY BOARD OF SELECTMEN  
Tuesday, April 10, 2018

**TIMED ITEM**

**3: Meet with Petitioners to discuss articles**

REQUESTOR SECTION

Date of request:

Requestor: all three petitioners

Formal Title: Meet with petitioners Christopher Murray (Deed Restriction), John Keklak (Political Donations), and Fred Taylor (Welcoming Town) to discuss their Town Meeting articles.

Recommendations/Suggested Motion/Vote: Meet with petitioners Christopher Murray (re: Deed Restriction), John Keklak (re: Political Donations), and Fred Taylor (re: Welcoming Town) to discuss their Town Meeting articles.

Background Information:  
attached articles; 10 minutes each

Financial impact expected:

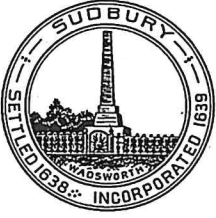
Approximate agenda time requested: 30 minutes

Representative(s) expected to attend meeting: Chrtopher Murray, John Keklak and Fred Taylor

Review:

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

04/10/2018 7:00 PM



## TOWN OF SUDBURY

Office of Selectmen  
www.sudbury.ma.us

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

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

### Petition for Town Meeting Article Submission

Date Received: 1/31/18

Petition Name: Release of Deed Restriction

Contact Name: Christopher Murray

Contact Address: 526 Boston Post Rd, Suite 2E, Wayland, MA 0177

Contact Phone: (978) 579-9800

Contact Email: Chris@danielmurraylaw.com

# Pages Submitted: 4

Attachment 3.a: Release of Deed Restriction Resolution (2677 : Meet with Petitioners to discuss articles)

REPORT: This Land on Pinewood Avenue is currently an unbuildable lot centered between two small, but similarly sized residential lots, 25 Pinewood Avenue and 35 Pinewood Avenue, respectively. This deed restriction release is being sought for the purpose of providing the opportunity to apply for a special permit to build a residence similar in size and style to recently constructed homes in the neighborhood.

It is understood that releasing the deed restriction shall likely substantially increase the taxation revenue the Town of Sudbury receives from the property, and turn an undeveloped lot into a quaint residential home.

RECEIVED  
BOARD OF SELECTMEN  
SUDBURY, MA  
2018 JAN 31 P 4: 23

Attachment3.a: Release of Deed Restriction Resolution (2677 : Meet with Petitioners to discuss articles)

**TOWN OF SUDBURY**  
**FORM OF PETITION – ANNUAL TOWN MEETING ARTICLE MA**

RECEIVED  
BOARD OF SELECTMEN  
ARTICLE MA

INSTRUCTIONS

2018 JAN 31 P 4: 23

**SIGNATURE REQUIREMENTS:** *Annual Town Meeting:* 10 valid signatures

**NOTE: 1.** Before obtaining signatures, submit a draft to the Selectmen's office for Town Counsel review. Email to [bosadmin@sudbury.ma.us](mailto:bosadmin@sudbury.ma.us) or provide hard copy to Selectmen's Office, 278 Old Sudbury Road, Sudbury.

**2.** The signatures must be certified by the Board of Registrars after submission to the Selectmen. In case any signatures must be rejected, it is suggested that you obtain more than the minimum stated above in order to have the required number certified.

**3.** All signatures must appear on a page containing or attached to the article wording.

**4.** A report, briefly explaining the intent and scope of the article, must be attached and will be printed in the Warrant.

**5.** Return signed original petition forms to Selectmen's Office, 278 Old Sudbury Road, Sudbury.

**TO:** Board of Selectmen, Sudbury, MA 01776

We, the undersigned, being registered voters of the Town of Sudbury, hereby petition that the following article be included in the Warrant for the Monday, May 7, 2018, Annual Town Meeting  
 (DATE)

To see if the Town will vote to

authorize the Board of Selectmen to release the restriction placed upon the Land in Sudbury, Middlesex County, Massachusetts shown on the Town of Sudbury Assessors Map F04 as Parcel 0132, located on Pinewood Avenue, Sudbury, Massachusetts, consisting of approximately .12 acres and shown as Lots 44 and 45 of Block B on "Plan of Pine Lakes Sudbury Mass", dated April 1927, prepared by Robert B. Bellamy, Surveyor and recorded with the Middlesex Registry of Deeds, South District, as Plan 37 in Plan Book 394, reserving to itself all easements and restrictions of recorded. Said restriction is contained in the Deed to Charles J. Guthy of 24 Pinewood Avenue, Sudbury, Middlesex County, Massachusetts, conveyed by the Town of Sudbury being dated November 21, 2011, recorded with Middlesex County Registry of Deeds in Book 57930, Page 257. The aforementioned restriction prohibits the construction of any principal dwelling or principal structure on the property.

or act on anything relative thereto.

Signature	Printed Name	Address Where Registered
1 <i>Laurie Crotty</i>	LAURIE CROTTY	14 Pinewood Ave
2 <i>Bhona Jarmulowicz</i>	Bhona Jarmulowicz	23 Beechwood Ave
3 <i>Rosemary Treacy</i>	ROSEMARY TREACY	24 1/2 Hudson Rd
4 <i>Silvia Nersessian</i>	Silvia Nersessian	555 Dutton Rd
5 <i>Amy Claffey</i>	Amy Claffey	19 Pinewood Ave
6 <i>Vugar Jafarov</i>	VUGAR JAFAROV	18 Pinewood Ave
7 <i>Alex Klyuchev</i>	Alex Klyuchev	15 Pinewood Ave
8 <i>Elin Klyucheva</i>	Elin Klyucheva	15 Pinewood Ave
9 <i>Pamela</i>	Pamela	10 Pinewood Ave
10 <i>Saccolene Vitolo</i>	Saccolene Vitolo	8 Pinewood Ave
11 <i>Susan Rider</i>	Susan Rider	20 Pinewood Ave
12 <i>Thomas W Higgins</i>	THOMAS W HIGGINS	74 Newbridge Rd
13 <i>Marcia Higgins</i>	MARCIA HIGGINS	74 Newbridge Rd
14 <i>Glenn A Hughes</i>	Glenn Hughes	63 Pine Mill Rd
15 <i>Charles G Guthy</i>	CHARLES G GUTHY	24 PINWOOD AVE.

ATTENTION VOTERS: Please see petition text on front of this form.

16		Chris Blisawa	20 Beechwood Ave
17		Orge Sanborn Kurtz	17 Beechwood Ave
18		Christina Sannelli	6 Beechwood Ave
19		Cihan Nixon	7 CLYDE LAKE DR
20		Patricia A. Guthy	24 Pinewood Ave
21		Aruna Pundit	62 Ridgehill Rd.
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			
39			
40			
41			
42			
43			
44			
45			
46			
47			
48			
49			
50			

PLEASE DO NOT WRITE IN THE SPACE BELOW THIS LINE

Certification of Names

N-No such registered voter at this address or address is illegible

S-Unable to identify signature as that of a voter because of form of signature or signature is illegible

T-Already signed papers for this petition

Above signatures checked thus ✓ are the names of qualified Sudbury voters

(Date Certified) \_\_\_\_\_

We certify that \_\_\_\_\_  
(# of names certified – use words and numbers)

Registrar of Voters of Sudbury

Attachment 3.a: Release of Deed Restriction Resolution (2677 : Meet with Petitioners to discuss articles)

TOWN OF SUDBURY  
FORM OF PETITION – ANNUAL TOWN MEETING ARTICLE

RECEIVED  
BOARD OF SELECTMEN  
SUDBURY, MA

INSTRUCTIONS

2018 JAN 31 P 4: 23

**SIGNATURE REQUIREMENTS:** *Annual Town Meeting:* 10 valid signatures

**NOTE:** 1. Before obtaining signatures, submit a draft to the Selectmen's office for Town Counsel review. Email to [bosadmin@sudbury.ma.us](mailto:bosadmin@sudbury.ma.us) or provide hard copy to Selectmen's Office, 278 Old Sudbury Road, Sudbury.

2. The signatures must be certified by the Board of Registrars after submission to the Selectmen. In case any signatures must be rejected, it is suggested that you obtain more than the minimum stated above in order to have the required number certified.

3. All signatures must appear on a page containing or attached to the article wording.

4. A report, briefly explaining the intent and scope of the article, must be attached and will be printed in the Warrant.

5. Return signed original petition forms to Selectmen's Office, 278 Old Sudbury Road, Sudbury.

TO: Board of Selectmen, Sudbury, MA 01776

We, the undersigned, being registered voters of the Town of Sudbury, hereby petition that the following article be included in the Warrant for the Monday, May 7, 2018, Annual Town Meeting  
(DATE)

To see if the Town will vote to

authorize the Board of Selectmen to release the restriction placed upon the Land in Sudbury, Middlesex County, Massachusetts shown on the Town of Sudbury Assessors Map F04 as Parcel 0132, located on Pinewood Avenue, Sudbury, Massachusetts, consisting of approximately .12 acres and shown as Lots 44 and 45 of Block B on "Plan of Pine Lakes Sudbury Mass", dated April 1927, prepared by Robert B. Bellamy, Surveyor and recorded with the Middlesex Registry of Deeds, South District, as Plan 37 in Plan Book 394, reserving to itself all easements and restrictions of recorded. Said restriction is contained in the Deed to Charles J. Guthy of 24 Pinewood Avenue, Sudbury, Middlesex County, Massachusetts, conveyed by the Town of Sudbury being dated November 21, 2011, recorded with Middlesex County Registry of Deeds in Book 57930, Page 257. The aforementioned restriction prohibits the construction of any principal dwelling or principal structure on the property.

or act on anything relative thereto.

Signature	Printed Name	Address Where Registered
1 Charles J. Guthy	Charles J. Guthy	24 Pinewood Avenue, Sudbury, MA 01776
2 Henrietta D Waldman	HENRIETTA D WALDMAN	36 BEECHWOOD AVE Sudbury
3 Lillian P Kelly	LILLIAN P. KELLY	14 Boston Dr. Sud.
4 Cherran T Wilson	Cherran T Wilson	150 North Rd H 6 Sudbury
5 Anna Roughsedge	Anna Roughsedge	50 Powder Mill Rd Sudbury
6 Jacqueline McBeure	Jacqueline McBeure	10 East St Sudbury
7 Mary L. Bealey	Mary L. Bealey	85 Jarmen Rd Sudbury
8 Claire Guthy	Claire Guthy	24 Pinewood Ave. Sudbury, MA 01776
9 Ursula Lyons	Ursula Lyons	157 Wayside Inn Rd Sudbury
10 Dorothy M. Sears	DOROTHY M. SEARS	97 Boston Dr. Sudbury, MA 01776
11 Elizabeth H Radoski	ELIZABETH H RADOSKI	358 Old Ponaster Rd. Sudbury
12 Charlie Murphy	Charlie Murphy	50 Pinewood Ave
13 Alicia Sapienza	ALICIA SAPIENZA	70 RIDGE HILL RD
14 Theresia Kuntweiler	Theresia Kuntweiler	93 Robbins Rd
15 Theresia Kuntweiler	Theresia Kuntweiler	85 Jarmen Rd Sudbury, MA 01776

Attachment 3.a: Release of Deed Restriction Resolution (2677 : Meet with Petitioners to discuss articles)

ATTENTION VOTERS: Please see petition text on front of this form.

16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
41		
42		
43		
44		
45		
46		
47		
48		
49		
50		

PLEASE DO NOT WRITE IN THE SPACE BELOW THIS LINE

Certification of Names

N-No such registered voter at this address or address is illegible

S-Unable to identify signature as that of a voter because of form of signature or signature is illegible

T-Already signed papers for this petition

Above signatures checked thus ✓ are the names of qualified Sudbury voters

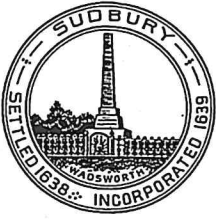
(Date Certified) \_\_\_\_\_

We certify that \_\_\_\_\_  
(# of names certified – use words and numbers)

Registrar of Voters of Sudbury

Attachment 3.a: Release of Deed Restriction Resolution (2677 : Meet with Petitioners to discuss articles)





## TOWN OF SUDBURY

Office of Selectmen  
www.sudbury.ma.us

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

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

### Petition for Town Meeting Article Submission

Date Received: 1/31/2018

Petition Name: Resolution Supporting State and  
Federal Legislation to Provide Greater  
Transparency in Political Donations and  
Limit the Influence of Money in Politics

Contact Name: John Keklak

Contact Address: 12 West St, Sudbury

Contact Phone: 978 443 6429

Contact Email: john@kekak.com

# Pages Submitted: 1

**Resolution Supporting State and Federal Legislation to Provide Greater Transparency  
in Political Donations and Limit the Influence of Money in Politics**

WHEREAS, recent changes in funding and disclosure rules for national, state and local political elections have degraded the goals of the democratic process; and

WHEREAS, a recent decision by the Massachusetts Office of Campaign and Political Finance (OCPF) now allows an infusion of previously prohibited out-of- state money to influence local and state elections, new legislation is now required to prohibit such funding from circumventing Massachusetts state law; and

WHEREAS, in an effort to restore voter confidence in our democracy, a grassroots movement known as "Represent.Us" is working for legislative reforms to reduce the opportunity for corruption within the political system in our country by supporting a legislative reform bill known as the "American Anti-Corruption Act" (the Act); and

WHEREAS, the Act targets bribery by preventing lobbyists from donating to politicians and influencing policymaking; ends secret money by mandating full transparency; enables citizens to fund elections; closes the revolving door between Congress and lobbying firms; and enhances the power of the Federal Election Commission; and

WHEREAS, this national organization's local chapter, Represent.US Western Mass, sought and promoted an advisory referendum; specifically in the Hampshire/Franklin State Senate District (currently held by Stan Rosenberg) to build support for this initiative; and

WHEREAS, on November 4, 2014, the citizens of of the above mentioned district were given the opportunity to be heard on this topic through the above advisory referendum where the question received 84 percent aggregate support across the entire district, and

NOW, THEREFORE, BE IT RESOLVED by the citizens of the Town of Sudbury, Massachusetts that we support tough new anti-corruption laws to close loopholes in Massachusetts' campaign finance regulations that currently allows unregulated out-of- state money to infiltrate state and local elections; and we support the goals outlined in the American Anti-Corruption Act to remove the corrupting influence of money on our political system. The Act prohibits politicians from taking campaign money from special interest groups including private industries and unions; increases transparency for campaign funding; empowers all voters through a tax rebate voucher to contribute to the candidates they support; prohibits representatives and senior staff from all lobbying activity for five years once they leave office; and places limits on superPACs.

BE IT FURTHER RESOLVED that the citizens of the Town of Sudbury implore our elected representatives in Boston, State Senator Michael J. Barrett, State Senator James B. Eldridge and Rep. Carmine Gentile, and in Washington, Senator Edward Markey, Senator Elizabeth Warren and Rep. Katherine Clark (or their successors) to lead this effort to enact these initiatives in Massachusetts and in the U.S. Congress.

BE IT FURTHER RESOLVED that the Clerk of the Town of Sudbury is hereby directed to give notice to the above representatives by sending a certified copy of this resolution to each of them.

RECEIVED  
BOARD OF SELECTMEN  
SUDBURY, MA  
2018 JAN 31 P 2:30

TOWN OF SUDBURY  
FORM OF PETITION - TOWN MEETING ARTICLE

INSTRUCTIONS

Signature Requirements: Annual Town Meeting requires a minimum of 10 valid signatures. Once called, a Special Town Meeting requires a minimum of 100 valid signatures.

- NOTE: 1. Before obtaining signatures, submit a draft to the Selectmen's office to verify legality of wording.
2. The signatures must be certified by the Board of Registrars after submission to the Board of Selectmen. Some signatures usually must be rejected. It is therefore recommended that you obtain more than the minimum stated above to be sure you will have the required number certified.

All signatures must appear on a page containing the article wording. A report, briefly explaining the intent and scope of the article, must be attached and will be printed in the Warrant.

To: Board of Selectmen, Sudbury, MA 01776

We, the undersigned being registered voters of the Town of Sudbury, hereby petition that the following article be included in the Warrant for the May 7, 2018, Annual or Special Town Meeting.  
(date)

To see if the Town will vote to

RECEIVED  
BOARD OF SELECTMEN  
SUDBURY, MA  
2018 JAN 31 P 2:30

SIGNATURES to be made in person with name substantially as registered

Signature	Printed name	Address where registered
	Claudia Buser	12 West St Sudbury MA
	Ariel Keklak	12 West St, Sudbury MA
	DENISE GRIFFIN	7 ALLENE AVE SUDBURY
	Mark Alexander	93 Indian Ridge Rd. Sudbury
	CAROLYN LEE	28 MOSSMAN
	STEPHEN GABELER	28 MOSSMAN
	MICHAEL KREBS	223 OLD LANCASTER RD SUDBURY
	BARBARA KREBS	223 OLD LANCASTER RD SUDBURY
	JOVANNA MAGER	150 North Rd. #59
	Belinda Newbern	20 Kendall Rd. Sudbury
	ED GOTTMANN	271 Raymond Rd
	CAROL ATLAS	49 Raymond Rd
	Barbara Baumgardner	515 North Rd
	William White Balch	150 NORTH RD # 8
15. _____	_____	_____

PLEASE DO NOT WRITE IN THE SPACE BELOW THIS LINE

CERTIFICATION OF NAMES

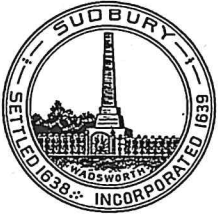
At least three Registrars names must be signed or stamped below

N - no such registered voter at that address, or address is illegible  
S - unable to identify signature as that of a voter because of form of signature or signature is illegible  
T - already signed papers for this petition  
above signatures checked thus V are the names of qualified voters from this town.

month and day

We Certify that \_\_\_\_\_  
number of names certified - use numbers and words

Registrars of Voters of Sudbury



**TOWN OF SUDBURY**

Office of Selectmen  
www.sudbury.ma.us

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

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

**Petition for Town Meeting Article Submission**

Date Received: 1/31/2018

Petition Name: SUDBURY WELCOMING TOWN RESOLUTION

Contact Name: FRED TAYLOR

Contact Address: 38 CIDER MILL RD. SUDBURY

Contact Phone: 978-443-3658

Contact Email: Fmrdm1@gmail.com

# Pages Submitted: 12

Attachment 3.c: Welcoming Town Resolution (2677 : Meet with Petitioners to discuss articles)

## Petitioner's Report:

### Sudbury Welcoming Town Resolution

Sudbury has long held diversity as a community value. The Town, including its schools and Police Department, has been committed to upholding and protecting the civil and human rights and the life, safety, and security of all individuals, regardless of race, sex, sexual preference, religion, ethnicity or national origin. Consistent with this commitment, this proposed resolution, if adopted, will communicate and affirm existing policies, thereby ensuring that all immigrants are able to fully participate in the civic and economic life of our Town. We believe this will lead to a safer community, a better educated citizenry, and improved quality of life for all those who live, work, and visit our Town.

In light of national discussions and federal practices concerning immigrants, a committed group of Sudbury residents has sought to communicate our “welcoming town” values. We have worked closely with Police Chief Scott Nix and other Town officials to articulate the protections afforded all individuals and to ensure that Police Department practices are formalized and that the formalized policies are consistent with the Police Department’s goals to protect public safety. We appreciate that the Sudbury Police Department is committed to promoting safety and providing proactive community policing services to all who live, work, or visit our community. In furtherance of the adherence to the department’s community policing philosophy, all community members and general stakeholders should know that they are encouraged to seek and obtain police assistance and protection regardless of their specific immigration and/or documentation status without fear of status checks.

We urge Sudbury residents to support this resolution, to ensure that Sudbury is a safe and welcoming community for all individuals who live, work, or visit here.

January 31, 2018

Contact: Fred Taylor  
 38 Cider Mill Road, Sudbury, MA  
 978-443-3658  
 Fmrdm1@gmail.com

RECEIVED  
 BOARD OF SELECTMEN  
 SUDBURY, MA  
 2018 JAN 31 P 12:00

1/3

**TOWN OF SUDBURY  
FORM OF PETITION – ANNUAL TOWN MEETING ARTICLE**

**INSTRUCTIONS**

**SIGNATURE REQUIREMENTS:** *Annual Town Meeting:* 10 valid signatures

**NOTE:** 1. Before obtaining signatures, submit a draft to the Selectmen’s office for Town Counsel review. Email to [bosadmin@sudbury.ma.us](mailto:bosadmin@sudbury.ma.us) or provide hard copy to Selectmen’s Office, 278 Old Sudbury Road, Sudbury.

2. The signatures must be certified by the Board of Registrars after submission to the Selectmen. In case any signatures must be rejected, it is suggested that you obtain more than the minimum stated above in order to have the required number certified.

3. All signatures must appear on a page containing or attached to the article wording.

4. A report, briefly explaining the intent and scope of the article, must be attached and will be printed in the Warrant.

5. Return signed original petition forms to Selectmen’s Office, 278 Old Sudbury Road, Sudbury.

**TO:** Board of Selectmen, Sudbury, MA 01776

We, the undersigned, being registered voters of the Town of Sudbury, hereby petition that the following article be included in the Warrant for the May 7, 2018, Annual Town Meeting

To see if the Town will vote to adopt

RECEIVED  
BOARD OF SELECTMEN  
SUDBURY, MA  
2018 JAN 31 P 12:00

**SUDBURY WELCOMING TOWN RESOLUTION**

A RESOLUTION to ensure that Sudbury is a safe and welcoming community for all individuals who visit, work, or live here.

WHEREAS: the Town of Sudbury has long valued diversity and the fair and respectful treatment of all.

WHEREAS: aligned with our country’s core values, our town government, the Town’s police department, and schools have always welcomed everyone regardless of their ethnicity, religion, race, or sexual preference.

WHEREAS: the Sudbury Police Department has established a Policy to protect the rights of undocumented immigrants and ensure their fair and just treatment.

WHEREAS: the trust undocumented immigrants have in our law enforcement personnel, town employees, and local medical and domestic violence agencies is paramount to their safety and well being and our Police Department’s ability to prevent and solve crime.

WHEREAS: a growing number of immigrants are being deported from our state and country solely because they are undocumented, thereby resulting in fear, broken families, and their return to dangerous places in the world.

WHEREAS: in growing numbers, cities and towns in our state and country have expressed their support of immigrants by becoming welcoming or sanctuary communities.

Attachment 3.c: Welcoming Town Resolution (2677 : Meet with Petitioners to discuss articles)

THEREFORE, BE IT HEREBY RESOLVED: that Town Meeting expresses its solidarity with other towns and cities in Massachusetts and throughout the country that have chosen to become a welcoming or sanctuary community.

BE IT FURTHER RESOLVED: that Town Meeting affirms and supports the following Sudbury Police Department's Policies on the Treatment of Undocumented Immigrants:

1. The enforcement of the nation's federal civil immigration laws is the sole responsibility of the federal government, not the Sudbury Police Department. No Sudbury police officer shall be appointed as an agent of any agency that would grant them the powers duly authorized under the federal civil immigration laws.
2. No police officer of Sudbury shall arrest, detain, or continue to detain or prolong an individual's detention based solely on their immigration status unless such detainer or document is accompanied by a court order from a court of competent jurisdiction or duly authorized judicial warrant.
3. No police officer of Sudbury shall inquire about the immigration status of an individual, including but not limited to, a crime victim, a witness, or a person who calls or approaches the police, or any other member of the public with whom the police officer has contact, unless necessary to facilitate a criminal investigation, protect the personal safety of an individual or keep the peace.
4. A person's immigration status shall not affect their ability to file a police report or otherwise benefit from police services from the Town of Sudbury.
5. The Sudbury Police Department will not keep a local index or list of persons suspected of being aliens or deportable aliens.
6. No Sudbury police officer shall voluntarily respond to any ICE notification requests regarding civil immigration violations by providing any federal agent or agency information about an individual's incarceration status, hearing information, length of detention home address, or personal information.
7. The Sudbury Police Department may provide information regarding citizenship or immigration status in accordance with state or federal law, including, but not limited to, 8 U.S.C. § 1373. Nothing in this Policy shall prohibit or restrain any Sudbury law enforcement officer from sending to, or receiving from, any local, state, or federal agency, information regarding citizenship or immigration status, consistent with 8 U.S.C. § 1373 or an order from a court of competent jurisdiction.
8. No police officer of Sudbury or Sudbury Police Department employee shall allow Immigration and Customs Enforcement (ICE) or Customs Border Protection (CBP) agents investigating a civil immigration violation access to municipal facilities or a person in custody for investigative interviews or investigative purposes unless acting under a court order from a court of competent jurisdiction, a duly authorized warrant, or other legitimate law enforcement purpose that is not related solely to the enforcement of a civil immigration violation.
9. The Sudbury Police Department will continue to investigate reports of hate crimes, criminal discrimination, and criminal harassment of persons based upon their protected status, including, but not limited to, religion, race, ethnicity or national origin without regard to the person's known or suspected immigration status within the United States.
10. No Sudbury police officer shall participate directly in an ICE tactical operation relative to the enforcement of civil immigration laws. The Sudbury Police Departments role, if any, in such operations is strictly safety related and peacekeeping.



1/3

11. Nothing shall prevent an officer or employee from lawfully discharging his or her duties in compliance with and in response to a court order from a court of competent jurisdiction, lawfully issued judicial warrant, judicial subpoena, or judicial detainer or acting when necessary to protect public or personal safety.

BE IT FURTHER RESOLVED: that Town Meeting encourages all Town Departments to enact similar policies in regards to the Treatment of Undocumented Immigrants.

BE IT FURTHER RESOLVED: that the Town rejects the word "illegal" and "alien" to describe any human being.

BE IT FURTHER RESOLVED: that the Town upholds and reasserts its belief in basic human rights and the dignity of every human being.

BE IT FURTHER RESOLVED: that the Town Clerk shall forward a copy of this resolution on behalf of the Town of Sudbury to the Massachusetts Congressional delegation, the Governor of Massachusetts, and to the President of the United States.

or act on anything relative thereto.

ATTENTION VOTERS: Please see petition text on front of this form.

SIGNATURES to be made in person with name substantially as registered

Signature	Printed Name	Address Where Registered
1 <i>Tatiana Vitvitsky</i>	TATIANA VITVITSKY	55 HUDSON RD. #8A
2 <i>Sandra Lasky</i>	SANDRA LASKY	19 Abbotswood Drive
3 <i>Margaret Espinola</i>	Margaret Espinola	224 Goodmans Hill Road
4 <i>John D. Riordan</i>	John D. RIORDAN	12 Pendleton Road
5 <i>Susan Juliano</i>	Susan Juliano	22 Jason Dr.
6 <i>Carl D. Offner</i>	CARL D. OFFNER	46 SUNSET PATH
7 <i>Ksenia Oken</i>	Ksenia OKEN	99 Pokonocket Ave
8 <i>Cindy Ku</i>	Cindy Ku	406 Old Lancaster Road
9 <i>Ahn Barysh</i>	Ahn BARYSH	14 Bant Brook Rd
10 <i>Gary M.C. Bean</i>	Gary M.C. BEAN	3 Wilshire Rd
11 <i>Kathleen C. Bean</i>	Kathleen C. Bean	3 Wilshire Rd.
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		

Attachment 3.c: Welcoming Town Resolution (2677 : Meet with Petitioners to discuss articles)

25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
41		
42		
43		
44		
45		
46		
47		
48		
49		
50		

**PLEASE DO NOT WRITE IN THE SPACE BELOW THIS LINE**

**Certification of Names**

**N-No such registered voter at this address or address is illegible**

**S-Unable to identify signature as that of a voter because of form of signature or signature is illegible**

**T-Already signed papers for this petition**

**Above signatures checked thus ✓ are the names of qualified Sudbury voters**

\_\_\_\_\_  
(Date Certified)

We certify that \_\_\_\_\_  
(# of names certified – use words and numbers)

**Registrar of Voters of Sudbury**

Attachment 3.c: Welcoming Town Resolution (2677 : Meet with Petitioners to discuss articles)

2/5

# TOWN OF SUDBURY FORM OF PETITION – ANNUAL TOWN MEETING ARTICLE

## INSTRUCTIONS

**SIGNATURE REQUIREMENTS:** *Annual Town Meeting:* 10 valid signatures

**NOTE: 1.** Before obtaining signatures, submit a draft to the Selectmen’s office for Town Counsel review. Email to [bosadmin@sudbury.ma.us](mailto:bosadmin@sudbury.ma.us) or provide hard copy to Selectmen’s Office, 278 Old Sudbury Road, Sudbury.

**2.** The signatures must be certified by the Board of Registrars after submission to the Selectmen. In case any signatures must be rejected, it is suggested that you obtain more than the minimum stated above in order to have the required number certified.

**3.** All signatures must appear on a page containing or attached to the article wording.

**4.** A report, briefly explaining the intent and scope of the article, must be attached and will be printed in the Warrant.

**5.** Return signed original petition forms to Selectmen’s Office, 278 Old Sudbury Road, Sudbury.

**TO:** Board of Selectmen, Sudbury, MA 01776

We, the undersigned, being registered voters of the Town of Sudbury, hereby petition that the following article be included in the Warrant for the May 7, 2018, Annual Town Meeting

To see if the Town will vote to adopt

2018 JAN 31 P 12: 00  
RECEIVED  
BOARD OF SELECTMEN  
SUDBURY, MA

### SUDBURY WELCOMING TOWN RESOLUTION

A RESOLUTION to ensure that Sudbury is a safe and welcoming community for all individuals who visit, work, or live here.

WHEREAS: the Town of Sudbury has long valued diversity and the fair and respectful treatment of all.

WHEREAS: aligned with our country’s core values, our town government, the Town’s police department, and schools have always welcomed everyone regardless of their ethnicity, religion, race, or sexual preference.

WHEREAS: the Sudbury Police Department has established a Policy to protect the rights of undocumented immigrants and ensure their fair and just treatment.

WHEREAS: the trust undocumented immigrants have in our law enforcement personnel, town employees, and local medical and domestic violence agencies is paramount to their safety and well being and our Police Department’s ability to prevent and solve crime.

WHEREAS: a growing number of immigrants are being deported from our state and country solely because they are undocumented, thereby resulting in fear, broken families, and their return to dangerous places in the world.

WHEREAS: in growing numbers, cities and towns in our state and country have expressed their support of immigrants by becoming welcoming or sanctuary communities.

Attachment 3.c: Welcoming Town Resolution (2677 : Meet with Petitioners to discuss articles)

THEREFORE, BE IT HEREBY RESOLVED: that Town Meeting expresses its solidarity with other towns and cities in Massachusetts and throughout the country that have chosen to become a welcoming or sanctuary community.

BE IT FURTHER RESOLVED: that Town Meeting affirms and supports the following Sudbury Police Department's Policies on the Treatment of Undocumented Immigrants:

1. The enforcement of the nation's federal civil immigration laws is the sole responsibility of the federal government, not the Sudbury Police Department. No Sudbury police officer shall be appointed as an agent of any agency that would grant them the powers duly authorized under the federal civil immigration laws.
2. No police officer of Sudbury shall arrest, detain, or continue to detain or prolong an individual's detention based solely on their immigration status unless such detainer or document is accompanied by a court order from a court of competent jurisdiction or duly authorized judicial warrant.
3. No police officer of Sudbury shall inquire about the immigration status of an individual, including but not limited to, a crime victim, a witness, or a person who calls or approaches the police, or any other member of the public with whom the police officer has contact, unless necessary to facilitate a criminal investigation, protect the personal safety of an individual or keep the peace.
4. A person's immigration status shall not affect their ability to file a police report or otherwise benefit from police services from the Town of Sudbury.
5. The Sudbury Police Department will not keep a local index or list of persons suspected of being aliens or deportable aliens.
6. No Sudbury police officer shall voluntarily respond to any ICE notification requests regarding civil immigration violations by providing any federal agent or agency information about an individual's incarceration status, hearing information, length of detention home address, or personal information.
7. The Sudbury Police Department may provide information regarding citizenship or immigration status in accordance with state or federal law, including, but not limited to, 8 U.S.C. § 1373. Nothing in this Policy shall prohibit or restrain any Sudbury law enforcement officer from sending to, or receiving from, any local, state, or federal agency, information regarding citizenship or immigration status, consistent with 8 U.S.C. § 1373 or an order from a court of competent jurisdiction.
8. No police officer of Sudbury or Sudbury Police Department employee shall allow Immigration and Customs Enforcement (ICE) or Customs Border Protection (CBP) agents investigating a civil immigration violation access to municipal facilities or a person in custody for investigative interviews or investigative purposes unless acting under a court order from a court of competent jurisdiction, a duly authorized warrant, or other legitimate law enforcement purpose that is not related solely to the enforcement of a civil immigration violation.
9. The Sudbury Police Department will continue to investigate reports of hate crimes, criminal discrimination, and criminal harassment of persons based upon their protected status, including, but not limited to, religion, race, ethnicity or national origin without regard to the person's known or suspected immigration status within the United States.
10. No Sudbury police officer shall participate directly in an ICE tactical operation relative to the enforcement of civil immigration laws. The Sudbury Police Departments role, if any, in such operations is strictly safety related and peacekeeping.

2/3

11. Nothing shall prevent an officer or employee from lawfully discharging his or her duties in compliance with and in response to a court order from a court of competent jurisdiction, lawfully issued judicial warrant, judicial subpoena, or judicial detainer or acting when necessary to protect public or personal safety.

BE IT FURTHER RESOLVED: that Town Meeting encourages all Town Departments to enact similar policies in regards to the Treatment of Undocumented Immigrants.

BE IT FURTHER RESOLVED: that the Town rejects the word "illegal" and "alien" to describe any human being.




BE IT FURTHER RESOLVED: that the Town upholds and reasserts its belief in basic human rights and the dignity of every human being.

BE IT FURTHER RESOLVED: that the Town Clerk shall forward a copy of this resolution on behalf of the Town of Sudbury to the Massachusetts Congressional delegation, the Governor of Massachusetts, and to the President of the United States.

or act on anything relative thereto.

ATTENTION VOTERS: Please see petition text on front of this form.

*SIGNATURES to be made in person with name substantially as registered*

Signature	Printed Name	Address Where Registered
1 	Laurie Eliason	411 Concord Rd. Sudbury
2 	Douglas Eliason	411 Concord Rd. Sudbury
3 	Jennifer Roberts	14 Griffin Ln Sudbury
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		

Attachment 3.c: Welcoming Town Resolution (2677 : Meet with Petitioners to discuss articles)

25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
41		
42		
43		
44		
45		
46		
47		
48		
49		
50		

PLEASE DO NOT WRITE IN THE SPACE BELOW THIS LINE

**Certification of Names**

**N-No such registered voter at this address or address is illegible**

**S-Unable to identify signature as that of a voter because of form of signature or signature is illegible**

**T-Already signed papers for this petition**

**Above signatures checked thus ✓ are the names of qualified Sudbury voters**

\_\_\_\_\_  
(Date Certified)

We certify that \_\_\_\_\_  
(# of names certified – use words and numbers)

**Registrar of Voters of Sudbury**

Attachment 3.c: Welcoming Town Resolution (2677 : Meet with Petitioners to discuss articles)

3/3

TOWN OF SUDBURY  
FORM OF PETITION – ANNUAL TOWN MEETING ARTICLE

INSTRUCTIONS

**SIGNATURE REQUIREMENTS:** *Annual Town Meeting:* 10 valid signatures

**NOTE:** 1. Before obtaining signatures, submit a draft to the Selectmen’s office for Town Counsel review. Email to [bosadmin@sudbury.ma.us](mailto:bosadmin@sudbury.ma.us) or provide hard copy to Selectmen’s Office, 278 Old Sudbury Road, Sudbury.

2. The signatures must be certified by the Board of Registrars after submission to the Selectmen. In case any signatures must be rejected, it is suggested that you obtain more than the minimum stated above in order to have the required number certified.

3. All signatures must appear on a page containing or attached to the article wording.

4. A report, briefly explaining the intent and scope of the article, must be attached and will be printed in the Warrant.

5. Return signed original petition forms to Selectmen’s Office, 278 Old Sudbury Road, Sudbury.

**TO:** Board of Selectmen, Sudbury, MA 01776

We, the undersigned, being registered voters of the Town of Sudbury, hereby petition that the following article be included in the Warrant for the May 7, 2018, Annual Town Meeting

To see if the Town will vote to adopt

RECEIVED  
BOARD OF SELECTMEN  
SUDBURY, MA  
2018 JAN 31 PM 12:00

**SUDBURY WELCOMING TOWN RESOLUTION**

A RESOLUTION to ensure that Sudbury is a safe and welcoming community for all individuals who visit, work, or live here.

WHEREAS: the Town of Sudbury has long valued diversity and the fair and respectful treatment of all.

WHEREAS: aligned with our country’s core values, our town government, the Town’s police department, and schools have always welcomed everyone regardless of their ethnicity, religion, race, or sexual preference.

WHEREAS: the Sudbury Police Department has established a Policy to protect the rights of undocumented immigrants and ensure their fair and just treatment.

WHEREAS: the trust undocumented immigrants have in our law enforcement personnel, town employees, and local medical and domestic violence agencies is paramount to their safety and well being and our Police Department’s ability to prevent and solve crime.

WHEREAS: a growing number of immigrants are being deported from our state and country solely because they are undocumented, thereby resulting in fear, broken families, and their return to dangerous places in the world.

WHEREAS: in growing numbers, cities and towns in our state and country have expressed their support of immigrants by becoming welcoming or sanctuary communities.

THEREFORE, BE IT HEREBY RESOLVED: that Town Meeting expresses its solidarity with other towns and cities in Massachusetts and throughout the country that have chosen to become a welcoming or sanctuary community.

BE IT FURTHER RESOLVED: that Town Meeting affirms and supports the following Sudbury Police Department's Policies on the Treatment of Undocumented Immigrants:

1. The enforcement of the nation's federal civil immigration laws is the sole responsibility of the federal government, not the Sudbury Police Department. No Sudbury police officer shall be appointed as an agent of any agency that would grant them the powers duly authorized under the federal civil immigration laws.
2. No police officer of Sudbury shall arrest, detain, or continue to detain or prolong an individual's detention based solely on their immigration status unless such detainer or document is accompanied by a court order from a court of competent jurisdiction or duly authorized judicial warrant.
3. No police officer of Sudbury shall inquire about the immigration status of an individual, including but not limited to, a crime victim, a witness, or a person who calls or approaches the police, or any other member of the public with whom the police officer has contact, unless necessary to facilitate a criminal investigation, protect the personal safety of an individual or keep the peace.
4. A person's immigration status shall not affect their ability to file a police report or otherwise benefit from police services from the Town of Sudbury.
5. The Sudbury Police Department will not keep a local index or list of persons suspected of being aliens or deportable aliens.
6. No Sudbury police officer shall voluntarily respond to any ICE notification requests regarding civil immigration violations by providing any federal agent or agency information about an individual's incarceration status, hearing information, length of detention home address, or personal information.
7. The Sudbury Police Department may provide information regarding citizenship or immigration status in accordance with state or federal law, including, but not limited to, 8 U.S.C, § 1373. Nothing in this Policy shall prohibit or restrain any Sudbury law enforcement officer from sending to, or receiving from, any local, state, or federal agency, information regarding citizenship or immigration status, consistent with 8 U.S.C. § 1373 or an order from a court of competent jurisdiction.
8. No police officer of Sudbury or Sudbury Police Department employee shall allow Immigration and Customs Enforcement (ICE) or Customs Border Protection (CBP) agents investigating a civil immigration violation access to municipal facilities or a person in custody for investigative interviews or investigative purposes unless acting under a court order from a court of competent jurisdiction, a duly authorized warrant, or other legitimate law enforcement purpose that is not related solely to the enforcement of a civil immigration violation.
9. The Sudbury Police Department will continue to investigate reports of hate crimes, criminal discrimination, and criminal harassment of persons based upon their protected status, including, but not limited to, religion, race, ethnicity or national origin without regard to the person's known or suspected immigration status within the United States.
10. No Sudbury police officer shall participate directly in an ICE tactical operation relative to the enforcement of civil immigration laws. The Sudbury Police Departments role, if any, in such operations is strictly safety related and peacekeeping.



3/3

11. Nothing shall prevent an officer or employee from lawfully discharging his or her duties in compliance with and in response to a court order from a court of competent jurisdiction, lawfully issued judicial warrant, judicial subpoena, or judicial detainer or acting when necessary to protect public or personal safety.

BE IT FURTHER RESOLVED: that Town Meeting encourages all Town Departments to enact similar policies in regards to the Treatment of Undocumented Immigrants.

BE IT FURTHER RESOLVED: that the Town rejects the word "illegal" and "alien" to describe any human being.

BE IT FURTHER RESOLVED: that the Town upholds and reasserts its belief in basic human rights and the dignity of every human being.

BE IT FURTHER RESOLVED: that the Town Clerk shall forward a copy of this resolution on behalf of the Town of Sudbury to the Massachusetts Congressional delegation, the Governor of Massachusetts, and to the President of the United States.

or act on anything relative thereto.

ATTENTION VOTERS: Please see petition text on front of this form.

*SIGNATURES to be made in person with name substantially as registered*

Signature	Printed Name	Address Where Registered
<i>Nancy V. Brumbach</i>	Nancy V. Brumbach	36 Canterbury Dr
<i>Ronald A. Brumbach</i>	Ronald A. Brumbach	36 Canterbury Dr.
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		

Attachment 3.c: Welcoming Town Resolution (2677 : Meet with Petitioners to discuss articles)

25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
41		
42		
43		
44		
45		
46		
47		
48		
49		
50		

PLEASE DO NOT WRITE IN THE SPACE BELOW THIS LINE

**Certification of Names**

**N-No such registered voter at this address or address is illegible**

**S-Unable to identify signature as that of a voter because of form of signature or signature is illegible**

**T-Already signed papers for this petition**

**Above signatures checked thus ✓ are the names of qualified Sudbury voters**

\_\_\_\_\_  
(Date Certified)

We certify that \_\_\_\_\_  
(# of names certified – use words and numbers)

**Registrar of Voters of Sudbury**

Attachment 3.c: Welcoming Town Resolution (2677 : Meet with Petitioners to discuss articles)

**TOWN OF SUDBURY  
FORM OF PETITION – ANNUAL TOWN MEETING ARTICLE**

**INSTRUCTIONS**

RECEIVED  
BOARD OF SELECTMEN  
SUDBURY, MA

**SIGNATURE REQUIREMENTS:** *Annual Town Meeting:* 10 valid signatures 2018 JAN 31 P 3: 31

**NOTE:** 1. Before obtaining signatures, submit a draft to the Selectmen's office for Town Counsel review. Email to [bosadmin@sudbury.ma.us](mailto:bosadmin@sudbury.ma.us) or provide hard copy to Selectmen's Office, 278 Old Sudbury Road, Sudbury.

2. The signatures must be certified by the Board of Registrars after submission to the Selectmen. In case any signatures must be rejected, it is suggested that you obtain more than the minimum stated above in order to have the required number certified.

3. All signatures must appear on a page containing or attached to the article wording.

4. A report, briefly explaining the intent and scope of the article, must be attached and will be printed in the Warrant.

5. Return signed original petition forms to Selectmen's Office, 278 Old Sudbury Road, Sudbury.

**TO:** Board of Selectmen, Sudbury, MA 01776

We, the undersigned, being registered voters of the Town of Sudbury, hereby petition that the following article be included in the Warrant for the May 7, 2018, Annual Town Meeting

To see if the Town will vote to adopt

**SUDBURY WELCOMING TOWN RESOLUTION**

A RESOLUTION to ensure that Sudbury is a safe and welcoming community for all individuals who visit, work, or live here.

WHEREAS: the Town of Sudbury has long valued diversity and the fair and respectful treatment of all.

WHEREAS: aligned with our country's core values, our town government, the Town's police department, and schools have always welcomed everyone regardless of their ethnicity, religion, race, or sexual preference.

WHEREAS: the Sudbury Police Department has established a Policy to protect the rights of undocumented immigrants and ensure their fair and just treatment.

WHEREAS: the trust undocumented immigrants have in our law enforcement personnel, town employees, and local medical and domestic violence agencies is paramount to their safety and well being and our Police Department's ability to prevent and solve crime.

WHEREAS: a growing number of immigrants are being deported from our state and country solely because they are undocumented, thereby resulting in fear, broken families, and their return to dangerous places in the world.

WHEREAS: in growing numbers, cities and towns in our state and country have expressed their support of immigrants by becoming welcoming or sanctuary communities.

THEREFORE, BE IT HEREBY RESOLVED: that Town Meeting expresses its solidarity with other towns and cities in Massachusetts and throughout the country that have chosen to become a welcoming or sanctuary community.

BE IT FURTHER RESOLVED: that Town Meeting affirms and supports the following Sudbury Police Department's Policies on the Treatment of Undocumented Immigrants:

1. The enforcement of the nation's federal civil immigration laws is the sole responsibility of the federal government, not the Sudbury Police Department. No Sudbury police officer shall be appointed as an agent of any agency that would grant them the powers duly authorized under the federal civil immigration laws.
2. No police officer of Sudbury shall arrest, detain, or continue to detain or prolong an individual's detention based solely on their immigration status unless such detainer or document is accompanied by a court order from a court of competent jurisdiction or duly authorized judicial warrant.
3. No police officer of Sudbury shall inquire about the immigration status of an individual, including but not limited to, a crime victim, a witness, or a person who calls or approaches the police, or any other member of the public with whom the police officer has contact, unless necessary to facilitate a criminal investigation, protect the personal safety of an individual or keep the peace.
4. A person's immigration status shall not affect their ability to file a police report or otherwise benefit from police services from the Town of Sudbury.
5. The Sudbury Police Department will not keep a local index or list of persons suspected of being aliens or deportable aliens.
6. No Sudbury police officer shall voluntarily respond to any ICE notification requests regarding civil immigration violations by providing any federal agent or agency information about an individual's incarceration status, hearing information, length of detention home address, or personal information.
7. The Sudbury Police Department may provide information regarding citizenship or immigration status in accordance with state or federal law, including, but not limited to, 8 U.S.C. § 1373. Nothing in this Policy shall prohibit or restrain any Sudbury law enforcement officer from sending to, or receiving from, any local, state, or federal agency, information regarding citizenship or immigration status, consistent with 8 U.S.C. § 1373 or an order from a court of competent jurisdiction.
8. No police officer of Sudbury or Sudbury Police Department employee shall allow Immigration and Customs Enforcement (ICE) or Customs Border Protection (CBP) agents investigating a civil immigration violation access to municipal facilities or a person in custody for investigative interviews or investigative purposes unless acting under a court order from a court of competent jurisdiction, a duly authorized warrant, or other legitimate law enforcement purpose that is not related solely to the enforcement of a civil immigration violation.
9. The Sudbury Police Department will continue to investigate reports of hate crimes, criminal discrimination, and criminal harassment of persons based upon their protected status, including, but not limited to, religion, race, ethnicity or national origin without regard to the person's known or suspected immigration status within the United States.
10. No Sudbury police officer shall participate directly in an ICE tactical operation relative to the enforcement of civil immigration laws. The Sudbury Police Departments role, if any, in such operations is strictly safety related and peacekeeping.

11. Nothing shall prevent an officer or employee from lawfully discharging his or her duties in compliance with and in response to a court order from a court of competent jurisdiction, lawfully issued judicial warrant, judicial subpoena, or judicial detainer or acting when necessary to protect public or personal safety.

BE IT FURTHER RESOLVED: that Town Meeting encourages all Town Departments to enact similar policies in regards to the Treatment of Undocumented Immigrants.

BE IT FURTHER RESOLVED: that the Town rejects the word “illegal” and “alien” to describe any human being.

BE IT FURTHER RESOLVED: that the Town upholds and reasserts its belief in basic human rights and the dignity of every human being.

BE IT FURTHER RESOLVED: that the Town Clerk shall forward a copy of this resolution on behalf of the Town of Sudbury to the Massachusetts Congressional delegation, the Governor of Massachusetts, and to the President of the United States.

or act on anything relative thereto.

ATTENTION VOTERS: Please see petition text on front of this form.

*SIGNATURES to be made in person with name substantially as registered*

Signature	Printed Name	Address Where Registered
1 <i>Thomas H Yelton</i>	Thomas H Yelton	167 Pratts Mill Rd
2 <i>Leslie Lowe</i>	Leslie Lowe	167 Pratts Mill Rd.
3 <i>Carolyn Lee</i>	Carolyn Lee	28 Mossman Rd
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		

Attachment 3.c: Welcoming Town Resolution (2677 : Meet with Petitioners to discuss articles)

25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
41		
42		
43		
44		
45		
46		
47		
48		
49		
50		

Attachment 3.c: Welcoming Town Resolution (2677 : Meet with Petitioners to discuss articles)

**PLEASE DO NOT WRITE IN THE SPACE BELOW THIS LINE**

**Certification of Names**

**N-No such registered voter at this address or address is illegible**

**S-Unable to identify signature as that of a voter because of form of signature or signature is illegible**

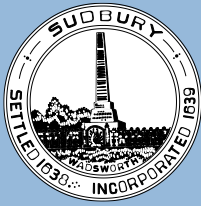
**T-Already signed papers for this petition**

**Above signatures checked thus ✓ are the names of qualified Sudbury voters**

\_\_\_\_\_  
(Date Certified)

We certify that \_\_\_\_\_  
(# of names certified – use words and numbers)

**Registrar of Voters of Sudbury**



SUDBURY BOARD OF SELECTMEN  
Tuesday, April 10, 2018

**MISCELLANEOUS (UNTIMED)**

**4: Presentation or discussion of Town Meeting articles**

REQUESTOR SECTION

Date of request:

Requestor: Town Manager Melissa Murphy-Rodrigues

Formal Title: Review Town Meeting articles, take positions on articles, and assign presentations.

Recommendations/Suggested Motion/Vote: Review Town Meeting articles, take positions on articles, and assign presentations.

Background Information:  
attached articles list

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

04/10/2018 7:00 PM

ATM 2018 Articles

#	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
	<b>IN MEMORIAM RESOLUTION</b>										
	<b>FINANCE/BUDGET</b>										
1	Hear Reports	submitted	BOS							Majority	
2	FY18 Budget Adjustments	submitted	BOS	MMR	RTM					Majority	X
3	FY19 Budget	submitted	Town Manager	MMR	S					Majority	
4	FY19 Capital Budget - Town Manager	submitted	Town Manager	MMR	S					Majority	
5	FY19 Transfer Station Enterprise Fund Budget	submitted	Town Manager	MMR	S					Majority	
6	FY19 Pool Enterprise Fund Budget	submitted	Town Manager	MMR	RTM					Majority	
7	FY19 Recreation Field Maintenance Enterprise Fund Budget	submitted	Town Manager	MMR	S					Majority	
8	FY18 Snow & Ice Transfer	submitted	Town Manager	MMR	RTM						
9	Unpaid Bills	submitted	Town Accountant	MMR	RTM					Four-fifths	X
10	Chapter 90 Highway Funding	submitted	DPW Director	Nason	S					Majority	X
11	FY19 Revolving Funds Spending Limits	submitted	SPS & Town		S					Majority	X
12	Fund Litigation Costs - Eversource	submitted	BOS	MMR	RTM					Majority	
13	Fund Litigation Costs - Sudbury Station Project	submitted	BOS	MMR	RTM					Two-thirds	
14	<b>Stabilization Fund (general)</b> <b>WITHDRAWN</b>	submitted	BOS					Stabiliza- tion fund	\$150,000	Two-thirds	
15	Means Tested Senior Tax Exemption Extension	submitted	Assessors	Assessor	RTM						X
16	Amend Article XXV - Capital Planning	submitted	BOS	MMR	S						

Attachment 4.a: Articles list ATM 2018 (2739 : Presentation or discussion of Town Meeting articles)



ATM 2018 Articles

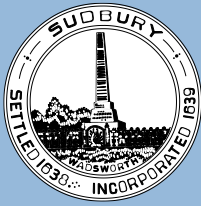
#	Article Title	Status	Sponsor/ Submitted by	Article Presenter	BOS Position	FinCom Position	Report BOS position at ATM	Funding Source	Requested Amount	Required Vote	Consent Calendar
17	Amend Bylaws Article I - Town Meetings, s. 3	submitted	BOS	MMR	S						
18	Repeal Art. V(C) Smoking Prohibition	submitted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

Attachment 4.a: Articles list ATM 2018 (2739 : Presentation or discussion of Town Meeting articles)

ATM 2018 Articles

#	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 Broadacres Farm	submitted - see also CPC	BOS								
33	Melone Property Disposition	submitted	BOS								
34	<b>Lease Loring Parsonage WITHDRAWN</b>	submitted	BOS								
<b>CPC Articles</b>											
35	Pond Invasive Weed Removal	submitted	CPC	CPC	S					Majority	
36	Wayside Inn Invasive Plant Species Removal	submitted	CPC	CPC	S						
37	Acquisition of Broadacres Farm	submitted (supplement to BOS article)	CPC	CPC	RTM					Majority	
38	Regional Housing Services Office Allocation	submitted	CPC	CPC	S					Majority	
39	Sudbury Housing Trust Allocation	submitted	CPC	CPC	S					Majority	
40	CSX Alternative Acquisition Funding Reversion FY19	submitted	CPC	CPC	S						
41	Reversion of Funds FY19	submitted	CPC	CPC	S						
42	FY19 Community Preservation Fund General Budget and Appropriations	submitted	CPC	CPC	S						
<b>PETITION ARTICLES</b>											
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 (2739 : Presentation or discussion of Town Meeting articles)



SUDBURY BOARD OF SELECTMEN  
Tuesday, April 10, 2018

**MISCELLANEOUS (UNTIMED)**

**5: Vote to sign ATM Warrant**

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to sign Annual Town Meeting Warrant which must be delivered to residents by 4/30/18.

Recommendations/Suggested Motion/Vote: Vote to sign Annual Town Meeting Warrant which must be delivered to residents by 4/30/18.

Background Information:  
Attached warrant draft

Financial impact expected:n/a

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

04/10/2018 7:00 PM

# Town of Sudbury Massachusetts



## OFFICIAL WARRANT

### ANNUAL TOWN MEETING

May 7, 2018 7:30 P.M.

Lincoln-Sudbury Regional High School Auditorium  
390 Lincoln Road, Sudbury, MA

**BRING THIS BOOK WITH YOU**



Attachment5.a: ATM18 Warrant draft\_no\_color (2722 : Vote to sign ATM Warrant)



**TOWN OF SUDBURY  
2018 ANNUAL TOWN MEETING WARRANT**

**TABLE OF CONTENTS – Part I**

	<b>Page</b>
<b>ACCESS TO LSRHS and PROVISIONS FOR THE DISABLED</b>	
<b>SUMMARY OF BASIC TOWN MEETING PROCEDURES .....</b>	<i>i</i>
<b>CONSENT CALENDAR .....</b>	<i>ii</i>
<b>MOTIONS.....</b>	<i>iii</i>
 <b><u>ARTICLES:</u></b>	
1. Hear Reports .....	1
2. FY18 Budget Adjustments .....	1
3. FY19 Budget .....	2
4. FY19 Capital Budget.....	3
5. FY19 Transfer Station Enterprise Fund Budget .....	4
6. FY19 Pool Enterprise Fund Budget .....	4
7. FY19 Recreation Field Maintenance Enterprise Fund Budget .....	5
8. Snow & Ice Transfer FY18.....	5
9. Unpaid Bills .....	6
10. Chapter 90 Highway Funding (Consent Calendar) .....	6
11. FY19 Revolving Fund Limits (Consent Calendar).....	7
12. Fund Litigation Costs - Eversource .....	8
13. Fund Litigation Costs – Sudbury Station Project.....	8
14. WITHDRAWN	
15. Means Tested Senior Tax Exemption Extension.....	8
16. Amend Art. XXV Capital Planning.....	9
17. Amend Bylaws, Art. 1, Town Meetings, Section.3.....	10
18. Repeal Article V(C) Smoking Prohibition.....	10
19. Amend Article V, Section 3, Regulation of Dogs, s.3-5 Hearing Officer.....	11
20. Amend Zoning Bylaw, Article 7000 & Section 2230 (Appendix A), Marijuana.....	11

Attachment5.a: ATM18 Warrant draft\_no\_color (2722 : Vote to sign ATM Warrant)

<b><u>TABLE OF CONTENTS (Continued)</u></b>	<b>Page</b>
21. DPW Rolling Stock Replacement .....	12
22. DPW Equipment .....	13
23. DPW Underground Fuel Storage and Management System Replacement.....	13
24. Steans Mill Pond Dam Design, Permit & Engineering Fees and Dutton Road Bridge Replacement .....	14
25. Sudbury Public Schools Playground Improvements .....	15
26. Noyes Fire Alarm System Replacement .....	16
27. Replacement of Telephone System – Lincoln-Sudbury Regional High School.....	16
28. Cutting Field Refurbishing and Resurfacing.....	17
29. WITHDRAWN	
30. Fairbank Community Center Design Funds .....	17
31. Acquisition of Broadacres Farm.....	18
32. Melone Property Disposition.....	19
33. WITHDRAWN	
34. Community Preservation Fund - SPS Playground Modernization .....	19
35. Community Preservation Fund – Grist Mill Pond, Carding Mill Pond and Stearns Mill Pond - Invasive Weed Removal.....	20
36. Community Preservation Fund – Wayside Inn Removal of Invasive Plant Species.....	20
37. Community Preservation Fund - Acquisition of Broadacres Farm.....	21
38. Community Preservation Fund - Regional Housing Services Office (RHSO) Allocation.....	22
39. Community Preservation Fund – Sudbury Housing Trust Allocation .....	23
40. Community Preservation Fund – CXS Alternative Acquisition Funding Reversion of Funds for FY19.....	24
41. Community Preservation Fund – Reversion of Funds for FY19 .....	24
42. Community Preservation Fund – FY19 General Budget and Appropriations.....	25

Attachment5.a: ATM18 Warrant draft\_no\_color (2722 : Vote to sign ATM Warrant)

43. Release of Deed Restriction (Petition)..... 26

44. Sudbury Welcoming Town Resolution (Petition).....27

45. Resolution Supporting State & Federal Legislation to Provide Greater Transparency  
in Political donations and Limit the Influence of Money in Politics (Petition).....30

\*Town Counsel Opinions (See Page 30)

Part II – FINANCE COMMITTEE SECTION (after page 31 )

**ACCESS TO LINCOLN-SUDBURY REGIONAL HIGH SCHOOL AND PROVISIONS  
FOR THE DISABLED**

The Board of Selectmen wishes to accommodate the attendance and participation of persons with disabilities at Town Meeting. As such, we urge those who may require particular accommodations to read the following carefully.

**Parking:** “HP” parking spaces are provided at two different locations: 1) the main entrance at the upper level (which will require using an elevator to the lower level to check in and to access the auditorium) and 2) the main parking lot to the right (east) of the school. From this location, you may also be dropped off at the entry walkway – a clear path to the entrance doors, leading directly to the check-in tables and the auditorium. Police on duty will provide assistance as needed, or requested.

**Auditorium Balcony:** The balcony can only be accessed from the Main Level. From the lower level of the building, you may use either the stairs or the elevator to gain entrance to the balcony – the upper level of the auditorium. The Moderator has ruled that if there is adequate seating on the main floor, the balcony **will not** be opened.

**Persons with Ambulatory Disabilities:** Spaces for persons who use wheelchairs will be available at the front and at the rear of the auditorium. For those who use assistive devices to ambulate, seating will be reserved at the rear of the hall and may be used if desired.

**Persons who are Blind or have Vision Impairments:** Reserved seating will be available at the front of the auditorium for persons with vision impairments who prefer to be close to the overhead projector. Large print materials will be made available where possible. We encourage those making prepared, formal presentations to have copies of viewgraphs, especially motions, available in large print.

**Persons who are Deaf or have Hearing Impairments:** Closed captioning will be available.

**Restrooms:** Restrooms are located across the hall from the auditorium.

Attachment5.a: ATM18 Warrant draft\_no\_color (2722 : Vote to sign ATM Warrant)



## SUMMARY OF BASIC TOWN MEETING PROCEDURES

### **General Rules of Debate and Voting**

1. Only registered voters, non-resident appointed or elected representatives of the Town, and Town employees may speak without consent of Town Meeting. The Moderator will not vote, even in the case of where the Moderator's vote would break or create a tie.
2. The proponents of an article make the first motion under the article. A voter must then second the motion. The proponents then make a presentation in support of the motion. The Moderator then recognizes the Board of Selectmen and Finance Committee for reports, followed by any other boards that are required to report on the article. After the Town boards have spoken, Town Meeting proceeds to general debate on the matter and a vote.
3. Please raise your hand when you wish to speak. After being recognized by the Moderator, please wait for a microphone to be passed to you at your seat. The record of Town Meeting is made on audiotape and your remarks will not be recorded if you do not speak into a microphone. Each and every time you speak, please stand (if you are able) and begin by giving your name and address for the record.
4. Until everyone who wishes to be heard has spoken, no one may speak more than twice on a matter except to correct an error or answer a question. The initial presentation by the proponent(s) of an article is limited to ten minutes, and all other comments are limited to five minutes, unless a majority of those present and voting give consent..
5. All votes are by majority unless otherwise announced. Votes will first be taken by a show of hands while voters are seated. If the Moderator is in doubt, then a standing vote will be taken. If the Moderator is still in doubt, then tellers will count the Hall. If a voter is in disagreement with the Moderator's call of a sitting or standing vote, the voter may challenge the call by immediately standing and saying loudly, "I challenge the vote!" If six additional voters support the challenge, the vote will be counted.

### **The Budget**

1. A motion is first made by the Finance Committee proposing a budget that is limited to the amount required to finance the Finance Committee's budget proposal. This limiting motion only seeks a declaration from Town Meeting as to the overall limit on the budget. A vote in favor of the motion does not mean that Town Meeting has voted for the particular distribution of the total amount as set forth in the Warrant.
2. After voting on the limiting motion, Town Meeting will address the budget as follows:
  1. The Moderator will read the budgets in numerical order by title. For example, the Moderator will say "200 Public Safety, does anyone have a motion to amend or a question involving 200 Public Safety?" If you have a motion to amend or a question, please raise your hand.

2. If you have a motion to amend, it should be in one of two forms:
  - a. For example, "I move to increase 200 Public Safety to the sum of \$X and to reduce 600 Culture and Recreation to the sum of \$Y." X cannot be greater than Y.
  - b. For example, "I move to reduce 200 Public Safety to the sum of \$Z."

A motion simply to increase a line item, without a corresponding reduction in another line item, will not be accepted because the preceding vote on the limiting motion will have capped the total amount of allowable appropriation.

3. Town Meeting will debate and vote on any motion to amend.
4. Town Meeting will arrive at the end of this process with a main motion on the budget as it may be amended, and then vote on it.

### **Consent Calendar**

1. In order to expedite Town Meeting and save valuable time for discussion of key issues, Sudbury utilizes a "Consent Calendar" to speed passage of articles that appear to raise no controversy. The purpose of the Consent Calendar is to allow the motions under these articles to be acted on as one unit and to be passed by a unanimous vote without debate. The Consent Calendar will be taken up as the first order of business at the beginning of the first night of Town Meeting.
2. At the call of the Consent Calendar, the Moderator will call out the numbers of the articles, one by one. If you have a doubt about passing any motion, or would like an explanation of any subject on the Consent Calendar, you should stand and say the word "hold" in a loud, clear voice when the number is called. The Moderator will then ask if the request to hold is for a question or for debate. If the request was merely to ask a question, the Moderator will attempt to obtain a satisfactory answer, and if that occurs, the article will remain on the Consent Calendar absent a further request to hold. If the purpose of the request was to hold the article for debate, the article will be removed from the Consent Calendar and restored to its original place in the Warrant, to be brought up, debated and voted on in the usual way. You should not hesitate to exercise the right to remove matters from the Consent Calendar if you have a legitimate and substantive issue that you wish to debate.
3. After calling out each individual article in the Consent Calendar, the Moderator will ask that all articles not removed from the Consent Calendar be passed as a unit by unanimous vote.
4. Please review the list of articles and motions proposed for the Consent Calendar that follow. Complete reports are to be found under each article printed in this Warrant. If you have questions about the articles, motions or procedure, please feel free to call the Town Manager at 978-639-3381 before Town Meeting.

## CONSENT CALENDAR ARTICLES AND MOTIONS

**ARTICLE 10. CHAPER 90 HIGHWAY FUNDING:** Move in the words of the article.  
(See article at page 7.)

**ARTICLE 11. FY19 REVOLVING FUND LIMITS:** Move in the words of the article.  
(See article at page 7.)

### Motions and Amendments

1. The purpose of an article in the Warrant is to inform the voters of what may come before the meeting and the outside scope of what may be considered. Every matter that is voted on at Town Meeting must come in the form of a motion. It is a motion that puts an article before Town Meeting, and it is the motion, *not the article*, that is actually voted on. Therefore, while speakers may refer to passing, defeating, or otherwise dealing with “the article,” what Town Meeting actually debates and votes on are motions, not articles.
2. A speaker may question whether a certain motion is “within the four corners of the article.” Such a challenge requires the Moderator to determine whether the motion is within a reasonable reading of the article as printed in the Warrant, and therefore should be allowed, or ruled out of order as being beyond the legitimate subject matter of the article.
3. Often, the first or “main” motion under an article will be to “move in the words of the article.” By making this motion, the speaker is adopting the article as his or her motion thereunder. This can only be done if the language of the article is drafted in such a way that it is appropriate for simple adoption as a motion. Whenever the presenter’s motion differs from the wording in the Warrant, the presenter must point out and explain those differences to the Hall.
4. All substantive motions, including all main motions and motions to amend a main motion, must be provided to the Moderator, the Town Clerk, and the Technology Administrator in writing before they are made. Please see the guidelines for electronic presentation on the Town website: [www.sudbury.ma.us](http://www.sudbury.ma.us).
5. If you have an amendment, you should e-mail it to the Technology Administrator at [infosystems@sudbury.ma.us](mailto:infosystems@sudbury.ma.us), with a copy to the Moderator at [moderator@sudbury.ma.us](mailto:moderator@sudbury.ma.us), and the Town Clerk at [clerk@sudbury.ma.us](mailto:clerk@sudbury.ma.us). Advance notice to the Technology Administrator, Moderator and Clerk enhances time efficiency at Town Meeting, and the Moderator may be able to suggest language that is both acceptable to you and within the four corners of the article and therefore permissible to proceed to debate and vote. It is also recommended that you discuss your amendment with the presenter of the article as you may be able to convince him or her to include it as part of the main motion and thus avoid having to vote separately on the amendment. The Moderator may reject proposed amendments that fail to adhere to these guidelines.

### Dismissing Articles, Indefinite Postponement and Withdrawing Motions

1. It is possible for Town Meeting to decide not to take action on an article. This decision is usually made because new or additional information has come to light after the preparation of the warrant indicating

that action on the article is unnecessary, unwise or illegal. In such instances, frequently there will be a motion “to indefinitely postpone” an article. This motion, if adopted, kills the article for all intents and purposes for the Town Meeting. The motion is frequently used when proponents of an article have decided not to proceed with it but want an opportunity to explain to the meeting why they are, in effect, abandoning the article at this time. The motion also may be used by someone who wishes to defeat an article before it can be fully debated on the merits. In such cases, it is important to understand that indefinite postponement can have the same effect as defeat which, in turn, can have significance with respect to some items, notably zoning matters, as to when the matter can again be considered by the Town.

2. If you have made a motion or an amendment, you can move to “withdraw the motion” if you have second thoughts or new information. A motion to withdraw can be made any time during the debate of the motion but cannot be made after the motion has been voted on.

### **Limits on Debate**

1. There is no prescribed limit to debate except common sense. The Moderator can limit debate and can ask speakers to stop if they are straying from the subject, repeating points already made or talking at unnecessary length.
2. Town Meeting itself can also terminate debate. To do so, after being recognized by the Moderator, you may say, “I move the previous question.” This motion is not debatable, and if seconded and voted by a two-thirds majority, debate ends and the motion under discussion will be then put to a vote.
3. The Moderator may defer motions to limit debate when, in his or her reasonable judgment, there are a significant number of voters who have indicated a desire to speak but have not yet been recognized.

### **Points of Order**

1. Once recognized by the Moderator, no speaker may be interrupted in any way except by a “point of order.” A point of order is not a motion, and does not require a second or a vote. It is a question, and on a point of order a voter may raise only three valid concerns:
  - a. Is the speaker entitled to the floor? For example, is the person a non-voter, or spoken for longer than his allotted time?
  - b. Is the speaker saying something inappropriate, frivolous, irrelevant, or illegal?
  - c. Is there some error in the procedure of the pending action or motion?
2. The Moderator welcomes proper points of order and will make every effort to explain the procedural issues that shape Town Meeting discussions. When exercising this parliamentary privilege, you should stand and state loudly that you wish to make a point of order, and wait for the Moderator to recognize you. No voter should hesitate to rise and bring to the Moderator’s attention an issue that constitutes a proper point of order because, when exercised responsibly, it functions as a tactful hint from a voter regarding important points of procedure that the Moderator may have missed.

### **Motions for Reconsideration**

1. Article II, Section 13 of our Bylaw controls. A motion to reconsider an article previously voted on in the same session (i.e. the same night), is proper, and an affirmative vote of 2/3 of the voters present is required for passage. If we have adjourned for the evening, a motion to reconsider an article voted on in a previous session requires a unanimous vote, unless written notice of an intention to move for reconsideration, signed by 15 voters, is given to the Town Clerk by noon of the next day following the session, in which case, a 2/3 vote would be required to pass a motion to reconsider.
2. In the event a motion to reconsider is properly made and seconded, all discussion must be confined exclusively to the merits or demerits of reconsideration. In general, the only proper reasons to seek reconsideration are that there occurred such a misstatement of fact or law in the preceding debate, or such an error of procedure, that the voters, if aware of such discrepancies, would have voted differently. It is not a proper basis for reconsideration to argue simply that the voters arrived at the wrong result.

### **Adjournment**

1. Adjournment of any session will occur on completion of the article under discussion at 10:30 P.M., unless there is a two-thirds vote to do otherwise. The Moderator will ask for a motion to adjourn the Town Meeting to another time to complete the Warrant. A voter can also make a motion to adjourn. The time and place for resuming Town Meeting must be specified in the motion.
2. When all business on the Warrant has been acted on, the Moderator will ask for a motion to dissolve the meeting, which must be seconded and put to a vote.

### **Decorum**

We gather at Town Meeting as friends and neighbors, united by a shared commitment to the civic life and governance of Sudbury. The town meeting form of government is unique to New England, and its continued existence links us directly to the founding of Sudbury more than 375 years ago. It is democracy in its finest and purest form, and its value lies in townspeople being forced to have discussions and make decisions together, face to face, in real time. Its proper functioning requires that every speaker be treated with courtesy and respect, no matter how strongly you may disagree with his or her point of view. To that end, the Moderator will not allow any clapping, hissing, booing or other audible noise, for or against any speakers, either before, during or after presentations. The Moderator has the power to terminate the right to speak of anyone who makes disrespectful comments, whether directed at a voter, speaker or Town official.

## PART I

**TOWN OF SUDBURY ANNUAL  
TOWN MEETING WARRANT**



Commonwealth of Massachusetts Middlesex, ss.

To the Constable of the Town of Sudbury:

GREETINGS:

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 affairs to meet at the Lincoln-Sudbury Regional High School Auditorium, 390 Lincoln Road, in said Town on Monday, May 7, 2018, at 7:30 o'clock in the evening, then and there to act on the following articles:

**ARTICLE 1. HEAR REPORTS**

To see if the Town will vote to hear, consider and accept the reports of the Town Boards, Commissions, Officers and Committees as printed in the 2017 Town Report or as otherwise presented; or act on anything relative thereto.

Submitted by the Board of Selectmen.

(Majority vote required)

BOARD OF SELECTMEN POSITION: The Board of Selectmen supports this article.

**ARTICLE 2. FY18 BUDGET ADJUSTMENTS**

To see if the Town will vote to amend the votes taken under Article 3, FY18 Budget, of the 2017 Annual Town Meeting, by adding to or deleting from line items thereunder, by transfer between or among accounts or by transfer from available funds; or act on anything relative thereto.

Submitted by the Board of Selectmen.

(Majority vote required)

BOARD OF SELECTMEN REPORT: This article will allow flexibility to review all accounts within the FY18 Operating Budget to make adjustments at the Annual Town Meeting as necessary.

BOARD OF SELECTMEN POSITION: The Board of Selectmen will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 3. FY19 BUDGET**

To see if the Town will vote to raise and appropriate, or appropriate from available funds, the following sums, or any other sum or sums, for any or all Town expenses and purposes, including debt and interest, and to provide for a Reserve Fund, all for the Fiscal Year July 1, 2018 through June 30, 2019, inclusive, in accordance with the following schedule, which is incorporated herein by reference,

<b>EXPENDITURES</b>	<b>FY19 Recommended</b>
300: Education - Sudbury Public Schools (SPS)	37,459,173
300: Education - LS Regional High School (LS) <sup>1</sup>	24,762,716
300: Education - Vocational	663,719
<b>Total: Schools</b>	<b>62,885,608</b>
100: General Government	3,087,783
200: Public Safety <sup>4</sup>	8,581,159
400: Public Works	5,292,995
500: Human Services	792,406
600: Culture & Recreation	1,367,678
800: Town-Wide Operating and Transfers	536,963
<b>Total: Town Departments</b>	<b>19,658,984</b>
700: Town Debt Service	3,100,625
900: Employee Benefits (Town and SPS) <sup>2</sup>	12,331,171
1000: OPEB Trust Contribution (Town and SPS) <sup>3</sup>	540,249
<b>TOTAL OPERATING BUDGET:</b>	<b>98,516,637</b>
(not including Capital or Enterprise Funds)	

<sup>1</sup> Includes \$333,114 for OPEB and \$564,892 for Debt Service.  
<sup>2</sup> Includes \$5,358,834 for Town and \$6,972,337 for SPS.  
<sup>3</sup> Includes \$205,943 for Town and \$334,306 for SPS.  
<sup>4</sup> Appropriation is partially funded by \$660,000 of ambulance receipts.

; or act on anything relative thereto.

Attachment5.a: ATM18 Warrant draft\_no\_color (2722 : Vote to sign ATM Warrant)

Submitted by the Finance Committee.

(Majority vote required)

SEE DETAILED BUDGET INFORMATION IN THE FINANCE COMMITTEE SECTION OF THE WARRANT.

BOARD OF SELECTMEN POSITION: The Board of Selectmen supports this article.

FINANCE COMMITTEE POSITION: The Finance Committee supports this article.

**ARTICLE 4. FY19 CAPITAL BUDGET**

To see if the Town will vote to raise and appropriate, or appropriate from available funds, the following sum for the purchase or acquisition of capital items including but not limited to capital equipment, construction, engineering, and design, including but not limited to renovation to buildings; and to determine whether this sum shall be raised by lease purchase or otherwise:

	<b>FY19 Recommended</b>
<b>Operating Capital Budget</b>	
Sudbury Public Schools	102,000
LS Regional High School	97,818
Selectmen/Town Manager	100,000
Information Systems	40,900
Town Clerk & Registrars	50,000
Police	25,600
Streets & Roads	120,000
Parks and Grounds	100,000
Combined Facilities	140,000
Recreation	45,000
<b>Total Operating Capital Budget</b>	<b>821,318</b>

; or act on anything relative thereto.

Submitted by the Town Manager.

(Majority vote required)

TOWN MANAGER REPORT: Details on each of these items can be found in the Finance Committee Section,

BOARD OF SELECTMEN REPORT: The Board of Selectmen supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

Attachment5.a: ATM18 Warrant draft\_no\_color (2722 : Vote to sign ATM Warrant)



**ARTICLE 5. FY19 TRANSFER STATION ENTERPRISE FUND BUDGET**

To see if the Town will vote to raise and appropriate, or transfer from available funds, the following sums set forth in the FY19 budget of the Transfer Station Enterprise, to be included in the tax levy and offset by the funds of the enterprise:

	FY17 Actual	FY18 Appropriated	FY19 Recommended
<b>TRANSFER STATION ENTERPRISE FUND</b>			
Direct Costs	254,055	297,392	310,806
Indirect Costs	16,700	16,700	16,700
<b>Total Expenditures</b>	<b>270,755</b>	<b>314,092</b>	<b>327,506</b>
Enterprise Receipts	294,037	314,092	327,506
<b>Total Revenues</b>	<b>294,037</b>	<b>314,092</b>	<b>327,506</b>

; or act on anything relative thereto.

Submitted by the Finance Committee.

(Majority vote required)

FINANCE COMMITTEE REPORT: See report in Finance Committee Section, Page FC-37.  
The Finance Committee recommends approval of the Budget.

BOARD OF SELECTMEN POSITION: The Board of Selectmen supports this article.

**ARTICLE 6. FY19 POOL ENTERPRISE FUND BUDGET**

To see if the Town will vote to raise and appropriate, or transfer from available funds, the following sums set forth in the FY19 budget of the Atkinson Pool Enterprise, to be included in the tax levy and offset by the funds of the enterprise:

	FY17 Actual	FY18 Appropriated	FY19 Recommended
<b>POOL ENTERPRISE FUND</b>			
Direct Costs	517,538	574,434	467,220
Indirect Costs <sup>1</sup>	-	-	36,227
<b>Total Expenditures</b>	<b>517,538</b>	<b>574,434</b>	<b>503,447</b>
Enterprise Receipts	486,635	574,434	503,447
<b>Total Revenues</b>	<b>486,635</b>	<b>574,434</b>	<b>503,447</b>

<sup>1</sup> Paid for by Enterprise Revenue Transfer to Unclassified Benefits (General Fund)

; or act on anything relative thereto.

Submitted by the Finance Committee.

(Majority vote required)

FINANCE COMMITTEE REPORT: See report in Finance Committee Section.

FINANCE COMMITTEE POSITION:

BOARD OF SELECTMEN POSITION: The Board of Selectmen will report at Town Meeting.

**ARTICLE 7. FY19 RECREATION FIELD MAINTENANCE ENTERPRISE FUND BUDGET**

To see if the Town will vote to raise and appropriate, or transfer from available funds, the following sums set forth in the FY19 budget of the Recreation Field Maintenance Enterprise, to be included in the tax levy and offset by the funds of the enterprise:

	FY17 Actual	FY18 Appropriated	FY19 Recommended
<b>FIELD MAINTENANCE ENTERPRISE FUND</b>			
Direct Costs <sup>1</sup>	202,051	217,762	217,291
Indirect Costs <sup>2</sup>	22,575	22,575	22,575
<b>Total Expenditures</b>	<b>224,626</b>	<b>240,337</b>	<b>239,866</b>
Enterprise Receipts	180,366	240,337	239,866
<b>Total Revenues</b>	<b>180,366</b>	<b>240,337</b>	<b>239,866</b>

<sup>1</sup> Direct costs include \$10,500 of capital expenditures.

<sup>2</sup> Paid for by Enterprise Revenue Transfer to Unclassified Benefits (General Fund)

; or act on anything relative thereto.

Submitted by the Finance Committee.

(Majority vote required)

FINANCE COMMITTEE REPORT: See report in Finance Committee Section.  
The Finance Committee will report at Town Meeting.

BOARD OF SELECTMEN POSITION: The Board of Selectmen supports this article.

**ARTICLE 8. SNOW AND ICE TRANSFER**

To see what sum the Town will vote to raise and appropriate, or transfer from available funds, to be expended under the direction of the Town Manager, for the purpose of funding the Fiscal Year 18 Snow and Ice deficit;

Attachment5.a: ATM18 Warrant draft\_no\_color (2722 : Vote to sign ATM Warrant)

;or act on anything relative thereto.

Submitted by the Town Manager. (Majority vote required)

TOWN MANAGER REPORT: Due to the nature of this year’s winter, the Town was required to deficit spend in the DPW snow and ice accounts. This article will fund that deficit.

BOARD OF SELECTMEN POSITION: The Board of Selectmen will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 9. UNPAID BILLS**

To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money for the payment of certain unpaid bills incurred in previous fiscal years or which may be legally unenforceable due to the insufficiency of the appropriation in the years in which such bills were incurred; or act on anything relative thereto.

Submitted by the Town Accountant. (Four-fifths vote required)

TOWN ACCOUNTANT REPORT: Invoices that are submitted for payment after the accounts are closed at the end of a fiscal year or payables for which there are insufficient funds (and were not submitted for a Reserve Fund Transfer) can only be paid by a vote of the Town Meeting, a Special Act of the Legislature, or a court judgment.

BOARD OF SELECTMEN POSITION: The Board of Selectmen will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 10. CHAPTER 90 HIGHWAY FUNDING** (Consent Calendar)

To see if the Town will vote to authorize the Town Manager to accept and to enter into a contract for the expenditure of any funds allotted or to be allotted by the Commonwealth for the construction, reconstruction and maintenance projects of Town ways pursuant to Chapter 90 funding; and to authorize the Treasurer to borrow such amounts in anticipation of reimbursement by the Commonwealth; or act on anything relative thereto.

Submitted by the Director of Public Works. (Majority vote required)

DIRECTOR OF PUBLIC WORKS REPORT: Each year the Legislature allocates funds to cities and towns for the improvement of their infrastructure, to be expended under the Chapter 90 guidelines. The current plans are to continue the implementation of our pavement management program.

BOARD OF SELECTMEN POSITION: The Board of Selectmen supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

Attachment5.a: ATM18 Warrant draft\_no\_color (2722 : Vote to sign ATM Warrant)

**ARTICLE 11. FY19 REVOLVING FUND SPENDING LIMITS***(Consent Calendar)*

To see if the Town will vote to establish the FY2019 spending limits for the use of revolving funds under M.G.L. c.44, s.53E ½, by the following departments of the Town in accordance with each fund set forth in Article XXXIII of the Town of Sudbury General Bylaws or act in any manner related thereto.

<u>Fund</u>	<u>Department</u>	<u>Amount</u>
Public Health Vaccinations	Board of Health	15,000.00
Plumbing & Gas Inspectional Services	Building Inspector	65,000.00
Portable Sign Administration & Inspectional Services	Building Inspector	10,000.00
Conservation (Trail Maintenance)	Conservation Commission	15,000.00
Conservation (Wetlands)	Conservation Commission	50,000.00
Forestry Activities	Conservation Commission	10,000.00
Council on Aging Activities	Council on Aging	50,000.00
Council on Aging Van Transportation (MWRTA)	Council on Aging	135,000.00
Cemetery Revolving Fund	Public Works	20,000.00
Fire Department Permits	Fire	50,000.00
Goodnow Library Meeting Rooms	Goodnow Library	10,500.00
Recreation Programs	Park and Recreation Commission	542,000.00
Teen Center	Park and Recreation Commission	20,000.00
Youth Programs	Park and Recreation Commission	170,000.00
Bus	Sudbury Public Schools	450,000.00
Instrumental Music	Sudbury Public Schools	100,000.00
Cable Television	Town Manager	30,000.00
Rental Property	Town Manager	40,000.00
Dog	Town Clerk	70,000.00
Zoning Board of Appeals	Zoning Board of Appeals	25,000.00
Solar Energy	Combined Facilities	330,000.00

Submitted by the Town Finance Director.

(Majority vote required)

FINANCE DIRECTOR REPORT: As set forth in Article XXXIII of the Town of Sudbury General Bylaws, this article seeks authorization for Fiscal Year 2019 for revolving funds previously established pursuant to M.G.L. c.44, s.53E1/2. Expenditures from each revolving fund are subject to the limitation established annually by Town Meeting or any increase therein as may be authorized in accordance with G.L. c.44, §53E½. The maximum amount stated is the same as the FY18 maximum voted for each revolving fund except for the following: Conservation (Trail Maintenance) increased from \$7,500 to \$15,000 and Conservation (Wetlands) increased from \$35,000 to \$50,000. The limit of the new Conservation Forestry Activities revolving fund established at the October 2017 Special Town Meeting is set at \$10,000. \_\_\_\_\_

BOARD OF SELECTMEN POSITION: The Board of Selectmen supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 12. FUND LITIGATION COSTS – EVERSOURCE**

To see what sum the Town will vote to raise and appropriate, or transfer from available funds, to be expended under the direction of the Town Manager, for the purpose of legal fees, hiring of experts, and all related costs related to litigation of the Eversource/Hudson reliability project; or act on anything relative thereto.

Submitted by the Town Manager.

(Majority vote required)

TOWN MANAGER REPORT: This article will allow the Town to raise and appropriate or transfer funds to be used to fund the costs of continuing litigation with Eversource. Litigation is ongoing at both the Energy Facility Siting Board and in Land Court. The proposed project will run a 115kV power transmission line from Sudbury to Hudson.

BOARD OF SELECTMEN POSITION: The Board of Selectmen will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 13. FUND LITIGATION COSTS – SUDBURY STATION PROJECT**

To see what sum the Town will vote to raise and appropriate, or transfer from available funds, to be expended under the direction of the Town Manager, for the purpose of legal fees, hiring of experts, and all related costs related to litigation of the Sudbury Station project; or act on anything relative thereto.

Submitted by the Town Manager.

(Majority vote required)

TOWN MANAGER REPORT: This article will allow the Town to transfer a sum of money from free cash or other available funds to be used to fund the cost of multiple litigations concerning the proposed Sudbury Station development, including the House Appeals Committee. The Sudbury Station development is a 40 B comprehensive permit project proposed on a 39.87 acre parcel of land off Concord Road behind the Town cemetery.

BOARD OF SELECTMEN POSITION: The Board of Selectmen will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 14. WITHDRAWN**

**ARTICLE 15. MEANS TESTED SENIOR TAX EXEMPTION EXTENSION**

To see if the Town will vote to extend for FY 2019, FY 2020 and FY 2021 an act passed in the general court in the year 2012 entitled, “An act authorizing the town of Sudbury to establish a means tested senior citizen property tax exemption”; or act on anything relative thereto.

Submitted by the Board of Assessors.

(Majority vote required)

**BOARD OF ASSESSORS REPORT:** Chapter 10 of the Acts of 2016 allows for a continuation of the Exemption Program providing Town Meeting approve program continuation every three years. A majority vote at an Annual or Special Town Meeting is required for passage.

The Sudbury Means Tested Senior Exemption Program reduces real property taxes for certain low to moderate income seniors through a redistribution of the property tax burden within the residential class. Therefore, there is a residential tax rate increase associated with the implementation of the Program (any exemption is shifted to the non-qualifying residential real property owners in Town). The exemption does not impact the Commercial, Industrial or Personal Property classes.

In FY 2014 118 applications for the exemption were approved with an average benefit of \$2,450. In FY 2014 the average single family tax increase attributable to the program was \$45.

In FY 2015 124 applications for the exemption were approved with an average benefit of \$2,664. In FY 2015 the average single family tax increase attributable to the program was \$60.

In FY 2016 103 applications for the exemption were approved with an average benefit of \$3,288. In FY 2016 the average single family tax increase attributable to the program was \$61.

In FY 2017 111 applications for the exemption were approved with an average benefit of \$3,282. In FY 2017 the average single family tax increase attributable to the program was \$63.

In FY 2018 113 applications for the exemption were approved with an average benefit of \$3,664. In FY 2018 the average single family tax increase attributable to the program was \$73.

**BOARD OF SELECTMEN POSITION:** The Board of Selectmen will report at Town Meeting.

**FINANCE COMMITTEE REPORT:** The Finance Committee will report at Town Meeting.

## **ARTICLE 16. AMEND ARTICLE XXV CAPITAL PLANNING**

To see if the Town will vote to amend Article XXV, Section 2 of the Town of Sudbury General Bylaws by changing the words: “\$50,000 in a single year or over \$100,000 in multiple years” to read: “\$100,000 in a single year or over \$200,000 in multiple years”, so that Section 2 will read as follows:

“SECTION 2. The CIAC shall study proposals from the Sudbury Town Manager, Sudbury Public Schools and the Lincoln Sudbury Regional High School or their representatives which involve major tangible items with a total project cost of more than \$100,000 in a single year or over \$200,000 in multiple years and which would likely require an article at Town Meeting for the project’s authorization. The CIAC shall make a report with recommendations to the Finance Committee and the Board of Selectmen on these proposals.”

;or act on anything relative thereto.

Submitted by the **Town Manager**.

(Majority vote required)

**BOARD OF SELECTMEN REPORT:** This article will allow the Town Manager to submit in the operating budget capital items up to \$100,000 rather than \$50,000. There are many smaller vehicle purchases as well as smaller capital items that would fall within the new threshold. This would allow the Town to streamline processes and fund more projects through the operating budget. **The Board of Selectmen supports this article.**

**FINANCE COMMITTEE REPORT:** The Finance Committee will report at Town Meeting.

**ARTICLE 17. AMEND BYLAWS ARTICLE I, TOWN MEETINGS, SECTION 3**

To see if the Town will vote to amend the Town of Sudbury Bylaws by removing Section 3 of Article I and inserting in its place the following:

Section 3. A Town Meeting shall be held during the months of September, October or November at such date, time and place as the Selectmen shall determine, unless the following applies. By the end of July, the Board of Selectmen shall discuss in public session, hold a public hearing and vote to determine whether a fall Town Meeting should occur. The public hearing shall be posted in accordance with the Open Meeting Law. The Board of Selectmen shall also solicit input from the Town via email or mail for a period of one week before the public hearing.

;or act on anything relative thereto.

Submitted by the Board of Selectmen.

(Majority vote required)

**BOARD OF SELECTMEN REPORT:** This article will amend the current Bylaw for Fall Town Meeting to allow more flexibility in scheduling. Further, it allows the Board of Selectmen, after receiving public input, to make the determination that a Fall Town Meeting is not needed in a specific year.

**BOARD OF SELECTMEN POSITION:** The Board of Selectmen supports this article.

**FINANCE COMMITTEE REPORT:** The Finance Committee will report at Town Meeting.

**ARTICLE 18. REPEAL BYLAWS ARTICLE V(C) SMOKING PROHIBITION**

To see if the Town will vote to repeal Article V(C) of the General Bylaws, Smoking Prohibition, in its entirety, or act on anything relative thereto.

Submitted by the Board of Selectmen.

(Majority vote required)

**BOARD OF SELECTMEN REPORT:** Article V (C) Smoking Prohibition is an outdated Bylaw that does not reflect the current state laws or the Board of Health regulations regarding smoking that were passed in 2017 after a rigorous process, including town and public input. The new regulations contemplate not only regular smoking products, but also electronic cigarettes. This outdated bylaw has become obsolete and the Board of Health regulations should be the governing regulation on this matter.

BOARD OF SELECTMEN POSITION: The Board of Selectmen supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 19 . AMEND BYLAWS ARTICLE V SECTION 3, REGULATION OF DOGS**

To see if the Town will vote to amend the Town of Sudbury Bylaws Article V Public Safety Section 3, s. 3-5 Hearing Officer by removing

s. 3-5 Hearing Officer. The Board of Selectmen shall act on all matters pertaining to the enforcement of this bylaw and the settling of any disputes between the dog owner, the Town and its residents.

and replacing it with

s. 3-5 Hearing Authority. The Board of Selectmen shall act as the Hearing Authority for all matters pertaining to the enforcement of this bylaw. The Hearing Authority shall investigate or cause the investigation of the complaint.

;or act on anything relative thereto.

Submitted by the Board of Selectmen. (Majority vote required)

BOARD OF SELECTMEN REPORT: This article amends the current nuisance or dangerous dog bylaw to allow the Board of Selectmen to delegate the investigation of a dangerous dog complaint to town staff or other official. This will allow for great efficiency in investigations and conclusions of such matters. The new language is in concert with current state law.

BOARD OF SELECTMEN POSITION: The Board of Selectmen supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 20. AMEND ZONING BYLAW, ARTICLE 7000, DEFINITIONS, AND SECTION 2230 (APPENDIX A), TABLE OF PRINCIPAL USE REGULATIONS**

To see if the Town will vote to amend the Town’s Zoning Bylaw by adding the following new definitions to Article 7000 in alphabetical order:

“Marijuana Cultivator”, an entity licensed by the Commonwealth of Massachusetts to cultivate, process and package marijuana, to deliver marijuana to marijuana establishments and to transfer marijuana to other marijuana establishments, but not to consumers.

“Marijuana Establishment”, a marijuana cultivator, independent testing laboratory, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business as defined in General Laws chapter 94G section 1.

“Marijuana Product Manufacturer”, an entity licensed by the Commonwealth of Massachusetts to obtain, manufacture, process and package marijuana and marijuana products, to deliver marijuana and marijuana

Attachment5.a: ATM18 Warrant draft\_no\_color (2722 : Vote to sign ATM Warrant)



products to marijuana establishments and to transfer marijuana and marijuana products to other marijuana establishments, but not to consumers.

“Marijuana Products”, products that have been manufactured and contain marijuana or an extract from marijuana, including, but not limited to concentrated forms of marijuana and products composed of marijuana and other ingredients that are intended for use or consumption, including edible products, beverages, topical products, ointments, oils and tinctures as defined by the Commonwealth of Massachusetts.

“Marijuana retailer”, an entity licensed to purchase and deliver marijuana and marijuana products from marijuana establishments and to deliver, sell or otherwise transfer marijuana and marijuana products to marijuana establishments and to consumers.

And by amending Section 2230 (Appendix A), Table of Principal Use Regulations, by inserting as a principal use under C. Commercial uses, the following use:

28. “Marijuana Establishment”, and placing an “N” in the column for each district on the Table of Principal Use Regulations.

;or act on anything relative thereto.

Submitted by the Planning Board.

(Two-thirds vote required.)

PLANNING BOARD REPORT: This article requests amending the Town’s Zoning Bylaw Definitions and Use Table to prohibit commercial marijuana cultivation, manufacturing or sale of any marijuana product, including retail establishments or commercial sales of marijuana products in any zoning district throughout town. This follows Sudbury’s overall vote not to support the statewide ballot question (Question #4) on recreational marijuana during the November 2016 election. Following the November 2016 election, the May 2017 Annual Town Meeting voted to impose a temporary moratorium on marijuana establishments, which is set to expire on July of 2018.

The Planning Board members discussed at a series of public meetings their desire to have the town “opt-out” of the State’s recreational marijuana initiative and worked with the Sudbury Police Chief and Town Counsel to develop the zoning bylaw amendment.

It is important to note this zoning amendment only pertains to commercial sales, cultivation and establishments and does not prohibit personal use or at-home cultivation.

The Planning Board voted to approve the Warrant Article on January 10, 2018 at a regularly posted meeting and conducted a public hearing to allow for citizen comment on February 28, 2018.

BOARD OF SELECTMEN POSITION: The Board of Selectmen will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

## **ARTICLE 21. DPW ROLLING STOCK REPLACEMENT**

To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$60,000, or any other sum, for the purchase or acquisition of a vehicle for the Department of Public Works;

or act on anything relative thereto.

Submitted by the Director of Public Works.

(Majority vote required)

**DIRECTOR OF PUBLIC WORKS REPORT:** This article is requesting \$60,000 for the replacement of a 2009 Chevy 2500HD which is old, unreliable and costly to repair. This type of vehicle is used daily and is one of the most used equipment in the fleet to perform everyday tasks including moving materials and equipment that is carried or towed and may be used for snow removal.

**BOARD OF SELECTMEN POSITION:** The Board of Selectmen supports this article.

**FINANCE COMMITTEE REPORT:** The Finance Committee will report at Town Meeting.

### **ARTICLE 22. DPW EQUIPMENT**

To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$860,000, or any other sum, for the purchase or acquisitions of rolling stock, vehicles, and equipment for the Department of Public Works and borrowing costs including bond and note issue expense, and to raise this appropriation the Treasurer with the approval of the Selectmen is authorized to borrow under M.G.L. c. 44 s.7; and to determine whether all appropriations hereunder to be contingent upon the approval of a Proposition 2 ½ Debt Exclusion in accordance with G.L. c. 59 s. 21C; or act on anything relative thereto.

Submitted by the Director of Public Works.

(Two-thirds vote required, if borrowed)

**DIRECTOR OF PUBLIC WORKS REPORT:** This article is requesting \$860,000 for the purchase of various pieces of vehicles and equipment including (1) One-ton dump truck with plow, wing and spreader, (1) Bucket truck, (2) Street sweepers, and (1) Mini-excavator. The Public Works Department depends on the regular replacement of vehicles and equipment to maintain its fleet. Without these vehicles and equipment, the Public Works Department would not be able to perform effectively, causing delays in snow removal operations and various construction projects.

**BOARD OF SELECTMEN POSITION:** The Board of Selectmen supports this article.

**FINANCE COMMITTEE REPORT:** The Finance Committee will report at Town Meeting.

### **ARTICLE 23. DPW UNDERGROUND FUEL STORAGE AND MANAGEMENT SYSTEM REPLACEMENT**

To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$1,500,000, or any other sum, to be expended under the direction of the Department of Public Works Director for the purpose of constructing, reconstruction, or making extraordinary repairs in order to replace the underground fuel storage and management systems at the DPW Facility located at 275 Old Lancaster Road, and all appurtenances thereto and all expenses therewith including preparation of plans, specifications and bidding documents and borrowing costs including bond and note issue expense, and to raise this appropriation the Treasurer with the approval of the Selectmen is authorized to borrow under M.G.L. c. 44 s.7; and to determine whether all appropriations hereunder to be contingent upon the approval of a Proposition 2 ½ Debt Exclusion in accordance with M.G.L. c. 59 s. 21C; or act on anything relative thereto.

Submitted by the Director of Public Works.

(Two-thirds vote required if borrowed)

**DIRECTOR OF PUBLIC WORKS REPORT:** This article is requesting \$1,500,000 for the removal of the current fuel island, canopy, underground gas and diesel storage tanks and fuel management system along with the design and construction of a new fuel island, canopy, above ground gas and diesel storage tanks and fuel management system at the DPW Facility. The current fuel dispensing system is approximately 24 years old and at the end of its useful life. It provides gas and diesel to the entire DPW fleet, Police, Fire, Building, Facilities, BOH, Council on Aging, School Department (SPS and LS), Housing and the Water District. The existing fuel dispensing and management systems has been experiencing failures causing the need to seek alternate fuel sources including having to patronize privately-owned fuel stations (at a substantial increase in costs per gallon).

**BOARD OF SELECTMEN POSITION:** The Board of Selectmen will report at Town Meeting.

**FINANCE COMMITTEE REPORT:** The Finance Committee will report at Town Meeting.

**ARTICLE 24. STEARNS MILL POND DAM DESIGN, PERMIT AND ENGINEERING FEES AND DUTTON ROAD BRIDGE REPLACEMENT**

To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$1,850,000, or any other sum, to be expended under the direction of the Department of Public Works Director for the purpose of obtaining design, permit and engineering fees associated with required subsequent repairs to the Stearns Mill Pond Dam in order to stabilize the dam and correct the safety deficiencies identified by the State and to fund the design and construction to replace the Dutton Road bridge downstream of the dam and over Hop Brook with all associated costs relative thereto, and borrowing costs including bond and note issue expense, and to raise this appropriation the Treasurer with the approval of the Selectmen is authorized to borrow under M.G.L. c. 44 s.7; and to determine whether all appropriations hereunder to be contingent upon the approval of a Proposition 2 ½ Debt Exclusion in accordance with M.G.L. c. 59 s. 21C; or act on anything relative thereto.

Submitted by the Director of Public Works.

(Two-thirds vote required if borrowed)

**DIRECTOR OF PUBLIC WORKS REPORT:** This article is requesting \$1,850,000 for the design/engineering, permitting and construction for the Stearns Millpond Dam in addition to the design/engineering, permitting and construction for the Dutton Road Bridge (over Hop Brook). The Stearns Millpond Dam is rated as a significant hazard dam by the Massachusetts Department of Conservation and Recreation (DCR) Office of Dam Safety (ODS). A recent inspection of the dam identified deficiencies which resulted in the Town receiving a Notice of Noncompliance (NON) by the ODS. In order to properly respond to the NON and to improve the rating, we will need to perform a Phase 2 study and a full analysis of the dam along with a remedial design. The Dutton Road Bridge (downstream of the Stearns Millpond outlet) is in disrepair as identified during recent culvert and bridge inspections. This structure provides a critical link for motorists traveling between Hudson Road to the north and Route 20 to the south.

**BOARD OF SELECTMEN POSITION:** The Board of Selectmen supports this article.

**FINANCE COMMITTEE REPORT:** The Finance Committee will report at Town Meeting.

Attachment5.a: ATM18 Warrant draft\_no\_color (2722 : Vote to sign ATM Warrant)

**ARTICLE 25. SUDBURY PUBLIC SCHOOLS PLAYGROUND IMPROVEMENT**

To see if the Town will vote to raise and appropriate, or transfer from available funds, \$165,000 or any other sum, to be expended under the direction of the School Department for the purpose of construction, reconstruction, or making extraordinary repairs to the Sudbury Public Schools Playgrounds; and all expenses therewith including professional and engineering, the preparation of plans, specifications and bidding documents, and supervision of work; or act on anything relative thereto.

Submitted by the Sudbury Public Schools School Committee.

(Majority vote required)

SCHOOL COMMITTEE REPORT: This article seeking funding is presented for the purpose of addressing the playground condition at the Noyes Elementary School as part of the process to improve all Sudbury Schools' playgrounds originally initiated by the Town Facilities Department with consultation from the Sudbury Public Schools Administration. A citizen's group, PlaySudbury, was formed to assist with design and community involvement working toward modernizing the school playgrounds.

This article seeking funding for playground improvements at the Noyes Elementary School is part of a multi-year project goal, which, upon completion, will bring the four (4) elementary school playgrounds into compliance with the American Disabilities Act (ADA) and the Massachusetts Architectural Access Board (MAAB) accessibility requirements. These projects include playground improvements already in progress at the Haynes Elementary School and this article will fund improvements at the Noyes Elementary School Playground. Fundraising, grant applications, and in-kind donations are currently being pursued by PlaySudbury in hopes of mitigating the costs of the total playgrounds project.

The Community Preservation Committee (CPC) voted on January 3, 2018 to contribute funds totaling \$250,000 towards the Noyes Elementary School Playground. Once CPC funds are approved by Town Meeting, this article will allow the acceptance of the CPC fund transfer and make up the remaining \$165,000 for the Noyes School playground project cost balance.

The playground improvements intend to apply concepts of universal design in order to create not just playgrounds, but multigenerational recreational spaces so that the entire community can utilize and enjoy our school grounds.

As PlaySudbury states, every student deserves equal access to their school playground. Despite being maintained, the Sudbury School playgrounds are outdated. The surfaces are not up to Massachusetts Architectural Access Board (MAAB) standards, and much of the equipment is not ADA compliant and nearing end of equipment's useful life. Due to lack of accessibility, some students are being denied an equal opportunity to participate alongside their peers in outdoor play activities. The multi-year Playground Project seeks to provide a safe, accessible play environment for our children to grow and thrive.

BOARD OF SELECTMEN POSITION: The Board of Selectmen will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

Attachment5.a: ATM18 Warrant draft\_no\_color (2722 : Vote to sign ATM Warrant)

**ARTICLE 26. NOYES FIRE ALARM SYSTEM REPLACEMENT**

To see if the Town will vote to raise and appropriate, or appropriate from available funds, the sum of \$22,000.00 for the engineering and design services to create the specification documents necessary to replace the fire alarm system at Noyes Elementary School, including but not limited to renovation to building; or take any action relative thereto.

Submitted by the Sudbury Public Schools School Committee. (Majority vote required)

SCHOOL COMMITTEE REPORT: This article seeks the funding to contract engineering and/or design services to complete the design specifications necessary for bidding and contract purposes, along with a true project cost estimate, for a Fire Alarm System Replacement at Noyes Elementary School.

The total project replaces the existing, antiquated fire alarm system at the Noyes School. The existing system is a proprietary system manufactured by Simplex and the repairs and parts are costly to repair or replace. Further, the existing system parts are becoming obsolete and no longer available.

This article ONLY seeks funding for engineering and design fees in order to provide the Town with the final total project details and cost to replace with a new Fire Alarm System and seek project funding at the Fall Town Meeting.

BOARD OF SELECTMEN POSITION: The Board of Selectmen will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 27. REPLACEMENT OF TELEPHONE SYSTEM – LINCOLN-SUDBURY REGIONAL HIGH SCHOOL**

To see if the Town will vote to raise and appropriate, or transfer from available funds, its proportionate share of \$80,000, or any other sum, to be expended under the direction of the Lincoln-Sudbury Regional School District School Committee for the purpose of constructing, reconstructing, or making extraordinary repairs to the Lincoln-Sudbury Regional High School for the purpose of replacing the telephone system; and to determine whether said sum shall be raised by borrowing or otherwise; and to determine whether such funding will be subject to a Proposition 2 1/2 exclusion; or act on anything relative thereto.

Submitted by the Lincoln-Sudbury Regional School District School Committee. (Majority vote required,)

LINCOLN-SUDBURY SCHOOL COMMITTEE REPORT: Approval of this Article would enable the replacement of the existing telephone system at Lincoln-Sudbury Regional High School. The school district must maintain a reliable telephone system for communication and safety of students, staff and community. The current telephone system was installed in 2004. During recent repair and maintenance, the School District was informed that the manufacturer will no longer be supporting the server equipment. Once the supply of spare parts is expended, no more will be available.

The existing data infrastructure will be used to support the new phone telephone system so there will be no additional cost for installation beyond the actual equipment. The project includes coordination with Lincoln-Sudbury staff and project management, deployment of 320 telephones as well as staff training. If funding were to be approved, this project would be scheduled to be completed in the summer of 2018.

BOARD OF SELECTMEN POSITION: The Board of Selectmen will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 28. CUTTING FIELD**

To see if the Town will vote to raise and appropriate, or transfer from available funds, \$500,000, or any other sum, to be expended under the Direction of the Park and Recreation Director for the purpose of reconstructing, resurfacing, or making extraordinary repairs to the Cutting Field; and to determine whether such funding will be subject to a Proposition 2 ½ exclusion; or act on anything relative thereto.

Submitted by the Park and Recreation Commission.

(Majority vote required)

PARK AND RECREATION COMMISSION REPORT: Cutting Field has reached the end of its useful life and needs to be resurfaced to maintain the integrity of the turf playing field. This field is over ten years old.

BOARD OF SELECTMEN POSITION: The Board of Selectmen will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 29. WITHDRAWN**

**ARTICLE 30. FAIRBANK COMMUNITY DESIGN FUNDS**

To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of \$1,900,000, or any other sum, to be expended under the direction of the Permanent Building Committee, for professional and engineering services including project management services relative to the design of a new and/or renovated Community Center and all other appurtenances thereto to be constructed on Town-owned land on the current site of the Fairbank Community Center and Atkinson Pool, 40 Fairbank Road, and all expenses therewith including preparation of plans, specifications and bidding documents, and borrowing costs including bond and note issue expense, and to raise this appropriation the Treasurer with the approval of the Selectmen is authorized to borrow under M.G.L. c. 44 s.7; and to determine whether all appropriations hereunder to be contingent upon the approval of a Proposition 2 ½ Debt Exclusion in accordance with M.G.L. c. 59 s. 21C; or act on anything relative thereto.

Submitted by the Board of Selectmen.

(Two-thirds vote required, if borrowed.)

BOARD OF SELECTMEN REPORT: The Fairbank Community Center has been a valuable community resource for over twenty-five years. The Center houses Park and Recreation, the Atkinson Pool, the Senior Center and the administration of the Sudbury Public Schools. The building has a number of issues including, lack of usable space, leaking roof portions, failing climate control, and other issues as well.

In 2017, the Fairbank Community Center Task Force retained Pros Consulting to conduct an analysis of the building, report on current conditions, and make recommendations for solutions and future building options. Pros Consulting presented three options, and one was of those options was selected by the Fairbank Community Center for further review and design. The proposed building is 62,800 square feet and includes a

fitness aspect, Park and Recreation, the Atkinson Pool, Senior Center, a track and a full gymnasium. The full project is estimated to cost \$32,777,340. This initial request is for design development only.

BOARD OF SELECTMEN POSITION: The Board of Selectmen will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

### **ARTICLE 31. ACQUISITION OF BROADACRES FARM**

To see what sum the Town will vote to raise and appropriate, or transfer from available funds or borrow for the purpose of permanently protecting, by purchase by the Town upon such terms as the Board of Selectmen determine or by granting of a conservation restriction to the Town, pursuant to the General Laws Chapter 184 Sections 31-32, all or 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 or otherwise and determine whether such sum will be subject to a Proposition 2 ½ exclusion or act on anything relative thereto.

Submitted by the Board of Selectmen.

(Two-thirds vote required, if borrowed)

BOARD OF SELECTMEN REPORT: Broadacres Farm is a 34.5+/- acre horse farm located on both the north and south sides of 82 Morse Road. The portion north of Morse Road contains approximately 15 acres, consisting of a 5-acre open field and a portion that has been improved with a house, barn and indoor riding arena. The portion southwest of Morse Road includes approximately 19.5 acres with areas of pasture, wetlands, woodland, and a barn. This farm 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. Protection of this property provides historical, cultural, agricultural, ecological, and recreational benefits. The property is currently enrolled in Chapter 61A tax classification which allows for a significant reduction in taxes in exchange for a right-of-first refusal to the Town. Under this classification, the Town has the right to meet a bona fide offer within 120 days of receipt of the offer. This Article is intended to anticipate the right of first refusal and work with the owner on the establishment of a fair market value based on the development potential of the land. A portion of the project is forecasted to be funded by Community Preservation Funds. This article requests an appropriation to fund the remainder of the purchase of all the Broadacres Farm property or a portion thereof. The parameters of the potential acquisition are being negotiated.

The property abuts the Wake Robin Woods Conservation Land, Featherland Park, 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. The acquisition could also potentially expand the Featherland Park Complex by approximately 30%. The structures on the property including the house, barns, and a large indoor riding arena offer numerous opportunities for potential reuse by the Town. Access from south of 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 this section of Broadacres Farm as an undeveloped parcel will help retain the flood storage capacity of the abutting flood-prone areas.

At the time of 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 subject to establishment and acceptance of a fair market value for the property. The committees will update their positions at Town Meeting.

BOARD OF SELECTMEN POSITION: The Board of Selectmen will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 32. MELONE PROPERTY DISPOSITION**

To see if the Town will vote to transfer to the Board of Selectmen for the purpose of conveying, and authorize the Board of Selectmen to convey the parcel of town-owned land known as the Melone property off North Road, which is currently the site of the Town's gravel pit, on the terms and conditions established by the Board Selectmen, said real estate disposition to be made in compliance with General Law Chapter 30B to the extent applicable, and further to authorize the Board of Selectmen and other Town Officials to take all actions to carry out this Article; or act on anything relative thereto.

Submitted by the Board of Selectmen.

(Two-thirds vote required)

BOARD OF SELECTMEN REPORT: Over the past several years, the Board of Selectmen has discussed the conditions and future use of the 46.6+/- a. Melone property. This article will allow the Board of Selectmen to sell or dispose of the Melone property.

BOARD OF SELECTMEN POSITION: The Board of Selectmen will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 33. WITHDRAWN**

**ARTICLE 34. COMMUNITY PRESERVATION FUND - 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.

Submitted by the Community Preservation Committee.

(Majority vote required)

**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: The Board of Selectmen will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 35. 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.

Submitted by the Community Preservation Committee.

(Majority vote required)

**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: The Board of Selectmen supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 36. 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.

Submitted by the Community Preservation Committee.

(Majority vote required)

**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: The Board of Selectmen supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 37. 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, all or part of approximately 34.5 acres of land 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.

Submitted by the Community Preservation Committee.

(Two-thirds vote required, if borrowed)

**COMMUNITY PRESERVATION COMMITTEE REPORT:** Broadacres Farm is a 34.5+/- acre horse farm located on both the north and south sides of 82 Morse Road. The portion north of Morse Road contains approximately 15 acres, consisting of a 5-acre open field and a portion that has been improved with a house, barn and indoor riding arena. The portion southwest of Morse Road includes approximately 19.5 acres with areas of pasture, wetlands, woodland, and a barn. This farm 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. Protection of this property provides historical, cultural, agricultural, ecological, and recreational benefits. The property is currently enrolled in Chapter 61A tax classification which allows for a

significant reduction in taxes in exchange for a right-of-first refusal to the Town. Under this classification, the Town has the right to meet a bona fide offer within 120 days of receipt of the offer. This Article is intended to anticipate the right of first refusal and work with the owner on the establishment of a fair market value based on the development potential of the land.

This article requests an appropriation to fund the purchase of all the Broadacres Farm property or a portion thereof. The land will be protected for uses as allowed in the Community Preservation Act. The parameters of the potential acquisition are being negotiated. The property abuts the Wake Robin Woods Conservation Land, Featherland Park, 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. The acquisition could also potentially expand the Featherland Park Complex by approximately 30%. The structures on the property including the house, barns, and a large indoor riding arena offer numerous opportunities for potential reuse by the Town.

Access from south of 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 this section of Broadacres Farm as an undeveloped parcel will help retain the flood storage capacity of the abutting flood-prone areas.

At the time of 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 subject to establishment and acceptance of a fair market value for the property.. The committees will update their positions at Town Meeting.

BOARD OF SELECTMEN POSITION: The Board of Selectmen will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 38. 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.

Submitted by the Community Preservation Committee.

(Majority vote required)

**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: The Board of Selectmen supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 39. 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.

Submitted by the Community Preservation Committee.

(Majority vote required)

**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: The Board of Selectmen supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 40. 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.

Submitted by the Community Preservation Committee. (Majority vote required)

**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: The Board of Selectmen will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 41. 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

Attachment5.a: ATM18 Warrant draft\_no\_color (2722 : Vote to sign ATM Warrant)

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

; or act on anything relative thereto.

Submitted by the Community Preservation Committee. (Majority vote required)

**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: The Board of Selectmen supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 42. 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.

Submitted by the Community Preservation Committee. (Majority vote required)

**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

Attachment5.a: ATM18 Warrant draft\_no\_color (2722 : Vote to sign ATM Warrant)

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: The Board of Selectmen supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

#### **ARTICLE 43. RELEASE OF DEED RESTRICTION**

To see if the Town will vote to authorize the Board of Selectmen to release the restriction placed upon the Land in Sudbury, Middlesex County, Massachusetts shown on the Town of Sudbury Assessors Map F04 as Parcel 0132, located on Pinewood Avenue, Sudbury Massachusetts, consisting of approximately .12 acres and shown as Lots 44 and 45 of Block B on “Plan of Pine Lakes Sudbury Mass”, dated April 1927, prepared by Robert B. Bellamy, Surveyor and recorded with the Middlesex Registry of Deeds, South District, as Plan 37 in Plan Book 394, reserving to itself all easements and restrictions of recorded. Said restriction is contained in the Deed to Charles J. Guthy of 24 Pinewood Avenue, Sudbury, Middlesex County, Massachusetts, conveyed by the Town of Sudbury being dated November 21, 2011, recorded with Middlesex County Registry of Deeds in Book 57930, Page 257. The aforementioned restriction prohibits the construction of any principal dwelling or principal structure on the property.

Submitted by Petition.

(Majority vote required)

PETITIONER’S REPORT: This Land on Pinewood Avenue is currently an unbuildable lot centered between two small, but similarly sized residential lots, 25 Pinewood Avenue and 35 Pinewood Avenue, respectively. This deed restriction release is being sought for the purpose of providing the opportunity to apply for a special permit to build a residence similar in size and style to recently constructed homes in the neighborhood. It is understood that releasing the deed restriction shall likely substantially increase the taxation revenue the Town of Sudbury receives from the property, and turn an undeveloped lot into a quaint residential home.

BOARD OF SELECTMEN POSITION: The Board of Selectmen will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 44. SUDBURY WELCOMING TOWN RESOLUTION**

To see if the Town will vote to adopt:

**SUDBURY WELCOMING TOWN RESOLUTION**

A RESOLUTION to ensure that Sudbury is a safe and welcoming community for all individuals who visit, work, or live here.

WHEREAS: the Town of Sudbury has long valued diversity and the fair and respectful treatment of all.

WHEREAS: aligned with our country's core values, our town government, the Town's police department, and schools have always welcomed everyone regardless of their ethnicity, religion, race, or sexual preference.

WHEREAS: the Sudbury Police Department has established a Policy to protect the rights of undocumented immigrants and ensure their fair and just treatment.

WHEREAS: the trust undocumented immigrants have in our law enforcement personnel, town employees, and local medical and domestic violence agencies is paramount to their safety and well being and our Police Department's ability to prevent and solve crime.

WHEREAS: a growing number of immigrants are being deported from our state and country solely because they are undocumented, thereby resulting in fear, broken families, and their return to dangerous places in the world.

WHEREAS: in growing numbers, cities and towns in our state and country have expressed their support of immigrants by becoming welcoming or sanctuary communities.

THEREFORE, BE IT HEREBY RESOLVED: that Town Meeting expresses its solidarity with other towns and cities in Massachusetts and throughout the country that have chosen to become a welcoming or sanctuary community.

BE IT FURTHER RESOLVED: that Town Meeting affirms and supports the following Sudbury Police Department's Policies on the Treatment of Undocumented Immigrants:

1. The enforcement of the nation's federal civil immigration laws is the sole responsibility of the federal government, not the Sudbury Police Department. No Sudbury police officer shall be appointed as an agent of any agency that would grant them the powers duly authorized under the federal civil immigration laws.
2. No police officer of Sudbury shall arrest, detain, or continue to detain or prolong an individual's detention based solely on their immigration status unless such detainer or document is accompanied by a court order from a court of competent jurisdiction or duly authorized judicial warrant.
3. No police officer of Sudbury shall inquire about the immigration status of an individual, including but not limited to, a crime victim, a witness, or a person who calls or approaches the police, or any other member of the public with whom the police officer has contact, unless necessary to facilitate a criminal investigation, protect the personal safety of an individual or keep the peace.
4. A person's immigration status shall not affect their ability to file a police report or otherwise benefit from police services from the Town of Sudbury.



5. The Sudbury Police Department will not keep a local index or list of persons suspected of being aliens or deportable aliens.
6. No Sudbury police officer shall voluntarily respond to any ICE notification requests regarding civil immigration violations by providing any federal agent or agency information about an individual's incarceration status, hearing information, length of detention home address, or personal information.
7. The Sudbury Police Department may provide information regarding citizenship or immigration status in accordance with state or federal law, including, but not limited to, 8 U.S.C. § 1373. Nothing in this Policy shall prohibit or restrain any Sudbury law enforcement officer from sending to, or receiving from, any local, state, or federal agency, information regarding citizenship or immigration status, consistent with 8 U.S.C. § 1373 or an order from a court of competent jurisdiction.
8. No police officer of Sudbury or Sudbury Police Department employee shall allow Immigration and Customs Enforcement (ICE) or Customs Border Protection (CBP) agents investigating a civil immigration violation access to municipal facilities or a person in custody for investigative interviews or investigative purposes unless acting under a court order from a court of competent jurisdiction, a duly authorized warrant, or other legitimate law enforcement purpose that is not related solely to the enforcement of a civil immigration violation.
9. The Sudbury Police Department will continue to investigate reports of hate crimes, criminal discrimination, and criminal harassment of persons based upon their protected status, including, but not limited to, religion, race, ethnicity or national origin without regard to the person's known or suspected immigration status within the United States.
10. No Sudbury police officer shall participate directly in an ICE tactical operation relative to the enforcement of civil immigration laws. The Sudbury Police Departments role, if any, in such operations is strictly safety related and peacekeeping.
11. Nothing shall prevent an officer or employee from lawfully discharging his or her duties in compliance with and in response to a court order from a court of competent jurisdiction, lawfully issued judicial warrant, judicial subpoena, or judicial detainer or acting when necessary to protect public or personal safety.

BE IT FURTHER RESOLVED: that Town Meeting encourages all Town Departments to enact similar policies in regards to the Treatment of Undocumented Immigrants.

BE IT FURTHER RESOLVED: that the Town rejects the word "illegal" and "alien" to describe any human being.

BE IT FURTHER RESOLVED: that the Town upholds and reasserts its belief in basic human rights and the dignity of every human being.

BE IT FURTHER RESOLVED: that the Town Clerk shall forward a copy of this resolution on behalf of the Town of Sudbury to the Massachusetts Congressional delegation, the Governor of Massachusetts, and to the President of the United States.

Submitted by Petition.

(Majority vote required)

PETITIONERS' REPORT: Sudbury has long held diversity as a community value. The Town, including its schools and Police Department, has long been committed to upholding and protecting the civil and human rights and the life, safety, and security, of all individuals, regardless of race, sex, sexual preference, religion, ethnicity or national origin. Consistent with this commitment, this proposed resolution, if adopted, will communicate and affirm existing policies, thereby ensuring that all immigrants are able to fully participate in the civic and economic life of our Town. We believe this will lead to a safer community, a better educated citizenry, and improved quality of life for all those who live, work, and visit our Town.

In light of national discussions and federal practices concerning immigrants, a committed group of Sudbury residents has sought to communicate our "welcoming town" values. We have worked closely with Police Chief Scott Nix and other Town officials to articulate the protections afforded all individuals and to ensure that Police Department practices are formalized and that the formalized policies are consistent with the Police Department's goals to protect public safety. We appreciate that the Sudbury Police Department is committed to promoting safety and providing proactive community policing services to all who live, work, or visit our community. In furtherance of the adherence to the department's community policing philosophy, all community members and general stakeholders should know that they are encouraged to seek and obtain police assistance and protection regardless of their specific immigration and/or documentation status without fear of status checks.

We urge Sudbury residents to support this resolution, to ensure that Sudbury is a safe and welcoming community for all individuals who live, work, or visit here.

BOARD OF SELECTMEN POSITION: The Board of Selectmen will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

#### **ARTICLE 45. RESOLUTION – TRANSPARENCY IN POLITICAL DONATIONS**

To see if the Town will vote

##### **Resolution Supporting State and Federal Legislation to Provide Greater Transparency in Political Donations and Limit the Influence of Money in Politics**

WHEREAS, recent changes in funding and disclosure rules for national, state and local political elections have degraded the goals of the democratic process; and

WHEREAS, a recent decision by the Massachusetts Office of Campaign and Political Finance (OCPF) now allows an infusion of previously prohibited out-of- state money to influence local and state elections, new legislation is now required to prohibit such funding from circumventing Massachusetts state law; and

WHEREAS, in an effort to restore voter confidence in our democracy, a grassroots movement known as "Represent.Us" is working for legislative reforms to reduce the opportunity for corruption within the political system in our country by supporting a legislative reform bill known as the "American Anti-Corruption Act" (the Act); and

WHEREAS, the Act targets bribery by preventing lobbyists from donating to politicians and influencing policymaking; ends secret money by mandating full transparency; enables citizens to fund elections; closes the

revolving door between Congress and lobbying firms; and enhances the power of the Federal Election Commission; and

WHEREAS, this national organization’s local chapter, Represent.US Western Mass, sought and promoted an advisory referendum; specifically in the Hampshire/Franklin State Senate District (currently held by Stan Rosenberg) to build support for this initiative; and

WHEREAS, on November 4, 2014, the citizens of the above mentioned district were given the opportunity to be heard on this topic through the above advisory referendum where the question received 84 percent aggregate support across the entire district, and

NOW, THEREFORE, BE IT RESOLVED by the citizens of the Town of Sudbury, Massachusetts that we support tough new anti-corruption laws to close loopholes in Massachusetts’ campaign finance regulations that currently allows unregulated out-of- state money to infiltrate state and local elections; and we support the goals outlined in the American Anti-Corruption Act to remove the corrupting influence of money on our political system. The Act prohibits politicians from taking campaign money from special interest groups including private industries and unions; increases transparency for campaign funding; empowers all voters through a tax rebate voucher to contribute to the candidates they support; prohibits representatives and senior staff from all lobbying activity for five years once they leave office; and places limits on superPACs.

BE IT FURTHER RESOLVED that the citizens of the Town of Sudbury implore our elected representatives in Boston, State Senator Michael J. Barrett, State Senator James B. Eldridge and Rep. Carmine Gentile, and in Washington, Senator Edward Markey, Senator Elizabeth Warren and Rep. Katherine Clark (or their successors) to lead this effort to enact these initiatives in Massachusetts and in the U.S. Congress.

BE IT FURTHER RESOLVED that the Clerk of the Town of Sudbury is hereby directed to give notice to the above representatives by sending a certified copy of this resolution to each of them.

Submitted by Petition. (Majority vote required)

BOARD OF SELECTMEN POSITION: The Board of Selectmen will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**TOWN COUNSEL OPINIONS**

It is the opinion of Town Council that, if the Bylaw amendments proposed in the following articles in the Warrant for the 2018 Annual Town Meeting are properly moved, seconded and adopted by a majority vote in favor of the motion, the proposed changes will become valid amendments to the Sudbury Bylaws:

- Article 16 Amend Bylaws, Article XXV, Capital Planning
- Article 17 Amend Bylaws, Article I, Section 3, Town Meetings
- Article 18 Amend Bylaws, Repeal Article V(C), Smoking Prohibition
- Article 19 Amend Bylaws, Article V, Section 3, Regulation of Dogs, s.3-5 Hearing Officer

Attachment5.a: ATM18 Warrant draft\_no\_color (2722 : Vote to sign ATM Warrant)

It is the opinion of Town Counsel that, if the Zoning Bylaw amendments proposed in the following article in the Warrant for the 2018 Annual Town Meeting are properly moved, seconded and adopted by a two-thirds vote in favor of the motion, the proposed changes will become valid amendments to the Sudbury Zoning Bylaw:

Article 17 Amend Zoning Bylaw, Article 7000, Definitions and Section 2230 (Appendix A), Table of Principal Use Regulations

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 meeting.

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

Given under our hands this 10<sup>th</sup> day of April, 2018.

SELECTMEN OF SUDBURY:

Robert C. Haarde

Leonard A. Simon

Patricia A. Brown

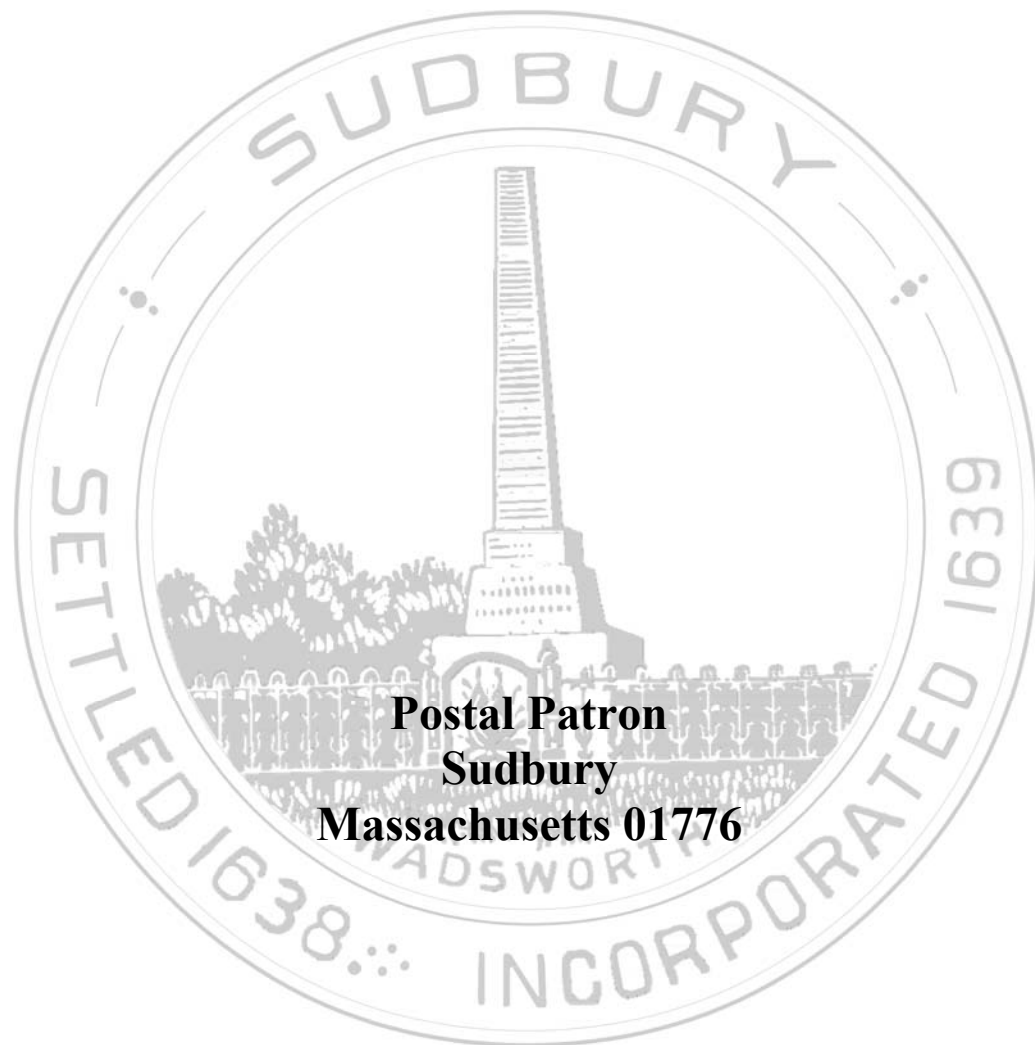
Daniel E. Carty

Susan N. Iuliano

Attachment5.a: ATM18 Warrant draft\_no\_color (2722 : Vote to sign ATM Warrant)

**Board of Selectmen  
Sudbury, MA 01776**

**U. S. POSTAGE  
PAID  
Permit No. 4  
Sudbury, MA 01776  
ECRWSS**

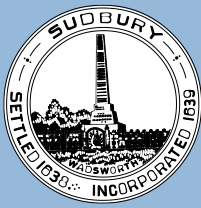


**Postal Patron  
Sudbury  
Massachusetts 01776**



**Printed on Recycled Paper  
Please recycle**

Attachment5.a: ATM18 Warrant draft\_no\_color (2722 : Vote to sign ATM Warrant)



SUDBURY BOARD OF SELECTMEN  
Tuesday, April 10, 2018

**MISCELLANEOUS (UNTIMED)**

**6: Special Town Election ballot question**

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discussion and vote on Special Town Election ballot questions. Also submit ballot questions to the Town Clerk.

Recommendations/Suggested Motion/Vote: Discussion and vote on Special Town Election ballot questions. Also submit ballot questions to the Town Clerk.

Background Information:

Financial impact expected:

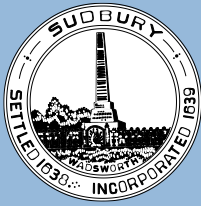
Approximate agenda time requested:

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

04/10/2018 7:00 PM



SUDBURY BOARD OF SELECTMEN  
Tuesday, April 10, 2018

**MISCELLANEOUS (UNTIMED)**

**7: Town Manager evaluation**

REQUESTOR SECTION

Date of request:

Requestor: Selectmen Pat Brown and Susan Iuliano

Formal Title: Discussion on Town Manager evaluation.

Recommendations/Suggested Motion/Vote: Discusson on Town Manager evaluation.

Background Information:  
See attached documents

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

04/10/2018 7:00 PM

**TOWN OF SUDBURY**  
**EVALUATION PROCESS FOR THE TOWN MANAGER**  
**Approved 4/5/16**

**PREFACE**

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

**PROCESS**

The evaluation shall consist of:

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

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

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



## PROCEDURE AND SCHEDULE

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

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

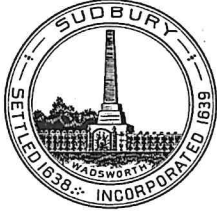
To initiate the formal review process, the Town Manager will submit a narrative self-evaluation to the BOS by **March 1** each year, addressing the prior calendar year. Each Selectman will complete an individual Section 2 checklist form and a Section 3 goal narrative and submit these to the Town Manager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

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

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

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

# TOWN OF SUDBURY



Melissa Murphy-Rodrigues, Esq.

Town Manager

*Office of the Town Manager*  
www.sudbury.ma.us

278 Old Sudbury Road  
Sudbury, MA 01776-1843

978-639-3381

Fax: 978-443-0756

March 1, 2017

Dear Honorable Board of Selectmen,

This narrative self-evaluation shall cover the period from January 1, 2017- December 31, 2018 and will address major areas of responsibility and progress in meeting the goals set by the Board of Selectmen.

I have been proud to continue to serve this community in a calm evenhanded manner while advocating for our residents and working collectively with the Board of Selectmen to continue to make Sudbury the best place to live and work.

This year we completed various tasks and goals as a community including:

Successful override that allowed the Town to implement a second ambulance;

Becoming a Compact Community, which included significant grant funding and greater opportunities for funding;

The launching of SeeClickFix and a town work order system;

Unified Command training for staff and school personnel;

Implementation of an employee wellness initiative;

Submission of 25 percent design for the Bruce Freeman Rail Trail as well as securing of future TIP funds;

Installation of GPS in snow contractor vehicles;

Finalization of the electrical aggregation program and successful implementation;

License agreement for Frost Farm;

Working with and permitting the National Development and Avalon project;

Leadership role in planning this year's West Suburban Town Manager's meetings;

Negotiating and securing additional parking spots for the library;

Fairbank report created by staff committee;

Successful ratification of two union contracts after three years of deadlock,

Increased transportation options for seniors through collaboration with Council on Aging and an internal working group;

Successful holiday gift programming help over 100 Sudbury children;

Transition of vocational education options, including coordinating transportation for 25 students to two different schools;

Continued leadership on both Eversource and Sudbury Station litigation;

Submission of a comprehensive town forecast and fiscal condition of town report;

Collaboratively working with town and state officials to move the design of Landham Road forward;

Completed first class of MCPPO training;

Grant applications for SAFER grant, COPS grant, and Dutton Road bridge;

Careful work during town meeting with a vacancy for moderator;

Continuation of the Town's AAA bond rating;

Refinancing of CPA debt to save approximately \$10,000 a year;

Working with Park and Recreation to create a fun family day for the Halloween 5K; and

Second successful year of very popular hazardous waste day,

### **Vision and Community Leadership**

During my second year in town, I have continued to prove myself not only as a community leader, but also as a member of the community.

I work to continually represent the mission and vision of the community, and portray that vision and mission in my actions at the municipal and state level. I worked with the Board of Selectmen to streamline the goal process and implement realistic goals with achievable deliverables.

I have created, through my office hours, interactive Facebook page and Cleargov website, and my open door policy a place where all feel welcome to express their ideas and vision for the community. As I often state, it is not that we disagree, but how we disagree and I continue to encourage through my leadership a culture of respect. I work closely with residents on their issues and strive to find solutions. Even when solutions are not viable, I make certain that residents leave my office feeling heard and welcomed.

### **Communications/Public Relations**

This is one of my strongest qualities and we continue to make large strides in our communications and public relations.

This year I continued my Town Manager office hours, and incorporated office hours with the Police Chief. The Town's Facebook page has increased to 1088 likes. I often interact with residents directly through this page. I have continued to incorporate the warrant article of the day on Facebook. I visit with various residents in my office and at their homes and continue to visit local businesses and clergy members at their establishments. I pride myself on my availability to the public and my responsiveness to questions and concerns. Through the Town Social Worker and the Town's Public Health Nurse, we have instituted a caring and empathetic environment for our residents and I am proud to be a part of that.

I have attended and supported many events including Touch a Truck Day, Public Safety Day and the Town Read-a-thon. The Town incorporated the SeeClickFix application most effectively this year, enabling us to interact directly with residents. This application also works with our work order system making our team more efficient.

I work closely with local reporters to ensure that they know about town events, meetings and subjects.

I have met with our state and federal delegations to discuss Sudbury and state issues.

I always reflect the Town positively and received very positive feedback regarding the way I represented the Town on Chronicle.

I work hard to effectively present in written and oral presentations and make certain to understand that my audience is not always a government insider. I employ the grandfather test on my presentations, making certain that my grandfather would understand the information that I am presenting to the community.

I encourage community involvement and make an effort to encourage community members to not only get involved, but also to stay involved.

Based on my perception from Town Meeting, I am assured that I have earned the respect and confidence of the residents in my community and I am proud to serve them.

#### **Board of Selectmen Support/Relations**

I am honored by the wonderful and productive relationships I have developed with each of the Board members. I communicate with the board members on a daily and weekly basis and have continued my weekly report so I could be sure the Board know about Town administrative happenings. I immediately call or email the board in the event of any major public safety or out of the ordinary event so that they have accurate and important information. I have worked with the Board professionally on various items during this period and have offered thoughtful advice based on my experience during my career. I prepare thoroughly for meetings so that I have the most updated information in order to give the board sound and educated advice, but I also work to make certain that the Board has its own distinct voice. I keep the Board up to date on issues and activities in town and in the community, making certain that invitations are sent to the board for any event of which I am informed. I am confident that I have earned the respect and trust of each of the board members and I know that I am exceptionally thankful for the relationship I have with each of them. I have developed a productive relationship with Town Counsel, and utilize many of the different experts at KP Law.

## Personnel Management

The Town has strong established procedures and practices for hiring, supervision, promotion and termination. We follow the Massachusetts General laws closely and implement those laws in a manner that is consistent and fair in all cases.

I respect all of our employees and the great knowledge and experience they bring to Sudbury. Every day I am humbled to work with such an amazing team and I work to remind them and thank them for their service.

This year we settled two employment contracts after three years of deadlock. I have been prudent in my negotiations and harbored a collective bargaining relationship built on respect and honesty. I keep the Board of Selectmen up to date on negotiations.

I hold a monthly staff meeting for senior staff and less frequent staff meetings for all department heads, but regularly meet and talk with all my department heads. Department heads call or email me frequently to alert me to issues, ask a question or check-in. I make it a point to visit the departments several times a year and meet with the department head in their office. This makes people more comfortable, allows me to see things from a different vantage point and gives me face time with every employee. I encourage collaboration between employees and strive to have more employees involved in decision-making conversations. Employees know that my door is open and that I welcome them to meet with me or stop by. I have worked hard to improve quality of life for our employees, recognize the hard work and long hours employees put in, and try to remember to say thank you.

The Town has an evaluation process in place. Employees that are still on the step program are evaluated each year by their supervisor in a collaborative process. Department heads as well as employees are encouraged to attend trainings. This year we have tried to do many trainings in house, particularly at DPW. We have very talented employees in town and fostering of those talents will make this Town even more successful.

I have worked effectively with employees regarding grievances and disputes and worked to mediate various issues in order to promote a healthy work place. I also have shown that I am prepared to make hard choices when necessary, and I do so with a fair and steady hand.

We have introduced and maintained various wellness initiatives to encourage employees to stay healthy, and those have been met with positive feedback. I have encourage staff members to work with town boards effectively, listening to their concerns and questions and implementing the vision of many boards.

I have most importantly listened and heard what was working well and what was not and worked to make our quality of life and productivity better based on those comments.

## Financial Management

I have worked effectively and developed productive relationships with our numerous financial committees and commissions.

I have worked over the last year to provide guidance and leadership on our fiscal matters. Working with my finance team, we instituted a calendar for the town budget, collaborated with our fellow cost

centers and provided the leadership needed to have a smooth and productive budget season. We are transparent and comprehensive in our planning so that our budgetary decisions are met with understanding from the public and committees. We employ sound management procedures and presented a comprehensive forecasting and financial outlook for the town. We made certain to present information in the most user-friendly fashion. We monitor and control expenditures, working closely with department heads and monitoring monthly reports to watch for issues. Our budget was introduced in a timely fashion, and we are constantly striving to enhance our budget. We involve every department head in our budget preparation and decision making to make certain that we are creating budgets that adequately meet our needs. We apply for numerous grants yearly and search for alternative funding sources as possible.

The town was awarded the Financial Reporting Award for our Comprehensive Annual Financial Report.

At the town forum, I gave a presentation about how the town budgets and was able to individually meet with residents after the forum to further discuss their budget questions.

We continue to use Cleargov effectively, and continue to hear strong resident feedback.

This year we underwent a refinancing of bonds to save the CPA \$10,000 per year for the life of the loans. As part of that process, we underwent a review with our bond agency and were again awarded an AAA bond rating. We were applauded for our strong fiscal management by our bond agency.

### **General Management and Planning**

As I reflected in the sections above, I have provided support, motivation and leadership to our organization.

I have encouraged employees to invest in themselves by providing support for trainings and conferences, this makes certain that our employees feel supported, but also allows Sudbury to be on the cutting edge for new initiatives and ideas. I have encouraged streamlining our capital planning process, and supported planning initiatives at the council on aging, planning department and recreational departments.

I work closely with DPW and the Facilities Department to monitor issues with our buildings and best understand the priorities for the buildings. I worked closely with Town Staff on the Fairbanks Building, leading the team to a staff proposal, and supporting them through the various other initiatives.

We maintain all of our documents in compliance with Massachusetts General Laws. This year we implemented the new Public Records Law and our team has excelled due to the caliber of our employees and their dedication. They created a system that streamlined requests and allows me to monitor the requests as they go through the process. We have worked to begin digitizing documents, specifically starting in engineering where large plans are difficult to store and manage. We rolled out two work order systems, one at DPW, which works with the SeeClickFix system for use with residents, and one at the facility level for internal issues.

I always administer the Town in accordance with state and federal laws, rules and regulations, with Town bylaws and with Board of Selectmen policies and procedures. I attended conferences, meetings

and read numerous magazines and articles to stay up to date on changes to the law as well as new initiatives. I worked with the Town Clerk to request reimbursements for early voting and was exceptionally vocal to our federal legislators regarding sanctuary community issues. I have effectively managed multiple complex litigations.

### Personal Qualities and Characteristics

At all times, I represent the Town of Sudbury with the highest standards of ethics, honesty, and integrity and with sound professional judgment. I treat it as my second home and view our residents as my neighbors. I always handle myself in a professional manner, while making residents and employees feel comfortable. I am proud to serve the Board of Selectmen and to serve the residents of this Town. I have handled numerous trying situations during this year and shown my ability to handle conflict and crisis and my ability to adjust to varying situations. I am able to juggle various responsibilities at one time and pride myself on my time management and ability to prioritize. I am creative and innovative, implementing and maintaining various new initiatives including those intended to build resident interactions through social media and applications.

I continue to maintain a high level of ongoing professional development, completing classes and attending conferences to make certain that I am on the cutting edge.

Thank you for your consideration of my self-evaluation. I am looking forward to continuing our relationship and to continuing to do my best for our Town.

Sincerely,



Melissa Rodrigues, Esq.

Town Manager

	Goal	2017 Progress
1	Communication	Continued use of Cleargov, newsletters, listservs, and Facebook. Implementation of SeeClickFix and work order system, financial forecasting and condition of the town presentation, town for
2	Political Climate/ Positive Communications	Continuing to foster an environment that allows for disagreement in a positive and respectful manner
3	Sewer (Route 20)	
4	Rail Trail (BFRT, CSX)	Submission of 25% design and inclusion of the TIP
5	Vocational Education	Successful transition, including transportation and funding
6	Fairbank Community Center	Staff report, RFP and beginning of process with consultant
7	Sudbury Public Schools Administrative Offices	Committee formed at SPS
8	Parks Master Plan	
9	Town Master Plan	Funding for master plan through community compact and town meeting initial scope drafted
0	Melone	Charrette, landscape study, environmental study
1	Eversource	Continued progress with litigation at the EFSB and land court
2	Town Manager Evaluation Process	first process completed
3	Updating Selectmen Policies	Working to categorize and update the 113 page policy book-draft financial are completed as well as some of the procedural section
4	Special Municipal Employee Designations	Working with legal counsel to carve out the exempt employees and understand why
5	Capital Planning	Progress working with various committees to streamline the process-calendar and procedures laid out
6	Lincoln-Sudbury High School Regional Agreement	BOS committee formed
7	40B Projects	Sudbury Station litigation ongoing at land court and the HAC, support for Coolidge through local funding and support
8	Inclusionary Zoning	
9	Loring Parsonage	lease signed
0	Wayside Inn	
1	Town Hall	CPC money for design



**TOWN OF SUDBURY  
BOARD OF SELECTMEN  
TOWN MANAGER EVALUATION SUMMARY  
FOR 2017**

**Approved \_\_\_\_\_.**

**Overview**

The Board of Selectmen values the Town Manager's dedication, hard work, and strong performance. Board members consistently rate the Town Manager as highly effective across many performance areas. She particularly excels at communication and financial management.

The Selectmen's Town Manager Evaluation process requires:

Section 1: A narrative self-evaluation completed by the Town Manager (attached).

Section 2: A composite evaluation based on a checklist of the Town Manager's major areas of responsibilities compiled from individual checklists completed by each of the Selectmen. The composite evaluations for these areas follow below. (The individual checklist evaluations are attached.)

Section 3: The development of specific goals for the Town Manager, agreed upon by the Board and the Town Manager, and a composite evaluation concerning the Town Manager's progress in meeting these goals. The Selectmen did not provide Town Manager goals for 2017. Thus, the Selectmen have looked more generally to Board of Selectmen goals approved for FY2017 and FY2018 as context for this evaluation. These goals, however, are generally the responsibility of the Board (and, to a varying extent, of other committees and staff members). Thus, progress in meeting these goals may not necessarily reflect the performance of the Town Manager. (Individual Selectmen narratives concerning goals are attached.)

**Vision and Community Leadership**

The Board of Selectmen generally commends the Town Manager's performance in this area. She has contributed to the Board's ongoing efforts to improve and streamline both the articulation and implementation of its goals. The Board and the Town Manager still have work to do in better communicating Town goals to the public and in the implementation process. Individual board members sometimes offer competing views of goal prioritization and appropriate action steps. The Town Manager seeks to implement the Board's goals, but some have noted that she could be more assertive in helping the Board to shape its vision.

DRAFT for 4.10.2018 BOS meeting

The Town Manager is particularly good at presenting our Town in a positive fashion and received high ratings for supporting an environment where Town government is open to input, participation, and creativity.

### **Communications/Public Relationships**

The Board agrees that the Town Manager projects a positive image in our community. She consistently received excellent ratings for her performance in many areas relating to communication with the public. She uses many different communication avenues, including social media, and has continued to find new ways to interact with the community both as individuals and groups.

It was noted that we as a Board, and as Town government, should look for ways to constantly improve in this area. In particular, we should make it easier for residents to follow the progress of Town projects and initiatives.

### **Board of Selectmen Support/Relations**

The Town Manager has done an outstanding job promoting a professional working climate based on respect and trust. She is able to maintain good working relationships with all Board members despite our differences, although this can at times place her in an awkward position. The individual Board members find her attentive, responsive, and supportive. She thoughtfully communicates information to the Board through weekly reports and other messages. She promptly alerts the Board to significant developments in Town. Board members generally feel quite well-informed, although project updates or progress reports were noted as an area for further communication.

### **Personnel Management**

Most Board members noted that the Selectmen's ability to evaluate personnel management is somewhat limited given the Town Manager's role and the structure of Town government and the confidential nature of staff evaluations. Some Selectmen noted improvements they have seen in the positive culture for Town staff. The Town Manager demonstrates support for appropriate personnel policies, staff development opportunities, wellness initiatives, a collaborative approach, and other practices that facilitate a positive working environment.

### **Financial Management**

The Selectmen agree that the Town Manager excels in the area of financial management. She manages and presents the Town's finances in a very transparent and no-nonsense manner. Her accomplishments noted by the Selectmen include:

- Budget presentations that are clear, comprehensible, comprehensive, and concise
- Working closely with the FinCom and other cost centers

DRAFT for 4.10.2018 BOS meeting

- Shepherding of an override budget, including use of free cash to offset short-term unemployment costs
- Working to improve the capital budget process
- Careful oversight of revolving funds, appropriate reserves, and expenses
- Consistently seeking efficiencies and alternative sources of funding

### **General Management and Planning**

The Town Manager is effective at general management of our Town operations and planning for long-term needs. Several Board members noted the overlap of this area with financial management. In particular, all appreciate the Town Manager's efforts to plan for facility needs and improve our capital funding process. In her second year, she was able to be more forward-looking and to identify more improvement areas. The Board seeks to work closely with the Town Manager in further improvements to our planning and support of capital needs.

### **Personal Qualities and Characteristics**

The Board truly appreciates the Town Manager's integrity, boundless energy and cheerfulness, responsiveness, professionalism, and openness. She has built trust within the community because of her commitment to transparency.

Town Manager Rodrigues Evaluation  
2017 Calendar Year

Selectman	(Average)	Brown	Carty	Haarde	Iuliano	Simon
<b>Vision and Community Leadership</b>						
1a	4.0	5	4	4	4	3
1b	4.2	3	4	5	5	4
1c	3.8	4	4	4	4	3
1d	4.8	5	5	5	5	4
Composite Vision	4.2					
<b>Communications/Public Relationships</b>						
2a	4.8	5	5	5	5	4
2b	3.8	4	4	3	4	4
2c	4.0	4	4	4	4	4
2d	4.6	5	5	5	5	3
2e	4.4	4	3	5	5	5
2f	4.6	5	4	5	4	5
Composite Communications	4.4					
<b>Board of Selectmen Support/Relations</b>						
3a	4.2	5	4	4	4	4
3b	4.4	4	5	4	5	4
3c	4.6	3	5	5	5	5
3d	4.0	4	5	4	4	3
3e	5.0	N/A	N/A	5	N/A	N/A
3f	4.2	4	4	5	4	4
Composite BOS Support	4.4					
<b>Personnel Management</b>						
4a	4.0	N/A	N/A	4	4	4
4b	4.5	5	N/A	4	4	5
4c	4.0	4	N/A	5	3	4
4d	4.0	N/A	N/A	5	4	3
4e	3.8	4	N/A	5	3	3
Composite Personnel	4.1					

Town Manager Rodrigues Evaluation  
2017 Calendar Year

2

Financial Management							
5a	5.0	5	5	5	5	5	5
5b	4.4	4	4	5	4	5	5
5c	4.8	5	4	5	5	5	5
5d	4.6	4	4	5	5	5	5
5e	4.6	4	4	5	5	5	5
Composite Financial		4.7					
General Management and Planning							
6a	4.2	4	4	4	4	4	5
6b	3.8	4	4	4	4	4	3
6c	4.2	5	4	4	4	4	4
6d	4.6	5	4	5	4	4	5
Composite General Management		4.2					
Personal Qualities and Characteristics							
7a	5.0	5	5	5	5	5	5
7b	4.8	5	5	5	5	5	4
7c	5.0	5	5	5	5	5	5
7d	4.6	4	5	5	5	5	4
7e	4.6	4	5	5	5	5	4
Composite Personal		4.8					
Overall Composite Rating		4.4					
Selectmen's Overall Rating							
8a	4.4	4	4	5	5	5	4

Attachment 7.a: Town Manager Evaluations\_complete (2698 : Town Manager evaluation)

## TOWN OF SUDBURY TOWN MANAGER EVALUATION FORM

### Instructions

A space has been provided for each statement within the performance areas. Check the number which most accurately reflects the level of performance for the factor. If you did not have an opportunity to observe or make a determination on a particular factor, please indicate so in the N/A space. Selectmen are encouraged to provide comments and suggestions, especially concerning significant areas of strength or weakness.

### Rating Scale (1-5)

(1) Below Expectations/Unsatisfactory:

The Town Manager's work performance is inadequate and inferior to the standards of performance required for the position.

(2) Meets Some Expectations/Improvement Needed:

The Town Manager's work performance does not consistently meet the standards of the position.

(3) Meets Expectations/Satisfactory/Proficient:

The Town Manager's work performance consistently meets the standards of the position.

(4) Exceeds Expectations/Highly Effective:

The Town Manager's work performance is frequently or consistently above the level of a satisfactory employee.

(5) Excellent/Highly Commendable:

The Town Manager's work performance is consistently excellent when compared to the standards of the job.

<b>1. Vision and Community Leadership</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
a. Demonstrates an understanding of the importance of mission and vision. Takes a leadership role in developing and communicating a vision for the Town.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 4	<input type="checkbox"/>	<input type="checkbox"/>
b. Works with the Board of Selectmen to develop goals to protect and improve the quality of life of the Town of Sudbury and its core values.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 5	<input type="checkbox"/>
c. Ensures that the Board’s goals are translated into strategies and action steps leading toward implementation on a timely basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 4	<input type="checkbox"/>	<input type="checkbox"/>
d. Creates and facilitates an environment where Town government is open to input and participation, an exchange of ideas, creativity, and responsible experimentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 5	<input type="checkbox"/>
<p>Comments:                      Melissa has been excellent in creating a positive environment for our volunteers, staff and residents. Melissa could be more assertive and exhibit more leadership in helping the Selectmen implement agreed upon goals.</p>						

<b>2. Communications/Public Relationships</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
a. Projects a positive image in the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 5	<input type="checkbox"/>
b. Communicates the Town’s vision, goals, and accomplishments effectively. Expresses ideas in a logical, forthright manner in written and oral presentations. Communicates effectively with a variety of audiences (e.g., staff, community, media).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Develops a positive relationship with the press and uses various media, including social media, effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 4	<input type="checkbox"/>	<input type="checkbox"/>
d. Demonstrates an open and transparent approach to sharing information with the community. Is reasonably available to the public and responsive to citizen complaints and requests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 5	<input type="checkbox"/>
e. Encourages community involvement in Town government and supports the efforts of volunteer citizens.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 5	<input type="checkbox"/>

Attachment7.a: Town Manager Evaluations\_complete (2698 : Town Manager evaluation)

<p>f. Maintains contacts with other town administrative leaders throughout the state, through professional organizations and other means, and with state and federal government officials.</p>					5	
<p>Comments: Melissa has been exceptional at demonstrating an open and transparent town government. This is something the community has wanted for a long time and it is very rewarding to see it actually happen. Melissa could participate more in prolonged discussions and help the board stay on point by offering her opinion more often.</p>						

<b>3. Board of Selectmen Support/Relations</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
<p>a. Offers professional advice, including appropriate recommendations and alternatives, based on thorough study and analysis.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 4	<input type="checkbox"/>	<input type="checkbox"/>
<p>b. Implements the Board of Selectmen’s policies and directives.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 4	<input type="checkbox"/>	<input type="checkbox"/>
<p>c. Maintains a professional working relationship with the Board of Selectmen, promoting a climate of mutual respect and trust.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>
<p>d. Keeps Board members informed of issues and activities in Town government and in the community.</p>				4		
<p>e. Works with the Chair to establish an agenda that addresses issues in a timely manner. Provides support materials and sufficient lead time to allow for informed decision-making and policy formation.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>
<p>f. Helps the Board use Town Counsel to effectively achieve Town goals.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>



Comments:  
 Melissa has done an outstanding job promoting a professional working climate based on respect and trust. Melissa could offer her very knowledgeable advice more often to assist the board.

4. Personnel Management	1	2	3	4	5	N/A
a. Establishes procedures and practices for hiring, supervision, promotion, and termination that support the Town and are implemented in a consistent and fair manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 4	<input type="checkbox"/>	<input type="checkbox"/>
b. Effectively leads collective bargaining. Informs and advises the Board of Selectmen as appropriate in matters of collective bargaining and grievance proceedings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 4	<input type="checkbox"/>	<input type="checkbox"/>
c. Recognizes, develops, and utilizes the abilities of staff. Encourages participation and shared decision-making with appropriate staff. Develops strong, open, and honest relationships with staff. Effectively delegates tasks and assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 5	<input type="checkbox"/>
d. Develops a meaningful staff evaluation process and opportunities for professional development that contribute to professional growth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 5	<input type="checkbox"/>
e. Ensures that staff members work effectively with relevant town boards and citizen volunteers, appropriately seeking their input, and are open to public input and participation.					5	

Comments:  
 Melissa has done a great job building a very positive environment for the town staff and really turned this around. The culture created by Melissa has been fantastic and very much needed.

<b>5. Financial Management</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
a. Employs a comprehensive and transparent process of business planning and budgeting. Employs sound fiscal management procedures, techniques, and methods. Develops and maintains a long-term financial plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 5	<input type="checkbox"/>
b. Employs budget forecasting, accounting, and control systems to protect the Town's financial health. Effectively monitors and controls expenditures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 5	<input type="checkbox"/>
c. Prepares the annual budget in a timely manner with input from department heads and the Finance Director, in accordance with adopted goals and town-wide needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 5	<input type="checkbox"/>
d. Presents budget information to the Board of Selectmen, Finance Committee, the community, and Town Meeting in a manner which promotes full understanding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 5	<input type="checkbox"/>
e. Pursues alternative funding sources to supplement programs and accomplish established goals. Creatively manages available resources to increase efficiency, productivity, and effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 5	<input type="checkbox"/>
<p>Comments:</p> <p>Melissa has earned the respect of the Finance Committee with her very well developed town budget. The Fincom does their job - they try to poke holes. They are a real fincom and Melissa had done a great job managing the town finances in a very transparent and no-nonsense manner. It is refreshing to watch Melissa instill confidence in just about everyone in town.</p>						

<b>6. General Management and Planning</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
a. Provides leadership, motivation, and support within the organization. Creates and facilitates an environment for long-range and strategic planning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 4	<input type="checkbox"/>	<input type="checkbox"/>
b. Monitors and plans for maintenance, repairs, and improvement of Town facilities, including plans for long-range capital needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 4	<input type="checkbox"/>	<input type="checkbox"/>
c. Supervises and maintains in good order financial, personnel, and other records and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 4	<input type="checkbox"/>	<input type="checkbox"/>
d. Administers the Town in accordance with state and federal laws, rules, and regulations, with Town By-laws, and with Board of Selectmen policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 5	<input type="checkbox"/>

Attachment7.a: Town Manager Evaluations\_complete (2698 : Town Manager evaluation)

Comments:  
 Melissa has been very transparent with the Selectmen and the town regarding the capital process, capital funding and our equipment and other capital item replacement needs. We are working through this process together and in the manner with which Melissa is approaching this challenge, I am confident we will achieve a long-term funding plan.

<b>7. Personal Qualities and Characteristics</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
a. Maintains high standards of ethics, honesty, integrity, and sound professional judgement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 5	<input type="checkbox"/>
b. Represents the Town in a professional manner at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 5	<input type="checkbox"/>
c. Displays the ability to be flexible, to manage conflict, to handle crisis, and to adjust to varying situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 5	<input type="checkbox"/>
d. Displays creativity and innovation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 5	<input type="checkbox"/>
e. Maintains a high level of ongoing professional development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 5	<input type="checkbox"/>

Comments:  
 Melissa instills confidence in everyone she comes in contact with. The town has a very open and welcoming environment. Melissa joined our town as we were in the middle of the Clergy Civil Listening project and Melissa has done a great job implementing the recommendations of that project which has resulted in so many positive changes for Sudbury!

<b>8. Overall Rating</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
Overall, the Town Manager performs at the following level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 5	<input type="checkbox"/>

Comments:  
 Melissa has done a great job and we are looking forward to many, many more.

## TOWN OF SUDBURY TOWN MANAGER EVALUATION FORM

### Instructions

A space has been provided for each statement within the performance areas. Check the number which most accurately reflects the level of performance for the factor. If you did not have an opportunity to observe or make a determination on a particular factor, please indicate so in the N/A space. Selectmen are encouraged to provide comments and suggestions, especially concerning significant areas of strength or weakness.

### Rating Scale (1-5)

(1) Below Expectations/Unsatisfactory:

The Town Manager's work performance is inadequate and inferior to the standards of performance required for the position.

(2) Meets Some Expectations/Improvement Needed:

The Town Manager's work performance does not consistently meet the standards of the position.

(3) Meets Expectations/Satisfactory/Proficient:

The Town Manager's work performance consistently meets the standards of the position.

(4) Exceeds Expectations/Highly Effective:

The Town Manager's work performance is frequently or consistently above the level of a satisfactory employee.

(5) Excellent/Highly Commendable:

The Town Manager's work performance is consistently excellent when compared to the standards of the job.

Len Simon

<b>1. Vision and Community Leadership</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
a. Demonstrates an understanding of the importance of mission and vision. Takes a leadership role in developing and communicating a vision for the Town.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Works with the Board of Selectmen to develop goals to protect and improve the quality of life of the Town of Sudbury and its core values.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
c. Ensures that the Board’s goals are translated into strategies and action steps leading toward implementation on a timely basis.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Creates and facilitates an environment where Town government is open to input and participation, an exchange of ideas, creativity, and responsible experimentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
<p>Comments: Fair performance in these areas.                      A comprehensive perspective, which would integrate and prioritize needs, and at the same time minimize competing interests, would be useful to advance critical goals. It may be necessary to back-burner certain goals.</p> <p>Trying to advance some goals which are not timely, and which lack a firm foundation, leads to wasted time, energy, and resources.</p>						

Len Simon

<b>2. Communications/Public Relationships</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
a. Projects a positive image in the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
b. Communicates the Town’s vision, goals, and accomplishments effectively. Expresses ideas in a logical, forthright manner in written and oral presentations. Communicates effectively with a variety of audiences (e.g., staff, community, media).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
c. Develops a positive relationship with the press and uses various media, including social media, effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
d. Demonstrates an open and transparent approach to sharing information with the community. Is reasonably available to the public and responsive to citizen complaints and requests.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Encourages community involvement in Town government and supports the efforts of volunteer citizens.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

f. Maintains contacts with other town administrative leaders throughout the state, through professional organizations and other means, and with state and federal government officials.					X	
Comments: This an area of strength. The weekly Town Manager reports are very helpful. The Town Manager reports at Board of Selectmen meetings should be broader and in greater depth.						

Len Simon

<b>3. Board of Selectmen Support/Relations</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
a. Offers professional advice, including appropriate recommendations and alternatives, based on thorough study and analysis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
b. Implements the Board of Selectmen’s policies and directives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
c. Maintains a professional working relationship with the Board of Selectmen, promoting a climate of mutual respect and trust.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
d. Keeps Board members informed of issues and activities in Town government and in the community.			X			
e. Works with the Chair to establish an agenda that addresses issues in a timely manner. Provides support materials and sufficient lead time to allow for informed decision-making and policy formation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
f. Helps the Board use Town Counsel to effectively achieve Town goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Comments: This is area of fair performance, however, there are several goals on which there has been very modest progress, i.e., capital planning, sewer, and SPS facility, and LS Regional agreement. The latter should be put aside – give it a rest. We are close to a TM vote on Fairbank Center and no final report, and no buy-in by Fin Com or Park and Rec.						
<b>Len Simon</b> <b>4. Personnel Management</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
a. Establishes procedures and practices for hiring, supervision, promotion, and termination that support the Town and are implemented in a consistent and fair manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>

Attachment7.a: Town Manager Evaluations\_complete (2698 : Town Manager evaluation)

b. Effectively leads collective bargaining. Informs and advises the Board of Selectmen as appropriate in matters of collective bargaining and grievance proceedings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
c. Recognizes, develops, and utilizes the abilities of staff. Encourages participation and shared decision-making with appropriate staff. Develops strong, open, and honest relationships with staff. Effectively delegates tasks and assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
d. Develops a meaningful staff evaluation process and opportunities for professional development that contribute to professional growth.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Ensures that staff members work effectively with relevant town boards and citizen volunteers, appropriately seeking their input, and are open to public input and participation.			X			
<p>Comments: To the extent I am aware of personnel management, which is very limited, I am not aware of any adverse situations. I was disappointed to see the facilities director leave, but the reasons for his departure are not clear. Two departments, from my perspective, have significant ongoing issues.</p>						

Len Simon

5. Financial Management	1	2	3	4	5	N/A
a. Employs a comprehensive and transparent process of business planning and budgeting. Employs sound fiscal management procedures, techniques, and methods. Develops and maintains a long-term financial plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
b. Employs budget forecasting, accounting, and control systems to protect the Town's financial health. Effectively monitors and controls expenditures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
c. Prepares the annual budget in a timely manner with input from department heads and the Finance Director, in accordance with adopted goals and town-wide needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
d. Presents budget information to the Board of Selectmen, Finance Committee, the community, and Town Meeting in a manner which promotes full understanding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
e. Pursues alternative funding sources to supplement programs and accomplish established goals. Creatively manages available resources to increase efficiency, productivity, and effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
<p>Comments: Clearly an area of superior performance. However, capital planning is inadequate, and falling further behind every year. The recommendation to increase threshold level to \$100,000 was a good idea, but may be of limited value due to capital funding constraints.</p>						

Attachment7.a: Town Manager Evaluations\_complete (2698 : Town Manager evaluation)

--

Len Simon

<b>6. General Management and Planning</b>	1	2	3	4	5	N/A
a. Provides leadership, motivation, and support within the organization. Creates and facilitates an environment for long-range and strategic planning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
b. Monitors and plans for maintenance, repairs, and improvement of Town facilities, including plans for long-range capital needs.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Supervises and maintains in good order financial, personnel, and other records and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
d. Administers the Town in accordance with state and federal laws, rules, and regulations, with Town By-laws, and with Board of Selectmen policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

Comments: This overlaps with section 5 above. I would like to see a realistic capital plan that could be voted by town meeting this fall. The SFPCCF has been in existence for years and has not produced a useful report or recommendation. We are falling further behind in our capital needs every year.

Planning for Melone has been shallow and erratic.

While the BFRT got onto the TIP last spring, the 25% design, after more than 3 years, is still not complete, has not been accepted by DOT, and no submission date to complete it is in sight. This is contractor failure and lax oversight of the design contractor.

Len Simon

<b>7. Personal Qualities and Characteristics</b>	1	2	3	4	5	N/A
a. Maintains high standards of ethics, honesty, integrity, and sound professional judgement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
b. Represents the Town in a professional manner at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
c. Displays the ability to be flexible, to manage conflict, to handle crisis, and to adjust to varying situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
d. Displays creativity and innovation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>

Attachment7.a: Town Manager Evaluations\_complete (2698 : Town Manager evaluation)



e. Maintains a high level of ongoing professional development.	<input type="checkbox"/>	<input type="checkbox"/>		X	<input type="checkbox"/>	<input type="checkbox"/>
Comments: This is an area of particular strength. I have high confidence in the Town Manager meeting these metrics.						

Len Simon

8. Overall Rating	1	2	3	4	5	N/A
Overall, the Town Manager performs at the following level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Generally very good. A few areas for improvement are present. One constructive criticism: Please speak more slowly. Rapid speech makes it hard to understand and follow the line of reasoning.						

Attachment 7.a: Town Manager Evaluations\_complete (2698 : Town Manager evaluation)

Len Simon

Section 3: Town Manager's progress in meeting goals.

The Town Manager had mixed success in achieving the identified goals. For some goals there was appreciable success, for example, communication, vocational education, Loring parsonage, and seeking funding to update the town's master plan.

For some goals there was little no progress, for example, SPS Administrative offices, Rt. 20 sewer, parks master plan, and capital planning. The mixed success is likely due to the list being too ambitious, too numerous, and too varied.

Melone is a failed goal, except for the environmental study, which itself may have been premature and unnecessary. The BOS received and discussed multiple preliminary reports, which not customary. The BOS normally discusses only final reports in public. The board did not get the preliminary reports in adequate time before meetings to digest them. The board was rushed, over significant opposition, into issuing a proposal for sale of the property. Where 40% of the Board was against issuing an RFP, it should not have been issued. Haste led to uncivil engagement, and comments of incredulousness of the board's actions by residents. This should not have happened. Previous studies for Melone were not accessed or considered, and their value wasted.

Goals involving litigation, such as Eversource and 40B projects are extremely difficult to manage, so lack of success in those goals cannot be said to be attributable to the town manager.

A suggestion would be to narrow the goals list and have the town manager meet, on a regular basis, with one or two selectmen, to plan and carry out steps to advance a particular goal.

Some agenda items were so poorly labeled and slapped onto the agenda it was not clear what was to be discussed. Those discussions devolved into rambling talk without direction. There was no comprehensible beginning or ending. Some agenda items completely lacked documentary foundation. These were significant and avoidable mistakes. These errors happened because of haste and poor agenda planning.

<b>1. Vision and Community Leadership</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
a. Demonstrates an understanding of the importance of mission and vision. Takes a leadership role in developing and communicating a vision for the Town.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Works with the Board of Selectmen to develop goals to protect and improve the quality of life of the Town of Sudbury and its core values.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Ensures that the Board's goals are translated into strategies and action steps leading toward implementation on a timely basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Creates and facilitates an environment where Town government is open to input and participation, an exchange of ideas, creativity, and responsible experimentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments:						

<b>2. Communications/Public Relationships</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
a. Projects a positive image in the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Communicates the Town's vision, goals, and accomplishments effectively. Expresses ideas in a logical, forthright manner in written and oral presentations. Communicates effectively with a variety of audiences (e.g., staff, community, media).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Develops a positive relationship with the press and uses various media, including social media, effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Demonstrates an open and transparent approach to sharing information with the community. Is reasonably available to the public and responsive to citizen complaints and requests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Encourages community involvement in Town government and supports the efforts of volunteer citizens.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Maintains contacts with other town administrative leaders throughout the state, through professional organizations and other means, and with state and federal government officials.					<input checked="" type="checkbox"/>	
Comments:						

Attachment 7.a: Town Manager Evaluations\_complete (2698 : Town Manager evaluation)

3. Board of Selectmen Support/Relations	1	2	3	4	5	N/A
a. Offers professional advice, including appropriate recommendations and alternatives, based on thorough study and analysis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Implements the Board of Selectmen's policies and directives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Maintains a professional working relationship with the Board of Selectmen, promoting a climate of mutual respect and trust.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Keeps Board members informed of issues and activities in Town government and in the community.				<input checked="" type="checkbox"/>		
e. Works with the Chair to establish an agenda that addresses issues in a timely manner. Provides support materials and sufficient lead time to allow for informed decision-making and policy formation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f. Helps the Board use Town Counsel to effectively achieve Town goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
4. Personnel Management	1	2	3	4	5	N/A
a. Establishes procedures and practices for hiring, supervision, promotion, and termination that support the Town and are implemented in a consistent and fair manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Effectively leads collective bargaining. Informs and advises the Board of Selectmen as appropriate in matters of collective bargaining and grievance proceedings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Recognizes, develops, and utilizes the abilities of staff. Encourages participation and shared decision-making with appropriate staff. Develops strong, open, and honest relationships with staff. Effectively delegates tasks and assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Develops a meaningful staff evaluation process and opportunities for professional development that contribute to professional growth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e. Ensures that staff members work effectively with relevant town boards and citizen volunteers, appropriately seeking their input, and are open to public input and participation.				<input checked="" type="checkbox"/>		
Comments:						

Attachment7.a: Town Manager Evaluations\_complete (2698 : Town Manager evaluation)

--

<b>5. Financial Management</b>	1	2	3	4	5	N/A
a. Employs a comprehensive and transparent process of business planning and budgeting. Employs sound fiscal management procedures, techniques, and methods. Develops and maintains a long-term financial plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Employs budget forecasting, accounting, and control systems to protect the Town's financial health. Effectively monitors and controls expenditures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Prepares the annual budget in a timely manner with input from department heads and the Finance Director, in accordance with adopted goals and town-wide needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Presents budget information to the Board of Selectmen, Finance Committee, the community, and Town Meeting in a manner which promotes full understanding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Pursues alternative funding sources to supplement programs and accomplish established goals. Creatively manages available resources to increase efficiency, productivity, and effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

<b>6. General Management and Planning</b>	1	2	3	4	5	N/A
a. Provides leadership, motivation, and support within the organization. Creates and facilitates an environment for long-range and strategic planning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Monitors and plans for maintenance, repairs, and improvement of Town facilities, including plans for long-range capital needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Supervises and maintains in good order financial, personnel, and other records and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Administers the Town in accordance with state and federal laws, rules, and regulations, with Town By-laws, and with Board of Selectmen policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments:						

Attachment7.a: Town Manager Evaluations\_complete (2698 : Town Manager evaluation)

--

<b>7. Personal Qualities and Characteristics</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
a. Maintains high standards of ethics, honesty, integrity, and sound professional judgement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Represents the Town in a professional manner at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Displays the ability to be flexible, to manage conflict, to handle crisis, and to adjust to varying situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Displays creativity and innovation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Maintains a high level of ongoing professional development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

<b>8. Overall Rating</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
Overall, the Town Manager performs at the following level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

Attachment 7.a: Town Manager Evaluations\_complete (2698 : Town Manager evaluation)

### **Vision and Community Leadership:**

Town Manager Melissa Rodrigues takes the lead on the major events in town, such as the two 40B developments, the two major litigations, and the override. I'd like to see more focus on developing and communicating the Selectmen's goals to the community.

### **Communications/Public Relationships:**

Melissa identifies this as one of her particular strengths. I concur. She has continued to find new ways to interact with the community both as individuals and as groups.

### **Board of Selectmen Support/Relations**

I find Town Manager Rodrigues consistently available for questions and consultation on town issues, providing both helpful advice and concrete help. She is able to maintain good working relationships with all Board members despite our differences, although this can at times place her in an awkward position. She is thoughtful in sharing information promptly with Board members about situations as they arise, so that we can address questions with solid information. Her cheerful "can do" attitude—my particular reference here is the Fairbank project—is backed up by solid advice and assistance. I appreciated also her support during the dog hearings this fall.

### **Personnel Management**

I don't see a lot of the day-to-day here. I'm impressed with amount of time and effort Melissa puts into interviewing and negotiating with staff, and with the loyalty and camaraderie of her team and the cooperation across departments. Under her direction, staff delivers consistently excellent services (GFAO award for the budget, for example.) As senior staff retires, she maintains continuity while entrusting new staff members with challenging assignments. Issues during the MPO process in the spring of 2017, particularly staff advocating funding for the Bruce Freeman Rail Trail by citing its intersection with the Mass Central Rail Trail (Eversource project) were addressed promptly.

**Selectman Pat Brown**

**Narrative—Town Manager Rodrigues 1/1/2017—12/31/2017**

**1**

## **Financial Management**

Last spring Melissa piloted the town through passing an operating override, including the use of free cash to offset unemployment costs at the Sudbury Public Schools to avoid even more layoffs. Her budget explanation is clear, comprehensible, comprehensive, and concise—allowing us to understand how the money is used.

## **General Management and Planning**

Melissa inherited a capital funding process in disarray and has been working with various committees to rationalize it. She has been proactive not only in starting new programs but looking for ways to fund them--joining the Community Compact to further storm-water management required under MS4, for example.

## **Personal Qualities and Characteristics**

I am impressed with Melissa's integrity, her boundless energy, her understanding, and her professionalism. She is available, courteous, and willing to listen to anyone. I greatly value her advice and assistance. She has built trust within the community because of her commitment to transparency.



## TOWN OF SUDBURY TOWN MANAGER EVALUATION FORM

### Instructions

A space has been provided for each statement within the performance areas. Check the number which most accurately reflects the level of performance for the factor. If you did not have an opportunity to observe or make a determination on a particular factor, please indicate so in the N/A space. Selectmen are encouraged to provide comments and suggestions, especially concerning significant areas of strength or weakness.

### Rating Scale (1-5)

(1) Below Expectations/Unsatisfactory:

The Town Manager's work performance is inadequate and inferior to the standards of performance required for the position.

(2) Meets Some Expectations/Improvement Needed:

The Town Manager's work performance does not consistently meet the standards of the position.

(3) Meets Expectations/Satisfactory/Proficient:

The Town Manager's work performance consistently meets the standards of the position.

(4) Exceeds Expectations/Highly Effective:

The Town Manager's work performance is frequently or consistently above the level of a satisfactory employee.

(5) Excellent/Highly Commendable:

The Town Manager's work performance is consistently excellent when compared to the standards of the job.

<b>1. Vision and Community Leadership</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
a. Demonstrates an understanding of the importance of mission and vision. Takes a leadership role in developing and communicating a vision for the Town.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
b. Works with the Board of Selectmen to develop goals to protect and improve the quality of life of the Town of Sudbury and its core values.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
c. Ensures that the Board’s goals are translated into strategies and action steps leading toward implementation on a timely basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
d. Creates and facilitates an environment where Town government is open to input and participation, an exchange of ideas, creativity, and responsible experimentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Comments: Dcarty 03292018: I believe this is an area of particular strength for Melissa. Thank you for keeping us all on track.						

<b>2. Communications/Public Relationships</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
a. Projects a positive image in the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
b. Communicates the Town’s vision, goals, and accomplishments effectively. Expresses ideas in a logical, forthright manner in written and oral presentations. Communicates effectively with a variety of audiences (e.g., staff, community, media).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
c. Develops a positive relationship with the press and uses various media, including social media, effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
d. Demonstrates an open and transparent approach to sharing information with the community. Is reasonably available to the public and responsive to citizen complaints and requests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
e. Encourages community involvement in Town government and supports the efforts of volunteer citizens.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Maintains contacts with other town administrative leaders throughout the state, through professional organizations and other means, and with state and federal government officials.				X		
Comments: Dcarty 03292018 – I am impressed with little communication things like Truck Day and bigger things like making herself available via office hours. I scored the “community involvement” as a 3 but that is a collective reflection, not just that of the TM. I’d like to see						

Attachment7.a: Town Manager Evaluations\_complete (2698 : Town Manager evaluation)

us expand more in social media and also add a “project dashboard” to our website so that citizens can get a current picture of where various things stand. Melissa answers emails almost immediately – I assume she does that for everyone and not just me! She is a very capable and effective communicator, we as a Board along with TM should look for ways to constantly improve in this area as it will only make our community more united.

<b>3. Board of Selectmen Support/Relations</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
a. Offers professional advice, including appropriate recommendations and alternatives, based on thorough study and analysis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
b. Implements the Board of Selectmen’s policies and directives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
c. Maintains a professional working relationship with the Board of Selectmen, promoting a climate of mutual respect and trust.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
d. Keeps Board members informed of issues and activities in Town government and in the community.					X	
e. Works with the Chair to establish an agenda that addresses issues in a timely manner. Provides support materials and sufficient lead time to allow for informed decision-making and policy formation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
f. Helps the Board use Town Counsel to effectively achieve Town goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Dcarty 03292018: Yet another area of strength for Melissa, in by brief tenure on the Board I find her extremely supportive.

<b>4. Personnel Management</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
a. Establishes procedures and practices for hiring, supervision, promotion, and termination that support the Town and are implemented in a consistent and fair manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
b. Effectively leads collective bargaining. Informs and advises the Board of Selectmen as appropriate in matters of collective bargaining and grievance proceedings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
c. Recognizes, develops, and utilizes the abilities of staff. Encourages participation and shared decision-making with appropriate staff. Develops strong, open, and honest relationships with staff. Effectively delegates tasks and assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
d. Develops a meaningful staff evaluation process and opportunities for professional development that	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

Attachment7.a: Town Manager Evaluations\_complete (2698 : Town Manager evaluation)

contribute to professional growth.						
e. Ensures that staff members work effectively with relevant town boards and citizen volunteers, appropriately seeking their input, and are open to public input and participation.						X
Comments: Dcarty 03292018 - I left this section as N/A as honestly apart from a handful of times where I'm in the same meetings as Melissa and members of her staff I haven't had much direct interaction. In hindsight I probably should have talked to some of her employees to get their take. I will certainly do that in her next review.						

<b>5. Financial Management</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
a. Employs a comprehensive and transparent process of business planning and budgeting. Employs sound fiscal management procedures, techniques, and methods. Develops and maintains a long-term financial plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
b. Employs budget forecasting, accounting, and control systems to protect the Town's financial health. Effectively monitors and controls expenditures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
c. Prepares the annual budget in a timely manner with input from department heads and the Finance Director, in accordance with adopted goals and town-wide needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
d. Presents budget information to the Board of Selectmen, Finance Committee, the community, and Town Meeting in a manner which promotes full understanding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
e. Pursues alternative funding sources to supplement programs and accomplish established goals. Creatively manages available resources to increase efficiency, productivity, and effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Dcarty 03292018 I am always impressed that Melissa does not just come with her hand out looking for money but rather looks for alternate ways to fund initiatives. I find her presentation of finances to be very "down to earth" and easily understandable, in stark contrast to our other cost centers. As mentioned in earlier comments I would like the next step to be open and transparent updates and communications at the project level, but that is something as a Board I hope to enable in the coming year. I believe Melissa is very active in finding grants, refinancing debt, etc. We collectively could and probably should advertise this more as our taxpayers would probably like to know that we are all looking for ways to become more efficient.						

<b>6. General Management and Planning</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
a. Provides leadership, motivation, and support within the organization. Creates and facilitates an environment for long-range and strategic planning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
b. Monitors and plans for maintenance, repairs, and improvement of Town facilities, including plans for	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>

Attachment7.a: Town Manager Evaluations\_complete (2698 : Town Manager evaluation)

long-range capital needs.						
c. Supervises and maintains in good order financial, personnel, and other records and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
d. Administers the Town in accordance with state and federal laws, rules, and regulations, with Town By-laws, and with Board of Selectmen policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
<p>Comments: Dcarty 03292018 This is an area that is of particular interest and importance to me – as a citizen I found the Town and Schools planning to be frustrating. Since Melissa came on board, and in particular this past year as a member of the BOS, I find this to be changing at the Town cost center level. She makes herself and staff available for my Capital planning meetings and either she or her staff has been willing and able to promptly answer any questions I may have and to find any data as well. There is always room for improvement, but I think that this has come a long way under Melissa’s management.</p>						

7. Personal Qualities and Characteristics	1	2	3	4	5	N/A
a. Maintains high standards of ethics, honesty, integrity, and sound professional judgement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
b. Represents the Town in a professional manner at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
c. Displays the ability to be flexible, to manage conflict, to handle crisis, and to adjust to varying situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
d. Displays creativity and innovation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
e. Maintains a high level of ongoing professional development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
<p>Comments: Dcarty 03292018 – I think it works to Melissa’s (and my!) benefit that I am late in getting this done...the recent storms we have had was a perfect case study for what Melissa is all about. She availed herself around the clock when we had to convert Fairbank to an emergency shelter and while she could have delegated many tasks to her staff (like cooking dinner for shelter guests!) she instead led by example and did many of them herself. One other item that sticks in my mind is very early on in my BOS tenure it was time to give Melissa pay raise and she did not want to get a larger bump than her senior staff received. These things say a lot about Melissa as a person, and I’ll sum it all up by saying she’s the type of person I wish I was able to work with more often.</p>						

8. Overall Rating	1	2	3	4	5	N/A
Overall, the Town Manager performs at the following level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
<p>Comments: Dcarty 03292018 I was on the fence between “Highly Effective” and “Excellent” but conservatively chose the former due mainly to the fact that I personally was on the Board for only a portion of this year. I have no doubt that over time Melissa will sway me towards the latter. I think as a community we are lucky to have her; I look for her approach and demeanor</p>						

Attachment7.a: Town Manager Evaluations\_complete (2698 : Town Manager evaluation)

to rub off on our other cost centers! Thank you for all you do for us and I look forward to working with you much more in the future.

### Section 3 – Town Manager Review Narrative

DCarty 03292018 – As one that came onto the Board of Selectmen nearly halfway through 2017 I do not feel comfortable nor do I feel it appropriate to comment of the FY2017 goals as their selection and most of the progress towards them predates my involvement. However I do feel that it is appropriate for me to comment on the FY2018 goals. Starting right from the top I appreciate that Melissa helped coordinate a facilitator for our selection event. She provided input and guidance but did not sway members in one direction or another. In that I believe there is a respect for the positions to which we were elected. As for the goals themselves I have found Melissa to be very attentive and accessible; my personal involvement with the “Capital Planning” goal is my best example. Melissa has availed herself and her staff to my meetings and requests and I’ve always received what I needed in a timely manner. She has been helpful in the “Lincoln-Sudbury High School Regional Agreement” goal, again not overstepping her bounds and showing what I believe to be respect for the Selectman position. And as for the Melone goal – that was and continues to be an extremely emotionally charged one yet she kept a very cool head and helped to move that along.

There are a number of lower priority goals that I have not been directly involved in but for those that I have been I appreciate the involvement of Melissa and her staff. Getting the Landham Road intersection back on the Commonwealth’s radar is something we were able to do in pretty short order due mainly to her and her staff’s hard work. I continue to be impressed with how we’ve chipped away at the OPEB “problem” and look forward to similar efforts (and results) with our Capital funding initiative. I like that we’ve hit the pause button temporarily on the Route 20 Fire Station to allow the new Chief to weigh in, and she has been active in the Sudbury Senior Needs Assessment and the offshoot Transportation subcommittee.

In short, in my brief time on the Board I have found Melissa to be very attentive to the Board and has helped to make me a better Selectman. Thank you for your efforts.

Dan Carty

**TOWN OF SUDBURY  
TOWN MANAGER EVALUATION FORM  
Performance Review for 2017  
April 1, 2018**

**Instructions**

A space has been provided for each statement within the performance areas. Check the number which most accurately reflects the level of performance for the factor. If you did not have an opportunity to observe or make a determination on a particular factor, please indicate so in the N/A space. Selectmen are encouraged to provide comments and suggestions, especially concerning significant areas of strength or weakness.

**Rating Scale (1-5)**

(1) Below Expectations/Unsatisfactory:

The Town Manager's work performance is inadequate and inferior to the standards of performance required for the position.

(2) Meets Some Expectations/Improvement Needed:

The Town Manager's work performance does not consistently meet the standards of the position.

(3) Meets Expectations/Satisfactory/Proficient:

The Town Manager's work performance consistently meets the standards of the position.

(4) Exceeds Expectations/Highly Effective:

The Town Manager's work performance is frequently or consistently above the level of a satisfactory employee.

(5) Excellent/Highly Commendable:

The Town Manager's work performance is consistently excellent when compared to the standards of the job.



<b>1. Vision and Community Leadership</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
a. Demonstrates an understanding of the importance of mission and vision. Takes a leadership role in developing and communicating a vision for the Town.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Works with the Board of Selectmen to develop goals to protect and improve the quality of life of the Town of Sudbury and its core values.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Ensures that the Board’s goals are translated into strategies and action steps leading toward implementation on a timely basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Creates and facilitates an environment where Town government is open to input and participation, an exchange of ideas, creativity, and responsible experimentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Comments: Melissa understands the importance of long-term and high-level visioning, often considering the broader context for town initiatives and the need to prioritize projects. She has worked hard to balance sometimes competing inputs about priorities from Board members and residents. She is quite open to new ideas and innovation; she has been willing to make changes in many areas. Melissa has helped the Board in better defining and implementing goals.</p>						

<b>2. Communications/Public Relationships</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
a. Projects a positive image in the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Communicates the Town’s vision, goals, and accomplishments effectively. Expresses ideas in a logical, forthright manner in written and oral presentations. Communicates effectively with a variety of audiences (e.g., staff, community, media).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Develops a positive relationship with the press and uses various media, including social media, effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Demonstrates an open and transparent approach to sharing information with the community. Is reasonably available to the public and responsive to citizen complaints and requests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Encourages community involvement in Town government and supports the efforts of volunteer citizens.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. Maintains contacts with other town administrative leaders throughout the state, through professional organizations and other means, and with state and federal government officials.						

Attachment7.a: Town Manager Evaluations\_complete (2698 : Town Manager evaluation)

Susan Iuliano

Comments: Melissa has strong communication and public relations skills, which benefit the Board and Town government as a whole. She prioritizes responding to resident concerns and frequently meets individually with members of the public. She uses social media effectively and employs other means (e.g., Town Manager Office Hours) to promote two-way communication. Melissa is particularly strong at supporting citizen volunteers, working closely with multiple town boards. For example, she has effectively assisted the SPS School Committee with various issues that involve the Town.

She attends many community events and helps to publicize community efforts. Her ongoing communications with Protect Sudbury and with our elected representatives reflect her view of the importance of communication.

<b>3. Board of Selectmen Support/Relations</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
a. Offers professional advice, including appropriate recommendations and alternatives, based on thorough study and analysis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Implements the Board of Selectmen’s policies and directives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Maintains a professional working relationship with the Board of Selectmen, promoting a climate of mutual respect and trust.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Keeps Board members informed of issues and activities in Town government and in the community.				X		
e. Works with the Chair to establish an agenda that addresses issues in a timely manner. Provides support materials and sufficient lead time to allow for informed decision-making and policy formation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f. Helps the Board use Town Counsel to effectively achieve Town goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Melissa has established and nurtured very positive working relationships with all Board members. She is very responsive to individual members and talks or meets with us all individually. She very promptly alerts us to significant events or developments in town. She responds to emails 24/7 and frequently offers to help with matters. The weekly reports are useful. We are well-informed in general, which helps us to respond more effectively to residents. Melissa is very supportive of the Board’s individual and collective goals, which can be challenging as we are not always in alignment.

Melissa works well with Town Counsel. This has been a very busy and challenging year with multiple litigation efforts and attorneys. She seeks to keep us on track and informed. She also is good at identifying issues that may have legal ramifications and seeking appropriate assistance – yet, she also remains cognizant of the need to contain legal costs when we can.

<b>4. Personnel Management</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
--------------------------------	----------	----------	----------	----------	----------	------------

Attachment7.a: Town Manager Evaluations\_complete (2698 : Town Manager evaluation)

Susan Iuliano

a. Establishes procedures and practices for hiring, supervision, promotion, and termination that support the Town and are implemented in a consistent and fair manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Effectively leads collective bargaining. Informs and advises the Board of Selectmen as appropriate in matters of collective bargaining and grievance proceedings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Recognizes, develops, and utilizes the abilities of staff. Encourages participation and shared decision-making with appropriate staff. Develops strong, open, and honest relationships with staff. Effectively delegates tasks and assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Develops a meaningful staff evaluation process and opportunities for professional development that contribute to professional growth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Ensures that staff members work effectively with relevant town boards and citizen volunteers, appropriately seeking their input, and are open to public input and participation.			X			
<p>Comments: Melissa demonstrates a good understanding of personnel policies and legal requirements. The management of staff is an area that is difficult for the Board to assess, especially given confidentiality needs. Analysis tends to stem from how certain projects are advancing or comments from residents and town volunteers who encounter Town staff.</p> <p>Melissa clearly values staff input as it is reflected in her decisionmaking process. She also supports training and professional development for her staff.</p> <p>The Board may want to consider means for the Town Manger to receive productive feedback from staff, such as a survey or 360 review. The Board also should encourage and support professional development opportunities for the Town Manager.</p>						

5. Financial Management	1	2	3	4	5	N/A
a. Employs a comprehensive and transparent process of business planning and budgeting. Employs sound fiscal management procedures, techniques, and methods. Develops and maintains a long-term financial plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Employs budget forecasting, accounting, and control systems to protect the Town's financial health. Effectively monitors and controls expenditures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Prepares the annual budget in a timely manner with input from department heads and the Finance Director, in accordance with adopted goals and town-wide needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Presents budget information to the Board of Selectmen, Finance Committee, the community, and Town Meeting in a manner which promotes full understanding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Susan Iuliano

<p>e. Pursues alternative funding sources to supplement programs and accomplish established goals. Creatively manages available resources to increase efficiency, productivity, and effectiveness.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Comments: Melissa excels in the many aspects of our budgeting process, including planning and presentation. This year, she has sought to better ground our process in our Town bylaws. She works well with the Finance Committee and seeks to respond to their concerns. She brings a collaborative approach, working closely with the other cost centers to develop a budget agreeable to all. Yet, she does not hesitate to advocate for the Town needs overall. She and the Finance Director developed a three-year budget forecast to help inform long-term planning.</p> <p>Melissa presents information to the Town Meetings and to Town boards and committees in a balanced manner that facilitates their decisionmaking. She provides clear, straightforward explanations of complicated budget matters. At last year’s Town Forum, she stepped in at the last minute to present a budget process overview prepared by Selectman Woodard. She presents multiple articles at Town Meetings. She is working with others to overhaul and improve our capital planning process. She has carefully vetted our enterprise and revolving funds and recommended improvements. For instance, she met with the Park and Recreation Commission several times to help the Commission assess its funds and fee structure.</p> <p>Melissa consistently seeks to find efficiencies and alternative sources of funding. We received funding from the Community Compact program to help with the Master Plan, cybersecurity, and stormwater management. This year, we refinanced bonds to save \$10,000 in CPA funds. She found a facilitator for our goal-setting process provided by a state program.</p> <p>Finally, she recognizes the importance of sound financial practices, including planning ahead for OPEB and capital needs and maintaining appropriate reserves. The Town has maintained its AAA bond rating.</p>						

<b>6. General Management and Planning</b>	1	2	3	4	5	N/A
<p>a. Provides leadership, motivation, and support within the organization. Creates and facilitates an environment for long-range and strategic planning.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>b. Monitors and plans for maintenance, repairs, and improvement of Town facilities, including plans for long-range capital needs.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>c. Supervises and maintains in good order financial, personnel, and other records and documents.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>d. Administers the Town in accordance with state and federal laws, rules, and regulations, with Town By-laws, and with Board of Selectmen policies and procedures.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Comments: Melissa is responsible for managing many large and varied projects, including complicated litigation matters, in addition to day-to-day operations. She focuses on long-term</p>						

Attachment7.a: Town Manager Evaluations\_complete (2698 : Town Manager evaluation)

Susan Iuliano

planning, especially concerning our facility and capital needs. As a Town, we need to prioritize projects more effectively to improve management and implementation. Melissa seeks to improve our processes and carefully monitors the legal compliance of our practices.

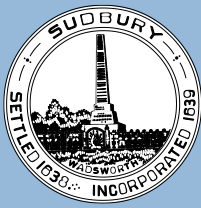
<b>7. Personal Qualities and Characteristics</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
a. Maintains high standards of ethics, honesty, integrity, and sound professional judgement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Represents the Town in a professional manner at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Displays the ability to be flexible, to manage conflict, to handle crisis, and to adjust to varying situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Displays creativity and innovation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Maintains a high level of ongoing professional development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments: Melissa approaches her work with energy and passion. She is highly professional and unfailingly positive. Her flexibility and her ability to respond quickly help her to manage different situations and challenging personalities.						

<b>8. Overall Rating</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
Overall, the Town Manager performs at the following level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments: I greatly appreciate all that Melissa does for our Town!						

## Town Manager Evaluation

Process modifications for discussion by the full Board of Selectmen

- 1) Should we revisit the calendar for submission of the Selectmen's review? Basically, we are now writing reviews for the 2017 calendar year a full three months into 2018. It's hard to exclude more recent happenings (e.g. the major storm). Should we get Selectmen's input earlier—say by the end of January?
- 2) Section 2 Checklist –
  - a. Should the categories change?
  - b. Specifically, in the Management category, while we value the specific items discussed, we don't always have sufficient insight to evaluate.
  - c. The Form Itself – the checkboxes are problematic, the comment boxes don't allow spellcheck, some printouts (Pat's) turn gray where data is entered. Not user-friendly.
- 3) The Town Manager's Goals for the review year should be part of the packet.
- 4) Do we need both free-form narrative (Section 3) and summary narrative boxes (Section 2)?
- 5) Do we need to have a subcommittee to make this work, or could one person collect and submit for review by the Board? Do we need a Subcommittee to draft the Town Manager goals?
- 6) Is there an “organizing principle” for the free-form narrative? If so, is it
  - a. Town Manager Goals
  - b. Section 2 Checklist categories?
- 7) Other comments as supplied by the full Board



SUDBURY BOARD OF SELECTMEN  
Tuesday, April 10, 2018

**MISCELLANEOUS (UNTIMED)**

**8: Town Manager subcommittee re: successor contract**

REQUESTOR SECTION

Date of request:

Requestor: Town Manager Rodrigues

Formal Title: Possible vote to appoint a subcommittee to negotiate a potential successor contract with Town Manager

Recommendations/Suggested Motion/Vote: Possible vote to appoint a subcommittee to negotiate a potential successor contract with Town Manager

Background Information:

Financial impact expected:

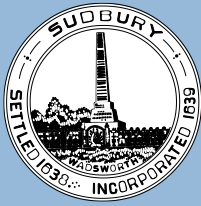
Approximate agenda time requested:

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

04/10/2018 7:00 PM



SUDBURY BOARD OF SELECTMEN  
Tuesday, April 10, 2018

**MISCELLANEOUS (UNTIMED)**  
**9: Bruce Freeman rail trail 25% design**

REQUESTOR SECTION

Date of request:

Requestor: Selectman Len Simon

Formal Title: Discussion and vote whether to authorize the Town Manager to enter into a contract of up to \$140,000 with Jacobs Engineering to finalize the 25% design of the Bruce Freeman Rail Trail to continue eligibility for TIP funding.

Recommendations/Suggested Motion/Vote: Discussion and vote whether to authorize the Town Manager to enter into a contract of up to \$140,000 with Jacobs Engineering to finalize the 25% design of the Bruce Freeman Rail Trail to continue eligibility for TIP funding.

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

04/10/2018 7:00 PM





# Town of Sudbury

Planning and Community Development Department

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

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

TO: Board of Selectmen  
FROM: *BWS* Beth Suedmeyer, Environmental Planner, Planning and Community Development  
RE: BFRT Design Contract to Prepare Preliminary Structural Plans / Complete 25% Design  
DATE: April 5, 2018

This memo provides the context for the requested authorization to enter into a contract of up to \$140,000 with Jacobs Engineering to prepare preliminary structural plans and finalize the 25% design of the Bruce Freeman Rail Trail (BFRT). The Town of Sudbury submitted the BFRT, Phase 2D (608164) 25% Design Package to MassDOT in September 2017.

The Town received comments on the submission and determined that the 25% Design Package was satisfactory with the exception of the omission of the MassDOT preliminary bridge structural plans. MassDOT District 3 is requiring the preliminary structural designs (Bridge Sketch Plans) be submitted to move forward in coordination with the highway design (in this case, rail trail design) and prior to the Design Public Hearing. In the past, MassDOT was willing to review the highway plans separately from the bridge plans, but they now realize this has resulted in overall delays to the design, frequent resubmissions, and an inferior product.

The original scope of work for the 25% design contract, developed in February 2015, did not include the production of the preliminary structural submission. It did include the Bridge Type Studies for the bridges over Pantry Brook and Hop Brook, which MassDOT has reviewed.

The proposed scope of work contract for \$140,000 with Jacobs Engineering will fully complete the MassDOT 25% design submission and allow advancement to the Design Public Hearing and 75% design phase. The scope of work includes:

- Type Selection Report for the boardwalk section proposed in the 25% plans south of Hudson Road. (The boardwalk was not included in the original 25% design contract scope of work.)
- Bridge sketch plans for the two bridges (one over Pantry Brook and one over Hop Brook).
- Bridge Sketch Plans for the boardwalk.
- Associated geotechnical study, hydrological analysis, and permitting required to produce the aforementioned products.
- Coordination with MassDOT and support for the Design Public Hearing.

The Town originally budgeted for the preliminary structural design submission to be prepared in the 75% design phase and the funding was appropriated at the 2017 Annual Town Meeting. In Article 14, Town Meeting voted to appropriate \$330,000 of free cash to advance the BFRT design. The \$140,000 will be drawn from this source.

**ARTICLE 14. BRUCE FREEMAN RAIL TRAIL DESIGN FUNDING**

To see if the Town will vote to raise and appropriate, or transfer from available funds, \$330,000, or any other sum, to be expended under the direction of the Town Manager for the purpose of advancing the ongoing design to Mass DOT standards of the 4.4-mile Bruce Freeman Rail Trail, or act on anything relative thereto.

Submitted by the Town Manager.

(Majority vote required)

TOWN MANAGER REPORT: This article will allow the design of the rail trail along the Bruce Freeman north-south corridor from the Concord town line to Station Road to advance. It is anticipated that funding for construction, currently estimated at nearly \$7 million, will come from state and federal sources. Over \$470,000 has been appropriated from Town funds since 2005 for this project, including surveying the right of way, title examination, wetland mapping, wildlife survey and preliminary design.

BOARD OF SELECTMEN POSITION: The Board of Selectmen supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 15. WITHDRAWN****ARTICLE 16. GOODNOW LIBRARY CHARTER AMENDMENT**

To see if the Town will vote to authorize the Board of Selectmen to petition the Great and General Court for special legislation to amend Chapter 131 of the Acts of 1994, as amended, as set forth below; provided that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to the bill before enactment by the General Court; and provided further that the Board of Selectmen be authorized to approve amendments which shall be within the scope of the general public objectives of the petition, or act thereon.

“An Act amending the charter of the Town of Sudbury”

Section 1: Part IV, Section 8 of Chapter 131 of the Acts of 1994 shall be amended by inserting, after the words “employees of the school”, the following: “, library”.

Part IV, Section 9(c) of Chapter 131 of the Acts of 1994 shall be amended by inserting, after the words “of the school department”, the following: “and the library director”.

Part VI, Section 14 of Chapter 131 of the Acts of 1994 shall be amended by adding a new paragraph following the existing final paragraph of the Section, stating; “Nothing in this charter shall be construed to supersede any right or responsibility accorded the Library Trustees under Chapter 78 of the Massachusetts General Laws.”

Section 2: This act shall take effect upon passage.”

; or act on anything relative thereto.

April 6, 2018

Melissa Murphy-Rodrigues, Esq.  
Town Manager  
Town of Sudbury  
278 Old Sudbury Road  
Sudbury, MA 01776-0756

Attn: Beth Suedmeyer  
Environmental Planner

RE: Bruce Freeman Rail Trail  
Engineering Services for Preliminary Bridge Submissions  
Updated Work Hour and Fee Estimate

Dear Ms. Murphy-Rodrigues,

Jacobs Engineering Group Inc. (Jacobs) is pleased to submit our updated work hour and fee proposal to provide environmental, structural and geotechnical engineering services to the Town of Sudbury for the preparation of preliminary bridge submissions required for the following structures:

- *Br. No. S-31-XXX(XXX) – Boardwalk: Bridge Type Selection Worksheet and Sketch Plans*
- *Br. No. S-31-007(XXX) – BFRT over Hop Brook: Sketch Plans*
- *Br. No. S-31-013(XXX) – BFRT over Pantry Brook: Sketch Plans*

The updated scope of services and work hour and fee estimate is based on the information supplied by Beth Suedmeyer in an email on March 30, 2018. We have included two new tasks for environmental assistance related to preparation of a Notice of Intent to perform the subsurface exploration program and possible amending of the existing ORAD.

We have also clarified our approach to completing the hydraulic analysis and scour evaluation for Br. No. S-31-007. We understand that the bridge location on Pantry Brook is in a regulatory floodplain. As such it will require a No Rise Certification and draft NFIP letter. We have added 20 hours to the Engineer category to include these tasks and the coordination required with FEMA to obtain the existing hydraulic model. As requested, we are providing a detailed breakdown of the hours for the Engineer and tasks required to complete the hydraulic analysis. The hours for the Project Manager and Senior Engineer are to provide review and quality control review of the work. This is shown in the table on the next page.

We have included an updated scope of services and fee estimate to reflect these changes. Our estimated fee has increased from \$133,500 to \$146,700 to account for the requested additional services.

Attachment 9.b: Jacobs BFRT Updated Work Hour and Fee Proposal 04-06-18 (2743 : Bruce Freeman rail trail 25% design)

April 6, 2018  
 Melissa Murphy-Rodrigues  
 Re: BFRT Preliminary Bridge Submissions – Updated Workhour and Fee Estimate

Hydraulic Analysis Task Breakdown	Engineer Hours
Collect & Import Data:	16
Delineate Watershed:	12
Hydrologic model:	12
Hydraulic Analyses	
Acquire FEMA FIS:	4
Existing Model:	12
Existing Model Calibration:	12
Model Bridge Alternatives:	12
Finalize Preferred Alternative:	8
NFIP Certification Letter / Documentation:	8
Scour Analysis:	
Existing Scour Analysis:	8
Proposed Scour Analysis:	8
Scour Countermeasures:	4
Report Preparation	24
Total:	140

If you have any questions about the information in this proposal, please contact me or our Principal-in-Charge, Becky Williamson. I can be reached by e-mail at [dave.chamberlain@jacobs.com](mailto:dave.chamberlain@jacobs.com) or by phone at (617) 532-4275 and Becky at [rebecca.williamson@jacobs.com](mailto:rebecca.williamson@jacobs.com) or by phone at (617) 532-4316.

Sincerely,  
 JACOBS ENGINEERING GROUP INC.



David M. Chamberlain, PE  
 Operations Manager

**MASSACHUSETTS DEPARTMENT OF TRANSPORTATION  
HIGHWAY DIVISION**

**PART B – TASK DESCRIPTIONS**

The following information provides a comprehensive description of tasks that may be required to design a MassDOT project. It is understood that certain projects may have specific circumstances that will require that additional tasks be defined and negotiated. Additional tasks shall be numbered consistent with the appropriate Section and added to the Work Hour Estimate Form.

**General**

Jacobs assumes that the Civil 3D Cad files for the proposed rail trail will be made available to assist with the preparation of the Bridge Type Selection Worksheet for the boardwalk and sketch plans for all structures.

**SECTION 150 ENVIRONMENTAL**

The project will include construction activities of excavation, filling, grading, and paving within or near wetland resources subject to federal, state and local regulation.

The following task descriptions included in this Section provide a basic description of the various actions to be taken in the environmental permitting process. MassDOT's Environmental Services Division should be consulted regarding all environmental permitting requirements.

**177 WPA Abbreviated Notice of Resource Area Determination (ANRAD)**

Prepare a request for a revision to the conditional ORAD to verify perennial and intermittent streams and functioning vernal pools based on currently available information and field studies. Tasks include preparation of all associated forms and backup documentation, coordination during review, site walks, and attending conservation commission meetings. Assume attendance will be necessary at 2 meetings, with 2 people for a total of 12-hours.

**179 WPA Notice of Intent (NOI)**

Prepare and submit an NOI to the local conservation commission in accordance with the WPA and the Town of Sudbury Bylaws for; 1) vegetation removal along the former rail bed right-of-way as needed for access by geotechnical drilling equipment and 2) geotechnical borings at proposed bike path structure locations. Tasks include preparation of all associated forms and backup documentation: permit plans, coordination during review, site walks, and attending conservation commission hearings. Assume attendance will be necessary at 2 meetings, with 2 people for a total of 12-hours.

**SECTION 350 DESIGN PUBLIC HEARING**

**351 Hearing Preparation**

Jacobs will prepare the graphics and other visual aids for the structures to display at the public hearing.

**MASSACHUSETTS DEPARTMENT OF TRANSPORTATION  
HIGHWAY DIVISION**

**352 Design Public Hearing**

Jacobs will attend Design Public Hearing, present the project to the public and respond to questions. Assist MassDOT in preparing written responses to letters received from concerned individuals as a result of the hearing.

**SECTION 600 GEOTECHNICAL DESIGN**

Jacobs will conduct an exploration program to assess subsurface conditions and depth to bedrock as a basis for the design of the foundations for the following structures.

**Boardwalk Structure**

The proposed exploration program will include six borings and five test pits spaced evenly along the 750 foot length of the boardwalk, from Station 166+50 to Station 174+00.

**Br. Nos. S-31-007 and S-31-013**

The proposed exploration program will include four borings and four test pits.

Jacobs will submit to MassDOT for approval a proposed program of borings, test pits or other field or laboratory tests. For Bridge Nos. S-31-007 and S-31-013, the locations for the proposed bridge borings and test pits will be located based on an approved structure type.

Field inspectors shall be furnished by Jacobs. Jacobs will be responsible for properly identifying, describing and classifying soil and rock encountered in sub-surface investigations pursuant to the standard of care. The inspector shall follow the MassDOT's boring inspection procedures, which include, but are not limited to the following: an inspector's check list for site work, scope of work and description of the subsurface operations; special provision items and supplemental specifications; visual identification of soil and rock samples; standard penetration tests and soil descriptions; and standard operating procedures for recording daily boring activities. Jacobs will visually and manually examine all soil samples and rock cores.

**601 Research Available Subsurface Data**

Jacobs will research, compile, and evaluate available subsurface and foundation data relative to the project site (plans, maps, etc.).

**602 Field Reconnaissance**

Jacobs will visit the site to assess equipment access requirements and to mark the exploration locations in the field by taping the distances from the corners of the existing intersection.

**603 Subsurface Investigation Plan**

Jacobs will prepare a subsurface investigation plan (borings, test pits, location, depth, etc.) in

**MASSACHUSETTS DEPARTMENT OF TRANSPORTATION  
HIGHWAY DIVISION**

accordance with the Bridge Manual for MassDOT review. We will finalize the plan based on any comments received from MassDOT. We will also prepare the specifications for the boring contract, which will be paid for as a direct expense.

Jacobs will hire a drilling subcontractor to perform the explorations and contact the utility clearance agency (Dig Safe Systems, Inc.) and the Town of Sudbury. Jacobs will rely on the Town personnel to clear our boring and test pit locations for water, sewer, and drains.

**604 Subsurface Investigation Inspection**

Jacobs will conduct on-site inspections during subsurface operations. We will follow inspection procedures, coordinate activities with MassDOT as needed, and verify and record quantities for records and payment.

**Boardwalk Structure**

The drilling subcontractor will advance six soil borings to depths of 20 feet or to refusal, whichever occurs first. If refusal is encountered at depths shallower than 20 feet, one 10-foot rock core will be obtained in one boring. The drilling subcontractor will perform standard penetration tests (SPT) and will obtain split-spoon samples continuously to a depth of 8 feet and at 5-foot intervals thereafter. The drilling subcontractor will also perform five test pits to an approximate depth of 8 feet along the boardwalk alignment.

**Br. Nos. S-31-007 and S-31-013**

At each bridge S-31-007 and S-31-013, the drilling subcontractor will advance two soil borings to depths of 40 feet or to refusal, whichever occurs first. If refusal is encountered at depths shallower than 40 feet, one 10-foot rock core will be obtained in one boring at each bridge. The drilling subcontractor will perform standard penetration tests (SPTs) and will obtain continuous split-spoon samples in the top 12 feet and at 5-foot intervals thereafter. The drilling subcontractor will also perform two test pits at each bridge to an approximate depth of 8 feet behind the existing abutments to assess existing abutment geometry.

**605 Office Studies, Analysis and Testing**

Jacobs will review soil/rock samples and field/laboratory test results. We will perform seismic site class and a liquefaction assessment, evaluate corrosivity of on-site soils, evaluate the foundation options and determine parameters for foundation design and construction. Laboratory testing will include grain size distribution, Atterberg limits, moisture content, organic content, and corrosivity testing.

**606 Geotechnical Report**

Jacobs will prepare a Geotechnical Report for each structure in accordance with the MassDOT LRFD Bridge Manual and other guidelines. The report will summarize the subsurface exploration program at the bridges and boardwalk, including laboratory testing results and geotechnical analyses and present design and construction recommendations. Analyses will be performed in accordance with the MassDOT LRFD bridge manual. We will coordinate with

**MASSACHUSETTS DEPARTMENT OF TRANSPORTATION  
HIGHWAY DIVISION**

structural engineers and correlate the contents of the reports with the project construction plans. A sufficient number of copies of these reports, as determined by MassDOT, shall be submitted by the Consultant for review and retention by MassDOT.

**607 Meetings, Reviews and Liaisons**

Jacobs will coordinate and meet with MassDOT for reviews, revisions, and advancement of our Geotechnical Reports and geotechnical related project submittals.

**SECTION 700 PROJECT DEVELOPMENT – STRUCTURAL**

The following scope is for the design of a 750 foot boardwalk between Stations 166+50 – 174+00. The due to the wetlands crossing and impacts from shallow foundation construction operations, the boardwalk is assumed to be founded on pile foundations. Per MassDOT requirements, project development will include evaluation superstructure of material types, span arrangements and costs. The proposed live load is 90 psf pedestrian live load, or an H10 emergency vehicle in accordance with the approved preliminary and type study reports.

Jacobs will establish the site parameters and constraints that will impact the design and construction of the bridge structure through a field investigation, review of information related to the existing structure (if any), review of available hydraulic and scour data, geotechnical data, environmental information, cultural resource information, and hazmat information. Jacobs will use this information to determine the most appropriate type of structure for the site that addresses these parameters and constraints to be pursued in the Final Bridge Design work.

**701 Field Investigation**

Jacobs will conduct a field inspection to review the bridge site and adjacent conditions, and establish project parameters and constraints. Evaluate the ground and river survey to determine the parameters for bridge design.

**702 Determine Boardwalk Configurations**

Jacobs will collaborate with the highway designer to determine the vertical and horizontal alignments and typical cross-sections for the boardwalk. Determine preliminary span length arrangements for varying superstructure material options and span capacity, and vertical bridge clearance. It is assumed the boardwalk will not carry utilities.

**703 Preliminary Structural Analysis**

Jacobs will determine boardwalk material types. Perform a preliminary structural analysis to determine the approximate span lengths and superstructure depth. The span arrangement for a given material type assumes consistent span lengths throughout the structure length. Preliminary analysis includes a single typical span length.



**MASSACHUSETTS DEPARTMENT OF TRANSPORTATION  
HIGHWAY DIVISION**

**704 Comparative Design and Cost Analyses**

Jacobs will evaluate those alternate superstructure types that are appropriate to the site based on considerations of pathway design parameters, traffic safety, impacts to surrounding properties and environmentally sensitive areas, traffic management, constructability, and aesthetics. Cost shall only be used to select between alternates that have been determined to be equally appropriate to the site based on the Type Section Worksheet.

**705 Preliminary Structures Report Preparation**

There is no work anticipated under this item.

**706 Boardwalk Type Selection Worksheet Preparation**

Jacobs will prepare a Type Selection Worksheet per the MassDOT Bridge Manual detailing the various design alternatives for the bridge, complete with appropriate graphics, descriptive text and cost breakdowns justifying the recommendations presented.

**707 Meetings and Liaison**

Jacobs will attend meetings and coordinate with MassDOT during the preparation of the Type Selection Worksheet to advance the work. Jacobs will also respond to Town and MassDOT review comments.

**SECTION 710 SKETCH PLANS**

**711 Establish Boring Locations**

Jacobs will determine the locations for the proposed borings and test pits based on an approved structure type. Coordinate the boring program and the geotechnical design with MassDOT's Geotechnical Section. Prepare the boring location plans.

**712 Reserved**

**713 Sketch Plan Development**

Jacobs will prepare sketch plans for the boardwalk and Br. Nos. S-31-007 and S-31-013 in accordance with the MassDOT Bridge Manual. Submit review copies together with the foundation report to MassDOT. Check to ensure that the proposed design and construction staging plan addresses the cost and scheduling impacts associated with accommodating both existing and proposed utilities. Review the boring logs and foundation reports. Perform geometric design calculations. It is assumed that Jacobs will have to recreate the sketches presented in the Preliminary Structures Report for Br. No. S-31-007 and the Bridge Type Selection Worksheet for Br. No. S-31-013.

**MASSACHUSETTS DEPARTMENT OF TRANSPORTATION  
HIGHWAY DIVISION**

Jacobs will prepare updated construction cost estimates for the boardwalk and Br. Nos. S-31-007 and S-31-013.

**714 Meetings, Coordination and Liaison**

Jacobs will participate in MassDOT Sketch Plan review meetings and prepare responses to Town and MassDOT comments and plan revisions, as necessary.

**715 Constructability Review**

Jacobs will review the design of the proposed structures to ensure that the structures do not present any unusual matters that would unduly increase the cost the project or present potential scheduling delays during construction resulting in claims for extra work. Particular attention must be given to the proposed construction staging and available right of way.

**716 Submission Checklist**

Jacobs will prepare and submit Bridge Section Checklist.

**717 Hydraulics Study and Report (Bridges over Water)**

For new construction, and based on the existing abutment failure at Br. No. S-31-013, a Hydraulics Study and report will be required in accordance with the MassDOT LRFD Bridge Manual. The National Flood Insurance Program (NFIP) study has determined that Pantry Brook is located in a regulatory floodplain (AE Zone) at the bridge location.

Per the MassDOT LRFD Bridge Manual, the proposed bridge will be configured to provide 2-feet of freeboard (clearance) from the hydraulic design flood water surface elevation top of bridge opening. Based on the “No-Rise” criteria for floodway encroachment, the proposed bridge replacement cannot result in a rise in the base flood elevation (100-year) of the regulatory floodway. The current effective NFIP hydraulic model will be obtained from the FEMA archives (if one is available). The obtained hydraulic model with existing structure information will be calibrated to reproduce the base flood elevation (BFE) shown on the Flood Insurance Study (FIS) within 0.10-feet. The model will extend sufficiently upstream and downstream of the structure to assure limits of the water surface flood profiles tie into the NFIP BFE without significant discontinuities (+/- 0.25-feet). Typically, MassDOT requires the model extend a minimum of 500 feet upstream and downstream of the bridge. The proposed structure model will be created by duplicating the existing conditions model and modifying for the proposed information. The proposed conditions BFE and regulatory floodway elevation profiles must indicate a “no-rise” impact when compared to the existing conditions.

**Scour Analysis:**

Per the MassDOT LRFD Bridge Manual, a scour design and scour check analysis will need to be completed. Calculated scour depth will be used for abutment foundation design. Jacobs will

**MASSACHUSETTS DEPARTMENT OF TRANSPORTATION  
HIGHWAY DIVISION**

obtain samples of the riverbed material to assist with the scour analysis. Additionally, bridge armament (riprap) size will be calculated, if necessary, to protect against scour at the structure.

**SECTION 750 FINAL BRIDGE DESIGN**

There is no work to be completed under this task.

**SECTION 800 PS&E SUBMISSION**

There is no work to be completed under this task.

**SECTION 900 CONSTRUCTION ENGINEERING**

There is no work to be completed under this task.

SCOPING WORKBOOK Form 1.3 Work Hour Estimate

City/Town	Sudbury				Contract No.:							
Location:	Bruce Freeman Rail Trail				Assignment No.:							
					ProjInfo No.:						608164	
<b>SECTION 150</b>												
<b>ENVIRONMENTAL</b>												
					PIC	PM	SE	Eng	AE	ET	TOTAL	
151	Early <b>Environmental</b> Coordination <b>Checklist</b>											
152	Hist./Arch. Impacts (Section 106 and Chapter 254)											
153	<b>Reserved</b>											
154	Hazardous Materials Research/Review											
155	Project Development Meetings and Hearings											
156	NEPA/MEPA Determination											
157	NEPA - Categorical Exclusion (CE)											
158	NEPA - Environmental Assessment (EA)											
159	NEPA - Draft Environmental Impact Statement (EIS)											
160	NEPA - Final Environmental Impact Statement (EIS)											
161	NEPA - Supplemental Environmental Impact Statement (EIS)											
162	NEPA - Reevaluation											
163	MEPA - Environmental Notification Form (ENF)											
164	MEPA - Draft Environmental Impact Report (DEIR)											
165	MEPA - Final Environmental Impact Report (FEIR)											
166	MEPA - Notice of Project Change (NOPC)											
167	MEPA - Supplemental Environmental Impact Report (SEIR)											
168	<b>Reserved</b>											
169	<b>Reserved</b>											
170	USACE Section 404 General Permit (GP)											
171	USACE Individual Section 404 Permit											
172	U.S. Coast Guard Bridge Permit											
173	Programmatic Section 4(f) Evaluation											
174	Draft Individual Section 4(f) Evaluation											
175	Final Individual Section 4(f) Evaluation											
176	Wetland Resource Area Delineation											
177	Wetlands Protection Act (WPA) ANRAD					2	10	15	15		42	
178	WPA - Request for Determination of Applicability											
179	WPA - Notice of Intent (NOI)					2	10	20	40		72	
180	WPA - Variance											
181	Chapter 91 License/Permit Application											
182	Water Quality Certification (401)											
183	Coastal Zone Management Consistency Certificate											
184	Wildlife/Rare Species Assessment											
185	Essential Fish Habitat Assessment											
186	<b>Reserved</b>											
187	<b>Impaired Waterbody Assessment and Water Quality Data Form</b>											
					SUBTOTAL							114

Attachment 9.b: Jacobs BFRT Updated Work Hour and Fee Proposal 04-06-18 (2743 : Bruce Freeman rail trail 25% design)

## SCOPING WORKBOOK Form 1.3 Work Hour Estimate

City/Town	Sudbury				Contract No.:					
Location:	Bruce Freeman Rail Trail				Assignment No.:					
						ProjInfo No.:		608164		
<b>SECTION 350</b>										
<b>DESIGN PUBLIC HEARING</b>										
				PIC	PM	SE	Eng	AE	ET	TOTAL
351	Hearing Preparation					4		8		12
352	Design Public Hearing				4	4				8
	SUBTOTAL				4	8		8		20
<b>SECTION 600</b>										
<b>GEOTECHNICAL REPORT</b>										
				PIC	PM	SE	Eng	AE	ET	TOTAL
601	Research Available Subsurface Data					2	2			4
602	Field Reconnaissance					4		4		8
603	Subsurface Investigation Plan					8	12			20
604	Subsurface Investigation Inspection						20	60		80
605	Office Studies, Analysis and Testing					10	30	54		94
606	Geotechnical Reports (3 Separate Reports)					10	44	36		90
607	Meetings, Reviews and Liaison			4	4	16				24
608	Final Plans, Specifications and Estimate									
	SUBTOTAL			4	4	50	108	154		320
<b>SECTION 700</b>										
<b>PROJECT DEVELOPMENT - STRUCTURAL- BR. NO. S-31-XXX (XXX) BOARDWALK</b>										
				PIC	PM	SE	Eng	AE	ET	TOTAL
701	Field Investigation					4		4		8
702	Determine Bridge Configuration					4		4		8
703	Preliminary Structural Analysis					4	8	12		24
704	Comparative Design and Cost Analyses					4	12	16		32
705	Preliminary Structures Report Preparation									
706	Bridge Type Selection Worksheet Preparation				4	16	32	40		92
707	Meetings and Liaison			4	4					8
708	Hydraulics Study and Report (Bridges over Water)									
	SUBTOTAL			4	8	32	52	76		172

Attachment 9.b: Jacobs BFRT Updated Work Hour and Fee Proposal 04-06-18 (2743 : Bruce Freeman rail trail 25% design)

SCOPING WORKBOOK Form 1.3 Work Hour Estimate

City/Town	Sudbury				Contract No.:				
Location:	Bruce Freeman Rail Trail				Assignment No.:				
					ProjInfo No.:	608164			
<b>SECTION 710</b>									
<b>SKETCH PLANS - BR. NO. S-31-XXX (XXX) BOARDWALK</b>									
			PIC	PM	SE	Eng	AE	ET	TOTAL
711	Establish Boring Locations					2			2
712	Hydraulics Study and Report (Bridges over Water)								
713	Sketch Plan Development			2	8	32	8	48	98
714	Meetings, Coordination and Liaison			4	4				8
715	Constructability Review			4	4				8
716	Submission Checklist			2		4			6
SUBTOTAL			2	10	20	34	8	48	122
<b>SECTION 710</b>									
<b>SKETCH PLANS - BR. NO. S-31-007 (XXX) HOP BROOK</b>									
			PIC	PM	SE	Eng	AE	ET	TOTAL
711	Establish Boring Locations					2			2
712	Hydraulics Study and Report (Bridges over Water)								
713	Sketch Plan Development			2	8	32	16	56	114
714	Meetings, Coordination and Liaison			4	4				8
715	Constructability Review			4	4				8
716	Submission Checklist			2		4			6
SUBTOTAL			2	10	20	34	16	56	138
<b>SECTION 710</b>									
<b>SKETCH PLANS - BR. NO. S-31-013 (XXX) PANTRY BROOK</b>									
			PIC	PM	SE	Eng	AE	ET	TOTAL
711	Establish Boring Locations					2			2
712	Hydraulics Study and Report (Bridges over Water)			4	24	140			168
713	Sketch Plan Development			2	8	32	16	48	106
714	Meetings, Coordination and Liaison			4	4				8
715	Constructability Review			4	4				8
716	Submission Checklist			2		4			6
SUBTOTAL			2	14	44	174	16	48	298

Attachment 9.b: Jacobs BFRT Updated Work Hour and Fee Proposal 04-06-18 (2743 : Bruce Freeman rail trail 25% design)

SCOPING WORKBOOK Form 1.4 Summary Table

City/Town	Sudbury							Contract No.:	0	
Location:	Bruce Freeman Rail Trail							Assignment No.:	0	
	0							ProjInfo No.:	608164	
<b>HOURLY RATE SUMMARY</b>										
				PIC	PM	SE	Eng	AE	ET	
DIRECT HOURLY RATE (\$) (Design)				\$80.00	\$56.00	\$56.00	\$42.00	\$35.00	\$20.00	
DIRECT HOURLY RATE (\$) (Construction)										
HOURLY RATE (\$) (Design)				\$189.73	\$132.81	\$132.81	\$99.61	\$83.01	\$47.43	
HOURLY RATE (\$) (Construction)				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>WORK HOUR AND FEE SUMMARY</b>										
	TASK DESCRIPTION		PIC	PM	SE	Eng	AE	ET	Task Hour	Task Fee
150	ENVIRONMENTAL		0	4	20	35	55	0	114	\$ 11,239.14
350	DESIGN PUBLIC HEARING		0	4	8	0	8	0	20	\$ 2,257.79
600	GEOTECHNICAL REPORT		4	4	50	108	154	0	320	\$ 31,471.48
700	PROJ DEV - STRUCT - BR. NO. S-31-XXX (B'DWALK)		4	8	32	52	76	0	172	\$ 17,559.52
710	SKETCH PLANS - BR. NO. S-31-XXX (B'DWALK)		2	10	20	34	8	48	122	\$ 10,691.29
710	SKETCH PLANS - BR. NO. S-31-007		2	10	20	34	16	56	138	\$ 11,734.81
710	SKETCH PLANS - BR. NO. S-31-013		2	14	44	174	16	48	298	\$ 29,019.22
TOTAL WORK-HOURS			14	54	194	437	333	152	1184	
									TOTAL FEE	\$ 113,973.23
ACTUAL PERCENTAGES			1	5	16	37	28	13		
(TYPICAL PERCENTAGES)			1-3%	10-15%	15-25%	25-35%	10-15%	10-15%		
					DESIGN		CONSTRUCTION		TOTALS	
(a)	Salary Costs				\$ 48,057.00	\$ -			\$ 48,057.00	
(b)	Indirect Costs (%)	113.66%			\$ 54,621.59	\$ -			\$ 54,621.59	
(c)	Net Fee (%)	11.00%			\$ 11,294.64	\$ -			\$ 11,294.64	
TOTAL LIMITING FEE					\$ 113,973.23	\$ -			\$ 113,973.23	
(d)	Direct Expenses	Subsurface Exploration (see Breakdown)			\$ 32,000.00					
		Mileage			\$ 500.00					
		Printing, Mailing			\$ 200.00					
					\$ 32,700.00	\$ -			\$ 32,700.00	
MAXIMUM PAYMENT AMOUNT					\$ 146,673.23	\$ -			\$ 146,673.23	
MAXIMUM OBLIGATION									\$ 146,700.00	

Attachment 9.b: Jacobs BFRT Updated Work Hour and Fee Proposal 04-06-18 (2743 : Bruce Freeman rail trail 25% design)

## Bruce Freeman Rail Trail - Summary of Subsurface Exploration

Item No.	Item Description	Estimated Quantities	Unit	Unit Price	Amount
1	Utility Clearance	3	EA	\$ 150.00	\$ 450.00
2	Mob/Demob. of Boring Equipment (ATV Rig)	1	LS	\$ 500.00	\$ 500.00
3	Mob/Demob. of Excavation Equipment	1	LS	\$ 375.00	\$ 375.00
4	Soil Boring (Cased-Rotary Wash)	280	LF	\$ 54.50	\$ 15,260.00
5	Additional Split Spoon Samples	20	EA	\$ 41.00	\$ 820.00
6	Sample Jar Cases	12	EA	\$ 13.20	\$ 158.40
7	Core Borings (NX)	30	LF	\$ 77.00	\$ 2,310.00
8	Drilling Through Obstructions	3	HR	\$ 350.00	\$ 1,050.00
9	Stand-by Time	4	HR	\$ 306.00	\$ 1,224.00
10	Test Pits	3	DAY	\$ 1,700.00	\$ 5,100.00
11	Misc Expendables	1	LS	\$ 500.00	\$ 500.00
TOTAL					\$ 27,747.40

Assumptions

- Prices based on unit bid prices received from New England Boring Contractor - 9/2017 assuming prevailing wage rates
- Total of 10 borings from 20 to 40 feet each
  - 4 bridge borings to bedrock, 2 with 10 ft core. 6 boardwalk borings, 1 with 10' core.
- Prevailing wage included in drilling footage rates and excavator day rates

Item	Description of Test	Quantity	Rate	Cost
1	Grain Size Analyses (Sieve only)	12	\$ 75.00	\$ 900.00
2	Atterberg Limits	10	\$ 80.00	\$ 800.00
3	Moisture Contents	20	\$ 10.00	\$ 200.00
4	Organic Content	5	\$ 45.00	\$ 225.00
5	Soil Corrosivity Tests (includes chloride, sulfate, electrical resistivity, and pH)	5		
5a	Chloride Content	5	\$ 95.00	\$ 475.00
5b	Sulfate Content	5	\$ 110.00	\$ 550.00
5c	Resistivity	5	\$ 110.00	\$ 550.00
5d	pH	5	\$ 30.00	\$ 150.00
6	Sample Pick-up	1	\$ 150.00	\$ 150.00
Total:				\$ 4,000.00

- Testing pricing based on Geotesting 2018 Price List

Grand Total: \$ 31,747.40

SAY \$ 32,000.00

Attachment 9.b: Jacobs BFRT Updated Work Hour and Fee Proposal 04-06-18 (2743 : Bruce Freeman rail trail 25% design)

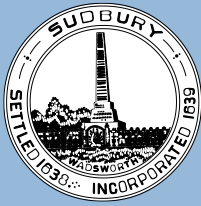


## MassDOT - HIGHWAY DIVISION

## SCOPING WORKBOOK

Contract No #	EXHIBIT B		BUDGET -	
	COST PLUS			
0				
		PRELIMINARY ENGINEERING	CONSTRUCTION ENGINEERING	TOTALS
(a) Salary Costs		\$48,057.00	\$0.00	\$48,057.00
(b) Indirect Costs	113.66%	\$54,621.59	\$0.00	\$54,621.59
(c) Net Fee	11.00%	\$11,294.64	\$0.00	\$11,294.64
TOTAL LIMITING FEE		\$113,973.23	\$0.00	\$113,973.23
(d) Direct Costs		\$32,700.00	\$0.00	\$32,700.00
MAX PAYMENT AMOUNT		\$146,673.23	\$0.00	\$146,673.23
MAXIMUM OBLIGATION				\$146,700.00

Attachment 9.b: Jacobs BFRM Updated Work Hour and Fee Proposal 04-06-18 (2743 : Bruce Freeman rail trail 25% design)



SUDBURY BOARD OF SELECTMEN  
Tuesday, April 10, 2018

**MISCELLANEOUS (UNTIMED)**

**10: Citizens Comments (cont)**

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Citizens Comments (cont)

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

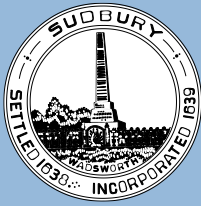
Approximate agenda time requested:

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

04/10/2018 7:00 PM



SUDBURY BOARD OF SELECTMEN  
Tuesday, April 10, 2018

**MISCELLANEOUS (UNTIMED)**

**11: 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:

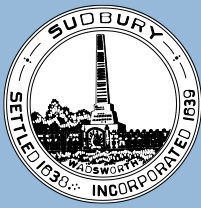
Review:

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

04/10/2018 7:00 PM

**POTENTIAL UPCOMING AGENDA ITEMS/MEETINGS**

<b>MEETING</b>	<b>DESCRIPTION</b>
<b>April 24</b>	Vote to approve and sign the Special Town Election Warrant which must be posted and delivered to residents by May 14.
	Meet with Planning Board and DPW Director to discuss Town Meeting articles
	Meet with Senator James Eldridge
<b>May 1</b>	Utility Petition Public Hearing re: pole removal at 275 Old Lancaster Road
	Meet with Board of Assessors to discuss Senior Tax Exemption Town Meeting article
	Meet with Representative Carmine Gentile
<b>Monday, May 7, 7:30 pm @LS</b>	<b>Annual Town Meeting commences</b>
<b>Date to be determined</b>	Strategic Financial Planning Committee for Capital Funding to present recommendations
	Update and discussion on Route 20 sewer project
	Update Selectmen's Policies
	Review of Special Municipal Employee designations
	Review inactive Town Boards & Committees
	Discussion and vote whether to disband and archive the Town Hall Blue Ribbon committee, and thank members for their work.
	Discussion on Route 20 signage
	Update on public meetings by VHB for Bruce Freeman Rail Trail Design
	Research marijuana laws – update from Rep. Gentile
	Route 20 improvement – Complete Streets Project
	Route 20 empty corner lot – former gas station
	Capital Plan (Park and Recreation)
	Sudbury Water District Meeting
	Mixer for Town committee and board members
	Capital Planning discussion
	Pole presentation (undergrounding)
	Discuss potential new committee "Citizens Budget Task Force"
	Discuss LS/SPS regionalization (per citizens comments)
	Joint meeting with Sudbury Public Schools regarding SPS administration space
<b>STANDING ITEM FOR ALL MEETINGS</b>	BOS requests for future agenda items at end of meeting
	Citizens Comments, continued (if necessary)



SUDBURY BOARD OF SELECTMEN  
Tuesday, April 10, 2018

**CONSENT CALENDAR ITEM**  
**12: Military Appreciation Month**

REQUESTOR SECTION

Date of request:

Requestor: Maryanne Bilodeau, Asst Town Mgr/HR Director

Formal Title: Vote to acknowledge that the month of May is Military Appreciation Month and to sign a proclamation in this regard.

Recommendations/Suggested Motion/Vote: Vote to acknowledge that the month of May is Military Appreciation Month and to sign a proclamation in this regard.

Background Information:

Financial impact expected: not applicable

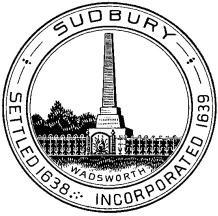
Approximate agenda time requested:

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

04/10/2018 7:00 PM



## TOWN OF SUDBURY

Office of Selectmen  
www.sudbury.ma.us

Flynn Building  
278 Old Sudbury Rd  
Sudbury, MA 01776-1843

### Military Appreciation Month Proclamation

**WHEREAS,** The freedom and security that citizens of the United States enjoy today are direct results of the bloodshed and continued vigilance given by the United States Armed Forces over the history of our great nation; and

**WHEREAS,** the sacrifices that such members of the United States Armed Forces and of the family members that support them, have preserved the liberties that have enriched this nation making it unique in the world community; and

**WHEREAS,** the United States Congress, in two thousand and four, passed a resolution proclaiming May as National Military Appreciation Month, calling all Americans to remember those who gave their lives in defense of freedom and to honor the men and women of all of our Armed Services who have served and are now serving our Country, together with their families; and

**WHEREAS,** the month of May was selected for this display of patriotism because during this month, we celebrate Victory in Europe (VE) Day, Military Spouse Day, Loyalty Day, Armed Forces Day/Week, National Day of Prayer, and Memorial Day;

**NOW, THEREFORE, WE,** the Selectmen of Sudbury, Massachusetts do hereby proclaim the period May 1, through May 31, 2018 as a special time to show appreciation for our Military and proclaim it as

#### MILITARY APPRECIATION MONTH

We encourage all Sudbury citizens to join us in showing our gratitude by the appropriate display of flags and ribbons during the designated period.

**IN WITNESS WHEREOF,** We hereunto set our hands and the Seal of Sudbury, Massachusetts to be affixed this 10th day of April, 2018.

#### BOARD OF SELECTMEN

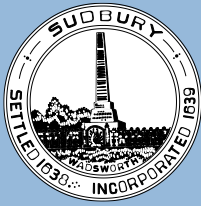
Robert C. Haarde, Chairman

Leonard A. Simon, Vice-Chairman

Patricia A. Brown

Daniel E. Carty

Susan N. Iuliano



SUDBURY BOARD OF SELECTMEN  
Tuesday, April 10, 2018

**CONSENT CALENDAR ITEM**

**13: Minutes approval**

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to approve the regular session minutes of February 6, 2018.

Recommendations/Suggested Motion/Vote: Vote to approve the regular session minutes of February 6, 2018.

Background Information:  
draft attached

Financial impact expected:

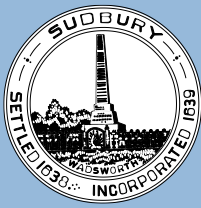
Approximate agenda time requested:

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

04/10/2018 7:00 PM



SUDBURY BOARD OF SELECTMEN  
Tuesday, April 10, 2018

**CONSENT CALENDAR ITEM**

**14: SMILE Mass Run Into Summer 2018**

REQUESTOR SECTION

Date of request:

Requestor: Susan Brown, SMILE Mass

Formal Title: Vote to Grant a Special Permit to SMILE Mass, to Hold the “Run Into Summer” on Wednesday, June 13, 2018, from 7:00 P.M. through approximately 8:30 P.M., subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the race’s conclusion.

Recommendations/Suggested Motion/Vote: Vote to Grant a Special Permit to SMILE Mass, to Hold the “Run Into Summer” on Wednesday, June 13, 2018, from 7:00 P.M. through approximately 8:30 P.M., subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the race’s conclusion.

Background Information:  
CONSENT CALENDAR

Financial impact expected:N/A

Approximate agenda time requested:

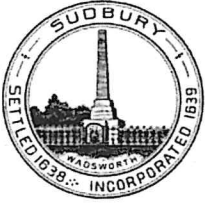
Representative(s) expected to attend meeting:

Review:

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

04/10/2018 7:00 PM





## TOWN OF SUDBURY

Office of Selectmen  
www.sudbury.ma.us

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

Email: [BOSSadmin@sudbury.ma.us](mailto:BOSSadmin@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 SMILE MASS  
 Event Name RUN INTO SUMMER 5K/10K/1.4 MILE WALK/FUN RUN  
 Organization Address 66 DUDLEY ROAD, SUDBURY, MA 01776  
 Name of contact person in charge SUSAN BROWN/LOTTE DIOMEDE  
 Telephone Number [REDACTED]  
 Email address [REDACTED]  
 Date of event 6/13/18 Rain Date NONE  
 Starting time 7:00PM Ending time 8:30PM  
 Route of the race/relay and portion of the road requested to be used (please indicate on map and attach to this application) SAME AS JUNE/NOV 2018 - ATTACHED  
 Anticipated number of participants 250  
 Assembly area (enclose written permission of owner if private property to be used for assembly) CURTIS MIDDLE SCHOOL  
 Organization that proceeds will go to SMILE MASS  
 Any other important information THIS IS OUR 3RD ANNUAL JUNE RACE - OUR NOVEMBER RACE HAS TAKEN PLACE 6 TIMES

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

Signature of Applicant [Signature] Date 3/16/18



## TOWN OF SUDBURY

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

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

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

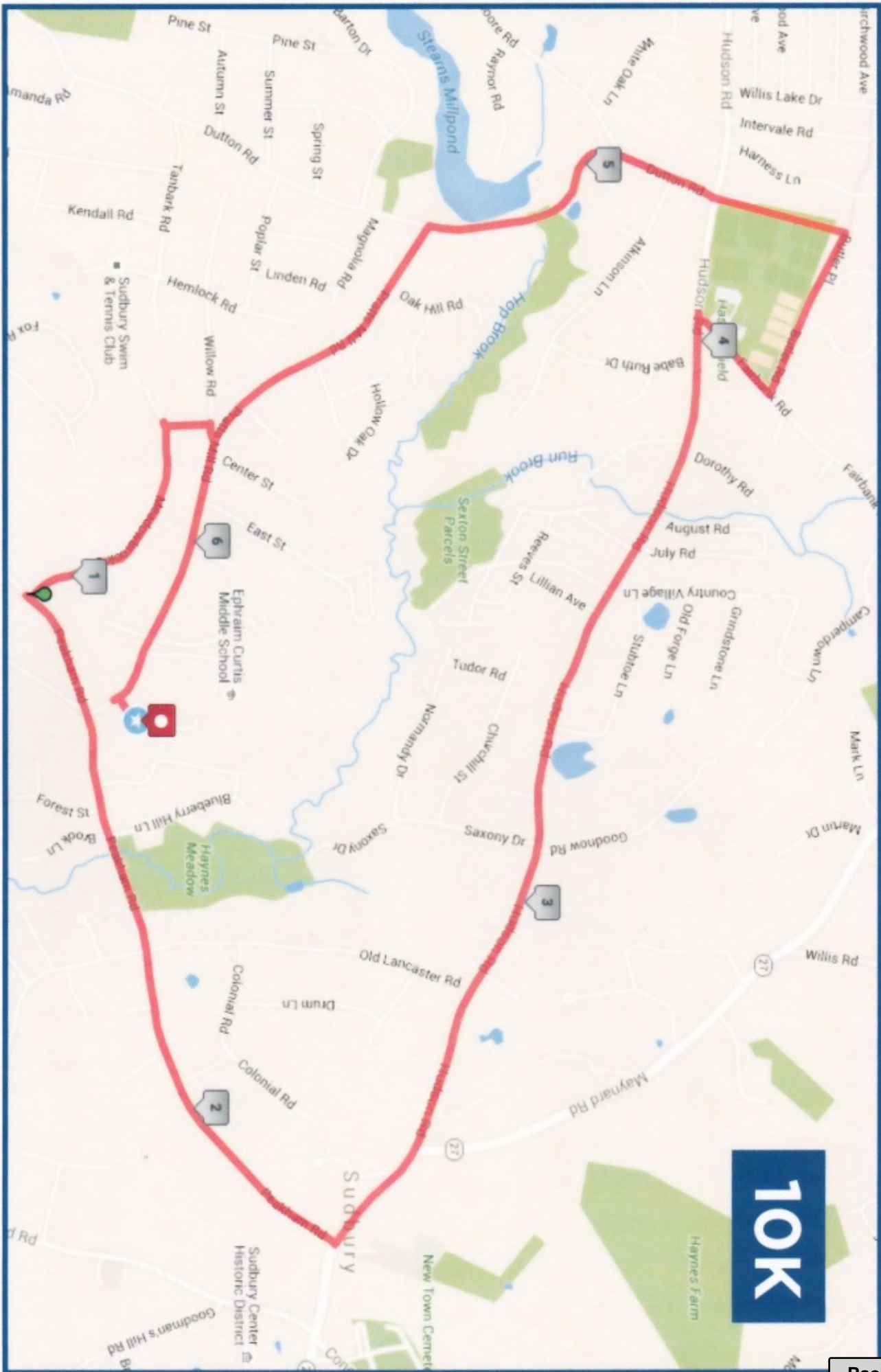
### CONTINUED: APPLICATION FOR A CHARITABLE WALK/RELAY PERMIT...

Application Checklist:

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

Please submit completed application and materials to:

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

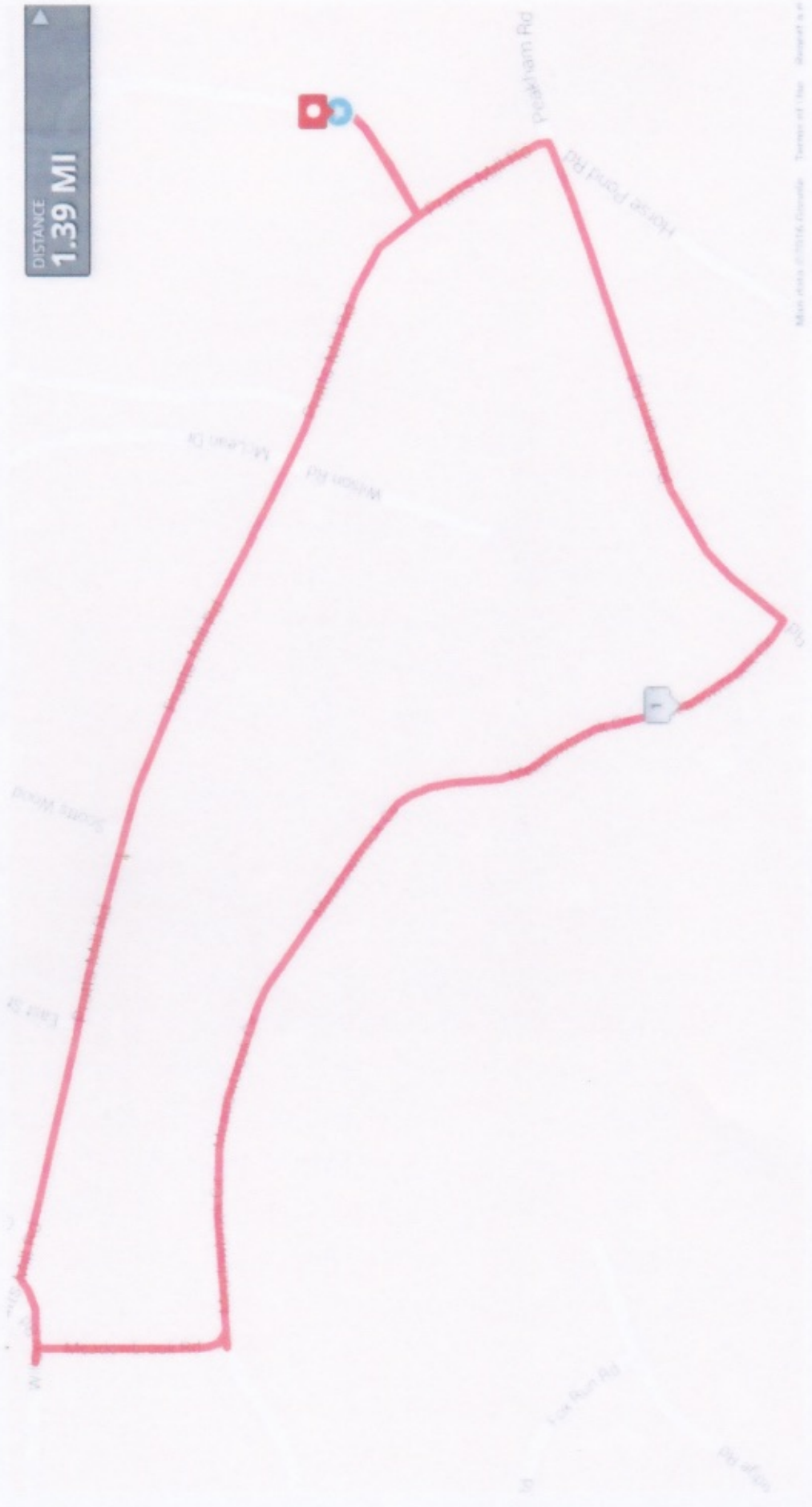


Attachment 14.a: Run Into Summer Application 2018\_BOS (2724 : SMILE Mass Run Into Summer 2018)



Attachment 14.a: Run Into Summer Application 2018\_BOS (2724 : SMILE Mass Run Into Summer 2018)

DISTANCE  
**1.39 MI**



Map data ©2016 Google, Terrain ©1998-2016

## Smile MASS – Run Into Summer Department Feedback June 13, 2018

### DPW

From: Nason, Dan  
Sent: Monday, April 02, 2018 5:42 PM  
Subject: **ACCEPTED**: 2018 Smile MASS Run Into Summer  
When: Wednesday, June 13, 2018 7:00 PM-8:30 PM (UTC-05:00) Eastern Time (US & Canada).

The DPW has no issues with this event assuming there are no services requested from the DPW (cones, barricades, etc.) along the route. I believe we do provide crowd control barriers for this event at the school. Ms. Brown or Diomedea can contact me directly to coordinate.

Regards,  
Dan

### FIRE DEPARTMENT

From: Whalen, John  
Sent: Wednesday, March 28, 2018 2:01 PM  
Subject: **ACCEPTED**: 2018 Smile MASS Run Into Summer  
When: Wednesday, June 13, 2018 7:00 PM-8:30 PM (UTC-05:00) Eastern Time (US & Canada).

### PARK & RECREATION

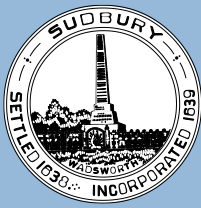
From: Harrington, Julie  
Sent: Friday, March 23, 2018 8:28 AM  
Subject: **ACCEPTED**: 2018 Smile MASS Run Into Summer  
When: Wednesday, June 13, 2018 7:00 PM-8:30 PM (UTC-05:00) Eastern Time (US & Canada).

### POLICE DEPARTMENT

From: Nix, Scott  
Sent: Tuesday, March 27, 2018 8:09 AM  
Subject: **ACCEPTED**: 2018 Smile MASS Run Into Summer  
When: Wednesday, June 13, 2018 7:00 PM-8:30 PM (UTC-05:00) Eastern Time (US & Canada).

The police department does not have an issue with the event assuming all previous protocols are followed again. Thank you.

Respectfully,  
Scott Nix  
Chief of Police



SUDBURY BOARD OF SELECTMEN  
Tuesday, April 10, 2018

**CONSENT CALENDAR ITEM**

**15: Knights of Columbus One Day Wine & Malt 2018**

REQUESTOR SECTION

Date of request:

Requestor: William E. Kneeland, Jr, Knights of Columbus Council #5188

Formal Title: Vote to grant a 1-day Wine & Malt license to William E. Kneeland, Jr, to accommodate a Knights of Columbus fundraiser on Saturday, April 28, 2018 from 6:00 PM to 10:30 PM at Our Lady of Fatima Parish Hall, 160 Concord Road, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.

Recommendations/Suggested Motion/Vote: Vote to grant a 1-day Wine & Malt license to William E. Kneeland, Jr, to accommodate a Knights of Columbus fundraiser on Saturday, April 28, 2018 from 6:00 PM to 10:30 PM at Our Lady of Fatima Parish Hall, 160 Concord Road, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.

Background Information:

*Requested information provided with the exception of Certificate of Liability. Building Inspector, Police Dept, Fire Dept, and Board of Health expressed no issues.*

Financial impact expected:\$25 to General Fund

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

04/10/2018 7:00 PM



# Town of Sudbury

Office of Selectmen  
www.sudbury.ma.us

Flynn Building  
278 Old Sudbury Rd  
Sudbury, MA 01776-1843  
978-639-3381  
Fax: 978-443-0756  
Email: BOSAdmin@sudbury.ma.us

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

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

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

Name of Responsible Manager: WILLIAM E. KNEELAND JR.

Address of Responsible Manager: 43 Peanymeadow Road, Sudbury MA 01776

Phone: [REDACTED]

Non-Profit Organization Name: Knights of Columbus Council # 5188

Name & Purpose of Event: Knights of Columbus Fundraiser (Knight at the Races)

Name(s) of Brewery/ Distillery/Winery/Wholesaler/Manufacturer to provide alcohol:  
LOCAL RETAIL outlets (best price)

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

Event Date: APRIL 28, 2018

Event Time: 6:00 PM - 10:30 PM

Event Venue & Address: OUR Lady of Fatima Parish Hall

Documents Enclosed: 160 Concord Road, Sudbury, MA 01776

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

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

3/15/18  
Date

William E. Keeland Jr.  
Applicant Signature

Attachment 15.a: Knights 2018 Application\_BOS (2725 : Knights of Columbus One Day Wine & Malt 2018)



**2018 Knights of Columbus "Knight at the Races"**  
**Department Feedback**  
**April 28, 2018**

**Board of Health Approval:**

From: Murphy, Bill  
 Sent: Monday, April 02, 2018 1:01 PM  
 Subject: RE: License Feedback

The Board of Health requests that if food is prepared or served at the events that the applicant apply for a temporary food permit through our office.

**NO OTHER ISSUES.**

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

**Building Department Approval:**

From: Herweck, Mark  
 Sent: Wednesday, April 04, 2018 10:45 AM  
 Subject: RE: License Feedback: Knight at the Races

**NO ISSUES****Fire Department Approval:**

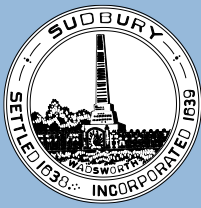
From: Whalen, John  
 Sent: Wednesday, March 28, 2018 2:01 PM  
 Subject: **ACCEPTED**: Knights of Columbus "Knight at the Races" 2018  
 When: Saturday, April 28, 2018 6:00 PM-10:30 PM (UTC-05:00) Eastern Time (US & Canada).

**Police Department Approval:**

From: Nix, Scott  
 Sent: Thursday, March 22, 2018 2:24 PM  
 Subject: **ACCEPTED**: Knights of Columbus "Knight at the Races" 2018  
 When: Saturday, April 28, 2018 6:00 PM-10:30 PM (UTC-05:00) Eastern Time (US & Canada).

The police department does not have an issue with the event. Thank you.

Respectfully,  
 Scott Nix  
 Chief of Police



SUDBURY BOARD OF SELECTMEN  
Tuesday, April 10, 2018

**CONSENT CALENDAR ITEM**

**16: Goodnow Library Foundation One Day Alcohol License 10th Anniv  
Fundraiser**

REQUESTOR SECTION

Date of request:

Requestor: Samantha Greenfield, Goodnow Library Foundation

Formal Title: Vote to grant a 1-day All Alcohol license to Goodnow Library Foundation, Inc, to accommodate a 10th Anniversary Fundraiser on Saturday, April 28, 2018 from 7:00 PM to 10:00 PM at Goodnow Library, 21 Concord Rd, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.

Recommendations/Suggested Motion/Vote: *Vote to grant a 1-day All Alcohol license to Goodnow Library Foundation, Inc, to accommodate a 10th Anniversary Fundraiser on Saturday, April 28, 2018 from 7:00 PM to 10:00 PM at Goodnow Library, 21 Concord Rd, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.*

Background Information:

*Requested information provided. Building Inspector, Police Dept, Fire Dept, and Board of Health expressed no issues.*

---

Financial impact expected:\$35 license fee to General Fund

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

04/10/2018 7:00 PM



# Town of Sudbury

Office of Selectmen  
www.sudbury.ma.us

Flynn Building  
278 Old Sudbury Rd  
Sudbury, MA 01776-1843  
978-639-3381  
Fax: 978-443-0756  
Email: BOSadmin@sudbury.ma.us

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

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

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

Name of Responsible Manager: Samantha Greenfield, Goodnow Library Foundation  
Address of Responsible Manager: 21 Concord Rd.



Non-Profit Organization Name: Goodnow Library foundation  
Name & Purpose of Event: 10<sup>th</sup> anniversary fundraising event

Name(s) of Brewery/ Distillery/Winery/Wholesaler/Manufacturer to provide alcohol:  
Sudbury Wine & Spirits

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

Event Date: Sat, April 28<sup>th</sup>

Event Time: 9-10 pm

Event Venue & Address: Goodnow Library, 21 Concord Rd.

### Documents Enclosed:

- Certificate of Liquor Liability
  - a. \$1,000,000 minimum amount
  - b. "Town of Sudbury" listed as additional insured
- Proof of bartender(s) training/certification + com
- Application fee: \$25 Wine & Malt or \$35 All Alcohol. Check payable to Town of Sudbury.

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

3/6/18  
Date

[Signature]  
Applicant Signature

Attachment 16.a: Goodnow Gala Alcohol App 2018\_BOS (2726 : Goodnow Library Foundation One Day Alcohol License 10th Anniv Fundraiser)

## Goodnow Library Foundation Gala 2018 Department Feedback April 28, 2018

### Fire Department Approval:

From: Whalen, John  
 Sent: Wednesday, March 28, 2018 2:01 PM  
 Subject: **ACCEPTED**: Goodnow Library Foundation 10th Anniversary Fundraiser 2018  
 When: Saturday, April 28, 2018 7:00 PM-10:00 PM (UTC-05:00) Eastern Time (US & Canada).  
 Where: Goodnow Library

---

### Board of Health Approval:

From: Murphy, Bill  
 Sent: Monday, April 02, 2018 1:01 PM  
 Subject: RE: License Feedback

The Board of Health requests that if food is prepared or served at the events that the applicant apply for a temporary food permit through our office.

### **NO OTHER ISSUES.**

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

---

### Building Department Approval:

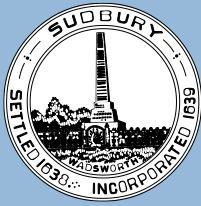
From: Herweck, Mark  
 Sent: Thursday, March 22, 2018 2:27 PM  
 Subject: **ACCEPTED**: Goodnow Library Foundation 10th Anniversary Fundraiser 2018  
 When: Saturday, April 28, 2018 7:00 PM-10:00 PM (UTC-05:00) Eastern Time (US & Canada).  
 Where: Goodnow Library

---

### Police Department Approval:

From: Nix, Scott  
 Sent: Thursday, March 22, 2018 2:23 PM  
 Subject: **ACCEPTED**: Goodnow Library Foundation 10th Anniversary Fundraiser 2018  
 When: Saturday, April 28, 2018 7:00 PM-10:00 PM (UTC-05:00) Eastern Time (US & Canada).  
 Where: Goodnow Library

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



SUDBURY BOARD OF SELECTMEN  
Tuesday, April 10, 2018

**CONSENT CALENDAR ITEM**

**17: Accept donation from Our Lady of Fatima**

REQUESTOR SECTION

Date of request:

Requestor: Bethany Hadvab, Board of Health Social Worker

Formal Title: Vote to accept a \$5,000 donation from Our Lady of Fatima Parish, to be used for assisting single mothers in town with furthering their education. Said funds to be used at the discretion of the Town Social Worker.

Recommendations/Suggested Motion/Vote: Vote to accept a \$5,000 donation from Our Lady of Fatima Parish, to be used for assisting single mothers in town with furthering their education. Said funds to be used at the discretion of the Town Social Worker.

Background Information:  
attached letter from Our Lady of Fatima parish

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

04/10/2018 7:00 PM

# OUR LADY OF FATIMA

## Community Outreach Ministry

*Mt 25:40 'Truly I say to you, to the extent that you did it for one of these sisters or brothers of Mine, you did it for me.'*

160 Concord Road, Sudbury, Massachusetts 01776 (978)443-2647 Fax (978)443-6264

March 17, 2018

Town of Sudbury  
275 Old Lancaster Road  
Sudbury, MA. 01776

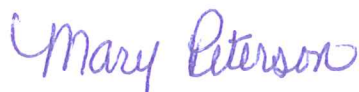
Attention: Bethany Hadvab, LICSW

REF: Scholarship Program for Single Mothers

To Whom It May Concern:

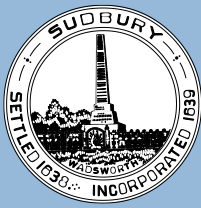
Our Lady of Fatima Parish is happy to support this new initiative to assist single mothers to further their education helping them to break the cycle of poverty. The Grant Monies from Our Lady of Fatima Outreach Ministry in the sum of \$5,000.00 is to go to a scholarship fund set up for single mothers furthering their education. It is our understanding that the monies given to this project will be used at the discretion of Sudbury Board of Health Social Worker to support scholarships for single mothers furthering their education. Our Lady of Fatima parish is committed to the Sudbury Community in reaching out and helping all in need.

Our Finance Council, Outreach Ministry and new Administrator will meet the beginning of June to assess our financial status and address committing to a second year of support for the "Scholarship Program for Single Mothers" in the amount of \$5,000.00. We will advise the Board of Health Social of our decision by the 30<sup>th</sup> of July 2018, for the fiscal year of 2018-19.



Mary Peterson  
Pastoral Associate  
Co-Chair Outreach Ministry  
Our Lady of Fatima Parish  
978-443-2798 ext. 116

Attachment 17.a: Donation Our Lady of Fatima \$5K (2730) : Accept donation from Our Lady of Fatima



SUDBURY BOARD OF SELECTMEN  
Tuesday, April 10, 2018

**CONSENT CALENDAR ITEM**

**18: Accept Sudbury Foundation Grants for Senior Volunteer Coord**

REQUESTOR SECTION

Date of request:

Requestor: Sudbury Foundation and Senior Center Director

Formal Title: Vote to accept two grant checks from the Sudbury Foundation, totaling \$22,732, to support the part-time Senior Volunteer Coordinator position at the Fairbank Senior Center. Said funds to be used at the discretion of the Senior Center Director.

Recommendations/Suggested Motion/Vote: Vote to accept two grant checks from the Sudbury Foundation, totaling \$22,732, to support the part-time Senior Volunteer Coordinator position at the Fairbank Senior Center. Said funds to be used at the discretion of the Senior Center Director.

Background Information:  
attached memo from Sudbury Foundation

Financial impact expected:\$22,732 funding for Senior Volunteer Coordinator position

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

04/10/2018 7:00 PM



**THE SUDBURY  
FOUNDATION**

Trustees

Miner A. Crary  
Susan Iuliano  
Stephen M. Richmond  
Jill M. Stansky  
Bank of America, N.A.

Trustee Emeritus

Richard H. Davison

Staff

Marilyn Martino  
*Executive Director*  
Tricia Brunner  
*Operations Manager*

March 21, 2018

RECEIVED  
BOARD OF SELECTMEN  
SUDBURY, MA

2018 MAR 26 P 1:51

Ms. Melissa Murphy-Rodrigues  
Town Manager  
Town of Sudbury  
278 Old Sudbury Road  
Sudbury, MA 01776

Dear Melissa:

On behalf of the Sudbury Foundation, I am delighted to enclose two grant checks to support the part-time Senior Volunteer Coordinator position at the Fairbank Senior Center. This first check for \$4,732 represents interim funding FY2018. The second, for \$18,000, is earmarked for FY2019.

Also enclosed are acknowledgment forms describing the conditions of a Sudbury Foundation grant. These include submission of financial and programmatic reports within a year of the grant award. A sample grant report outline is also enclosed. Please sign and return one copy of the Acknowledgement Form at your convenience.

As we discussed, after 21 years of supporting this highly effective staff position, 2019 will be the Foundation's final year of funding. Our hope is that, recognizing the value of the position, the Town will cover the salary beginning in FY2020.

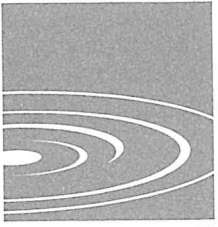
We have been honored to help pilot and support the program and hope it will continue to thrive and grow in the coming years.

Sincerely,

Marilyn Martino  
Executive Director

cc: Debra Galloway, Senior Center Director  
enclosure





THE SUDBURY  
FOUNDATION

## Grant Acknowledgment

Organization: Town of Sudbury - Council on Aging

Grant Amount: \$4,732

Date: March 21, 2018

Purpose: FY2018 supplemental funding for the Volunteer Program Coordinator position at the Fairbank Senior Center.

We hereby acknowledge receipt from the Sudbury Foundation of the grant described above.

As a condition of the grant award, the Trustees request a financial statement and programmatic report describing the way in which the funds were spent and giving an appraisal of the results achieved. Applicants receiving support for a special or one-year project should submit their reports to the Foundation upon completion of the project or within one year of receiving the grant award, whichever comes first. In some cases, the Foundation may request a Year Two report as well. Recipients of multi-year grants are required to submit annual reports.

The Foundation should be notified immediately of significant changes in the management of the organization, the project manager or the project itself.

It is understood that any portion of this grant not needed for the designated purpose will be repaid to the Foundation unless permission to do otherwise is expressly given by the Trustees.

In all public statements, the Trustees request that you acknowledge this grant as a gift from the Sudbury Foundation.

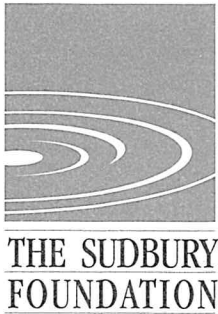
The Sudbury Foundation was established in 1952 by Sudbury residents Herbert and Esther Atkinson. The Foundation is guided by the Atkinsons' generosity and commitment to the people and places that brought meaning to their lives. The Foundation operates a local scholarship program and three geographically-focused nonprofit grantmaking programs.

Please sign and return one copy of this acknowledgment form to 326 Concord Road, Sudbury, MA 01776. A second copy has been provided for your records.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**Grant Acknowledgment**

Organization: Town of Sudbury - Council on Aging

Grant Amount: \$18,000

Date: March 21, 2018

Purpose: To encourage residents to support their neighbors through continued funding of the Senior Volunteer Coordinator position at the Fairbank Senior Center.

We hereby acknowledge receipt from the Sudbury Foundation of the grant described above.

As a condition of the grant award, the Trustees request a financial statement and programmatic report describing the way in which the funds were spent and giving an appraisal of the results achieved. Applicants receiving support for a special or one-year project should submit their reports to the Foundation upon completion of the project or within one year of receiving the grant award, whichever comes first. In some cases, the Foundation may request a Year Two report as well. Recipients of multi-year grants are required to submit annual reports.

The Foundation should be notified immediately of significant changes in the management of the organization, the project manager or the project itself.

It is understood that any portion of this grant not needed for the designated purpose will be repaid to the Foundation unless permission to do otherwise is expressly given by the Trustees.

In all public statements, the Trustees request that you acknowledge this grant as a gift from the Sudbury Foundation.

The Sudbury Foundation was established in 1952 by Sudbury residents Herbert and Esther Atkinson. The Foundation is guided by the Atkinsons' generosity and commitment to the people and places that brought meaning to their lives. The Foundation operates a local scholarship program and three geographically-focused nonprofit grantmaking programs.

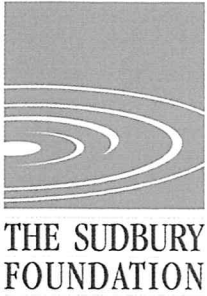
Please sign and return one copy of this acknowledgment form to 326 Concord Road, Sudbury, MA 01776. A second copy has been provided for your records.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Attachment 18.a: Sudbury Foundation Grant Checks for interim funding FY18 and Senior Volunteer Coordinator (2731 : Accept

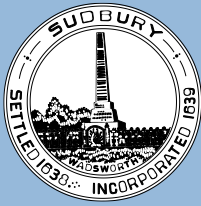


## Outline for Sudbury Foundation Final Project Report

Your annual grant report helps to insure compliance and enables the Foundation to keep up with your organization's progress and activities. It is also an opportunity for you to reflect on the past year and to review and assess your own growth and development. It is not intended to be a burdensome task. Most reports can be presented well in 2-3 pages, plus attachments.

Please include:

- 1.) An accounting of all funds allocated to the project as well as a current operating budget.
- 2.) An appraisal of progress in achieving project goals and objectives as stated in the grant application, as well as unexpected difficulties, delays, opportunities, or benefits.
- 3.) Lessons Learned: What worked and what didn't? What would you do differently?
- 4.) Lessons Applied: How will this grant impact your future work? Are there programming or operational changes that might result from the project? Are there any follow-up activities anticipated or required?
- 5.) Special insights or experiences which might be useful to the Foundation in funding similar projects.
- 6.) If applicable, a brief assessment of the consultant you worked with. Please include contact information, the pros/cons of the consultation and whether you would recommend this consultant to others.
- 7.) A description of efforts to inform the community about the project.
- 8.) Any other pertinent information about the project you would like to include.



SUDBURY BOARD OF SELECTMEN  
Tuesday, April 10, 2018

**CONSENT CALENDAR ITEM**  
**19: Debris Removal Contract**

REQUESTOR SECTION

Date of request:

Requestor: Town Manager/DPW Director

Formal Title: Vote to approve a contract for disaster generated debris removal.

Recommendations/Suggested Motion/Vote: Vote to approve a contract for disaster generated debris removal.

Background Information:

Financial impact expected:

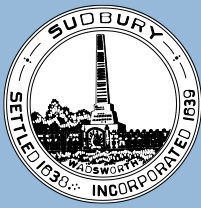
Approximate agenda time requested:

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

04/10/2018 7:00 PM



SUDBURY BOARD OF SELECTMEN  
Tuesday, April 10, 2018

**CONSENT CALENDAR ITEM**

**20: Approve transfer of \$50K to Goodnow Library**

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to approve transfer of \$50,000 of mitigation funds from Town and School Technology to the Goodnow Library for the Maker Space.

Recommendations/Suggested Motion/Vote: Vote to approve transfer of \$50,000 of mitigation funds from Town and School Technology to the Goodnow Library for the Maker Space.

Background Information:  
requested by Esme Green??

Financial impact expected:\$50K from town/school mitigation funds to Goodnow Library

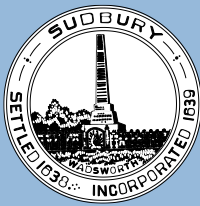
Approximate agenda time requested:

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

04/10/2018 7:00 PM



SUDBURY BOARD OF SELECTMEN  
Tuesday, April 10, 2018

**CONSENT CALENDAR ITEM**

**21: Approve technical services Woodard & Curran**

REQUESTOR SECTION

Date of request:

Requestor: Dan Nason, DPW Director

Formal Title: Vote to approve the execution of an Agreement for Technical Services for continuing stormwater management consulting services by Woodard & Curran, Inc. set forth as Appendix A to the contract dated March 1, 2018, and related to compliance with the DPW Phase 2 MS4 Permit and other stormwater-related tasks.

Recommendations/Suggested Motion/Vote: Vote to approve the execution of an Agreement for Technical Services for continuing stormwater management consulting services by Woodard & Curran, Inc. set forth as Appendix A to the contract dated March 1, 2018, and related to compliance with the DPW Phase 2 MS4 Permit and other stormwater-related tasks.

Background Information:

Woodard & Curran has performed stormwater related services in previous years related to the EPA Phase 2 MS4 Permit in response to the 2013 Town RFQ. This is a continuation of that work.

---

Financial impact expected:

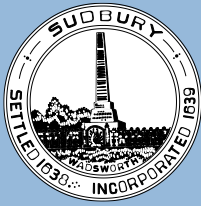
Approximate agenda time requested:

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

04/10/2018 7:00 PM



SUDBURY BOARD OF SELECTMEN  
Tuesday, April 10, 2018

**CONSENT CALENDAR ITEM**

**22: Transportation Committee Mission Statement**

REQUESTOR SECTION

Date of request:

Requestor: Selectman Pat Brown

Formal Title: Vote to approve revised Transportation Committee Mission Statement as requested by Selectman Brown.

Recommendations/Suggested Motion/Vote: Vote to approve revised Transportation Committee Mission Statement as requested by Selectman Brown.

Background Information:  
attached draft

Financial impact expected:n/a

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

04/10/2018 7:00 PM



## SUDBURY TRANSPORTATION COMMITTEE

Voted to establish on [DATE] by the Sudbury Board of Selectmen

### Mission Statement

The Sudbury Transportation Committee was created by the Selectmen to address a key feature of livable communities: transportation. A livable community is defined as

...one that is safe and secure, has affordable and appropriate housing and transportation options, and offers supportive community features and services. ...Well-designed, livable communities promote health and sustain economic growth, and they make for happier, healthier residents — of all ages (<http://www.aarp.org/livable-communities/net-work-age-friendly-communities/info-2014/an-introduction.html>).

With the exception of specialized transportation provided by the Council on Aging, Sudbury is currently car-dependent, putting a number of residents at risk of isolation, loss of work, inability to access medical care, etc. There is no public transportation within town boundaries; parking space for commuter rail in adjoining towns is limited; and, there are few pedestrian-friendly routes from residences to likely destinations (e.g., town buildings, library, houses of worship, etc.).

Thus, the purpose of the Transportation Committee includes the following:

- To undertake specific assessments/studies of transportation and evaluate pilot experiments, both locally and regionally, at the direction of the Town Manager
- To ~~consider focus on~~ all functional elements of transportation: public, specialized, traffic congestion, paths and walkways (as distinct from recreational facilities ~~elements but including pedestrian walkways and bikeways~~) for all residents—inclusive of but not solely focused on senior residents and residents with disabilities
- To review ~~provide input from~~ published assessments/studies ~~and support~~ to inform the Board of Selectmen, Town Manager, and relevant offices and departments (e.g., the Traffic Safety Coordinating Committee) regarding, especially, opportunities to expand expansion of transportation options
- ~~To undertake specific assessments/studies of transportation and evaluate pilot experiments, both locally and regionally~~



- To ~~help integrate plans and actions across affected bodies and~~ advise the Board of Selectmen, Town Managers ~~serve as advisor and other town entities about the~~ transportation implications of both residential and business development, ~~both residential and business~~
- To consider the ~~make recommendations that will support~~ sustained attractiveness of the town for businesses and residents and contribute to the environmental goals defined by the Energy and Sustainability Green Ribbon Committee in any recommendations.
- To accomplish other transportation-related tasks requested by the Board of Selectmen.
- To advise the Town Manager how to transition the duties of the Transportation Committee to Town staff or other elected or appointed bodies.

The Transportation Committee will ~~take~~ a proactive role in addressing transportation challenges affecting the town and may establish *pro tem* subcommittees as needed and approved by the Board.

The Board of Selectmen will review the contributions of the Transportation Committee in the spring of 2019 to determine whether the Committee has fulfilled its role or should be continued until spring of 2020. It is envisioned that the Committee will have performed its duties by that time.

### Membership and Structure

The Transportation Committee consists of a small group of Core and a larger roster of Advisory members. Core members are voting members and must be available and willing to attend the majority of scheduled meetings. ~~They may draw upon the expertise of a~~ Advisory members, who will be requested to attend meetings and/or discuss topics for which their expertise is needed. The Core group will elect a Chair and a Clerk from among these members, ~~for 2-year terms.~~ The Chair will run meetings, be the designated communications link with the Town Manager and other Town staff, and schedule committee meetings. The Clerk will ensure that full minutes and a list of members in attendance are kept of each meeting and promptly submitted to the Core for approval, filing with the Town Clerk, posting to the Town's website, and disseminating to the Advisory membership within 15 days of the meeting.

Quorum consists of a majority of serving Core members.

Recommended roles and individuals for membership are listed in the table, below.

### Compliance With State and Local Laws and Town Policies

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

The Code of Conduct for Selectmen-Appointed Committee. A resident or employee who accepts appointment to a Town committee by the Board of Selectmen agrees that s/he will follow this code of conduct.

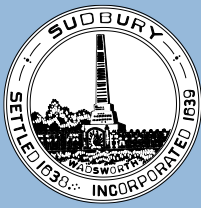
The Town's Email Communication for Committee Members Policy. Anyone appointed to serve on a Town committee by the Board of Selectmen agrees that s/he will use email communication in strict compliance with the Town of Sudbury's email policy, and further understands that any use of email communication outside of this policy can be considered grounds for removal from the Committee by the Selectmen.

Use of the Town's Website. The Committee will keep minutes of all meetings and post them on the Town's website. The Committee will post notice of meetings on the Town's website as well as at the Town Clerk's Office.

DRAFT

### Sudbury Transportation Committee: Recommended Examples

<b>CORE GROUP</b>		
<b>Representation</b>	<b>Individual</b>	<b>Contributions</b>
Select Board	Dan Carty	Liaison to CoA; industrial engineering/operations research and economics; CQI
Council on Aging	TBD	One of key stakeholders for extended transportation services
CrossTown Connect (CTC)	Alice Sapienza	Project lead in CTC (Transportation Management Association) regional on-demand taxi pilot; Harvard MBA, DBA
Board of Health	Bethany Hadvab	Town Social Worker; link to residents in most need of transportation services
Town Planner	Beth Suedmeyer	Link to regional (e.g., Minuteman Advisory Group on Interlocal Coordination), state, and local agencies involved in land use and transportation
Department of Public Works	Dan Nason	Responsible for infrastructure elements related to all modes of transportation
Citizen	Individual(s) TBD	Vital input to transportation planning
<b>ADVISORY GROUP (Expanded as Needed)</b>		
Public Safety	Police (Chief Nix); Fire (Chief Whelan)	Impact of transportation options on and/or by Police and Fire departments
Chamber of Commerce	Charlie Dunn	Business needs for employment transit; impact of transportation options on retail sales, etc.
Clergy Association	Rotating individuals (leaders of town faith communities)	Transportation identified by this group as a major need
Senior Center	Debra Galloway	Director; liaison with MetroWest Regional Transit Authority; senior/disabled transportation



SUDBURY BOARD OF SELECTMEN  
Tuesday, April 10, 2018

**CONSENT CALENDAR ITEM**

**23: Approve contracts for Town Hall requested by PBC**

REQUESTOR SECTION

Date of request:

Requestor: Town Counsel's office

Formal Title: Vote to approve execution by the Town Manager of contracts related to the restoration and rehabilitation of the Town Hall pursuant to ATM 2018 article 31, as requested by the Permanent Building Committee.

Recommendations/Suggested Motion/Vote: Vote to approve execution by the Town Manager of contracts related to the restoration and rehabilitation of the Town Hall pursuant to ATM 2018 article 31, as requested by the Permanent Building Committee.

Background Information:

The Annual Town Meeting of 2017 approved CPC article 31 in the amount of \$600,000 for design services in connection with the restoration/rehabilitation of the Town Hall.

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

04/10/2018 7:00 PM