



SUDBURY BOARD OF SELECTMEN
TUESDAY OCTOBER 30, 2018
6:30 PM, POLICE STATION CONF. ROOM

Item #	Time	Action	Item
	6:30 PM		CALL TO ORDER
EXECUTIVE SESSION			
1.		<i>VOTE</i>	Vote to immediately enter Executive Session to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares (Sudbury Station), pursuant to General Laws chapter 30A, §21(a)(3). Continue in executive session to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body (Melone).
2.		<i>VOTE</i>	Vote to close Executive Session and resume Open Session.
			Opening remarks by Chairman
			Reports from Town Manager
			Reports from Selectmen
			Citizen's comments on items not on agenda
TIMED ITEMS			
3.	7:15 PM	<i>VOTE</i>	Discussion and question of voting to accept Sudbury Access Corp (SAC) FY18 Financial and Operating Reports as required by their contract. Lynn Puorro and Jeff Winston to attend.
MISCELLANEOUS			
4.			Discuss topics to be assigned for the Fall 2018 Board of Selectmen Newsletter.
5.			Discussion and update on Melone Town Forum scheduled for 11/27/18 at LSRHS.
6.		<i>VOTE</i>	Vote to designate the Planning Board to conduct public hearings for 40R zoning for the Melone property.
7.		<i>VOTE</i>	Vote to refer to the Planning Board overlay zoning for Melone

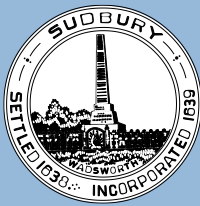
These agenda items are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Item #	Time	Action	Item
8.			Town Manager to present financial condition of the Town
9.			Discussion on SPS Administrative Space
10.			Discussion on Fairbank Community Center
11.			Discussion regarding Camp Sewataro.
12.		<i>VOTE</i>	Vote to grant permission to the Town Manager to submit warrant articles on behalf of the Board of Seletmen
13.			Citizen's Comments (cont.)
14.			Discuss upcoming agenda items.
CONSENT CALENDAR			
15.		<i>VOTE</i>	Vote to approve a one-hour extension of the licensed closing hour and serving of alcoholic beverages for licensees who make application in advance to the Town Manager's Office: Lavender, 519A Boston Post Road, (1AM to 2AM) on Wednesday, November 21, 2018 (Thanksgiving eve) and Monday, December 31, 2018 (New Year's Eve), on the condition that the kitchen remains open and food is served.
16.		<i>VOTE</i>	Vote to Grant a Special Permit to SMILE Mass, to Hold the "Gobble Wobble for SMILE MASS" on Saturday November 17, 2018, from 10:00 A.M. through approximately 12:00 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.
17.		<i>VOTE</i>	Vote whether to amend the Transportation Committee Mission Statement to include a member of the Commission on Disability as a member of the core group of voting members.
18.		<i>VOTE</i>	Vote to approve the appointment of Commission on Disability member, Susan Iuliano, to the Transportation Committee for a term expiring 5/31/2019.
19.		<i>VOTE</i>	Pursuant to the provisions of G.L. c. 83, §4, Article XII s. 3 of the Sudbury General Bylaws, and any other enabling authority, vote to accept the Grant of Easement set forth in the document entitled "WALKWAY EASEMENT" granted by BPR DEVELOPMENT LLC, a Delaware limited liability company with a usual place of business c/o National Development, 2310 Washington Street, Newton Lower Falls, Massachusetts 02462, for non-exclusive purposes not limited to maintenance, plowing and use over and across and through a portion of the property owned by the Grantor shown as Easement Areas on a plan entitled "Sudbury – Sidewalk Easement" dated _____, 2018. Drawn by VHB, Inc.
20.		<i>VOTE</i>	Vote to approve the appointment of Jeff Levine to the Council on Aging for a term ending 5/31/21, to fill the vacancy occasioned by the resignation of Alice Sapienza.

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

Item #	Time	Action	Item
21.		<i>VOTE</i>	Vote to accept a Mass. Councils on Aging (MCOA) cost reimbursement grant of \$300 to support the Go4Life FitWalk event for participants at the Sudbury Senior Center, as requested by Debra Galloway, Senior Center Director.
22.		<i>VOTE</i>	Vote to accept the following BayPath Elder Services grants to the Sudbury Senior Center for a total of \$22,398: Sudbury Shuttle - \$14,123; Asian Older Adult Programming and Outreach Project - \$5,500; and Smart Driver – \$2,775; as requested by Debra Galloway, Senior Center Director.
23.		<i>VOTE</i>	Vote to approve the regular session minutes of 9/25/18.
24.		<i>VOTE</i>	Vote to accept, on behalf of the Town, a \$50 donation from Village Wellness, Inc. to the Program Contributions and Donations Account (191448/483100) to support the Park & Recreation Fall 5K, as requested by Kayla Wright, Director of Parks, Recreation & Aquatics, in a memo dated October 23, 2018.

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, October 30, 2018

EXECUTIVE SESSION

1: Discuss Sudbury Station and Melone

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to immediately enter Executive Session to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares (Sudbury Station), pursuant to General Laws chapter 30A, §21(a)(3). Continue in executive session to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body (Melone).

Recommendations/Suggested Motion/Vote: Vote to immediately enter Executive Session to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares (Sudbury Station), pursuant to General Laws chapter 30A, §21(a)(3). Continue in executive session to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body (Melone).

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

10/30/2018 6:30 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, October 30, 2018

EXECUTIVE SESSION
2: Close Executive Session

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to close Executive Session and resume Open Session.

Recommendations/Suggested Motion/Vote: Vote to close Executive Session and resume Open Session.

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

10/30/2018 6:30 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, October 30, 2018

TIMED ITEM

3: Annual meeting and presentation by SAC

REQUESTOR SECTION

Date of request:

Requestor: Jeff Winston

Formal Title: Discussion and question of voting to accept Sudbury Access Corp (SAC) FY18 Financial and Operating Reports as required by their contract. Lynn Puorro and Jeff Winston to attend.

Recommendations/Suggested Motion/Vote: Discussion and question of voting to accept Sudbury Access Corp (SAC) FY18 Financial and Operating Reports as required by their contract. Lynn Puorro and Jeff Winston to attend.

Background Information:
attached documents

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting: Jeff Winston and Lynn Puorro

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

10/30/2018 6:30 PM

SUDBURY ACCESS CORP
FY 2018 Financial & Operating Reports
October 25, 2018

For the just-completed year FY2018 (7/1/2017 – 6/30/2018):

- 1) Notable accomplishments: See next page.
- 2) Quarterly/Annual Financials: See attached.
- 3) Results of Fundraising: Currently SAC does no fundraising.
- 4) Statistics on number of residents trained, number of hours of public programming: See attached Quarterly Programming Reports.
- 5) Number of hours by type of programming: See attached Quarterly Programming Reports.
- 6) Filed Corporation Annual Report, MA Form PC (including Auditors' report and Federal Form 990) submitted with this report. Asset Inventory will be submitted before 11/15.
- 7) Summary of VOD viewing stats. See attached.

For the upcoming year FY2019:

- 1) Budget: See attached.
- 2) List of operating equipment to be replaced in FY 2019:
 - none
- 3) Long-range Capital Replacement Plan: See attached
- 4) Fundraising Targets: SAC plans no fundraising in FY 2019.
- 5) Programming plans: In FY 2019, SAC plans to
 - Continue to expand Sudbury municipal meeting coverage
 - Continue providing coverage of Sudbury Historical Society and Senior Center programs
 - Continue to produce and introduce new programming highlighting the Sudbury community
 - Continue to provide coverage of LS sports teams
- 6) Plans for expanding existing services and adding new services
 - no plans for FY 2019
- 7) Plans for equipment upgrades in FY 2019:
 - Purchase of new editing systems.
- 8) Plans for expanding training capabilities:
 - SudburyTV offers a variety of training courses to the community. Courses are held on weekday evenings and may be scheduled on an individual or group basis.

Notable FY2018 Accomplishments:

- SudburyTV is continuing to produce, The Old Fashioned Way. The program explores old methods and features modern people doing archaic things with tools and techniques that haven't changed in over a hundred years.
- SudburyTV is continuing to produce "Global Village" hosted by Sudbury resident, Soterios Zoulas. The program invites guests ranging from authors to musicians to religious leaders from the Sudbury and nearby communities.
- SudburyTV continued to expand coverage of municipal committees in FY2018, adding coverage of
 - Strategic Financial Planning Committee for Capital Funding
 - Community Preservation Committee

Current Meeting Coverage by SudburyTV

Board/ Committee	Broadcast Live	Taped for Replay	Posted On-Demand on Sudburytv.org	Agenda Indexed On-Demand
Board of Selectmen	Yes	Yes	Yes	Yes
Finance Committee	Yes	Yes	Yes	Yes
SPS School Committee	Yes	Yes	Yes	Yes
LS School Committee	Yes	Yes	Yes	Yes
Town Meeting	Yes	Yes	Yes	Yes
Zoning Board of Appeals	No	Yes	Yes	Yes
Planning Board	No	Yes	Yes	Yes
Conservation Commission	No	Yes	Yes	Yes
Historic Districts Committee	No	Yes	Yes	Yes
Park and Recreation Committee	No	Yes	Yes	Yes
SFPCCF	No	Yes	Yes	Yes
Community Preservation Committee	Some	Yes	Yes	Yes

- Coverage of the above boards/committees includes regularly scheduled meetings
- We will cover any one/all meetings for any board/committee as requested
- No current plans to expand regular meeting coverage without request by a particular board

Municipal Committees Covered on Request

Board/ Committee	Broadcast Live	Taped for Replay	Posted On-Demand on Sudburytv.org	Agenda Indexed On-Demand
Capital Improvement Advisory Committee	No	Yes	Yes	Yes
Fairbank Center Task Force	No	Yes	Yes	Yes

Town/Civic Organization Meetings Regularly Covered

- Sudbury Historical Society
- Friends of Assabet River National Wildlife Refuge (FARNWR)
- League of Women Voters

Educational Channel 9/32

- SudburyTV manages programming the channel from 4pm-midnight daily and weekends airing:
 - LS and SPS School Committee
 - LS Varsity Sports
 - LS Music Department Performances
 - Any other school/education related programming
- We work with Schools to produce special programs of interest to the school community as topics arise throughout the year. Past programs have included:
 - FELS Presentations
 - LS Faculty and Staff Variety Show
 - Curtis Middle School Moving On Ceremony
- All Sudbury schools are encouraged to request coverage of events taking place in the school community
- Schools are welcome to submit programming for airing on the Ed. Channel

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Summary of SudburyTV VOD Viewing, 7/1/17 - 6/30/18

Range: Sat Jul 1 06:52:30 2017 through Sat Jun 30 23:59:11 2018
 25533 records read. 12 months, 3323 viewers, 504 programs
 Discarded 16860 events < 1 minute

By Month (All Viewing)

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                View Time
Month          HH:MM  Viewers
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Jul. 2017:    113:40   175
Aug. 2017:    150:53   234
Sep. 2017:    308:33   333
Oct. 2017:    451:16   370
Nov. 2017:    488:41   409
Dec. 2017:    223:16   288
Jan. 2018:    357:25   303
Feb. 2018:    541:29   776
Mar. 2018:    444:38   462
Apr. 2018:    240:58   244
May. 2018:    452:46   343
Jun. 2018:    339:24   355
  
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By Hour of Day (LiveStream Only)

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                View Time
Hour           HH:MM  Viewers
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12 AM:        13:01   34
 1 AM:        19:50   48
 2 AM:        13:11   30
 3 AM:        12:42   27
 4 AM:         8:23   20
 5 AM:         9:06   25
 6 AM:        19:46   59
 7 AM:        43:28  116
 8 AM:        53:05  156
 9 AM:        85:54  175
10 AM:        92:06  210
11 AM:       109:04  199
12 PM:       110:46  211
 1 PM:       111:45  215
 2 PM:       113:17  214
 3 PM:       122:18  233
 4 PM:       125:20  245
 5 PM:       111:04  233
 6 PM:       142:03  258
 7 PM:       207:58  340
 8 PM:       285:08  387
 9 PM:       265:48  379
10 PM:       210:09  298
11 PM:       145:15  215
  
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Total On Demand Viewing: 70.18 days
 Total LiveStream Viewing: 101.27 days

By Viewers

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749 Viewers watched for 1 - 5 minutes
440 Viewers watched for 5 - 10 minutes
994 Viewers watched for 10 - 30 minutes
456 Viewers watched for 30 - 60 minutes
684 Viewers watched for 60+ minutes

3150 Viewers watched 1 - 5 programs
104 Viewers watched 5 - 10 programs
 69 Viewers watched 10+ programs
  
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By Program

Program	View Time HH::MM	Viewers
Live Viewing, P/G Channel	968:39	383
Live Viewing, ED Channel	633:40	206
The Old Fashioned Way Ep2/Wayside Inn Grist Mill	123:43	547
Candidates Night 2018/Candidates Night 2018	75:51	125
SPS School Committee/Meeting of Jan. 22 2018	69:47	70
BOS_09_12_17/Meeting of Sept. 12 2017	66:59	139
SPS School Committee/Meeting of March 27 2018	63:47	65
SPSSC_09_18_2017/Meeting of Sept. 18 2017	56:47	62
SPS School Committee/Meeting of August 30 2017	52:05	81
FARNWR/Central Mass Railroad	40:13	81
SPS School Committee/Meeting of Feb. 5 2018	39:06	37
LS School Committee/Meeting of Dec. 14 2017	36:20	77
Global Village/Fr. Greg Christakos from Saints Anargyroi - 8-22-17	32:13	121
SPS School Committee/Meeting of October 6 2017	32:12	37
SPS School Committee/Meeting of October 18 2017	29:11	43
Board of Selectmen/Meeting of May 1 2018	28:37	50
Protect Sudbury: Legal Update/Legal Update	27:40	83
SPS School Committee/Meeting of November 20 2017	27:30	31
Board of Selectmen/Meeting of Jan. 23 2018	27:21	28
Board of Selectmen/Meeting of April 10 2018	26:37	23
SPSSC_07_19_17/Meeting of July 19 2017	25:20	26
Board of Selectmen/Meeting of April 24 2018	24:15	30
Wayside300th/300th Anniversary	23:46	83
SPS School Committee/Meeting of Dec. 4 2017	23:44	31
Board of Selectmen/Meeting of February 6 2018	23:39	22
SPS School Committee/Meeting of Nov. 6 2017	23:01	44
Board of Selectmen/Meeting of Dec. 19 2017	22:41	45
SPS School Committee/Meeting of Dec. 18 2017	22:35	38
LS Winter Choral Concert 2017/Winter Choral Concert 2017	22:27	49
BOS_07_18_17/Meeting of July 18 2017	22:22	31
LWV: Opiod Addiction/LWV: Opiod Addiction	21:16	29
Conservation Commission/Meeting of February 26 2018	19:44	24
SHS_March_2017/Sudbury School Days 40's & 50's	18:56	27
Board of Selectmen/Meeting of March 20 2018	18:07	24
Tri District Forum/Community Forum on Diversity and Inclusion	17:47	34
Finance Committee/Meeting of August 21 2017	17:44	16
LS Civic Orchestra/Pops Concert	17:05	44
Board of Selectmen/Meeting of Nov. 28 2017	16:31	25
SPS: Superintendent Interviews/Brad Crozier	16:22	51
Finance Committee/Meeting of July 10 2017	15:59	20
Our Earth Our Home Concert	15:56	35
LS Civic Orchestra 1/10/16/10-Jan-16	15:35	34
SPSSC_7-24-17/Meeting of July 24 2017	15:25	31
SPSSC_09-06-17/Meeting of September 6 2017	15:23	27
Finance Committee/Meeting of October 5 2017	15:18	11
Hosmer Holiday Open House 2017/Holiday Open House 2017	14:55	68
Finance Committee/Meeting of October 10 2017	14:53	18
SPS School Committee/Meeting of February 26 2018	14:40	34
Finance Committee/Meeting of January 25 2018	14:09	15
SPS School Committee/Meeting of January 8 2018	13:35	22
LS Graduation 2018/Class of 2018	13:14	45
Board of Selectmen/Meeting of Dec. 5 2017	13:11	13
Sudbury Historical Society/If These Halls Could Talk: A History of Sudbury, Åds T	13:09	23
SPS: Superintendent Interviews/Dr. Alexandra Montes McNeil	12:56	44
BOS_9-26-17/Meeting of Sept. 26 2017	12:44	15
LS Safety Review Committee 2018/Meeting of May 3 2018	12:43	19
SPSSC_10_02_17/Meeting of October 2 2017	12:27	29
Finance Committee/Meeting of Jan. 11 2018	12:26	12
Board of Selectmen/Meeting of November 7 2017	12:13	19
LS Girls Hockey vs Cambridge 2018/LS Girls Hockey vs Cambridge 2018	12:08	17
Finance Committee/Meeting of June 19 2017	12:01	17
LS School Committee/Meeting of June 19 2018	11:55	18
Finance Committee/Meeting of Sept. 18 2017	11:49	19
Board of Selectmen/Meeting of January 9 2018	11:43	18
Sudbury Annual Town Meeting/Meeting of May 7 2018	11:37	31
Board of Selectmen/Meeting of February 27 2018	11:17	13
LSSC_9-26-17/Meeting of Sept. 26. 2017	10:42	25
LS Football vs Holliston Sept. 15 2017/LS Football vs Holliston Sept. 15 2017	10:34	37
Community Preservation Committee/Meeting of Sept. 6 2017	10:34	11
LS School Committee/Meeting of June 26 2018	10:16	11

Attachment3.a: SAC_FY2018_annual_report (2887 : Annual meeting and presentation by SAC)

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	BOS_08-08-17/Meeting of August 8	2017	10:11	21
LSHS Staff Variety Show 2018/LSHS Staff Variety Show	2018	10:04	37	
	SPS School Committee/Meeting of April 9	2018	10:01	13
	SPS School Committee/Meeting of May 21	2018	9:45	21
	LS Safety Review Committee 2018/Meeting of June 7	2018	9:38	12
Community Preservation Committee/Meeting of Dec. 20	2017	9:35	18	
	LS Safety Review Committee 2018/Meeting of April 5	2018	9:31	20
	LS School Committee/Meeting of May 30	2018	9:26	24
	SPS School Committee/Meeting of June 04	2018	9:20	18
	LS Safety Review Committee 2018/Meeting of May 31	2018	9:13	9
	LS Safety Review Committee 2018/Meeting of May 24	2018	9:13	8
	Sudbury Annual Town Meeting/Meeting of May 8	2018	9:09	22
	SPS School Committee/Meeting of Feb. 14	2018	9:04	27
	Protect Sudbury/January 2018 Update		8:56	20
	SPS: Superintendent Interviews/Jim Jolicoeur		8:53	32
LS Girl's Hockey vs Waltham 2018/LS Girl's Hockey vs Waltham	2018	8:50	12	
	Zoning Board of Appeals/Meeting of January 8	2018	8:33	12
	Finance Committee/Meeting of Dec. 11	2017	8:30	8
Fairbank Community Center Task Force/Meeting of December 6	2017	8:09	10	
	SPS School Committee/Meeting of April 23	2018	7:48	17
	Finance Committee/Meeting of November 13	2017	7:45	4
LSFootballvsReading_10-27-17/LS Football vs Reading 10-27-17		7:42	12	
LS Girls Hockey vs Andover 2-28-18/LS Girls Hockey vs Andover 2-28-18		7:42	15	
	LS Senior Scholarship Ceremony/29-May-18		7:32	27
LS Safety Review Committee April 12 2018/Meeting of April 12	2018	7:27	12	
	Special Town Meeting 10/16/17/Special Town Meeting 10/16/17		7:13	19
	Finance Committee/Meeting of April 5	2018	7:01	11
	LS School Committee/Meeting of Feb. 27	2018	7:00	15
LS Safety Review Committee 2018/Meeting of May 17	2018	6:51	10	
	SHS_OsborneFamily_2016/History of the Osborne Family		6:50	23
	Board of Selectmen/Meeting of October 24	2017	6:49	17
	Planning Board/Meeting of March 28	2018	6:15	12
	Board of Selectmen/Meeting of May 7	2018	6:11	16
	Finance Committee/Meeting of November 27	2017	6:04	7
LS Boys Baseball Senior Night vs Waltham/LS Boys Baseball Senior Night vs Waltham		6:01	13	
	Board of Selectmen/Meeting of March 6	2018	6:01	13
Senior Scene: New Magnolia Jazz Band 7.19.17/New Magnolia Jazz Band 7.19.17		5:58	24	
	SPSSC_09_15_17/Meeting of Sept. 15	2017	5:52	13
	Board of Selectmen/Meeting of June 5	2018	5:49	11
	Conservation Commission/Meeting of February 5	2018	5:38	7
LS Spring Instrumental Concert/Spring Instrumental Concert		5:34	14	
	LS School Committee/Meeting of Jan. 23	2018	5:33	13
	SHS_Nov2017/The World of Fine Teas		5:31	9
	Planning Board/Meeting of February 28	2018	5:31	10
Sudbury Water District Annual Meeting 2017/Annual Meeting 2017		5:30	11	
	Conservation Commission/Meeting of March 12	2018	5:29	12
	Planning Board/Meeting of March 14	2018	5:26	10
	2018 Community Sing/2018		5:20	11
	Sudbury Town Forum/Marijuana (April 26 2018)		5:19	10
	ParkRec_08_28-17/Meeting of August 28	2017	5:10	11
SPS School Committee/Policy Sub Committee Meeting of Nov. 6	2017	5:09	34	
	LS Safety Review Committee 2018/Meeting of April 26	2018	5:08	11
Strategic Financial Planning Committee for Capital Funding/Meeting of February 7		5:06	8	
	SPSSC_06_07_17/Meeting of June 7	2017	5:01	11
	SPSSC_06_20_17/Meeting of June 20	2017	4:58	15
	Park and Recreation/Meeting of May 30	2018	4:39	9
	Board of Selectmen/Meeting of May 15	2018	4:38	12
MelonePropertyCommuityForum_11-17-16/Community Forum 11-17-16		4:36	5	
	SPSSC_5-17-17/Meeting of May 17	2017	4:35	7
	BOS_06_08_17/Meeting of June 8	2017	4:35	6
LSGRvsBelmont_4-13-17/Girls Rugby vs Belmont 4-13-17		4:33	8	
	LS Civic Orchestra/Winter Concert 1-7-18		4:32	14
	Curtis Moving On Ceremony		4:32	21
	LS School Committee/Meeting of January 9	2018	4:31	11
	Conservation Commission/Meeting of June 4	2018	4:31	10
Fairbank Community Center Task Force/Meeting of February 15	2018	4:27	6	
	Finance Committee/Meeting of Jan. 18	2018	4:26	9
Community Preservation Committee/Meeting of October 12	2017	4:22	14	
	LSHS Pops Concert March	2018	4:20	19
	LS School Committee/Meeting of Feb. 13	2018	4:15	10
	Park and Recreation/Meeting of Feb. 28	2018	4:13	6
LS Safety Review Committee 2018/Meeting of June 14	2018	4:09	8	
	Finance Committee/Meeting of October 30	2017	4:00	6
Historic Districts Commission/Meeting of October 19	2017	3:58	7	
	LS 15th Annual Language Declamation March	2018	3:57	28
	LWV of Sudbury/Candidates' Night 3-15-17		3:52	5

FY 2018 SAC Annual Financial and Operating Reports, 10/19/2017, Page 7

SPS School Committee/Meeting of November 14 2017	3:46	15
Finance Committee/Meeting of Jan. 22 2018	3:43	6
Finance Committee/Meeting of May 21 2018	3:38	5
Community Preservation Committee/Meeting of Dec. 6 2017	3:37	9
Planning Board/Meeting of May 23 2018	3:36	7
LSGR vs Algonquin 04/07/17/Girls Rugby vs Algonquin 04/07/17	3:35	7
ATM_5-2-17/Meeting of May 2 2017	3:33	8
Black Lives Matter/Racial Justice in America	3:32	5
LS School Committee/Meeting of April 24 2018	3:31	11
LS Girl's Basketball vs A-B 2018/LS Girl's Basketball vs A-B 2018	3:31	10
Conservation Commission/Meeting of Nov. 20 2017	3:28	5
Curtis Friends of Music/SPS Music Program Budget	3:27	6
PB_09-27-17/Meeting of Sept. 27 2017	3:26	7
Conservation Commission/Meeting of Dec. 4 2017	3:26	9
Fairbank Feasibility Presentation February 2018/Fairbank Feasibility Presentatio	3:25	8
Summer Concerts: The Reminisants/The Reminisants	3:25	8
Conservation Commission/Meeting of April 23 2018	3:23	6
LSGR vs Needham 4-27-17/Girls Rugby vs. Needham 4-27-17	3:21	7
Strategic Financial Planning Committee for Capital Funding/Meeting of April 4 2	3:20	5
Planning Board/Meeting of May 15 2018	3:18	7
Conservation Commission/Meeting of Sept. 25 2017	3:18	8
Envision Melone_10_03_17/Envision Melone_10_03_17	3:16	19
SPS School Committee/Meeting of June 18 2018	3:15	13
LS School Committee/Meeting of November 7 2017	3:11	9
Conservation Commission/Meeting of August 14 2017	3:10	3
Planning Board/Meeting of January 24 2018	3:10	9
SPSSC_04_03_17/Meeting of April 3 2017	3:08	6
Curtis Moving On Ceremony 2017/2017	3:06	15
LS Senior Awards Ceremony/23-May-18	3:05	16
DVRT/The Role of Men in the Time of #metoo	2:57	7
LS Girls Hockey vs Boston Latin/LS Girls Hockey vs Boston Latin	2:56	7
Senior Scene: Historic Rt. 20/Historic Rt. 20	2:56	7
Finance Committee/Meeting of February 26 2018	2:55	8
Sudbury Historical Society/History of Sudbury Senior Center (March 2018)	2:54	3
Town Social Worker Bethany Hadvab/Town Social Worker Bethany Hadvab	2:53	11
LS Girl's Hockey vs. Central Catholic 2018/LS Girl's Hockey vs. Central Catholic	2:53	8
LS Football Playoff vs N. Andover - 11/10/17/10-Nov-17	2:51	10
Planning Board/Meeting of October 11 2017	2:50	6
STM_10-17-16/17-Oct-16	2:48	10
LS School Committee/Meeting of March 27 2018	2:48	10
Zoning Board of Appeals/Meeting of April 9 2018	2:42	5
The Old Fashioned Way(Epl) - Beasts and Boards/Beasts and Boards	2:40	18
BOS_3-8-16/Meeting of March 08 2016	2:40	3
Zoning Board of Appeals/Meeting of June 11 2018	2:40	4
LS Pops Concert 3-16-17/Pops Concert 3-16-17	2:34	11
Community Preservation Committee/Meeting of May 2 2018	2:34	6
Planning Board/Meeting of February 14 2018	2:34	6
Zoning Board of Appeals/Meeting of Nov. 6 2017	2:34	4
SPS School Committee/Meeting of January 26 2018	2:31	11
Republican Town Committee Candidate Night/Republican Town Committee Candidate Ni	2:30	13
PB_1_25_2017/Meeting of January 25 2017	2:29	5
SPSSC_12-19-16/Meeting of December 19 2016	2:29	5
LWV: Running for Office/How to Run for Office	2:28	7
Fairbank Community Center Task Force/Meeting of March 1 2018	2:27	4
SPS School Committee/Meeting of May 7 2018	2:27	18
Fairbank Community Center Task Force/Meeting of April 5 2018	2:23	7
Conservation Commission/Meeting of November 6 2017	2:20	6
Board of Selectmen/Meeting of June 19 2018	2:18	9
SudburyTV Kids Club: Dave Henkels/SudburyTV Kids Club: Dave Henkels Interview	2:16	15
Finance Committee/Meeting of March 26 2018	2:16	4
Conservation Commission/Meeting of July 31 2017	2:15	10
Strategic Financial Planning Committee for Capital Funding/Meeting of May 30 20	2:14	5
LS School Committee/Meeting of October 24 2017	2:08	6
LS Choral Concert 2016/19-May-16	2:06	7
Board of Selectmen/Meeting of October 16 2017	2:06	5
LS Graduation 2017/4-Jun-17	2:06	15
Finance Committee/Meeting of April 23 2018	2:04	3
MelonePropertyCommunityForum_4-12-16	2:02	5
Fairbank Community Center Task Force/Meeting of October 4 2017	2:01	7
Strategic Financial Planning Committee for Capital Funding/Meeting of April 25	2:01	3
LS Boys LAX State Final vs BC High 2017/LS Boys LAX State Final vs BC High 2017	2:00	4
Planning Board/Meeting of January 10 2018	1:55	3
Senior Scene Domestic Violence 6-1-17/Domestic Abuse Among Family or Friends	1:55	4
LSGR vs Newton 5-17-17/Girls Rugby vs Newton 5-17-17	1:54	4
SEPAC: Executive Functioning/Executive Functioning	1:53	6
Senior Scene: Book Buddies Feb. 8 2018/Book Buddies Feb. 8 2018	1:52	6

Treasurer's Report for FY2017:

	Year to Date
Revenues	
Grants	\$ 354,324.59
Program Service Revenue	357.35
Realized gain on Investment	22,747.64
Interest Income	5,335.97
Dividend Income	5,771.49
	<hr/>
Total Revenues	388,537.04
	<hr/>
Cost of Sales	
	<hr/>
Total Cost of Sales	0.00
	<hr/>
Gross Profit	388,537.04
	<hr/>
Expenses	
Accounting Expense	1,225.00
Advertising	175.00
Filings	140.00
Insurance	8,401.00
Internet/Web Expense	1,960.07
CableTV Expense	315.47
Leased Employees	285,097.86
Memberships & Subscriptions	667.54
Warranties & Support	4,388.00
Conference Fees	110.00
Minor Equipment - Comp/Office	741.67
Minor Equipment - Video	6,616.22
Minor Software	31.86
Independent contractor	9,657.70
Supplies - Computer/Office	681.11
Supplies - Video	287.35
Postage	224.87
Rental Equipment	175.79
Facility Repair/Upgrade	601.00
Sports Program Fees	100.00
Streaming costs	1,450.00
Telephone Expense	1,242.99
Training	679.88
Depreciation Expense	32,908.06
Other Expense	115.65
	<hr/>
Total Expenses	357,994.09
	<hr/>
Net Income	\$ 30,542.95
	<hr/> <hr/>

Balance Sheet

ASSETS		
Current Assets		
Northern Bank Money Market	\$	232,029.82
DCU checking account		1,039.54
DCU savings account		1,015.28
DCU money market		15,610.69
DCU paypal account		0.20
ING account		1.99
Paypal account		204.37
DCU LTD account		199,366.89
DCU LTD savings account		1,016.03
DCU LTD checking account		0.68
RTN Savings		25.00
RTN Checking		2,586.95
Fidelity		671,565.94
Total Current Assets		1,124,463.38
Property and Equipment		
Furniture and Fixtures		2,619.98
Equipment		339,046.80
Capital Software		1,571.00
Accum. Depreciation - Furnitur		(1,723.98)
Accum. Depreciation - Equipmen		(282,110.46)
Accum. Depreciation - Software		(1,571.00)
Total Property and Equipment		57,832.34
Other Assets		
Total Other Assets		0.00
Total Assets	\$	1,182,295.72
LIABILITIES AND CAPITAL		
Current Liabilities		
Credit card payable	\$	1,795.98
Total Current Liabilities		1,795.98
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		1,795.98
Capital		
Retained Earnings		1,149,956.79
Net Income		30,542.95
Total Capital		1,180,499.74
Total Liabilities & Capital	\$	<u>1,182,295.72</u>

FY 2018 Budget:

Category	FY 2018	Q3 2018	Q4 2018	Q1 2019	Q2 2019	Total Estimates	FY 2019
	Actual						Budget
Accounting / Audit	1225	800	425			1225	1225
Legal Fees	0	100	100	100	100	400	400
Advertising	175	175		175		350	350
BBS Newsfeed	0.00					0	0
Filings	140	125	15			140	140
Insurance	8401	5245	1170	1170	1170	8755	8800
Internet/Web Expense	1960.07	625	360	360	500	1845	1900
Cable TV Expense	315.47	115	115	115	115	460	460
Meeting Expense	0.00					0	0
Memberships & Subscriptions	667.54	60	150	380	160	750	750
Warranty/Support Services	4388.00		2500		1200	3700	3700
Conference Fees	110.00				300	300	300
Minor Equipment: Comp/Office	741.67	800	200	200	200	1400	1500
Minor Equipment: Video	6616.22	2000	1000	1000	1000	5000	5000
Minor Software	31.86	560				560	600
Independent Contractors	9657.70	2000	3000	3000	3000	11000	11000
Supplies: Comp/Office	716.52	200	200	200	200	800	800
Supplies: Video	287.35	75	75	75	75	300	300
Postage	224.87	50	50	50	50	200	200
Promotional Items	0.00					0	0
Props	0.00	800				800	800
Rental Equipment	175.79		175		125	300	300
Repairs	0.00	200	200	200	200	800	800
Facility Repairs/Upgrades	601.00					0	0
Sports Program Fees	100.00		100	100	100	300	300
Streaming costs	1450.00		100	1350		1450	1450
Telephone	1242.99	345	345	345	345	1380	1400
Training	679.88			360		360	360
Travel	0.00					0	0
Other	115.65					0	0
EXPENSES SUBTOTAL	40023.58	14275	10280	9180	8840	42575	42835
Leased Employees	285097.86	72000	72000	79500	70500	294000	294000
TOTAL (Expenses & Salaries)	325121.44	86275	82280	88680	79340	336575	336835

Attachment3.a: SAC_FY2018_annual_report (2887 : Annual meeting and presentation by SAC)

Capital Equipment Replacement Plan:

Equipment Category	Year Acquired	Purchase Cost	Projected Fiscal Year of Replacement	Projected Replacement Cost
Control Room Re-wire	2004	none	2016	2.5K*
Playback Server	2009	10K	2016	40K*
Portable Recorder (3)	2014	2K	2018	2.6K*
Editing Systems (2)	2014	9K	2019	10K
Portable HD Cameras (6)	2010-2014	21K	2020	20K
Studio Cameras	2009	70K	2021	75K
Master Control Audio	2012	7K	2022	10K
Flynn - Silva Rm. Studio	2012	33K	2022	40K
Master Control Record	2013	4K	2023	5K
Portable Switcher	2014	16K	2024	15K
Town Hall Studio	2015	27K	2025	40K
Master Control Switcher/Graphics	2015	24K	2025	30K
Police Station Cameras/Controller	2017	8K	2027	TBD
Auditorium Cameras/Controller	2017	17K	2027	TBD

*Actual

SudburyTV
Third Quarter 2017 Report
July 1, 2017 to September 30, 2017

By
Lynn M. Puorro

Submitted to
Sudbury Access Corporation
Board of Directors

1) Studio Operations

The studio is staffed on an as needed basis. The regular hours are 10am to 6pm Monday through Friday, and some evenings until 9pm depending on the studio schedule each week. Contact information and studio hours are posted on the studio door.

During the third quarter, coverage was provided for the following:

Meetings:

- Sudbury Selectmen Meetings on July 18, August 8, and September 12 and 26 were covered by staff.
- Sudbury Finance Committee meetings on July 10, August 21, and September 18 were covered by staff.
- Sudbury Public Schools School Committee Meetings on July 19 and 24, August 30, and September 6, 15 and 18 were covered by staff.
- Sudbury Planning Board Meetings on July 12 and 26, August 9, and September 13 and 27 were covered by staff.
- Sudbury Zoning Board of Appeals Meetings on July 10, August 7, and September 11 were covered by staff.
- Sudbury Conservation Commission Meetings on July 17 and 31, August 14 and 28, and September 11 and 25 were covered by staff.
- Historic Districts Commission Meetings held on July 13, August 10, and September 14 and 21 were covered by staff.
- Park and Recreation Commission meetings on August 7 and 28, and September 25 were covered by staff.
- Community Preservation Committee meeting of September 6 was covered by staff.

Staff Covered Events:

- Sudbury July 4th Parade held on July 4
- Sudbury Senior Scene Events:
 - New Magnolia Jazz Band performance held on July 19
 - Magic Show held on August 1
 - Fall Prevention held on September 21
 - Protecting Your Home held on September 25

Staff and Volunteer Covered Events:

- Sudbury Summer Concert Series held on July 10, 17, and 31, and August 7 and 14

Volunteer Covered Events:

- Friends of Assabet River National Wildlife Refuge monthly programs taped at the Assabet River NWR Headquarters on September 27.

Series:

- One episode of "Global Village" was produced this quarter. The program is hosted by Sudbury resident, Soterios Zoulas, and invites guests to discuss a wide variety of topics, including books, music, religion, and more. The guest on this episode was Father Greg Christakos from Saints Anargyroi Greek Orthodox Church in Marlboro.
- The Old Fashioned Way is a new SudburyTV series produced by Matt Cranson. The program explores old methods and meets modern people doing archaic things with tools and techniques that haven't changed in over a hundred years. Production of the second episode featuring the Wayside Inn Grist Mill began this quarter.

2) Lincoln-Sudbury Activities

Staff covered meetings included:

- Lincoln-Sudbury School Committee meetings of September 12 and 26.

Staff and Volunteer Covered Events:

- Lincoln-Sudbury Football games on September 8 and 15.

3) Outreach Services

- Attended HOPEsudbury Telethon meetings on September 8 and 29.
- Attended the LS Activities Shop Around to promote the LS TV Club on September 14.
- Attended the Media Resource Expo on September 26.

4) Training

- Held a week long TV Production Workshop in collaboration with Sudbury Park and Recreation from July 10-14 geared toward Middle School students. There were 7 participants.

5) Infrastructure Improvements

- There have been no infrastructure improvements this quarter.

6) Programming:

The following details the number of first run and repeat programs, as well as the total number of hours of programming that were aired between July and September on SudburyTV and the Educational Channel.

SudburyTV Public Access Channel 8/31

Of the 98 first run programs and 120.5 first run hours that aired this quarter, 52 and 93.5 respectively were produced in Sudbury. Those 98 programs included meetings, events, and series.

SudburyTV - Public/Government Channel

Weekly Totals	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
7/3/17	17	17	49	54	66	71
7/10/17	7	11.5	57	58.5	64	70
7/17/17	7	12.5	58	54.5	65	67
7/24/17	6	7	59	61.5	65	68.5
7/31/17	5	6	68	68.5	73	74.5
8/7/17	5	5.5	68	68.5	73	74
8/14/17	11	12	61	64	72	76
8/21/17	5	6.5	59	56.5	64	63
8/28/17	10	9	54	53	64	62

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9/4/17	4	7	59	60	63	67
9/11/17	8	8.5	55	59.5	63	68
9/18/17	6	10.5	54	54	60	64.5
9/25/17	7	7.5	51	56.5	58	64
Quarterly Totals	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
	98	120.5	752	769	850	889.5

Educational Channel 9/32

Of the 79 first run programs and 96.5 first run hours that aired this quarter, 35 and 73.5 respectively were produced in Sudbury. Those 52 programs included meetings, events, and sports.

SudburyTV - Educational Channel

Weekly Totals	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
7/3/17	11	11	36	52.5	47	63.5
7/10/17	3	4.5	44	57.5	47	62
7/17/17	10	11	37	52.5	47	63.5
7/24/17	3	4.5	46	58.5	49	63
7/31/17	10	17.5	39	50.5	49	68
8/7/17	7	7	42	61	49	68
8/14/17	5	4	44	65	49	69
8/21/17	4	3.5	45	66	49	69.5
8/28/17	5	6.5	44	63	49	69.5
9/4/17	4	6.5	45	61	49	67.5
9/11/17	6	5	43	61.5	49	66.5
9/18/17	4	3.5	41	47	45	50.5
9/25/17	7	12	39	48.5	46	60.5
Quarterly Totals	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
	79	96.5	545	744.5	624	841

7) Capital Equipment Recommendations:

We have no capital project recommendations at this time.

8) Upcoming Events for the 4th Quarter of 2017:

We are heading into a busy fall season. Some upcoming programs and events to watch for include Special Town Meeting, League of Women Voters events, the HOPEsudbury Telethon, and annual Holiday programming.

SudburyTV
Fourth Quarter 2017 Report
October 1, 2017 to December 31, 2017

By
Lynn M. Puorro

Submitted to
Sudbury Access Corporation
Board of Directors

Attachment3.a: SAC_FY2018_annual_report (2887 : Annual meeting and presentation by SAC)

1) Studio Operations

The studio is staffed on an as needed basis. The regular hours are 10am to 6pm Monday through Friday, and some evenings until 9pm depending on the studio schedule each week. Contact information and studio hours are posted on the studio door.

During the fourth quarter, coverage was provided for the following:

Meetings:

- Sudbury Selectmen Meetings on October 16 and 24, November 7 and 28, and December 5 and 19 were covered by staff.
- Sudbury Finance Committee meetings on October 5, 10, and 30, November 13 and 27, and December 11 were covered by staff.
- Sudbury Public Schools School Committee Meetings on October 2, 6, and 18, November 6, 14, and 20, and December 4 and 18 were covered by staff.
- Sudbury Planning Board Meetings on October 11, November 21, and December 13 were covered by staff.
- Sudbury Zoning Board of Appeals Meetings on November 6, and December 4 were covered by staff.
- Sudbury Conservation Commission Meetings on October 11 and 23, November 6 and 20, and December 4 and 18 were covered by staff.
- Historic Districts Commission Meetings held on October 19, November 2, and December 20 were covered by staff.
- Park and Recreation Commission meetings on October 30, November 30, and December 18 were covered by staff.
- Community Preservation Committee meetings of October 12, and December 6 and 20 were covered by staff.
- Fairbank Community Center Task Force meetings of October 4, and December 6 were covered by staff.
- Special Town Meeting of October 16 was covered by staff.

Staff Covered Events:

- Melone Property Charette held on October 3
- Protect Sudbury Legal Update held on October 4
- League of Women Voters Program, "A Day in the Life of a Social Worker" held on October 17
- League of Women Voters Healthcare Forum held on November 12
- Sudbury Historical Society monthly program, "Teas", held on November 5
- Sudbury Republican Committee Forum held on November 9
- Hosmer House Holiday Program held on November 27
- Sudbury Senior Scene Events:
 - Liveable Sudbury Forum held at the Library and Methodist Church on November 8
 - Choices held on November 20

Staff and Volunteer Covered Events:

- HOPEsudbury Telethon held on November 4
- Our Lady of Fatima Nativity Pageants held on December 10 and 11

Volunteer Covered Events:

- Friends of Assabet River National Wildlife Refuge monthly programs taped at the Assabet River NWR Headquarters on October 25.

2) Lincoln-Sudbury Activities

Staff covered meetings included:

- Lincoln-Sudbury School Committee meetings of October 24, November 7 and 28, and December 14

Staff and Volunteer Covered Events:

- Lincoln-Sudbury Football games on October 20 and 27, and November 10.
- LS Choral Concert held on December 7
- LS Instrumental Concert on December 14

3) Outreach Services

- Attended HOPEsudbury Telethon meetings on October 13, 20, and 27, and November 17.
- Attended the Sudbury Non-Profit Group Coffee held on October 26.
- Attended a Sudbury Council on Aging Committee meeting held on November 14.
- Attended a Castus User Group meeting held on December 7

4) Training

- Held 4-week TV Production Workshop from October 23 - November 13. There were 5 participants.

5) Infrastructure Improvements

- There have been no infrastructure improvements this quarter.

6) Programming:

The following details the number of first run and repeat programs, as well as the total number of hours of programming that were aired between July and September on SudburyTV and the Educational Channel.

SudburyTV Public Access Channel 8/31

Of the 96 first run programs and 140 first run hours that aired this quarter, 56 and 119.5 respectively were produced in Sudbury. Those 96 programs included meetings, events, and series.

SudburyTV - Public/Government Channel

Weekly Totals	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
10/2/17	7	11.5	51	54.5	58	66
10/9/17	9	9.5	48	50.5	57	60
10/16/17	7	10.5	51	49	58	59.5
10/23/17	11	12.5	47	41.5	58	54
10/30/17	3	9	54	48	57	57
11/6/17	3	4	56	49	59	53
11/13/17	9	9.5	49	44.5	58	54

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11/20/17	9	15.5	45	48	54	63.5
11/27/17	8	9.5	47	55.5	55	65
12/4/17	5	11	54	55.5	59	66.5
12/11/17	10	16.5	46	46.5	56	63
12/18/17	5	9	55	52	60	61
12/25/17	10	12	51	50	61	62
Quarterly Totals	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
	96	140	654	644.5	750	784.5

Educational Channel 9/32

Of the 54 first run programs and 81 first run hours that aired this quarter, 19 and 59 respectively were produced in Sudbury. Those 54 programs included meetings, events, and sports.

SudburyTV - Educational Channel

Weekly Totals	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
10/2/17	4	7.5	42	55.5	46	63
10/9/17	2	4	42	61.5	44	65.5
10/16/17	5	11	41	50	46	61
10/23/17	5	4	41	56	46	60
10/30/17	1	2.5	45	60.5	46	63
11/6/17	8	11	39	53	47	64
11/13/17	5	8	42	49.5	47	57.5
11/20/17	6	9.5	40	49.5	46	59
11/27/17	2	3.5	44	53.5	46	57
12/4/17	6	7.5	40	55	46	62.5
12/11/17	2	3.5	44	59	46	62.5
12/18/17	7	8.5	43	58.5	50	67
12/25/17	1	0.5	49	64	50	64.5
Quarterly Totals	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
	54	81	552	725.5	606	806.5

7) Capital Equipment Recommendations:

We have no capital project recommendations at this time.

8) Upcoming Events for the 1st Quarter of 2018:

Tune in this winter to watch upcoming programs including: the League of Women Voters "Run for Office" forum, the Lincoln-Sudbury Civic Orchestra Concert, LS Basketball and Hockey games, LS Faculty Variety Show, and the LWV Candidates night.

SudburyTV
First Quarter 2017 Report
January 1, 2018 to March 31, 2018

By
Lynn M. Puorro

Submitted to
Sudbury Access Corporation
Board of Directors

Attachment3.a: SAC_FY2018_annual_report (2887 : Annual meeting and presentation by SAC)

1) Studio Operations

The studio is staffed on an as needed basis. The regular hours are 10am to 6pm Monday through Friday, and some evenings until 9pm depending on the studio schedule each week. Contact information and studio hours are posted on the studio door.

During the first quarter, coverage was provided for the following:

Meetings:

- Sudbury Selectmen Meetings on January 9 and 23, February 6 and 27, and March 6 and 20 were covered by staff.
- Sudbury Finance Committee meetings on January 11, 18, 22, and 25, February 5, 12, and 26, and March 15 and 26 were covered by staff.
- Sudbury Public Schools School Committee Meetings on January 8, 22, and 26, February 5, 14, and 26, and March 16, and 27 were covered by staff.
- Sudbury Public Schools Superintendent Interviews held on March 6 were covered by staff.
- Sudbury Planning Board Meetings on January 10 and 24, February 14 and 28, and March 14 and 28 were covered by staff.
- Sudbury Zoning Board of Appeals Meetings on January 8, February 5, and March 5 were covered by staff.
- Sudbury Conservation Commission Meetings on January 8 and 22, February 5 and 26, and March 12 were covered by staff.
- Historic Districts Commission Meetings held on February 1, and March 15 were covered by staff.
- Fairbank Community Center Task Force meeting of February 1 and 15, and March 1 were covered by staff.
- Park and Recreation Commission Meetings held on January 22, February 28, and March 26 were covered by staff.
- Strategic Financial Planning Committee for Capital Funding meeting of February 7 was covered by staff.
- Capital Improvement Advisory Committee meeting of March 26 was covered by staff.
- Community Preservation Committee meeting held on March 29

Staff Covered Events:

- Sudbury League of Women Voters How to Run for Office Workshop held on January 3
- Sudbury Historical Society monthly programs on January 28, and March 4
- SEPAC - Sudbury Special Education Parent Advisory Council presentation held on February 8
- Protect Sudbury Community Update held on January 31
- Fake News presentation held on March 20
- Sudbury Senior Scene Events:
 - Historic Route 20 presentation held on January 23
 - Book Buddies held on February 8
 - Prescription Advantage held on February 22
 - How to Hire a Home Improvement Contractor held on February 26
 - USS Constitution held on March 26
 - The Flashback Band held on March 29

Staff and Volunteer Covered Events:

- Lincoln Sudbury Civic Orchestra Concert held on January 7
- Sudbury League of Women Voters Candidates' Night held on March 5

2) Lincoln-Sudbury Activities

Staff covered meetings included:

- Lincoln-Sudbury School Committee meetings of January 9 and 23, February 13 and 27, and March 27.

Staff and Volunteer Covered Events:

- Lincoln Sudbury Faculty and Staff Variety Show held on February 1
- Lincoln Sudbury Music Jazz Showcase held on February 8
- Lincoln Sudbury World Language Declamation held on March 16
- Lincoln Sudbury Music Pops Concert held on March 15
- Lincoln Sudbury Girls Hockey games held on February 3, 10, 14, 19, and 28
- Lincoln Sudbury Girls Basketball games held on February 9 and 16

3) Outreach Services

- Met with Sudbury Historical Society to assist them in preparing for their monthly programs in January and March

4) Training

- Trained 1 resident on remote camera to cover School presentations.
- Held a 4-week TV Production Workshop March 19 to April 9. There were 4 participants.

5) Infrastructure Improvements

- There have been no infrastructure improvements this quarter.

6) Programming:

The following details the number of first run and repeat programs, as well as the total number of hours of programming that were aired between July and September on SudburyTV and the Educational Channel.

SudburyTV Public Access Channel 8/31

Of the 93 first run programs and 138 first run hours that aired this quarter, 53 and 118 respectively were produced in Sudbury. Those 93 programs included meetings, events, and series.

SudburyTV - Public/Government Channel

Weekly Totals	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
1/1/18	10	12	51	50	61	62
1/8/18	4	6	52	53	56	59
1/15/18	9	10.5	45	43.5	54	54
1/22/18	6	16	47	43.5	53	59.5
1/29/18	8	7.5	45	55.5	53	63

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2/5/18	9	16	44	49	53	65
2/12/18	7	13	45	53	52	66
2/19/18	5	5	49	54.5	54	59.5
2/26/18	6	7.5	47	51	53	58.5
3/5/18	11	19	43	42	54	61
3/12/18	7	11.5	47	50	54	61.5
3/19/18	5	9	50	51.5	55	60.5
3/26/18	6	5	49	55	55	60
Quarterly Totals	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
	93	138	614	651.5	707	789.5

Educational Channel 9/32

Of the 70 first run programs and 75.5 first run hours that aired this quarter, 30 and 53 respectively were produced in Sudbury. Those 70 programs included meetings, events, and sports.

SudburyTV - Educational Channel

Weekly Totals	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
1/1/18	1	0.5	49	64	50	64.5
1/8/18	8	8.5	42	50.5	50	59
1/15/18	1	0.5	43	47	44	47.5
1/22/18	6	8.5	44	49	50	57.5
1/29/18	2	1	48	57.5	50	58.5
2/5/18	7	8	44	52	51	60
2/12/18	8	10	42	50.5	50	60.5
2/19/18	8	8	45	53.5	53	61.5
2/26/18	6	10.5	45	49.5	51	60
3/5/18	6	4.5	45	54.5	51	59
3/12/18	6	5.5	47	54.5	53	60
3/19/18	7	6	50	49.5	57	55.5
3/26/18	4	4	56	53	60	57
Quarterly Totals	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours

70	75.5	600	685	670	760.5
----	------	-----	-----	-----	-------

7) Capital Equipment Recommendations:

We have no capital project recommendations at this time.

8) Upcoming Events for the 2nd Quarter of 2018:

This Year's Annual Town Forum, to be held in April, will feature a discussion on Marijuana. Tune in for a collaborative concert performed by the Lincoln Sudbury Civic Orchestra, Memorial Congregational Church, and St. Matthews United Methodist Church, to celebrate the Earth for Earth Day, Our Earth, Our Home. Watch for the end of the year LS music concerts, award ceremonies, and graduation in May and June. Annual Town meeting will take place at the beginning of May.

SudburyTV
Second Quarter 2017 Report
April 1, 2018 to June 30, 2018

By
Lynn M. Puorro

Submitted to
Sudbury Access Corporation
Board of Directors

1) Studio Operations

The studio is staffed on an as needed basis. The regular hours are 10am to 6pm Monday through Friday, and some evenings until 9pm depending on the studio schedule each week. Contact information and studio hours are posted on the studio door.

During the second quarter, coverage was provided for the following:

Meetings:

- Sudbury Selectmen Meetings on April 10 and 24, May 1, 7, and 15, and June 5 and 19 were covered by staff.
- Sudbury Annual Town Meetings on May 7 and 8 were covered by staff and volunteers.
- Sudbury Finance Committee meetings on April 5 and 23, and May 3 and 21, and June 19 were covered by staff.
- Sudbury Public Schools School Committee Meetings on April 9 and 23, May 7 and 21, and June 4 and 18 were covered by staff.
- Sudbury Planning Board Meetings on April 11 and 25, May 15 and 23, and June 13 and 27 were covered by staff.
- Sudbury Zoning Board of Appeals Meetings on April 9 and 30, and June 11 were covered by staff.
- Sudbury Conservation Commission Meetings on April 2, 23, and 30, May 14, and June 4 and 18 were covered by staff.
- Historic Districts Commission Meetings held on April 5, and June 7 were covered by staff.
- Fairbank Community Center Task Force meeting of April 5 was covered by staff.
- Strategic Financial Planning Committee for Capital Funding meetings held on April 4 and 25, and May 30 were covered by staff
- Capital Improvement Advisory Committee meeting of April 2 was covered by staff
- Park and Recreation Commission meetings of April 30, May 30, and June 25 were covered by staff
- Community Preservation Committee meeting of May 2 was covered by staff
- Annual Town Forum featuring a discussion of Marijuana was covered by staff

Staff Covered Events:

- Sudbury Historical Society monthly program on June 10
- Open Meeting Law Training held on May 15
- Curtis Moving On Ceremony held on June 22
- Sudbury Senior Scene Events:
 - America 1968, 6-part series held on April 3, 17, and 24, and May 1, 8, and 29
 - Shades of Gray Band held on May 3
 - Hospitalizations held on May 10
 - Dolly Madison performance held on May 15
 - Sea Songs and Stories performance held on May 22

Staff and Volunteer Covered Events:

- Earth Day Concert, Our Earth Our Home, held on April 29 was covered by staff
- Sudbury's Memorial Day Parade and Ceremonies held on May 28
- Lincoln Sudbury Civic Orchestra Concert held on June 10

Volunteer Covered Events:

- Friends of Assabet River National Wildlife Refuge monthly program taped at the Assabet River NWR Headquarters on May 23 and June 27
- Haynes Playground Groundbreaking Ceremony held on June 25

Series:

- Two episodes of "Global Village" were produced this quarter. The program is hosted by Sudbury resident, Soterios Zoulas, and invites guests to discuss a wide variety of topics, including books, music, religion, and more. Guests included The president of Framingham State University and Megan Warren, Goodnow Library Children's Librarian.

2) Lincoln-Sudbury ActivitiesStaff covered meetings included:

- Lincoln-Sudbury School Committee meetings of April 10 and 24, May 30, and June 5, 19, and 26.
- Lincoln-Sudbury Safety Sub-Committee Meetings of April 5, 12 and 26, May 3, 10, 17, 24, and 31, and June 7 and 14

Staff and Volunteer Covered Events:

- FELS (Foundation for Educators at Lincoln Sudbury) presentation on "What's the Buzz about Our Health" held on April 12
- White Ribbon Event PSA held on April 10
- Lincoln Sudbury Music Jazz Concert held on April 5
- Lincoln Sudbury Music Spring Instrumental Concert held on May 3
- You Are Here, Youth Advancing Youth program held on May 12
- Lincoln Sudbury Music Choral Concert and Community Sing held on May 17
- Lincoln Sudbury Senior Awards Ceremony held on May 23
- Lincoln Sudbury Senior Scholarship Ceremony held on May 29
- LS Graduation Ceremony held on June 3

Sports:

- LS Girls Lacrosse games on May 8 and 10
- LS Baseball game on May 18

3) Outreach Services

- Met with students organizing the You Are Here, Youth Advancing Youth event at LS, to plan coverage of the event.
- Met with Jess Sperandio of the LS Faculty to discuss holding a Logo Contest, for students to compete to design SudburyTV a new logo.
- Attended the HOPEsudbury Telethon Kick Off meeting in June

4) Training

- Trained 2 students on the portable equipment so that they can record the You Are Here, Youth Advancing Youth event they are organizing.

5) Infrastructure Improvements

- There have been no infrastructure improvements this quarter.

6) Programming:

The following details the number of first run and repeat programs, as well as the total number of hours of programming that were aired between July and September on SudburyTV and the Educational Channel.

SudburyTV Public Access Channel 8/31

Of the 90 first run programs and 141 first run hours that aired this quarter, 62 and 124.5 respectively were produced in Sudbury. Those 90 programs included meetings, events, and series.

SudburyTV - Public/Government Channel						
Weekly Totals	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
4/2/18	8	13.5	44	48	52	61.5
4/9/18	11	15.5	47	52	58	67.5
4/16/18	5	7	51	56.5	56	63.5
4/23/18	8	11	42	48	50	59
4/30/18	6	14.5	45	50	51	64.5
5/7/18	11	21	44	48.5	55	69.5
5/14/18	7	7.5	47	54	54	61.5
5/21/18	6	13.5	46	52	52	65.5
5/28/18	5	7	46	58	51	65
6/4/18	8	10.5	44	52	52	62.5
6/11/18	8	9	46	52.5	54	61.5
6/18/18	3	5.5	49	52.5	52	58
6/25/18	4	5.5	48	54	52	59.5
Quarterly Totals	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
	90	141	599	678	689	819

Educational Channel 9/32

Of the 72 first run programs and 92.5 first run hours that aired this quarter, 36 and 74 respectively were produced in Sudbury. Those 72 programs included meetings, events, and sports.

SudburyTV - Educational Channel

Weekly Totals	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
4/2/18	7	8	47	47.5	54	55.5
4/9/18	6	9.5	48	45.5	54	55
4/16/18	5	4	51	54	56	58
4/23/18	3	4	52	53.5	55	57.5
4/30/18	4	5.5	53	52.5	57	58
5/7/18	4	5	45	52.5	49	57.5
5/14/18	7	5	46	58.5	53	63.5
5/21/18	7	11	41	42	48	53
5/28/18	9	11	33	35	42	46
6/4/18	6	8.5	42	42.5	48	51
6/11/18	6	4.5	42	51	48	55.5
6/18/18	5	10.5	42	44	47	54.5
6/25/18	3	6	43	52.5	46	58.5
Quarterly Totals	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
	72	92.5	585	631	657	723.5

FY18 Programming TotalsSudburyTV Public Access Channel 8/31

FY18 Annual Totals	SudburyTV Hours						Sudbury # of First Run Programs	Sudbury First Run Hours
	# of First Run Programs	First Run Hours	# of Repeat Programs	Repeat Hours	Total # of Programs	Total Hours		
Q3 2017	98	120.5	752	769	850	889.5	52	93.5
Q4 2017	96	140	654	644.5	750	784.5	56	119.5
Q1 2018	93	138	614	651.5	707	789.5	53	118
Q2 2018	90	141	599	678	689	819	62	124.5
Total	377	539.5	2619	2743	2996	3282.5	223	455.5

Educational Channel 9/32

FY18 Annual Totals	Educational Channel Hours						Sudbury # of First Run Programs	Sudbury First Run Hours
	# of First Run Programs	First Run Hours	# of Repeat Programs	Repeat Hours	Total # of Programs	Total Hours		
Q3 2017	79	96.5	545	744.5	624	841	35	73.5
Q4 2017	54	81	552	725.5	606	806.5	19	59
Q1 2018	70	75.5	600	685	670	760.5	30	53
Q2 2018	72	92.5	585	631	657	723.5	36	74
Total	275	346	2282	2786.0	2557	3131.5	120	259.5

7) Capital Equipment Recommendations:

Proposal to purchase a new iMac Pro editing computer and replace the ED's laptop.

8) Upcoming Events for the 3rd Quarter of 2018:

Stay tuned for a new episode of The Old Fashioned Way, featuring the Old Time Baseball. There will be a Special Town Meeting in October and the HOPEsudbury Telethon in November. Watch for LS Winter Concerts and Holiday programming in December.

Filing Instructions
Sudbury Access Corporation
Form PC - Massachusetts Annual Report
Taxable Year Ended June 30, 2018

- Date Due:** November 15, 2018
- Remittance:** The filing fee for the tax year ended 6/30/18 is \$125. The fee should be paid using the Commonwealth of Massachusetts secure web-based payment portal: www.mass.gov/ago/epay .
- Mail To:** Non-Profit / Public Charities Division
Office of the Attorney General
One Ashburton Place
Boston, MA 02108
- Signature:** Form PC must be signed and dated by one officer on Page 7 and two officers of the organization on Page 12, if applicable.
- Other:** Enter the Electronic Payment Confirmation number on Page 1.

THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL

NON-PROFIT ORGANIZATIONS/PUBLIC CHARITIES DIVISION

ONE ASHBURTON PLACE
BOSTON, MASSACHUSETTS 02108

MAURA HEALEY
ATTORNEY GENERAL

(617) 727-2200, ext. 2101
www.mass.gov/ago/charities

Form PC

Report for the Fiscal Period: 07/01/2017 to 06/30/2018

Attorney General's Account #: 048460

Federal ID #: 26-2998786

Electronic Payment Confirmation #: 295053

When did the organization first engage in charitable work in Massachusetts? 07/17/2008

Has the organization applied for or been granted IRS tax exempt status? Yes No

If yes, date of application OR date of determination letter: 02/12/2009

IRS Exemption under 501(c): 3

If exempt under 501(c), are contributions to the organization tax deductible as charitable contributions? Yes No

Check all items attached (if applicable)

- Filing Fee or Printout of Electronic Payment Confirmation
- Copy of IRS Return
- Audited Financial Statements/Review
- Amended Articles/By-Laws
- Schedule A-1
- Schedule A-2
- Schedule RO
- Schedule VCO
- Probate Account

Organization Data

Name: Sudbury Access Corporation

Mailing Address: 390 LINCOLN ROAD

City: SUDBURY State: MA Zip: 01776

Phone Number: 978-443-9507 Fax Number: _____

Email: sacadmin@sudburytv.org Website: SUDBURYTV.ORG

In the table below, please enter the appropriate codes from the corresponding tables found in the instructions. Enter up to 2 codes from Table 3 for your organization's main purpose(s)

Category	Code	Category	Code
County (Table 1)	9	Organization Purpose Code 1	8
Type of Organization (Table 2)	23	Organization Purpose Code 2	61

Please check box if final return prior to dissolution:

All questions must be completed in their entirety whether or not similar questions are answered in an attached federal form. See instructions and definition section for guidance.

- On what date was the organization created? 07/17/2008
- Where was the organization created? Massachusetts
- What is the form of organization? (check one)

Corporation <input checked="" type="checkbox"/>	Testamentary Trust <input type="checkbox"/>
Unincorporated Association <input type="checkbox"/>	Inter Vivos Trust <input type="checkbox"/>

Other (please describe): _____

- Was your organization related to any other organization(s) during the reporting year (see definition "Related Organization")? If yes, please complete the Schedule RO on pages 13 and 14. Yes No
- Enter your summary of financial data:

	Financial Data	Amounts
A.	Contributions, gifts, grants, and similar amounts received	354,329
B.	Gross support and revenue	365,789
C.	Program services and similar amounts paid out	344,982
D.	Fundraising expenses	
E.	Management and general expenses	13,012
F.	Payments to affiliates	
G.	Total expenses	357,994
H.	Net assets or fund balances at the end of the year	1,180,500

- List the total compensation you provided to your five highest paid employees:

	Name/Title	Hrs/Week	Salary and Other Income	Benefit Plans	Other Compensation
1.					
2.					
3.					
4.					
5.					

- Was any compensation provided to any of the individuals listed in question 6 above which was not quantified in your response to 6? If yes, please provide explanation (attach separate sheet). Yes No

Attachment 3.b: MA Tax Return 063018 (2887 : Annual meeting and presentation by SAC)

1022

8. List the name, amount of compensation paid, and the nature of services rendered by each of the organization's five highest paid consultants providing professional services (e.g. attorneys, architects, accountants, management companies, investment advisors, professional solicitors, professional fundraising counsel).

	Name/Title	Amount of Compensation	Type(s) of Service
1.	Resource Management Inc	285,098	Personnel svcs
2.	Michael Morrisey	5,666	Video recording
3.	Antonio Fontes	2,560	Video recording
4.	Judy Faust	1,635	Video recording
5.	Chris Flisher	603	Video recording

9. Bank(s) in which the organization's funds are deposited (include bank addresses and phone number):

Bank	Address	Phone Number
Digital Federal Credit Union	220 Donald Lynch Blvd Marlborough MA 01752	508-263-6700
ING Direct	PO Box 60 St Cloud MN 56302	877-464-1777
RTN Federal Credit Union	451 Boston Post Rd East Marlborough MA 01752	508-480-0500

10. What is the organization's accounting method? Cash Accrual
 Other (specify): _____

11. If organization's mailing address is a P.O. Box, list the organization's full street address:

Address: _____
 City: _____ State: _____ Zip Code: _____

12. Contact Person Name: JEFF WINSTON
 Street Address: 118 BARTON DR.
 City: SUDBURY State: MA Zip Code: 01776
 Phone Number: 978-443-9507

Attachment 3.b: MA Tax Return 063018 (2887 : Annual meeting and presentation by SAC)

13. During the fiscal year reported here, did your organization solicit contributions or have funds solicited on its behalf?

Yes No

14. At any time during the fiscal year following the year reported here, will your organization, or others acting on its behalf, solicit contributions?

Yes No

If you answered yes to Question 13 or 14, you must complete Schedule A-1 and/or Schedule A-2 unless you are exempt from the solicitation certificate requirement.

15. If you are claiming an exemption from the solicitation certificate requirement, please indicate by checking the box to the right to identify which exemption applies to your organization.

a religious organization	<input type="checkbox"/>
an organization which: (a) does not raise more than \$5,000 during a calendar year Or does not receive contributions from more than ten persons during a calendar year; AND (b) carries out all of its activities, including fundraising, through unpaid volunteers. [The conditions at both (a) and (b) must be met for your organization to qualify for this exemption.]	<input type="checkbox"/>

16. Attach a list of names, addresses (street and/or mailing), and telephone numbers of other offices/chapters/branches/affiliates. None

17. Attach a list of names, titles, and addresses (street and/or mailing) of officers, directors, trustees, and the principal salaried executives of organization. See Statement 1

18. Attach a list of name, titles, and addresses (street and/or mailing) of any individual(s) authorized to sign checks, and any individual(s) responsible for: custody of funds; distribution of funds; fundraising; and custody of financial records. See Statement 2

19. Has this organization or any of its officers, directors, employees or fundraisers solicited funds in any other state?

Yes No

If you attach list of states where solicitation was conducted, including registered agency, dates of registration, registration numbers, any other names under which the organization was/is registered, and the dates and type (mail, telephone, door to door, special events, etc.) of the solicitation conducted.

Attachment 3.b: MA Tax Return 063018 (2887 : Annual meeting and presentation by SAC)

20. Has this organization or any of its officers, directors, or employees:

If yes, please attach an explanation.

(a) Been enjoined or otherwise prohibited by a government agency/court from operating or soliciting contributions? Yes No

(b) Ever been refused registration or had its registration or tax exemption denied, suspended, modified or revoked by a governmental agency? Yes No

(c) Been the subject of a proceeding regarding any solicitation or registration? Yes No

(d) Entered into a voluntary agreement of compliance or consent judgment with, any government agency or in a case before a court or administrative agency? Yes No

21. Have any restrictions been removed during the year from donor-restricted funds?

If yes, please attach an explanation.

Yes No

22. Have donor-restricted funds been loaned to unrestricted funds?

If yes, please attach an explanation.

Yes No

23. This question involves "Termination of Employment or Changes of Control Compensatory Arrangements" with certain "Related Parties" (see instructions and definition sections). Report only if payments made or promised to any individual are in excess of four months salary or \$100,000, whichever dollar amount is less.

(a) Did you make actual payments or otherwise transfer value under such an arrangement to any individual described in Related Party definition, sections (a) or (b), which payments are not reported in Question 6 or 7 above? Yes No

(b) Do you have an agreement with any individual described in Related Party definition, sections (a) or (b), containing such an agreement? Yes No

If you answered yes for Question 23(a) or 23(b) above, please attach an explanation identifying the individual(s) involved, stating the amount of any payments made or value transferred, and describing the terms of each agreement.

Attachment 3.b: MA Tax Return 063018 (2887 : Annual meeting and presentation by SAC)

24. This question applies to related party transactions, which include transactions with officers, directors, trustees, certain employees, relative, and organizations they own or control. Please consult the instructions and definition sections for the definition of a "Related Party" and "Indebtedness" before answering. Note that transactions involving related parties must be reported even when there is no accounting recognition (e.g. in-kind gifts, waiver or interest not otherwise reported).

If the answer to any part of Question 24 is yes, attach a schedule stating the name and address of the related party, the nature of the transaction, the value or the amounts involved in the transaction, and the procedure followed in authorizing the transaction.

During the year:		
A.	Has your organization sold or transferred assets to or purchased assets from or exchanged assets with a related party?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
B.	Has your organization leased assets to or leased assets from a related party?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
C.	Has your organization been indebted to a related party?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
D.	Has your organization allowed a related party to be indebted to it?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
E.	Has your organization made or held an investment in a related party?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
F.	Has your organization furnished goods, services, or facilities to a related party?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
G.	Has your organization acquired goods, services, or facilities from a related party who received compensation or other value in return?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
H.	Has your organization paid or become obligated to pay wages, salary, or other compensation to a related party?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
I.	Has your organization transferred income or assets to or for use by a related party?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
J.	Was your organization a party to any transaction in which any of its officers, directors, or trustees has a material financial interest, or did any officer, director or trustee receive anything of value not reported as compensation?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
K.	Has your organization invested in any corporate stock of a company in which any officer, director, or trustee owns more than 10% of the outstanding shares?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
L.	Is any property of the organization held in the name of or commingled with the property of any other person or organization?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
M.	Did your organization make a grant award or contribution to any other organization in which any of this organization's officers, directors or trustees has a relationship?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Attachment 3.b: MA Tax Return 063018 (2887 : Annual meeting and presentation by SAC)

Signature Required

Under penalty of perjury, I declare that the information furnished in this report, including all attachments, is true and correct to the best of my knowledge.

Signature:  Date: 10/22/18

Printed Name: JEFF WINSTON

Title: PRESIDENT

Name of Preparer: Kathleen Winston, CPA

Address 118 Barton Dr
Sudbury, MA 01776

City _____ State _____ Zip Code _____

Phone Number 978-443-2589

Attachment 3.b: MA Tax Return 063018 (2887 : Annual meeting and presentation by SAC)

Massachusetts Statements

Statement 1 - Form PC, Page 4, Line 17 - Officers, Directors, Trustees, and Principal Salaried Executives

Name	Title	Address	City	State	Zip Code
JEFF WINSTON	PRESIDENT	118 BARTON DR.	SUDBURY	MA	01776
MARTIN GREENSTEIN	TREASURER	9 BROOKDALE RD.	SUDBURY	MA	01776
GEORGE (TERRY) LOCKHART	VICE PRES	196 MORSE RD.	SUDBURY	MA	01776
LYNN PUORRO	EXEC DIRECT	390 LINCOLN ROAD	SUDBURY	MA	01776
NANCY BRUMBACK	CLERK	36 CANTERBURY DR	SUDBURY	MA	01776
DONNA FAYAD	DIRECTOR	60 BARTON DR	SUDBURY	MA	01776

Statement 2 - Form PC, Page 4, Line 18 - Individuals Authorized to Sign Checks or Responsible for Funds

Name	Title	Address	City	State	Zip
Martin Greenstein	Treasurer	9 Brookdale Rd	Sudbury	MA	01776
Jeff Winston	President	118 Barton Dr	Sudbury	MA	01776
Lynn Puorro	Executive Director	c/o LSRHS, 390 Lincoln Rd	Sudbury	MA	01776

Attachment 3.b: MA Tax Return 063018 (2887 : Annual meeting and presentation by SAC)

Form **990**

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

OMB No. 1545-0047

2017

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

Do not enter social security numbers on this form as it may be made public.

Go to www.irs.gov/Form990 for instructions and the latest information.

A For the 2017 calendar year, or tax year beginning 07/01/17, and ending 06/30/18

- B Check if applicable:
- Address change
- Name change
- Initial return
- Final return/terminated
- Amended return
- Application pending

C Name of organization Sudbury Access Corporation		D Employer identification number 26-2998786
Doing business as SudburyTV		E Telephone number 978-443-9507
Number and street (or P.O. box if mail is not delivered to street address) 390 LINCOLN ROAD		Room/suite
City or town, state or province, country, and ZIP or foreign postal code SUDBURY MA 01776		

F Name and address of principal officer: JEFF WINSTON 118 BARTON DR. SUDBURY MA 01776	H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If "No," attach a list. (see instructions)

I Tax-exempt status: 501(c)(3) 501(c) () **t** (insert no.) 4947(a)(1) or 527

J Website: **u** SUDBURYTV.ORG **H(c)** Group exemption number **u**

K Form of organization: Corporation Trust Association Other **u** **L** Year of formation: 2008 **M** State of legal domicile: M

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: See Schedule O		
	2 Check this box <input type="checkbox"/> u if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	5
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	5
	5 Total number of individuals employed in calendar year 2017 (Part V, line 2a)	5	0
	6 Total number of volunteers (estimate if necessary)	6	30
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	
b Net unrelated business taxable income from Form 990-T, line 34	7b		
Revenue	8 Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	9 Program service revenue (Part VIII, line 2g)	357,725	354,329
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	320	35
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	42,594	33,859
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	400,639	388,533
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)		
	14 Benefits paid to or for members (Part IX, column (A), line 4)		
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)		
	16a Professional fundraising fees (Part IX, column (A), line 11e)		
	b Total fundraising expenses (Part IX, column (D), line 25) u	0	
17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	342,921	357,994	
18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	342,921	357,994	
19 Revenue less expenses. Subtract line 18 from line 12	57,718	30,540	
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Beginning of Current Year	End of Year
	21 Total liabilities (Part X, line 26)	1,157,201	1,182,296
	22 Net assets or fund balances. Subtract line 21 from line 20	7,244	1,790

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer	Date
	JEFF WINSTON Type or print name and title	PRESIDENT

Paid Preparer Use Only	Print/Type preparer's name Kathleen Winston	Preparer's signature Kathleen Winston	Date 10/22/18	Check <input checked="" type="checkbox"/> if self-employed	PTIN P00147725
	Firm's name Kathleen Winston, CPA	Firm's EIN 04-3305273			
	Firm's address 118 Barton Dr Sudbury, MA 01776	Phone no. 978-443-2589			

May the IRS discuss this return with the preparer shown above? (see instructions) Yes No

For Paperwork Reduction Act Notice, see the separate instructions.

Attachment 3.b: MA Tax Return 063018 (2887 : Annual meeting and presentation by SAC)

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III [X]

1 Briefly describe the organization's mission:

See Schedule O

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?

[] Yes [X] No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services?

[] Yes [X] No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 344,982 including grants of \$) (Revenue \$ 357

NOTABLE FY2017 ACCOMPLISHMENTS INCLUDE:

Continued production workshops and individual training sessions. In FY2017, 5,553 programs were aired using 6,414 hours of on air time.

4b (Code:) (Expenses \$ including grants of \$) (Revenue \$

4c (Code:) (Expenses \$ including grants of \$) (Revenue \$

4d Other program services (Describe in Schedule O.)

(Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses u 344,982

Attachment 3.b: MA Tax Return 063018 (2887 : Annual meeting and presentation by SAC)

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	X	
2 Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)?	X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I		X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV		X
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? If "Yes," complete Schedule D, Part V		X
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI	X	
b Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII	X	
c Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII		X
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX		X
e Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X		X
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X		X
12a Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII		X
b Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If "Yes," complete Schedule F, Parts II and IV		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I (see instructions)		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II		X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III		X

Attachment 3.b: MA Tax Return 063018 (2887 : Annual meeting and presentation by SAC)

Part IV Checklist of Required Schedules (continued)

Table with 3 columns: Question ID, Question Text, Yes, No. Rows include questions 20a through 38 regarding hospital facilities, financial statements, grants, compensation, tax-exempt bonds, excess benefit transactions, and controlled entities.

Attachment 3.b: MA Tax Return 063018 (2887 : Annual meeting and presentation by SAC)

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

Table with columns for question number, question text, and Yes/No columns. Rows include questions 1a-1c, 2a-2b, 3a-3b, 4a-4b, 5a-5c, 6a-6b, 7a-7h, 8, 9a-9b, 10a-10b, 11a-11b, 12a-12b, 13a-13c, and 14a-14b.

Attachment 3.b: MA Tax Return 063018 (2887 : Annual meeting and presentation by SAC)

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions. Check if Schedule O contains a response or note to any line in this Part VI

Section A. Governing Body and Management

		Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.		
	1a 5		
b	Enter the number of voting members included in line 1a, above, who are independent		
	1b 5		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		<input checked="" type="checkbox"/>
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?		<input checked="" type="checkbox"/>
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		<input checked="" type="checkbox"/>
5	Did the organization become aware during the year of a significant diversion of the organization's assets?		<input checked="" type="checkbox"/>
6	Did the organization have members or stockholders?		<input checked="" type="checkbox"/>
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	<input checked="" type="checkbox"/>	
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		<input checked="" type="checkbox"/>
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
a	The governing body?	<input checked="" type="checkbox"/>	
b	Each committee with authority to act on behalf of the governing body?	<input checked="" type="checkbox"/>	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O		<input checked="" type="checkbox"/>

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
10a	Did the organization have local chapters, branches, or affiliates?		<input checked="" type="checkbox"/>
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
10b			
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?		<input checked="" type="checkbox"/>
b	Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
11b			
12a	Did the organization have a written conflict of interest policy? If "No," go to line 13	<input checked="" type="checkbox"/>	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?		<input checked="" type="checkbox"/>
12b			
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done	<input checked="" type="checkbox"/>	
12c			
13	Did the organization have a written whistleblower policy?		<input checked="" type="checkbox"/>
14	Did the organization have a written document retention and destruction policy?		<input checked="" type="checkbox"/>
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a	The organization's CEO, Executive Director, or top management official		<input checked="" type="checkbox"/>
15a			
b	Other officers or key employees of the organization If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).	<input checked="" type="checkbox"/>	
15b			
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		<input checked="" type="checkbox"/>
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		
16b			

Section C. Disclosure

- 17** List the states with which a copy of this Form 990 is required to be filed **u** MA
- 18** Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
 Own website Another's website Upon request Other (explain in Schedule O)
- 19** Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20** State the name, address, and telephone number of the person who possesses the organization's books and records: **u**

Lynn Puorro c/o LSRHS, 390 Lincoln Rd MA 01776 978-443-9507
Sudbury

Attachment 3.b: MA Tax Return 063018 (2887 : Annual meeting and presentation by SAC)

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
 - List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
 - List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
 - List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
 - List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.
- List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) NANCY BRUMBACK CLERK	0.00 0.00	X						0	0	
(2) DONNA FAYAD DIRECTOR	0.00 0.00	X						0	0	
(3) JEFF WINSTON PRESIDENT	0.00 0.00			X				0	0	
(4) MARTIN GREENSTEIN TREASURER	0.00 0.00			X				0	0	
(5) GEORGE (TERRY) LOCKHART VICE PRES	0.00 0.00			X				0	0	
(6)										
(7)										
(8)										
(9)										
(10)										
(11)										

Attachment 3.b: MA Tax Return 063018 (2887 : Annual meeting and presentation by SAC)

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
1b Sub-total							u			
c Total from continuation sheets to Part VII, Section A							u			
d Total (add lines 1b and 1c)							u			

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **u 0**

	Yes	No
3 Did the organization list any former officer, director, or trustee, key employee, or highest compensated employee on line 1a? If "Yes," complete Schedule J for such individual	3	X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If "Yes," complete Schedule J for such individual	4	X
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If "Yes," complete Schedule J for such person	5	X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
Resource Management Inc Fitchburg MA 01420	281 Main St, Suite 5 Personnel svcs	285,09

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **u 1**

Attachment 3.b: MA Tax Return 063018 (2887 : Annual meeting and presentation by SAC)

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

		(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a			
	b Membership dues	1b			
	c Fundraising events	1c			
	d Related organizations	1d			
	e Government grants (contributions)	1e			
	f All other contributions, gifts, grants, and similar amounts not included above	1f 354,325			
	g Noncash contributions included in lines 1a-1f: \$				
	h Total. Add lines 1a-1f	u 354,325			
Program Service Revenue	2a Program Service Revenue	Busn. Code			
	b				
	c				
	d				
	e				
	f All other program service revenue				
	g Total. Add lines 2a-2f	u 357			
	3 Investment income (including dividends, interest, and other similar amounts)	u 11,107			11,107
4 Income from investment of tax-exempt bond proceeds	u				
5 Royalties	u				
Other Revenue	6a Gross rents	(i) Real	(ii) Personal		
	b Less: rental exps.				
	c Rental inc. or (loss)				
	d Net rental income or (loss)	u			
	7a Gross amount from sales of assets other than inventory	(i) Securities	(ii) Other		
	b Less: cost or other basis & sales exps.				
	c Gain or (loss)		22,748		
	d Net gain or (loss)	u 22,748			22,748
	8a Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18	a			
	b Less: direct expenses	b			
	c Net income or (loss) from fundraising events	u			
	9a Gross income from gaming activities. See Part IV, line 19	a			
	b Less: direct expenses	b			
	c Net income or (loss) from gaming activities	u			
10a Gross sales of inventory, less returns and allowances	a				
b Less: cost of goods sold	b				
c Net income or (loss) from sales of inventory	u				
Miscellaneous Revenue	11a	Busn. Code			
	b				
	c				
	d All other revenue				
	e Total. Add lines 11a-11d	u			
	12 Total revenue. See instructions.	u 388,537	357	0	33,85

Attachment 3.b: MA Tax Return 063018 (2887 : Annual meeting and presentation by SAC)

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages				
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes				
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting	1,225		1,225	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	294,756	294,756		
12 Advertising and promotion	175		175	
13 Office expenses	225		225	
14 Information technology	1,960	1,960		
15 Royalties				
16 Occupancy				
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	110		110	
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	32,908	32,908		
23 Insurance	8,401		8,401	
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a VIDEO EQUIPMENT	6,616	6,616		
b WARRANTIES & SUPPORT	4,388	4,388		
c STREAMING COSTS/BBS NEWS	1,450	1,450		
d TELEPHONE	1,243		1,243	
e All other expenses	4,537	2,904	1,633	
25 Total functional expenses. Add lines 1 through 24e	357,994	344,982	13,012	
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

Attachment 3.b: MA Tax Return 063018 (2887 : Annual meeting and presentation by SAC)

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year		
Assets	1	Cash—non-interest bearing	17	1	20	
	2	Savings and temporary cash investments	617,974	2	452,690	
	3	Pledges and grants receivable, net		3		
	4	Accounts receivable, net		4		
	5	Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L		5		
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions). Complete Part II of Schedule L		6		
	7	Notes and loans receivable, net		7		
	8	Inventories for sale or use		8		
	9	Prepaid expenses and deferred charges		9		
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a	343,238		
	b	Less: accumulated depreciation	10b	285,405	10c	57,830
	11	Investments—publicly traded securities	464,447	11	493,560	
	12	Investments—other securities. See Part IV, line 11		12	178,000	
	13	Investments—program-related. See Part IV, line 11		13		
	14	Intangible assets		14		
	15	Other assets. See Part IV, line 11		15		
16	Total assets. Add lines 1 through 15 (must equal line 34)	1,157,201	16	1,182,290		
Liabilities	17	Accounts payable and accrued expenses	7,244	17	1,790	
	18	Grants payable		18		
	19	Deferred revenue		19		
	20	Tax-exempt bond liabilities		20		
	21	Escrow or custodial account liability. Complete Part IV of Schedule D		21		
	22	Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L		22		
	23	Secured mortgages and notes payable to unrelated third parties		23		
	24	Unsecured notes and loans payable to unrelated third parties		24		
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		25		
	26	Total liabilities. Add lines 17 through 25	7,244	26	1,790	
Net Assets or Fund Balances	Organizations that follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.					
	27	Unrestricted net assets	1,149,957	27	1,180,500	
	28	Temporarily restricted net assets		28		
	29	Permanently restricted net assets		29		
	Organizations that do not follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 30 through 34.					
	30	Capital stock or trust principal, or current funds		30		
	31	Paid-in or capital surplus, or land, building, or equipment fund		31		
	32	Retained earnings, endowment, accumulated income, or other funds		32		
33	Total net assets or fund balances	1,149,957	33	1,180,500		
34	Total liabilities and net assets/fund balances	1,157,201	34	1,182,290		

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	388,537
2	Total expenses (must equal Part IX, column (A), line 25)	2	357,994
3	Revenue less expenses. Subtract line 2 from line 1	3	30,543
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	1,149,957
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain in Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	1,180,500

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

	Yes	No
1 Accounting method used to prepare the Form 990: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual <input type="checkbox"/> Other If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	X	
b Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.		X
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		X
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits.		

Form **990** (2017)

Attachment 3.b: MA Tax Return 063018 (2887 : Annual meeting and presentation by SAC)

SCHEDULE A
(Form 990 or 990-EZ)

Public Charity Status and Public Support

OMB No. 1545-0047
2017
Open to Public Inspection

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

u Attach to Form 990 or Form 990-EZ.

u Go to www.irs.gov/Form990 for instructions and the latest information.

Department of the Treasury
Internal Revenue Service

Name of the organization

Sudbury Access Corporation

Employer identification number

26-2998786

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
- 2 A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E (Form 990 or 990-EZ).)
- 3 A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
- 4 A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state:
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 8 A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 9 An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land grant college of agriculture (see instructions). Enter the name, city, and state of the college or university:
- 10 An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete Part III.)
- 11 An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**.
- 12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3)**. Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
 - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
 - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
 - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
 - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
 - f Enter the number of supported organizations:
 - g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

Attachment 3.b: MA Tax Return 063018 (2887 : Annual meeting and presentation by SAC)

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Table with 7 columns: (a) 2013, (b) 2014, (c) 2015, (d) 2016, (e) 2017, (f) Total. Rows include: 1 Gifts, grants, contributions, and membership fees received; 2 Tax revenues levied for the organization's benefit; 3 The value of services or facilities furnished by a governmental unit; 4 Total. Add lines 1 through 3; 5 The portion of total contributions by each person; 6 Public support. Subtract line 5 from line 4.

Section B. Total Support

Table with 7 columns: (a) 2013, (b) 2014, (c) 2015, (d) 2016, (e) 2017, (f) Total. Rows include: 7 Amounts from line 4; 8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources; 9 Net income from unrelated business activities; 10 Other income. Do not include gain or loss from the sale of capital assets; 11 Total support. Add lines 7 through 10.

12 Gross receipts from related activities, etc. (see instructions) 12 35
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here

Section C. Computation of Public Support Percentage

Table with 2 columns: Line number, Percentage. Row 14: Public support percentage for 2017 (line 6, column (f) divided by line 11, column (f)) 14 97.56%
Row 15: Public support percentage from 2016 Schedule A, Part II, line 14 15 97.90%

16a 33 1/3% support test—2017. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization
b 33 1/3% support test—2016. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization
17a 10%-facts-and-circumstances test—2017. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization
b 10%-facts-and-circumstances test—2016. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions

Attachment 3.b: MA Tax Return 063018 (2887 : Annual meeting and presentation by SAC)

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Table with 7 columns: (a) 2013, (b) 2014, (c) 2015, (d) 2016, (e) 2017, (f) Total. Rows include: 1 Gifts, grants, contributions, and membership fees received; 2 Gross receipts from admissions, merchandise sold or services performed; 3 Gross receipts from activities that are not an unrelated trade or business; 4 Tax revenues levied for the organization's benefit; 5 The value of services or facilities furnished by a governmental unit; 6 Total; 7a Amounts included on lines 1, 2, and 3 received from disqualified persons; 7b Amounts included on lines 2 and 3 received from other than disqualified persons; 7c Add lines 7a and 7b; 8 Public support.

Section B. Total Support

Table with 7 columns: (a) 2013, (b) 2014, (c) 2015, (d) 2016, (e) 2017, (f) Total. Rows include: 9 Amounts from line 6; 10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources; 10b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975; 10c Add lines 10a and 10b; 11 Net income from unrelated business activities not included in line 10b; 12 Other income. Do not include gain or loss from the sale of capital assets; 13 Total support; 14 First five years.

Section C. Computation of Public Support Percentage

Table with 2 columns: Description, Percentage. Row 15: Public support percentage for 2017 (line 8, column (f) divided by line 13, column (f)) 15%. Row 16: Public support percentage from 2016 Schedule A, Part III, line 15 16%.

Section D. Computation of Investment Income Percentage

Table with 2 columns: Description, Percentage. Row 17: Investment income percentage for 2017 (line 10c, column (f) divided by line 13, column (f)) 17%. Row 18: Investment income percentage from 2016 Schedule A, Part III, line 17 18%. Row 19a: 33 1/3% support tests—2017. Row 19b: 33 1/3% support tests—2016. Row 20: Private foundation.

Attachment 3.b: MA Tax Return 063018 (2887 : Annual meeting and presentation by SAC)

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

Table with 3 columns: Question, Yes, No. Rows 1-10b detailing supporting organization requirements.

Attachment 3.b: MA Tax Return 063018 (2887 : Annual meeting and presentation by SAC)

Part IV Supporting Organizations (continued)

- 11 Has the organization accepted a gift or contribution from any of the following persons?
 - a A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?
 - b A family member of a person described in (a) above?
 - c A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in Part VI.

	Yes	No
11a		
11b		
11c		

Section B. Type I Supporting Organizations

- 1 Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.
- 2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.

	Yes	No
1		
2		

Section C. Type II Supporting Organizations

- 1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).

	Yes	No
1		

Section D. All Type III Supporting Organizations

- 1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?
- 2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).
- 3 By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.

	Yes	No
1		
2		
3		

Section E. Type III Functionally-Integrated Supporting Organizations

- 1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).
 - a The organization satisfied the Activities Test. Complete line 2 below.
 - b The organization is the parent of each of its supported organizations. Complete line 3 below.
 - c The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).

- 2 Activities Test. Answer (a) and (b) below.
 - a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.
 - b Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.
- 3 Parent of Supported Organizations. Answer (a) and (b) below.
 - a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in Part VI.
 - b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.

	Yes	No
2a		
2b		
3a		
3b		

Attachment 3.b: MA Tax Return 063018 (2887 : Annual meeting and presentation by SAC)

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6 and 7 from line 4).	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	

7 Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required)	
6 Other distributions (describe in Part VI). See instructions.	
7 Total annual distributions. Add lines 1 through 6.	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	
9 Distributable amount for 2017 from Section C, line 6	
10 Line 8 amount divided by line 9 amount	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2017	(iii) Distributable Amount for 2017
1 Distributable amount for 2017 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2017 (reasonable cause required-explain in Part VI). See instructions.			
3 Excess distributions carryover, if any, to 2017:			
a			
b From 2013			
c From 2014			
d From 2015			
e From 2016			
f Total of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2017 distributable amount			
i Carryover from 2012 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4 Distributions for 2017 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2017 distributable amount			
c Remainder. Subtract lines 4a and 4b from 4.			
5 Remaining underdistributions for years prior to 2017, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions.			
6 Remaining underdistributions for 2017. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.			
7 Excess distributions carryover to 2018. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2013			
b Excess from 2014			
c Excess from 2015			
d Excess from 2016			
e Excess from 2017			

SCHEDULE D (Form 990)

Department of the Treasury Internal Revenue Service

Supplemental Financial Statements

u Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b. u Attach to Form 990.

u Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2017

Open to Public Inspection

Name of the organization

Employer identification number

Sudbury Access Corporation

26-2998786

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

Table with 2 columns: (a) Donor advised funds, (b) Funds and other accounts. Rows include: 1 Total number at end of year, 2 Aggregate value of contributions to (during year), 3 Aggregate value of grants from (during year), 4 Aggregate value at end of year, 5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?, 6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?

Part II Conservation Easements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

Table with 2 columns: Held at the End of the Tax Year. Rows include: 1 Purpose(s) of conservation easements held by the organization (check all that apply), 2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year, 3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year u, 4 Number of states where property subject to conservation easement is located u, 5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?, 6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year u, 7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year u \$, 8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?, 9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

Table with 2 columns: u \$. Rows include: 1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items. b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items: (i) Revenue included on Form 990, Part VIII, line 1, (ii) Assets included in Form 990, Part X, 2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items: a Revenue included on Form 990, Part VIII, line 1, b Assets included in Form 990, Part X

Attachment 3.b: MA Tax Return 063018 (2887 : Annual meeting and presentation by SAC)

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

- 3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):
- a Public exhibition
 - b Scholarly research
 - c Preservation for future generations
 - d Loan or exchange programs
 - e Other
- 4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? Yes No

Part IV Escrow and Custodial Arrangements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No
- b If "Yes," explain the arrangement in Part XIII and complete the following table:
- | | Amount |
|---------------------------------|--------|
| c Beginning balance | 1c |
| d Additions during the year | 1d |
| e Distributions during the year | 1e |
| f Ending balance | 1f |
- 2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? Yes No
- b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII Yes No

Part V Endowment Funds.

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

- 2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:
- a Board designated or quasi-endowment %
 - b Permanent endowment %
 - c Temporarily restricted endowment %
- The percentages on lines 2a, 2b, and 2c should equal 100%.
- 3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:
- (i) unrelated organizations Yes No
 - (ii) related organizations Yes No
- 3b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? Yes No
- 4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment		343,238	282,110	61,128
e Other			3,295	-3,295
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)			u	57,833

Part VII Investments—Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely-held equity interests		
(3) Other Morgan Stanley CD due 10/5/18	178,000	Cost
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 12.) u	178,000	

Part VIII Investments—Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 13.) u		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.) u	

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.) u	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

Table with 5 main rows and sub-rows (a-e) for adjustments. Columns include line numbers and descriptions. Total revenue calculated on line 5.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

Table with 5 main rows and sub-rows (a-e) for adjustments. Columns include line numbers and descriptions. Total expenses calculated on line 5.

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

Series of horizontal dotted lines for providing supplemental information.

Attachment 3.b: MA Tax Return 063018 (2887 : Annual meeting and presentation by SAC)

Part XIII Supplemental Information (continued)

Area with horizontal dotted lines for supplemental information.

Attachment 3.b: MA Tax Return 063018 (2887 : Annual meeting and presentation by SAC)

Department of the Treasury
 Internal Revenue Service

Name of the organization

Transactions With Interested Persons

u Complete if the organization answered "Yes" on Form 990, Part IV, line 25a, 25b, 26, 27, 28a, 28b, or 28c, or Form 990-EZ, Part V, line 38a or 40b.

u Attach to Form 990 or Form 990-EZ.

uGo to www.irs.gov/Form990 for instructions and the latest information.

OMB No. **3.b**

2017

Open To Public Inspection

Employer identification number

26-2998786

Sudbury Access Corporation

Part I Excess Benefit Transactions (section 501(c)(3), section 501(c)(4), and 501(c)(29) organizations only).

Complete if the organization answered "Yes" on Form 990, Part IV, line 25a or 25b, or Form 990-EZ, Part V, line 40b.

1	(a) Name of disqualified person	(b) Relationship between disqualified person and organization	(c) Description of transaction	(d) Corrected?	
				Yes	No
(1)					
(2)					
(3)					
(4)					
(5)					
(6)					

- 2 Enter the amount of tax incurred by the organization managers or disqualified persons during the year under section 4958 u \$ _____
- 3 Enter the amount of tax, if any, on line 2, above, reimbursed by the organization u \$ _____

Part II Loans to and/or From Interested Persons.

Complete if the organization answered "Yes" on Form 990-EZ, Part V, line 38a or Form 990, Part IV, line 26; or if the organization reported an amount on Form 990, Part X, line 5, 6, or 22.

(a) Name of interested person	(b) Relationship with organization	(c) Purpose of loan	(d) Loan to or from the org.?		(e) Original principal amount	(f) Balance due	(g) In default?		(h) Approved by board or committee?		(i) Written agreement?	
			To	From			Yes	No	Yes	No	Yes	No
(1)												
(2)												
(3)												
(4)												
(5)												
(6)												
(7)												
(8)												
(9)												
(10)												

Total u \$ _____

Part III Grants or Assistance Benefiting Interested Persons.

Complete if the organization answered "Yes" on Form 990, Part IV, line 27.

(a) Name of interested person	(b) Relationship between interested person and the organization	(c) Amount of assistance	(d) Type of assistance	(e) Purpose of assistance
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				
(7)				
(8)				
(9)				
(10)				

SCHEDULE O
(Form 990 or 990-EZ)

Supplemental Information to Form 990 or 990-EZ

OMB No. 1545-0047

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

2017

Department of the Treasury
Internal Revenue Service

u Attach to Form 990 or 990-EZ.

Open to Public Inspection

u Go to www.irs.gov/Form990 for the latest information.

Name of the organization

Sudbury Access Corporation

Employer identification number

26-2998786

Form 990 - Organization's Mission

THE ORGANIZATION'S PURPOSE INCLUDES, BUT IS NOT LIMITED TO, PRODUCING PUBLIC, EDUCATIONAL AND GOVERNMENTAL (peg) CABLE ACCESS TELEVISION PROGRAMMING FOR THE RESIDENTS, INSTITUTIONS AND ORGANIZATIONS OF SUDBURY, MASSACHUSETTS AND PROVIDING FINANCIAL, TECHNICAL AND OTHER ASSISTANCE FOR SUCH PROGRAMMING AND OTHER NONPROFIT USES OF THE CABLE ACCESS TELEVISION SYSTEM.

Form 990, Part VI, Line 7a - Election of Members and Their Rights

One director is appointed by the Board of Selectmen for the Town of Sudbury. Other directors are elected by majority vote of the Board of Directors, who are automatically members as noted above.

Form 990, Part VI, Line 11b - Organization's Process to Review Form 990

The President reviews the 990 before filing, including comparison to the financial statements reviewed by an independent CPA and internal statements compiled by the Treasurer.

Form 990, Part VI, Line 12c - Enforcement of Conflicts Policy

The Board of Directors follows its Conflict of Interest policy before entering into any transaction that is covered by said policy. Records are kept of the specific actions taken.

Form 990, Part VI, Line 15b - Compensation Process for Officers

Compensation of key employee is determined by the Board of Directors and

Attachment 3.b: MA Tax Return 063018 (2887 : Annual meeting and presentation by SAC)

Name of the organization

Employer identification number

Sudbury Access Corporation

26-2998786

includes a comparison to the compensation of similar positions in similar sized organization.

Form 990, Part VI, Line 19 - Governing Documents Disclosure Explanation

All governing documents are available upon request. Requests may be made in person at the main address of the organization, by mail sent to the main address or by email to address on the organization's website.

Form 990, Part IX, Line 11g - Other Fees for Services

Description

Program Service

Mgt & General

Fundraising

LEASED EMPLOYEES

\$ 285,098

\$ 0

\$ 0

INDEPENDENT CONTRACTOR

\$ 9,658

\$ 0

\$ 0

Total

\$ 294,756

\$ 0

\$ 0

Attachment 3.b: MA Tax Return 063018 (2887 : Annual meeting and presentation by SAC)

SUDBURY ACCESS CORPORATION
REVIEWED FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2018 AND 2017
(WITH INDEPENDENT ACCOUNTANTS' REPORT THEREON)

Attachment3.b: MA Tax Return 063018 (2887 : Annual meeting and presentation by SAC)

SUDBURY ACCESS CORPORATION
REVIEWED FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2018 AND 2017

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Bruce D. Norling, CPA, P.C.

INDEPENDENT ACCOUNTANTS' REVIEW REPORT

The Board of Directors
Sudbury Access Corporation
Sudbury, MA 01776

We have reviewed the accompanying financial statements of Sudbury Access Corporation (a nonprofit organization), which comprise the statements of assets, liabilities, and net assets – modified cash basis as of June 30, 2018 and 2017 and the related statements of revenues, expenses, and other changes in net assets – modified cash basis for the years then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of entity management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting; this includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with the modified cash basis of accounting. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with the modified cash basis of accounting.

Basis of Accounting

We draw attention to Note 2 of the financial statements, which describes the basis of accounting. The financial statements are prepared in accordance with the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our conclusion is not modified with respect to this matter.

Bruce D. Norling, CPA, P.C.

Sudbury, Massachusetts
August 31, 2018

SUDBURY ACCESS CORPORATION
STATEMENTS OF ASSETS, LIABILITIES, AND NET ASSETS - MODIFIED CASH BASIS
JUNE 30, 2018 AND 2017

	2018	2017
ASSETS		
CURRENT ASSETS		
Cash and Cash Equivalents	\$ 452,897	\$ 617,980
Investments	671,566	464,457
Total Current Assets	1,124,463	1,082,437
FIXED ASSETS		
Equipment and Fixtures	341,667	325,690
Less: Accumulated Depreciation	(283,834)	(250,926)
Property and Equipment, Net	57,833	74,764
INTANGIBLE ASSETS		
Software	1,571	1,571
Less: Accumulated Amortization	(1,571)	(1,571)
Intangible Assets, Net	-	-
TOTAL ASSETS	\$ 1,182,296	\$ 1,157,201
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts Payable	1,796	7,244
Total Current Liabilities	1,796	7,244
NET ASSETS		
Unrestricted Net Assets	1,180,500	1,149,957
TOTAL LIABILITIES AND NET ASSETS	\$ 1,182,296	\$ 1,157,201

Attachment 3.b: MA Tax Return 063018 (2887 : Annual meeting and presentation by SAC)

See Accompanying Independent Accountants' Review Report and Notes to the Financial Statements.

SUDBURY ACCESS CORPORATION
STATEMENTS OF REVENUES, EXPENSES, AND OTHER CHANGES
IN NET ASSETS - MODIFIED CASH BASIS
FOR THE YEARS ENDED JUNE 30, 2018 AND 2017

	<u>2018</u>	<u>2017</u>
REVENUES		
Grants	\$ 354,325	\$ 357,725
Program Service Revenue	357	320
Dividend Income	5,771	5,748
Interest Income	5,336	3,967
Realized Gain on Investments	22,748	32,879
	<hr/>	<hr/>
Total Revenues	388,537	400,639
	<hr/>	<hr/>
EXPENSES		
Leased Employees	285,098	261,694
Depreciation Expense	32,908	47,111
Insurance	8,401	7,971
Internet/Web Expense	3,725	1,961
Independent Contractor	9,658	9,645
Warranties & Support	4,388	4,193
Repairs	601	-
Supplies - Video	287	460
Minor Equipment - Comp/Office	918	1,593
Minor Equipment - Video	6,616	1,960
Minor Software	32	250
Accounting Expense	1,225	1,225
Telephone Expense	1,243	1,122
Supplies - Computer/Office	681	1,140
Membership and Subscriptions	768	1,288
Advertising	175	582
Conferences & Meetings	110	240
Postage	225	259
Filings	140	140
Other Expense	115	85
Training Expense	680	-
	<hr/>	<hr/>
Total Expenses	357,994	342,919
	<hr/>	<hr/>
CHANGES IN NET ASSETS	30,543	57,720
	<hr/>	<hr/>
NET ASSETS, Beginning of Year	1,149,957	1,092,237
	<hr/>	<hr/>
NET ASSETS, End of Year	<u>\$ 1,180,500</u>	<u>\$ 1,149,957</u>

See Accompanying Independent Accountants' Review Report and Notes to the Financial Statements.

**SUDBURY ACCESS CORPORATION
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2018 AND 2017**

1. Organization

Sudbury Access Corporation (SAC), based in Sudbury, Massachusetts, is a non-profit organization formed on July 17, 2008, for the primary purpose of producing public, educational and governmental (“PEG”) access programming for the residents and organizations of Sudbury, Massachusetts and funding Sudbury residents and organizations for the production and cablecasting of PEG access programming.

SAC is a not-for-profit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private foundation. SAC’s programs are funded primarily by grants and program fees.

SAC’s programming includes coverage of Sudbury’s Board of Selectmen’s meetings, annual Town Meeting, other governmental meetings, public hearings and other Sudbury events. SAC also covers various school events, high school sports and the annual telethon for HopeSudbury Foundation, which raises money for worthwhile local causes.

SAC operates two studios, one of which is located within Lincoln Sudbury Regional High School (“LSRHS”), and the other at Sudbury Town Hall. SAC provides volunteer opportunities for Sudbury residents, students and organizations to produce programming content that benefits the community. SAC provides access to production and post-production equipment and facilities, and technical assistance, to all interested residents of the Town. SAC also conducts periodic training programs.

2. Summary of Significant Accounting Policies

The significant accounting policies followed are described below to enhance the usefulness of the financial statements to the reader.

Basis of Accounting

The accompanying financial statements have been prepared on the modified cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles (GAAP). This basis of accounting differs from GAAP by recognizing revenues when payment is received and expenses when paid. Investments are recorded on a cost basis rather than at fair value. It also allows the capitalization and depreciation of fixed assets, and the creation of certain liabilities.

**SUDBURY ACCESS CORPORATION
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2018 AND 2017**

Cash and Cash Equivalents

Cash and cash equivalents consist of cash and all highly liquid investments with a maturity of three months or less.

Investments

Investments are reported at cost.

Use of Estimates

The preparation of financial statements in conformity with a comprehensive basis of accounting other than GAAP requires management to make estimates and assumptions that affect the reported amounts and disclosures of certain assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

Property and Equipment

Assets with a useful life of more than one year are capitalized and depreciated. Equipment, furniture and fixtures are stated at cost and depreciated using the double declining balance method and asset lives of five to seven years. All repairs are charged to operations when paid.

Intangible Assets

Software is stated at cost and is amortized using the straight line method over a thirty-six month life.

Advertising

SAC charges advertising costs to operations when paid.

3. Cash

SAC maintains accounts at federal credit unions which are covered by the National Credit Union Share Insurance Fund (NCUSIF) up to \$250,000 and by the Massachusetts Share Insurance Fund (MSIF) for balances in excess of \$250,000. The Organization also maintains a money market account at a local bank which is fully insured by the Federal Deposit Insurance Corporation (FDIC).

**SUDBURY ACCESS CORPORATION
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2018 AND 2017**

4. Investments

The fair values of investments are estimated based on their quoted market values for each specific investment. The cost and fair value of investments are as follows:

	<u>Fair Value</u>	<u>Cost</u>
Equity Mutual Funds	\$ 835,147	\$ 671,566
Total Investments	\$ 835,147	\$ 671,566

5. Leased Employees

SAC uses a professional employer organization (“PEO”) to pay salary and benefits to its operational employees.

6. Contract

SAC holds a multi-year contract ending November 15, 2020 with the Town of Sudbury to produce public, educational and governmental (“PEG”) programming. In return, SAC has title to equipment previously owned by the cable companies and the Town provides financial support of at least 95% of the PEG access funding the Town receives from cable companies who provide services in the Town.

7. Concentration of Market Risk

SAC relies significantly on its contract with the Town of Sudbury (grant revenue) to support its operations. In turn, the Town relies on funds from COMCAST and Verizon to support PEG programming. The Cable companies are required by contract to disburse 4.25% of Gross Annual Revenues plus specific capital amounts to the Town. The COMCAST license expires in 2020, the Verizon license expires in 2022. Should revenue available from Comcast and/or Verizon to the Town of Sudbury decrease significantly, this may adversely impact SAC financially and result in reducing costs and/or programs.

8. Subsequent Events

SAC did not have any recognized or nonrecognized subsequent events after June 30, 2018, the date of the statement of financial position. Subsequent events have been evaluated through August 31, 2018, the date the financial statements were available to be issued.



SUDBURY BOARD OF SELECTMEN
Tuesday, October 30, 2018

MISCELLANEOUS (UNTIMED)

4: Fall 2018 Selectmen Newsletter Topic Discussion

REQUESTOR SECTION

Date of request:

Requested by: Leila S. Frank

Formal Title: Discuss topics to be assigned for the Fall 2018 Board of Selectmen Newsletter.

Recommendations/Suggested Motion/Vote:

Background Information:

List of previous topics attached

Financial impact expected:N/A

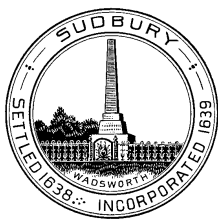
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

10/30/2018 6:30 PM



Town of Sudbury

Office of Selectmen

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

selectmensoffice@sudbury.ma.us

October 15, 2018

To: Board of Selectmen

From: Leila Frank

Re: **Fall 2018 Board of Selectmen Newsletter Topics**

To help facilitate discussion of topics for the upcoming Board of Selectmen Newsletter, below is a list of topics from previous editions.

AUGUST 2018

Public Safety

MS4 Permit

Town Social Worker

Roadway Preservation & Maintenance

Melone Property Disposition

APRIL 2018

Stearns Mill Pond Dam and Sutton Road Bridge

Livable Sudbury Community

BFRT Update

Meadow Walk Update

Fairbank Community Center Project Update

FEBRUARY 2018

Landham Road Intersection

Marijuana Town Forum

OPEB Update

School District Admin/Struct. Options

Fairbank Community Center Update

2018 Annual Town Meeting

OCTOBER 2017

Marijuana Law

Fairbank Community Center Update

Transportation Needs

Eversource Update

Understanding CPA Finances

Fire Station #2

FALL 2018 NEWSLETTER DEADLINES

BOS Meeting to Discuss Topic Assignments- Tuesday, October 30

Materials Due (to MMR/LSF)- Monday, November 5

BOS Meeting Approval- Tuesday, November 13



SUDBURY BOARD OF SELECTMEN
Tuesday, October 30, 2018

MISCELLANEOUS (UNTIMED)

5: Discuss Melone/Quarry North Town Forum

REQUESTOR SECTION

Date of request:

Requestor: Vice Chairman Carty

Formal Title: Discussion and update on Melone Town Forum scheduled for 11/27/18 at LSRHS.

Recommendations/Suggested Motion/Vote: Discussion and update on Melone Town Forum scheduled for 11/27/18 at LSRHS.

Background Information:

Financial impact expected:none

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

10/30/2018 6:30 PM

DRAFT

MELONE DISPOSITION QUARRY NORTH

SUDBURY TOWN FORUM

Tuesday, November 27, 2018

L-SRHS Regional High School

7:30PM



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

Please put "Town Forum" in
the subject line and include
your name & address.



Watch live on SudburyTV
Comcast Ch. 8
Verizon Ch. 31
sudburytv.org

Learn about the proposed
disposition of the Melone
property.

Presentation followed by
Q&A.

Bob Haarde Board of Selectmen, Chair

Melissa Rodrigues Town Manager

Stephen Garvin Planning Board, Chair

Jonathan Silverstein Town Counsel



Learn more at www.sudbury.ma.us/TownForum



SUDBURY BOARD OF SELECTMEN
Tuesday, October 30, 2018

MISCELLANEOUS (UNTIMED)

6: Designate PB to conduct hearing for Melone

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to designate the Planning Board to conduct public hearings for 40R zoning for the Melone property.

Recommendations/Suggested Motion/Vote: Vote to designate the Planning Board to conduct public hearings for 40R zoning for the Melone property.

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

10/30/2018 6:30 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, October 30, 2018

MISCELLANEOUS (UNTIMED)

7: Refer to PB overlay zoning for Melone

REQUESTOR SECTION

Date of request:

Requestor: Town Manager Rodrigues

Formal Title: Vote to refer to the Planning Board overlay zoning for Melone

Recommendations/Suggested Motion/Vote: Vote to refer to the Planning Board overlay zoning for Melone

Background Information:

Financial impact expected:n/a

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

10/30/2018 6:30 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, October 30, 2018

MISCELLANEOUS (UNTIMED)

8: Financial Condition of Town

REQUESTOR SECTION

Date of request:

Requestor: Town Manager Rodrigues

Formal Title: Town Manager to present financial condition of the Town

Recommendations/Suggested Motion/Vote: Town Manager to present financial condition of the Town

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

10/30/2018 6:30 PM

A large, thick black L-shaped graphic is positioned on the left and bottom edges of the slide, framing the central text.

2018 FINANCIAL CONDITION OF THE TOWN

Presented October 30, 2018 Board of Selectmen

Town Charter

- Town Charter Part IV Town Manager Section 10. Financial management responsibilities
 - *To prepare, annually, a financial forecast of the town revenue, expenditures and the general financial condition of the Town.*
- The Charter also states that the Town Manager shall be responsible for all the financial management functions of the Town including:
 - *Preparing and submitting an operating and capital budget*

Financial Condition of Sudbury

- S &P Global Rating has assigned the Town of Sudbury, MA its AAA/Stable rating as of 10/10/2017
- S & P stated that the rating reflects the Town's
 - *Very strong economy*
 - *Strong management, with good financial policies and practices*
 - *Strong budgetary performance*
 - *Strong budgetary flexibility*

Financial Condition

- Stabilization Fund: \$4,574,740
- Melone Stabilization Fund: \$1,100,000
- Free cash: \$2,012,070
- OPEB Trust: \$6,429,146
- The Town received the Excellence in Financial Reporting Award in 2017

Projected Financial Forecast

A forecast of projected revenues and expenditures is a useful management and policy making tool that enables a municipality to evaluate and make smart policy choices.

A forecast can serve as an early warning system to detect future gaps between revenues and expenditures.

It does not insulate a community from potential surprises or emergencies, but it does allow the administration to plan for, consider and correct potential issues.

Projected Financial Forecast

- A forecast is comprised of educated estimates based on past expenditures and revenues and the expertise of town staff.
- It is most effective when it encompasses a 3 year period.
- It is not detailed like a budget, but rather is a summary.
- It is conservative.

Why Forecast?

- Good practice: management tool to aid in budget process
- Bond Rating Agencies look favorably
- Required by charter

Revenue Forecasting

- Revenue projections identify the funds available for the budget
- Annually, as we begin our budget process, we review the revenues from the prior years searching for trends and anomalies.
- Please recognize that this is early forecasting and the numbers we discuss are early estimates.

Revenues

- The Town of Sudbury has four major categories of revenues:
 - *Real Estate & Personal Property Taxes*
 - *Intergovernmental Aid*
 - *Local Receipts*
 - *Other Available Funds*

Real Estate & Personal Property Taxes

- Accounts for 86% of all revenues received annually
- Largest portion of revenues
- The tax levy is the amount a community raises through property tax. The levy can be any amount up to the levy limit.
 - *Raises 2.5% annually as per the limitations of Prop 2 ½*
- Can rise more through three mechanisms
 - *Debt/Capital Exclusions (Temporary increase to tax levy limit)*
 - *Override (Permanent increase to tax levy limit)*
 - *New Growth (Taxes attributed to the value of new construction and added permanently to the tax levy limit)*

Intergovernmental Aid

- Comprises 8% of all revenues received annually
- Comprised of 4 main components
 - *Chapter 70*
 - *MSBA payments*
 - *Unrestricted General Government Aid*
 - *And new next year- the SAFER grant*
- Varies from year to year

Local Receipts

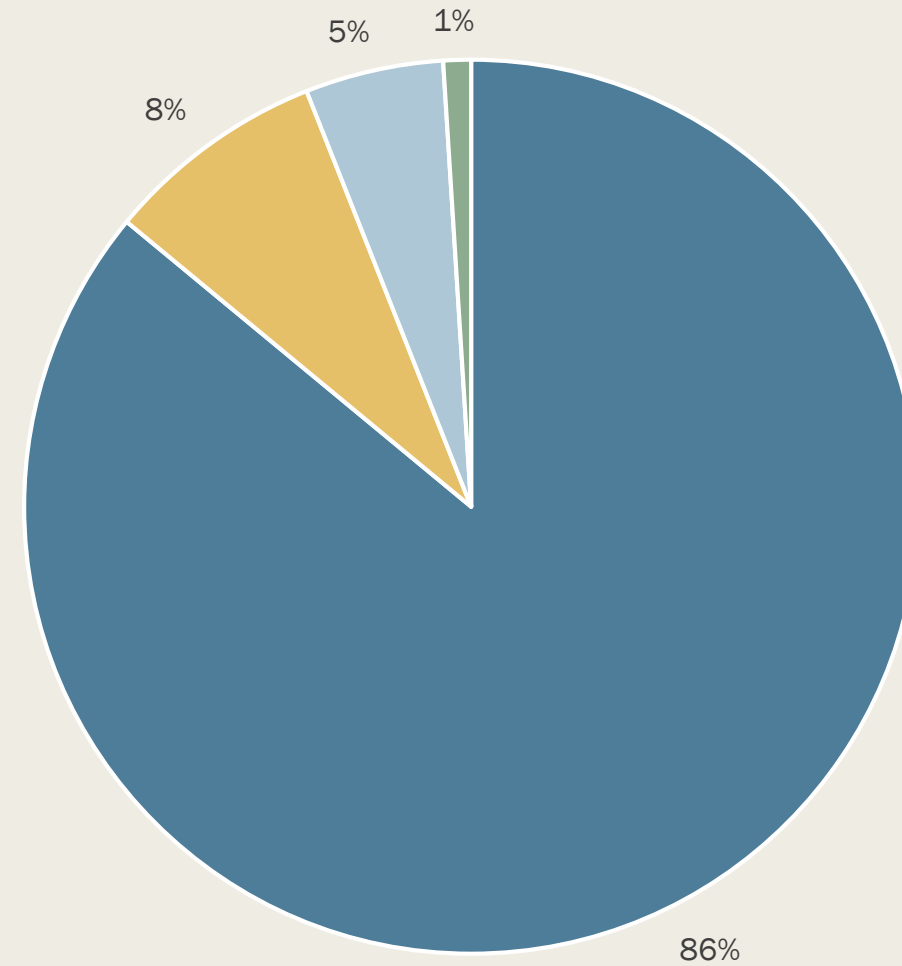
- Accounts for 5% of all revenues received annually
- Based on local fees, fines, permits and other charges
 - *Including, but not limited to*
 - Motor vehicle
 - Other taxes, like meals and lodging
 - PILOTS
 - Penalties
 - Licenses and permits
 - Investment income
- Always budgeted conservatively to account for changes

Other Available Funds

- Accounts for 1% of revenues received annually
- Comprised of actual revenues already received (Examples include: ambulance receipts and free cash)
- Can vary greatly from year to year

Revenues

- Real Estate & Personal Property Taxes
- Intergovernmental Aid
- Local Receipts
- Other Available Funds



Revenue Projection

	FY19	FY20	FY21	FY22
REVENUES	Budgeted	Projected	Projected	Projected
Real Estate and Personal Property	85,640,816	88,412,100	91,248,375	93,819,763
State Aid*	6,201,576	6,264,124	6,339,109	6,415,091
MSBA School Construction Reimbursement	1,605,767	1,605,767	1,605,767	-
SAFER Grant	-	193,581	193,581	90,338
Local Receipts	4,836,800	4,898,700	5,010,600	5,072,800
Ambulance Receipts	660,000	660,000	660,000	660,000
TOTAL:	98,944,959	102,034,272	105,057,432	106,057,992

Please be cautioned that these are early projections for management and should not be relied on by any resident, committee or commission.

Forecasting Potential Expenses

- Expenses include:
 - *Education*
 - *General Government*
 - *Public Safety*
 - *Public Works*
 - *Human Services*
 - *Culture and Recreation*
 - *Employee Benefits*
 - *Other and transfers*
 - *OPEB*
 - *Debt Service*
 - *Town Manager's Capital Budget*

What drives budgetary increases?

- Fixed costs
 - *Insurance*
- Personnel
 - *Step increases*
 - *CBA*
- Contracts for services
- Need for increased services or changes to services due to changes in population, demographics, priorities, state/federal mandates and by-law changes.
- While services remain relatively stable, population, commercial base and expectations increase and change. We strive to maintain conservative budget increases while balancing providing top notch services to our community.

Expenditure Forecast

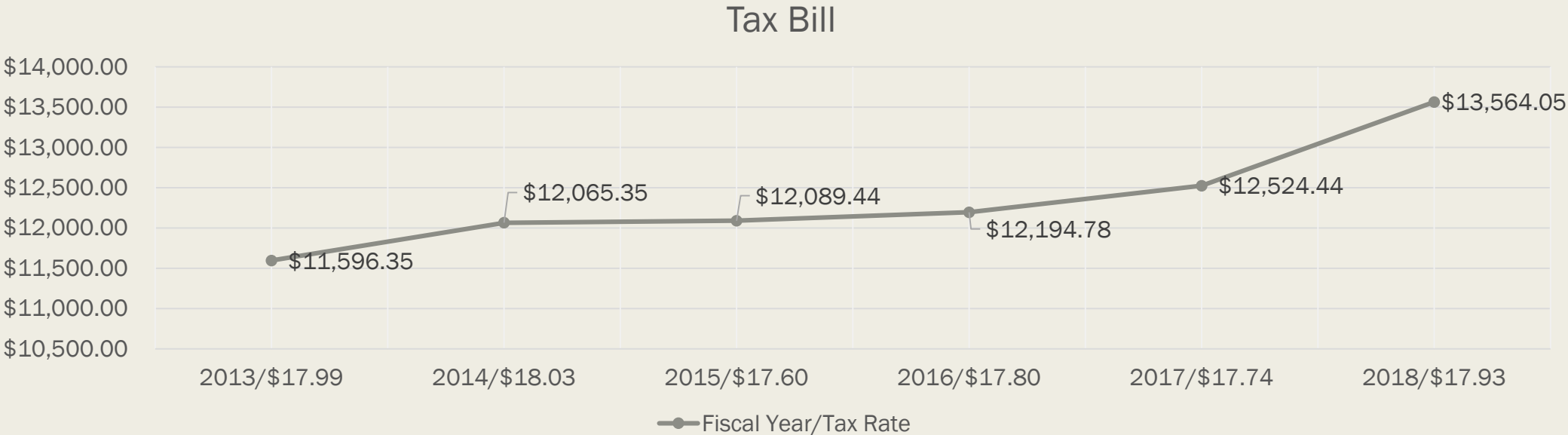
	FY19	FY20	FY21	FY22
EXPENDITURES	Budgeted	Projected	Projected	Projected
Education - SPS	37,459,173	38,395,652	39,355,544	40,280,399
Education - LS	24,762,716	25,641,333	26,474,676	27,268,917
Education - Vocational	663,719	617,259	632,690	648,507
General Government	3,087,783	3,163,682	3,248,349	3,310,772
Public Safety	8,581,159	8,753,518	8,951,905	9,141,569
Public Works	5,292,995	5,392,392	5,509,163	5,611,382
Human Services	792,406	858,093	882,722	901,970
Culture & Recreation	1,367,678	1,441,453	1,478,858	1,510,686
Employee Benefits (Town and SPS)	12,331,171	13,089,133	13,839,210	14,633,483
Other & Transfers	536,963	542,053	545,547	549,558
OPEB Normal Cost (Town and SPS)	540,249	610,249	680,249	750,249
Total Town Departments	95,416,012	98,504,817	101,598,913	104,607,492
Town Debt Service	3,100,625	3,090,425	3,008,513	989,244
Town Manager Capital Budget (tax funded)	428,322	439,030	450,006	461,256
TOTAL:	98,944,959	102,034,272	105,057,432	106,057,992

Please be cautioned that these are early projections for management and should not be relied on by any resident, committee or commission.

Expenditure Forecasting

- The forecast reflects
 - Known contractual increases for services and personnel.
 - Examples include software licenses and other service contracts like Town Counsel.
 - Educated estimates for all other expenditures.

Tax Bill of an average home on Rice Road



Budget Process

In accordance with the Town of Sudbury charter, along with corresponding by-laws, the Town Manager is responsible to annually prepare operating and capital budgets by January 31st for the Town as a whole. The following schedule has been established to comply with this requirement for the operating budget:

- The Town Manager, with the assistance of the Finance Director, will prepare a financial projection by November 1st. The goal is to have 3 years, but will include one year at a minimum.
- The Finance Director will provide budget guidance and supporting documents to all Town Departments by November 15th.
- On or prior to December 1st all departments will provide budget requests to the Finance Director.
- The Town Manager and Finance Director will meet with Department Heads individually to discuss budget requests. All meetings will be scheduled on or prior to December 15th.
- The Town Manager, with the assistance of the Finance Director, will compile budget requests and prepare a comprehensive Town budget by December 31st.
- The Town Manager, with the assistance of the Finance Director, will prepare the preliminary budget book and provide the document to the Board of Selectmen and Finance committee by January 31st.
- The Town Manager and Town Departments will participate in Finance Committee hearings. Deliberations as scheduled by the Finance Committee after submittal of the budget book.
- The Finance Committee shall, not later than March 31st, submit to the Selectmen their written report with their recommendations, including the amounts requested by those originating the above estimates (Town Manager's comprehensive budget). The Selectmen shall cause the Finance Committee's budget submittal including requested amounts, recommendations, and the Finance Committee's report of reasons for differences to be printed in the warrant for the Annual Town Meeting.
- Town Manager will present the final budget at the Annual Town Meeting (date to be determined) to request approval.



SUDBURY BOARD OF SELECTMEN
Tuesday, October 30, 2018

MISCELLANEOUS (UNTIMED)

9: SPS Admin Space

REQUESTOR SECTION

Date of request:

Requestor: Selectman Janie Dretler

Formal Title: Discussion on SPS Administrative Space

Recommendations/Suggested Motion/Vote: Discussion on SPS Administrative Space

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
Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

10/30/2018 6:30 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, October 30, 2018

MISCELLANEOUS (UNTIMED)

10: Fairbank discussion

REQUESTOR SECTION

Date of request:

Requestor: Selectman Janie Dretler

Formal Title: Discussion on Fairbank Community Center

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

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

10/30/2018 6:30 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, October 30, 2018

MISCELLANEOUS (UNTIMED)

11: Sewataro

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discussion regarding Camp Sewataro.

Recommendations/Suggested Motion/Vote: Discussion regarding Camp Sewataro.

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

10/30/2018 6:30 PM



LAND TO BE RETAINED
Area 5.90564 Acres

LAND TO BE SOLD
Area 40.77114 Acres

Attachment 11.a: SewataroPropertyParcels (3014 : Sewataro)



The data shown on this site are provided for informational and planning purposes only. The Town and its consultants are not responsible for the misuse or misrepresentation of the data.



SUDBURY BOARD OF SELECTMEN
Tuesday, October 30, 2018

MISCELLANEOUS (UNTIMED)

12: Permit Town Manager to submit warrant articles

REQUESTOR SECTION

Date of request:

Requestor: Town Manager Rodrigues

Formal Title: Vote to grant permission to the Town Manager to submit warrant articles on behalf of the Board of Seletmen

Recommendations/Suggested Motion/Vote: Vote to grant permission to the Town Manager to submit warrant articles on behalf of the Board of Seletmen

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

10/30/2018 6:30 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, October 30, 2018

MISCELLANEOUS (UNTIMED)

13: Citizen's Comments (cont.)

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Citizen's Comments (cont.)

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

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

10/30/2018 6:30 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, October 30, 2018

MISCELLANEOUS (UNTIMED)

14: 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
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

10/30/2018 6:30 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, October 30, 2018

CONSENT CALENDAR ITEM

15: Serving Extensions: Thanksgiving and New Year's Eve 2018

REQUESTOR SECTION

Date of request:

Requested by: Leila S. Frank

Formal Title: Vote to approve a one-hour extension of the licensed closing hour and serving of alcoholic beverages for licensees who make application in advance to the Town Manager's Office: Lavender, 519A Boston Post Road, (1AM to 2AM) on Wednesday, November 21, 2018 (Thanksgiving eve) and Monday, December 31, 2018 (New Year's Eve), on the condition that the kitchen remains open and food is served.

Recommendations/Suggested Motion/Vote: Vote to approve a one-hour extension of the licensed closing hour and serving of alcoholic beverages for licensees who make application in advance to the Town Manager's Office: Lavender, 519A Boston Post Road, (1AM to 2AM) on Wednesday, November 21, 2018 (Thanksgiving eve) and Monday, December 31, 2018 (New Year's Eve), on the condition that the kitchen remains open and food is served.

Background Information:

Financial impact expected:N/A

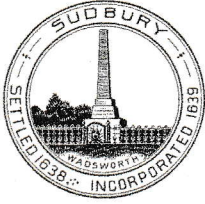
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

10/30/2018 6:30 PM



Town of Sudbury

Office of Selectmen
www.sudbury.ma.us

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

APPLICATION FOR SERVING HOURS EXTENSION 2018

Please complete this application form and return to the Selectmen's Office by **Thursday, October 18, 2018**. You will be notified of request approval via email.

TO THE LICENSING AUTHORITY
SUDBURY, MASSACHUSETTS

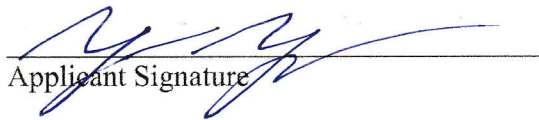
Restaurant Name: Lavender
Restaurant Address: 519 Boston Post Road
Name of applicant: Tim Fong
Phone: 508-843-5004 Email: tfong28@yahoo.com

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

- Night Before Thanksgiving: Wednesday, November 21, 2018
- New Year's Eve: Monday, December 31, 2018

10/02/2018

Date


Applicant Signature

Please submit completed application to:

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

Attachment15.a: Serving Hours Extension_Lavender (2989 : Serving Extensions: Thanksgiving and New Year's Eve 2018)



SUDBURY BOARD OF SELECTMEN
Tuesday, October 30, 2018

CONSENT CALENDAR ITEM
16: SMILE Mass Gobble Wobble 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 “Gobble Wobble for SMILE MASS” on Saturday November 17, 2018, from 10:00 A.M. through approximately 12:00 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 “Gobble Wobble for SMILE MASS” on Saturday November 17, 2018, from 10:00 A.M. through approximately 12:00 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:

Financial impact expected:N/A

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

- Patty Golden Pending
- Melissa Murphy-Rodrigues Pending
- Jonathan Silverstein Pending
- Leila S. Frank Pending
- Robert C. Haarde Pending
- Board of Selectmen Pending

10/30/2018 6:30 PM



TOWN OF SUDBURY

Office of Selectmen
www.sudbury.ma.us

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

Email: BOSadmin@sudbury.ma.us

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

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

Organization Name SMILE Mass

Event Name Gobble Wobble (7th annual) Road Race

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 November 17, 2018 Rain Date none

Starting time 10:00am Ending time noon

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

Anticipated number of participants 250

Assembly area (enclose written permission of owner if private property to be used for assembly) Curtis Middle School cafeteria used for registration and assembly area

Organization that proceeds will go to SMILE Mass

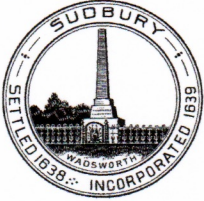
Any other important information we always hire 2 - 3 police detail for our road races

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 10/1/18

Attachment 16.a: Gobble Wobble 2018 Application_BOS (2018) : SMILE Mass Gobble Wobble 2018



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: BOAdmin@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) — will forward ASAP
policy renewing 10/1/18

Please submit completed application and materials to:

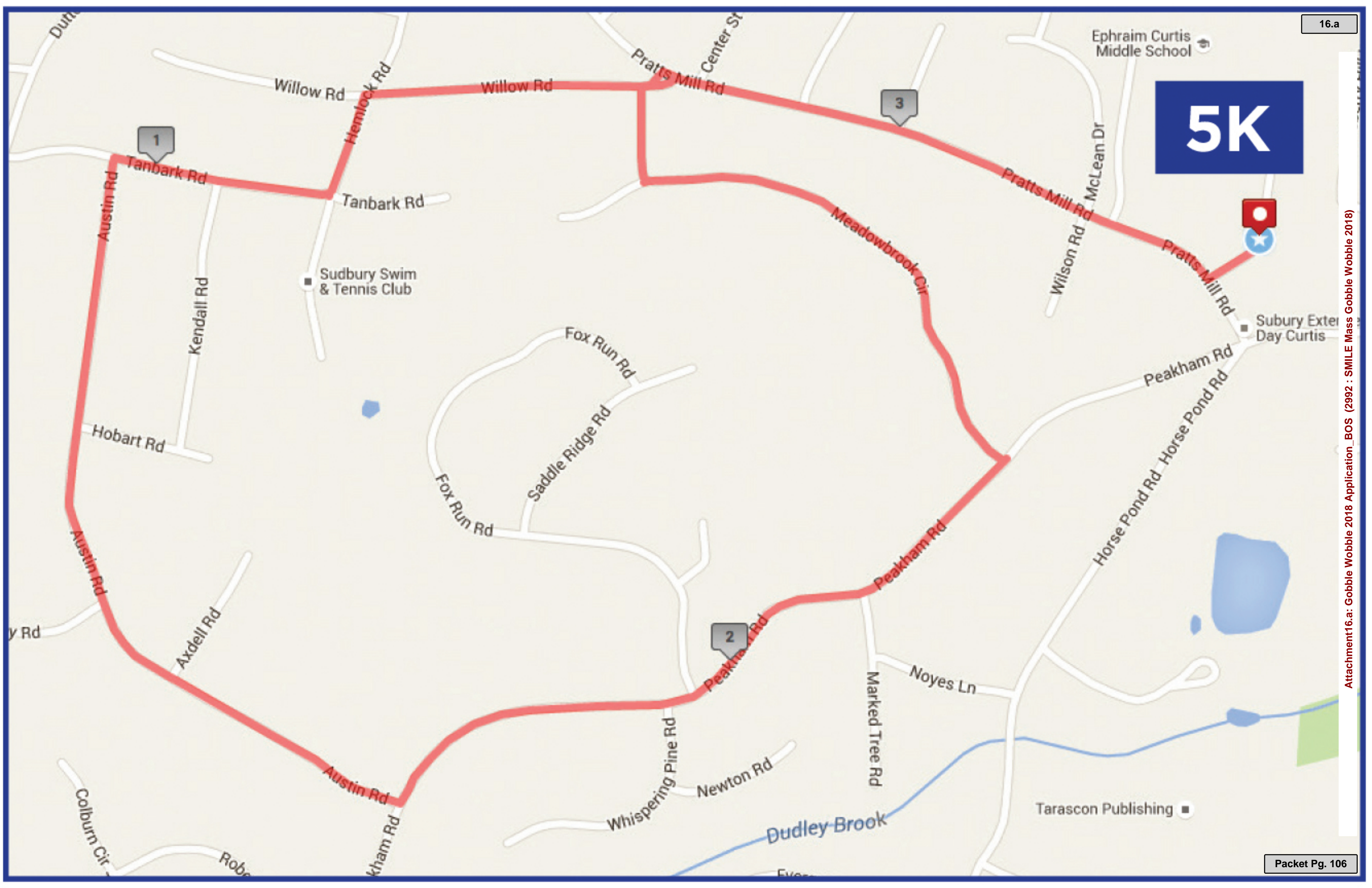
Board of Selectmen
278 Old Sudbury Rd.
Sudbury, MA 01776
Fax: 978-443-0756
Email: BOAdmin@sudbury.ma.us



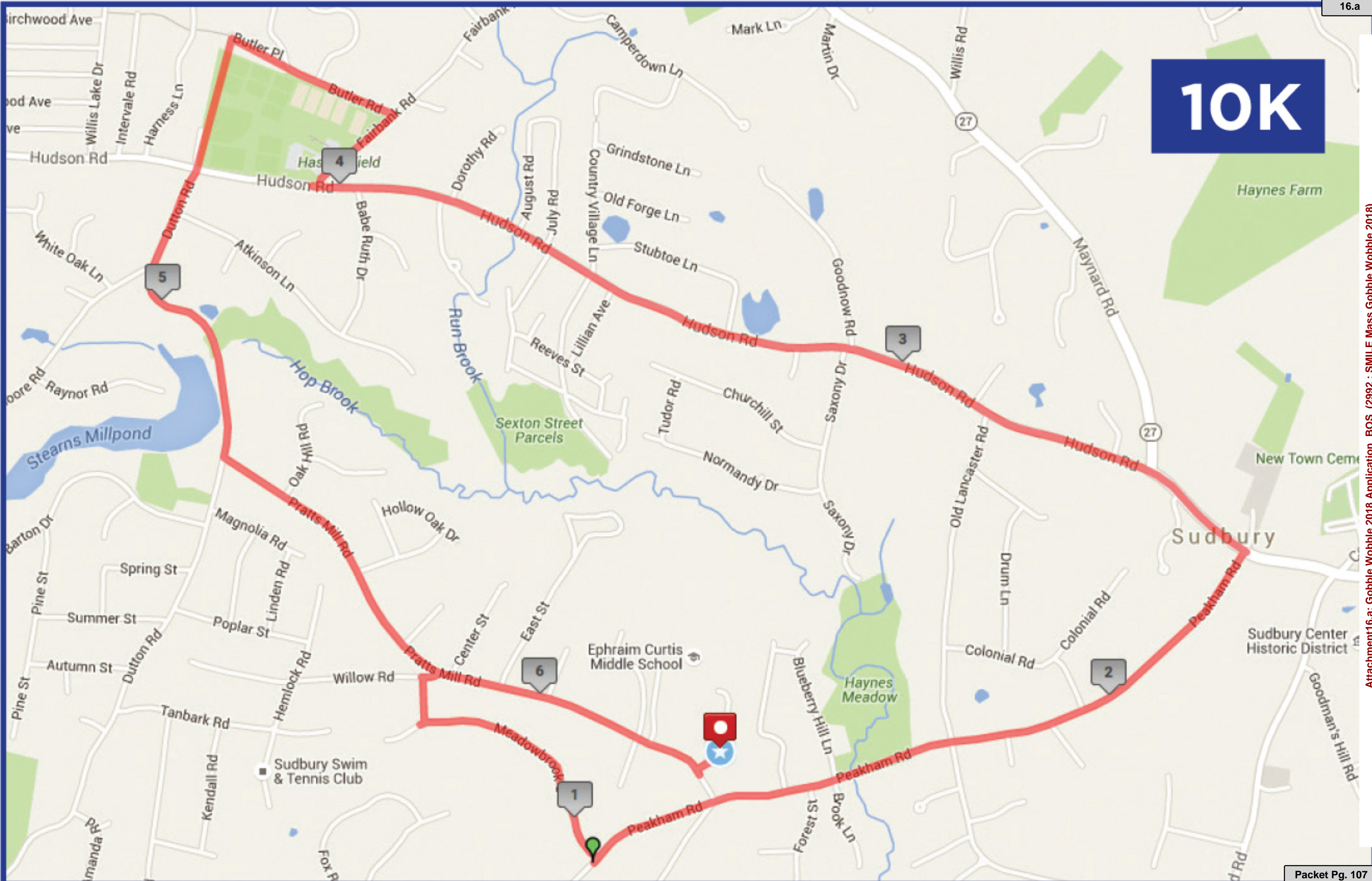
DISTANCE
1.39 MI

Attachment 16.a: Gobble Wobble 2018 Application_BOS (2992 : SMILE Mass Gobble Wobble 2018)

5K



10K



Attachment16.a: Gobble Wobble 2018 Application_BOS (2992 : SMILE Mass Gobble Wobble 2018)

2018 SMILE Mass “Gobble Wobble”

Saturday, November 17, 2018

Department Feedback

Department	Staff	Approve/Deny	Comments
Fire Department	Chief Whalen	Approve	
Highway Department	Dan Nason	Approve	The DPW has no issues with this event assuming there is nothing needed from the public works department (barricades, manpower, etc.).
Park & Recreation	Kayla Wright	Approve	
Police Department	Chief Nix	Approve	The police department has had not issues that I am aware of with the event. As stated in the application, they hire details officers to monitor key areas for safety.



SUDBURY BOARD OF SELECTMEN
Tuesday, October 30, 2018

CONSENT CALENDAR ITEM

17: Amend Transportation Committee Mission Statement

REQUESTOR SECTION

Date of request:

Requestor: Pat Guthy, Commission on Disability

Formal Title: Vote whether to amend the Transportation Committee Mission Statement to include a member of the Commission on Disability as a member of the core group of voting members.

Recommendations/Suggested Motion/Vote: Vote whether to amend the Transportation Committee Mission Statement to include a member of the Commission on Disability as a member of the core group of voting members.

Background Information:
attached current mission statement

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

10/30/2018 6:30 PM



SUDBURY TRANSPORTATION COMMITTEE

Voted to establish by the Sudbury Board of Selectmen April 10, 2018

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/network-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 or her designee
- To consider all functional elements of transportation: public, specialized, traffic congestion, paths and walkways (as distinct from recreational facilities) for all residents—inclusive of but not solely focused on senior residents and residents with disabilities
- To review published assessments/studies 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 transportation options To advise the Board of Selectmen, Town Manager and other town entities about the transportation implications of both residential and business development

- To consider the 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 assess how the Committee has fulfilled its role and to decide whether this structure should be continued until spring of 2020. It is envisioned that the Committee's purpose and tasks will become part of the responsibilities of town departments or bodies by spring 2020. The Transportation Committee, in cooperation with the Town Manager or her designee, will provide recommendations on how to integrate these responsibilities within Town Government.

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 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. 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.

Sudbury Transportation Committee: Recommended Examples

CORE GROUP		
Representation	Individual	Contributions
Select Board	Dan Carty	Liaison to CoA; industrial engineering/operations research and economics; CQI
Council on Aging	Carmine Gentile	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
ADVISORY GROUP (Expanded as Needed)		
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, October 30, 2018

CONSENT CALENDAR ITEM

18: Appointment of COD member to Transportation Committee

REQUESTOR SECTION

Date of request:

Requestor: Pat Guthy of COD

Formal Title: Vote to approve the appointment of Commission on Disability member, Susan Iuliano, to the Transportation Committee for a term expiring 5/31/2019.

Recommendations/Suggested Motion/Vote: Vote to approve the appointment of Commission on Disability member, Susan Iuliano, to the Transportation Committee for a term expiring 5/31/2019.

Background Information:
attached memo

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

10/30/2018 6:30 PM

Golden, Patricia

From: CHAS GUTHY <c.guthy@verizon.net>
Sent: Wednesday, October 3, 2018 1:12 PM
To: Selectmen's Office
Cc: Kay Bell; Susan Iuliano; Patricia Guthy
Subject: Request for appointment of a member of the COD (Susan Iuliano) to Sudbury Transportation Committe

Follow Up Flag: Follow up
Due By: Thursday, October 11, 2018 2:30 PM
Flag Status: Flagged

Town of Sudbury
 Commission on Disability

To: Board of Selectmen
 Re: Transportation Committee

Date: October 2, 2018

Dear Board Members:

The Sudbury Commission on Disability respectfully requests that the BOS amend the Mission Statement for the Sudbury Transportation Committee to include a member of the Commission on Disability as a member of the Core group of voting members on the Transportation Committee.

The Commission appreciates that the BOS has established the Transportation Committee to address this key feature of a livable community. Transportation options are particularly important to our residents who live with disabilities. The Sudbury Senior Center and Council on Aging have worked diligently and effectively to advance transportation options, not just for seniors, but for other residents including those living with disabilities. We believe that inclusion of a Commission on Disability member will complement and enhance the perspectives that inform transportation analysis and planning for our Town and would ensure that every member of the public would have uncomplicated access to transportation.

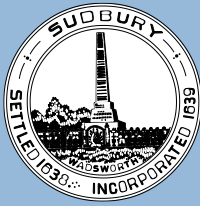
Further, we request that the BOS appoint Susan Iuliano as a member of the Transportation Committee representing the Commission on Disabilities. She is available and willing to attend the majority of scheduled meetings.

Thank you for your consideration.

Respectfully,

Patricia A. Guthy
 Chair, Commission on Disability

Attachment18.a: COD_request_transportation_committee (2999 : Appointment of COD member to Transportation Committee)



SUDBURY BOARD OF SELECTMEN

Tuesday, October 30, 2018

CONSENT CALENDAR ITEM

19: Meadow Walk Sidewalk Easement

REQUESTOR SECTION

Date of request:

Requestor: Town Counsel/Town Manager

Formal Title: Pursuant to the provisions of G.L. c. 83, §4, Article XII s. 3 of the Sudbury General Bylaws, and any other enabling authority, vote to accept the Grant of Easement set forth in the document entitled “WALKWAY EASEMENT” granted by BPR DEVELOPMENT LLC, a Delaware limited liability company with a usual place of business c/o National Development, 2310 Washington Street, Newton Lower Falls, Massachusetts 02462, for non-exclusive purposes not limited to maintenance, plowing and use over and across and through a portion of the property owned by the Grantor shown as Easement Areas on a plan entitled “Sudbury – Sidewalk Easement” dated _____, 2018. Drawn by VHB, Inc.

Recommendations/Suggested Motion/Vote: Pursuant to the provisions of G.L. c. 83, §4, Article XII s. 3 of the Sudbury General Bylaws, and any other enabling authority, vote to accept the Grant of Easement set forth in the document entitled “WALKWAY EASEMENT” granted by BPR DEVELOPMENT LLC, a Delaware limited liability company with a usual place of business c/o National Development, 2310 Washington Street, Newton Lower Falls, Massachusetts 02462, for non-exclusive purposes not limited to maintenance, plowing and use over and across and through a portion of the property owned by the Grantor shown as Easement Areas on a plan entitled “Sudbury - Sidewalk Easement” dated _____, 2018. Drawn by VHB, Inc.

Background Information:

Town Counsel has approved the final document.

Financial impact expected:none

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

- Patty Golden Pending
- Melissa Murphy-Rodrigues Pending
- Jonathan Silverstein Pending
- Robert C. Haarde Pending
- Board of Selectmen Pending

10/30/2018 6:30 PM

WALKWAY EASEMENT

BPR DEVELOPMENT LLC, a Delaware limited liability company with a usual place of business c/o National Development, 2310 Washington Street, Newton Lower Falls, Massachusetts 02462 (“Grantor”), for nominal consideration paid, the receipt of which is hereby acknowledged, grants to the TOWN OF SUDBURY, a municipal corporation located in Middlesex County, Massachusetts, with the address of 278 Old Sudbury Road, Sudbury, Massachusetts (“Grantee”), with QUITCLAIM COVENANTS, the non-exclusive right and easement to construct, reconstruct, maintain, improve, sweep, plow and remove snow with machinery or otherwise, and to use a walkway and sidewalk, for all purposes for which walkways and sidewalks are customarily used in the Town of Sudbury, including by the general public, over, across and through a portion of the property owned by the Grantor located on the northerly side of Boston Post Road in Sudbury, Massachusetts more particularly described in Exhibit A hereto (“Grantor’s Land”), with the location of said easement on said property being described as follows:

Shown on a plan entitled: “Sudbury – Sidewalk Easement”, dated _____, 2018, and drawn by VHB, Inc., the original of which is recorded herewith, with the location of such easements (collectively, “Easement Areas” and each an “Easement Area”) shown on said plan together with the exact measurements and boundaries of said Easement Areas.

Notwithstanding anything to the contrary contained herein, Grantor shall continue to enjoy the full use of the Easement Areas so long as such use does not unreasonably interfere with the rights herein granted to Grantee and/or adversely affect public and traffic safety.

All rights and privileges herein granted, including all benefits and burdens, shall run with the land and shall be binding upon and inure to the benefit of the parties hereto, their respective heirs, successors and assigns provided, however, that any liability or obligation of the Grantor hereunder as to any event that occurs subsequent to such Grantor’s transfer of its ownership interest in Grantor’s Land shall terminate with respect to such ownership interest upon the transfer of such ownership interest. This Easement is not intended to supersede, modify, amend or otherwise change the provisions of, and the rights of each party hereto shall be, subject to any prior record instrument affecting any portion of Grantor’s Land burdened by an easement hereunder.

For Grantors title see (a) deed of BPR Sudbury Development LLC dated as of December 21, 2015 recorded with the Middlesex South Registry of Deeds (the “Registry”) in Book 68592, Page 43 and (b) deed of BPR Sudbury Development LLC dated as of May 25, 2017 recorded with the Registry in Book 69335, Page 272.

The consideration for this deed is less than \$100 and therefore no excise tax stamps are required by law.

Witness their hand(s) and seal this _____ day of October, 2018.

BPR Development LLC

By: ND Real Estate, Inc., its Manager

By: _____

Name:

Title:

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss

On this ____ day of October, 2018, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which consisted of personal knowledge, to be the person(s) whose name is signed on the preceding or attached document, and acknowledged to me that he/she/they signed it voluntarily for its stated purpose.

Notary Public

Attachment19.a: KP-#625955-v2-SUDB- Meadow_Walk_Sidewalk_Easement (4) (3005 : Meadow Walk Sidewalk Easement)

CONSENT TO EASEMENT

The undersigned, being the holder of (a) that certain Mortgage and Security Agreement dated as of December 13, 2016, recorded with the Middlesex South District Registry of Deeds (the "Registry") in Book 68592, Page 65, as amended by that certain First Amendment to Mortgage and Security Agreement and Collateral Assignment of Leases and Rents dated as of May 25, 2017 (the "Amendment"), recorded with the Registry in Book 69335, Page 280 (as so amended, the "Mortgage"), and (b) that certain Collateral Assignment of Leases and Rents dated as of December 13, 2016, and recorded with the Registry in Book 68592, Page 82 as amended by the Amendment (as so amended, the "Assignment"), hereby consents to the execution and recording of this Grant of Easement from BPR Development LLC, a Delaware limited liability company, to the Town of Sudbury (the "Easement") and to the terms and conditions hereof and subordinates the above-referenced Mortgage and Assignment to the Easement as if the Easement were recorded prior to said Mortgage and Assignment.

CAMBRIDGE SAVINGS BANK

By: _____
Name:
Title:

COMMONWEALTH OF MASSACHUSETTS

County of Middlesex, ss.

On this ____ day of _____, 2018, before me, the undersigned Notary Public, personally appeared the above-named _____, proved to me by satisfactory evidence of identification, being (check whichever applies): driver's license or other state or federal governmental document bearing a photographic image, oath or affirmation of a credible witness known to me who knows the above signatory, or my own personal knowledge of the identity of the signatory, to be the person whose name is signed above, and acknowledged the foregoing to be signed by him/her voluntarily for its stated purpose, as the _____ of said Cambridge Savings Bank.

Notary Public
Printed Name: _____
My commission expires: _____

Exhibit ALegal Description

That certain parcels of land with the improvements thereon located in the Town of Sudbury, Middlesex County, Massachusetts, being shown as "Lot 1, Area = 360,840 Sq.Ft. (8.284 Acres)", "Lot 2, Area = 114,686 sq. ft. (2.633 Acres)" and "Roadway, Area = 38,723 sq. ft. (0.889 Acres)" on a plan entitled "Subdivision Plan of Land in Sudbury, Massachusetts," prepared by VHB Inc., dated May 6, 2016, and recorded with the Middlesex South District Registry of Deeds as Plan No. 1005 of 2016.

ACCEPTANCE OF EASEMENT

The Town of Sudbury, acting by and through its Board of Selectmen, hereby accepts the foregoing Grant of Easement from BPR Development LLC pursuant to the authority set forth in Section 3 of Article XII of the Sudbury Bylaws, and every other authority, this _____ day of _____, 2018.

Robert C. Haarde

Daniel E. Carty

Patricia A. Brown

Janie Dretler

Leonard A. Simon

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this _____ day of _____, 2018, before me, the undersigned notary public, personally appeared _____, member of the Sudbury Board of Selectmen, as aforesaid, proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose on behalf of the Town of Sudbury.

Notary Public
My Commission Expires:

Attachment 19.b: KP-#649980-v1-SUDB- Acceptance_of_Easement (3005 : Meadow Walk Sidewalk Easement)



SUDBURY BOARD OF SELECTMEN
Tuesday, October 30, 2018

CONSENT CALENDAR ITEM

20: COA appointment

REQUESTOR SECTION

Date of request:

Requestor: Debra Galloway, Senior Center Director

Formal Title: Vote to approve the appointment of Jeff Levine to the Council on Aging for a term ending 5/31/21, to fill the vacancy occasioned by the resignation of Alice Sapienza.

Recommendations/Suggested Motion/Vote: Vote to approve the appointment of Jeff Levine to the Council on Aging for a term ending 5/31/21, to fill the vacancy occasioned by the resignation of Alice Sapienza.

Background Information:

See attached application and memo from Deb Galloway, Senior Center Director, on behalf of the Council on Aging.

Financial impact expected:none

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

10/30/2018 6:30 PM



SUDBURY SENIOR CENTER
COUNCIL ON AGING
Town of Sudbury, Massachusetts

40 Fairbank Road • Sudbury, Massachusetts • 01776-1681
Phone: (978) 443-3055 • Fax: (978) 443-6009 • E-mail: senior@sudbury.ma.us

October 9, 2018

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

Dear Selectboard,

The Board of the Sudbury Council on Aging has interviewed candidates for appointment to the Council on Aging to replace COA Board member Alice Sapienza who left the COA in July. At the COA meeting on Tuesday, October 9, 2018, the Council on Aging unanimously voted to recommend Jeffrey Levine to begin on November 1, 2018. Please find his application enclosed with this letter. We are very happy to welcome Jeff to the Sudbury Council on Aging.

A member of the Council on Aging from 2014 to 2018, Alice worked on initiatives relevant to livable communities, particularly transportation. Beginning in 2016, she held a series of meetings for leaders in town to discuss joining the AARP/WHO network, and raised the funds necessary for the Livable Communities Needs Assessment that has been underway since last fall. As a result of Alice's leadership on this issue, in April 2018, Sudbury and more than a dozen communities in the Metropolitan Area Planning Council's MAGIC region (Minuteman Advisory Group on Interlocal Coordination) were accepted into the AARP/WHO Livable Communities initiative.

Alice has been a valued member of the COA and we thank her for all of her contributions! It has been great working with her and we look forward to continuing to work with her as the AARP Livable Community Ambassador for Sudbury.

Sincerely,

Debra Galloway, Director

for the Sudbury Council on Aging

Attachments: COA Application for Connie Steward

TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT

RECEIVED
BOARD OF SELECTMEN
SUDBURY, MA

BOARD OF SELECTMEN
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

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

2018 FEB -2 P 12:11

Board or Committee Name: Council on Aging

Name: Jeffrey Levine

Address: 42 Chanticleer Road Email Address: [REDACTED]

Home phone: [REDACTED] Work or Cell phone: [REDACTED]

Years lived in Sudbury: 38

Brief resume of background and pertinent experience:

Practiced law for 40 years; 21 year in private practice acting as outside general counsel to multiple private and public companies and 19 years as in house corporate counsel at Raytheon, American Science & Engineering and Digital Equipment supporting domestic and international operations and business development; managed regional law group of 14 lawyers/2 paralegals.

Municipal experience (if applicable):

Educational background: JD, Cornell Law School, 1972
BA, University of Mass - Amherst, 1969

Reason for your interest in serving:

I have been participating in Senior Center activities for the past several years and would like to take a more active role in supporting the Senior Center.

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

I have no particular constraints on my time, so availability is most any time.

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

My wife, Alice Levine, is Chair person of Friends of the Goodnow Library.

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

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

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

Signature: *Jeffrey Levine* Date: 2/1/2018

Attachment 20.a: memo to BOS re Jeff Levine (3000 : COA appointment)



SUDBURY BOARD OF SELECTMEN

Tuesday, October 30, 2018

CONSENT CALENDAR ITEM

21: Approve MCOA grant submitted by Deb Galloway

REQUESTOR SECTION

Date of request:

Requestor: Debra Galloway, Senior Center Director

Formal Title: Vote to accept a Mass. Councils on Aging (MCOA) cost reimbursement grant of \$300 to support the Go4Life FitWalk event for participants at the Sudbury Senior Center, as requested by Debra Galloway, Senior Center Director.

Recommendations/Suggested Motion/Vote: Vote to accept a Mass. Councils on Aging (MCOA) cost reimbursement grant of \$300 to support the Go4Life FitWalk event for participants at the Sudbury Senior Center, as requested by Debra Galloway, Senior Center Director.

Background Information:
attached docs

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

10/30/2018 6:30 PM



SUDBURY SENIOR CENTER
COUNCIL ON AGING
Town of Sudbury, Massachusetts

40 Fairbank Road • Sudbury, Massachusetts • 01776-1681 • www.sudburyseniorcenter.org
Phone: 978-443-3055 • Fax: 978-443-6009 • E-mail: senior@sudbury.ma.us

MEMORANDUM

TO: Town of Sudbury Board of Selectmen
CC: Melissa Rodrigues, Town Manager
FROM: Sudbury Senior Center Director Debra Galloway
DATE: October 18, 2018
RE: MCOA Grant Award

This Sudbury Senior Center respectfully requests that the Sudbury Board of Selectmen accept a Mass. Councils on Aging (MCOA) cost reimbursement grant of \$300 to support the Go4Life FitWalk event for senior participants at the Sudbury Senior Center.

Thank you!

Galloway, Debra

From: Lynn Wolf <lynn@mcoaonline.com>
Sent: Saturday, June 16, 2018 7:53 AM
To: Senior Center
Subject: Go4Life Family Fun Walk Grant
Attachments: Exhibit 2 - Budget Form.docx

Debra,

Congratulations! Your application for the Go4Life Family Fun Walk has been accepted. You will be awarded \$300 to help with expenses for the walk, on a cost-reimbursement basis. As part of this grant, you agree to hold a Go4Life Family Fun Walk event. After the event, when you submit your invoice (See Exhibit 2 attached), please also include:

- A story of your event – personal triumphs of the walkers, what you learned, what you would do differently, etc.
- The names of those who walked to be entered into a statewide drawing for one of 10 Dunkin' Donuts gift cards
- Any photos you have clearance to provide that we can share with our sponsors, Go4Life and Blue Cross Blue Shield of Massachusetts
- Any press articles you've been featured in

We also have provided a fun, colorful 11x17 poster for your use to promote your walk. It is available for download in PDF format from our website www.mcoaonline.com/keepmoving or in pre-press format by request. Send me an email if you need the pre-press. Space has been provided on the poster for you to customize the date, time and location of your walk.

If you haven't in your application, please provide me with your date, time and location, as we will try to join as many of the walks as possible.

And don't forget to order your Go4Life materials at <https://go4life.nia.nih.gov/> to distribute. These materials are bright, colorful, and encouraging, and free for you to order and distribute. Take advantage of this resource.

Best,
Lynn



Massachusetts
Councils On Aging

Lynn Wolf
 Communications Manager
 Massachusetts Councils on Aging
 116 Pleasant Street, Suite 306
 Easthampton, MA 01027
 p: 413-527-6425
 f: 413-527-7138
 w: www.mcoaonline.com



SUDBURY BOARD OF SELECTMEN
Tuesday, October 30, 2018

CONSENT CALENDAR ITEM

22: Approve BayPath Elder grants submitted by Deb Galloway

REQUESTOR SECTION

Date of request:

Requestor: Debra Galloway, Senior Center Director

Formal Title: Vote to accept the following BayPath Elder Services grants to the Sudbury Senior Center for a total of \$22,398: Sudbury Shuttle - \$14,123; Asian Older Adult Programming and Outreach Project - \$5,500; and Smart Driver – \$2,775; as requested by Debra Galloway, Senior Center Director.

Recommendations/Suggested Motion/Vote: Vote to accept the following BayPath Elder Services grants to the Sudbury Senior Center for a total of \$22,398: Sudbury Shuttle - \$14,123; Asian Older Adult Programming and Outreach Project - \$5,500; and Smart Driver - \$2,775; as requested by Debra Galloway, Senior Center Director.

Background Information:
attached documents

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

10/30/2018 6:30 PM



SUDBURY SENIOR CENTER
COUNCIL ON AGING
Town of Sudbury, Massachusetts

40 Fairbank Road • Sudbury, Massachusetts • 01776-1681 • www.sudburyseniorcenter.org
Phone: 978-443-3055 • Fax: 978-443-6009 • E-mail: senior@sudbury.ma.us

MEMORANDUM

TO: Town of Sudbury Board of Selectmen
CC: Melissa Rodrigues, Town Manager
FROM: Sudbury Senior Center Director Debra Galloway
DATE: October 18, 2018
RE: BayPath Elder Services Grant Awards

This Sudbury Senior Center respectfully requests that the Sudbury Board of Selectmen accept the following BayPath Elder Services grants to the Town of Sudbury – Sudbury Senior Center for a total of \$22,398:

Sudbury Shuttle Grant - \$14,123
Asian Older Adult Programming and Outreach Project Grant - \$5,500
Smart Driver Grant – \$2,775

Thank you!

NOTIFICATION OF GRANT AWARD

AREA AGENCY ON AGING

BayPath Elder Services, Inc.
 33 Boston Post Road West
 Marlborough, MA 01752-1853

CODE	CODE NO.	TYPE OF GRANT OR ACTION
1	1	New or Continuation
	2	Title III-C of the Older Americans Act
	3	USDA Cash

PROJECT OR PROGRAM TITLE
Sudbury Shuttle Program

APPROVED COST	
ITEM	AMOUNT
PERSONNEL	\$16,123.00
support costs	\$2,578.00
OTHER:	
TOTAL COST	\$18,701.00

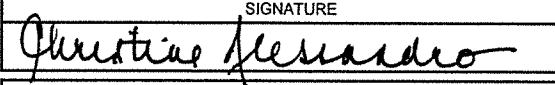
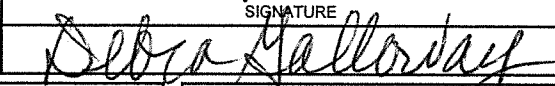
Project Identification Number		3B-19-08
CODE	CODE NO.	
1	1	Title III-B of the Older Americans Act
	2	Title III-C of the Older Americans Act
	3	USDA Cash
	4	
CFDA	93.044	FEIN # 04-6001315

2018-2019	Project Year of this Grant	
APPROVED PROJECT PERIOD		
BEGINNING	October 01, 2018	ENDING September 30, 2019

NAME AND ADDRESS OF GRANTEE			
NAME:	Sudbury Senior Center/Town of Sudbury		
ADDRESS:	40 Fairbank Road		
CITY:	Sudbury	ST:	MA
ZIP:	01776		

ITEM	AMOUNT
A. Total Approved Budget	\$18,701.00
B. Less: Project Income	
Less: Other Resources	
C. Net Cost	\$18,701.00
D. Less: Match (cash)	(\$900.00)
Less: In-Kind	(\$3,678.00)
E. Federal Share of Cost	\$14,123.00
F.	
G. Less: Prior Awards Total	
H. Amount of this Award *	\$14,123.00
*subject to fund availability	

<input checked="" type="checkbox"/>	LINE 'E' ABOVE CONSTITUTES A CEILING FOR FEDERAL PARTICIPATION IN THE APPROVED COST.
<input type="checkbox"/>	THE FEDERAL SHARE IS EARNED ONLY WHEN THE COST IS ACCRUED AND THE NON-FEDERAL SHARE HAS BEEN CONTRIBUTED. RECEIPT OF FEDERAL FUNDS DOES NOT CONSTITUTE EARNINGS OF THESE FUNDS.
<input type="checkbox"/>	SEE ATTACHED DETAILED BUDGET.
<input type="checkbox"/>	OTHER:

NAME OF BAYPATH EXECUTIVE DIRECTOR	SIGNATURE	DATE
Christine Alessandro		October 01, 2018
NAME OF AUTHORIZED GRANTEE OFFICIAL	SIGNATURE	DATE
Debra Galloway, Director		October 01, 2018
H:\JMG\GRANTNOTIF2.OFM REV.:05-08-2002. JMG White - Fiscal Yellow - DEA Pink - AAA Gold -Grantee		

Attachment 22.b: NGA and Agreement Shuttle (3008 : Approve BayPath Elder grants submitted by Deb Galloway)

**MEMORANDUM OF AGREEMENT BETWEEN
BAYPATH ELDER SERVICES, INC.**

and

Sudbury Council on Aging and Senior Center

This Service Agreement "Agreement" is entered into between BayPath Elder Services, Inc., hereinafter referred to as the 'Corporation' and having its principal offices at: 33 Boston Post Road West, Marlborough MA 01752 and the Sudbury COA and Senior Center, hereinafter referred to as the 'Provider,' having its principal offices at 40 Fairbank Road, Sudbury, MA 01776.

WHEREAS, the Corporation desires to establish services to adults 60 years of age and older, and their Caregivers, who reside within its planning and service area, through Title III funding of the Older Americans Act of 1965 as amended. The Corporation, having received Title III funding from the Executive Office of Elder Affairs, hereinafter referred to as EOE, seeks through this Agreement to provide such services to older adults as specified, within this agreement.

NOW, therefore, the parties hereto mutually agree as to the following:

1. The award amount for this grant shall be \$14,123.00 for the Sudbury Shuttle Project as specified in Section A.
2. The Agreement shall take effect on October 1, 2018 and shall remain in effect until and through September 30, 2019, unless earlier terminated in accordance with the terms set forth herein. This contract is subject to the Corporation and the Executive Office of Elder Affairs confirmation of available Title III funds, and compliance with the provisions of the regulations as set forth in this Agreement.
3. The Corporation shall pay the Provider in accordance with the terms and rates set forth in Section B.
4. The Provider shall comply with the terms and conditions as set forth and agreed to in the Corporate Statements submitted with the Proposal.

5. The Provider recognizes that in the performance of this Agreement, it may be a holder of personal data as defined in M.G.L. c.66A. The Provider shall comply with those provisions, as well as the Fair Information Practices Act, and Privacy/Confidentiality Regulations that govern access, use, and safeguarding of clients' data. The laws and regulations governing confidentiality shall not preclude the examination of any records relating to monitoring this agreement by the Corporation or other authorized state or federal government employees. The Provider shall comply with all relevant regulations and laws regarding confidential information and take reasonable steps to insure the physical security of confidential data under its control.
6. Assurance that provider of services is in compliance with the Health Insurance Portability and Accountability Act of 1996. (Public Law 104-191 H.R. 3103) to protect the privacy and provide for the security of Protected Health Information (PHI) disclosed to the Corporation.
7. The provider must be in compliance with the Commonwealth of Massachusetts Criminal Offender Record Check CORI Law (M.G.L. chapter 6, section 172C) which requires entities to obtain CORI checks on individuals before they can volunteer, be employed or be referred for employment in an entity providing services to elderly or disabled person in their homes or in a community setting.
8. The Provider shall comply with the applicable provisions of the EOE's Regulations Governing the Protection of Clients Who Are Participants in Research Projects (651 C.M.R. 7.00).
9. The Provider shall establish, maintain, and submit to the Corporation documentation as outlined in Section C, which is required by the Corporation, to insure adequate documentation of financial activities and the provision of services. In addition, the Provider shall maintain and retain applicable client files, personnel policies and records for seven (7) years or such longer time as required by any applicable licensing standards or governmental regulations.
10. The Provider shall not enter into subcontracts for any of the work contemplated under this Agreement without obtaining prior approval of the Corporation.

11. No employee of the Corporation, EOE, or the Provider shall have any financial interest, directly or indirectly, in this contract except of his/her official salary for work done or materials furnished by him/her and will have no conflict of interest in said contract, or in any contract which the Provider or the Corporation will enter into with any subcontractors.
12. All grants awarded by the Corporation under Title III of the Older American Act are federal funds. All Providers must meet the requirements of OMB Circular A-133, ("Audits of States, Local Governments and Non-Profit Organizations"). Audit requirements are based on awards received from the Corporation in combination with other sources of federal funding.
 - a. Providers receiving \$500,000 or more a year in federal awards shall have a single audit in accordance with Circular A-133. If the Provider receives awards of \$500,000 or more under only one program, it has the option of having a program specific audit in accordance with Circular A-133.
 - b. Providers receiving less than \$500,000 a year in federal awards are exempt from federal audit requirements, but records must be available for review by appropriate federal and/or corporate officials.
13. The Provider, upon notification of execution and approval of the Agreement and prior to commencing work on this Agreement, shall procure, carry out and pay for all Worker's compensation and other insurance required by law and sufficient fire, theft, casualty, extended coverage and personal liability in such amount in such forms, which such companies as may be approved by the Corporation. Said insurance will remain in full force and effect during the duration of this Agreement or any execution thereof. Evidence of said insurance will be provided to the Corporation prior to the commencement of services. The Provider shall identify and hold harmless the Corporation in any liability claims arising out of the services performed.
14. This Agreement may be renegotiated and/or modified by mutual consent of both parties, unless terminated earlier in accordance with the terms of this agreement or by mutual consent of the parties of both parties.

15. Either party may terminate this Agreement *without cause* upon provision of written notice to the other at least sixty (60) days prior to its effective date. Should the Corporation determine any other non-compliance issues exist with the terms of this Agreement on the part of the Provider that endanger the life, health, or safety of any recipients of service, it shall terminate this Agreement by orally notifying the Provider followed by written notification by certified mail, setting forth the specific reasons for the termination, effective three days following the oral notification.
16. The Corporation may terminate this Agreement for other areas of non-compliance unless the Provider restores compliance within thirty (30) days of such notification by the Corporation.
17. The Provider is entitled to a Hearing and Appeals process pursuant to M.G.L. 19A S3 and Sec. 307(a) of the Older Americans Act of 1965, as amended and regulations of 45 C.F.R. 1321.51(a) 4 et seq., and DEA-PI-81-49.
 - a. A request for a hearing can be made by a Provider for an action taken by the Corporation affecting a Provider which denies in whole or in part an application for funding; or terminates or does not renew a grant or contract except as provided in 45 C.F.R. Part 74, Sub Part M (Non-compliance with objectives and conditions). The Notice of Appeal must be mailed by registered or certified mail to the Corporation and to the Executive Office of Elder Affairs Hearing Officer with thirty (30) days of the written notification to the Provider of the adverse action by the Corporation.
 - b. An Administrative Review Panel shall be established by the Corporation. Its members shall consist of a member of the Board of Directors of the Corporation, a member of the Corporation's Area Agency on Aging Advisory Council a member living or working in the community who is not employed by or serving a Board or council of the Corporation. These persons shall be selected by the Corporation.
 - c. The Provider may bring up to three (3) staff or board members as well as someone to take minutes, if desired. The Administrative Review Panel may, at its option, increase the number of persons, if requested by the Provider
 - d. A tape recording of the proceedings may, at the option of the Administrative Review Panel, be made. The Provider will not be allowed to record the meetings. The

Corporation, at the request of the Provider, will provide minutes, a tape or a transcription of the meeting. The costs of preparing the minutes, the tape or transcription will be borne by the Provider.

- e. The administrative review sessions will be limited to one and one-half (1-1/2) hours, unless the time allotted is increased by the Administrative Review Panel. The Provider shall have one and one-half (1-1/2) hours to present its case. The Corporation shall have an equal amount of time. A further one-half (1/2) hour may be allocated to each the Corporation and Provider for summarizing discussion. If the Administrative Review Panel has not allocated more than one and one-half (1-1/2) hours for the Administrative review session, additional time will be scheduled within five (5) working days.

IN WITNESS WHEREOF, the parties enter this Agreement by their duly authorized officers:

For: BayPath Elder Services, Inc.

For: Sudbury Senior Center/Town of Sudbury

Christine Alessandro
 Christine Alessandro/Executive Director

Debra Galloway
 Debra Galloway/Director

9-12-18
 Date

9/26/18
 Date

Attachment 22.b: NGA and Agreement Shuttle (3008 : Approve BayPath Elder grants submitted by Deb Galloway)

Sudbury Shuttle Project

SECTION A – SERVICE DELIVERY CONDITIONS

1. The Provider agrees to implement the following services(s), performing them in accordance with the proposal submitted and accepted with any modification agreed to by the Corporation:

- To provide regular/scheduled transportation services to local shopping centers on a fixed route along Route 20. This is a pilot program designed to ascertain the level of need in town.

2. As per Section 306 (a)(5)(A), the Provider shall, to the maximum extent feasible, strive to target and provide services to persons 60 years or older, and/or their Caregivers, residing in the service area and in need of the service as outlined in the submitted proposal. Further, the Provider will strive to serve persons deemed low-income, minority, limited English speaking, Alzheimer’s clients, Caregivers, and those with the greatest social and economic needs.

3. The Provider shall provide services to eligible residents of the following community(s):

- | | | |
|---|---|---|
| <input type="checkbox"/> Dover | <input checked="" type="checkbox"/> Wayland | <input type="checkbox"/> Southborough |
| <input type="checkbox"/> Hudson | <input type="checkbox"/> Sherborn | <input type="checkbox"/> Framingham |
| <input type="checkbox"/> Ashland | <input type="checkbox"/> Northborough | <input type="checkbox"/> Natick |
| <input checked="" type="checkbox"/> Marlborough | <input type="checkbox"/> Hopkinton | <input checked="" type="checkbox"/> Sudbury |
| <input type="checkbox"/> Westborough | <input type="checkbox"/> Holliston | |

Attachment 22.b: NGA and Agreement Shuttle (3008 : Approve BayPath Elder grants submitted by Deb Galloway)

SECTION B – FISCAL AND ADMINISTRATIVE CONDITIONS

1. Title IIIB and IIID grants require at least a 15% match of non-federal funds to support programming provided under the service agreement. For Title IIIE grants, a 25% match of non-federal funds to support programming must be provided. Under this service agreement the Provider has provided the following matching amount toward total program costs:

Federal Share:	\$ 14,123.00
Match Share:	\$ 4,578.00
Total Program:	\$ <u>18,701.00</u>

Funding is contingent on the availability of Federal Fiscal Year 2019 funds and the approval of the Executive Office of Elder Affairs.

2. The Provider will be paid on a cost reimbursement basis; the expenditures charged to the Corporation shall not exceed any line item without the prior written consent of the Corporation. Requests by the Provider for line-item changes will be in writing.
3. The services to be performed by the Provider will be supported by Federal and non-Federal funds approved for this project. In no case shall the cumulative bills charged by the Provider to the Corporation exceed the Federal amount awarded. Payment from the Corporation to the Provider shall be made no later than 30 days after receipt of the Standard Invoice.
4. Both Federal and non-Federal resources supporting this program shall be maintained in an account separate from any other funds. Unless these funds are used as partial subsidy for the entire program budget, separate accounting records for disbursements shall be established. Program accounting records shall be itemized in sufficient detail to show exact nature of all receipts and disbursements. Supporting documents shall be readily available for review.

SECTION C – ADMINISTRATIVE CONDITIONS

1. The Corporation shall have no direct control of or authority over any employee of the Provider or any other person acting on behalf of the Provider and shall direct all complaints concerning the performance of such employees to the Provider for action.
2. The Provider will establish a grievance procedure for any older adult terminated for service or determined not eligible for service and wishes to dispute such a decision.
3. The Corporation shall perform one formal evaluation per fiscal year. The evaluation shall be in writing and note any areas of contractual non-compliance. In the event the Corporation notes concerns and/or specific areas of non-compliance, the Provider will submit in writing a plan to address these areas of concern within the specified timeframe as determined by the Corporation.
4. The Provider must submit accurate, timely, and unaltered Monthly Standard Statistical/Invoice Reports provided by the Corporation unless otherwise noted, by the 15th of each month, after the month of service provided, which include total donations received, total number of units provided through this grant, and description of pertinent and relevant activity during the reporting period. Units of service provided under this grant shall be counted accordingly:
 - a. Count Each Unduplicated Person Contacted. Unduplicated counts begin October 1st. Persons counted as unduplicated once are not added into this count again until the next fiscal year beginning October 1st.
 - b. Service Units – count each applicable service reported each month: Examples: Transportation (1 one-way trip), Outreach (1 contact), Physical Fitness (1 activity), Other (explain)
5. The Provider must provide each older person with an opportunity to contribute voluntarily to the cost of the services. When using Title III funding, the word “voluntary” must precede “donation” in every instance throughout all signs, brochures, and written materials. Whenever and wherever possible, Title III clients should be reminded that their voluntary donations are put directly into program enhancement, allowing the expansion of services. Language should also indicate that contributing or failing to contribute in no ways informs or influences service delivery.
6. The Provider agrees to cite in writing the Older Americans Act as a funding source provided by a grant from the Corporation in any brochure, periodical or publication describing the program funded under this Agreement.
7. The Provider shall develop and keep on file documentation, including client satisfaction surveys (with personal identifiers removed when monitored) or other similar information, sufficient to demonstrate and measure the Program’s effect on clients as described in the Provider’s proposal, and to improve Program operations.

NOTIFICATION OF GRANT AWARD

AREA AGENCY ON AGING

BayPath Elder Services, Inc.
33 Boston Post Road West
Marlborough, MA 01752-1853

CODE	CODE NO.	TYPE OF GRANT OR ACTION
1	1	New or Continuation
	2	Title III-C of the Older Americans Act
	3	USDA Cash

PROJECT OR PROGRAM TITLE
Asian Older Adult Programming and Outreach Project

APPROVED COST	
ITEM	AMOUNT
PERSONNEL	\$12,492.00
support costs	\$1,220.00
OTHER:	
TOTAL COST	\$13,712.00



Project Identification Number		3B-19-07
CODE	CODE NO.	
1	1	Title III-B of the Older Americans Act
	2	Title III-C of the Older Americans Act
	3	USDA Cash
	4	
CFDA	93.044	FEIN # 04-6001315

2018-2019	Project Year of this Grant
APPROVED PROJECT PERIOD	
BEGINNING	October 01, 2018
ENDING	September 30, 2019

NAME AND ADDRESS OF GRANTEE			
NAME:	Sudbury Senior Center/Town of Sudbury		
ADDRESS:	40 Fairbank Road		
CITY:	Sudbury	ST:	MA
ZIP:	01776		

ITEM	AMOUNT
A. Total Approved Budget	\$13,712.00
B. Less: Project Income	
Less: Other Resources	
C. Net Cost	\$13,712.00
D. Less: Match (cash)	(\$100.00)
Less: In-Kind	(\$8,112.00)
E. Federal Share of Cost	\$5,500.00
F.	
G. Less: Prior Awards Total	
H. Amount of this Award *	\$5,500.00
*subject to fund availability	

<input checked="" type="checkbox"/>	LINE 'E' ABOVE CONSTITUTES A CEILING FOR FEDERAL PARTICIPATION IN THE APPROVED COST.
<input type="checkbox"/>	THE FEDERAL SHARE IS EARNED ONLY WHEN THE COST IS ACCRUED AND THE NON-FEDERAL SHARE HAS BEEN CONTRIBUTED. RECEIPT OF FEDERAL FUNDS DOES NOT CONSTITUTE EARNINGS OF THESE FUNDS.
<input type="checkbox"/>	SEE ATTACHED DETAILED BUDGET.
<input type="checkbox"/>	OTHER:

NAME OF BAYPATH EXECUTIVE DIRECTOR	SIGNATURE	DATE
Christine Alessandro		October 01, 2018
NAME OF AUTHORIZED GRANTEE OFFICIAL	SIGNATURE	DATE
Debra Galloway, Director		October 01, 2018
H:\JMG\GRANTNOTIF2.OFM REV.:05-08-2002. JMG White - Fiscal Yellow - DEA Pink - AAA Gold -Grantee		

Attachment 22.c: NGA and Agreement Asian (3008 : Approve BayPath Elder grants submitted by Deb Galloway)

**MEMORANDUM OF AGREEMENT BETWEEN
BAYPATH ELDER SERVICES, INC.**

and

Sudbury Council on Aging and Senior Center

This Service Agreement "Agreement" is entered into between BayPath Elder Services, Inc., hereinafter referred to as the 'Corporation' and having its principal offices at: 33 Boston Post Road West, Marlborough MA 01752 and the Sudbury COA and Senior Center, hereinafter referred to as the 'Provider,' having its principal offices at 40 Fairbank Road, Sudbury, MA 01776.

WHEREAS, the Corporation desires to establish services to adults 60 years of age and older, and their Caregivers, who reside within its planning and service area, through Title III funding of the Older Americans Act of 1965 as amended. The Corporation, having received Title III funding from the Executive Office of Elder Affairs, hereinafter referred to as EOEAA, seeks through this Agreement to provide such services to older adults as specified, within this agreement.

NOW, therefore, the parties hereto mutually agree as to the following:

1. The award amount for this grant shall be \$5,500.00 for the Outreach and Programs for Asian Older Adults Project as specified in Section A.
2. The Agreement shall take effect on October 1, 2018 and shall remain in effect until and through September 30, 2019, unless earlier terminated in accordance with the terms set forth herein. This contract is subject to the Corporation and the Executive Office of Elder Affairs confirmation of available Title III funds, and compliance with the provisions of the regulations as set forth in this Agreement.
3. The Corporation shall pay the Provider in accordance with the terms and rates set forth in Section B.
4. The Provider shall comply with the terms and conditions as set forth and agreed to in the Corporate Statements submitted with the Proposal.

5. The Provider recognizes that in the performance of this Agreement, it may be a holder of personal data as defined in M.G.L. c.66A. The Provider shall comply with those provisions, as well as the Fair Information Practices Act, and Privacy/Confidentiality Regulations that govern access, use, and safeguarding of clients' data. The laws and regulations governing confidentiality shall not preclude the examination of any records relating to monitoring this agreement by the Corporation or other authorized state or federal government employees. The Provider shall comply with all relevant regulations and laws regarding confidential information and take reasonable steps to insure the physical security of confidential data under its control.
6. Assurance that provider of services is in compliance with the Health Insurance Portability and Accountability Act of 1996. (Public Law 104-191 H.R. 3103) to protect the privacy and provide for the security of Protected Health Information (PHI) disclosed to the Corporation.
7. The provider must be in compliance with the Commonwealth of Massachusetts Criminal Offender Record Check CORI Law (M.G.L. chapter 6, section 172C) which requires entities to obtain CORI checks on individuals before they can volunteer, be employed or be referred for employment in an entity providing services to elderly or disabled person in their homes or in a community setting.
8. The Provider shall comply with the applicable provisions of the EOE's Regulations Governing the Protection of Clients Who Are Participants in Research Projects (651 C.M.R. 7.00).
9. The Provider shall establish, maintain, and submit to the Corporation documentation as outlined in Section C, which is required by the Corporation, to insure adequate documentation of financial activities and the provision of services. In addition, the Provider shall maintain and retain applicable client files, personnel policies and records for seven (7) years or such longer time as required by any applicable licensing standards or governmental regulations.
10. The Provider shall not enter into subcontracts for any of the work contemplated under this Agreement without obtaining prior approval of the Corporation.

11. No employee of the Corporation, EOE, or the Provider shall have any financial interest, directly or indirectly, in this contract except of his/her official salary for work done or materials furnished by him/her and will have no conflict of interest in said contract, or in any contract which the Provider or the Corporation will enter into with any subcontractors.
12. All grants awarded by the Corporation under Title III of the Older American Act are federal funds. All Providers must meet the requirements of OMB Circular A-133, ("Audits of States, Local Governments and Non-Profit Organizations"). Audit requirements are based on awards received from the Corporation in combination with other sources of federal funding.
 - a. Providers receiving \$500,000 or more a year in federal awards shall have a single audit in accordance with Circular A-133. If the Provider receives awards of \$500,000 or more under only one program, it has the option of having a program specific audit in accordance with Circular A-133.
 - b. Providers receiving less than \$500,000 a year in federal awards are exempt from federal audit requirements, but records must be available for review by appropriate federal and/or corporate officials.
13. The Provider, upon notification of execution and approval of the Agreement and prior to commencing work on this Agreement, shall procure, carry out and pay for all Worker's compensation and other insurance required by law and sufficient fire, theft, casualty, extended coverage and personal liability in such amount in such forms, which such companies as may be approved by the Corporation. Said insurance will remain in full force and effect during the duration of this Agreement or any execution thereof. Evidence of said insurance will be provided to the Corporation prior to the commencement of services. The Provider shall identify and hold harmless the Corporation in any liability claims arising out of the services performed.
14. This Agreement may be renegotiated and/or modified by mutual consent of both parties, unless terminated earlier in accordance with the terms of this agreement or by mutual consent of the parties of both parties.

15. Either party may terminate this Agreement without cause upon provision of written notice to the other at least sixty (60) days prior to its effective date. Should the Corporation determine any other non-compliance issues exist with the terms of this Agreement on the part of the Provider that endanger the life, health, or safety of any recipients of service, it shall terminate this Agreement by orally notifying the Provider followed by written notification by certified mail, setting forth the specific reasons for the termination, effective three days following the oral notification.
16. The Corporation may terminate this Agreement for other areas of non-compliance unless the Provider restores compliance within thirty (30) days of such notification by the Corporation.
17. The Provider is entitled to a Hearing and Appeals process pursuant to M.G.L. 19A S3 and Sec. 307(a) of the Older Americans Act of 1965, as amended and regulations of 45 C.F.R. 1321.51(a) 4 et seq., and DEA-PI-81-49.
 - a. A request for a hearing can be made by a Provider for an action taken by the Corporation affecting a Provider which denies in whole or in part an application for funding; or terminates or does not renew a grant or contract except as provided in 45 C.F.R. Part 74, Sub Part M (Non-compliance with objectives and conditions). The Notice of Appeal must be mailed by registered or certified mail to the Corporation and to the Executive Office of Elder Affairs Hearing Officer with thirty (30) days of the written notification to the Provider of the adverse action by the Corporation.
 - b. An Administrative Review Panel shall be established by the Corporation. Its members shall consist of a member of the Board of Directors of the Corporation, a member of the Corporation's Area Agency on Aging Advisory Council a member living or working in the community who is not employed by or serving a Board or council of the Corporation. These persons shall be selected by the Corporation.
 - c. The Provider may bring up to three (3) staff or board members as well as someone to take minutes, if desired. The Administrative Review Panel may, at its option, increase the number of persons, if requested by the Provider
 - d. A tape recording of the proceedings may, at the option of the Administrative Review Panel, be made. The Provider will not be allowed to record the meetings. The

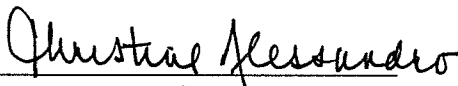
Corporation, at the request of the Provider, will provide minutes, a tape or a transcription of the meeting. The costs of preparing the minutes, the tape or transcription will be borne by the Provider.

- e. The administrative review sessions will be limited to one and one-half (1-1/2) hours, unless the time allotted is increased by the Administrative Review Panel. The Provider shall have one and one-half (1-1/2) hours to present its case. The Corporation shall have an equal amount of time. A further one-half (1/2) hour may be allocated to each the Corporation and Provider for summarizing discussion. If the Administrative Review Panel has not allocated more than one and one-half (1-1/2) hours for the Administrative review session, additional time will be scheduled within five (5) working days.

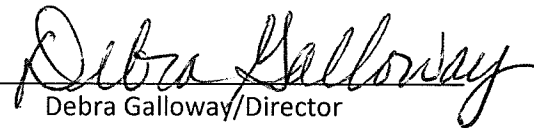
IN WITNESS WHEREOF, the parties enter this Agreement by their duly authorized officers:

For: BayPath Elder Services, Inc.

For: Sudbury Senior Center/Town of Sudbury



 Christine Alessandro/Executive Director



 Debra Galloway/Director

9-12-18

 Date

9/26/18

 Date

Attachment 22.c: NGA and Agreement Asian (3008 : Approve BayPath Elder grants submitted by Deb Galloway)

Outreach and Programs for Asian Older Adults Project

SECTION A – SERVICE DELIVERY CONDITIONS

1. The Provider agrees to implement the following services(s), performing them in accordance with the proposal submitted and accepted with any modification agreed to by the Corporation:

- To improve the quality of life for minority seniors by providing social and educational programs for Asian older adults and others elders with limited English proficiency.

2. As per Section 306 (a)(5)(A), the Provider shall, to the maximum extent feasible, strive to target and provide services to persons 60 years or older, and/or their Caregivers, residing in the service area and in need of the service as outlined in the submitted proposal. Further, the Provider will strive to serve persons deemed low-income, minority, limited English speaking, Alzheimer’s clients, Caregivers, and those with the greatest social and economic needs.

3. The Provider shall provide services to eligible residents of the following community(s):

- | | | |
|--------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Dover | <input type="checkbox"/> Wayland | <input type="checkbox"/> Southborough |
| <input type="checkbox"/> Hudson | <input type="checkbox"/> Sherborn | <input type="checkbox"/> Framingham |
| <input type="checkbox"/> Ashland | <input type="checkbox"/> Northborough | <input type="checkbox"/> Natick |
| <input type="checkbox"/> Marlborough | <input type="checkbox"/> Hopkinton | <input checked="" type="checkbox"/> Sudbury |
| <input type="checkbox"/> Westborough | <input type="checkbox"/> Holliston | |

Attachment 22.c: NGA and Agreement Asian (3008 : Approve BayPath Elder grants submitted by Deb Galloway)

SECTION B – FISCAL AND ADMINISTRATIVE CONDITIONS

1. Title IIIB and IIID grants require at least a 15% match of non-federal funds to support programming provided under the service agreement. For Title IIIE grants, a 25% match of non-federal funds to support programming must be provided. Under this service agreement the Provider has provided the following matching amount toward total program costs:

Federal Share:	\$ 5,500.00
Match Share:	\$ 8,212.00
Total Program:	\$ 13,712.00

Funding is contingent on the availability of Federal Fiscal Year 2019 funds and the approval of the Executive Office of Elder Affairs.

2. The Provider will be paid on a cost reimbursement basis; the expenditures charged to the Corporation shall not exceed any line item without the prior written consent of the Corporation. Requests by the Provider for line-item changes will be in writing.
3. The services to be performed by the Provider will be supported by Federal and non-Federal funds approved for this project. In no case shall the cumulative bills charged by the Provider to the Corporation exceed the Federal amount awarded. Payment from the Corporation to the Provider shall be made no later than 30 days after receipt of the Standard Invoice.
4. Both Federal and non-Federal resources supporting this program shall be maintained in an account separate from any other funds. Unless these funds are used as partial subsidy for the entire program budget, separate accounting records for disbursements shall be established. Program accounting records shall be itemized in sufficient detail to show exact nature of all receipts and disbursements. Supporting documents shall be readily available for review.

SECTION C – ADMINISTRATIVE CONDITIONS

1. The Corporation shall have no direct control of or authority over any employee of the Provider or any other person acting on behalf of the Provider and shall direct all complaints concerning the performance of such employees to the Provider for action.
2. The Provider will establish a grievance procedure for any older adult terminated for service or determined not eligible for service and wishes to dispute such a decision.
3. The Corporation shall perform one formal evaluation per fiscal year. The evaluation shall be in writing and note any areas of contractual non-compliance. In the event the Corporation notes concerns and/or specific areas of non-compliance, the Provider will submit in writing a plan to address these areas of concern within the specified timeframe as determined by the Corporation.
4. The Provider must submit accurate, timely, and unaltered Monthly Standard Statistical/Invoice Reports provided by the Corporation unless otherwise noted, by the 15th of each month, after the month of service provided, which include total donations received, total number of units provided through this grant, and description of pertinent and relevant activity during the reporting period. Units of service provided under this grant shall be counted accordingly:
 - a. Count Each Unduplicated Person Contacted. Unduplicated counts begin October 1st. Persons counted as unduplicated once are not added into this count again until the next fiscal year beginning October 1st.
 - b. Service Units – count each applicable service reported each month: Examples: Transportation (1 one-way trip), Outreach (1 contact), Physical Fitness (1 activity), Other (explain)
5. The Provider must provide each older person with an opportunity to contribute voluntarily to the cost of the services. When using Title III funding, the word “voluntary” must precede “donation” in every instance throughout all signs, brochures, and written materials. Whenever and wherever possible, Title III clients should be reminded that their voluntary donations are put directly into program enhancement, allowing the expansion of services. Language should also indicate that contributing or failing to contribute in no ways informs or influences service delivery.
6. The Provider agrees to cite in writing the Older Americans Act as a funding source provided by a grant from the Corporation in any brochure, periodical or publication describing the program funded under this Agreement.
7. The Provider shall develop and keep on file documentation, including client satisfaction surveys (with personal identifiers removed when monitored) or other similar information, sufficient to demonstrate and measure the Program’s effect on clients as described in the Provider’s proposal, and to improve Program operations.

**MEMORANDUM OF AGREEMENT BETWEEN
BAYPATH ELDER SERVICES, INC.**

and

Sudbury Council on Aging and Senior Center

This Service Agreement "Agreement" is entered into between BayPath Elder Services, Inc., hereinafter referred to as the 'Corporation' and having its principal offices at: 33 Boston Post Road West, Marlborough MA 01752 and the Sudbury COA and Senior Center, hereinafter referred to as the 'Provider,' having its principal offices at 40 Fairbank Road, Sudbury, MA 01776.

WHEREAS, the Corporation desires to establish services to adults 60 years of age and older, and their Caregivers, who reside within its planning and service area, through Title III funding of the Older Americans Act of 1965 as amended. The Corporation, having received Title III funding from the Executive Office of Elder Affairs, hereinafter referred to as EOE, seeks through this Agreement to provide such services to older adults as specified, within this agreement.

NOW, therefore, the parties hereto mutually agree as to the following:

1. The award amount for this grant shall be \$2,775.00 for the AARP Smart Driver Courses as specified in Section A.
2. The Agreement shall take effect on October 1, 2018 and shall remain in effect until and through September 30, 2019, unless earlier terminated in accordance with the terms set forth herein. This contract is subject to the Corporation and the Executive Office of Elder Affairs confirmation of available Title III funds, and compliance with the provisions of the regulations as set forth in this Agreement.
3. The Corporation shall pay the Provider in accordance with the terms and rates set forth in Section B.
4. The Provider shall comply with the terms and conditions as set forth and agreed to in the Corporate Statements submitted with the Proposal.

5. The Provider recognizes that in the performance of this Agreement, it may be a holder of personal data as defined in M.G.L. c.66A. The Provider shall comply with those provisions, as well as the Fair Information Practices Act, and Privacy/Confidentiality Regulations that govern access, use, and safeguarding of clients' data. The laws and regulations governing confidentiality shall not preclude the examination of any records relating to monitoring this agreement by the Corporation or other authorized state or federal government employees. The Provider shall comply with all relevant regulations and laws regarding confidential information and take reasonable steps to insure the physical security of confidential data under its control.
6. Assurance that provider of services is in compliance with the Health Insurance Portability and Accountability Act of 1996. (Public Law 104-191 H.R. 3103) to protect the privacy and provide for the security of Protected Health Information (PHI) disclosed to the Corporation.
7. The provider must be in compliance with the Commonwealth of Massachusetts Criminal Offender Record Check CORI Law (M.G.L. chapter 6, section 172C) which requires entities to obtain CORI checks on individuals before they can volunteer, be employed or be referred for employment in an entity providing services to elderly or disabled person in their homes or in a community setting.
8. The Provider shall comply with the applicable provisions of the EOE's Regulations Governing the Protection of Clients Who Are Participants in Research Projects (651 C.M.R. 7.00).
9. The Provider shall establish, maintain, and submit to the Corporation documentation as outlined in Section C, which is required by the Corporation, to insure adequate documentation of financial activities and the provision of services. In addition, the Provider shall maintain and retain applicable client files, personnel policies and records for seven (7) years or such longer time as required by any applicable licensing standards or governmental regulations.
10. The Provider shall not enter into subcontracts for any of the work contemplated under this Agreement without obtaining prior approval of the Corporation.

11. No employee of the Corporation, EOE, or the Provider shall have any financial interest, directly or indirectly, in this contract except of his/her official salary for work done or materials furnished by him/her and will have no conflict of interest in said contract, or in any contract which the Provider or the Corporation will enter into with any subcontractors.
12. All grants awarded by the Corporation under Title III of the Older American Act are federal funds. All Providers must meet the requirements of OMB Circular A-133, ("Audits of States, Local Governments and Non-Profit Organizations"). Audit requirements are based on awards received from the Corporation in combination with other sources of federal funding.
 - a. Providers receiving \$500,000 or more a year in federal awards shall have a single audit in accordance with Circular A-133. If the Provider receives awards of \$500,000 or more under only one program, it has the option of having a program specific audit in accordance with Circular A-133.
 - b. Providers receiving less than \$500,000 a year in federal awards are exempt from federal audit requirements, but records must be available for review by appropriate federal and/or corporate officials.
13. The Provider, upon notification of execution and approval of the Agreement and prior to commencing work on this Agreement, shall procure, carry out and pay for all Worker's compensation and other insurance required by law and sufficient fire, theft, casualty, extended coverage and personal liability in such amount in such forms, which such companies as may be approved by the Corporation. Said insurance will remain in full force and effect during the duration of this Agreement or any execution thereof. Evidence of said insurance will be provided to the Corporation prior to the commencement of services. The Provider shall identify and hold harmless the Corporation in any liability claims arising out of the services performed.
14. This Agreement may be renegotiated and/or modified by mutual consent of both parties, unless terminated earlier in accordance with the terms of this agreement or by mutual consent of the parties of both parties.

15. Either party may terminate this Agreement without cause upon provision of written notice to the other at least sixty (60) days prior to its effective date. Should the Corporation determine any other non-compliance issues exist with the terms of this Agreement on the part of the Provider that endanger the life, health, or safety of any recipients of service, it shall terminate this Agreement by orally notifying the Provider followed by written notification by certified mail, setting forth the specific reasons for the termination, effective three days following the oral notification.
16. The Corporation may terminate this Agreement for other areas of non-compliance unless the Provider restores compliance within thirty (30) days of such notification by the Corporation.
17. The Provider is entitled to a Hearing and Appeals process pursuant to M.G.L. 19A S3 and Sec. 307(a) of the Older Americans Act of 1965, as amended and regulations of 45 C.F.R. 1321.51(a) 4 et seq., and DEA-PI-81-49.
 - a. A request for a hearing can be made by a Provider for an action taken by the Corporation affecting a Provider which denies in whole or in part an application for funding; or terminates or does not renew a grant or contract except as provided in 45 C.F.R. Part 74, Sub Part M (Non-compliance with objectives and conditions). The Notice of Appeal must be mailed by registered or certified mail to the Corporation and to the Executive Office of Elder Affairs Hearing Officer with thirty (30) days of the written notification to the Provider of the adverse action by the Corporation.
 - b. An Administrative Review Panel shall be established by the Corporation. Its members shall consist of a member of the Board of Directors of the Corporation, a member of the Corporation's Area Agency on Aging Advisory Council a member living or working in the community who is not employed by or serving a Board or council of the Corporation. These persons shall be selected by the Corporation.
 - c. The Provider may bring up to three (3) staff or board members as well as someone to take minutes, if desired. The Administrative Review Panel may, at its option, increase the number of persons, if requested by the Provider
 - d. A tape recording of the proceedings may, at the option of the Administrative Review Panel, be made. The Provider will not be allowed to record the meetings. The

Corporation, at the request of the Provider, will provide minutes, a tape or a transcription of the meeting. The costs of preparing the minutes, the tape or transcription will be borne by the Provider.

- e. The administrative review sessions will be limited to one and one-half (1-1/2) hours, unless the time allotted is increased by the Administrative Review Panel. The Provider shall have one and one-half (1-1/2) hours to present its case. The Corporation shall have an equal amount of time. A further one-half (1/2) hour may be allocated to each the Corporation and Provider for summarizing discussion. If the Administrative Review Panel has not allocated more than one and one-half (1-1/2) hours for the Administrative review session, additional time will be scheduled within five (5) working days.

IN WITNESS WHEREOF, the parties enter this Agreement by their duly authorized officers:

For: BayPath Elder Services, Inc.

For: Sudbury Senior Center/Town of Sudbury

Christine Alessandro
 Christine Alessandro/Executive Director

Debra Galloway
 Debra Galloway/Director

9-12-18
 Date

9-26-18
 Date

Attachment 22.d: NGA and Agreement Smart Driver (3008 : Approve BayPath Elder grants submitted by Deb Galloway)

SECTION A – SERVICE DELIVERY CONDITIONS

1. The Provider agrees to implement the following services(s), performing them in accordance with the proposal submitted and accepted with any modification agreed to by the Corporation:

- A program designed to increase driver’s awareness of changes in driving skills and to incorporate habits and methods to improve safety.

2. As per Section 306 (a)(5)(A), the Provider shall, to the maximum extent feasible, strive to target and provide services to persons 60 years or older, and/or their Caregivers, residing in the service area and in need of the service as outlined in the submitted proposal. Further, the Provider will strive to serve persons deemed low-income, minority, limited English speaking, Alzheimer’s clients, Caregivers, and those with the greatest social and economic needs.

3. The Provider shall provide services to eligible residents of the following community(s):

- | | | |
|--------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Dover | <input type="checkbox"/> Wayland | <input type="checkbox"/> Southborough |
| <input type="checkbox"/> Hudson | <input type="checkbox"/> Sherborn | <input type="checkbox"/> Framingham |
| <input type="checkbox"/> Ashland | <input type="checkbox"/> Northborough | <input type="checkbox"/> Natick |
| <input type="checkbox"/> Marlborough | <input type="checkbox"/> Hopkinton | <input checked="" type="checkbox"/> Sudbury |
| <input type="checkbox"/> Westborough | <input type="checkbox"/> Holliston | |

Attachment22.d: NGA and Agreement Smart Driver (3008 : Approve BayPath Elder grants submitted by Deb Galloway)

SECTION B – FISCAL AND ADMINISTRATIVE CONDITIONS

1. Title IIIB and IIID grants require at least a 15% match of non-federal funds to support programming provided under the service agreement. For Title IIIE grants, a 25% match of non-federal funds to support programming must be provided. Under this service agreement the Provider has provided the following matching amount toward total program costs:

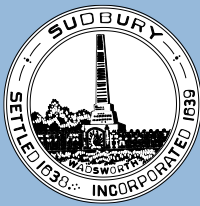
Federal Share:	\$ 2,775.00
Match Share:	\$ 900.00
Total Program:	<u>\$ 3,675.00</u>

Funding is contingent on the availability of Federal Fiscal Year 2019 funds and the approval of the Executive Office of Elder Affairs.

2. The Provider will be paid on a cost reimbursement basis; the expenditures charged to the Corporation shall not exceed any line item without the prior written consent of the Corporation. Requests by the Provider for line-item changes will be in writing.
3. The services to be performed by the Provider will be supported by Federal and non-Federal funds approved for this project. In no case shall the cumulative bills charged by the Provider to the Corporation exceed the Federal amount awarded. Payment from the Corporation to the Provider shall be made no later than 30 days after receipt of the Standard Invoice.
4. Both Federal and non-Federal resources supporting this program shall be maintained in an account separate from any other funds. Unless these funds are used as partial subsidy for the entire program budget, separate accounting records for disbursements shall be established. Program accounting records shall be itemized in sufficient detail to show exact nature of all receipts and disbursements. Supporting documents shall be readily available for review.

SECTION C – ADMINISTRATIVE CONDITIONS

1. The Corporation shall have no direct control of or authority over any employee of the Provider or any other person acting on behalf of the Provider and shall direct all complaints concerning the performance of such employees to the Provider for action.
2. The Provider will establish a grievance procedure for any older adult terminated for service or determined not eligible for service and wishes to dispute such a decision.
3. The Corporation shall perform one formal evaluation per fiscal year. The evaluation shall be in writing and note any areas of contractual non-compliance. In the event the Corporation notes concerns and/or specific areas of non-compliance, the Provider will submit in writing a plan to address these areas of concern within the specified timeframe as determined by the Corporation.
4. The Provider must submit accurate, timely, and unaltered Monthly Standard Statistical/Invoice Reports provided by the Corporation unless otherwise noted, by the 15th of each month, after the month of service provided, which include total donations received, total number of units provided through this grant, and description of pertinent and relevant activity during the reporting period. Units of service provided under this grant shall be counted accordingly:
 - a. Count Each Unduplicated Person Contacted. Unduplicated counts begin October 1st. Persons counted as unduplicated once are not added into this count again until the next fiscal year beginning October 1st.
 - b. Service Units – count each applicable service reported each month: Examples: Transportation (1 one-way trip), Outreach (1 contact), Physical Fitness (1 activity), Other (explain)
5. The Provider must provide each older person with an opportunity to contribute voluntarily to the cost of the services. When using Title III funding, the word “voluntary” must precede “donation” in every instance throughout all signs, brochures, and written materials. Whenever and wherever possible, Title III clients should be reminded that their voluntary donations are put directly into program enhancement, allowing the expansion of services. Language should also indicate that contributing or failing to contribute in no ways informs or influences service delivery.
6. The Provider agrees to cite in writing the Older Americans Act as a funding source provided by a grant from the Corporation in any brochure, periodical or publication describing the program funded under this Agreement.
7. The Provider shall develop and keep on file documentation, including client satisfaction surveys (with personal identifiers removed when monitored) or other similar information, sufficient to demonstrate and measure the Program’s effect on clients as described in the Provider’s proposal, and to improve Program operations.



SUDBURY BOARD OF SELECTMEN

Tuesday, October 30, 2018

CONSENT CALENDAR ITEM

23: Minutes approval

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to approve the regular session minutes of 9/25/18.

Recommendations/Suggested Motion/Vote: Vote to approve the regular session minutes of 9/25/18.

Background Information:
attached draft

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

10/30/2018 6:30 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, October 30, 2018

CONSENT CALENDAR ITEM

24: Park & Rec Fall 5K donation

REQUESTOR SECTION

Date of request:

Requestor: Kayla Wright, Park & Rec Director

Formal Title: Vote to accept, on behalf of the Town, a \$50 donation from Village Wellness, Inc. to the Program Contributions and Donations Account (191448/483100) to support the Park & Recreation Fall 5K, as requested by Kayla Wright, Director of Parks, Recreation & Aquatics, in a memo dated October 23, 2018.

Recommendations/Suggested Motion/Vote: Vote to accept, on behalf of the Town, a \$50 donation from Village Wellness, Inc. to the Program Contributions and Donations Account (191448/483100) to support the Park & Recreation Fall 5K, as requested by Kayla Wright, Director of Parks, Recreation & Aquatics, in a memo dated October 23, 2018.

Background Information:
attached memo

Financial impact expected:

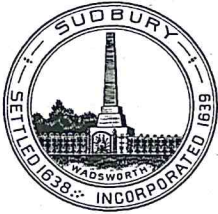
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Town Counsel	Pending
Jonathan Silverstein	Pending
Robert C. Haarde	Pending
Board of Selectmen	Pending

10/30/2018 6:30 PM



Town of Sudbury

Park & Recreation Department

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

Wrightk@sudbury.ma.us

Memorandum

TO: Patty Golden
FROM: Kayla Wright
RE: Donations
DATE: October 23, 2018

To the Board of Selectmen:

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

Village Wellness, Inc. \$50.00

I have enclosed a copy of the check. The total donation is \$50.00.

Thank you,

Kayla Wright
Director of Parks, Recreation & Aquatics
40 Fairbank Road
Sudbury, MA 01776-1843

RECEIVED
BOARD OF SELECTMEN
SUDBURY, MA
2018 OCT 25 P 12:12

Attachment24.a: park_rec_donation (3019 : Park & Rec Fall 5K donation)