

SUDBURY BOARD OF SELECTMEN
TUESDAY JANUARY 22, 2019
7:00 PM, TOWN HALL - LOWER LEVEL

Item #	Time	Action	Item
	7:00 PM		CALL TO ORDER
			Opening remarks by Chairman
			Reports from Town Manager
			Reports from Selectmen
			Citizen's comments on items not on agenda
PUBLIC HEARING			
1.	7:15 PM	VOTE / SIGN	As the Local Licensing Authority, vote on whether to approve the application of CSJE Enterprises, Inc, d/b/a CJ's Gourmet Pizza & Grill, 29 Hudson Rd., Sudbury, for a Restaurant License for the Sale of Wine & Malt Beverages, under G. L. Ch. 138, s.12, Joanna Vozikis, Manager. The premises proposed to be licensed (i.e., 29 Hudson Road) is a one story, 1,375 square foot restaurant.
TIMED ITEMS			
2.	7:30 PM	VOTE / SIGN	As the Licensing Authority for the Town of Sudbury, in accordance with MGL c138, s. 15, vote to approve a Change of Manager for RBSBW, Inc. d/b/a Sudbury Farms, 439 Boston Post Road, from Kevin Fry to Michael Pedranti, as requested in an application dated December 11, 2018.
MISCELLANEOUS			
3.			Discussion on prioritization of capital projects
4.			Selectman Carty to give a report from the Strategic Financial Planning Committee for Capital Funding.
5.			Discussion on future use of Frost Farm House
6.			Discussion on Town Hall project
7.		VOTE	Discussion and vote whether to use Image Cast Precinct Voting Machine Bundles purchased from LHS Associates, at all elections, beginning at the March 25, 2019 Annual Town Election and to discontinue the use of the AccuVote Machines currently used. The

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
			Town Clerk will send notice to the Secretary of the Commonwealth's Election Division of the vote to change election equipment within 5 days.
8.			Discuss topics to be assigned for the Winter 2019 Board of Selectmen Newsletter.
9.			Citizens' comments (cont)
10.			Discuss upcoming agenda items
CONSENT CALENDAR			
11.		<i>VOTE</i>	Vote to approve the regular session minutes of 11/19/18, 11/27/18, and 12/4/18.
12.		<i>VOTE</i>	Vote to accept a grant in the amount of \$75,000 from the Sudbury Foundation to fund playground renovations at the Loring and Nixon elementary schools.
13.		<i>VOTE</i>	Vote to reappoint Linda G. Hawes to the Historic Districts Commission for a term to expire January 1, 2024, as requested by Fred Taylor, HDC Chairman.
14.		<i>VOTE</i>	Vote to accept the resignation of Marilyn MacLean from the Sudbury Historical Commission, effective 1/8/19, and to send her a letter of thanks for her many years of service to the Town.
15.		<i>VOTE / SIGN</i>	Vote to grant a 1-day All Alcohol license to Protect Sudbury, to accommodate a Winter Wonderland Social fundraiser on Saturday, January 26, 2019 from 7:00 PM to 12:00 AM at 96 Peakham Road, Sudbury, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.

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, January 22, 2019

PUBLIC HEARING

1: CJ's Wine & Malt Restaurant License

REQUESTOR SECTION

Date of request:

Requestor: CSJE Enterprises, Inc., d/b/a CJ's Gourmet Pizza & Grill

Formal Title: As the Local Licensing Authority, vote on whether to approve the application of CSJE Enterprises, Inc, d/b/a CJ's Gourmet Pizza & Grill, 29 Hudson Rd., Sudbury, for a Restaurant License for the Sale of Wine & Malt Beverages, under G. L. Ch. 138, s.12, Joanna Vozikis, Manager. The premises proposed to be licensed (i.e., 29 Hudson Road) is a one story, 1,375 square foot restaurant.

Recommendations/Suggested Motion/Vote: As the Local Licensing Authority, vote on whether to approve the application of CSJE Enterprises, Inc, d/b/a CJ's Gourmet Pizza & Grill, 29 Hudson Rd., Sudbury, for a Restaurant License for the Sale of Wine & Malt Beverages, under G. L. Ch. 138, s.12, Joanna Vozikis, Manager. The premises proposed to be licensed (i.e., 29 Hudson Road) is a one story, 1,375 square foot restaurant.

Background Information:

Please see application and license quotas attached. Complete lease and other documents available at the Selectmen's office upon request.

Financial impact expected:\$3700 License & Application Fees

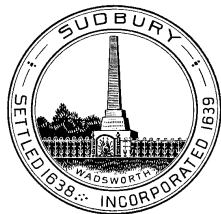
Approximate agenda time requested: 15 minutes

Representative(s) expected to attend meeting: Joanna Vozikis, Owner/Manager; Christos Vozikis, Owner/Manager

Review:

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

01/22/2019 7:00 PM



TOWN OF SUDBURY

Office of Selectmen
www.sudbury.ma.us

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

Email: bosadmin@sudbury.ma.us

LEGAL NOTICE TOWN OF SUDBURY

The Board of Selectmen, acting as the Licensing Authority of the Town of Sudbury, will hold a Public Hearing on Tuesday, January 22, 2019, at 7:15 p.m. in the Town Hall, 322 Concord Road, Sudbury, MA on the following application:

Application of CSJE Enterprises, Inc, d/b/a CJ's Gourmet Pizza & Grill, 29 Hudson Rd., Sudbury, for a Restaurant License for the Sale of Wine & Malt Beverages, under G. L. Ch. 138, s.12, Joanna Vozikis, Manager. The premises proposed to be licensed (i.e., 29 Hudson Road) is a one story, 1,375 square foot restaurant.

BOARD OF SELECTMEN

For publication: *Sudbury Town Crier* January 10, 2019

Date: January 4, 2019

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



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street Boston, MA 02114

www.mass.gov/abcc

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM

APPLICATION FOR A NEW LICENSE

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: <https://www.paybill.com/mass/abcc/retail/>
PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL

EPAY CONFIRMATION NUMBER

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN

STATE

ZIP CODE

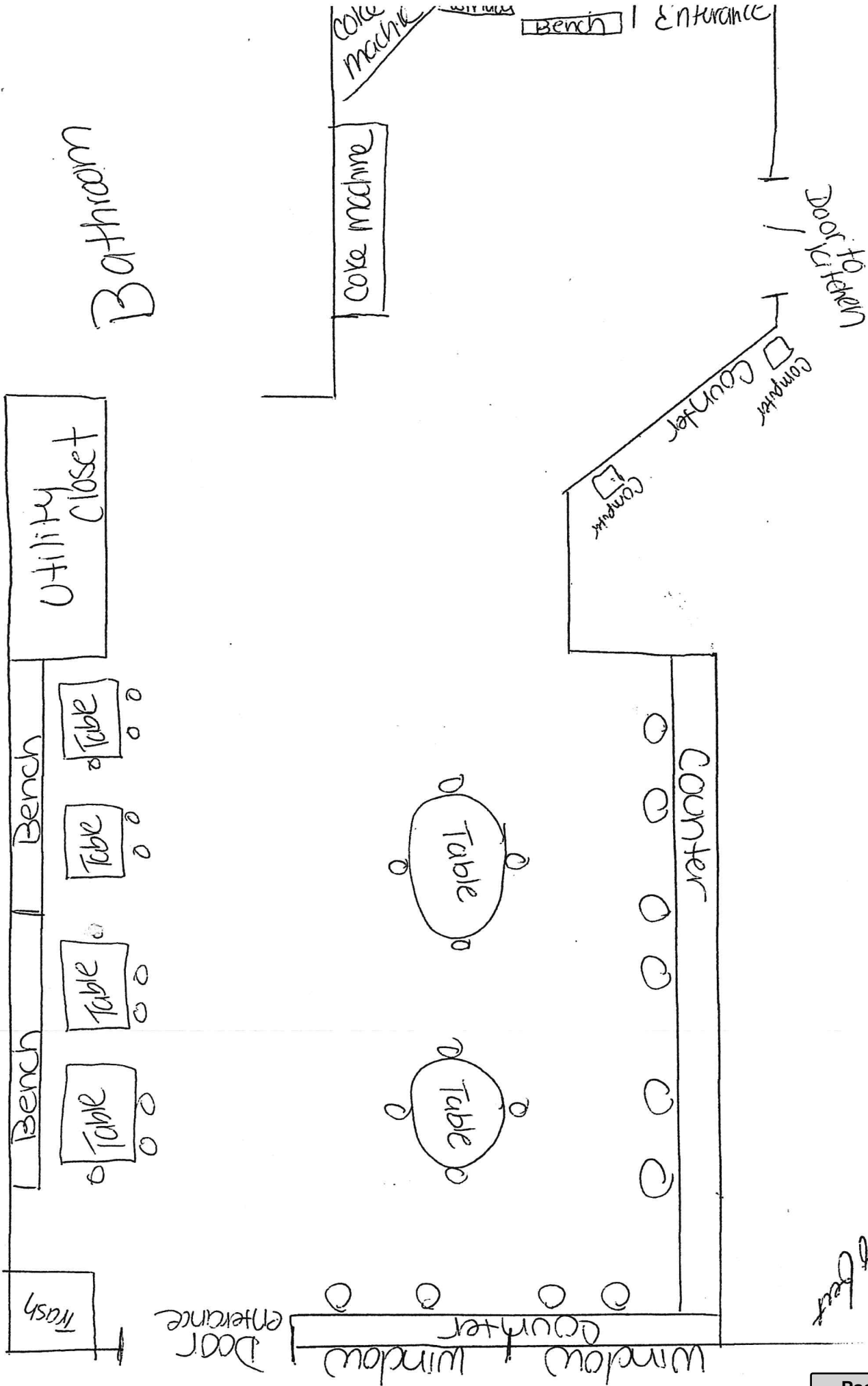
For the following transactions (Check all that apply):

- New License
- Change of Location
- Change of Class (i.e. Annual / Seasonal)
- Change Corporate Structure (i.e. Corp / LLC)
- Transfer of License
- Alteration of Licensed Premises
- Change of License Type (i.e. club / restaurant)
- Pledge of Collateral (i.e. License/Stock)
- Change of Manager
- Change Corporate Name
- Change of Category (i.e. All Alcohol/Wine, Malt)
- Management/Operating Agreement
- Change of Officers/
Directors/LLC Managers
- Change of Ownership Interest
(LLC Members/LLP Partners,
Trustees)
- Issuance/Transfer of Stock/New Stockholder
- Change of Hours
- Other
- Change of DBA

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS
TRANSMITTAL FORM ALONG WITH
COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

ALCOHOLIC BEVERAGES CONTROL COMMISSION
239 CAUSEWAY STREET
BOSTON, MA 02241-3396

Attachment1.b: CJs WM_Application 10.3.18_BOS (3122 : CJ's Wine & Malt Restaurant License)





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

RECEIVED
BOARD OF SELECTION
SUDBURY, MA

APPLICATION FOR A NEW LICENSE

2018 OCT -2 P 4:53

Municipality Sudbury

1. LICENSE CLASSIFICATION INFORMATION

ON/OFF-PREMISES	TYPE	CATEGORY	CLASS
On-Premises-12	\$12 Restaurant	Wines and Malt Beverages	Annual

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

I am applying for a wine and malt beverages license for my pizza shop. It is a carry out and some dine in.

Is this license application pursuant to special legislation? Yes No Chapter Acts of

2. BUSINESS ENTITY INFORMATION

The entity that will be issued the license and have operational control of the premises.

Entity Name C.S.J.E. Enterprises Inc. FEIN

DBA CJ's Gourmet Pizza and Grill Manager of Record Christos Vozikis

Street Address 29 Hudson Road, Sudbury, MA 01776

Phone

Alternative Phone

3. DESCRIPTION OF PREMISES

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

Its only one floor, There is about 1,375 square feet, and its all self-serve and take out only. There are no waiters or waitresses. There is 200 sq. ft outside Rear only. 1 Room only

Total Square Footage: <u>1375</u>	Number of Entrances: <u>2</u>	Seating Capacity: <u>18</u>
Number of Floors: <u>1</u>	Number of Exits: <u>2</u>	Occupancy Number: <u>25</u>

4. APPLICATION CONTACT

The application contact is the person whom the licensing authorities should contact regarding this application.

Name: Christos Vozikis Phone:

Title: Owner Email:

Attachment 1.b: CJs WM Application 10.3.18_BOS (3122 : CJ's Wine & Malt Restaurant License)

APPLICATION FOR A NEW LICENSE

5. CORPORATE STRUCTURE

Entity Legal Structure Date of Incorporation
 State of Incorporation Is the Corporation publicly traded? Yes No

6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:
On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers - At least 50% must be US citizens;
Off Premises(Liquor Store) Directors or LLC Managers - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal Residential Address SSN DOB

Title and or Position Percentage of Ownership Director/ LLC Manager Yes No US Citizen Yes No MA Resident Yes No

Name of Principal Residential Address SSN DOB

Title and or Position Percentage of Ownership Director/ LLC Manager Yes No US Citizen Yes No MA Resident Yes No

Name of Principal Residential Address SSN DOB

Title and or Position Percentage of Ownership Director/ LLC Manager Yes No US Citizen Yes No MA Resident Yes No

Name of Principal Residential Address SSN DOB

Title and or Position Percentage of Ownership Director/ LLC Manager Yes No US Citizen Yes No MA Resident Yes No

Name of Principal Residential Address SSN DOB

Title and or Position Percentage of Ownership Director/ LLC Manager Yes No US Citizen Yes No MA Resident Yes No

Additional pages attached? Yes No

CRIMINAL HISTORY

Has any individual listed in question 6, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions. Yes No

MANAGEMENT AGREEMENT

Are you requesting approval to utilize a management company through a management agreement? Please provide a copy of the management agreement. Yes No

APPLICATION FOR A NEW LICENSE

6A. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 6, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

6B. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 6, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

6C. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 6A or 6B ever been suspended, revoked or cancelled? Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

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

7. OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises.

- If the applicant entity owns the premises, a deed is required.
- If leasing or renting the premises, a signed copy of the lease is required.
- If the lease is contingent on the approval of this license, and a signed lease is not available, a copy of the unsigned lease and a letter of intent to lease, signed by the applicant and the landlord, is required.
- If the real estate and business are owned by the same individuals listed in question 6, either individually or through separate business entities, a signed copy of a lease between the two entities is required.

Please indicate by what means the applicant will occupy the premises

Lease

Landlord Name

Landlord Phone

Landlord Email

Landlord Address

Lease Beginning Date

Rent per Month

Lease Ending Date

Rent per Year

Will the Landlord receive revenue based on percentage of alcohol sales?

Yes No

Attachment 1.b: CJs WM_Application 10.3.18_BOS (3122 : CJ's Wine & Malt Restaurant License)

APPLICATION FOR A NEW LICENSE

8. FINANCIAL DISCLOSURE

A. Purchase Price for Real Estate	<input type="text"/>
B. Purchase Price for Business Assets	<input type="text"/>
C. Other (Please specify)	<input type="text"/>
D. Total Cost	0 <input type="text"/>

SOURCE OF CASH CONTRIBUTION

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Total:	<input type="text"/>

SOURCE OF FINANCING

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No

FINANCIAL INFORMATION

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

There is no funding.

9. PLEDGE INFORMATION

Please provide signed pledge documentation.

Are you seeking approval for a pledge? Yes NoPlease indicate what you are seeking to pledge (check all that apply) License Stock InventoryTo whom is the pledge being made?

10. MANAGER APPLICATION

A. MANAGER INFORMATION

The individual that has been appointed to manage and control the licensed business and premises.

Proposed Manager Name Date of Birth

Residential Address

Email

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

B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen?* Yes No *Manager must be a U.S. Citizen
 If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.

Have you ever been convicted of a state, federal, or military crime? Yes No
 If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
04/2014		manager	CJ's Gourmet Pizza	Chris Vozikis

D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? Yes No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

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

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature Date

Attachment 1.b: CJs WM_Application 10.3.18_BOS (3122 : CJ's Wine & Malt Restaurant License)

ADDITIONAL INFORMATION

Please utilize this space to provide any additional information that will support your application or to clarify any answers provided above.

[Empty space for providing additional information]

APPLICANT'S STATEMENT

I, Christos Vozikis the: sole proprietor; partner; corporate principal; LLC/LLP manager
Authorized Signatory

of C.S.J.E. Enterprises Inc.
Name of the Entity/Corporation

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

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

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature:

Christos Vozikis

Date: 09/26/2018

Title:

Owner

CORPORATE VOTE

The Board of Directors or LLC Managers of
Entity Name

duly voted to apply to the Licensing Authority of
City/Town and the

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on
Date of Meeting

For the following transactions (Check all that apply):

- New License
- Change of Location
- Change of Class (i.e. Annual / Seasonal)
- Change Corporate Structure (i.e. Corp / LLC)
- Transfer of License
- Alteration of Licensed Premises
- Change of License Type (i.e. club / restaurant)
- Pledge of Collateral (i.e. License/Stock)
- Change of Manager
- Change Corporate Name
- Change of Category (i.e. All Alcohol/Wine, Malt)
- Management/Operating Agreement
- Change of Officers/
Directors/LLC Managers
- Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees)
- Issuance/Transfer of Stock/New Stockholder
- Change of Hours
- Other
- Change of DBA

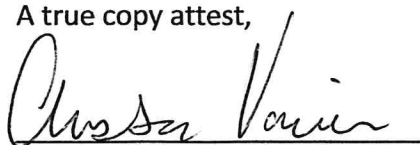
“VOTED: To authorize
Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted.”

“VOTED: To appoint
Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts.”

A true copy attest,


Corporate Officer /LLC Manager Signature

For Corporations ONLY

A true copy attest,

Corporation Clerk's Signature

Attachment 1.b: CJs WM_Application 10.3.18_BOS (3122 : CJ's Wine & Malt Restaurant License)



William Francis Galvin
Secretary of the Commonwealth of Massachusetts



Corporations Division

Business Entity Summary

ID Number: 462828960

[Request certificate](#)

[New search](#)

Summary for: CSJE ENTERPRISES INC.

The exact name of the Domestic Profit Corporation: CSJE ENTERPRISES INC.

Entity type: Domestic Profit Corporation

Identification Number: 462828960

Date of Organization in Massachusetts: 07-01-2013

Last date certain:

Current Fiscal Month/Day: 01/31

The location of the Principal Office:

Address: 29 HUDSON RD

City or town, State, Zip code, Country: SUDBURY, MA 01776 USA

The name and address of the Registered Agent:

Name: CHRISTOS VOZIKIS

Address: 15 CARRIAGE HOUSE LN

City or town, State, Zip code, Country: WORCESTER, MA 01606 USA

The Officers and Directors of the Corporation:

Title	Individual Name	Address
PRESIDENT	CHRISTOS VOZIKIS MR	15 CARRIAGE HOUSE LN WORCESTER, MA 01606 USA
PRESIDENT	CHRISTOS VOZIKIS MR	15 CARRIAGE HOUSE LN WORCESTER, MA 01606 USA
TREASURER	CHRISTOS VOZIKIS MR	15 CARRIAGE HOUSE LN WORCESTER, MA 01606 USA

SECRETARY	CHRISTOS VOZIKIS MR	15 CARRIAGE HOUSE LN WORCESTER, MA 01606 USA
DIRECTOR	JOANNA VOZIKIS	15 CARRIAGE HOUSE LN WORCESTER, MA 01606 USA

Business entity stock is publicly traded:

The total number of shares and the par value, if any, of each class of stock which this business entity is authorized to issue:

Class of Stock	Par value per share	No. of shares	Total Authorized	Total par value	Total issued and outstanding
CNP	\$ 0.00	20,000	\$ 0.00		20,000

Consent
 Confidential Data
 Merger Allowed
 Manufacturing

View filings for this business entity:

- ALL FILINGS
- Administrative Dissolution
- Annual Report
- Application For Revival
- Articles of Amendment
- Articles of Certificate of Incorporation



[View filings](#)

Comments or notes associated with this business entity:

[New search](#)

Town of Sudbury Alcohol License Quota & Availability

ALCOHOL LICENSEES

RESTAURANT/CLUB <i>M.G.L. C.138 § 12</i>		PACKAGE STORE <i>M.G.L. C.138 § 15</i>	
			
All Alcohol	Wine & Malt	All Alcohol	Wine & Malt
Acapulcos	Chili Basil	Danny's	Sperry's Wine
American Legion Post #191	Franco's Trattoria	Duck Soup	Sudbury Craft Beer
Bosse Sports & Health Club	Oishii Too Sushi Bar	Stony Brook	Sudbury Farms
Bullfinch's	Rossini's	Sudbury Wines, Spirits	1- Available
Conrad's	CJ's PENDING	None Available	2- Available
Da Vinci Bistro	None Available		
El Basha			
Fugakyu Café			
Lavender Asian Cuisine			
Longfellow's Wayside Inn			
Lotus Blossom			
Max and Leo's			
Oak Barrel Tavern			
Paani PENDING			
Riceberry PENDING			
Soul of India			
Victory Cigar Bar			
1- Available			
Quota:	18	5	4
Total Issued/Pending:	17	5	4
Available:	1	0	2

Attachment 1.c: Alcohol License Quotas_1.9.19 (3122 : CJ's Wine & Malt Restaurant License)

CJ's Gourmet Pizza & Grill Wine & Malt License Application

Department Feedback

Department	Staff	Approve/Deny	Comments
Building Department	Mark Herweck	Approved	The Building Dept. has no issues.
Fire Department	Chief Whalen	Approved	The Fire Department has no issues with this application.
Health Department	Bill Murphy	Approved	The Health Department does not have any issues with this application.
Police Department	Chief Nix	Approved	The police department does not have an issue with the application. If any issues arise I will be sure to let the Board know. Thank you.

Town Counsel (Brian Riley) reviewed application on 10/5/18. He found no issues.



SUDBURY BOARD OF SELECTMEN
Tuesday, January 22, 2019

TIMED ITEM

2: Sudbury Farms Change of Manager 2019

REQUESTOR SECTION

Date of request:

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

Formal Title: As the Licensing Authority for the Town of Sudbury, in accordance with MGL c138, s. 15, vote to approve a Change of Manager for RBSBW, Inc. d/b/a Sudbury Farms, 439 Boston Post Road, from Kevin Fry to Michael Pedranti, as requested in an application dated December 11, 2018.

Recommendations/Suggested Motion/Vote: As the Licensing Authority for the Town of Sudbury, in accordance with MGL c138, s. 15, vote to approve a Change of Manager for RBSBW, Inc. d/b/a Sudbury Farms, 439 Boston Post Road, from Kevin Fry to Michael Pedranti, as requested in an application dated December 11, 2018.

Background Information:

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

Financial impact expected:\$75 Application Fee

Approximate agenda time requested: 15 minutes

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

Review:

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

01/22/2019 7:00 PM



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

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM

AMENDMENT-Change of Manager

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: <https://www.mass.gov/epay-for-online-payments-abcc>

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL

EPAY CONFIRMATION NUMBER

od9cbe62

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

00014-PK-1250

ENTITY/ LICENSEE NAME

RBSBW, Inc.

ADDRESS

439 Boston Post Rd.

CITY/TOWN

Sudbury

STATE

MA

ZIP CODE

01776

For the following transactions (Check all that apply):

- New License
- Change of Location
- Change of Class (i.e. Annual / Seasonal)
- Change Corporate Structure (i.e. Corp / LLC)
- Transfer of License
- Alteration of Licensed Premises
- Change of License Type (i.e. club / restaurant)
- Pledge of Collateral (i.e. License/Stock)
- Change of Manager
- Change Corporate Name
- Change of Category (i.e. All Alcohol/Wine, Malt)
- Management/Operating Agreement
- Change of Officers/
Directors/LLC Managers
- Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees)
- Issuance/Transfer of Stock/New Stockholder
- Change of Hours
- Other
- Change of DBA

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL FORM ALONG WITH COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

ALCOHOLIC BEVERAGES CONTROL COMMISSION
239 CAUSEWAY STREET
BOSTON, MA 02241-3396

Attachment2.a: Sudbury Farms Change of Manager 2019_BOS (3121 : Sudbury Farms Change of Manager 2019)



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

AMENDMENT-Change of Manager

Change of License Manager

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
RBSBW, Inc.	Sudbury	00014-PK-1250

2. APPLICATION CONTACT

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
James Sperber	Attorney	jsperber@rochebros.com	781-694-5249

3A. MANAGER INFORMATION

The individual that has been appointed to manage and control of the licensed business and premises.

Proposed Manager Name	Michael Pedranti
Residential Address	[REDACTED]
Email	[REDACTED]
Please indicate how many hours per week you intend to be on the licensed premises	50
Last-Approved License Manager	Kevin Fry

3B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen?* Yes No *Manager must be U.S. citizen
 If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.
 Have you ever been convicted of a state, federal, or military crime? Yes No
 If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

3C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

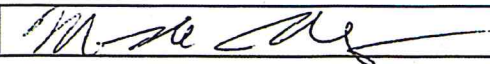
Start Date	End Date	Position	Employer	Supervisor Name
2017	present	Store Manager	Roche Bros.	Roger Bowles
2007	2017	Asst. Manager	Roch Bros.	

3D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? Yes No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

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

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature  Date Nov. 2, 2018

APPLICANT'S STATEMENT

I, Kevin Barner the: sole proprietor; partner; corporate principal; LLC/LLP manager
 Authorized Signatory
 of RBSBW, Inc.
 Name of the Entity/Corporation

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

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

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature: *Kevin F. Barner*

Date: *Nov. 9, 2018*

Title: *Treasurer/Clerk*

CORPORATE VOTE

The Board of Directors or LLC Managers of
Entity Name

duly voted to apply to the Licensing Authority of
City/Town and the

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on
Date of Meeting

For the following transactions (Check all that apply):

Change of Manager

Other

"VOTED: To authorize
Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

"VOTED: To appoint
Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true copy attest,

For Corporations ONLY

A true copy attest,

Corporate Officer /LLC Manager Signature

Kevin F. Barner
Corporation Clerk's Signature

Attachment2.a: Sudbury Farms Change of Manager 2019_BOS (3121 : Sudbury Farms Change of Manager 2019)

Sudbury Farms – Change of Manager Department Feedback

Department	Staff	Approve/Deny	Comments
Building Department	Mark Herweck	Approve	The Building Department has no issues with changing the manager at Sudbury Farms.
Fire Department	Chief Whalen	Approve	The Fire Department had no issue with this change in management.
Health Department	Bill Murphy	Approve	The Board of Health does not have any issues with this application.
Police Department	Chief Nix	Approve	The police department does not have an issue with the change.



SUDBURY BOARD OF SELECTMEN
Tuesday, January 22, 2019

MISCELLANEOUS (UNTIMED)

3: Capital Planning

REQUESTOR SECTION

Date of request:

Requestor: Selectman Dan Carty

Formal Title: Discussion on prioritization of capital projects

Recommendations/Suggested Motion/Vote: Discussion on prioritization of capital projects

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

01/22/2019 7:00 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, January 22, 2019

MISCELLANEOUS (UNTIMED)

4: Report from SFPCCF

REQUESTOR SECTION

Date of request:

Requestor: Dan Carty, Chair SFPCCF

Formal Title: Selectman Carty to give a report from the Strategic Financial Planning Committee for Capital Funding.

Recommendations/Suggested Motion/Vote: Selectman Carty to give a report from the Strategic Financial Planning Committee for Capital Funding.

Background Information:
attached powerpoint presentation

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

01/22/2019 7:00 PM

STRATEGIC FINANCIAL PLANNING COMMITTEE
FOR CAPITAL FUNDING
PRESENTATION TO
SUDBURY BOARD OF SELECTMEN

JANUARY 22, 2019

MISSION STATEMENT

THE BOARD OF SELECTMEN IS CREATING THIS COMMITTEE TO ANNUALLY GENERATE, EVALUATE AND RECOMMEND FINANCING STRATEGIES BOTH SHORT AND LONG TERM, IN CONNECTION WITH THE TOWN'S CAPITAL IMPROVEMENT PLANNING (CIP) FOR THE CAPITAL NEEDS OF THE TOWN, THE SUDBURY PUBLIC SCHOOLS AND LINCOLN-SUDBURY REGIONAL HIGH SCHOOL SO AS TO PROTECT THE TOWN'S INVESTMENT IN ITS CAPITAL ASSETS. THE CAPITAL PROJECTS TO BE CONSIDERED BY THIS COMMITTEE WILL BE THOSE SUBMITTED TO THE CIAC, BUT COULD ALSO INCLUDE PROJECTS BROUGHT FORTH BY THE TOWN, L-S OR SPS EVEN IF THEY HAVE NOT BEEN SUBMITTED TO THE CIAC YET. THE COMMITTEE SHALL WORK TO CREATE AND SUBMIT TO THE SELECTMEN A REPORT THAT THE BOARD, FINANCE COMMITTEE, CAPITAL IMPROVEMENT ADVISORY COMMITTEE AND STAFF CAN USE FOR CONSIDERING THE FINANCING OF THE PROJECTS THAT HAVE BEEN SUBMITTED.

DEFINITIONS

- CAPITAL ASSET: ALL TANGIBLE PROPERTY USED IN THE OPERATION OF GOVERNMENT WHICH IS NOT EASILY CONVERTED INTO CASH AND HAS AN INITIAL USEFUL LIFE EXTENDING BEYOND A SINGLE FINANCIAL REPORTING PERIOD. CAPITAL ASSETS INCLUDE LAND AND LAND IMPROVEMENTS, BUILDINGS AND BUILDING IMPROVEMENTS, MACHINERY AND EQUIPMENT.
- INFRASTRUCTURE: ROADS, DAMS, BRIDGES, WALKWAYS, LIGHTING, DRAINAGE AND UNDERGROUND UTILITIES
- LAND/OPEN SPACE (NO BUILDINGS)
- BUILDINGS AND BUILDING IMPROVEMENTS
- EQUIPMENT AND ROLLING STOCK: TANGIBLE PROPERTY OF A PERMANENT NATURE, OTHER THAN LAND, BUILDINGS AND INFRASTRUCTURE
- RECREATION: LAND IMPROVED TO INCLUDE FIELDS
- URGENT/LEGALLY REQUIRED – COMPLETING THIS PROJECT WILL ADDRESS AN IMMINENT RISK TO THE SAFETY OF THE PUBLIC OR MUNICIPAL PERSONNEL, AND/OR IT WILL PREVENT THE IMMINENT DESTRUCTION OR COLLAPSE OF PUBLIC INFRASTRUCTURE AND LOSS OF ASSETS. ALTERNATIVELY, THIS PROJECT IS REQUIRED TO BRING THE COMMUNITY INTO COMPLIANCE WITH FEDERAL OR STATE SAFETY, ENVIRONMENTAL, ACCESSIBILITY, OR OTHER REGULATIONS AND LEGAL REQUIREMENTS.
- MAINTAIN SERVICE/ UPKEEP – COMPLETING THIS PROJECT IS NECESSARY TO ENSURE LEVEL SERVICE FOR THE UPCOMING FISCAL YEAR. THIS PRIORITY TYPE MAY INCLUDE PROJECTS THAT REPLACE OLD OR WORN-OUT EQUIPMENT, REHABILITATE AGING FACILITIES, OR FACILITATE A DEPARTMENT'S ABILITY TO MEET INCREASED SERVICE DEMANDS.
- ENHANCEMENT – COMPLETING THIS PROJECT WILL PROVIDE A BENEFIT TO THE COMMUNITY OVER AND ABOVE THE EXISTING SERVICE LEVEL, OR IT WILL RESULT IN COST SAVINGS OR OTHER EFFICIENCIES.
- NEW/MAJOR RENOVATION- NEW FACILITIES AND REHABILITATION PROJECTS. THIS CATEGORY ALSO INCLUDES IMPLEMENTATION OF NEW TECHNOLOGY SYSTEMS.

SITUATION

SUDBURY HAS ~\$240,000,000 OF ASSETS (TOWN, SPS, L-S), INCLUDING BUILDINGS, EQUIPMENT, OPEN SPACE AND ROLLING STOCK. THE PRESENT CAPITAL BUDGET INCLUDED IN THE TAX LEVY IS APPROXIMATELY \$450,000. WITH AN OVERALL BUDGET OF ~\$100,000,000 THIS EQUATES TO ~0.5% PLANNED FOR MAINTAINING CAPITAL ASSETS. OVER THE LAST FEW YEARS AND PROJECTED FORWARD THE COST OF MAINTAINING THESE ASSETS, REPLACING OR UPGRADING EQUIPMENT AND REPLACING ROLLING STOCK HAS AVERAGED AND WILL LIKELY CONTINUE TO AVERAGE APPROXIMATELY \$2,500,000 ANNUALLY. THIS LEAVES A SHORTFALL OF APPROXIMATELY \$2,000,000 A YEAR WHICH HAS BEEN FUNDED IN THE PAST BY A COMBINATION OF CAPITAL EXCLUSIONS, USE OF FREE CASH, DEBT EXCLUSIONS AND EVEN SOME CAPITAL LEASES.

TARGET

ESTABLISH A CAPITAL COST CENTER AND RELIABLE FUNDING AT 2.5% OF OVERALL ANNUAL APPROPRIATIONS TO MAINTAIN CAPITAL ASSETS.

POSSIBLE FUNDING OPTIONS

- **STATUS QUO / DO NOTHING** – ALWAYS AN OPTION, SUDBURY COULD CONTINUE TO DO THINGS AS THEY HAVE BEEN DONE IN THE PAST.
 - PROS – NO IMPLEMENTATION HURDLES
 - CONS – DOES NOT STEER TOWARDS TARGET
- **REALLOCATION OF CURRENT BUDGETS** – THIS WOULD REDUCE AMOUNT OF FUNDING TO ONE OR MORE OF THE THREE EXISTING COST CENTERS (TOWN, SPS, L-S) AND REASSIGN MONEY TO CAPITAL BUDGET
 - PROS – NO DIRECT FINANCIAL IMPACT TO TAXPAYER (UNLESS IT TRIGGERED OVERRIDE REQUEST FROM AN IMPACTED COST CENTER)
 - CONS – COST CENTER(S) WOULD BE IMPACTED AS THEIR BUDGET WOULD BE CUT

POSSIBLE FUNDING OPTIONS (CON'T)

- **OVERRIDE / STABILIZATION OVERRIDE** - A ONE-TIME PROP 2 ½ OVERRIDE FOR ALL OR PART OF THE AMOUNT EITHER IN THE FORM OF A 'TRADITIONAL' REQUEST OR A STABILIZATION REQUEST.
 - PROS – SIMPLE, SOLVES PROBLEM IN PERPETUITY (ASSUMING IT STAYS ALLOCATED TO CAPITAL), COULD LESSEN VOTER FATIGUE, MORE PREDICTABLE FOR BETTER PLANNING
 - CONS - IMPACT TO TAXPAYER, REQUIRES VOTER APPROVAL, REQUIRES VOTER EDUCATION, STABILIZATION OVERRIDE A BIT OF AN UNKNOWN
- **REALLOCATION OF RETIRED DEBT OUTSIDE OF LEVY** – CONCEPT IS AS DEBT ROLLS OFF BOOKS AN EQUIVALENT OR LESS AMOUNT IS THEN ALLOCATED TO THE CAPITAL BUDGET
 - PROS – NO INCREASED IMPACT TO TAXPAYERS
 - CONS – TAX BILLS COULD STILL INCREASE IF A NEW LARGE PROJECT WAS INTRODUCED, STILL REQUIRES VOTER APPROVAL OF AN OVERRIDE, MAY BE VIEWED AS COMPLICATED, TAXPAYERS MAY EXPECT TAX BILLS TO DROP AS DEBT IS RETIRED

POSSIBLE FUNDING OPTIONS (CON'T)

- **REDUCTION OF CPA AND REALLOCATION TO CAPITAL** – CURRENTLY SUDBURY PAYS A 3% SURCHARGE FOR COMMUNITY PRESERVATION (CPA) TO BE USED FOR RECREATION, HISTORICAL, HOUSING, AND/OR OPEN SPACE PRESERVATION PURPOSES. IN THE PAST THE COMMONWEALTH MATCHED DOLLAR FOR DOLLAR BUT OVER TIME THE MATCH HAS DROPPED YET THE SURCHARGE HAS NOT. SUDBURY COULD REDUCE THE CPA SURCHARGE AND REDIRECT THAT AMOUNT TO CAPITAL.
 - PROS – NO FINANCIAL IMPACT TO TAXPAYERS, WOULD MAKE FUNDS AVAILABLE TO MORE THAN JUST THE FOUR MANDATED PURPOSES
 - CONS –DISJOINTED DECISIONS {WOULD NEED VOTE TO REDUCE CPA PERCENTAGE AND THEN WOULD NEED A SEPARATE VOTE ON AN OVERRIDE}, IMPACT TO CPC CURRENT AND FUTURE/BONDED PROJECTS

POSSIBLE FUNDING OPTIONS (CON'T)

- **USE OF FREE CASH** – ONE OF THE CURRENT METHODS SUDBURY USES TO PAY FOR MAINTAINING CAPITAL ASSETS;
 - PROS – LOW IMPACT TO TAXPAYER, EASY TO EXPLAIN TO VOTERS AS IT'S WHAT WE DO CURRENTLY
 - CONS - UNCERTAINTY OF FREE CASH, POSSIBLE INCONSISTENT ALLOCATION FOR CAPITAL, CAN'T BUILD UP FUNDS AS IT RESETS EACH YEAR, REDUCES THE AMOUNT OF FREE CASH FOR OTHER PROJECTS FOR ANY OF THE THREE COST CENTERS
- **NEW GROWTH** – TEMPORARY CAPTURE OF ALL (TYPICAL) OR PART (EXTRAORDINARY) OF ANNUAL NEW GROWTH; BUILD UP CAPITAL COST CENTER OVER TIME UNTIL IT GETS TO THE 2.5% THRESHOLD THEN RETURN NEW GROWTH DISTRIBUTION ACROSS ALL 3 COST CENTERS PROS – NO IMPACT TO TAXPAYERS (UNLESS IT TRIGGERED INCREASE FROM AN IMPACTED COST CENTER), TEMPORARY IMPACT TO COST CENTERS, DOES NOT REQUIRE VOTER APPROVAL
 - CONS – WILL TAKE TIME (THINK OPEB), TEMPORARY IMPACT TO COST CENTERS, NEW GROWTH IS OFTEN PRE-BUDGETED, TRUE NEW GROWTH SURPLUS WILL BE HARD TO TRACK AND WILL CHANGE OVER TIME, HOW TO DISTINGUISH BETWEEN "NEW GROWTH" AND "EXTRAORDINARY NEW GROWTH", CONFUSING/ MAY BE HARD TO EXPLAIN TO TAXPAYERS (ALTHOUGH TAXPAYER APPROVAL NOT REQUIRED)

POSSIBLE FUNDING OPTIONS (CON'T)

- **CAPTURE OF REALIZED EFFICIENCIES** – AS COST CENTERS SAVE MONEY RATHER THAN THAT SAVINGS GOING BACK TO THE COST CENTERS IT IS INSTEAD ALLOCATED FOR CAPITAL. FOR EXAMPLE IF PURCHASING A BUCKET TRUCK SO THAT THE TOWN COULD DO ITS OWN TREE WORK RATHER THAN CONTRACT IT OUT WOULD SAVE \$100,000/YEAR. THE FOLLOWING YEAR THE CAPITAL BUDGET COULD BE INCREASED BY THAT AMOUNT AND IT WOULD GROW IN PERPETUITY. SIMILARLY IF ONE OF THE SCHOOL DISTRICTS PURCHASED SOFTWARE THAT WOULD SAVE THEM MONEY IN LABOR COSTS THAT SAVINGS COULD BE RE-CATEGORIZED INTO THE CAPITAL BUDGET.
 - PROS – NO IMPACT TO TAXPAYERS, DOES NOT REQUIRE VOTER APPROVAL
 - CONS – MAY REQUIRE TARGETS FOR EACH COST CENTER/HOW TO ENFORCE, HOW TO ACCURATELY TRACK AND ASSIGN SAVINGS, WILL TAKE TIME (THINK OPEB), MAY HAVE NEGATIVE IMPACT TO OPERATING BUDGET

PROPOSAL

THE SFPCCF RECOMMENDS THAT THE BOARD OF SELECTMEN CONSIDER TWO OPTIONS, EITHER INDIVIDUALLY OR COMBINED:

(1) IMMEDIATE FIX - \$2MILLION OVERRIDE. OVERRIDE COULD BE A STABILIZATION OVERRIDE OR A TYPICAL OVERRIDE.

- STABILIZATION OVERRIDE WOULD ALLOW BOS TO REDUCE OVERRIDE AMOUNT OVER TIME IF ALTERNATIVE FUNDING MECHANISMS IDENTIFIED. PURPOSE LEGALLY RESTRICTED FOR CAPITAL.
- TYPICAL OVERRIDE MAY GIVE FLEXIBILITY TO REDUCE FUTURE DEBT EXCLUSIONS (MAY BRING DEBT INSIDE LEVY). SHOULD INCLUDE POLICY TO FUND CAPITAL BUDGET AT 2.5%
- POTENTIAL TO REDUCE TAXPAYER BURDEN BY REDUCING CPA SURCHARGE
- WOULD REQUIRE UPDATE TO FREE CASH POLICY – MAY NO LONGER BE NEEDED FOR CAPITAL MAINTENANCE

PROPOSAL (CON'T)

THE SFPCCF RECOMMENDS THAT THE BOARD OF SELECTMEN CONSIDER TWO OPTIONS, EITHER INDIVIDUALLY OR COMBINED:

(2) PROGRESSIVE FUNDING OF A 2.5% CAPITAL BUDGET OVER TIME USING A COMBINATION OF:

- EXTRAORDINARY NEW GROWTH (I.E. GROWTH WITHOUT ACCOMPANYING EXPENSES) ALLOCATED UNTIL CAPITAL BUDGET REACHES 2.5%
- FRACTION OF 'REGULAR' NEW GROWTH DIRECTED TOWARDS CAPITAL
- CAPTURE OF PORTION OF GAINED EFFICIENCIES ACHIEVED BY COST CENTERS
- UPDATED FREE CASH POLICY TO PRIORITIZE CAPITAL NEEDS

OVERSIGHT: ASSUMPTIONS

- FUNDING AT 2.5 % OF OPERATING APPROPRIATIONS.
- FIVE YEAR CAPITAL PLAN IS UPDATED ANNUALLY BY COST CENTERS.
- NEW PROJECTS ARE OUTSIDE THE CAPITAL OPERATING BUDGET.
- PROFESSIONAL SUPERVISION OF ALL CONSTRUCTION PROJECTS PROVIDED.
- CAPITAL OPERATING BUDGET IS APPROVED AT THE MAY TOWN MEETING.
- EXCLUDED CAPITAL PROJECTS CAN BE ADDRESSED AT SPECIAL TOWN MEETINGS.

WHAT CAPITAL PROJECTS ARE COVERED BY THIS OVERSIGHT PROPOSAL?

- ALL CAPITAL PROJECTS PROPOSED BY TOWN MANAGER, THE 3 COST CENTERS, CITIZEN PETITION, TOWN COMMITTEES, COMMUNITY PRESERVATION COMMITTEE, BOARD OF SELECTMEN SHOULD GO THROUGH AN OVERSIGHT PROCESS. *
- **THE CAPITAL OPERATING BUDGET IS** ALL CAPITAL PROJECTS PROPOSED UNDER \$1,000,000 THAT REPLACE OR UPGRADE ROLLING STOCK, REPLACE OR UPGRADE EQUIPMENT, MAINTAIN BUILDING SYSTEMS AND EQUIPMENT, MAINTAIN OPEN SPACE OR RECREATIONAL FACILITIES, REPLACE OR UPGRADE TECHNOLOGICAL SYSTEMS..
- ALL OTHER CAPITAL PROJECT PROPOSALS THAT ARE NOT PART OF THE CAPITAL OPERATING BUDGET.
- * = BY-LAW CHANGE

OVERSIGHT: REVIEW REQUIREMENTS

- FINANCE COMMITTEE AND BOARD OF SELECTMEN MUST REVIEW AND OPINE ON ALL CAPITAL BUDGETS.
- THE FINANCE COMMITTEE MUST REVIEW **IN DETAIL** ALL CAPITAL PROJECTS UNDER \$100,000.
- THE CIAC MUST REVIEW **IN DETAIL** ALL CAPITAL PROJECTS OVER \$100,000 AND ISSUE A REPORT TO THE FINANCE COMMITTEE AND BOARD OF SELECTMAN.
- THE FINANCE COMMITTEE, BOARD OF SELECTMAN AND THE CIAC SHALL MEET TO DISCUSS ALL CAPITAL PROJECTS INCLUDED IN THE CAPITAL OPERATING BUDGET AND THE OTHER EXCLUDED CAPITAL PROJECTS PROPOSED.

OVERSIGHT: TIMETABLE FOR REVIEWS

- IN DECEMBER AND EARLY JANUARY THE TOWN STAFF WILL REVIEW ALL CAPITAL PROJECT REQUESTS FROM THE CAPITAL PETITIONERS AND DETERMINE WHICH CAPITAL REQUESTS THEY ARE GOING TO PROPOSE FOR THE BUDGET.*
- THE TOWN STAFF WILL CATEGORIZE THE APPROVED PROJECTS INTO THREE GROUPS.
- JANUARY AND FEBRUARY THE FINANCE COMMITTEE, CIAC AND BOARD OF SELECTMEN WILL DO THEIR REVIEW.
- FEBRUARY TOWN MANAGER WILL PROPOSE THE BEST FUNDING SOURCE FOR EACH CAPITAL PROJECT TO THE BOARD OF SELECTMEN. THE BOARD OF SELECTMEN WILL OPINE ON THE FUNDING SOURCES PROPOSED.
- IN MARCH A JOINT MEETING (BOS, CIAC, FINCOM) WILL BE HELD TO SUMMARIZE EVERYONE'S FINDINGS.
- APRIL WILL FINALIZE TOWN WARRANT ARTICLES.

* CPC AND CITIZEN PETITIONERS SHOULD ATTEMPT TO MEET THIS TIMETABLE.

CAPITAL PROJECTS GROUPS

- **GROUP ONE**= CAPITAL PROJECTS **OVER** \$1 MILLION OR EXCLUDED FROM THE CAPITAL OPERATING BUDGET THAT WILL BE REVIEWED **IN DETAIL** BY THE CIAC.
- **GROUP TWO**= CAPITAL PROJECT **UNDER** \$100 THOUSAND THAT WILL BE INCLUDED IN THE CAPITAL OPERATING BUDGET AND WILL BE REVIEWED **IN DETAIL** BY THE FINANCE COMMITTEE.
- **GROUP THREE**= CAPITAL PROJECT **OVER** \$100 THOUSAND THAT WILL BE INCLUDED IN THE CAPITAL OPERATING BUDGET AND WILL BE REVIEWED **IN DETAIL** BY THE CIAC.

Attachment4.a: SFPCCF_01222019_BOS_Presentation (3131 : Report from SFPCCF)

Sudbury Town Capital Project Oversight Approval Summary			
Capital Project Grouping	Group 1	Group 2	Group 3
Value of Capital Project	>1 million	<\$100K one year, <\$200K multiple years	>100K one year, >\$200K multiple years
Oversight 1	CIAC	FC	CIAC
Oversight 2	To BOS and FC	To BOS	To BOS and FC
Oversight 3	Joint BOS/FC/CIAC Meeting	Joint BOS/FC/CIAC Meeting	Joint BOS/FC/CIAC Meeting
Funding Recommendation	TM proposes/ BOS/FC Opine	TM proposes/ BOS/FC Opine	TM proposes/ BOS/FC Opine
Town Meeting Articles	Separate Article	Town Manager Capital Operating Budget Article	Separate Article(s)

HOW WILL CAPITAL PROJECTS BE FUNDED?

- CAPITAL OPERATING BUDGET.
- CAPITAL EXCLUSIONS.
- DEBT EXCLUSIONS.
- ENTERPRISE FUNDS.
- FREE CASH.
- OUTSIDE PRIVATE FUNDRAISING.
- OTHER – GRANTS, DONATIONS, TRUSTS, ETC.

EXISTING TOWN RESIDENT APPROVALS

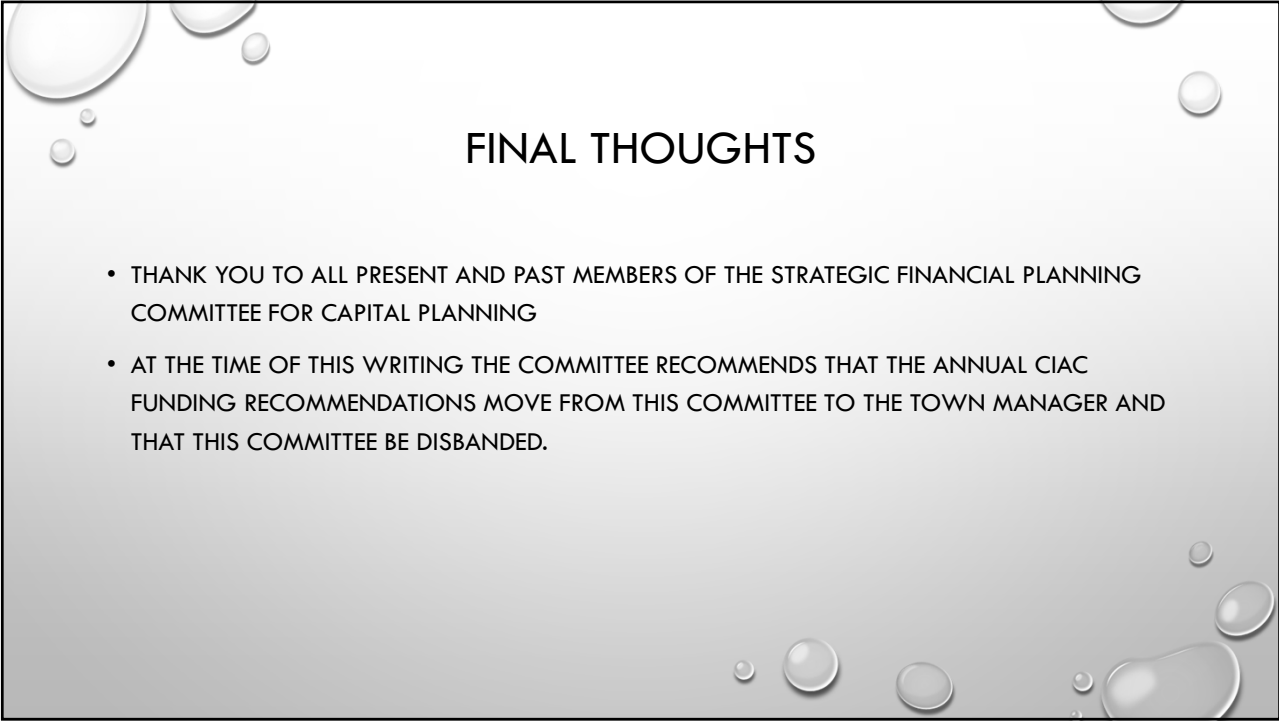
- TOWN MANAGER CAPITAL OPERATING BUDGET = MAJORITY VOTE AT TOWN MEETING.
- **PROPOSED CAPITAL OPERATING BUDGET (INSIDE LEVY)= MAJORITY VOTE AT TOWN MEETING.**
- CAPITAL EXCLUSION ITEMS = TWO THIRDS VOTE AT TOWN MEETING AND MAJORITY AT POLLS.
- DEBT EXCLUSION ITEMS = TWO THIRDS VOTE AT TOWN MEETING AND MAJORITY AT POLLS.
- ENTERPRISE FUNDS= MAJORITY VOTE AT TOWN MEETING.
- CAPITAL STABILIZATION FUNDS= TWO THIRDS VOTE AT TOWN MEETING.

ADMINISTRATION AND IMPLEMENTATION

- PROJECT OWNER SHOULD BE IDENTIFIED PRIOR TO FUNDING ALLOCATION; OWNER TO BE RESPONSIBLE FOR PROJECT DELIVERABLES.
- PROJECT CLOSURE REPORT SHOULD BE REQUIRED FOR ALL PROJECTS
- FOR MULTI YEAR PROJECTS ANNUAL UPDATE REQUIRED.
- TOWN MANAGER, SCHOOL COMMITTEE(S) AND/OR BOARD OF SELECTMEN SHOULD BE MADE AWARE OF PROJECT ISSUES AS APPLICABLE.
- IF PROJECT AS DEFINED IN ARTICLE CANNOT BE COMPLETED WITH APPROPRIATED FUNDS THE PROJECT CANNOT GO FORWARD WITHOUT RETURNING TO TOWN MEETING.

SUMMARY

- TOWN MANAGER OPERATING BUDGET AND **PROPOSED CAPITAL OPERATING BUDGET** COMBINED TO 2.5% OF OPERATING BUDGET APPROPRIATIONS.
- PREDICTABLE SYSTEM ENABLES BETTER PLANNING OF CAPITAL PROJECTS.
- TIMETABLE REASONABLE FOR DEPARTMENT HEADS AND REVIEW COMMITTEES.
- FLEXIBLE PROCESS COULD BE ADJUSTED TO INCLUDE SPECIAL TOWN MEETINGS (OCTOBER).
- FOLLOW UP AND REVIEW OF PROJECTS AFTER APPROVAL.



FINAL THOUGHTS

- THANK YOU TO ALL PRESENT AND PAST MEMBERS OF THE STRATEGIC FINANCIAL PLANNING COMMITTEE FOR CAPITAL PLANNING
- AT THE TIME OF THIS WRITING THE COMMITTEE RECOMMENDS THAT THE ANNUAL CIAC FUNDING RECOMMENDATIONS MOVE FROM THIS COMMITTEE TO THE TOWN MANAGER AND THAT THIS COMMITTEE BE DISBANDED.



THANK YOU



SUDBURY BOARD OF SELECTMEN
Tuesday, January 22, 2019

MISCELLANEOUS (UNTIMED)

5: Frost Farm

REQUESTOR SECTION

Date of request:

Requestor: Town Manager Rodrigues

Formal Title: Discussion on future use of Frost Farm House

Recommendations/Suggested Motion/Vote: Discussion on future use of Frost Farm House

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

01/22/2019 7:00 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, January 22, 2019

MISCELLANEOUS (UNTIMED)

6: Town Hall discussion

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discussion on Town Hall project

Recommendations/Suggested Motion/Vote: Discussion on Town Hall project

Background Information:

Financial impact expected:

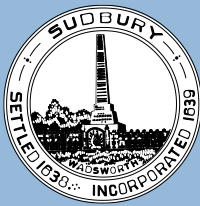
Approximate agenda time requested:

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

01/22/2019 7:00 PM



SUDBURY BOARD OF SELECTMEN

Tuesday, January 22, 2019

MISCELLANEOUS (UNTIMED)

7: Replacement of voting equipment

REQUESTOR SECTION

Date of request:

Requestor: Rosemary Harvell Town Clerk

Formal Title: Discussion and vote whether to use Image Cast Precinct Voting Machine Bundles purchased from LHS Associates, at all elections, beginning at the March 25, 2019 Annual Town Election and to discontinue the use of the AccuVote Machines currently used. The Town Clerk will send notice to the Secretary of the Commonwealth’s Election Division of the vote to change election equipment within 5 days.

Recommendations/Suggested Motion/Vote: Discussion and vote whether to use Image Cast Precinct Voting Machine Bundles purchased from LHS Associates, at all elections, beginning at the March 25, 2019 Annual Town Election and to discontinue the use of the AccuVote Machines currently used. The Town Clerk will send notice to the Secretary of the Commonwealth’s Election Division of the vote to change election equipment within 5 days.

Background Information:

Chapter 54, Section 34 <<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleVIII/Chapter54/Section34>>, requires a majority vote by the Selectmen to use electronic equipment and to discontinue electronic equipment at elections.

Capital funds were approved at the Annual Town Meeting in 2018 (See attached certified vote) for voting machine bundles and polling pads. This request is for the Voting Machine Bundles only. Of the AccuVote machine Bundles currently in use in Sudbury, 4 were purchased in 1995, 1 in 2001 and 1 in 2012. These machines have not been manufactured in over a decade and soon will not be supported. Only two models of voting machines are certified for use by the Secretary of the Commonwealth’s Elections Division (Quotes from each of these models are attached). The costs for each of the bundles are very similar. The LHS Image Cast Precinct (ICP) Tabulator is \$87 less than the DS200 from ES&S. The LHS ICP Model has 3 bins and separates the write-in ballots. The ES&S DS200 does not sort the voted ballots. Currently, our voting machines sort the write-ins and this is an important feature. Both models have comparative maintenance plans that would be purchased after 2 years. The LHS Maintenance is \$510 less expensive than the ES&S Maintenance.

8 Bundles	Cost	Write-In Ballots Sorted	Maintenance/yr.
LHS ICP	\$42,000	Yes	\$1,600
ES&S DS200	\$42,087	No	\$2,120

This request is to purchase 8 LHS Image Cast Precinct Tabulator Bundles and discontinue the use of the 6 old AccuVote Machines. This purchase will accommodate an additional precinct, if one is required, after the 2020 Federal Census and allow Sudbury to ease the burden of processing Early Voting Ballots during State Elections.

Financial impact expected:capital funds already approved at 2018 ATM

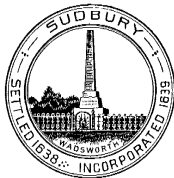
Approximate agenda time requested:

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

01/22/2019 7:00 PM



At a legal meeting of the qualified voters of the Town of Sudbury,
held May 7, 2018 the following business was transacted under

Article 4 – FY19 Capital Budget

MODERATOR DECLARED VOTED BY WELL MORE THAN A MAJORITY:

To appropriate the sum of \$821,318 for the purchase or acquisition of capital items including but not limited to capital equipment, construction, engineering, design, and renovation to buildings; with the sum of \$392,996 to be transferred from Free Cash and the sum of \$428,322 to be raised by taxation; and to authorize the Town Manager to allocate funds as needed between the underlying departments as shown in the following chart:

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

A true copy, Attest:

Rosemary B Harvell

Rosemary B. Harvell
Town Clerk



10 Manor Parkway Unit B Salem, NH 03079
Toll Free: 888-547-8683 Fax: 603-212-0028 www.lhsassociates.com

January 7, 2019

Ms. Rosemary Harvell
Town Clerk
Town of Sudbury
322 Concord Road
Sudbury, MA 01776
978-639-3359

Ms. Harvell,

Thank you for allowing LHS Associates, Inc. the opportunity to provide you with a quote for new Electronic Vote Tabulators. I am pleased to present the following quote for the purchase of:

Eight (8) ImageCast Precinct Bundles

If you have any further questions please contact me directly.

Sincerely,

Paul Balukonis
Customer Relations Manager
LHS Associates, Inc.

Attachment7.b: ICP-Bundle Only Sudbury, ma Bundle of eight (3132 : Replacement of voting equipment)



<u>Quantity</u>	<u>Description</u>	<u>Price</u>
HARDWARE		
	ICP Tabulator Bundle includes:	
8	<ul style="list-style-type: none"> ✓ One (1) Tabulator with a padded carrying case, two (2) memory cards, one (1) power cord, one (1) key set, two (2) thermal paper rolls, one (1) dozen marking pens, six (6) security seals and an internal battery back up. ✓ One (1) plastic ballot box with three (3) compartments, casters and a built in power supply. Ballot boxes able to nest for ease of storage. 	\$45,600.00
SERVICES		
	Two Year Hardware & Software Warranty:	<i>Included</i>
	<ul style="list-style-type: none"> ✓ All parts, labor, travel and shipping costs included. ✓ Unlimited access to the LHS Help Desk for Pre-Election, Election Day and Post Election questions. ✓ An annual maintenance visit to the Town of Sudbury to inspect, calibrate and service all equipment. ✓ Any necessary repairs will take place in the Town of Sudbury. If onsite repair is not possible loaner equipment will be left in the customer's possession until all equipment can be repaired and returned. ✓ An employee of LHS, not a subcontractor, will conduct all maintenance work. ✓ A locally based service center with parts and technicians trained in repairing and servicing voting 	
	Documentation, including but not limited to:	<i>Included</i>
	<ul style="list-style-type: none"> ✓ One (1) Pre Election Testing Guide, Eight (8) Poll Worker Training Guides, One (1) Voter Tutorial Video and One (1) Instructions to Voter Poster. 	
	Two Training sessions exclusively for the Town of Sudbury.	<i>Included</i>
	<ul style="list-style-type: none"> ✓ Two hours of training for the Town Clerk and office staff. This training will cover basic use of the machine, pre-election testing and Election Day procedures. ✓ Two hours of training for Poll Workers. This training will cover Election day procedures and basic troubleshooting. ✓ Both trainings will be conducted in the Town of Sudbury and scheduled by the Town Clerk. 	
	Onsite coverage by an employee of LHS for the first election.	<i>Included</i>
	<ul style="list-style-type: none"> ✓ A member of the LHS team will work with the Town Clerk from one (1) hour prior to opening the polls until two (2) hours after the polls close on Election Day. ✓ The representative will NOT be a subcontracted employee from another company. 	
	Onsite acceptance testing of all equipment.	<i>Included</i>
SHIPPING & DISCOUNTS		
	Shipping & Handling	<i>Included</i>
	Tabulator Trade-In Credit	-\$3,600.00
	TOTAL PURCHASE	\$42,000.00
POST WARRANTY FEES		
8	Annual Post Warranty Maintenance Fee	\$1,600.00
	<ul style="list-style-type: none"> ✓ LHS Top Tier Coverage (Annual Maintenance Plan) 	
8	Annual Post Warranty Firmware License	Included
	<ul style="list-style-type: none"> ✓ Tabulator Firmware License 	
	TOTAL POST WARRANTY FEES	\$1,600.00

- This quote is an estimate and is subject to final approval by LHS and the Customer
- Rate valid for 90 days and thereafter may change
- This quote does not include coding or ballot printing charges

Attachment 7.b: ICP-Bundle Only Sudbury, ma Bundle of eight (3132 : Replacement of voting equipment)



Town of Sudbury, Massachusetts
Purchase Proposal Quote
 Submitted by Election Systems & Software

Purchase Solution Includes:

Quantity	Item Description	Price
Tabulation Hardware		
Model DS200 Precinct Scanner:		
8	Model DS200 (Includes Scanner, Internal Backup Battery, Plastic Ballot Box with Steel Door and e-Bin, Paper Roll and Standard 4GB Memory Device)	\$48,120.00
Election Services		
2	Implementation Services (Does not include Coding, Voice Files or Ballots)	\$3,400.00
X	Project Management	
X	Equipment Operations Training	
X	Equipment Installation	\$920.00
X	2 Year Hardware and Software Warranty	Included
Shipping & Other		
X	Shipping and Handling	\$920.00
X	Commonwealth of Massachusetts Discount	(\$11,272.80)
Total Purchase Solution		\$42,087.20
Annual Post-Warranty License and Maintenance and Support Fees (Fees are Based Upon a 1-Year Customer Commitment to Subscribe to the Following Services)		
Annual Post-Warranty Hardware Maintenance and Support Fees:		
8	HMA DS200 - Extended Warranty with Annual Maintenance	\$1,480.00
Annual Post-Warranty Firmware License and Maintenance and Support Fees:		
8	Firmware License - DS200	\$640.00
Total Annual Post-Warranty License and Maintenance and Support Fees		\$2,120.00

Footnotes:

1. This quote is an estimate and is subject to final review and approval by both ES&S and the Customer.
2. Rates valid for 60 days and thereafter may change.
3. Any applicable (City & State) sales taxes have not been included in pricing and are the responsibility of the customer.
4. Customer may purchase DS200 tabulators with a diverting steel ballot box and soft-sided case configuration at the same price and discount per DS200 as quoted above.
5. The quantity of service days reflects a reasonable estimate for implementation and selected ongoing election services. Quantities may change depending on specific Customer needs.



SUDBURY BOARD OF SELECTMEN
Tuesday, January 22, 2019

MISCELLANEOUS (UNTIMED)

8: Winter 2019 Selectmen Newsletter Topic Discussion

REQUESTOR SECTION

Date of request:

Requested by: Leila S. Frank

Formal Title: Discuss topics to be assigned for the Winter 2019 Board of Selectmen Newsletter.

Recommendations/Suggested Motion/Vote:

Background Information:

List of previous topics attached

Financial impact expected:N/A

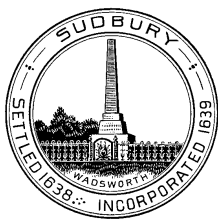
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

01/22/2019 7:00 PM



Town of Sudbury

Office of Selectmen

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

selectmenoffice@sudbury.ma.us

January 22, 2019

To: Board of Selectmen

From: Leila Frank

Re: **Winter 2019 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.

NOVEMBER 2018

Senior Center Director
CPC Proposals 2019
Holiday Giving
Camp Sewataro
BFRT Updates

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

WINTER 2019 NEWSLETTER DEADLINES

BOS Meeting to Discuss Topic Assignments- Tuesday, January 22

Materials Due (to MMR/LSF)- Monday, January 28

BOS Meeting Approval- Tuesday, February 5



SUDBURY BOARD OF SELECTMEN
Tuesday, January 22, 2019

MISCELLANEOUS (UNTIMED)

9: Citizens' comments (cont)

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Citizens' comments (cont)

Recommendations/Suggested Motion/Vote: Citizens' 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

01/22/2019 7:00 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, January 22, 2019

MISCELLANEOUS (UNTIMED)
10: Discuss upcoming agenda items

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discuss upcoming agenda items

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:n/a

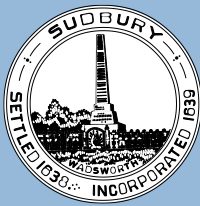
Approximate agenda time requested:

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

01/22/2019 7:00 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, January 22, 2019

CONSENT CALENDAR ITEM

11: Minutes approval

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to approve the regular session minutes of 11/19/18, 11/27/18, and 12/4/18.

Recommendations/Suggested Motion/Vote: Vote to approve the regular session minutes of 11/19/18, 11/27/18, and 12/4/18.

Background Information:
attached drafts

Financial impact expected:

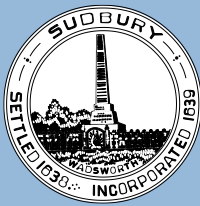
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

01/22/2019 7:00 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, January 22, 2019

CONSENT CALENDAR ITEM

12: Accept Sudbury Foundation donation for playgrounds

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to accept a grant in the amount of \$75,000 from the Sudbury Foundation to fund playground renovations at the Loring and Nixon elementary schools.

Recommendations/Suggested Motion/Vote: Vote to accept a grant in the amount of \$75,000 from the Sudbury Foundation to fund playground renovations at the Loring and Nixon elementary schools.

Background Information:

This is the first installment of a two-year \$150K grant to fund playground renovations at the Nixon and Loring schools. See attached documents.

Financial impact expected:

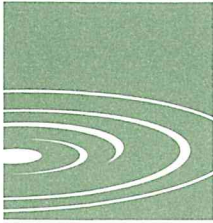
Approximate agenda time requested:

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

01/22/2019 7:00 PM



**THE SUDBURY
FOUNDATION**

Trustees

Miner A. Crary
Susan Iuliano
Stephen M. Richmond
Jill M. Stansky
Bank of America, N.A.

Trustee Emeritus

Richard H. Davison

Staff

Marilyn Martino
Executive Director
Tricia Brunner
Operations Manager

RECEIVED
BOARD OF SELECTMEN
SUDBURY, MA

2019 JAN -7 P 3: 22

December 31, 2018

Ms. Melissa Murphy-Rodrigues, Esq.
Town Manager of Sudbury
278 Old Sudbury Road
Sudbury, MA 01776

Dear Melissa:

On behalf of the Sudbury Foundation, I am delighted to enclose a grant check for \$75,000, the first installment of a two-year, \$150,000 grant to fund playground renovations at the Loring and Nixon elementary schools.

We are making the first payment now in anticipation of a May 2019 Town meeting vote completing the funding for construction of the first playground in the summer of 2019. We will plan to make the second payment in December 2019, in anticipation of a May 2020 Town meeting vote completing the funding for construction of the second playground in the summer of 2020.

Both payments are contingent on the Town undertaking both renovation projects. Should one or both projects be cancelled, the Foundation would expect the funds to be returned. Should one or both projects be delayed, please contact me to discuss how to proceed.

A grant acknowledgment form describing the conditions of a Sudbury Foundation grant is enclosed. Please sign and return one copy at your convenience. Also enclosed is sample grant report outline. Please submit the report after the first playground renovation is complete.

Melissa, the trustees of the Foundation are pleased to support this project to create safe, accessible playgrounds at the elementary schools. They join me in wishing you the best in securing the remaining funds and bringing the playground project to fruition.

Best regards,

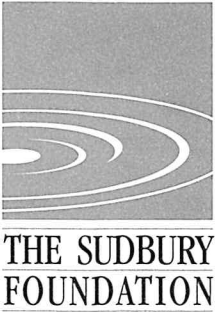
Marilyn Martino
Executive Director

cc: Jean Nam, Play Sudbury

enclosure

326 Concord Road, Sudbury, Massachusetts 01776

tel (978) 443-0849 fax (978) 579-9536 email contact@sudburyfoundation.org



Grant Acknowledgment

Organization: Town of Sudbury

Grant Amount: \$75,000

Date: December 31, 2018

Purpose: First installment of a two-year, \$150,000 grant to support renovations at the Nixon and Loring Elementary School playgrounds to improve safety and enhance access.

We hereby acknowledge receipt from the Sudbury Foundation of the grant described above.

As a condition of the grant award, the Trustees request a financial statement and programmatic report describing the way in which the funds were spent and giving an appraisal of the results achieved. Applicants receiving support for a special or one-year project should submit their reports to the Foundation upon completion of the project or within one year of receiving the grant award, whichever comes first. In some cases, the Foundation may request a Year Two report as well. Recipients of multi-year grants are required to submit annual reports.

The Foundation should be notified immediately of significant changes in the management of the organization, the project manager or the project itself.

It is understood that any portion of this grant not needed for the designated purpose will be repaid to the Foundation unless permission to do otherwise is expressly given by the Trustees.

In all public statements, the Trustees request that you acknowledge this grant as a gift from the Sudbury Foundation.

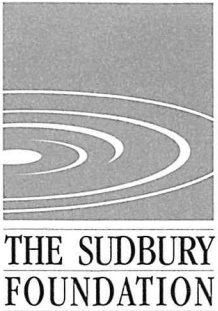
The Sudbury Foundation was established in 1952 by Sudbury residents Herbert and Esther Atkinson. The Foundation is guided by the Atkinsons' generosity and commitment to the people and places that brought meaning to their lives. The Foundation operates a local scholarship program and three geographically-focused nonprofit grantmaking programs.

Please sign and return one copy of this acknowledgment form to 326 Concord Road, Sudbury, MA 01776. A second copy has been provided for your records.

Signature: _____

Title: _____

Date: _____



Outline for Sudbury Foundation Final Project Report

Your annual grant report helps to insure compliance and enables the Foundation to keep up with your organization's progress and activities. It is also an opportunity for you to reflect on the past year and to review and assess your own growth and development. It is not intended to be a burdensome task. Most reports can be presented well in 2-3 pages, plus attachments.

Please include:

- 1.) An accounting of all funds allocated to the project as well as a current operating budget.
- 2.) An appraisal of progress in achieving project goals and objectives as stated in the grant application, as well as unexpected difficulties, delays, opportunities, or benefits.
- 3.) Lessons Learned: What worked and what didn't? What would you do differently?
- 4.) Lessons Applied: How will this grant impact your future work? Are there programming or operational changes that might result from the project? Are there any follow-up activities anticipated or required?
- 5.) Special insights or experiences which might be useful to the Foundation in funding similar projects.
- 6.) If applicable, a brief assessment of the consultant you worked with. Please include contact information, the pros/cons of the consultation and whether you would recommend this consultant to others.
- 7.) A description of efforts to inform the community about the project.
- 8.) Any other pertinent information about the project you would like to include.



SUDBURY BOARD OF SELECTMEN
Tuesday, January 22, 2019

CONSENT CALENDAR ITEM

13: HDC reappointment

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to reappoint Linda G. Hawes to the Historic Districts Commission for a term to expire January 1, 2024, as requested by Fred Taylor, HDC Chairman.

Recommendations/Suggested Motion/Vote: Vote to reappoint Linda G. Hawes to the Historic Districts Commission for a term to expire January 1, 2024, as requested by Fred Taylor, HDC Chairman.

Background Information:
attached memo

Financial impact expected:n/a

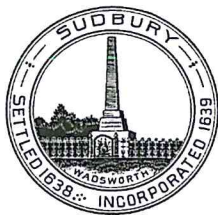
Approximate agenda time requested:

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

01/22/2019 7:00 PM



Town of Sudbury

Historic Districts Commission

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3389
Fax: 978-443-0756


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

To: Board of Selectmen
From: Fred Taylor, Chair, HDC
Date: January 7, 2019
Subj.: Reappointment to Historic Districts Commission

We would like to have Linda G. Hawes reappointed to the Historic Districts Commission for another 5-year term beginning January 2019. Her previous term expired January 1, 2019.

SUDBURY HISTORIC DISTRICTS COMMISSION

By _____


Fred Taylor, Chairman

Attachment13.a: HDC_reappt_Hawes (3126 : HDC reappointment)

From: Linda Hawes <linda.g.hawes@gmail.com>
Sent: Friday, January 4, 2019 4:15 PM
To: Vert, Lillian <VertL@sudbury.ma.us>
Subject: Re: Linda Hawes term ending January 1, 2019

Yes, I certainly do want to continue on the Board. Is this all I need to do?

Thanks,
Linda

RECEIVED
JAN 04 2018

BY:

Attachment13.a: HDC_reappt_Hawes (3126 : HDC reappointment)



SUDBURY BOARD OF SELECTMEN
Tuesday, January 22, 2019

CONSENT CALENDAR ITEM
14: Resignation acceptance SHC

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to accept the resignation of Marilyn MacLean from the Sudbury Historical Commission, effective 1/8/19, and to send her a letter of thanks for her many years of service to the Town.

Recommendations/Suggested Motion/Vote: Vote to accept the resignation of Marilyn MacLean from the Sudbury Historical Commission, effective 1/8/19, and to send her a letter of thanks for her many years of service to the Town.

Background Information:
attached resignation letter

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

01/22/2019 7:00 PM

8 January 2019

Board of Selectmen
Flynn Building
Old Sudbury Road
Sudbury, MA 01776

Attention: Town Manager

Dear Melissa,

This letter comes to inform you that after 34 years serving on the Sudbury Historical Commission (most of which were Chairman) I am retiring.

The SHC, during my time, has preserved the Hosmer House, Loring Parsonage, Hearse House, Haynes Garrison Site, Old County Training Field, RR Maintenance Shack and six cemeteries plus signage in cemeteries and the five Districts.

I am requesting that the Board of Selectmen continue protecting the property and its contents in accordance with Miss Hosmer's will. A priority should be placed on preserving the inventoried paintings that are a large asset to the SHC and the town.

I worked with Selectman John Powers in the 70s to preserve the Hosmer House before becoming a member. I knew Florence Hosmer and have enjoyed saving the house from demolition to becoming the Crown Jewel of Sudbury Center.

Sincerely,

Lyn MacLean

Attachment14.a: Retirement_LM_SHC (3129 : Resignation acceptance SHC)



SUDBURY BOARD OF SELECTMEN
Tuesday, January 22, 2019

CONSENT CALENDAR ITEM

15: Protect Sudbury Winter Wonderland One-Day Alcohol License

REQUESTOR SECTION

Date of request:

Requestor: Bill Schineller, Protect Sudbury

Formal Title: Vote to grant a 1-day All Alcohol license to Protect Sudbury, to accommodate a Winter Wonderland Social fundraiser on Saturday, January 26, 2019 from 7:00 PM to 12:00 AM at 96 Peakham Road, Sudbury, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.

Recommendations/Suggested Motion/Vote: Vote to grant a 1-day All Alcohol license to Protect Sudbury, to accommodate a Winter Wonderland Social fundraiser on Saturday, January 26, 2019 from 7:00 PM to 12:00 AM at 96 Peakham Road, Sudbury, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.

Background Information:
Please see attached application and department feedback.

Financial impact expected:\$35 application fee

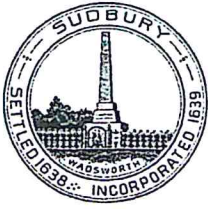
Approximate agenda time requested:

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

01/22/2019 7:00 PM



Town of Sudbury

Office of Selectmen
www.sudbury.ma.us

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

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

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

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

Name of Responsible Manager: Bill Schineller

Address of Responsible Manager: 37 Jarman Road

Non-Profit Organization Name: Protect Sudbury

Name & Purpose of Event: Winter Wonderland social

Name(s) of Brewery/ Distillery/Winery/Wholesaler/Manufacturer to provide alcohol:
MARTIGNETTI GROCERY CO., INC., ATLAS LIQUORS, INC.

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

Event Date: Jan 26, 2019 Event Time: 7pm - Midnight

Event Venue: Home of Cara Maxwell

Event Address: 96 Peakham Road, Sudbury

Documents Enclosed:

- Certificate of Liquor Liability
 - a. \$1,000,000 minimum amount
 - b. "Town of Sudbury" listed as additional insured
- Proof of bartender(s) training/certification. (For example, a TIPS certificate.)
- Application fee: \$25 W&M or \$35 All Alcohol. Check payable to Town of Sudbury.

Please submit completed application and materials to:
Board of Selectmen's Office, 278 Old Sudbury Rd., Sudbury, MA 01776

January 15, 2019

Date

Applicant Signature

RECEIVED
BOARD OF SELECTMEN
SUDBURY, MA
2019 JAN 15 P 2:04

*For a complete list of Authorized Alcohol Providers for 1-Day licenses, please visit <https://elicensing.state.ma.us/CitizenAccess/GeneralProperty/PropertyLookUp.aspx?isLicensee=Y>. Under *Licensing Entity* select "Alcoholic Beverages Control Commission" and under *License Type* select either Wholesaler, Manufacturer, Direct Wine Shipper, Farmer Brewer, Farmer Distiller and/or Farmer Winery.

**Protect Sudbury – One Day Alcohol License
Department Feedback**

Department	Staff	Approve/Deny	Comments
Building Department	Mark Herweck	Approve	The Building Department has no issues with License.
Fire Department	Chief Whalen	Approve	The Fire Department has no Issues with this application.
Health Department	Bill Murphy	Approve	The Board of Health has no issue with this application.
Police Department	Chief Nix	Approve	The police department does not have an issue with the license request. They have improved parking from what had been an issue some time ago.