



SUDBURY BOARD OF SELECTMEN  
TUESDAY JUNE 25, 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
<b>TIMED ITEMS</b>			
1.	7:15 PM	<i>VOTE</i>	Interview candidate for appointment to the Council on Aging. Following interview, vote whether to approve the appointment of Sandy Lasky, 19 Abbottswood, to the Council on Aging for a term to expire 5/31/22.
2.	7:25 PM		Presentation on Sudbury's Stormwater Management Program by Zach Henderson, Technical Manager, Woodard and Curran Engineers. Dan Nason, DPW Director, also to attend.
3.	7:55 PM	<i>VOTE / SIGN</i>	Discussion and vote whether to sign the RHSO Inter-municipal Agreement Amendment for FY20. Liz Rust, RHSO, to make presentation.
<b>MISCELLANEOUS</b>			
4.		<i>VOTE</i>	Vote whether to approve the Town Manager's annual re-appointments requiring Board of Selectmen's approval of those listed (all of which are subject to acceptance).
5.		<i>VOTE</i>	Vote whether to approve the annual Selectmen's re-appointments of those listed (all of which are subject to acceptance), to acknowledge the resignations of those who choose not to be re-appointed, and to send a letter of appreciation to the resigning volunteers for their service to the community.
6.		<i>VOTE</i>	Vote to accept winning bid for the Acquisition of Broadacres Farm short-term notes (BANS) as requested by Dennis Keohane, Finance Director
7.			Update on Camp Sewataro
8.			Update on Fairbank Community Center

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

<b>Item #</b>	<b>Time</b>	<b>Action</b>	<b>Item</b>
9.		<i>VOTE</i>	Discussion and possible vote to approve the release of remaining Meadow Walk mitigation funds in the amount of \$242,290 to be used for SPS technology.
10.			Citizen's comments (cont.)
11.			Discuss upcoming agenda items.
<b>CONSENT CALENDAR</b>			
12.		<i>VOTE</i>	Vote to approve the regular session minutes of 5/28/19.
13.		<i>VOTE</i>	Vote to approve a one word change to the Ponds & Waterways Mission Statement.

*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, June 25, 2019

**TIMED ITEM**

**1: Interview candidate for Council on Aging**

REQUESTOR SECTION

Date of request:

Requestor: Maryanne Bilodeau/Melissa Rodrigues

Formal Title: Interview candidate for appointment to the Council on Aging. Following interview, vote whether to approve the appointment of Sandy Lasky, 19 Abbottswood, to the Council on Aging for a term to expire 5/31/22.

Recommendations/Suggested Motion/Vote: Interview candidate for appointment to the Council on Aging. Following interview, vote whether to approve the appointment of Sandy Lasky, 19 Abbottswood, to the Council on Aging for a term to expire 5/31/22.

Background Information:  
attached memo and application

Financial impact expected:n/a

Approximate agenda time requested:

Representative(s) expected to attend meeting: Candidate Sandy Lasky

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

06/25/2019 7:00 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](mailto:senior@sudbury.ma.us)

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June 6, 2019

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 fill a Council on Aging vacancy. At their regular meeting Thursday, May 16, 2019, the Council on Aging unanimously voted to recommend Sandy Lasky to begin a new term on June 1, 2019. Please find her application enclosed with this letter. We are very happy to welcome Sandy to the Sudbury Council on Aging.

Sincerely,

Debra Galloway, Director

for the Sudbury Council on Aging

Attachments: COA Application for Sandy Lasky

f:\coa board\membership\selectmen letter re board appointee to fill vacancy 2019.doc

Attachment1.a: selectmen letter re board appointee to fill vacancy 2019 (3336 : Interview candidate for Council on Aging)

**TOWN OF SUDBURY**  
**APPLICATION FOR APPOINTMENT**

BOARD OF SELECTMEN  
278 OLD SUDBURY ROAD  
SUDBURY, MA 01776

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

Board or Committee Name: Council on Aging

Name: Sandy Lasky

Address: 19 Abbottswood Email Address: [REDACTED]

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

Years lived in Sudbury: 22 years

Brief resume of background and pertinent experience:

Senior Market Research Executive with more than 35 years' experience in growing consumer services and consumer products in a variety of industries. Consistently grew market leadership position and profitability through identification of key areas of market development, product development, marketing communication and distribution based on consumer needs.

Expertise includes:

- Telemarketing/Direct Mail
- New Product/Service Development/Test Marketing
- Customer Satisfaction Research
- Distribution/Market Penetration
- Advertising/Media/Awareness Testing

Industry Experience

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Financial Services</li> <li>• Insurance</li> <li>• Consumer Health</li> </ul> | <ul style="list-style-type: none"> <li>• Direct Response Entertainment</li> <li>• Management Education</li> <li>• Food</li> </ul> |
|--|---|

Municipal experience (if applicable):

I was a key member of the Welcoming Town Committee and was part of the team responsible for getting the resolution passed at Town Meeting. I developed the marketing materials and assisted in the design of the communication plan to educate and inform the town citizens. I worked with head of the committee to ensure a strong turnout at the town meeting resulting in the passing of the resolution.

## Educational background:

M.B.A., Marketing, Graduate School of Business, University of Massachusetts  
 B. S. Economics, State University of New York, Brockport, NY

## Reason for your interest in serving:

Since my retirement I have been looking for a way to share my work experience to contribute to the standard of living of Sudbury residents. In researching the many opportunities available and through personal experience with elderly relatives and their friends, I have found that it is necessary to assist the senior community by providing them with resources to help them have a productive and rewarding life as well as keep them informed about financial, legal and social changes which may impact of their lives and future.

Through my experience in Market Research and Marketing I would work with council to identify areas that will support older adults in their efforts to maintain their independence by enhancing growth, dignity, and a sense of belonging in mind, body, and spirit while aging in place.

I would be instrumental in creating and analyzing data which can be used to build awareness and provide a strong basis for the design, development and evaluation of programs and services for the senior population in Sudbury.

As part of my responsibilities I would work with the Council to create compelling presentations to acquire the funds and support necessary to implement new programs.

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

I am available at all times.

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

No

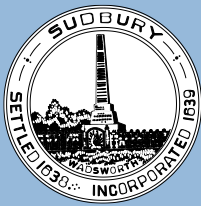
\_\_\_\_\_ (Initial here that you have read, understand and agree to the following statement)

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

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Attachment1.b: Lasky\_COA\_appl (3336 : Interview candidate for Council on Aging)



SUDBURY BOARD OF SELECTMEN

Tuesday, June 25, 2019

**TIMED ITEM**

**2: Stormwater Update presentation**

REQUESTOR SECTION

Date of request:

Requestor: Dan Nason, DPW Director, Adam Duchesneau, Planning Director

Formal Title: Presentation on Sudbury's Stormwater Management Program by Zach Henderson, Technical Manager, Woodard and Curran Engineers. Dan Nason, DPW Director, also to attend.

Recommendations/Suggested Motion/Vote: Presentation on Sudbury's Stormwater Management Program by Zach Henderson, Technical Manager, Woodard and Curran Engineers. Dan Nason, DPW Director, also to attend.

Background Information:

Sudbury Public Works and Planning request time to present the Town of Sudbury’s Stormwater Management Program. The program plan and the presentation of this plan is a requirement under the EPA’s Municipal Separate Storm Sewer (MS4) General Permit for discharges of stormwater into waters of the US. We have structured a presentation to provide a brief overview of stormwater issues in general, the requirements of the general permit and Sudbury’s plan for the next 5 years. We anticipate a 25 minute presentation and then whatever amount of time for Q/A. The General Permit will require an expansion of internal programs, technology expansion (ViewPermit and PeopleGIS), external consulting and contracting of services and more thorough annual reporting to EPA. The projected implications to town budget is anticipated to be between \$50,000 and \$150,000 per year for the next 5 years depending on level of effort required under the specific year of the permit.

Financial impact expected:

Approximate agenda time requested: 30 minutes

Representative(s) expected to attend meeting: also Zach Henderson, Technical Manager, Woodard and Curran Engineers

Review:

- Patty Golden Pending
- Melissa Murphy-Rodrigues Pending
- Jonathan Silverstein Pending
- Daniel E Carty Pending
- Board of Selectmen Pending

06/25/2019 7:00 PM





# Stormwater Drainage and Compliance



## TODAY'S AGENDA

- ✓ Why Does This Matter?
- ✓ What is the NPDES MS4 Permit?
- ✓ What are Impending Requirements?
- ✓ What's the Plan?



Our Water, Our Future, Ours to Protect.



## Why Are We Here?

- MS4 General Permit in MA reissued in 2016 and effective July 1, 2018
- Federal Clean Water Act permit requires multi-faceted municipal implementation – Planning, Operations, Engineering, GIS-Information Technology, Communications – **We Need Everyone's Help!**
- What are the obligations?
- What is our PLAN?

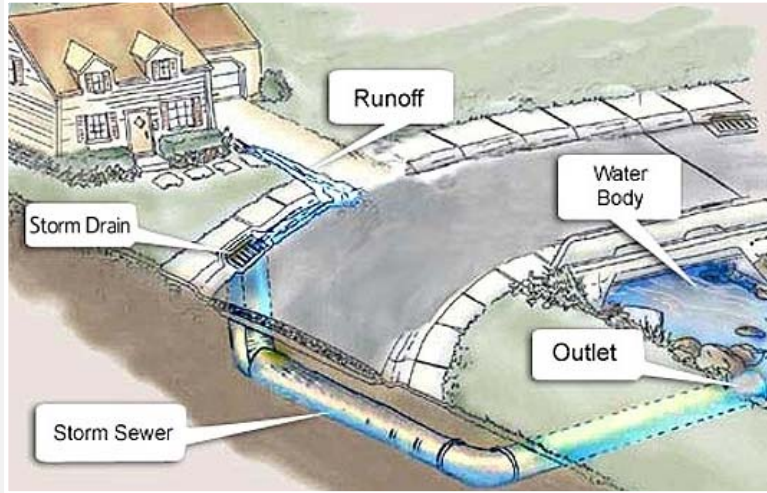


Our Water, Our Future, Ours to Protect.

Attachment2.a: Sudbury MS4 101\_SWMP (3335 : Stormwater Update presentation)



# Municipal Drainage System 101



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# Unintended Consequences of Effective Drainage

- Unfortunately, drainage systems also carry pollutants like oil, fertilizers, sediment and trash.
- Rainwater that falls on paved streets, lawns, parking lots and sidewalks becomes polluted stormwater.



Our Water, Our Future, Ours to Protect.

Attachment 2.a: Sudbury MS4 101\_SWMP (3335 : Stormwater Update presentation)



## Polluted Stormwater is a Problem

- Polluted stormwater runoff is one of the largest remaining sources of pollution for the Nation's waters.
- Polluted stormwater is "only increasing source of water pollution in many watersheds".

– Seth Brown, Water Environment Federation Stormwater Program Director

Table 1. Water chemistry data summer 1996.

Parameters (nM)	Upstream (256)	Downstream (257)	Water Quality Criteria	
Total Phosphorus (mg/L)	0.012	0.10	0.01	0.03
Total Suspended Solids (mg/L)	3.5	2.5	NC	NC
<b>Heavy metals</b>				
Cadmium (ug/L)	ND 0.3	ND 0.3	CMC	CCC
Copper (ug/L)	2.8	3.4	0.4	0.3
Iron (ug/L)	287	110	NC	1,000
Lead (ug/L)	<2	<2	10.52	0.41
Zinc (ug/L)	ND 4	ND 4	29.9	23.1
Manganese (ug/L)	13	75	NC	NC
Nickel (ug/L)	<1	13	36.34	40.4

Table 2. Periodic toxic metals monitoring sampling and quality results.

Parameter	Sample #	2/84	3/84	4/84	5/84	6/84	7/84	8/84	9/84	10/84	11/84	12/84	1/85	2/85	3/85	4/85	5/85	6/85	7/85	8/85	9/85	10/85	11/85	12/85	1/86	2/86	3/86	4/86	5/86	6/86	7/86	8/86	9/86	10/86	11/86	12/86	1/87	2/87	3/87	4/87	5/87	6/87	7/87	8/87	9/87	10/87	11/87	12/87	1/88	2/88	3/88	4/88	5/88	6/88	7/88	8/88	9/88	10/88	11/88	12/88	1/89	2/89	3/89	4/89	5/89	6/89	7/89	8/89	9/89	10/89	11/89	12/89	1/90	2/90	3/90	4/90	5/90	6/90	7/90	8/90	9/90	10/90	11/90	12/90	1/91	2/91	3/91	4/91	5/91	6/91	7/91	8/91	9/91	10/91	11/91	12/91	1/92	2/92	3/92	4/92	5/92	6/92	7/92	8/92	9/92	10/92	11/92	12/92	1/93	2/93	3/93	4/93	5/93	6/93	7/93	8/93	9/93	10/93	11/93	12/93	1/94	2/94	3/94	4/94	5/94	6/94	7/94	8/94	9/94	10/94	11/94	12/94	1/95	2/95	3/95	4/95	5/95	6/95	7/95	8/95	9/95	10/95	11/95	12/95	1/96	2/96	3/96	4/96	5/96	6/96	7/96	8/96	9/96	10/96	11/96	12/96	1/97	2/97	3/97	4/97	5/97	6/97	7/97	8/97	9/97	10/97	11/97	12/97	1/98	2/98	3/98	4/98	5/98	6/98	7/98	8/98	9/98	10/98	11/98	12/98	1/99	2/99	3/99	4/99	5/99	6/99	7/99	8/99	9/99	10/99	11/99	12/99	1/00	2/00	3/00	4/00	5/00	6/00	7/00	8/00	9/00	10/00	11/00	12/00	1/01	2/01	3/01	4/01	5/01	6/01	7/01	8/01	9/01	10/01	11/01	12/01	1/02	2/02	3/02	4/02	5/02	6/02	7/02	8/02	9/02	10/02	11/02	12/02	1/03	2/03	3/03	4/03	5/03	6/03	7/03	8/03	9/03	10/03	11/03	12/03	1/04	2/04	3/04	4/04	5/04	6/04	7/04	8/04	9/04	10/04	11/04	12/04	1/05	2/05	3/05	4/05	5/05	6/05	7/05	8/05	9/05	10/05	11/05	12/05	1/06	2/06	3/06	4/06	5/06	6/06	7/06	8/06	9/06	10/06	11/06	12/06	1/07	2/07	3/07	4/07	5/07	6/07	7/07	8/07	9/07	10/07	11/07	12/07	1/08	2/08	3/08	4/08	5/08	6/08	7/08	8/08	9/08	10/08	11/08	12/08	1/09	2/09	3/09	4/09	5/09	6/09	7/09	8/09	9/09	10/09	11/09	12/09	1/10	2/10	3/10	4/10	5/10	6/10	7/10	8/10	9/10	10/10	11/10	12/10	1/11	2/11	3/11	4/11	5/11	6/11	7/11	8/11	9/11	10/11	11/11	12/11	1/12	2/12	3/12	4/12	5/12	6/12	7/12	8/12	9/12	10/12	11/12	12/12	1/13	2/13	3/13	4/13	5/13	6/13	7/13	8/13	9/13	10/13	11/13	12/13	1/14	2/14	3/14	4/14	5/14	6/14	7/14	8/14	9/14	10/14	11/14	12/14	1/15	2/15	3/15	4/15	5/15	6/15	7/15	8/15	9/15	10/15	11/15	12/15	1/16	2/16	3/16	4/16	5/16	6/16	7/16	8/16	9/16	10/16	11/16	12/16	1/17	2/17	3/17	4/17	5/17	6/17	7/17	8/17	9/17	10/17	11/17	12/17	1/18	2/18	3/18	4/18	5/18	6/18	7/18	8/18	9/18	10/18	11/18	12/18	1/19	2/19	3/19	4/19	5/19	6/19	7/19	8/19	9/19	10/19	11/19	12/19	1/20	2/20	3/20	4/20	5/20	6/20	7/20	8/20	9/20	10/20	11/20	12/20	1/21	2/21	3/21	4/21	5/21	6/21	7/21	8/21	9/21	10/21	11/21	12/21	1/22	2/22	3/22	4/22	5/22	6/22	7/22	8/22	9/22	10/22	11/22	12/22	1/23	2/23	3/23	4/23	5/23	6/23	7/23	8/23	9/23	10/23	11/23	12/23	1/24	2/24	3/24	4/24	5/24	6/24	7/24	8/24	9/24	10/24	11/24	12/24	1/25	2/25	3/25	4/25	5/25	6/25	7/25	8/25	9/25	10/25	11/25	12/25	1/26	2/26	3/26	4/26	5/26	6/26	7/26	8/26	9/26	10/26	11/26	12/26	1/27	2/27	3/27	4/27	5/27	6/27	7/27	8/27	9/27	10/27	11/27	12/27	1/28	2/28	3/28	4/28	5/28	6/28	7/28	8/28	9/28	10/28	11/28	12/28	1/29	2/29	3/29	4/29	5/29	6/29	7/29	8/29	9/29	10/29	11/29	12/29	1/30	2/30	3/30	4/30	5/30	6/30	7/30	8/30	9/30	10/30	11/30	12/30	1/31	2/31	3/31	4/31	5/31	6/31	7/31	8/31	9/31	10/31	11/31	12/31
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Our Water, Our Future, Ours to Protect.



## What is an MS4?

A **Municipal Separate Storm Sewer System** is:

- A conveyance or system of conveyances owned by a state, city, town, or other public entity that discharges to waters of the U.S and is:
  - Designed or used for collecting or conveying stormwater
  - Not a combined sewer
  - Not part of a publicly-owned treatment works



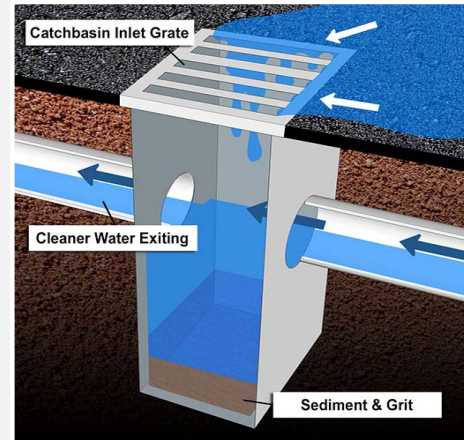
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## Sudbury's MS4

### Drainage System Facts:

- ~60 Miles of Stormwater Drainage Pipe
- ~3000 Catchbasins (public and private)
- ~1800 Manholes (public and private)
- ~450 Stormwater Discharge Points
- ~100 Culverts
- Ditches and Swales as well...



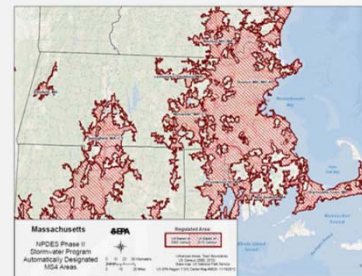
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## What is the MS4 General Permit?

Clean Water Act requires EPA to regulate any discharges from the MS4

- 1987 Clean Water Act Amendments
- The MS4 general permit is based on development density and population and most municipalities in eastern MA are regulated
- In most states, the state administers this permit – MA is EPA regulated
- Every five years a new permit is drafted and issued (in theory)
- Each permittee (city) is required to develop and submit a 5-Year Stormwater Plan consistent with the general permit



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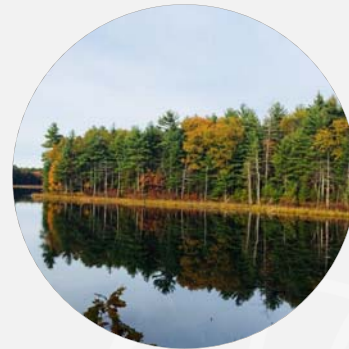
# Consequences for Failure to Comply with MS4 Permit

## Enforcement Action

- Notice of Violation, fines, or other penalties
- Consent Order
- Prosecution

## Permit Termination or Revocation

- Permit Modification
- Stricter Permit Limits
- Denial of Permit Renewal



Jeopardized Public Health, Safety and Environment

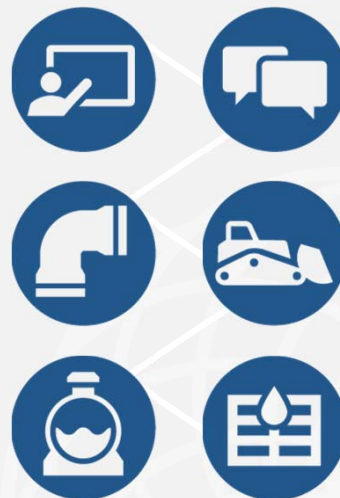
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# Municipal Stormwater Compliance

## Six Primary Control Measures

1. Public Education
2. Public Involvement
3. Illicit Discharge Detection and Elimination
4. Construction Site Runoff Control
5. Post-Construction Stormwater Management
6. Good Housekeeping and Pollution Prevention



Our Water, Our Future, Ours to Protect.

Attachment 2.a: Sudbury MS4 101\_SWMP (3335 : Stormwater Update presentation)



## Public Education



Implement public education programs to help the community understand its role in keeping water clean.

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## Public Involvement

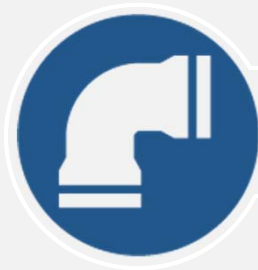


Engage the public in decision-making throughout the program.

Our Water, Our Future, Ours to Protect.



# Illicit Discharge Detection and Elimination



Find and fix failing septic systems or sewers that might be connected to the drainage system.

Our Water, Our Future, Ours to Protect.



# What are Illicit Discharges?

“any discharge to a MS4 that is not composed entirely of stormwater”

**Indirect Discharge**

May come from a variety of sources


- Failed septic system
- Hazardous waste spills
- Leaky sewer line
- Grass clippings, leaf litter, pet waste or other solid material dumped into MS4



**Direct Connection**

A non-stormwater pipe connected to the Drainage System

- Washing machine
- Sewer Lateral

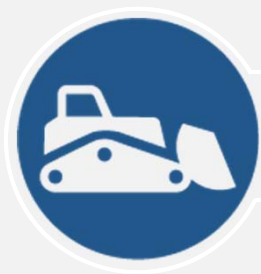


Our Water, Our Future, Ours to Protect.

Attachment2.a: Sudbury MS4 101\_SWMP (3335 : Stormwater Update presentation)



## Construction Site Runoff Control



Ensure that construction projects do not pollute runoff with sediments and debris.

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## Post-Construction Stormwater Management



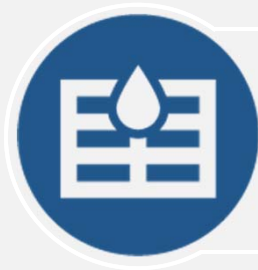
Ensure that new development and redevelopment control and treat runoff before it leaves private property.

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## Good Housekeeping and Pollution Prevention



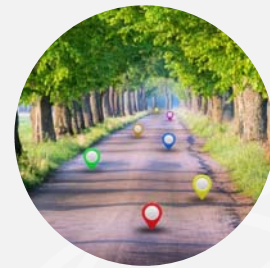
Engage in municipal best practices such as cleaning drainage systems, sweeping streets, and ensuring municipal activities like vehicle washing and lawn maintenance do not contribute to pollution.

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## Obtaining MS4 GP Coverage: 2018-2019 Timeline

- Evaluated the special eligibility requirements
  - Endangered species
  - Historic structures
- Submitted Notice of Intent (NOI) 90 days after "effective date of permit" – **September 29, 2018**
  - "Soft" program plan required to be submitted within NOI
  - Authorized by EPA to discharge stormwater – February 2019
- Developed and implementing the Stormwater Management Program plan (SWMP)



Our Water, Our Future, Ours to Protect.



# Sudbury's Stormwater Program Management Plan (SWMP)

Required by the EPA in Year 1 of the new permit and available for public comment.

Includes:

1. An Overview of the Stormwater Program
2. Water Quality Standards of Local Receiving Waters
3. Summary of Required Actions and Timeline for Completion
4. Responsible Parties
5. References to Associated Program Plans, Manuals and Other Ancillary Program Information as required in the MS4 General Permit

Our Water, Our Future, Ours to Protect.



# What's Next?



Navigating the MS4 General Permit can be a challenge...  
Here's a simple plan for the first year.

### July 1, 2018

- MS4 General Permit Effective Date

### By September 29, 2018

- Submit Notice of Intent

### IMPLEMENT January - June 2019

- Conduct IDDE program training focused on outfall screening
- Consider technology support for programs
- Workshop the construction/post-construction program manual with planning, building & construction team
- Consider operations programs (CB cleaning, street sweeping) and standards of practice

### PLAN July - September 2018

- Consider 5-year program compliance plan
- Meet with municipal leadership & staff to workshop permit obligations
- Review municipally owned MS4 outfalls

### DOCUMENT September - January 2019

- Develop written Illicit Discharge Detection & Elimination (IDDE) program manual
- Develop written construction/post-construction program manual

Our Water, Our Future, Ours to Protect.

Attachment2.a: Sudbury MS4 101\_SWMP (3335 : Stormwater Update presentation)



# What's Next?

## ...And Permit Year 2

### September 29, 2019

- Permit Year 1 Annual Report

### IMPLEMENT Winter 2020

- Develop SWPPP & SPCC for DPW Garage and Transfer Station

### IMPLEMENT Summer/Fall 2019

- Initiate IDDE Screening and Investigation
- Conduct Municipal Facility Inventory and Clean Water Best Practices (Written O&M Policies & Standards) - Inclusive of Impaired Water Provisions
- Initiate Ordinance Revision Process
- Refine & Update Stormwater Drainage System GIS Database

### REVIEW Spring 2020

- Are SWMP Program milestones complete? How are we tracking compliance?
- Evaluate Workflow processes
- Conduct Staff trainings

Our Water, Our Future, Ours to Protect.



# Questions / Discussion



Our Water, Our Future, Ours to Protect.

Attachment2.a: Sudbury MS4 101\_SWMP (3335 : Stormwater Update presentation)



SUDBURY BOARD OF SELECTMEN  
Tuesday, June 25, 2019

**TIMED ITEM**

**3: RHSO IMA amendment**

REQUESTOR SECTION

Date of request:

Requestor: Liz Rust, RHSO

Formal Title: Discussion and vote whether to sign the RHSO Inter-municipal Agreement Amendment for FY20. Liz Rust, RHSO, to make presentation.

Recommendations/Suggested Motion/Vote: Discussion and vote whether to sign the RHSO Inter-municipal Agreement Amendment for FY20. Liz Rust, RHSO, to make presentation.

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting: Liz Rust

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

06/25/2019 7:00 PM

## AMENDMENT

The agreement entered into by and between the Towns of Acton, Bedford, Burlington, Concord, Lexington, Sudbury and Weston (collectively the “Municipalities”), dated June 1, 2017 (the “Agreement”) to share services of a Regional Housing Services Office provided by the Town of Concord (the “Agreement”), which is incorporated herein by reference, is hereby amended, effective July 1, 2019, as described below.

WHEREAS, Burlington desires to withdraw from the Regional Housing Services Office pursuant to Section 7 of the Agreement and voted by the Burlington Board of Selectmen effective June 30, 2019;

WHEREAS, the Town of Concord accepts the withdrawal request from Burlington and agrees to prepare full statements of outstanding unpaid financial obligations under the Agreement and present the same to the terminating Municipality for payment within thirty (30) days thereafter;

NOW,

- The first sentence of the first paragraph is amended by deleting “Burlington” after “Towns of” and after “Bedford.”
- Section 6. Indemnification. This Section is amended by deleting the “Burlington’s obligations shall be limited to the services provided for Burlington;” after the word Bedford and before the words ‘and Concord’.
- Section 17. Notices. This Section is amended by deleting the following to the addresses in this Section: “Town of Burlington, John D. Petrin, Town Administrator, 29 Center Street, Burlington, MA 01803.
- The Town of Burlington Board of Selectmen shall be deleted as a signatory to the Agreement, as amended herein.
- Exhibit B. Fee Structure. This Exhibit is deleted and replaced in its entirety with the Membership Fee Schedule Chart for FY20, attached hereto as Exhibit B.

[SIGNATURE PAGES FOLLOW EXHIBIT B]

### Exhibit B

## Membership Fee Schedule Chart for FY20

The participating municipalities will proportionally share the total cost of operating the Regional Housing Services Office. The proportional share is determined based on the percentage of hours planned to support each municipality for core services as represented in the fee schedule.

FY20 Membership Fee Schedule			
	Hours	% of hrs	Pro rata \$
Acton	470	15%	\$36,862
Bedford	400	13%	\$31,372
Concord	500	16%	\$39,214
Lexington	380	12%	\$29,803
Sudbury	835	26%	\$65,488
Wayland	195	6%	\$15,294
Weston	391	12%	\$30,666
Total	3,171	100%	\$248,699

This fee structure does not include payment for additional hours in excess of the allotted hours or for additional supplemental services which will be proposed and invoiced outside of this agreement.

Attachment3.a: RHSO IMA Amendment - FY20 for execution (3314 : RHSO IMA amendment)

WITNESS OUR HANDS AND SEALS on \_\_\_\_\_, 2019.

TOWN OF ACTON

By its Board of Selectmen

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Attachment3.a: RHSO IMA Amendment - FY20 for execution (3314 : RHSO IMA amendment)

WITNESS OUR HANDS AND SEALS on \_\_\_\_\_, 2019.

TOWN OF BEDFORD

By its Board of Selectmen

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Attachment3.a: RHSO IMA Amendment - FY20 for execution (3314 : RHSO IMA amendment)



WITNESS OUR HANDS AND SEALS on \_\_\_\_\_, 2019.

TOWN OF CONCORD

By its Board of Selectmen

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Attachment3.a: RHSO IMA Amendment - FY20 for execution (3314 : RHSO IMA amendment)

WITNESS OUR HANDS AND SEALS on \_\_\_\_\_, 2019.

TOWN OF LEXINGTON

By its Board of Selectmen

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Attachment3.a: RHSO IMA Amendment - FY20 for execution (3314 : RHSO IMA amendment)

WITNESS OUR HANDS AND SEALS on \_\_\_\_\_, 2019.

TOWN OF SUDBURY

By its Board of Selectmen

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Attachment3.a: RHSO IMA Amendment - FY20 for execution (3314 : RHSO IMA amendment)

WITNESS OUR HANDS AND SEALS on \_\_\_\_\_, 2019.

TOWN OF WAYLAND

By its Board of Selectmen

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Attachment3.a: RHSO IMA Amendment - FY20 for execution (3314 : RHSO IMA amendment)

WITNESS OUR HANDS AND SEALS on \_\_\_\_\_, 2019.

TOWN OF WESTON

By its Board of Selectmen

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Attachment3.a: RHSO IMA Amendment - FY20 for execution (3314 : RHSO IMA amendment)

## AGREEMENT

THIS AGREEMENT is entered into by and between the Towns of Acton, Bedford, Burlington, Concord, Lexington, Sudbury and Weston, hereafter referred to collectively as the "Municipalities," this 1<sup>st</sup> day of June 2017, as follows:

WHEREAS, the Municipalities desire to share the services and costs of a common Regional Housing Services Office; and

WHEREAS, the Town of Concord is willing and capable of hosting a Regional Housing Services Office; and

WHEREAS, each of the Municipalities has authority to enter into this Agreement pursuant to G.L. c. 40, s. 4A;

NOW, THEREFORE, the Municipalities, in mutual consideration of the covenants contained herein, intending to be legally bound, agree under seal as follows:

1. Term. The term of this Agreement shall commence on July 1, 2017 and shall expire after a term of three years on June 30, 2020, unless earlier terminated as set forth herein. Any municipality may withdraw from the Agreement as defined below. The Agreement may be renewed for additional three-year terms as voted by each municipality through its respective Board of Selectmen by January 1 of the year of the expiring term.
2. Lead Municipality. During the Term of this Agreement, the Town of Concord shall act as the lead municipality. The Town of Concord shall perform or provide the following:
  - a. Issue Requests for Proposals for Consultants to provide housing administrative services described in Exhibit A: Core Housing Services, attached and incorporated herein, for all the Municipalities;
  - b. Enter into contracts with Consultants to provide said housing administrative services;
  - c. Manage the Consultant contracts;
  - d. Receive invoices from the Consultants and make payments in a timely manner for services rendered;
  - e. Provide office space and related utilities for the Consultants to operate the Regional Housing Services Office;
  - f. Administer the collection, accounting and use of funds provided by the Municipalities to fund the Consultant contracts;
  - g. Provide overall program oversight and related administration;
  - h. Provide conflict resolution in accordance with Section 10 below.
3. Duties of the Regional Housing Services Office. During the Term of this Agreement, the Regional Housing Services Office shall perform the housing administrative services as described in Exhibit A: Core Housing Services for an annual allocation of hours as indicated in Exhibit B: Fee Structure, attached and incorporated herein.

4. Funding Structure and Payment. The Town of Concord shall annually request funds from the Municipalities for the upcoming year by July 1 with payment due within 30 days of the written request and the Municipalities shall provide annual funding to the Town of Concord pursuant to the Fee Structure, attached as Exhibit B: Fee Structure. Funding for supplemental services not included in Exhibit A: Core Housing Services and for additional hours in excess of the allotted hours in Exhibit B: Fee Structure shall be requested separately, at the discretion of the Town of Concord and the individual municipality. The Town of Concord shall hold all funds in a separate revolving fund account in trust for each Municipality and shall not disburse such funds for any purpose other than payment of invoices from the contracted Consultants for services rendered and other program expenses. Any municipality may borrow or lend hours to other Municipalities upon written agreement between the impacted municipalities, provided that the total number of hours available to the Regional Housing Services Office remains constant.

5. Subsequent Year Adjustments. The annual allocation of hours in Exhibit B: Fee Structure shall be reviewed and adjusted, if necessary, annually, three (3) months prior to end of each year of the Term of this Agreement. The Town of Concord shall provide to all Municipalities a record of the actual hours of services provided to each municipality and propose an amended Exhibit B in order to make any adjustments necessary for the following year of the Term, which shall be adopted as the Municipalities may agree, in accordance with Section 14.

6. Indemnification. Notwithstanding the final sentence of G.L. c. 40, §4A, to the extent permitted by law, each Municipality (the "Indemnifying Municipality") separately agrees to indemnify the Town of Concord, including all officials, officers, employees, agents, servants and representatives, from and against any claim arising out of the duties performed by the Regional Housing Services Office pursuant to the Agreement in or on behalf of the Indemnifying Municipality for any claim of liability, loss, damages, costs and expenses for personal injury or damage to real or personal property by reason of any negligent act or omission by the Regional Housing Services Office while performing services for the Indemnifying Municipality. As to any claim or occurrence, the express indemnification set forth above shall be town-specific: Acton's obligations shall be limited to the services provided for Acton; Bedford's obligations shall be limited to the services provided for Bedford; Burlington's obligations shall be limited to the services provided for Burlington; Concord's obligations shall be limited to the services provided for Concord; Lexington's obligations shall be limited to the services provided for Lexington; Sudbury's obligations shall be limited to the services provided for Sudbury; and Weston's obligations shall be limited to the services provided for Weston. The Indemnifying Municipality's obligation to indemnify under this Section shall be limited to and benefited by the immunities and the limits on liability that would be applicable under M.G.L. c. 258 and any other law or statute limiting the liabilities of municipalities as if the negligent act or omission had been made by an employee of the Indemnifying Municipality. Furthermore, the Indemnifying Municipalities shall not be liable for any claims arising from:

- a. Violations of state or federal civil rights statutes;
- b. Violations of state or federal discrimination statutes;
- c. Wrongful termination claims;

- d. Violations of any state or federal statute dealing with employment practices;
- e. Claims that are covered by any insurance policy.

7. Termination. (Subsection A) Any Municipality, by a vote of its respective Board of Selectmen or Select Board, may withdraw from and terminate this Agreement at the end of any year with the provision of at least two months prior written notice to the Town of Concord. No such termination shall affect any obligation of indemnification that may have arisen hereunder prior to such termination. Upon such termination, the Town of Concord shall prepare full statements of outstanding unpaid financial obligations under this Agreement and present the same to the terminating Municipality for payment within thirty (30) days thereafter. The Town of Concord, by a vote of its respective Select Board, may terminate this Agreement upon the provision of at least one month prior written notice to the participating Municipalities. After termination of this Agreement, the Town of Concord shall remain liable to the participating Municipalities for any portion of the payments received not earned. (Subsection B) Any Municipality may withdraw at the end of any fiscal year in which the municipal legislative body has not appropriated funds sufficient to support that municipality's participation in the subsequent fiscal year, provided that in such an event, the municipality shall give as much notice to other subscribers to this Inter-Municipal Agreement as the circumstances allow.

8. Advisory Committee. There shall exist an Advisory Committee comprised of one (1) representative from each municipality, whom shall be appointed by the Town Manager/Administrator of the municipality. The Advisory Committee shall endeavor to meet on a quarterly basis in July, October, January and April. The Town of Concord shall prepare and send to each municipality a quarterly status report prior to the quarterly meeting.

9. Conflict Resolution. The Advisory Committee may hold additional meetings to discuss and resolve any conflicts that may arise including, but not limited to, disagreements regarding the needs of each municipality and changes to the annual allocation of hours as indicated in Exhibit B: Fee Structure. Any recommendations made to the Director of the Regional Housing Services Office must be made by a majority vote. Any unresolved issues shall be decided by the Town Manager of the Town of Concord.

10. Additional Communities. The Advisory Committee may vote at any time to amend this Agreement to add an additional municipality or municipalities by unanimous vote and approval of the Lead Municipality, so long as there are no more than nine (9) member communities. If voted and approved as provided in this Section, the participation of said municipality or municipalities is effective as of July 1 of the fiscal year next after the vote is taken unless otherwise agreed among all parties. . Any such additional municipality must be adjacent to at least one municipality participating in this Agreement unless waived by a majority of the Town Manager's of the originally participating communities.

11. Financial Safeguards. The Town of Concord shall maintain separate, accurate and comprehensive records of all services performed for each of the Municipalities hereto, and all funds received from the Municipalities. The Town of Concord shall issue a financial report for each fiscal year to each of the Municipalities by December 31 of the following fiscal year.



12. Assignment. None of the Municipalities shall assign or transfer any of its rights or interests in or to this Agreement, or delegate any of its obligations hereunder, without the prior written consent of all of the other Municipalities.

13. Amendment. This Agreement may be amended only in writing signed by all Municipalities duly authorized thereunto.

14. Severability. If any provision of this Agreement is held by a court of appropriate jurisdiction to be invalid, illegal or unenforceable, or if any such term is so held when applied to any particular circumstance, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement, or affect the application of such provision to any other circumstances, and the remaining provisions hereof shall not be affected and shall remain in full force and effect.

15. Governing Law. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the Commonwealth of Massachusetts.

16. Headings. The paragraph headings herein are for convenience only, are no part of this Agreement and shall not affect the interpretation of this Agreement.

17. Notices. Any notice permitted or required hereunder to be given or served on any Municipality shall be in writing signed in the name of or on behalf of the Municipality giving or serving the same. Notice shall be deemed to have been received at the time of actual receipt of any hand delivery or three (3) business days after the date of any properly addressed notice sent by mail as set forth below:

Town of Acton  
 Steven Ledoux, Town Manager  
 472 Main Street  
 Acton, MA 01720

Town of Bedford  
 Richard Reed, Town Manager  
 10 Mudge Way  
 Bedford, MA 01730

Town of Burlington  
 John D. Petrin, Town Administrator  
 29 Center Street  
 Burlington, MA 01803

Town of Concord  
 Christopher Whelan, Town Manager  
 Town House, P.O. Box 535  
 22 Monument Square  
 Concord, MA 01742

Town of Lexington  
 Carl F. Valente, Town Manager  
 1625 Massachusetts Avenue  
 Lexington, MA 02420

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

Town of Weston  
 Donna S. VanderClock, Town Manager  
 P.O. Box 378  
 Weston, MA 02493

18. Complete Agreement. This Agreement constitutes the entire Agreement between the Municipalities concerning the subject matter hereof, superseding all prior agreements and understandings. There are no other agreements or understandings between the Municipalities concerning the subject matter hereof. Each Municipality acknowledges that it has not relied on any representations by any other Municipality or by anyone acting or purporting to act for another Municipality or for whose actions any other Municipality is responsible, other than the express, written representations set forth herein.

[SIGNATURE PAGES FOLLOW EXHIBIT B]

Exhibit A  
Core Housing Services

1. Monitoring
  - Monitoring Database of Affordable Housing Developments and residents
  - Annual monitoring of ownership units
  - Annual monitoring of rental developments
  - Reconcile municipal inventory records with the Subsidized Housing Inventory maintained by the Department of Housing and Community Development
  - Add new units to the inventory as required
2. HOME administration
  - Assist in the preparation of the Annual Action Plan and Annual CAPER documents
  - Consult on HOME funded projects
3. Local Support
  - Meet on-site with staff and housing entities
  - Consult on projects
  - Prepare and Review project documents
4. Regional Activities
  - Assist communities with regional linkages
  - Maintain and support RHSO website, including public and private pages
  - Provide programs to residents
  - Administer the Program on behalf of all communities

[SIGNATURE PAGES FOLLOW EXHIBIT B]

## Exhibit B Fee Structure

The participating municipalities will proportionally share the total cost of operating the Regional Housing Services Office. The proportional share is determined based on the percentage of hours planned to support each municipality for core services as represented in the fee schedule.

### Membership Fee Schedule Chart for FY18

	Hours	Pro rata \$	Pro rata %
Acton	320	\$22,773	11%
Bedford	450	\$32,024	15%
Burlington	155	\$11,030	5%
Concord	440	\$31,312	15%
Lexington	440	\$31,312	15%
Sudbury	830	\$59,066	28%
Weston	345	\$24,552	12%
	2,980	\$212,069	100%

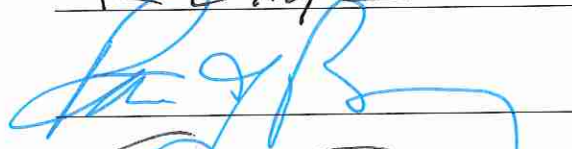
This fee structure does not include payment for supplemental services which will be proposed and invoiced outside of this agreement or payment for additional hours in excess of the allotted hours.

WITNESS OUR HANDS AND SEALS as of the first date written above.

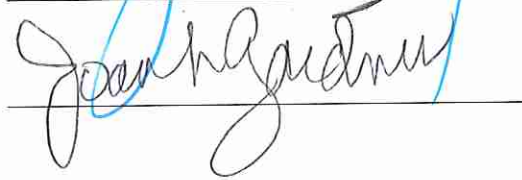
TOWN OF ACTON  
By its Board of Selectmen

  
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Attachment 3.b: RHISO FY18 IMA Agreement - Signed (3314 : RHISO IMA amendment)

WITNESS OUR HANDS AND SEALS as of the first date written above.

TOWN OF BEDFORD  
By its Board of Selectmen

*Margmylen*

*William A. Norman*

*[Signature]*

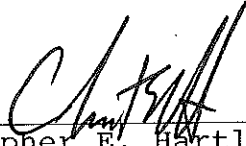
*Carla [Signature]*

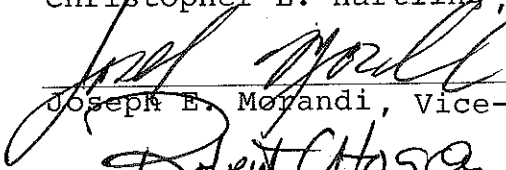
Attachment 3.b: RHISO FY18 IMA Agreement - Signed (3314 : RHISO IMA amendment)


Burlington Board of Selectmen approved on June 12, 2017.

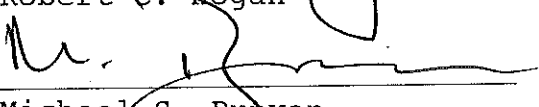
WITNESS OUR HANDS AND SEALS as of the first date written above.

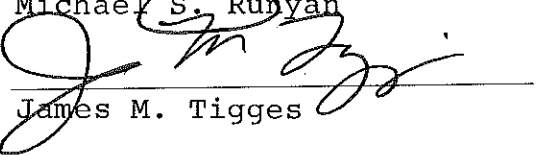
TOWN OF BURLINGTON  
By its Board of Selectmen

  
 \_\_\_\_\_  
 Christopher E. Hartling, Chairman

  
 \_\_\_\_\_  
 Joseph E. Morandi, Vice-Chairman

  
 \_\_\_\_\_  
 Robert C. Hogan

  
 \_\_\_\_\_  
 Michael S. Runyan

  
 \_\_\_\_\_  
 James M. Tigges

Attachment 3.b: RHISO FY18 IMA Agreement - Signed (3314 : RHISO IMA amendment)

WITNESS OUR HANDS AND SEALS as of the first date written above.

TOWN OF CONCORD  
By its Select Board

Wison

Thomas McKee

[Signature]  
Stanley

Alice Langman

Attachment 3.b: RHSO FY18 IMA Agreement - Signed (3314 : RHSO IMA amendment)



WITNESS OUR HANDS AND SEALS as of the first date written above.

TOWN OF LEXINGTON  
By its Board of Selectmen

*Ernest C Barry*

*Legally*

*James L. Pato*

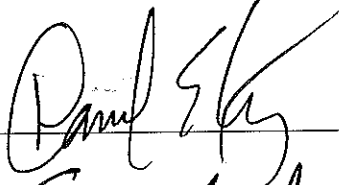
*Mark Cant*

*David M. Hunt*

Attachment 3.b: RHSO FY18 IMA Agreement - Signed (3314 : RHSO IMA amendment)

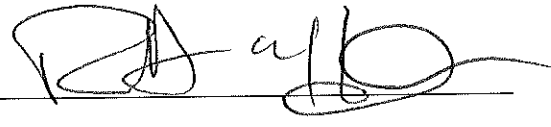
WITNESS OUR HANDS AND SEALS as of the first date written above.

TOWN OF SUDBURY  
By its Board of Selectmen

  
\_\_\_\_\_  
Susan H. Jellison

Patricia A. Brown

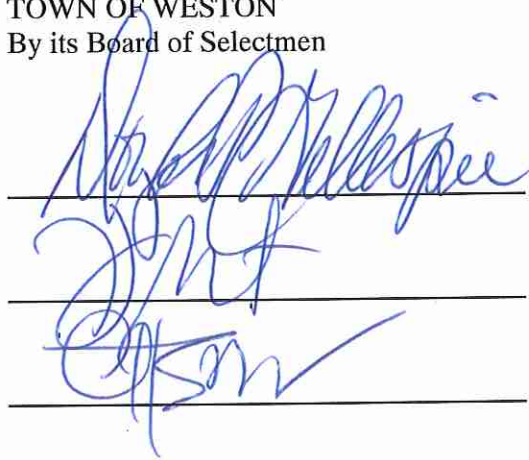
\_\_\_\_\_  
Len Simon

  
\_\_\_\_\_

Attachment 3.b: RHSO FY18 IMA Agreement - Signed (3314 : RHSO IMA amendment)

WITNESS OUR HANDS AND SEALS as of the first date written above.

TOWN OF WESTON  
By its Board of Selectmen



The image shows three handwritten signatures in blue ink, each written over a horizontal line. The top signature is the most legible and appears to read 'John P. Alessio'. The middle and bottom signatures are more stylized and difficult to decipher.

Attachment 3.b: RHISO FY18 IMA Agreement - Signed (3314 : RHISO IMA amendment)

# REGIONAL HOUSING SERVICES OFFICE

## FY20 Inter-Municipal Agreement



*Regional Agreement between Acton, Bedford, Concord, Lexington, Sudbury, Wayland and Weston*

## RHSO Implementation

Facilitated by MAPC, implemented in 2011

- ▣ Awarded **THREE** District Local Technical Assistance grants

2009: MetroWest Growth Management sponsored survey and report including 13 communities

2009: Bedford, Concord, Lexington and Lincoln explore developing a shared housing resource

2010: MAPC leads effort to compile data, research potential structures, and draft agreement for Bedford, Concord, Lexington, Lincoln, Sudbury and Weston

2011: Sudbury, as servicing community, prepares for implementation with MAPC support

Into 8<sup>th</sup> Year – Sustainable Model

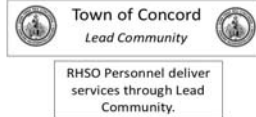
- ▣ Two communities added, two withdrew, switched lead community, staffing changes and growth

# RHSO Update – Service Model

REGIONAL HOUSING SERVICES OFFICE, ESTABLISHED 2011



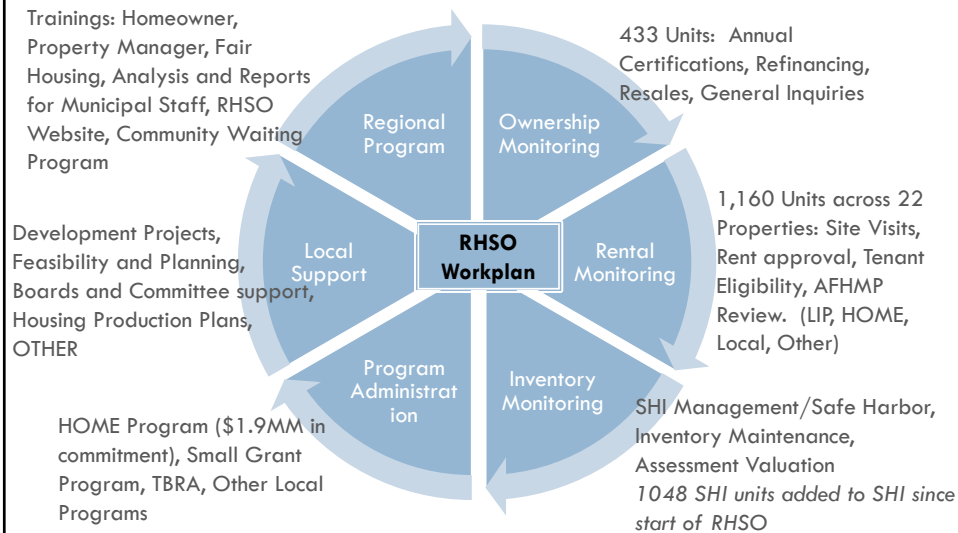
- Member Towns receive housing services for an annual fee per Inter-Municipal Agreement:
- Monitoring
  - Inventory Management
  - Program Development and Administration
  - Assessment Valuations
  - Local Support (Studies, analysis, feasibility, project review)
  - RHSO Website
  - Regional Collaboration



Membership Fee covers all staffing, and administrative expenses, such as accounting, office support, mail, technology, etc

Member Town Statistics (FY19)				
	Housing Units	Restricted/SHI Units	Restricted Ownership	SHI%
Acton	8,475	569	69	6.71%
Bedford	5,322	974	54	18.30%
Burlington	9,627	1283	27	13.33%
Concord	6,852	721	71	10.52%
Lexington	11,946	1327	93	11.11%
Sudbury	5,921	664	37	11.21%
Wayland	4,957	317	57	6.39%
Weston	3,952	149	11	3.77%
<b>Total</b>	<b>57,052</b>	<b>6,004</b>	<b>419</b>	<b>10.52%</b>

## RHSO Workplan



## RHSO Update – Member Communities

- Maximum of 9 municipalities
  - ▣ Per IMA: Contiguous, Voted by Advisory Committee, approved by Concord
  - ▣ Continuing dialogue with neighboring communities
    - Delicate balance of staffing and availability
    - Lincoln, Natick, Belmont, Westford, Winchester
  - ▣ FY20
    - Burlington withdrawing
    - Lincoln perhaps joining
      - Spreads fixed cost, reducing per hour rate for all, FY21
      - Provides additional hours for RHSO staff

## RHSO FY20 Budget

Budget is mostly staffing – correlating to hours - with some program and administration

	FY19 - Current				FY20 - Proposed Budget			
	IMA Amount	Adj	Current Amount	Contract Hours	Amount	Current Hours	% of Total	Comments
Starting Balance	\$843				\$0			
<b>Revenue</b>								
Acton	\$24,493		\$24,493	320	\$36,854	470	15%	Increased hours for (part of) HPP
Bedford	\$37,123	(\$2,748)	\$34,375	445	\$31,365	400	13%	Reduced hours for less support
Concord	\$38,271		\$38,271	500	\$39,207	500	16%	Same hours as FY19
Lexington	\$29,851		\$29,851	390	\$29,797	380	12%	Same fee as FY19
Sudbury	\$59,702	\$6,869	\$66,571	880	\$65,475	835	26%	Variable for lottery work
Wayland	\$16,456		\$16,456	215	\$15,291	195	6%	Fine tuned level of support
Weston	\$27,938	\$2,748	\$30,686	405	\$30,738	392	12%	Fine tuned level of support
<b>Total</b>	<b>\$243,784</b>	<b>\$6,085</b>	<b>\$249,869</b>	<b>3,285</b>	<b>\$248,726</b>	<b>3,172</b>	<b>100%</b>	
<b>Expenses</b>								
Staffing	\$225,058	\$68.69			\$219,726	\$69.27		
Program expenses	\$5,654				\$5,000			
One Time	\$0				\$2,000			
Administrative Cost	\$20,000				\$20,000			
<b>Total Expenses</b>	<b>\$250,712</b>				<b>\$246,726</b>			
Ending Balance	\$0				\$2,000			
Billing Rate	\$76.32				\$78.41			

## RHSO Update – Summary

- RHSO successfully completing 8 years of operation
  - ▣ Thank you for your continued support!
  - ▣ Comments and suggestions welcome

**Proactive Compliance Monitoring**

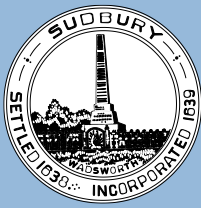
- Preserve Units
- Maintain Housing Inventory

**Resource Efficiency**

- Centralize Information for existing and prospective residents
- Leverage Resources, Resource Continuity

**Regional Approach**

- Common Solutions for Common Challenges
- Enhance Municipal Services



SUDBURY BOARD OF SELECTMEN

Tuesday, June 25, 2019

**MISCELLANEOUS (UNTIMED)**

**4: 2019 Town Manager Annual Re-appointments**

REQUESTOR SECTION

Date of request:

Requested by: Leila S. Frank

Formal Title: Vote whether to approve the Town Manager's annual re-appointments requiring Board of Selectmen's approval of those listed (all of which are subject to acceptance).

Recommendations/Suggested Motion/Vote: Vote whether to approve the Town Manager's annual re-appointments requiring Board of Selectmen's approval of those listed (all of which are subject to acceptance).

Background Information:

Attached list of re-appointments and resignations

Financial impact expected:N/A

Approximate agenda time requested:

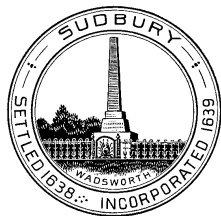
Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

06/25/2019 7:00 PM





## TOWN OF SUDBURY

*Office of Selectmen*  
[www.sudbury.ma.us](http://www.sudbury.ma.us)

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

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

Date: June 6, 2019  
 To: Board of Selectmen  
 From: Leila Frank, Office Supervisor  
 Subject: Town Manager Appointments

Town Manager Reappointments are conducted in a similar manner to the Board of Selectmen reappointments. Once responses from members, committee chairs and Town staff are compiled, the Town Manager reviews the responses and either approves or denies the reappointments. The appointments that require Board of Selectmen approval are brought before the Board. Appointment letters are sent once approval has been voted.

Town Staff who serve on committees or other appointed roles as required by mission statement or regulation are shown in blue.

The following appointments require the consent of the Board of Selectmen.

1. Civil Defense
2. Conservation Commission
3. Commission on Disability
4. Historical Commission
5. Labor Relations Counsel
6. September 11<sup>th</sup> Memorial Garden Oversight Committee

Please see attached list of appointees.

**TOWN MANAGER REAPPOINTMENTS**  
**WITH BOARD OF SELECTMEN APPROVAL**  
**TERMS EXPIRE MAY 31, 2019**

BOARD/COMMITTEE NAME	FIRST NAME	LAST NAME	MEMBER COMMENT	CHAIR/STAFF COMMENT	APPT TERM
Civil Defense Director	John	Whalen	STAFF		1
Conservation Commission	Kathleen	Rogers	YES	YES. Excellent and engaged. About to complete MACC Certification and has attended many training programs.	3
Historical Commission	Bill	Johnson		NO. Bill submitted his letter of resignation as he wants to retire from the Sudbury Historical Commission and does not want to be reappointed.	3
Labor Relations Counsel	Kevin	Feeley	CONSULTANT	YES	1
Sept. 11th Mem. Garden	Beth	Farrell			3
Sept. 11th Mem. Garden	Rachel	Goodrich			3
Sept. 11th Mem. Garden	Deborah	Gordenstein			3
Sept. 11th Mem. Garden	Heather	Halsey			3
Sept. 11th Mem. Garden	Connie	Marotta			3
Sept. 11th Mem. Garden	Melissa	Murphy-Rodrigues	STAFF		3
Sept. 11th Mem. Garden	Kathy	Newman			3
Sept. 11th Mem. Garden	Kirsten	Roopenian	YES		3



SUDBURY BOARD OF SELECTMEN

Tuesday, June 25, 2019

MISCELLANEOUS (UNTIMED)

5: 2019 Annual Board & Committee Re-appointments

REQUESTOR SECTION

Date of request:

Requested by: Leila S. Frank

Formal Title: Vote whether to approve the annual Selectmen's re-appointments of those listed (all of which are subject to acceptance), to acknowledge the resignations of those who choose not to be re-appointed, and to send a letter of appreciation to the resigning volunteers for their service to the community.

Recommendations/Suggested Motion/Vote: Vote whether to approve the annual Selectmen's re-appointments of those listed (all of which are subject to acceptance), to accept the resignations of those who choose not to be re-appointed, and to send a letter of appreciation to the resigning volunteers for their service to the community.

Background Information: Attached list of re-appointments and resignations.

Financial impact expected:N/A

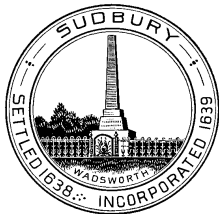
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

- Patty Golden Pending
- Melissa Murphy-Rodrigues Pending
- Jonathan Silverstein Pending
- Daniel E Carty Pending
- Board of Selectmen Pending

06/25/2019 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: [selectmen@sudbury.ma.us](mailto:selectmen@sudbury.ma.us)

Date: June 6, 2019  
To: Board of Selectmen  
From: Leila Frank, Office Supervisor  
Subject: Board of Selectmen Appointments

All board and committee members who are appointed by the Board of Selectmen are contacted prior to the expiration of their terms to determine whether they are willing to continue to serve. Their feedback is reflected in the “Member Comment” column.

Feedback is also requested from the chairmen of the committees on which the appointees serve regarding whether they wish to recommend reappointment of these members. If Town staff serve as liaisons to the committees, they are also contacted for feedback. Their comments are reflected in the “Chair/Staff Comment” column.

Town Staff who serve on committees or other appointed roles as required by mission statement or regulation are shown in blue.

Those members who do not wish to be reappointed or are not recommended for reappointment are highlighted in yellow. After their resignations are accepted, letters of appreciation will be mailed to them and new volunteers will be sought to fill the openings.

All members who are reappointed will receive appointment letters in the mail. They are instructed to be sworn in at a Town office or notary public prior to the start of their new term.

Please see attached list of appointees.

# BOARD OF SELECTMEN REAPPOINTMENTS

TERMS EXPIRE MAY 31, 2019

BOARD/COMMITTEE NAME	FIRST NAME	LAST NAME	MEMBER COMMENT	CHAIR/STAFF COMMENT	APPT TERM
Aging, Council on	Carmine	Gentile	NO. After two consecutive terms a member may not be immediately reappointed to the Council on Aging in		3
Aging, Council on	John	Ryan		NO. Jack Ryan has served two terms	3
Aging, Council on	Patricia	Tabloski		YES	3
Agricultural Commission	Pamela	Duggan		NO. No longer lives in town	3
Agricultural Commission	Karen	Hodder	NO - Resigned	Excellent active member	3
Board of Appeals	Jonathan	Gossels	YES	YES	5
Board of Appeals	Jeffrey	Klofft	YES	YES	1
Board of Appeals	John	Riordan	YES	YES	5
Board of Appeals	Benjamin	Stevenson	YES	YES	1
Bruce Freeman Rail Trail Design Task Force	John	Drobinski	YES	YES	1
Bruce Freeman Rail Trail Design Task Force	Charles	Russo	YES	YES	1
Bruce Freeman Rail Trail Design Task Force	Robert	Schless		YES	1
Bruce Freeman Rail Trail Design Task Force	LeRoy	Sievers		YES	1
Bruce Freeman Rail Trail Design Task Force	Lana	Szwarc		YES	1
Capital Improvement Advisory Committee	Susan	Abrams	YES	YES	3
Capital Improvement Advisory Committee	Jamie	Gossels	YES	YES	3
Capital Improvement Advisory Committee	Thomas	Travers	YES	YES	3
Constable	William	Pickett	YES	YES	3
Earth Removal Board	Jeffrey	Klofft	YES	YES	1
Earth Removal Board	Jonathan	Patch	YES	YES	1
Earth Removal Board	Benjamin	Stevenson	YES	YES	1
Energy & Sustainability Committee	Rami	Alwan	YES	YES	3

Attachment5.a: BOS Reappts\_6.19.19 (3319 : 2019 Annual Board & Committee Re-appointments)

BOARD/COMMITTEE NAME	FIRST NAME	LAST NAME	MEMBER COMMENT	CHAIR/STAFF COMMENT	APPT TERM
Energy & Sustainability Committee	James	Cummings		YES	3
Land Acquisition Review Committee	Matthew	Barach		YES	2
Land Acquisition Review Committee	Jan	Hardenbergh	YES	YES	2
Land Acquisition Review Committee	Christopher	Morely	YES	YES	2
Memorial Day Committee	Melissa	Murphy-Rodrigues	STAFF		1
Permanent Building Committee	Elaine	Jones	YES	YES	3
Permanent Building Committee	Joseph	Sziabowski	NO. I am sorry, but due to significant personal commitments I must submit my resignation due immediately. I have enjoyed participating in town offices and committees for years, but must take a hiatus		3
Special Constable	Mark	Herweck	STAFF		1
Special Constable	Arthur	Richard	STAFF		1
Special Constable	John	Whalen	STAFF		1
SuAsCo River Stewardship Council	John	Drobinski	YES	YES	3
SuAsCo River Stewardship Council	Anne	Slugg	YES	YES	3
Sudbury Transportation Committee	Daniel	Carty	YES		1
Sudbury Transportation Committee	Carmine	Gentile	NOT CONTINUING ON COA		1
Sudbury Transportation Committee	Bethany	Hadvab	STAFF		1
Sudbury Transportation Committee	Daniel	Nason	STAFF		1
Sudbury Transportation Committee	Alice	Sapienza	YES		1
Sudbury Transportation Committee	Beth	Suedmeyer	STAFF		1
Traffic Safety Coordinating Committee	Daniel	Nason	STAFF		2
Traffic Safety Coordinating Committee	Scott	Nix	STAFF		2
Traffic Safety Coordinating Committee	John	Whalen	STAFF		2

Attachment5.a: BOS Reappts\_6.19.19 (3319 : 2019 Annual Board & Committee Re-appointments)



SUDBURY BOARD OF SELECTMEN  
Tuesday, June 25, 2019

**MISCELLANEOUS (UNTIMED)**

**6: Bond Anticipation notes issuance**

REQUESTOR SECTION

Date of request:

Requestor: Dennis Keohane, Finance Director

Formal Title: Vote to accept winning bid for the Acquisition of Broadacres Farm short-term notes (BANS) as requested by Dennis Keohane, Finance Director

Recommendations/Suggested Motion/Vote: Vote to accept winning bid for the Acquisition of Broadacres Farm short-term notes (BANS) as requested by Dennis Keohane, Finance Director

Background Information:  
attached documents provided by Dennis Keohane

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

06/25/2019 7:00 PM

## MEMORANDUM

**To:** Board of Selectmen  
Melissa Murphy-Rodrigues, Town Manager

**From:** Dennis Keohane, Finance Director/ Treasurer-Collector

**Date:** June 20, 2019

**Subject:** Note Sale

---

**Move to accept the notice of BANs (Bond Anticipation Notes) sold on June 19, 2019 and awarded by the Town Treasurer.**

Background: On June 19, 2019, I took bids on \$3,660,000 in short-term debt (bond anticipation notes). This issue is to provide funding for the acquisition of Broadacres Farm, which was approved at the Special Town Meeting of October 15, 2018 and the subsequent Town Election of November 8, 2018. Proceeds are to be delivered on July 3, 2019.

Sale Amount: \$3,660,000                      Duration:        359 days

We received (5) bids from banking institutions. The BAN for the entire sum of \$3,660,000 is to be awarded to Piper Jaffray & Company at 2.0%.

Several documents require signatures by the Board of Selectmen, Town Treasurer and Town Clerk.





UNIBANK FISCAL ADVISORY SERVICES, INC.  
A SUBSIDIARY OF UNIBANK

## MUNICIPAL NOTE SALE INFORMATION

### Sale Information

Day: Wednesday  
Date: June 19, 2019  
Time: 11:00 AM

Issuer: Town of Sudbury, MA  
Amount: \$3,660,000.00  
Dated: 7/3/2019  
Due: 7/2/2020  
Contact Name: Dennis Keohane  
Title: Treasurer  
Fax or I-Deal:

Type:  
BAN

Bank Qualified:  
Yes 2019

New/Renewal:  
New

Tax Status:  
**TAX-EXEMPT**

Paying Agent:  
US Bank National Association

Disclosure:  
Yes 6/12/2019

Project Description:  
Land Acquisition

Certification:  
None

Award Basis:  
Lowest NIC

Legal Opinion:  
Yes  
Locke Lord LLP

Right to Prepay:  
No

Interest Basis:  
30/360  
No. Of Days: 359

CUSIP:  
Optional

Rating:  
Note:  
Current Bond: AAA

Bid Basis:  
Par/Premium X  
Minimum Premium: \$15,555.00

Bid Limits:  
All or none \_\_\_ Split X  
Minimum Amount: \$1,000,000.00

Additional Info:

Bid Specifics:  
Registered or DTC Book-Entry

### RESULTS

BIDDER	AMOUNT	RATE	DATE/TIME	PREMIUM	NIC	AWARD	REOFFER
Piper Jaffray Co.*	ALL	2.000%	6/19/2019 11:00 AM	\$16,836.00	1.538700	\$3,660,000.00	1.5
Jefferies & Co. Inc.*	ALL	2.000%	6/19/2019 11:00 AM	\$16,213.80	1.555800		
TD Securities LLC*	ALL	2.500%	6/19/2019 11:00 AM	\$30,853.80	1.654700		
Oppenheimer & Co.*	ALL	2.500%	6/19/2019 11:00 AM	\$29,902.20	1.680700		
Century Bank & Trust Company	ALL	2.650%	6/19/2019 10:09 AM	\$15,555.00	2.223800		

\*=Underwriter

UniBank Fiscal Advisory Services, Inc. (UFASI) is a subsidiary of UniBank for Savings (UniBank) and any bid submitted by UniBank is in keeping with its own investment goals and is not submitted by or on behalf of UFASI.

For further information, please refer to the Preliminary Official Statement and Notice of Sale dated 6/12/2019

Attachment 6.b: Sudbury BAN Bid Results 7-3-2019 (3327 : Bond Anticipation notes issuance)

## VOTE OF THE BOARD OF SELECTMEN

I, the Clerk of the Board of Selectmen of the Town of Sudbury, Massachusetts, certify that at a meeting of the board held June 25 2019, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: to approve the sale of a \$3,660,000 2.00 percent General Obligation Bond Anticipation Note (the “Note”) of the Town dated July 3, 2019, and payable July 2, 2020, to Piper, Jaffray & Co. at par and accrued interest, if any plus a premium of \$16,836.00.

Further Voted: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated June 12, 2019, and a final Official Statement dated June 19, 2019, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.

Further Voted: that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes and to comply with relevant securities laws.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no

deliberations or decision in connection with the sale of the Notes were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Dated: June 25, 2019

\_\_\_\_\_  
Clerk of the Board of Selectmen

71698929v.1

Attachment6.c: Selectmen Vote BAN (Sudbury 7-3-19)-c (3327 : Bond Anticipation notes issuance)



SUDBURY BOARD OF SELECTMEN  
Tuesday, June 25, 2019

**MISCELLANEOUS (UNTIMED)**

**7: Update on Camp Sewataro**

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Update on Camp Sewataro

Recommendations/Suggested Motion/Vote: Update on Camp Sewataro

Background Information:  
attached documents provided by Town Manager Rodrigues

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

06/25/2019 7:00 PM

# ACQUISITION OF CAMP SEWATARO

## TOWN ELECTION

JUNE 4, 2019

Camp Sewataro is a 44-acre property located at 1 Liberty Ledge in Sudbury. The property is used as a summer day camp, with numerous active and passive recreational activities, including swimming, tennis, basketball and kayaking.

The property is on the market, and the seller has accepted an offer from the Town to purchase the property for \$11,269,700. The purchase would be funded by borrowing a 20 year bond. The approximate tax impact for a \$745,653 home would be roughly \$148 per year (decreasing annually) with a total of approximately \$2,438 over the life of the loan.

*The Selectmen's vision for the property stated in the Letter of Intent is to use the land for open space, recreation, preservation and other municipal purposes.*

### THE CAMP SEWATARO PROPERTY

- Priority for protection identified in the 2009-2015 Open Space and Recreation Plan.
- Located in a Residential A Zoning District.
- Property has potential for 31 home lots.
- Town Manager recommends contracting private operator to run camp for Summer 2020.
- The Camp's business and personal property are being donated to the Town as part of this transaction.



### THE TIMELINE

MARCH 2019: The Town submitted a bid on the Camp Sewataro property by responding to their RFP.

APRIL 2019: The Town entered into a Letter of Intent with the property owner.

MAY 7, 2019 – TOWN MEETING: The property purchase was authorized at Town Meeting.

JUNE 4, 2019 – TOWN ELECTION: A majority vote at the ballot is required in order to authorize spending.

<https://sudbury.ma.us/sewataro>



SUDBURY BOARD OF SELECTMEN  
Tuesday, June 25, 2019

**MISCELLANEOUS (UNTIMED)**

**8: Fairbank Community Center**

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Update on Fairbank Community Center

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

06/25/2019 7:00 PM





SUDBURY BOARD OF SELECTMEN

Tuesday, June 25, 2019

MISCELLANEOUS (UNTIMED)

9: SPS request - Meadow Walk mitigation funds

REQUESTOR SECTION

Date of request:

Requestor: Brad Crozier, SPS Supt. and Michael O'Brien, IT Director

Formal Title: Discussion and possible vote to approve the release of remaining Meadow Walk mitigation funds in the amount of \$242,290 to be used for SPS technology.

Recommendations/Suggested Motion/Vote: Discussion and possible vote to approve the release of remaining Meadow Walk mitigation funds in the amount of \$242,290 to be used for SPS technology.

Background Information: attached memo from Michael O'Brien, IT Director for SPS.

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
- Patty Golden Pending
- Melissa Murphy-Rodrigues Pending
- Jonathan Silverstein Pending
- Daniel E Carty Pending
- Board of Selectmen Pending

06/25/2019 7:00 PM

**Meadow Walk Mitigation Funds**  
**Phase 2**  
**May 31, 2019**

**Michael R. OBrien**  
**Information Technology Director**  
**Sudbury Public Schools**

The following are projects that the Sudbury Public Schools has planned due to their importance in terms of teaching and learning, communication, and computing infrastructure. The “one-time” nature of these expenditures make them ideal for consideration by the Sudbury Board of Selectmen. This second request will close the funding earmarked for SPS.

**Elementary Learning Studios**

The objective of a Learning Studio is to create a flexible, technology-infused learning space which can be used by students and staff. Designed to align with UDL (Universal Design for Learning) principles, the Learning Studios will improve access to collaborative, hands-on learning experiences for all. The Learning Studios will also provide tools to support the teaching of coding and other computer science competencies in an interdisciplinary context.

Most of these resources will be funded by the PTO at each building, but we hope to use Meadow Walk funding to satisfy much of the basic infrastructure pieces of each area, such as sinks, floors, painting, etc. As the old computer labs have been replaced by Chromebook carts in all of the elementary schools, this offers us those former lab areas as ideal physical locations for retooling into these new collaborative areas.

**Wifi Infrastructure**

The Sudbury Public Schools has steadily invested in its network infrastructure. Modern enterprise-grade wifi is available at all five of our schools, and an earlier allocation of Meadow Walk funding is supporting the wired infrastructure behind it. Wireless access to the internet is a standard service in 2019, needed to facilitate a huge range of classroom activities. This funding will support improved wifi coverage for areas that have been identified as needing more robust capacity in recent years.

**Video Production**

As an option for a presentation or cumulative assessment, students often choose to create a video to demonstrate their understanding of materials. This presentation option allows students to not only work with multi-media and learn the technical process of video editing and the use of a green screen, but it also provides them with an opportunity to design a script that involves thoughtful planning for multiple scenes, staging elements, and props. Students work collaboratively with one another from beginning to end during a video production project and the creativity is limitless.



These learning experiences range from creating movie trailers, commercials, interviews, skits, news reports, and more. To continue to support video production across all curricular areas, we are looking at a device that works seamlessly with student Chromebooks, allowing for easy transfer from the video camera to the student's Google Drive. Once the video is uploaded to their Drive, they can do their editing in a web-based video editing platform, such as WeVideo. These videos are then shared with their classmates and often the school community.

Each elementary school will be provided with 6 cameras and 1 tripod. The middle school will receive 8 cameras and 1 tripod. Each camera purchased will also come with a memory stick for that device.

### **X-Carve for Grade 8 Engineering**

In order to continually enhance the student experience in the engineering unified arts classes, new digital and hands-on tools are regularly integrated into the ever-evolving curriculum. This tool, the X-Carve, is an easy-to-use, tabletop 3D wood carving machine that turns students' conceptual designs into real crafted objects. This all-in-one innovator's dream is the ideal starting point for exposing young makers to 3D carving and engraving.

Students will use the free software, Easel, to design and create. Students will use the design process to learn how to manufacture products. Information will be presented as to how a product can be created, using basic processes of manufacturing systems which include: forming, separating, conditioning, assembling, quality control, and safety. Students will compare the advantages and disadvantages of human vs. computer control of these processes.

The funding for the X-Carve machines would also include two tables to securely support the machine and additional shipping fees. The engineering teachers will assemble the X-Carve themselves. Curriculum development would be provided by the Sudbury Public Schools.

### **Elementary Chromebooks Expire**

Chromebooks run on the Google Education Platform. Google has unexpectedly revised its update timeline effectively causing older models to become obsolete, as they will no longer be able to be updated after June 2020. Combined with an infusion of newer machines recycled from graduating eighth graders this refresh of elementary chromebooks will securely place SPS on a sustainable replacement cycle.

The middle school has the benefit of a 1:1 program that provides every student with a Chromebook using SPS budget funding. As 8th graders graduate from the middle school, their laptops are shifted to the elementary schools for classroom use from carts. That has been the only source of student computers for the last several years.

Yet technology is used just as heavily at our elementary schools as at the middle school. Students engage in a variety of research and collaboration projects in grade-appropriate activities. The state MCAS testing and many other standard assessments are all administered online, which makes that

logistical need even greater. Since most of the elementary school student devices will be more than half a decade old with updates from Google expiring, Meadow Walk money offers a great opportunity for a one time update to the equipment that is fed long term by graduating 8th graders and other budgetary sources.

### **Radios**

Through a collaborative effort with the Sudbury Police department, we have identified and created a quote for radios that will allow all 5 schools to reach each other as well as a direct, onetouch connection to the police and fire stations. In an emergency situation, where a phone may not be readily accessible, this will be an invaluable tool. All funds would be directly used to purchase the hand held radios along with the repeaters for installation at the 5 school buildings across Sudbury.

All staff and students would be served by the use of these radios, approximately 445 staff and 2,703 students via safety and better communication for all SPS staff. Once purchased and the needed hardware installed, training will take place at both a building and district level for the use of the radios and the use of the assigned channels to each location.

The use of this technology will also be added to the SPS emergency plan including safety plans and reunification plans. These radios will allow school and first responders to speak directly over a secure, onetouch channel. The intent is to bring the schools and first responders together on the same platform allowing for real time, secure communication. Although we hope not to have to test the operational efficiency during a critical incident, the intent is to have a measurable improvement particularly with interoperability with staff in other buildings.



SUDBURY BOARD OF SELECTMEN  
Tuesday, June 25, 2019

**MISCELLANEOUS (UNTIMED)**

**10: 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
Daniel E Carty	Pending
Board of Selectmen	Pending

06/25/2019 7:00 PM



SUDBURY BOARD OF SELECTMEN  
Tuesday, June 25, 2019

**MISCELLANEOUS (UNTIMED)**

**11: Upcoming agenda items**

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discuss upcoming agenda items.

Recommendations/Suggested Motion/Vote: Discuss upcoming agenda items.

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

06/25/2019 7:00 PM

**POTENTIAL UPCOMING AGENDA ITEMS/MEETINGS**

MEETING	DESCRIPTION
<b>June 27, 10:00 AM, Silva Room</b>	BOS training session with Town Counsel
<b>July 9</b>	Public Hearing to discuss possible Fall Town Meeting
	Discussion on Bruce Freeman Rail Trail
	Interview candidate for ZBA associate
<b>Date to be determined</b>	Update from BOS Policy Subcommittee
	BOS social media policy
	Frost Farm
	BOS Goal setting
	Town meeting recap – year in review
	Liquor License request - Whole Foods
	Announce date for Fall Town Meeting (July/Aug)
	Discussion on Fairbank Center (ongoing)
	Route 20 empty corner lot – former gas station
	HOME program
	Update on traffic policy (Chief Nix)
	Update on crosswalks (Chief Nix/Dan Nason)
	Discussion and potential vote on next steps regarding CSX Rail Trail acquisition
	Tax Classification Hearing (Oct/Nov)
	Annual alcohol license renewals (Dec)
<b>STANDING ITEM FOR ALL MEETINGS</b>	BOS requests for future agenda items at end of meeting
	Citizens Comments, continued (if necessary)

Attachment11.a: POTENTIAL UPCOMING AGENDA ITEMS\_06\_25\_19 (3316 : Upcoming agenda items)



SUDBURY BOARD OF SELECTMEN  
Tuesday, June 25, 2019

**CONSENT CALENDAR ITEM**

**12: Minutes approval**

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to approve the regular session minutes of 5/28/19.

Recommendations/Suggested Motion/Vote: Vote to approve the regular session minutes of 5/28/19.

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
Daniel E Carty	Pending
Board of Selectmen	Pending

06/25/2019 7:00 PM



SUDBURY BOARD OF SELECTMEN  
Tuesday, June 25, 2019

**CONSENT CALENDAR ITEM**

**13: Update to Ponds & Waterways Mission Statement**

REQUESTOR SECTION

Date of request:

Requestor: Vice-Chairman Brown

Formal Title: Vote to approve a one word change to the Ponds & Waterways Mission Statement.

Recommendations/Suggested Motion/Vote: Vote to approve a one word change to the Ponds & Waterways Mission Statement.

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
Daniel E Carty	Pending
Board of Selectmen	Pending

06/25/2019 7:00 PM

**PONDS AND WATERWAYS COMMITTEE  
TOWN OF SUDBURY**

**Voted to establish May 3, 2005 by the Sudbury Board of Selectmen  
Revised October 11, 2018**

**Background**

It is the intention of the Selectmen in creating this Committee to provide a mechanism for the Board to be advised on the quality of publicly owned ponds and waterways throughout Sudbury. The Ponds and Waterways Committee (PWC) will make recommendations to the Board of Selectmen and other standing Town committees. While the Committee will not have the power to commit town resources or approve projects, it is the Selectmen's intention to support reasonable actions and recommendations of the Committee that are harmonious with the Master Plan and the published goals of the Board of Selectmen to the extent that Town Bylaws, Town Meeting action, budgetary limits, and the approval of the Park and Recreation and Conservation Commissions permit.

**Mission**

The mission of the Ponds and Waterways Committee is to advise the Board of Selectmen on the condition of the Town's major ponds, waterways and tributaries, recommending remediation strategies where necessary, in order to enhance opportunities for both active and passive recreational use as appropriate.

**Responsibilities**

- Monitor: Pond and stream water quality and wildlife monitoring will provide an important scientific database for future actions.
- Educate: The Committee must raise public awareness, provide education about the problems and solutions, and build public support in the community for the proposed monitoring and remediation efforts.
- Build a Constituency: The Committee should consider the citizens of Sudbury as a key constituency whose support and cooperation will be of critical importance.
- Report: Report annually to the Board of Selectman regarding ponds and waterways quality and their potential for public recreational usage.
- Review: Participate in the review of the Town Meeting articles and present comments and recommendations on those that affect the ponds and waterways.
- Engage: Undertake all such other actions and activities as are consistent with this charge.

**Membership and Officers**

The Ponds and Waterways Committee shall have five voting members appointed by the Board of Selectmen. All appointments shall be for a term of three years. All Committee members shall be expected to educate themselves as necessary so as to enable them to make valuable contributions



to the Committee's work. Appointments shall be staggered: no more than three members' terms will end in one year and two in the following year. The regular members will elect a chair and clerk each year from among their number. In addition, the Conservation Coordinator, Town Planner, Board of Health Director, Parks and Recreation Director, and Town Engineer, or his/her representative(s) shall serve as liaisons and resources to the Committee.

may

The Committee may from time to time, with approval from the Board of Selectmen, create subcommittees or ad hoc advisory boards comprised of various persons with scientific and regulatory expertise regarding the various biological, ecological, environmental, recreational, hydro geologic and hydraulic issues associated with pond and waterway sustainability. However, no subcommittee or ad hoc advisory board shall be created which duplicates or overlaps the mission or efforts of any other Town committee or subcommittee already existing. Committee members may participate in subcommittees, task forces or working groups related to these subjects that are created by the Board of Selectmen or others.

#### **Relationship of Ponds and Waterways Committee to Standing Boards, Committees and Town Officers**

The Ponds and Waterways committee will need to collaborate with Town departments, committees and citizen groups to achieve these responsibilities. In so doing, the Committee will respect the following guidelines established by the Board of Selectmen:

- Should the Board of Selectmen, upon receipt of a proposed strategy, vote not to pursue such a strategy, no member of this committee will bring such a strategy to Town Meeting for funding or implementation as a petitioner unless such individual first resigns as a member of the Ponds and Waterways committee.
- Any strategy for enhanced and changed recreational opportunities related to ponds and waterways shall be presented to the Park and Recreation Commission, who shall have responsibility for recommending said recreational opportunity to the Board of Selectmen and Town Meeting. No action of the PWC shall intrude upon the responsibilities of the Park and Recreation Commission.
- Any strategy for enhanced remediation efforts of ponds and waterways shall be presented to the Conservation Commission, who shall have responsibility for recommending said remediation effort to the Board of Selectmen and Town Meeting. No action of the PWC shall intrude upon the responsibilities of the Conservation Commission.
- Any requests for funding to the Community Preservation Committee, state or federal agencies, or the Sudbury Foundation shall have the prior approval of the Board of Selectmen as well as the Park and Recreation Commission and the Conservation Commission. If a project is funded by any of these or similar agencies, funds for all such projects shall be expended under the direction of the Town Manager.

#### **Compliance with State and Local Laws**

The Ponds and Waterways 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.

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