

SUDBURY BOARD OF SELECTMEN
TUESDAY OCTOBER 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
TIMED ITEMS			
1.	7:10 PM		Update on status of Quarry North. Chris Claussen to attend.
2.	7:25 PM		Discuss tax classification process with Cynthia Gerry, Director of Assessing.
3.	7:40 PM	<i>VOTE</i>	Discussion and question of voting to accept Sudbury Access Corp (SAC) FY20 Financial and Operating Reports as required by their contract. In attendance will be Lynn Puorro, SudburyTV Executive Director, and SudburyTV Board of Directors: Jeff Winston, Terry Lockhart, Marty Greenstein, Nancy Brumback, and Donna Fayad.
MISCELLANEOUS			
4.		<i>VOTE</i>	Vote at the request of the DPW Director to approve award of contract by the Acting Interim Town Manager to David G. Roach & Sons, Inc., in the amount of \$80,450 for the emergency repair work required for the Wayside Inn Road Bridge; and further to approve execution of any amendments/documents relative thereto.
5.		<i>VOTE</i>	Update and discussion on Selectmen's Financial Policies and possible vote
6.			Discussion on LS agreement and budget process and how it affects Sudbury
7.			Discussion on Fall Town Forum and finalize dates.
8.			Review draft Fall 2019 Board of Selectmen Newsletter and approve for distribution.

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

Item #	Time	Action	Item
9.			Discussion and update on Fairbank Community Center
10.			Citizen's comments (cont.)
11.			Discuss upcoming agenda items
CONSENT CALENDAR			
12.		<i>VOTE</i>	Vote to approve award of contract and execution thereof by the Interim Town Manager for independent contractor dog/animal control services pursuant to the Request for Proposals and evaluation of said proposals received, said contract to be for a period of one year with renewal in each of the following two years at the Town's option, said option to be determined and contracted by the Town Manager; and further, to appoint said contractor as Dog/Animal Control Officer for the Town of Sudbury.
13.		<i>VOTE / SIGN</i>	Vote to authorize the chairman to execute a letter requesting data from GIC to use in processing employees' W-2 forms, as requested by Christine Nihan, Town Accountant.
14.		<i>VOTE</i>	Vote to approve award of contract by the Interim Town Manager to Woodard & Curran, 40 Shattuck Rd., Suite 110, Andover, MA 01810, for engineering consulting services relative to the EPA Phase 2 MS4 Permit compliance and other stormwater related tasks, and further, to approve the execution of any documents related thereto by the Interim Town Manager.
15.		<i>VOTE</i>	Vote to Grant a Special Permit to SMILE Mass, to Hold the "Gobble Wobble for SMILE MASS" on Saturday November 23, 2019, from 10:00 A.M. through approximately 12:00 P.M., subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the race's conclusion.
16.		<i>VOTE</i>	Vote to approve the regular session minutes of 8/20/19 and 9/10/19.

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



SUDBURY BOARD OF SELECTMEN

Tuesday, October 22, 2019

1

TIMED ITEM

1: Update on Quarry North

REQUESTOR SECTION

Date of request:

Requestor: Christopher Claussen

Formal Title: Update on status of Quarry North. Chris Claussen to attend.

Recommendations/Suggested Motion/Vote: Update on status of Quarry North. Chris Claussen to attend.

Background Information:
attached documents

Financial impact expected:

Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

10/22/2019 7:00 PM

Bilodeau, Maryanne

From: Chris Claussen <cgclaussen@gmail.com>
Sent: Wednesday, September 25, 2019 4:57 PM
To: Bilodeau, Maryanne
Subject: Melone Quarry North update
Attachments: Sudbury-Release of Land-12 North Rd.pdf

Hi Maryanne -

Thank you for taking the time to meet with me yesterday. With the conflict I have on October 1st, I think it might be best if I gave the BOS an update in person on October 22. There are three updates for the board which include the following:

- MassDEP has approved the Water District land sale. (attached)
- MassDEP hydrogeologic permit - should be issued 9/27/19
- MEPA Environmental Notification Form (ENF) - we will file on 9/30/19

I will provide you with a copy of the hydrogeologic permit as well as a copy of our ENF submission.

We will commence with the design of the waste water treatment plant, which will be submitted to MassDEP with the groundwater discharge permit application.

Site civil engineering is in the design process, which includes infrastructure, stormwater management, roads/drives etc. These plans will be submitted to the Sudbury Planning Board for site plan review and approval.

Thank you.

Chris Claussen
239.571.5500

Attachment1.a: QN doc1 (3474 : Update on Quarry North)



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

Northeast Regional Office • 205B Lowell Street, Wilmington MA 01887 • 978-694-3200

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Kathleen A. Theoharides
Secretary

Martin Suuberg
Commissioner

August 30, 2019

Vincent Roy
Sudbury Water District
P.O. Box 111
Sudbury, MA 01776

RE: City/Town: Sudbury
PWS Name: Sudbury Water District
PWS-ID No.: 3288000
Program: Land Acquisition
Action: Approval—Release of Water Supply
Land—16 North Road
Transmittal No.: X284066

Dear Mr. Roy:

Please find attached the following information:

Approval for the Sudbury Water District to convey a 3.7 acre portion of a parcel of land located at 16 North Road in Sudbury, in accordance with Massachusetts General Laws, Chapter 40, Section 15B. The land to be conveyed is within the Zone II wellhead protection area of the Sudbury Water District's Well No. 5. The District intends to subdivide a larger parcel into two lots, and retain the lot that includes some land that is within the Zone I protective radius of Well No. 5.

Please note that the signature on this cover letter indicates formal issuance of the attached document. If you have any questions regarding this letter, please contact James Persky at (978) 694-3227.

Sincerely,

James H. Persky
Environmental Analyst
Drinking Water Program

Sincerely,

Rachel Freed
Deputy Regional Director
Bureau of Water Resources

cc: DWP/Boston Office (no attachment)
Catherine Hamilton, MassDEP, Drinking Water, Boston
Jillian B. Bargar, Esq., Anderson & Kreiger, LLP, 50 Milk Street, 21st Floor, Boston, MA 02109

File Name: Y:\DWP Archive\NERO\Sudbury-3288000-Land Acquisition-2019-08-30

This information is available in alternate format. Contact Michelle Waters-Ekanem, Director of Diversity/Civil Rights at 617-292-5751.
TTY# MassRelay Service 1-800-439-2370
MassDEP Website: www.mass.gov/dep

Printed on Recycled Paper

Attachment 1.a: QN doc1 (3474 : Update on Quarry North)

City/Town: Sudbury
PWS: Sudbury Water District
PWS ID: 3288000

- 2 -

Release of Water Supply Land
16 North Road
August 30, 2019

The Massachusetts Department of Environmental Protection ("MassDEP") has reviewed an August 2, 2019 submittal from the Sudbury Water District ("District") that requests the approval of MassDEP to convey a parcel of water supply land, as required by Massachusetts General Laws, Chapter 40, Section 15B.

The District owns a parcel 6.87 acres in size, located at 16 North Road in Sudbury, which is referenced by the Town of Sudbury as Parcel C12-0004. A portion of this property is within the Zone I protective radius for the District's Well No. 5, and the remainder of the property is within the Zone II wellhead protection area for Well No. 5. The 16 North Road property was acquired through a June 29, 1964 Order of Taking, which is recorded with the Middlesex South Registry of Deeds in Book 10585, Page 140. The order states that the land was taken "for public water supply purposes." The property has been used for mining of sand and gravel, but is not presently being mined. A small portion of the parcel is leased for a cell phone tower, which is located outside the Zone I.

The District proposes to subdivide the 16 North Road property, retaining one of the two resulting lots, which will include all of the Zone I land and the cell phone tower. The other lot, which will consist of approximately 3.7 acres of Zone II land, will be conveyed — this land will be combined with adjacent land for the development of affordable housing units. In connection with this proposed conveyance, the District will be acquiring 8.86 acres of land from the Town of Sudbury that is just outside the Zone I for the District's Well No. 6; approval for the Town to convey this land to the District was approved at Sudbury's Town Meeting on May 6, 2019.

Massachusetts Drinking Water Regulations require in 310 CMR 22.21(3)(b) that a public water supplier own or control the land within Zone I of a public supply well. The regulations do not require ownership or control of the Zone II land. In view of the District's intention to retain all of the Zone I land within Parcel 12-0004, and given that the conveyance will enable the District to acquire the larger parcel near Well No. 6, MassDEP has no objection to the District's proposal to convey the subject land. Therefore, MassDEP, acting under the authority of Massachusetts General Laws, Chapter 40, Section 15B, **approves** the proposed conveyance of the subject land by the Sudbury Water District.

The application received by MassDEP states that the District has been advised by its counsel that approval under Article 97 of the Massachusetts Declaration of Rights is not required in connection with the proposed land conveyance.

Please note that the acquisition of the 8.86 acres of land from the Town of Sudbury will require MassDEP approval and a public hearing, in accordance with Massachusetts General Laws, Chapter 40, Section 41.

Attachment1.a: QN doc1 (3474 : Update on Quarry North)

Bilodeau, Maryanne

From: Chris Claussen <cgclaussen@gmail.com>
Sent: Wednesday, October 2, 2019 9:28 AM
To: Bilodeau, Maryanne; Capone, Lori
Cc: Bill Henchy
Subject: Hydrogeo permit Sudbury Melone
Attachments: QNR Hydrogeo Approval_ 10.01.2019.pdf

Good morning Maryanne and Lori -

Attached is a copy of the Massachusetts DEP hydrogeological approval for the Melone gravel pit.

Please give me a call with any questions.

Thank you.

Chris Claussen
239.571.5500



Virus-free. www.avg.com

Attachment1.a: QN doc1 (3474 : Update on Quarry North)



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

Northeast Regional Office • 205B Lowell Street, Wilmington MA 01887 • 978-694-3200

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Lieutenant Governor

Martin Suuberg
Commissioner

October 1, 2019

Mr. Chris Claussen
Quarry North Road, LLC
2134 Sevilla Way
Naples, FL 34109

**RE: Approval of Supplemental Hydrogeological Evaluation Report
WP83 Application: Hydrogeologic Report
Quarry North Road, LLC, Sudbury, Massachusetts
Transmittal number: X283990**

Dear Mr. Claussen:

The Massachusetts Department of Environmental Protection (MassDEP) has completed its review of a report titled *Hydrogeological Evaluation and Groundwater Mounding Analysis* ("Report") that was submitted by GeoHydroCycle, Inc. (GHC) and received by MassDEP on August 7, 2019. Subsequently, additional information was provided by Provencher Engineering, LLC via email on September 30, 2019 addressing the reserve soil absorption system. The report summarizes the results of a hydrogeologic evaluation conducted by GHC to support a future Groundwater Discharge Permit Application located at 36 North Road, Sudbury, MA 01776. The evaluation was conducted in accordance with the scope of work submitted by GHC during the pre-application meeting with MassDEP on May 1, 2019. Notice of the availability of the scope of work was published in the Environmental Monitor on April 24, 2019.

The proposed project is a planned residential subdivision located at 36 North Road/ Route 117 in Sudbury, MA. The site was a former sand and gravel quarry that has seen extensive excavation as evidenced by its irregular topography. The facility proposes to develop 1, 2, & 3- bedroom units of regular residential and elderly housing with a total of 490 bedrooms and a wastewater discharge design flow rate of 49,700 gallons per day (GPD) which will be discharged to a proposed primary subsurface absorption system (SAS) of 19,000 square feet. A reserve SAS of

Attachment1.a: QN doc1 (3474 : Update on Quarry North)

11,400 square feet is proposed to the west of the primary SAS. There are two active public water supply wells within one mile of the SAS: the Concord White Pond Wells to the northwest and Sudbury Well #5 to the southeast. The proposed site for the SAS is located outside of the Zone II boundary for the White Pond Wells, but within the Zone II for Sudbury Well #5. The Sudbury Well #5 is located 1,365 feet southeast of the proposed SAS. A travel time analysis performed to estimate the time groundwater would take to travel from the SAS to Sudbury Well #5 resulted in an estimated travel time of 356 days or 0.98 year. The groundwater elevation data obtained from April through June 2019 from monitoring wells MW-1 through MW-6 indicates that the groundwater generally flows towards the southeast, as shown in Figure 6. *Groundwater Contour Elevation, Measured 4/22/2019* of the report.

The property is located on a kame delta formed in glacial Lake Sudbury. Soils test and borings, included six (6) monitoring wells, thirteen (13) test pits and four (4) percolation tests, were performed within and around the foot print of the proposed SAS. The monitoring/boring well data indicates that outwash deposits consist of mostly fine to medium sand with a trace of silt from the surface to the bottom of the excavations with the exception of boring B-1 which encountered bedrock refusal at 42 feet indicating an upward sloping of the bedrock surface to the west of the proposed site. The soil logs for the thirteen (13) test pits indicate sand and loamy sand to depths of 192 inches. The percolation test results ranged from less than 2 minutes per inch (mpi) to 6 mpi. A hydraulic conductivity of 82.5 feet/day was estimated for the site which is appropriate for the soils that were evidenced in the boring logs and test pits.

No evidence of redoximorphic features indicative of Estimated Seasonal High Groundwater (ESHGW) were observed during the soils tests. The report utilized a 10% exceedance value in the Frimpter Method calculations, resulting in an ESHGW of El. 123.3 feet. MassDEP recommends that future calculations be performed using a 5% exceedance value which would increase the ESHGW in the monitoring wells by 0.3 ft. as well as the elevation of the top of the mound to El. 126.6 feet rather than El. 126.3 feet.

Based on our review of the proposed monitoring well locations and the flow field as illustrated in Figure 10, we agree, based on our review of currently available data, that CMW-1, CMW-2 and CMW-3 are appropriately located. CMW-1 should be outside of the influence of the proposed discharge and based on Figure 13, CMW-2 and CMW-3 are downgradient of the proposed SAS location. Further sampling of the three monitoring wells will provide more details on the suitability of the well location.

Pursuant to 314 CMR 5.09(l)(f), MassDEP hereby approves the hydrogeologic report submitted by GHC and authorizes the applicant to apply for an **Individual Groundwater Discharge Permit (BRPWP79)** subject to the following conditions:

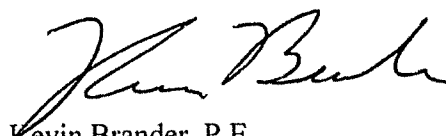
- 1) The design flow to the proposed subsurface absorption system shall not exceed 49,755 gallons per day.
- 2) The long term application rate to the SAS shall not be greater than 2.59 gallons/day/square foot.
- 3) The proposed SAS shall not be constructed until a Groundwater Discharge Permit has been obtained from MassDEP. The proposed SAS shall be constructed within the footprint indicated on Figure 13 titled "Proposed Locations of Compliance Wells" of the August 7, 2019 Hydrogeologic Evaluation Report.
- 4) The minimum allowable bottom elevation of the proposed SAS shall be constructed at El. 136 feet. Unsuitable organics shall be removed and the excavation shall be backfilled with Title 5 fill.
- 5) MassDEP approves the use of monitoring well locations as shown in Figure 13, titled "Proposed Locations of Compliance Wells" of the Report and understands these will remain unchanged. Any changes to the monitoring well network are to be submitted to this office for approval prior to well installation. MassDEP requires all monthly sampling of the monitoring wells beginning from the issuance of this approval to be submitted along with the Individual Groundwater Discharge application. The location of the monitoring wells will be subject to further review and approval during that time.
- 6) An Initial Groundwater Monitoring Well and Groundwater Quality Report must be submitted to this office prior to any discharge of wastewater. This report must include:
 - a. A final surveyed site plan with the location of the SAS, monitoring wells, the appropriate surveyed elevation data including top-of-casing and top-of-PVC elevations for all monitoring wells, location of cultural features such as buildings, roads, athletic fields, leach fields, and groundwater flow direction;
 - b. Boring logs and well construction details for all monitoring wells; and
 - c. Analytical results of the groundwater samples collected from the final groundwater monitoring wells. These results will establish the baseline groundwater quality for the site.

Please be advised that this approval **is not** a Groundwater Discharge Permit. It does, however, authorize the project proponent to submit an Individual Groundwater Discharge Permit application for the project site. MassDEP requires that the Individual Groundwater Discharge Permit application (BRPWP 79) be accompanied by a MassDEP Transmittal form and include all required supporting documentation. Included in the supporting documentation shall be a certification from a Massachusetts Registered Professional Engineer that the approved

Hydrogeological Report has been reviewed and accurately reflects site conditions as of the date of the permit application. Information on any changes noted during the review shall be included in the Engineering Report that accompanies the application.

If you have questions regarding the comments and conditions of this approval, please contact Tenzin Lama of my staff at 978-694-3241 or via email at Tenzin.Lama@mass.gov.

Sincerely,



Kevin Brander, P.E.

Section Chief

Wastewater Management Section

KB/PB/JN/TL

Enclosure

Cc: Steve Smith, P.E., President, GeoHydroCycle, Inc.
Donald A. Provencher, P.E., Provencher Engineering, LLC
Paul Blain/Bureau of Water Resources/MassDEP/Boston
Bill Murphy, Board of Health, Town of Sudbury
Marybeth Chubb/Wastewater Management Program/MassDEP/Boston

Attachment1.a: QN doc1 (3474 : Update on Quarry North)



SUDBURY BOARD OF SELECTMEN

Tuesday, October 22, 2019

2

TIMED ITEM

2: Discuss tax classification process

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discuss tax classification process with Cynthia Gerry, Director of Assessing.

Recommendations/Suggested Motion/Vote: Discuss tax classification process with Cynthia Gerry, Director of Assessing.

Background Information:

Attached document provided by Cynthia Gerry

Financial impact expected:

Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting: Cynthia Gerry, Director of Assessing

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

10/22/2019 7:00 PM

Each year, prior to the mailing of the actual tax bills, the Board of Selectmen in conjunction with the Board of Assessors hold a public hearing to discuss and decide on the distribution of the tax burden to be allocated among the various classes of property.

Classification of Assessments and Rates

Classification of property by its use allows municipalities to allocate how much of the tax burden each class shall bear. Annually, at a Public Hearing known as the Classification Hearing public input is welcome and encouraged as a means to communicate opinions about the distribution of property taxes. Prior to the meeting, the Assessors stratify the taxable values by 'Class' or usage type.

There are four taxable classes of real property and one personal property class.

Class I	RESIDENTIAL	All Residential Property
Class II	OPEN SPACE	Some Vacant Residential Land
Class III	COMMERCIAL	Retail, Office,
Class IV	INDUSTRIAL	Manufacturing, Mining
Class V	PERSONAL PROPERTY	Business Items not permanently affixed to the real estate.

Before the Hearing takes place, all property must be assessed at its full and fair cash value as of the January 1 assessment date. The FY 2020 assessments once certified will reflect the fair market property value according to the assessment date of January 1, 2019.

The FY 2020 Classification Hearing is scheduled to take place on November 19, 2019.

In conjunction with the scheduled Hearing, Assessors produce a Classification Hearing Packet, which includes current assessment data, and information on options to reallocate some tax obligation between or within property classes.

The steps necessary to complete the Classification Hearing and Tax Rate Setting are outlined below.

Pre-classification Hearing Steps

- Step 1: Determination of the property tax levy (Budget Process)
- Step 2: Determine assessed valuations (Assessors)
- Step 3: Tabulate assessed valuations by class (Assessors)

Step 4: Obtain DOR value certification (Assessors)

Step 5: Obtain certification of new growth revenues (Assessors)

Classification Hearing Steps

Step 6: Classification hearing presentation (Assessors & Selectmen)

Step 7: Review and discuss tax shift options (Selectmen)

Step 8: Voting a tax shift factor (Selectmen)

Post Classification Hearing Steps

Step 9: Sign the LA-5 Classification Form (Selectmen)

Step 10: Send annual recap to DOR for tax rate approval (Assessors)

Step 11: Obtain DOR approval of tax rates (DOR)

Because the FY 2020 values are not yet certified, I am including data from FY 2019. As you review the following, please keep that in mind.

FY 2019 Valuations by Class (prior to Tax Shift)

<u>Major Property Class</u>	<u>Valuation</u>	<u>Percent</u>	
<u>Res vs CIP%</u>			
Residential	4,396,808,625	92.9880%	92.9880%
Commercial	189,613,218	4.0101%	
Industrial	30,823,000	0.6519%	7.0120%
Personal Property	111,118,740	2.3500%	
TOTAL	4,728,363,583	100.0000%	

Shifting the Tax Burden

Municipalities with a large commercial/industrial tax base often see fit to shift the tax burden to help maintain lower residential taxes. Sudbury, though having a relative small commercial tax base, has adopted a split tax rate since 1981.

Tax Rates and Options

Sudbury's FY 2019 uniform, single tax rate before applying shift factors was \$18.27 per thousand.

The following chart represents several of the shift option scenarios presented to the Selectmen in FY 2019:

Option	CIP Shift	Res. Shift	CIP Tax Rate	Res. Tax Rate
Single Tax Rate	1.0000	1.0000	18.27	18.27
10% Shift	1.1000	0.9925	20.10	18.13
20% Shift	1.2000	0.9849	21.92	17.99
30% Shift	1.3000	0.9774	23.75	17.86
33% Shift	1.3300	0.9751	24.30	17.82
40% Shift	1.4000	0.9698	25.58	17.72
50% Shift (maximum allowed)	1.5000	0.9623	27.40	17.58

The option above highlighted in yellow represents the FY 2019 Residential Factor as voted by the Sudbury Selectmen. The impact of the vote resulted in a 1.33 shift to the Commercial Industrial Personal Property (CIP) Tax Rate. **Note:** the Res Tax Rates reported in the chart do not take into consideration the 9 cents residential tax rate increase associated with funding Sudbury's Senior Means-Tested Exemption Program for FY 2019. The actual residential tax rate for FY 2019 was \$17.91.

Optional Exemptions (to be deliberated and voted at the Hearing):

Residential Exemption:

(The FY 2020 data will be provided in the November 2019 Classification Hearing Packet).

Each year, at the option of the Board of Selectmen, an exemption of not more than 35% of the average assessed value of all Class 1, residential parcels, may be applied to residential parcels that are the principal residence of the taxpayer as of January 1 of the previous year. The intent of this exemption is to promote owner occupancy. Adopting the Residential Exemption would allow the Selectmen to exempt from qualified residential properties a percentage of the average assessed value for the class. The exemption can be as high as thirty-five (35%) percent of the average assessed value for the residential property class.

In FY 2018, fifteen Massachusetts cities and towns adopted the Residential Exemption. Historically, the exemption has been adopted in those communities with a high percentage of apartments and other investment property or seasonal homes. In general terms, the exemption shifts real estate taxes onto Class I properties that are not occupied as the owner's principal residence or are held for investment.

A study documented in the November 2011 Residential Exemption Report indicated that about 83% of Sudbury's residential property owners would meet the statutory requirements to qualify for the exemption. A small percent of homeowners and all residential landowners would not receive the benefit and the entire residential class will pay the increased tax rate associated with the valuation reduction.

Although some owner occupied properties would receive an exemption of up to 35%, the tax rate for the entire residential class would increase. As a result, while some properties would receive a tax reduction under the Residential Exemption option, all residential vacant land parcels, and all non-owner occupied residential properties will also be subject to a significant tax increase.

We currently utilize the "Commonwealth of Massachusetts Tax Rate Recap Residential Exemption module" to calculate the impact of the Senior Means Exemption Program on the tax rate. It is unclear how a traditional Residential Exemption Program would or could interplay with the Sudbury special exemption program. A vote however is still required.

Small Commercial Exemption:

The FY 2020 updated data will be provided in the November 2019 Classification Hearing Packet. Based on the information reported in the recent edition issued by the Commonwealth of Massachusetts Division of Employment Training we are not expecting many significant changes for FY 2020. The following data was compiled for the FY 2019 Classification Hearing Report.

An exemption of up to 10% of the property valuation can be granted to commercial properties (not industrial) having one or more businesses employing 10 or fewer employees. Implementing this exemption requires increasing the CIP tax rate to offset lost revenues from qualifying properties.

For FY 2019, 36 properties in the Town have been identified as meeting qualifying standards. Sudbury's nominal commercial class for FY 2019 hosts 189 accounts. In addition, there are 8-mixed use/part commercial, 50-chapter land, and 19 industrial properties all of which would be subject to an increased tax rate generated by the adoption of a small commercial exemption. The class 3 value reduction for those qualifying properties if a 10% small commercial exemption is adopted is \$1,039,630 approximated at twelve cents (for purposes of illustration we used a factor of 1.33 in our analysis). The average tax savings for the 36 accounts is approximately \$701/account.

Considerations:

- a) The qualifying 36 taxpayers will receive a measurable tax benefit. Other small businesses (not qualifying) will bear the increased burden along with larger commercial and industrial properties.
- b) 26 of the qualifying 36 accounts are commercial condominiums. However, within the same condominium complexes 66 units will not make the cut for different reasons. The properties are otherwise quite similar in size, use, and assessment.
- c) Many of the small businesses appearing on the Department of Employment Training (DET) list as qualifying will not benefit from the exemption, as they are tenants in larger commercial properties with assessed values exceeding the allowable \$1,000,000 cap.

Based on the foregoing, we can conclude the following:

- The vast majority of Sudbury's small businesses will not stand to benefit by adoption of this exemption, as they are tenants in strip malls, and other large commercial buildings.
- They in fact will be penalized with the increased tax rate. Mill Village is a good example of this. The property consists of 30+ small businesses, all of whom would be subject to the increase. Another example are the tenants at the Cummings building on Rte. 117.
- As evidenced by the small number of eligible accounts the lion's share of Sudbury's small business community will not benefit from this exemption.

Open Space Exemption:

In addition to the above-mentioned options, there is one more option, which must be reviewed, although not applicable in Sudbury at this time. It is known as the Open Space Exemption.

In order for a municipality to utilize an open space exemption, it must first have adopted the Open Space Class. This is an additional Classification created for some vacant land (Class 2). The definition of open space in this context is: *land which is not otherwise classified and which is not taxable under provisions of chapters 61, 61A or 61B, or taxable under a permanent conservation restriction, and which land*

is not held for the production of income but is maintained in an open or natural condition and which contributes significantly to the benefit and enjoyment of the public.

The Open Space Class was developed to provide a tax break to land owners, as incentive to preserve open land or at least slow development. Adopting this Classification would result in a discount of the residential tax obligation of up to 25% for those parcels classified as open space. Any tax savings awarded to open space property owners will be subsidized by all other residential property owners. To my knowledge, Bedford is the lone community in the Commonwealth known to have adopted this option. Sudbury currently has over 75 parcels of land enrolled in the various chapter land programs. Accordingly, chapter land enrollment carries certain program withdrawal restrictions; including offering the municipality a right of first refusal to purchase, along with certain recapture tax penalties. If a community were to adopt this open space classification, any property classified as open space (not enrolled in chapter land programs) would receive the benefit of the favorable tax structure without any of the restrictions associated with the existing chapter land programs. If in the future, if Sudbury were to consider adopting this Classification, it should be noted that it takes a year to be implemented upon the written request of the Selectmen.

Sudbury's 6 History of Classification Hearing Votes

	FY 2019	FY 2018	FY 2017	FY 2016	FY 2015	FY 2014
Residential Factor (Vote)	0.9751	0.976078	0.974145	0.973356	0.973663	0.974
CIP Shift (result of Res factor vote)	1.33021	1.33	1.38	1.38	1.38305	1.38
Single Tax Rate (Calculate)	18.27	18.27	18.12	18.19	17.99	18.12
CIP Tax Rate following Shift (Vote)	24.3	24.3	25.01	25.11	24.88	24.88
Residential Tax Rate following Shift including Senior Means Shift	17.91	17.93	17.74	17.8	17.6	17.6
Small Commercial Exemption (Vote)	No	No	No	No	No	No
Residential Exemption **Traditional (Vote)	No	No	No	No	No	No
Open Space Classification (Vote)	N/A	N/A	N/A	N/A	N/A	N/A
Average all Residential (not just SFR)	703,602	679,625	660,704	634,923	616,378	598,000
Nominal Commercial value	179,785,300	163,787,100	152,885,900	145,360,600	138,774,900	138,349,000
Average of Nominal Commercial	951,245	862,037	817,572	773,195	746,102	743,000
** SMTE Exemption program utilizes the traditional residential exemption module to calculate the tax impact due to the exemption	*	*	*	*	*	*
Nominal Commercial count	189	190	187	188	186	186

Attachment 2.a: Pre-Classification Hearing Notes (3480 : Discuss tax classification process)

DIVISION OF LOCAL SERVICES

ASSESSMENT/CLASSIFICATION REPORT as of January 1, 2018

Fiscal Year 2019 FORM LA-4 Sudbury Classification Totals

Attachment 2.a: Pre-Classification Hearing Notes (3480 : Discuss tax classification process)

Property Type	Parcel Count		Class1 Residential	Class2 Open Space	Class3 Commercial	Class4 Industrial	Class5 Pers Prop
101	5,436		4,053,368,934				
102	344		194,382,440				
MISC 103,109	19		23,687,800				
104	18		11,917,700				
105	2		1,546,400				
111-125	5		48,122,700				
130-32,106	417		39,683,000				
200-231	0			0			
300-393	189				179,785,300		
400-442	19					30,823,000	
450-452	0					0	
CH 61 LAND	1	4		0	2,154		
CH 61A LAND	16	35		0	423,708		
CH 61B LAND	5	11		0	1,883,927		
012-043	16		24,099,651	0	7,518,129	0	
501	29						735,170
502	80						7,326,130
503	0						0
504	2						84,552,160
505	3						11,640,600
506	1						5,106,700
508	4						1,476,580
550-552	1						281,400
TOTALS	6,657		4,396,808,625	0	189,613,218	30,823,000	111,118,740
Real and Personal Property Total Value							4,728,363,583
Exempt Parcel Count & Value						469	328,653,920

**SUDBURY BOARD OF SELECTMEN**

Tuesday, October 22, 2019

TIMED ITEM**3: Sudbury Access Corp Annual Report to BOS****REQUESTOR SECTION**

Date of request:

Requestor: Jeff Winston

Formal Title: Discussion and question of voting to accept Sudbury Access Corp (SAC) FY20 Financial and Operating Reports as required by their contract. In attendance will be Lynn Puorro, SudburyTV Executive Director, and SudburyTV Board of Directors: Jeff Winston, Terry Lockhart, Marty Greenstein, Nancy Brumback, and Donna Fayad.

Recommendations/Suggested Motion/Vote: Discussion and question of voting to accept Sudbury Access Corp (SAC) FY20 Financial and Operating Reports as required by their contract. In attendance will be Lynn Puorro, SudburyTV Executive Director, and SudburyTV Board of Directors: Jeff Winston, Terry Lockhart, Marty Greenstein, Nancy Brumback, and Donna Fayad.

Background Information:
See attached documents

Financial impact expected:n/a

Approximate agenda time requested: 15 minutes

Representative(s) expected to attend meeting: Lynn Puorro and members of SudburyTV Board

Review:

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

10/22/2019 7:00 PM

S U D B U R Y A C C E S S C O R P
FY 2019 Financial & Operating Reports
October 22, 2019

For the just-completed year FY2019 (7/1/2018 – 6/30/2019):

- 1) Notable accomplishments: See next page.
- 2) Quarterly/Annual Financials: See attached.
- 3) Results of Fundraising: Currently SAC does no fundraising.
- 4) Statistics on number of residents trained, number of hours of public programming: See attached Quarterly Programming Reports.
- 5) Number of hours by type of programming: See attached Quarterly Programming Reports.
- 6) Filed Corporation Annual Report, MA Form PC (including Auditors' report and Federal Form 990) submitted with this report. Asset Inventory will be provided within 30 days.
- 7) Summary of VOD viewing stats. See attached.

For the upcoming year FY2020:

- 1) Budget: See attached.
- 2) List of operating equipment to be replaced in FY 2020:
 - none
- 3) Long-range Capital Replacement Plan: See attached
- 4) Fundraising Targets: SAC plans no fundraising in FY 2020.
- 5) Programming plans: In FY 2020, SAC plans to
 - Continue to expand Sudbury municipal meeting coverage
 - Continue to produce and introduce new programming highlighting the Sudbury community
 - Continue to provide coverage of LS sports teams
- 6) Plans for expanding existing services and adding new services
 - no plans for FY 2020
- 7) Plans for equipment upgrades in FY 2020:
 - Purchase a wireless video transmitter system
- 8) Plans for expanding training capabilities:
 - SudburyTV offers a variety of training courses to the community. Courses are held on weekday evenings and may be scheduled on an individual or group basis.

Notable FY2019 Accomplishments:

1) SudburyTV Infrastructure Improvements:

- Worked with Comcast to update the channel transmission equipment, replacing the old RF modulators with newer technology.

2) SudburyTV Programming:

- SudburyTV assisted the LS Game Club with producing a video game show series called "Game Time". The show is hosted by two members of the LS Game Club, and featured a review of a popular video game in the first episode, and a video game tournament in the following two episodes.
- SudburyTV is continuing to produce the series "The Old Fashioned Way". The program explores old methods and features modern people doing archaic things with tools and techniques that haven't changed in over a hundred years.
- SudburyTV is continuing to produce the series "Global Village" hosted by Sudbury resident, Soterios Zoulas. The program invites guests ranging from authors to musicians to religious leaders from the Sudbury and nearby communities.
- SudburyTV continued to expand coverage of municipal committees in FY2019, adding regular coverage of
 - Master Plan Steering Committee

Current Meeting Coverage by SudburyTV

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

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

Community Programs Regularly Covered

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

Major Events Covered

- Sudbury July 4th Parade
- Sudbury Summer Concerts
- HOPEsudbury Telethon
- Town Forum: Quarry North and Melone Disposition
- Sudbury Holiday Tree Lighting
- Warriors 4 Warriors Girls and Boys Hockey Games
- League of Women Voters Candidates' Night
- Memorial Congregational Church Spring Concert
- Sudbury Memorial Day Parade
- LS Graduation
- Curtis Moving On Ceremony

Educational Channel 9/32

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

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Summary of SudburyTV VOD Viewing, 7/1/18 - 6/30/19

Output of webstat.pl, Sat Sep 21 09:34:28 2019
 Range: Sat Jun 30 20:51:02 2018 through Sun Jun 30 14:59:28 2019
 39855 records read. 12 months, 3472 viewers, 642 programs
 Discarded 29608 events < 1 minute, Discarded 1546 local views
 Truncated 118 events to 4 hours, 1 Unknown programs

By Month (All Viewing)

Month	View Time HH:MM	Viewers
Jul. 2018:	211:54	247
Aug. 2018:	13:15	13
Sep. 2018:	171:13	187
Oct. 2018:	362:51	362
Nov. 2018:	416:29	460
Dec. 2018:	811:08	805
Jan. 2019:	343:29	446
Feb. 2019:	237:02	253
Mar. 2019:	467:37	427
Apr. 2019:	310:06	311
May. 2019:	845:46	631
Jun. 2019:	290:23	334

By Hour of Day (LiveStream Only)

Hour	View Time HH:MM	Viewers
8 AM:	70:33	150
9 AM:	104:16	190
10 AM:	128:40	209
11 AM:	100:41	183
12 PM:	88:40	181
1 PM:	121:46	227
2 PM:	157:03	262
3 PM:	149:45	265
4 PM:	127:21	229
5 PM:	128:12	232
6 PM:	148:05	267
7 PM:	316:52	480
8 PM:	487:53	588
9 PM:	497:00	592
10 PM:	349:42	522
11 PM:	186:14	298

Total On Demand Viewing: 49.18 days
 Total LiveStream Viewing: 137.54 days

By Viewers

779 Viewers watched for 1 - 5 minutes
 445 Viewers watched for 5 - 10 minutes
 831 Viewers watched for 10 - 30 minutes
 506 Viewers watched for 30 - 60 minutes
 911 Viewers watched for 60+ minutes

3280 Viewers watched 1 - 5 programs
 118 Viewers watched 5 - 10 programs
 74 Viewers watched 10+ programs

By Program

Program	View Time HH:MM	Viewers
Live Viewing, P/G Channel	1559:24	960
Live Viewing, ED Channel	303:02	202
Sudbury Town Forum/Melone Property Disposition: Quarry North Nov. 27 2018	116:37	221
League of Women Voters of Sudbury/Candidates' Night March 6 2019	84:29	127
Board of Selectmen/Meeting of March 12 2019	51:13	70
Zoning Board of Appeals/Meeting of April 29 2019	46:00	53
Board of Selectmen/Meeting of April 30 2019	43:05	65
Board of Selectmen/Meeting of April 9 2019	38:50	64
Board of Selectmen/Meeting of May 14 2019	38:38	33
Board of Selectmen/Meeting of Jan. 22 2019	36:56	31
Board of Selectmen/Meeting of October 9 2018	36:56	53
Board of Selectmen/Meeting of May 28 2019	36:46	49
Finance Committee/Meeting of May 2 2019	35:55	44
Board of Selectmen/Meeting of July 17 2018	33:35	44
SPS School Committee/Meeting of October 29 2018	33:11	45
Sudbury Town Meeting/Meeting of October 15 2018	28:03	42
The Old Fashioned Way Ep2/Wayside Inn Grist Mill	26:32	126
SPS School Committee/Meeting of September 17 2018	25:33	36

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Global Village/Meletios Pouliopoulos	Greek Historian and Archivist	24:43	88
Finance Committee/Meeting of April 22	2019	24:31	27
Board of Selectmen/Meeting of June 11	2019	22:39	18
SPS School Committee/Meeting of Jan. 7	2019	22:18	25
Sudbury Town Meeting/Meeting of December 11	2018	21:43	50
Zoning Board of Appeals/Meeting of April 1	2019	21:23	18
SPS School Committee/Meeting of December 10	2018	20:59	23
SPS School Committee/Meeting of June 18	2018	20:36	17
SPS School Committee/Meeting of March 18	2019	18:44	26
Finance Committee/Meeting of December 17	2018	18:18	18
Board of Selectmen/Meeting of September 11	2018	18:01	31
Finance Committee/Meeting of April 8	2019	17:53	19
Sudbury Town Meeting/Meeting of May 7	2019	17:33	29
Zoning Board of Appeals/Meeting of May 28	2019	17:24	27
Zoning Board of Appeals/Meeting of September 17	2018	16:49	16
Board of Selectmen/Meeting of Jan. 8	2019	16:25	25
SPS School Committee/Meeting of July 18	2018	16:13	17
EFSB Eversource Hearing 05/25/17/EFSB Eversource Hearing 05/25/17		16:02	3
Hosmer Holiday Open House 2018/Holiday Open House 2018	Winter Wonderland	15:35	86
Community Preservation Committee/Meeting of Jan. 16	2019	15:23	16
SPS School Committee/Meeting of November 19	2018	14:49	21
LS Sports/Girls Hockey vs Wayland with Senior Night Interview		14:35	29
Board of Selectmen/Meeting of Feb. 5	2019	14:15	17
SPS School Committee/Meeting of October 1	2018	14:01	26
Conservation Commission/Meeting of March 11	2019	13:57	13
Park and Recreation/Meeting of April 29	2019	13:21	41
SPS School Committee/Meeting of Jan. 28	2019	13:21	18
LS School Committee/Meeting of Feb. 5	2019	13:11	12
Board of Selectmen/Meeting of October 30	2018	13:11	25
Park and Recreation/Meeting of September 24	2018	12:53	18
SPS School Committee/Meeting of April 1	2019	12:36	27
Finance Committee/Meeting of February 25	2019	12:19	10
Finance Committee/Meeting of September 24	2018	12:16	24
Conservation Commission/Meeting of May 23	2019	11:59	18
Wayside300th/300th Anniversary		11:54	51
Football vs Springfield Central/Football vs Springfield Central	9-7-18	11:52	47
Planning Board/Meeting of May 15	2019	11:46	9
Planning Board/Meeting of Feb. 13	2019	11:42	15
SPS School Committee/Meeting of Feb. 4	2019	11:37	16
Finance Committee/Meeting of December 3	2018	11:22	18
LS Pops Concert/14-Mar-19		11:14	29
Sudbury Town Meeting/Meeting of May 8	2018	11:10	19
LS Sports/Girls Hockey vs Wayland/Weston	1-5-19	11:04	41
Community Preservation Committee/Meeting of December 19	2018	10:59	12
Zoning Board of Appeals/Meeting of June 11	2019	10:54	13
SPSSC_10_02_17/Meeting of October 2	2017	10:53	13
Protect Sudbury: Community Update April 2019/Community Update April 2019		10:53	22
Global Village/Pamela Wight	Author	10:51	34
SPS School Committee/Meeting of June 3	2019	10:37	22
SPS School Committee/Meeting of November 6	2017	10:25	4
Board of Selectmen/Meeting of March 26	2019	10:20	19
Community Preservation Committee/Meeting of October 3	2018	10:15	24
Community Preservation Committee/Meeting of December 5	2018	10:04	12
Global Village/Edward Melikian	Musician	10:03	28
Sudbury Historical Society/If These Halls Could Talk: A History of Sudbury, 1636-1836		9:50	14
Baseball vs Acton-Boxboro 05/18/19/Baseball vs Acton-Boxboro	05/18/19	9:42	28
Conservation Commission/Meeting of Feb. 11	2019	9:40	17
LS School Committee/Meeting of November 20	2018	9:37	10
SPS School Committee/Meeting of August 30	2018	9:35	25
Finance Committee/Meeting of November 19	2018	9:34	18
Community Preservation Committee/Meeting of January 2	2019	9:24	16
LS Civic Orchestra/Spring Concert	2018	9:22	37
Conservation Commission/Meeting of April 22	2019	9:22	14
SPS School Committee/Meeting of Feb. 25	2019	9:20	14
LS Graduation Ceremony 2019/2-Jun-19		9:16	21
LS Winter Instrumental Concert 2018/Winter Instrumental Concert	2018	9:12	24
Community Preservation Committee/Meeting of November 7	2018	9:09	15
LS Winter Choral Concert 2018/Winter Choral Concert	December 6	9:03	28
SPS School Committee/Meeting of April 29	2019	8:59	11
Board of Selectmen/Meeting of July 10	2018	8:54	17
Sudbury Town Meeting/Meeting of May 7	2018	8:47	18
Park and Recreation/Meeting of August 27	2018	8:41	12
Strategic Financial Planning Committee for Capital Funding/Meeting of Jan. 11	2	8:41	8
Master Plan Steering Committee/Meeting of Jan. 18	2019	8:34	10
Board of Selectmen/Meeting of Feb. 28	2019	8:31	27
Board of Selectmen/Meeting of September 25	2018	8:31	16
Board of Selectmen/Meeting of October 15	2018	8:17	16
Planning Board/Meeting of April 10	2019	8:13	8
Zoning Board of Appeals/Meeting of October 1	2018	8:12	15
Strategic Financial Planning Committee for Capital Funding/Meeting of November 2		8:11	9
Board of Selectmen/Meeting of November 6	2018	8:06	12
Finance Committee/Meeting of March 11	2019	8:03	7
LS School Committee/Meeting of Jan. 22	2019	7:55	9
Understanding Coyote Behavior/Understanding Coyote Behavior		7:43	14
Board of Selectmen/Meeting of December 18	2018	7:42	18
Conservation Commission/Meeting of Jan. 28	2019	7:40	11
SPS School Committee/Meeting of May 13	2019	7:30	17

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Board of Selectmen/Meeting of March 5	2019	7:23	19
LS School Committee/Meeting of May 14	2019	7:19	18
LS Sports/Girls Hockey vs Central Catholic	12-19-18	7:19	37
LS School Committee/Meeting of June 25	2019	7:16	8
SPS School Committee/Meeting of December 3	2018	7:13	12
LS School Committee/Meeting of January 2	2019	7:12	8
Curtis Middle School/Moving On Ceremony	2018	7:11	23
Park and Recreation/Meeting of Feb. 11	2019	7:06	11
Sudbury Town Meeting/Meeting of May 1	2017	7:03	9
School Start Time Public Forum/10-Jun-19		6:59	11
LS School Committee/Meeting of April 2	2019	6:53	6
Planning Board/Meeting of September 5	2018	6:52	10
Board of Selectmen/Meeting of June 25	2019	6:50	23
LS School Committee/Meeting of June 11	2019	6:46	10
Zoning Board of Appeals/Meeting of May 13	2019	6:33	8
Board of Selectmen/Meeting of January 23	2018	6:32	4
League of Women Voters/Civics Bee	2017	6:29	10
SPS School Committee/Meeting of September 24	2018	6:26	16
Planning Board/Meeting of March 27	2019	6:25	14
Board of Selectmen/Meeting of December 4	2018	6:17	11
Finance Committee/Meeting of November 5	2018	6:10	8
Historic Districts Commission/Meeting of Feb. 28	2019	6:08	12
Kickoff to Kindergarten Forum/29-Jan-19		6:04	36
LS School Committee/Meeting of June 26	2018	6:04	15
LS School Committee/Meeting of September 11	2018	6:01	19
Sudbury Town Meeting/Meeting of May 6	2019	5:55	29
Planning Board/Meeting of Jan. 23	2019	5:51	10
SPS School Committee/Meeting of July 16	2018	5:50	7
Conservation Commission/Meeting of Jan. 14	2019	5:45	14
Finance Committee/Meeting of January 25	2018	5:42	5
SPS School Committee/Meeting of April 8	2019	5:41	6
LS School Committee/Meeting of Jan. 8	2019	5:40	10
Board of Selectmen/Meeting of November 13	2018	5:37	18
Park and Recreation/Meeting of December 3	2018	5:36	10
SPSSC_09_18_2017/Meeting of September 18	2017	5:33	8
Community Preservation Committee/Meeting of October 17	2018	5:31	10
Board of Selectmen/Meeting of June 27	2019	5:30	11
LS Sports/Girls Hockey vs. Concord-Carlisle - Warriors 4 Warriors	12-15-18	5:29	13
Finance Committee/Meeting of Feb. 11	2019	5:19	8
Game Time/Super Smash Bros Tournament		5:11	24
Master Plan Steering Committee/Meeting of Feb. 15	2019	5:08	10
Conservation Commission/Meeting of September 24	2018	5:06	6
Finance Committee/Meeting of June 3	2019	5:06	10
Historic Districts Commission/Meeting of May 2	2019	5:03	7
Planning Board/Meeting of April 24	2019	5:02	12
Zoning Board of Appeals/Meeting of June 11	2018	4:57	7
SHS_June_2019/Annual Meeting & Loring Parsonage Update		4:57	7
LS School Committee/Meeting of April 30	2019	4:56	11
LS School Committee/Meeting of February 26	2019	4:54	8
Zoning Board of Appeals/Meeting of June 21	2019	4:48	7
Planning Board/Meeting of November 13	2018	4:44	11
Senior Scene/The Senior Notes Feb. 7	2019	4:42	12
SPS School Committee/Meeting of June 11	2019	4:35	16
Historic Districts Commission/Meeting of Feb. 7	2019	4:33	8
Curtis Middle School/Moving On Ceremony	2016	4:28	4
LS Sports/Girls Hockey vs Belmont	1-2-19	4:25	12
Master Plan Steering Committee/Meeting of June 21	2019	4:23	5
Zoning Board of Appeals/Meeting of July 9	2018	4:18	5
Conservation Commission/Meeting of April 6	2019	4:18	9
Park and Recreation/Meeting of April 8	2019	4:14	12
LS Senior Scholarship Ceremony/28-May-19		4:12	10
LS School Committee/Meeting of April 11	2019	4:12	9
Master Plan Steering Committee/17-May-19		4:09	7
Planning Board/Meeting of June 26	2019	4:08	5
Sudbury Historical Society/History of the Osborne Family	Nov. 6 2016	4:04	11
Finance Committee/Meeting of Jan 14	2019	4:03	7
Zoning Board of Appeals/Meeting of November 26	2018	4:00	10
Conservation Commission/Meeting of August 6	2018	3:57	4
SPS School Committee/Meeting of January 8	2019	3:57	12
Board of Selectmen/Meeting of November 27	2018	3:57	12
Zoning Board of Appeals/Meeting of Jan. 14	2019	3:54	5
Planning Board/Meeting of September 26	2018	3:54	9
Sudbury Town Forum/Marijuana April 26	2018	3:54	7
Finance Committee/Meeting of Feb. 4	2019	3:49	3
Conservation Commission/Meeting of Feb. 25	2019	3:44	8
Our Earth Our Home Concert/Our Earth Our Home A Concert for Earth Day	April 29	3:42	15
LS School Committee/Meeting of May 29	2019	3:42	8
Strategic Financial Planning Committee for Capital Funding/Meeting of November 1		3:39	5
Planning Board/Meeting of Feb. 27	2019	3:35	6
Finance Committee/Meeting of February 5	2018	3:33	4
Park and Recreation/Meeting of March 18	2019	3:31	11
SHS_March2019/A History of the Kidder House Bake Shop		3:31	6
Park and Recreation/Meeting of March 11	2019	3:31	13
LS Spring Instrumental Concert/Spring Instrumental Concert		3:29	14
LS School Committee/Meeting of December 10	2018	3:29	7
LS Boys Baseball Senior Night vs Waltham/Baseball Senior Night vs Waltham		3:29	11
Board of Selectmen/Meeting of March 20	2018	3:27	5

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LS School Committee/Meeting of	October 23	2018	3:26	12
Historic Districts Commission/Meeting of	April 23	2019	3:24	6
LS Spring Choral Concert/Choral Concert and Community Sing	June 5	2019	3:23	9
Conservation Commission/Meeting of	October 22	2018	3:22	12
LS School Committee/Meeting of	June 5	2018	3:18	5
LS Girls Hockey vs Andover 2-28-18/Girls Hockey vs Andover 2-28-18			3:18	8
SSTC_AdolescentSleep_1-12-17/The Impact of Sleep on Student Health 1-12-17			3:18	9
League of Women Voters/How to Run for Office	2013		3:17	9
Board of Selectmen/Meeting of	August 14	2018	3:16	14
LS School Committee/Meeting of	March 19	2019	3:16	12
Sudbury Historical Society/Stories in Stone	Oct. 11	2018	3:16	9
Finance Committee/Meeting of	October 11	2018	3:15	10
Planning Board/Meeting of	November 28	2018	3:13	6
LS Tri District School Committee/Meeting of	March 11	2019	3:13	12
Master Plan Steering Committee/Meeting of	April 12	2019	3:09	13
Historic Districts Commission/Meeting of	June 13	2019	3:08	6
Strategic Financial Planning Committee for Capital Funding/Meeting of	December 1		3:05	7
Finance Committee/Meeting of	May 21	2018	3:00	14
Historic Districts Commission/Meeting of	January 3	2019	2:58	3
Sudbury Historical Society/The World of Fine Teas	Nov. 5	2017	2:56	6
Bell Ringers Concert 2018/A Candlelight Concert	Dec. 14	2018	2:55	15
Park and Recreation/Meeting of	October 9	2018	2:55	5
LS Senior Awards Ceremony/22-May-19			2:54	10
Planning Board/Meeting of	June 12	2019	2:52	10
Strategic Financial Planning Committee for Capital Funding/Meeting of	October 16		2:51	4
LS School Committee/Meeting of	March 05	2019	2:51	7
Curtis Middle School/Moving On Ceremony	2019		2:48	14
LS 16th Annual World Language Declamation/7-Mar-19			2:47	15
SPS School Committee/Meeting of	November 5	2018	2:46	15
Conservation Commission/Meeting of	December 17	2018	2:46	10
Telethon 2018 Talent Performances/Telethon 2018 Talent Performances			2:46	18
Easy Recycling in Sudbury/by Will Hambelton			2:45	17
Zoning Board of Appeals/Meeting of	August 7	2018	2:44	6
LS School Committee/Meeting of	June 19	2018	2:42	12
Community Preservation Committee/Meeting of	March 20	2019	2:41	9
Board of Selectmen/Meeting of	Feb. 26	2019	2:41	7
Messiah Sing 2018/Messiah Sing	2018		2:37	14
Conservation Commission/Meeting of	November 5	2018	2:37	7
Finance Committee/Meeting of	July 16	2018	2:35	8
Global Village/Sudbury Police Chief Scott Nix			2:33	15
Conservation Commission/Meeting of	June 3	2019	2:33	8
Park and Recreation/Meeting of	November 7	2018	2:32	7
SHS_March_2012/Camp Sewataro			2:30	7
LS 15th Annual World Language Declamation/16-Mar-18			2:29	24
FARNWR/Amphibian Conservation	May 22	2019	2:29	6
Planning Board/Meeting of	July 11	2018	2:28	4
LS Spring Choral Concert 2018/Choral Concert and Community Sing	2018		2:28	14
LS Sports/Girls Hockey vs Stoneham	12-27-18		2:26	11
LS School Committee/Meeting of	October 16	2018	2:25	13
Conservation Commission/Meeting of	June 17	2019	2:25	8
Historic Districts Commission/Meeting of	December 6	2018	2:23	6
League of Women Voters/Candidates' Night	March 5	2018	2:22	9
Park and Recreation/Meeting of	June 3	2019	2:20	10
Let the Landscape Speak/23-Oct-18			2:16	8
Historic Districts Commission/Meeting of	September 13	2018	2:16	4
Master Plan Public Forum May 22 2019/Master Plan Public Forum	May 22	2019	2:14	11
Finance Committee/Meeting of	February 26	2018	2:14	4
LSFootballvsReading_10-27-17/Football vs Reading 10-27-17			2:13	5
Planning Board/Meeting of	May 6	2019	2:13	8
Conservation Commission/Meeting of	Jan. 7	2019	2:13	9
SEPAC: Executive Functioning/Executive Functioning			2:12	3
MCC Chorus & LS Civic Orchestra/Spring Concert	May 11	2019	2:12	10
Historic Districts Commission/Meeting of	March 14	2019	2:10	8
Sudbury Historical Society/A Look at the SHS Collections	June 10	2018	2:08	8
Historic Districts Commission/Meeting of	October 11	2018	2:08	4
Finance Committee/Meeting of	February 12	2018	2:06	3
Conservation Commission/Meeting of	June 18	2018	2:04	6
LS School Committee/Meeting of	April 8	2019	2:04	7
Beauty and the Beats Concert May 2019/Beauty and the Beats Concert	May 2019		2:01	10
Sudbury Historical Society/The History of Wolbach Farm	Oct. 2	2016	1:59	5
Sudbury Historical Society/A Little Bit of Sweden A History of Svensk Kaffestug			1:59	7
SPSSC_06_20_17/Meeting of	June 20	2017	1:57	4
Planning Board/Meeting of	November 14	2018	1:55	5
Sudbury Tree Lighting/Sudbury Tree Lighting			1:53	16
LS Sports/LS Game Club Super Smash Tournament II			1:53	9
Sudbury School Start Time Committee/Middle and High School Late Start Initiative			1:52	13
Strategic Financial Planning Committee for Capital Funding/Meeting of	September		1:50	3
SPS School Committee/Meeting of	June 26	2019	1:46	4
LS Sports/Girls Hockey vs Cambridge Rindge & Latin	01/30/19		1:45	5
Conservation Commission/Meeting of	June 4	2018	1:44	3
Planning Board/Meeting of	October 10	2018	1:43	7
Community Preservation Committee/Meeting of	August 28	2018	1:39	5
FARNWR/Habitat Restoration of Desert Natural Area (Sept	2018)		1:38	10
Senior Scene: New Magnolia Jazz Band 7.19.17/New Magnolia Jazz Band	7.19.17		1:36	3
LS Civic Orchestra/Winter Concert	1-7-18		1:35	15
Conservation Commission/Meeting of	July 9	2018	1:35	6
Historic Districts Commission/Meeting of	April 4	2019	1:34	5

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LSHS Spring Instrumental Concert 2019/Spring Instrumental Concert May 2 2019	1:34	6
SPS School Committee/Meeting of January 22 2018	1:32	3
LS Civic Orchestra 1/10/16/10-Jan-16	1:32	5
Planning Board/Meeting of October 24 2018	1:32	3
SHS_Gardening with Herbs/Gardening with Herbs	1:31	3
SPS School Committee/Meeting of April 9 2018	1:30	4
SPSSC_7-24-17/Meeting of July 24 2017	1:30	12
Park and Recreation/Meeting of January 7 2019	1:30	5
Finance Committee/Meeting of June 24 2019	1:28	4
Conservation Commission/Meeting of April 1 2019	1:26	9
LS Civic Orchestra/Winter 2019 Concert	1:21	7
Conservation Commission/Meeting of February 26 2018	1:21	3
LWV: SPS Budget Presentation 3.31.19/SPS Budget Presentation 3.31.19	1:18	9
Sudbury Historical Society/History of Power Lines Battles June 1 2016	1:17	6
Conservation Commission/Meeting of June 19 2017	1:14	5
Planning Board/Meeting of March 13 2019	1:13	5
Board of Selectmen/Meeting of June 19 2018	1:13	8
LS Girl's Hockey vs Waltham 2018/Girls Hockey vs Waltham 2-14-18	1:11	6
LS 2017 Spring Choir/Spring Choral Concert and Community Sing 2017	1:10	3
Planning Board/Meeting of July 25 2018	1:10	4
Global Village/Louise Mawhinney owner Duck Soup & Sky Bar	1:10	6
Park and Recreation/Meeting of June 25 2018	1:09	5
LS vs Cambridge R&L DCL Championship/Boys Volleyball vs Cambridge R&L DCL Champi	1:09	3
Board of Selectmen/Meeting of December 11 2018	1:08	8
Memorial Day Parade 2019/Memorial Day Parade 2019	1:07	5
Planning Board/Meeting of December 12 2018	1:07	9
Sudbury Historical Society/Annual Meeting Wolbach Farm June 5 2016	1:06	3
LS Pops Concert/15-Mar-18	1:06	6
Planning Board/Meeting of Jan. 9 2019	1:05	8
LS School Committee/Meeting of May 30 2018	1:05	3
Sudbury Historical Commission Appreciation Ceremony/Honoring Marilyn Lyn MacLean	1:04	5
Board of Selectmen/Meeting of July 30 2018	1:04	4
The Old Fashioned Way(Epl) - Beasts and Boards/Beasts and Boards	1:03	5
Global Village/Fr. Greg Christakos from Saints Anargyroi - 8-22-17	1:01	3
SPSSC_06_01_16/Meeting of June 1 2016	1:00	8
Strategic Financial Planning Committee for Capital Funding/Meeting of Jan. 17 2	1:00	4
Sudbury Historical Society/The History of the Carding Mill Nov. 4 2018	0:57	8
LS Safety Review Committee 2018/Meeting of June 14 2018	0:57	8
LS Winter Choral Concert 2017/Winter Choral Concert 2017	0:57	7
League of Women Voters - How to Run for Office 2018/How to Run for Office 2018	0:56	3
Sudbury Historical Society/Early Maps of Sudbury:Who Made Them and Why Nov. 1	0:56	5
Conservation Commission/Meeting of November 19 2018	0:55	9
Planning Board/Meeting of June 27 2018	0:55	3
Global Village/Megan Warren Head of Children's Services Goodnow Library	0:55	9
SPS School Committee/Meeting of October 18 2017	0:54	4
LS Graduation 2018/Graduation Ceremony Class of 2018	0:53	14
LSRHS Jazz Night 2019/LSRHS Jazz Night 2019	0:52	4
Board of Selectmen/Meeting of May 7 2018	0:49	3
Football vs Acton-Boxboro/Football vs AB 9-28-18	0:49	7
LS Girls Hockey vs Cambridge 2018/Girls Hockey vs Cambridge R&L 2-19-18	0:48	3
Hosmer Holiday Open House 2017/Holiday Open House 2017	0:47	4
Capital Improvement Advisory Committee/Meeting of April 2 2018	0:45	4
LS_WinterChoralConcert_12-8-16/Winter Choral Concert 12-8-16	0:44	5
LS Senior Scholarship Ceremony/Senior Scholarship Ceremony May 29 2018	0:43	3
Park and Recreation/Meeting of May 30 2018	0:43	3
LS Pops Concert/16-Mar-17	0:41	4
Summer Concert Series 2018/The Angry Bees	0:40	5
LS Safety Review Committee 2018/Meeting of May 31 2018	0:39	5
Santa Clause Conquers the Martians/Santa Clause Conquers the Martians	0:38	4
Park and Recreation/Meeting of July 16 2018	0:37	5
Jazz Showcase Feb 7 2019/Jazz Showcase Feb 7 2019	0:35	3
LS Winter Jazz Showcase 2018/Jazz Showcase February 8 2018	0:35	4
Senior Scene/Peg Espinola Singer/Songwriter 10-25-18	0:35	4
Haynes Playground Groundbreaking Ceremony	0:34	7
Goodnow Library/Faith Traditions in America: Christianity Islam and Judaism O	0:34	8
LS Safety Review Committee 2018/Meeting of April 26 2018	0:33	11
Planning Board/Meeting of August 8 2018	0:33	11
Board of Selectmen/Meeting of April 24 2018	0:32	3
Conservation Commission/Meeting of August 20 2018	0:32	4
LS School Committee/Meeting of April 24 2018	0:31	4
Board of Selectmen/Meeting of June 5 2018	0:31	4
Race Amity/A Conversation with Dr. William Smitty Smith Hosted by Christina Gra	0:30	5
LSSC_9-27-16/Meeting of September 27 2016	0:30	6
LS Sports/Boys Hockey vs Concord-Carlisle - Warriors 4 Warriors 12-15-18	0:30	6
Thanksgiving Football Game vs Newton South/Football Thanksgiving Game vs Newton	0:30	6
LS 14th Annual World Language Declamation/9-Mar-17	0:30	10
Curtis Middle School/Moving On Ceremony 2017	0:30	4
LS Winter Instrumental Concert 2017/Winter Instrumental Concert December 14 20	0:29	6
Board of Selectmen/Meeting of May 15 2018	0:29	5

Treasurer's Report for FY2018:

	Year to Date	
Revenues		
Grants	\$343,723.66	86.89
Contributions-Unrestricted	1.00	0.00
Program Service Revenue	220.00	0.06
Realized gain on Investment	29,128.46	7.36
Interest Income	11,718.14	2.96
Dividend Income	10,778.41	2.72
Total Revenues	395,569.67	100.00
Cost of Sales		
Total Cost of Sales	0.00	0.00
Gross Profit	395,569.67	100.00
Expenses		
Accounting Expense	1,225.00	0.31
Advertising	607.50	0.15
Filings	140.00	0.04
Insurance	8,603.00	2.17
Internet/Web Expense	1,856.48	0.47
CableTV Expense	469.92	0.12
Leased Employees	273,551.73	69.15
Memberships & Subscriptions	1,151.16	0.29
Warranties & Support	4,338.00	1.10
Minor Equipment - Comp/Office	1,240.50	0.31
Minor Equipment - Video	4,133.94	1.05
Minor Software	627.20	0.16
Independent contractor	8,884.50	2.25
Supplies - Computer/Office	1,028.66	0.26
Supplies - Video	282.11	0.07
Postage	156.66	0.04
Props	695.00	0.18
Rental Equipment	257.13	0.07
Repairs - Equipment	1,648.00	0.42
Streaming costs	1,350.00	0.34
Telephone Expense	1,365.37	0.35
Depreciation Expense	25,653.23	6.49
Other Expense	198.04	0.05
Total Expenses	339,463.13	85.82
Net Income	\$56,106.54	14.18

Balance Sheet

ASSETS

Current Assets

Northern Bank Money Market	\$236,170.58	
DCU checking account	770.25	
DCU savings account	1,072.28	
DCU money market	14,647.04	
DCU paypal account	0.20	
ING account	1.99	
Paypal account	318.49	
DCU LTD account	227,474.90	
DCU LTD savings account	1,072.76	
DCU LTD checking account	0.68	
RTN Savings	25.00	
RTN Checking	2,593.42	
Fidelity money market accts	336.16	
Fidelity CDs	182,000.00	
Fidelity mutual funds	533,522.72	
Total Current Assets		1,200,006.47

Property and Equipment

Furniture and Fixtures	2,619.98	
Equipment	346,044.80	
Capital Software	1,571.00	
Accum. Depreciation - Furnitur	(1,723.98)	
Accum. Depreciation - Equipmen	(307,763.69)	
Accum. Depreciation - Software	(1,571.00)	
Total Property and Equipment		39,177.11
Other Assets		
Total Other Assets		0.00
Total Assets		<u>\$1,239,183.58</u>

LIABILITIES AND CAPITAL

Current Liabilities

Credit card payable	\$2,577.30	
Total Current Liabilities		2,577.30
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		2,577.30

Capital

Retained Earnings	1,180,499.74	
Net Income	56,106.54	
Total Capital		1,236,606.28
Total Liabilities & Capital		<u><u>\$1,239,183.58</u></u>

FY 2020 Budget:

Category	FY 2019 Actual	FY 2020 Q3 2019	FY 2020 Q4 2019	FY 2020 Q1 2020	FY 2020 Q2 2020	Total Estimates	FY 2020 Budget
Accounting / Audit	1,225	800	425			1225	1225
Legal Fees	0	100	100	100	100	400	400
Advertising	608			175		175	175
BBS Newsfeed	0					0	0
Filings	140	125	15			140	140
Insurance	8,603	5625	1225	1225	1225	9300	9300
Internet/Web Expense	1,856	625	360	360	525	1870	1900
Cable TV Expense	470	125	125	125	125	500	500
Meeting Expense	0					0	0
Memberships & Subscriptions	1,161	120	150	850	200	1320	1200
Warranty/Support Services	4,338		2600		1200	3800	3800
Conference Fees	0				300	300	300
Minor Equipment:							
Comp/Office	1,241	100	100	100	100	400	400
Minor Equipment: Video	4,144	750	750	750	750	3000	3000
Minor Software	627					0	0
Independent Contractors	8,885	1500	2500	2500	2500	9000	9000
Supplies: Comp/Office	860	200	200	200	200	800	800
Supplies: Video	282	75	75	75	75	300	300
Postage	139	50	50	50	50	200	200
Promotional Items	0					0	0
Props	695					0	0
Rental Equipment	257		175		125	300	300
Repairs	1,648	200	200	200	200	800	800
Facility Repairs/Upgrades	0					0	0
Sports Program Fees	0		100	100	100	300	300
Streaming costs	1,350		100	1900		2000	2000
Telephone	1,365	345	345	345	345	1380	1400
Training	0					0	0
Travel	0					0	0
Other	198					0	100
EXPENSES SUBTOTAL	40,092	10740	9595	9055	8120	37510	37540
Leased Employees	273,552	76200	71600	80700	72000	300500	300000
TOTAL (Expenses & Salaries)	313,643	86940	81195	89755	80120	338010	337540

Attachment3.a: SAC_FY2019 report (3376 : Sudbury Access Corp Annual Report to BOS)

Capital Equipment Replacement Plan:

Equipment Category	Year Acquired	Cost (to nearest K)	Projected Fiscal Year of Replacement	Projected Replacement Cost
Portable HD Cameras: JVC (2)	2010-2011	6K	2021	7K
Editing Systems: iMac Retina Display (2)	2014	9K	2021	10K
Studio Cameras	2009	70K	2021	75K
Master Control Switcher/Graphics	2015	24K	2021	12K
Portable HD Cameras: Canon (4)	2013-2014	14K	2022	14K
Master Control Audio	2012	7K	2022	10K
Flynn - Silva Rm. Studio	2012	33K	2022	40K
Master Control Record	2013	4K	2023	5K
Editing Systems: iMac Pro (1)	2018	5K	2024	5K
Portable Switcher	2014	16K	2024	15K
Castus Playback Server and Streamer	2016	40K	2025	15K
Town Hall Studio	2015	27K	2025	40K
Police Station Cameras/Controller	2017	8K	2027	
Auditorium Cameras/Controller	2017	17K	2027	

SudburyTV
Third Quarter 2018 Report
July 1, 2018 to September 30, 2018

By
Lynn M. Puorro

Submitted to
Sudbury Access Corporation
Board of Directors

1) Studio Operations

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

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

Meetings:

- Sudbury Board of Selectmen Meetings on July 10, 17, and 30, August 14, and September 11 and 25 were covered by staff.
- Community Preservation Committee meeting of August 28 was covered by staff
- Sudbury Conservation Commission Meetings on July 9 and, 23, August 6 and 20, and September 24 were covered by staff.
- Sudbury Finance Committee meetings on July 16, and September 24 were covered by staff.
- Historic Districts Commission Meeting held on September 13 was covered by staff.
- Park and Recreation Commission meetings of July 16, August 27, and September 24 were covered by staff
- Sudbury Planning Board Meetings on July 11 and 25, August 8, and September 5 and 26 were covered by staff.
- Strategic Financial Planning Committee for Capital Funding meeting held on September 25 was covered by staff
- Sudbury Zoning Board of Appeals Meetings on July 9, August 7, and September 17 were covered by staff.

Staff Covered Events:

- Sudbury July 4th Parade held on July 4th
- Sudbury Senior Scene Events:
 - Acupuncture presentation held on September 13
 - Walk Tall Don't Fall presentation held on September 20

Staff and Volunteer Covered Events:

- Sudbury Summer Concert Series held on July 9, 16, and 30, and August 6 and 13

Volunteer Covered Events:

- Friends of Assabet River National Wildlife Refuge monthly program taped at the Assabet River NWR Headquarters on September 12
- Musicians of the Old Post Road Concert held on September 23 was covered by volunteers

Series:

- One episode of "Global Village" was produced this quarter. The program is hosted by Sudbury resident, Soterios Zoulas, and invites guests to discuss a wide variety of topics, including books, music, religion, and more. Guest on this episode was Police Chief Scott Nix.

2) Sudbury and Lincoln-Sudbury School Activities

Staff covered meetings included:

- Lincoln-Sudbury School Committee meetings of September 11 and 26

- Sudbury Public Schools School Committee Meetings on July 18, August 30, September 17 and 24 were covered by staff

Sports:

- LS Football games on September 7 and 28 were produced with a multi-camera set-up with members of the LS TV Club

3) Outreach Services

- Participated in the annual LS Activities Shop Around to recruit new and returning LS students to the LS TV Club.

4) Training

- There were no training sessions held this quarter.

5) Infrastructure Improvements

- There have been no infrastructure improvements this quarter.

6) Programming:

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

SudburyTV Public Access Channel 8/31

Of the 60 first run programs and 90 first run hours that aired this quarter, 34 and 65 respectively were produced in Sudbury. Those 60 programs included meetings, events, and series.

SudburyTV - Public/Government Channel						
Weekly Totals	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
7/2/18	7	8.5	46	48	53	56.5
7/9/18	4	3.5	49	54	53	57.5
7/16/18	5	8	46	47	51	55
7/23/18	9	11.5	48	48.5	57	60
7/30/18	4	10	50	54.5	54	64.5
8/6/18	5	6	50	57	55	63
8/13/18	7	15	48	47.5	55	62.5
8/20/18	1	0.5	52	56.5	53	57
8/27/18	4	5	51	55	55	60
9/3/18	4	5	52	52	56	57
9/10/18	3	4.5	50	50	53	54.5
9/17/18	0	0	54	53	54	53
9/24/18	7	12.5	41	42	48	54.5
Quarterly Totals	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
	60	90	637	665	697	755

Educational Channel 9/32

Of the 31 first run programs and 40 first run hours that aired this quarter, 9 and 29 respectively were produced in Sudbury. Those 9 programs included meetings, events, and sports.

SudburyTV - Educational Channel

Weekly Totals	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
7/2/18	2	1	49	64	51	65
7/9/18	4	2	47	63	51	65
7/16/18	3	4.5	39	57	42	61.5
7/23/18	0	0	51	64	51	64
7/30/18	1	6.5	51	61	52	67.5
8/6/18	3	1.5	49	66	52	67.5
8/13/18	2	1	50	66.5	52	67.5
8/20/18	2	1	50	66.5	52	67.5
8/27/18	1	4	49	60	50	64
9/3/18	1	0.5	46	62.5	47	63
9/10/18	2	3	47	60	49	63
9/17/18	7	8.5	36	50	43	58.5
9/24/18	3	6.5	40	51.5	43	58
Quarterly Totals	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
	31	40	604	792	635	832

7) Capital Equipment Recommendations:

No new capital proposals this quarter. The last capital proposal approved in July has been completed. The ED laptop was replaced and a new iMac Pro editing system was purchased.

8) Upcoming Events for the 4th Quarter of 2018:

Be sure to tune in for two new episodes of Global Village this fall featuring an author and a musician, the first annual Margaret Fredrickson Memorial Lecture presented by the Sudbury Historical Society, and the Sudbury League of Women Voters annual Healthcare Forum on Big Pharma. There will be a Special Town Meeting in October, the HOPEsudbury Telethon in November, and LS Winter Concerts and Holiday programming in December.

SudburyTV
Fourth Quarter 2018 Report
October 1, 2018 to December 31, 2018

By
Lynn M. Puorro

Submitted to
Sudbury Access Corporation
Board of Directors

1) Studio Operations

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

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

Meetings:

- Sudbury Board of Selectmen Meetings on October 9, 15, and 30, November 6, 13, 19, and 27, and December 4, 11, and 18 were covered by staff.
- Community Preservation Committee meetings of October 3 and 17, November 7, and December 5 and 19 were covered by staff
- Sudbury Conservation Commission Meetings on October 22, November 5 and 19, and December 17 were covered by staff.
- Sudbury Finance Committee meetings on October 11, November 5 and 19, and December 3 and 17 were covered by staff.
- Historic Districts Commission Meetings held on October 11, November 8, and December 6 were covered by staff.
- Park and Recreation Commission meetings of October 9, November 7, and December 3 were covered by staff
- Sudbury Planning Board Meetings on October 10 and 24, November 13, 14, 28, and 29, and December 12 were covered by staff.
- Strategic Financial Planning Committee for Capital Funding meetings held on October 16, November 15 and 28, and December 14 were covered by staff
- Sudbury Special Town Meetings held on October 15 and December 11
- Sudbury Zoning Board of Appeals Meetings on October 1, and November 26 were covered by staff.

Staff Covered Events:

- Faith Traditions in America, 3-part series, held at the Goodnow Library on October 3, 10, and 17
- Sudbury Historical Society held on October 11, and November 4
- Letting the Sudbury Landscape Speak presentation on October 23
- Sudbury League of Women Voters Healthcare Forum presentation on Big Pharma held on November 18
- Sudbury Town Forum on Quarry North and the Melone Property Disposition held on November 27
- Sudbury's first annual Holiday Tree and Menorah Lighting Ceremony held on December 1
- Sudbury Senior Scene Events:
 - Peg Espinola - Guitar and Song held on October 25

Staff and Volunteer Covered Events:

- HOPEsudbury Telethon held on November 3
- Our Lady of Fatima Nativity Pageant held on December 9 and 10

Series:

- Three episodes of "Global Village" were produced this quarter. The program is hosted by Sudbury resident, Soterios Zoulas, and invites guests to discuss a wide variety of topics, including books, music, religion, and more. Guests included on these episodes were Pamela Wight, Author, Edward Melikian Oud Player, and Meletios Pouliopoulos, Greek Music Historian.

2) Sudbury and Lincoln-Sudbury School Activities

Staff covered meetings included:

- Lincoln-Sudbury School Committee meetings of October 16 and 23, November 20, and December 10
- Sudbury Public Schools School Committee Meetings on October 1 and 29, November 5 and 19, and December 3 and 10 were covered by staff.

Staff and Volunteer Covered Events:

- LS Winter Choral Concert held on December 6
- LS Winter Instrumental Concert held on December 13

Sports:

- LS Football games on October 5 and 19, and November 21 were produced with a multi-camera set-up with members of the LS TV Club
- LS Warriors for Warriors Girls and Boys Hockey games held on December 15 were covered by a member of the LS TV Club using a multi-camera set-up
- LS Girls Hockey games held on December 19 and 27 were covered by a member of the LS TV Club using a multi-camera set-up

Series:

- "Game Time" is a new program produced with the LS Video Game Club. The program is hosted by two LS Students who are members of the LS Video Game Club. The first episode featured a review of a popular video game.

3) Outreach Services

- Held regular meetings of the LS TV Club for LS Students to learn television production.
- Worked with a Sudbury family to help them produce their own recycling PSA

4) Training

- There were no training sessions held this quarter.

5) Infrastructure Improvements

- There have been no infrastructure improvements this quarter.

6) Programming:

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

SudburyTV Public Access Channel 8/31

Of the 86 first run programs and 150.5 first run hours that aired this quarter, 69 and 140.5 respectively were produced in Sudbury. Those 69 programs included meetings, events, and series.

SudburyTV - Public/Government Channel						
Weekly Totals	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
10/1/18	8	17	44	41.5	52	58.5
10/8/18	8	12.5	40	44	48	56.5
10/15/18	1	4	45	50	46	54
10/22/18	4	7	43	40.5	47	47.5
10/29/18	12	22.5	31	31.5	43	54
11/5/18	5	10	41	46.5	46	56.5
11/12/18	1	2	50	55.5	51	57.5
11/19/18	4	5	49	56	53	61
11/26/18	5	9	37	42.5	42	51.5
12/3/18	7	10	38	42	45	52
12/10/18	6	15	45	53.5	51	68.5
12/17/18	16	23	40	43.5	56	66.5
12/24/18	9	13.5	57	59.5	66	73
Quarterly Totals	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
	86	150.5	560	606.5	646	757

Educational Channel 9/32

Of the 32 first run programs and 54 first run hours that aired this quarter, 18 and 47 respectively were produced in Sudbury. Those 18 programs included meetings, events, and sports.

SudburyTV - Educational Channel

Weekly Totals	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
10/1/18	6	8	37	53	43	61
10/8/18	1	0.5	42	60	43	60.5
10/15/18	2	4.5	41	53	43	57.5
10/22/18	1	2	42	55	43	57
10/29/18	1	5.5	43	56	44	61.5
11/5/18	1	2	42	58.5	43	60.5
11/12/18	1	2	42	58.5	43	60.5
11/19/18	7	14	36	44	43	58
11/26/18	0	0	42	56	42	56
12/3/18	1	3	42	57.5	43	60.5
12/10/18	2	5	41	48.5	43	53.5
12/17/18	9	7.5	34	37.5	43	45
12/24/18	0	0	43	45	43	45
Quarterly Totals	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
	32	54	527	682.5	559	736.5

7) Capital Equipment Recommendations:

No new capital proposals this quarter.

8) Upcoming Events for the 1st Quarter of 2019:

Programs and events to watch for this winter include the LS Civic Orchestra Concert in January, new episodes of Game Time and Global Village, Girls Hockey Games, LS Music Concerts, The LS World Language Declamation, and the Sudbury League of Women Voters Candidates' Night.

SudburyTV
First Quarter 2019 Report
January 1, 2019 to March 31, 2019

By
Lynn M. Puorro

Submitted to
Sudbury Access Corporation
Board of Directors

1) Studio Operations

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

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

Meetings:

- Sudbury Board of Selectmen Meetings on January 8 and 22, February 5, 26, and 28, and March 12, and 26 were covered by staff.
- Community Preservation Committee meetings of January 2 and 16, and March 20 were covered by staff
- Sudbury Conservation Commission Meetings on January 7, 14, and 28, February 11 and 25, and March 11 were covered by staff.
- Sudbury Finance Committee meetings on January 14, February 4, 11, and 25, and March 5 and 11 were covered by staff.
- Historic Districts Commission Meetings held on January 3, February 7 and 28, and March 14 were covered by staff.
- Sudbury Master Plan Steering Committee Meetings held on January 18, and February 15 were covered by staff
- Park and Recreation Commission meetings of January 7, February 11, and March 11 and 18 were covered by staff
- Sudbury Planning Board Meetings on January 9 and 23, February 13 and 27, and March 13 and 27 were covered by staff.
- Strategic Financial Planning Committee for Capital Funding meetings held on January 11 and 17 were covered by staff
- Sudbury Zoning Board of Appeals Meeting on January 14 was covered by staff.

Staff Covered Events:

- Sudbury Historical Society monthly program featuring the History of the Kidder House Bake Shop held on March 3
- League of Women Voters Candidates' Night held on March 6
- Goodnow Library's Be Bold Speaker Series, "Being Bold Outside the Box", held on March 12
- Liveable Sudbury Presentation held on March 21
- Sudbury Valley Trustees presentation on Coyotes held on March 26
- League of Women Voters Education Forum featuring Brad Crozier, Superintendent of Sudbury Public Schools held on March 31
- Sudbury Senior Scene Events:
 - Senior Notes, Valentine's Day Sing-Along held on February 7

Series:

- One episode of "Global Village" was produced this quarter. The program is hosted by Sudbury resident, Soterios Zoulas, and invites guests to discuss a wide variety of topics, including books, music, religion, and more. The guest on this episode was Louise Mawhinney, owner of Duck Soup and SkyBar Candy.
- The Old Fashioned Way produced an episode on Maple Syrup. The finished episode will air in winter 2020 to promote Maple Syrup season.

2) Sudbury and Lincoln-Sudbury School Activities

Staff covered meetings included:

- Lincoln-Sudbury School Committee meetings of January 2, 8 and 22, February 5 and 26, and March 5 and 19
- Sudbury Public Schools School Committee Meetings on January 7, 8, and 28, February 4, and 25, and March 18 were covered by staff
- Tri-District School Committee meeting held on March 11

Staff and Volunteer Covered Events:

- LS Civic Orchestra Winter Concert held on January 13
- Kick Off to Kindergarten Forum held on January 29
- School Start Time Forum held on January 31
- LS Jazz Showcase Concert held on February 7
- LS World Language Declamation held on March 7
- LS Pops Concert held on March 14
- FELS Talk 2019, featuring 5 Immigration Stories, held on March 28

Sports:

- LS Girls Hockey games held on January 2, 5, and 30, and February 18 were covered a member of the LS TV Club using a multi-camera set-up

Series:

- "Game Time" is a new program produced with the LS Video Game Club. The program is hosted by two LS Students who are members of the LS Video Game Club. The second episode featured a video game tournament and included four players in addition to the two hosts.

3) Outreach Services

- Held regular meetings of the LS TV Club for LS Students to learn television production.
- Met with Jeff Mela, Principal of Curtis Middle School, to discuss launching a TV Club at Curtis in the fall of 2019
- Assisted the Curtis Theater Troupe by setting up a camera in the auditorium to show their play performance in their Green Room during dress rehearsal and performances of their play to help the actors with their stage cues.

4) Training

- There were no training sessions held this quarter.

5) Infrastructure Improvements

- There have been no infrastructure improvements this quarter.

6) Programming:

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

SudburyTV Public Access Channel 8/31

Of the 73 first run programs and 115.5 first run hours that aired this quarter, 48 and 101 respectively were produced in Sudbury. Those 48 programs included meetings, events, and series.

SudburyTV - Public/Government Channel						
Weekly Totals	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
12/31/18	0	0	66	73	66	73
1/7/19	1	2.5	57	62.5	58	65
1/14/19	8	13.5	48	52.5	56	66
1/21/19	14	23	31	43.5	45	66.5
1/28/19	1	2	43	63	44	65
2/4/19	5	9.5	40	53.5	45	63
2/11/19	2	5.5	43	56.5	45	62
2/18/19	10	14	39	55.5	49	69.5
2/25/19	3	5.5	44	58	47	63.5
3/4/19	8	12.5	39	50	47	62.5
3/11/19	9	13.5	38	50.5	47	64
3/18/19	6	6.5	42	60.5	48	67
3/25/19	6	7.5	41	58	47	65.5
Quarterly Totals	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
	73	115.5	571	737	644	852.5

Educational Channel 9/32

Of the 52 first run programs and 71 first run hours that aired this quarter, 27 and 55.5 respectively were produced in Sudbury. Those 27 programs included meetings, events, and sports.

SudburyTV - Educational Channel

Weekly Totals	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
12/31/18	0	0	43	45	43	45
1/7/19	2	7	41	39	43	46
1/14/19	10	8.5	39	47.5	49	56
1/21/19	2	6	46	50.5	48	56.5
1/28/19	8	11	40	49	48	60
2/4/19	6	9	42	48	48	57
2/11/19	0	0	48	56.5	48	56.5
2/18/19	7	6.5	39	45	46	51.5
2/25/19	2	3.5	44	45.5	46	49
3/4/19	5	6	41	42	46	48
3/11/19	1	2.5	44	44.5	45	47
3/18/19	6	9.5	37	38	43	47.5
3/25/19	3	1.5	34	43.5	37	45
Quarterly Totals	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
	52	71	538	594	590	665

7) Capital Equipment Recommendations:

No new capital proposals this quarter.

8) Upcoming Events for the 2nd Quarter of 2019:

Programs and events to watch for this spring include LS Music concerts, Sudbury Annual Town Meeting, LS Awards and Graduation ceremonies, and Curtis Moving On ceremony.

SudburyTV
Second Quarter 2019 Report
April 1, 2019 to June 30, 2019

By
Lynn M. Puorro

Submitted to
Sudbury Access Corporation
Board of Directors

1) Studio Operations

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

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

Municipal Boards and Committees:

- Sudbury Board of Selectmen Meetings on April 9 and 30, May 14 and 28, and June 11, 25, and 27 were covered by staff.
- Sudbury Conservation Commission Meetings on April 1 and 22, May 6 and 23, and June 3 and 17 were covered by staff.
- Sudbury Finance Committee meetings on April 8 and 22, May 2, and June 3 and 24 were covered by staff.
- Historic Districts Commission Meetings held on April 4 and 23, May 2, and June 13 were covered by staff.
- Sudbury Master Plan Steering Committee Meetings held on April 12, May 17 and 22, and June 21 were covered by staff
- Park and Recreation Commission meetings of April 8 and 29, and June 3 were covered by staff
- Sudbury Planning Board Meetings on April 10 and 24, May 6 and 15, and June 12 and 26 were covered by staff.
- Sudbury Town Meeting held on May 6 and 7 were covered by staff.
- Sudbury Zoning Board of Appeals Meeting on April 1 and 29, May 13 and 28, and June 11 and 21 was covered by staff.

Staff Covered Events:

- Sudbury Historical Society monthly programs held on April 7 and June 9
- Trauma and the Impact on the Brain and Functioning, presented by the Sudbury Board of Health, held on April 22
- Protect Sudbury Community Update held on April 24
- Sudbury Historical Commission Appreciation Ceremony honoring Lyn MacLean held on April 24
- Memorial Congregational Church Spring Concert featuring the MCC Community Chorus and LS Civic Orchestra held on May 11
- Friends of Assabet River National Wildlife Refuge (FARNWR) monthly presentations held on May 22 and June 26
- Memorial Day Parade and Ceremonies held on May 27
- Municipal Vulnerability Preparedness Session held on May 30
- Sudbury's Race Amity Day Celebration held on June 9
- Sudbury Senior Scene Events:
 - Elder Law for Couples held on April 23
 - A Cultural and Historical Reflection of the 1960s through the Music of The Beatles held on April 25
 - The Paul Speidel Duo presenting a History of Jazz performance held on May 16

Series:

- Two episodes of "Global Village" was produced this quarter. The program is hosted by Sudbury resident, Soterios Zoulas, and invites guests to discuss a wide variety of topics, including books, music, religion, and more. The guests included Alain Jehlin, Education Expert, and Debra Petke, Director of the Danforth Museum at Framingham State University.

2) Sudbury and Lincoln-Sudbury School Activities

Staff covered meetings included:

- Lincoln-Sudbury School Committee meetings of April 2, 8, 11, and 30, May 14 and 29, and June 11 and 25 were covered by staff.
- Sudbury Public Schools School Committee Meetings on April 1, 8, and 29, May 6 and 13, and June 3, 11, and 26 were covered by staff

Staff and Volunteer Covered Events:

- LS Jazz Night held on April 4
- LS Spring Instrumental Concert held on May 2
- LS Senior Awards ceremony held on May 22
- LS Senior Scholarship Ceremony held on May 28
- LS Graduation ceremonies held on June 2
- LS Spring Choral Concert held on June 5
- LS Civic Orchestra held on June 9
- School Start Times Hearing held on June 10
- Curtis Moving On Ceremony held on June 17

Sports:

- LS Baseball Youth Night game held on May 18 was covered by staff

Series:

- "Game Time" is a new program produced with the LS Video Game Club. The program is hosted by two LS Students who are members of the LS Video Game Club. The third episode featured video game tournament.

3) Outreach Services

- Held regular meetings of the LS TV Club for LS Students to learn television production.
- Produced "Race Amity: A Conversation with Dr. William "Smitty" Smith, hosted by Christina Granahan", to promote Sudbury's Race Amity Day

4) Training

- There were no training sessions held this quarter.

5) Infrastructure Improvements

- There have been no infrastructure improvements this quarter.

6) Programming:

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

SudburyTV Public Access Channel 8/31

Of the 114 first run programs and 172 first run hours that aired this quarter, 73 and 142 respectively were produced in Sudbury. Those 73 programs included meetings, events, and series.

SudburyTV - Public/Government Channel						
Weekly Totals	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
4/1/19	6	6	43	60	49	66
4/8/19	7	15.5	42	49.5	49	65
4/15/19	9	11.5	39	52.5	48	64
4/22/19	5	7	43	53.5	48	60.5
4/29/19	10	16.5	35	40	45	56.5
5/6/19	11	20	36	39.5	47	59.5
5/13/19	8	14	36	38.5	44	52.5
5/20/19	12	14.5	32	39	44	53.5
5/27/19	11	16.5	33	37.5	44	54
6/3/19	9	12	37	41	46	53
6/10/19	7	12	34	37.5	41	49.5
6/17/19	8	12	35	40.5	43	52.5
6/24/19	11	14.5	34	36	45	50.5
Quarterly Totals	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
	114	172	479	565	593	737

Educational Channel 9/32

Of the 62 first run programs and 71.5 first run hours that aired this quarter, 24 and 47 respectively were produced in Sudbury. Those 24 programs included meetings, events, and sports.

SudburyTV - Educational Channel

Weekly Totals	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
4/1/19	5	8.5	26	27	31	35.5
4/8/19	6	5.5	33	41	39	46.5
4/15/19	3	2	36	44.5	39	46.5
4/22/19	1	0.5	34	39	35	39.5
4/29/19	2	5.5	32	33	34	38.5
5/6/19	4	3.5	32	37.5	36	41
5/13/19	8	7.5	36	39	44	46.5
5/20/19	4	2.5	43	47.5	47	50
5/27/19	7	9.5	39	40	46	49.5
6/3/19	5	7.5	30	41	35	48.5
6/10/19	7	8	28	40	35	48
6/17/19	5	5.5	31	41	36	46.5
6/24/19	5	5.5	27	34	32	39.5
Quarterly Totals	# First Run Programs	First Run Hours	# Repeat Programs	Repeat Hours	Total # Programs	Total Hours
	62	71.5	427	504.5	489	576

FY19 Programming Totals**SudburyTV Public Access Channel 8/31**

FY19 Annual Totals	SudburyTV Public/Government Hours						Sudbury Totals	
	# of First Run Programs	First Run Hours	# of Repeat Programs	Repeat Hours	Total # of Programs	Total Hours	# First Run Programs	First Run Hours
Q3 2018	60	90	637	665	697	755	34	65
Q4 2018	86	150.5	560	606.5	646	757	69	140.5
Q1 2019	73	115.5	571	737	644	852.5	48	101
Q2 2019	114	172	479	565	593	737	73	142
Total	333	528	2247	2573.5	2580	3101.5	224	448.5

Educational Channel 9/32

FY18 Annual Totals	Educational Channel Hours						Sudbury Totals	
	# of First Run Programs	First Run Hours	# of Repeat Programs	Repeat Hours	Total # of Programs	Total Hours	# First Run Programs	First Run Hours
Q3 2018	31	40	604	792	635	832	9	29
Q4 2018	32	54	527	682.5	559	736.5	18	47
Q1 2019	52	71	538	594	590	665	27	55.5
Q2 2019	62	71.5	427	504.5	489	576	24	47
Total	177	237	2096	2573.0	2273	2809.5	78.0	178.5

7) Capital Equipment Recommendations:

No new capital proposals this quarter.

8) Upcoming Events for the 3rd Quarter of 2019:

Programs and events to watch for this summer include the Sudbury Summer Concert Series, and the July 4th Parade.

1022

Office Use Only: Fiscal Year

THE COMMONWEALTH OF MASSACHUSETTS OFFICE OF THE ATTORNEY GENERAL

NON-PROFIT ORGANIZATIONS/PUBLIC CHARITIES DIVISION

MAURA HEALEY
ATTORNEY GENERAL

ONE ASHBURTON PLACE
BOSTON, MASSACHUSETTS 02108

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

Form PC

Report for the Fiscal Period: 07/01/2018 to 06/30/2019

Attorney General's Account #: 048460

Federal ID #: 26-2998786

Electronic Payment Confirmation #: 288050

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

Has the organization applied for or been
granted IRS tax exempt status?

☒ Yes ☐ No

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

IRS Exemption under 501(c): 3

If exempt under 501(c), are contributions to the organization
tax deductible as charitable contributions?

☒ Yes ☐ No

Check all items attached (if applicable)

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

Organization Data

Name: Sudbury Access Corporation

Mailing Address: 390 LINCOLN ROAD

City: SUDBURY State: MA Zip: 01776

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

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

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

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

Please check box if final return prior to dissolution: ☐

Office Use Only: Payment Received

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

1. On what date was the organization created? 07/17/2008

2. Where was the organization created? Massachusetts

3. What is the form of organization? (check one)

Corporation ☒

Testamentary Trust ☐

Unincorporated Association ☐

Inter Vivos Trust ☐

Other (please describe): _____

4. Was your organization related to any other organization(s) during the reporting year (see definition "Related Organization")? If yes, please complete the Schedule RO on pages 13 and 14. ☐ Yes ☒ No

5. Enter your summary of financial data:

	Financial Data	Amounts
A.	Contributions, gifts, grants, and similar amounts received	343,726
B.	Gross support and revenue	366,442
C.	Program services and similar amounts paid out	325,096
D.	Fundraising expenses	
E.	Management and general expenses	14,367
F.	Payments to affiliates	
G.	Total expenses	339,463
H.	Net assets or fund balances at the end of the year	1,236,605

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

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

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

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

	Name/Title	Amount of Compensation	Type(s) of Service
1.	Resource Management Inc	273,552	Personnel svcs
2.	Michael Morrissey	3,672	Video recording
3.	Frank Walls	2,597	Video recording
4.	Judy Faust	2,039	Video recording
5.	Bruce D. Norling, CPA, P.C.	1,225	Accounting

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

Bank	Address	Phone Number
Digital Federal Credit Union	220 Donald Lynch Blvd Marlborough MA 01752	508-263-6700
Northern Bank & Trust Co	275 Mishawum Rd Woburn MA 01801	781-569-1500
RTN Federal Credit Union	451 Boston Post Rd East Marlborough MA 01752	508-480-0500

10. What is the organization's accounting method?

☒ Cash ☐ Accrual

☐ Other (specify): _____

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

Address: _____

City: _____ State: _____ Zip Code: _____

12. Contact Person Name: JEFF WINSTON

Street Address: 118 BARTON DR.

City: SUDBURY State: MA Zip Code: 01776

Phone Number: 978-443-9507

1022

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

☐ Yes☒ No

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

☐ Yes☒ No

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

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

a religious organization ☐

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

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

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

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

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

☐ Yes☒ No

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

1022

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

If yes, please attach an explanation.

(a) Been enjoined or otherwise prohibited by a government agency/court from operating or soliciting contributions?

☐ Yes ☒ No

(b) Ever been refused registration or had its registration or tax exemption denied, suspended, modified or revoked by a governmental agency?

☐ Yes ☒ No

(c) Been the subject of a proceeding regarding any solicitation or registration?

☐ Yes ☒ No

(d) Entered into a voluntary agreement of compliance or consent judgment with, any government agency or in a case before a court or administrative agency?

☐ Yes ☒ No

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

If yes, please attach an explanation.

☐ Yes ☒ No

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

If yes, please attach an explanation.

☐ Yes ☒ No

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

(a) Did you make actual payments or otherwise transfer value under such an arrangement to any individual described in Related Party definition, sections (a) or (b), which payments are not reported in Question 6 or 7 above?

☐ Yes ☒ No

(b) Do you have an agreement with any individual described in Related Party definition, sections (a) or (b), containing such an agreement?

☐ Yes ☒ No

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

Attachment 3.b: MA Tax Return 063019 (3376 : Sudbury Access Corp Annual Report to BOS)

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

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

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

Signature Required

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

Signature: _____



Date: _____

10/15/19Printed Name: JEFF WINSTONTitle: PRESIDENTName of Preparer: Kathleen Winston, CPAAddress 118 Barton Dr
Sudbury, MA 01776

City _____ State _____ Zip Code _____

Phone Number 978-443-2589

Attachment 3.b: MA Tax Return 063019 (3376 : Sudbury Access Corp Annual Report to BOS)

Massachusetts Statements

10/15/2019 4:3

3.b

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

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

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

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

Attachment3.b: MA Tax Return 063019 (3376 : Sudbury Access Corp Annual Report to BOS)

Form **990**
Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

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

Do not enter social security numbers on this form as it may be made public.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047
2018
Open to Public Inspection

A For the 2018 calendar year, or tax year beginning 07/01/18, and ending 06/30/19

B Check if applicable:

- ☐ Address change
☐ Name change
☐ Initial return
☐ Final return/terminated
☐ Amended return
☐ Application pending

C Name of organization

Sudbury Access Corporation

Doing business as

SudburyTV

Number and street (or P.O. box if mail is not delivered to street address)

390 LINCOLN ROAD

Room/suite

City or town, state or province, country, and ZIP or foreign postal code

SUDBURY

MA 01776

F Name and address of principal officer:

JEFF WINSTON
118 BARTON DR.
SUDBURY

MA 01776

D Employer identification number

26-2998786

E Telephone number

978-443-9507

G Gross receipts \$

395,570

H(a) Is this a group return for subordinates? ☐ Yes ☒ No

H(b) Are all subordinates included? ☐ Yes ☐ No

If "No," attach a list. (see instructions)

I Tax-exempt status:

☒ 501(c)(3)

☐ 501(c) ()

t (insert no.)

☐ 4947(a)(1) or

☐ 527

J Website: **u** SUDBURYTV.ORG

H(c) Group exemption number **u**

K Form of organization:

☒ Corporation

☐ Trust

☐ Association

☐ Other **u**

L Year of formation: 2008

M State of legal domicile: M

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: See Schedule O			
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.			
	3 Number of voting members of the governing body (Part VI, line 1a)	3	5	
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	5	
	5 Total number of individuals employed in calendar year 2018 (Part V, line 2a)	5	0	
	6 Total number of volunteers (estimate if necessary)	6	12	
	Revenue	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	
b Net unrelated business taxable income from Form 990-T, line 38		7b		
8 Contributions and grants (Part VIII, line 1h)		Prior Year	Current Year	
		354,325	343,720	
9 Program service revenue (Part VIII, line 2g)		357	220	
10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)		33,855	51,624	
11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)				
12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)		388,537	395,570	
Expenses		13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)		
		14 Benefits paid to or for members (Part IX, column (A), line 4)		
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)			
	16a Professional fundraising fees (Part IX, column (A), line 11e)			
	b Total fundraising expenses (Part IX, column (D), line 25) u	0		
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	357,994	339,460	
	18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	357,994	339,460	
	19 Revenue less expenses. Subtract line 18 from line 12	30,543	56,110	
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Beginning of Current Year	End of Year	
		1,182,296	1,239,184	
	21 Total liabilities (Part X, line 26)	1,796	2,570	
22 Net assets or fund balances. Subtract line 21 from line 20	1,180,500	1,236,604		

Part II Signature Block

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

Sign Here

Signature of officer

Date

JEFF WINSTON

PRESIDENT

Type or print name and title

Paid

Preparer Use Only

Print/Type preparer's name

Kathleen Winston

Preparer's signature

Kathleen Winston

Date

10/15/19

Check ☒ if PTIN

self-employed

P00147725

Firm's name

Kathleen Winston, CPA

Firm's EIN

04-3305273

Firm's address

118 Barton Dr
Sudbury, MA 01776

Phone no.

978-443-2589

May the IRS discuss this return with the preparer shown above? (see instructions)

☒ Yes ☐ No

For Paperwork Reduction Act Notice, see the separate instructions.

DAA

Packet Pg. 61

Attachment3.b: MA Tax Return 063019 (3376 : Sudbury Access Corp Annual Report to BOS)

Form 990 (2018) **Sudbury Access Corporation**

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Page **2**

Part III Statement of Program Service Accomplishments

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

☒

1 Briefly describe the organization's mission:

See Schedule O

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

4a (Code:) (Expenses \$ 325,096 including grants of \$) (Revenue \$ 220

NOTABLE FY2018 ACCOMPLISHMENTS INCLUDE:

Continued production workshops and individual training sessions. In FY2018, 5,076 programs were aired using 6,091.5 hours of on air time.

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

N/A

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

N/A

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

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

4e Total program service expenses **u** 325,096

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	X	
2 Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)?	X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I		X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV		X
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? If "Yes," complete Schedule D, Part V		X
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI	X	
b Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII	X	
c Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII		X
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX		X
e Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X		X
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X		X
12a Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII		X
b Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If "Yes," complete Schedule F, Parts II and IV		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I (see instructions)		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II		X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III		X
20a Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II		X

Attachment 3.b: MA Tax Return 063019 (3376 : Sudbury Access Corp Annual Report to BOS)

Form 990 (2018) **Sudbury Access Corporation**

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Part IV Checklist of Required Schedules (continued)

	Yes	No
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>		X
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>		X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>		X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>		X
26 Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? <i>If "Yes," complete Schedule L, Part II</i>		X
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>		X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>	X	
b A family member of a current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>	X	
c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? <i>If "Yes," complete Schedule L, Part IV</i>		X
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>		X
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>		X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>		X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? Note. All Form 990 filers are required to complete Schedule O.	X	

Part V Statements Regarding Other IRS Filings and Tax ComplianceCheck if Schedule O contains a response or note to any line in this Part V ☐

	Yes	No
1a Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable	3	
1b Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable	0	
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?		

Form 990 (2018)

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)

		Yes	No
2a Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a 0		
b If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note. If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)	2b		
3a Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a		X
b If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation in Schedule O	3b		
4a At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a		X
b If "Yes," enter the name of the foreign country: u See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).			
5a Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a		X
b Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b		X
c If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c		
6a Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a		X
b If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b		
7 Organizations that may receive deductible contributions under section 170(c).			
a Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a		X
b If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b		
c Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c		X
d If "Yes," indicate the number of Forms 8282 filed during the year	7d		
e Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e		X
f Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f		X
g If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g		
h If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h		
8 Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8		
9 Sponsoring organizations maintaining donor advised funds.			
a Did the sponsoring organization make any taxable distributions under section 4966?	9a		
b Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b		
10 Section 501(c)(7) organizations. Enter:			
a Initiation fees and capital contributions included on Part VIII, line 12	10a		
b Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b		
11 Section 501(c)(12) organizations. Enter:			
a Gross income from members or shareholders	11a		
b Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b		
12a Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a		
b If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b		
13 Section 501(c)(29) qualified nonprofit health insurance issuers.			
a Is the organization licensed to issue qualified health plans in more than one state? Note. See the instructions for additional information the organization must report on Schedule O.	13a		
b Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b		
c Enter the amount of reserves on hand	13c		
14a Did the organization receive any payments for indoor tanning services during the tax year?	14a		X
b If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	14b		
15 Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see instructions and file Form 4720, Schedule N.	15		X
16 Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16		X

Form 990 (2018) Sudbury Access Corporation

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

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

Section A. Governing Body and Management

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

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

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

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed MA

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
☐ Own website ☐ Another's website ☒ Upon request ☐ Other (explain in Schedule O)

19 Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records u

Lynn Puorro

c/o LSRHS, 390 Lincoln Rd

Sudbury

MA 01776

978-443-9507

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

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

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

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

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

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

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

Part VII	Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees <i>(continued)</i>
-----------------	--

[illegible]

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

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

Section B. Independent Contractors

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

(A) Name and business address	(B) Description of services	(C) Compensation
Resource Management Inc 281 Main St, Suite 5 Fitchburg MA 01420	Personnel svcs	273,550

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

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Part VIII Statement of RevenueCheck if Schedule O contains a response or note to any line in this Part VIII ☐

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a				
	b Membership dues	1b				
	c Fundraising events	1c				
	d Related organizations	1d				
	e Government grants (contributions)	1e				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	343,726			
	g Noncash contributions included in lines 1a-1f: \$					
	h Total. Add lines 1a-1f	u	343,726			
Program Service Revenue	2a Program Service Revenue	Busn. Code	220	220		
	b					
	c					
	d					
	e					
	f All other program service revenue					
	g Total. Add lines 2a-2f	u	220			
	Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)	u	22,496		
4 Income from investment of tax-exempt bond proceeds		u				
5 Royalties		u				
		(i) Real	(ii) Personal			
6a Gross rents						
b Less: rental exps.						
c Rental inc. or (loss)						
d Net rental income or (loss)		u				
7a Gross amount from sales of assets other than inventory		(i) Securities	(ii) Other			
			29,128			
b Less: cost or other basis & sales exps.						
c Gain or (loss)			29,128			
d Net gain or (loss)		u	29,128			29,128
8a Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18		a				
b Less: direct expenses		b				
c Net income or (loss) from fundraising events		u				
9a Gross income from gaming activities. See Part IV, line 19		a				
b Less: direct expenses		b				
c Net income or (loss) from gaming activities	u					
10a Gross sales of inventory, less returns and allowances	a					
b Less: cost of goods sold	b					
c Net income or (loss) from sales of inventory	u					
Miscellaneous Revenue		Busn. Code				
11a						
b						
c						
d All other revenue						
e Total. Add lines 11a-11d	u					
12 Total revenue. See instructions.	u	395,570	220	0	51,628	

Attachment 3.b: MA Tax Return 063019 (3376 : Sudbury Access Corp Annual Report to BOS)

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Part IX Statement of Functional Expenses

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

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

☒

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages				
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes				
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting	1,225		1,225	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	282,437	282,437		
12 Advertising and promotion	607		607	
13 Office expenses	157		157	
14 Information technology	1,856	1,856		
15 Royalties				
16 Occupancy				
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	25,653	25,653		
23 Insurance	8,603		8,603	
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a WARRANTIES & SUPPORT	4,338	4,338		
b VIDEO EQUIPMENT	4,134	4,134		
c REPAIRS - EQUIPMENT	1,648	1,648		
d TELEPHONE	1,365		1,365	
e All other expenses	7,440	5,030	2,410	
25 Total functional expenses. Add lines 1 through 24e	339,463	325,096	14,367	
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input checked="" type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

Attachment 3.b: MA Tax Return 063019 (3376 : Sudbury Access Corp Annual Report to BOS)

Part X Balance SheetCheck if Schedule O contains a response or note to any line in this Part X ☐

		(A) Beginning of year		(B) End of year
Assets	1 Cash—non-interest bearing	204	1	31
	2 Savings and temporary cash investments	452,693	2	484,165
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net		4	
	5 Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions). Complete Part II of Schedule L		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges		9	
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 350,236		
	b Less: accumulated depreciation	10b 311,059	10c 57,833	39,175
	11 Investments—publicly traded securities	493,566	11	533,525
	12 Investments—other securities. See Part IV, line 11	178,000	12	182,000
	13 Investments—program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11		15	
16 Total assets. Add lines 1 through 15 (must equal line 34)	1,182,296	16	1,239,184	
Liabilities	17 Accounts payable and accrued expenses	1,796	17	2,575
	18 Grants payable		18	
	19 Deferred revenue		19	
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		25	
	26 Total liabilities. Add lines 17 through 25	1,796	26	2,575
Net Assets or Fund Balances	Organizations that follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.			
	27 Unrestricted net assets	1,180,500	27	1,236,605
	28 Temporarily restricted net assets		28	
	29 Permanently restricted net assets		29	
	Organizations that do not follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 30 through 34.			
	30 Capital stock or trust principal, or current funds		30	
	31 Paid-in or capital surplus, or land, building, or equipment fund		31	
	32 Retained earnings, endowment, accumulated income, or other funds		32	
	33 Total net assets or fund balances	1,180,500	33	1,236,605
34 Total liabilities and net assets/fund balances	1,182,296	34	1,239,184	

Form 990 (2018)

Attachment 3.b: MA Tax Return 063019 (3376 : Sudbury Access Corp Annual Report to BOS)

Part XI Reconciliation of Net AssetsCheck if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	395,570
2	Total expenses (must equal Part IX, column (A), line 25)	2	339,460
3	Revenue less expenses. Subtract line 2 from line 1	3	56,110
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	1,180,500
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain in Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	1,236,600

Part XII Financial Statements and ReportingCheck if Schedule O contains a response or note to any line in this Part XII ☐

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

Form **990** (2018)

SCHEDULE A
(Form 990 or 990-EZ)Department of the Treasury
Internal Revenue Service**Public Charity Status and Public Support**

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

u **Attach to Form 990 or Form 990-EZ.**u **Go to www.irs.gov/Form990 for instructions and the latest information.**

OMB No. 1545-0047

2018**Open to Public
Inspection**

Name of the organization

Sudbury Access Corporation

Employer identification number

26-2998786

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

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

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

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

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule A (Form 990 or 990-EZ) 2018

Schedule A (Form 990 or 990-EZ) 2018

Sudbury Access Corporation

26-2998786

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

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

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	420,856	349,127	357,725	354,325	343,726	1,825,75
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3	420,856	349,127	357,725	354,325	343,726	1,825,75
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4						1,825,75

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
7 Amounts from line 4	420,856	349,127	357,725	354,325	343,726	1,825,75
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	6,896	9,052	9,715	11,107	22,496	59,26
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						1,885,02
12 Gross receipts from related activities, etc. (see instructions)						57

13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2018 (line 6, column (f) divided by line 11, column (f))	14	96.86%
15 Public support percentage from 2017 Schedule A, Part II, line 14	15	97.56%
16a 33 1/3% support test—2018. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here . The organization qualifies as a publicly supported organization <input type="checkbox"/>		
b 33 1/3% support test—2017. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here . The organization qualifies as a publicly supported organization <input type="checkbox"/>		
17a 10%-facts-and-circumstances test—2018. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here . Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
b 10%-facts-and-circumstances test—2017. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here . Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions <input type="checkbox"/>		

Schedule A (Form 990 or 990-EZ) 20

Attachment 3.b: MA Tax Return 063019 (3376 : Sudbury Access Corp Annual Report to BOS)

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

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

Section A. Public Support

Calendar year (or fiscal year beginning in) u	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) u	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						
14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						

Section C. Computation of Public Support Percentage

15 Public support percentage for 2018 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2017 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2018 (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from 2017 Schedule A, Part III, line 17	18	%
19a 33 1/3% support tests—2018. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here . The organization qualifies as a publicly supported organization		►
b 33 1/3% support tests—2017. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and stop here . The organization qualifies as a publicly supported organization		►
20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions		►

Part IV Supporting Organizations

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

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer (b) and (c) below.</i>		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?		
b A family member of a person described in (a) above?		
c A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in Part VI.		

Section B. Type I Supporting Organizations

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

Section C. Type II Supporting Organizations

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

Section D. All Type III Supporting Organizations

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

Section E. Type III Functionally-Integrated Supporting Organizations

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

2 Activities Test. Answer (a) and (b) below.

	Yes	No
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.		
b Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.		
3 Parent of Supported Organizations. Answer (a) and (b) below.		
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in Part VI.		
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.		

Schedule A (Form 990 or 990-EZ) 2018

Sudbury Access Corporation

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

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

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

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

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

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

Schedule A (Form 990 or 990-EZ) 20

Attachment 3.b: MA Tax Return 063019 (3376 : Sudbury Access Corp Annual Report to BOS)

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

Section D - Distributions		Current Year	
1	Amounts paid to supported organizations to accomplish exempt purposes		
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity		
3	Administrative expenses paid to accomplish exempt purposes of supported organizations		
4	Amounts paid to acquire exempt-use assets		
5	Qualified set-aside amounts (prior IRS approval required)		
6	Other distributions (describe in Part VI). See instructions.		
7	Total annual distributions. Add lines 1 through 6.		
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.		
9	Distributable amount for 2018 from Section C, line 6		
10	Line 8 amount divided by line 9 amount		

Section E - Distribution Allocations (see instructions)		(i) Excess Distributions	(ii) Underdistributions Pre-2018	(iii) Distributable Amount for 2018
1	Distributable amount for 2018 from Section C, line 6			
2	Underdistributions, if any, for years prior to 2018 (reasonable cause required-explain in Part VI). See instructions.			
3	Excess distributions carryover, if any, to 2018			
a	From 2013			
b	From 2014			
c	From 2015			
d	From 2016			
e	From 2017			
f	Total of lines 3a through e			
g	Applied to underdistributions of prior years			
h	Applied to 2018 distributable amount			
i	Carryover from 2013 not applied (see instructions)			
j	Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4	Distributions for 2018 from Section D, line 7: \$			
a	Applied to underdistributions of prior years			
b	Applied to 2018 distributable amount			
c	Remainder. Subtract lines 4a and 4b from 4.			
5	Remaining underdistributions for years prior to 2018, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI . See instructions.			
6	Remaining underdistributions for 2018. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI . See instructions.			
7	Excess distributions carryover to 2019. Add lines 3j and 4c.			
8	Breakdown of line 7:			
a	Excess from 2014			
b	Excess from 2015			
c	Excess from 2016			
d	Excess from 2017			
e	Excess from 2018			

Schedule A (Form 990 or 990-EZ) 20

Attachment 3.b: MA Tax Return 063019 (3376 : Sudbury Access Corp Annual Report to BOS)

Part VI

Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

Attachment 3.b: MA Tax Return 063019 (3376 : Sudbury Access Corp Annual Report to BOS)

**SCHEDULE D
(Form 990)**Department of the Treasury
Internal Revenue Service**Supplemental Financial Statements**u Complete if the organization answered "Yes" on Form 990,
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.

u Attach to Form 990.

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

OMB No. 1545-0047

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Name of the organization

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

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

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?		<input type="checkbox"/> Yes <input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Part II Conservation Easements.

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

1 Purpose(s) of conservation easements held by the organization (check all that apply).

<input type="checkbox"/> Preservation of land for public use (e.g., recreation or education)	<input type="checkbox"/> Preservation of a historically important land area
<input type="checkbox"/> Protection of natural habitat	<input type="checkbox"/> Preservation of a certified historic structure
<input type="checkbox"/> Preservation of open space	

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included in (a)	2c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year u

4 Number of states where property subject to conservation easement is located u

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year u

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year u \$

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

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

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

1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 u \$

(ii) Assets included in Form 990, Part X u \$

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:

a Revenue included on Form 990, Part VIII, line 1 u \$

b Assets included in Form 990, Part X u \$

Schedule D (Form 990) 2018 Sudbury Access Corporation

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

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):

- a ☐ Public exhibition
 b ☐ Scholarly research
 c ☐ Preservation for future generations
 d ☐ Loan or exchange programs
 e ☐ Other

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements.

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

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

- c Beginning balance
 d Additions during the year
 e Distributions during the year
 f Ending balance

	Amount
1c	
1d	
1e	
1f	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII ☐

Part V Endowment Funds.

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

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

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment %
 b Permanent endowment %
 c Temporarily restricted endowment %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

- (i) unrelated organizations
 (ii) related organizations

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?

	Yes	No
3a(i)		
3a(ii)		
3b		

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

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

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment		350,236	311,059	39,177
e Other				
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.) <u> </u>				39,177

Schedule D (Form 990) 2018

Schedule D (Form 990) 2018 Sudbury Access Corporation

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Part VII Investments—Other Securities.

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

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely-held equity interests		
(3) Other Certificates of deposit	182,000	Cost
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 12.) u	182,000	

Part VIII Investments—Program Related.

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

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

Part IX Other Assets.

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

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

Part X Other Liabilities.

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

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

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

Part XIII Supplemental Information *(continued)*

Attachment 3.b: MA Tax Return 063019 (3376 : Sudbury Access Corp Annual Report to BOS)

Department of the Treasury
Internal Revenue Service

Name of the organization

Transactions With Interested Persons

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

u Attach to Form 990 or Form 990-EZ.

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

OMB No.

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

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

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

2 Enter the amount of tax incurred by the organization managers or disqualified persons during the year under section 4958 **u** \$ _____

3 Enter the amount of tax, if any, on line 2, above, reimbursed by the organization **u** \$ _____

Part II Loans to and/or From Interested Persons.

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

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

Total **u** \$ _____

Part III Grants or Assistance Benefiting Interested Persons.

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

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

SCHEDULE O
(Form 990 or 990-EZ)Department of the Treasury
Internal Revenue Service**Supplemental Information to Form 990 or 990-EZ**Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

u Attach to Form 990 or 990-EZ.

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

OMB No. 1545-0047

2018**Open to Public
Inspection**

Name of the organization

Sudbury Access Corporation

Employer identification number

26-2998786

Doing Business As - Additional Names

SudburyTV

Form 990 - Organization's Mission

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

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

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

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

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

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

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

Schedule O (Form 990 or 990-EZ) (2018)

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Name of the organization

Employer identification number

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

Compensation of key employee is determined by the Board of Directors and includes a comparison to the compensation of similar positions in similar sized organization.

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

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

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

Description

	Tot/Prog Service	Mgt & General	Fundraising
LEASED EMPLOYEES			
\$ 273,552	\$ 0	\$ 0	
INDEPENDENT CONTRACTOR			
\$ 8,885	\$ 0	\$ 0	
Total			
\$ 282,437	\$ 0	\$ 0	

Attachment 3.b: MA Tax Return 063019 (3376 : Sudbury Access Corp Annual Report to BOS)

SUDBURY ACCESS CORPORATION

REVIEWED FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2019 AND 2018

(WITH INDEPENDENT ACCOUNTANTS' REPORT THEREON)

SUDBURY ACCESS CORPORATION
REVIEWED FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2019 AND 2018

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Bruce D. Norling, CPA, P.C.

INDEPENDENT ACCOUNTANTS' REVIEW REPORT

The Board of Directors
Sudbury Access Corporation
Sudbury, MA 01776

We have reviewed the accompanying financial statements of Sudbury Access Corporation (a nonprofit organization), which comprise the statements of assets, liabilities, and net assets – income tax basis as of June 30, 2019 and 2018 and the related statements of revenues, expenses, and other changes in net assets – income tax basis for the years then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of entity management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

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

Accountant's Responsibility

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

Accountant's Conclusion

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

Basis of Accounting

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

Bruce D. Norling, CPA, P.C.

Sudbury, Massachusetts
October 3, 2019

SUDBURY ACCESS CORPORATION
STATEMENTS OF ASSETS, LIABILITIES, AND NET ASSETS - INCOME TAX BASIS
JUNE 30, 2019 AND 2018

	<u>2019</u>	<u>2018</u>
ASSETS		
CURRENT ASSETS		
Cash and Cash Equivalents	\$ 484,148	\$ 452,897
Investments	715,859	671,566
Total Current Assets	<u>1,200,007</u>	<u>1,124,463</u>
FIXED ASSETS		
Equipment and Fixtures	348,665	341,667
Less: Accumulated Depreciation	<u>(309,488)</u>	<u>(283,834)</u>
Property and Equipment, Net	39,177	57,833
INTANGIBLE ASSETS		
Software	1,571	1,571
Less: Accumulated Amortization	<u>(1,571)</u>	<u>(1,571)</u>
Intangible Assets, Net	<u>-</u>	<u>-</u>
TOTAL ASSETS	<u><u>\$ 1,239,184</u></u>	<u><u>\$ 1,182,296</u></u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts Payable	<u>2,577</u>	<u>1,796</u>
Total Current Liabilities	<u>2,577</u>	<u>1,796</u>
NET ASSETS		
Unrestricted Net Assets	<u>1,236,607</u>	<u>1,180,500</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 1,239,184</u></u>	<u><u>\$ 1,182,296</u></u>

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

SUDBURY ACCESS CORPORATION
STATEMENTS OF REVENUES, EXPENSES, AND OTHER CHANGES
IN NET ASSETS - INCOME TAX BASIS
FOR THE YEARS ENDED JUNE 30, 2019 AND 2018

	<u>2019</u>	<u>2018</u>
REVENUES		
Grants	\$ 343,726	\$ 354,325
Program Service Revenue	220	357
Dividend Income	10,778	5,771
Interest Income	11,718	5,336
Realized Gain on Investments	29,128	22,748
	<u>395,570</u>	<u>388,537</u>
EXPENSES		
Leased Employees	273,552	285,098
Depreciation Expense	25,653	32,908
Insurance	8,603	8,401
Internet/Web Expense	3,676	3,725
Independent Contractor	8,885	9,658
Warranties & Support	4,338	4,388
Repairs	1,648	601
Supplies - Video	282	287
Minor Equipment - Comp/Office	1,498	918
Minor Equipment - Video	4,134	6,616
Minor Software	627	32
Accounting Expense	1,225	1,225
Telephone Expense	1,365	1,243
Supplies - Computer/Office	1,029	681
Membership and Subscriptions	1,151	768
Advertising	607	175
Props	695	-
Conferences & Meetings	-	110
Postage	157	225
Filings	140	140
Other Expense	198	115
Training Expense	-	680
	<u>339,463</u>	<u>357,994</u>
Total Expenses	<u>339,463</u>	<u>357,994</u>
CHANGES IN NET ASSETS	56,107	30,543
NET ASSETS, Beginning of Year	<u>1,180,500</u>	<u>1,149,957</u>
NET ASSETS, End of Year	<u>\$ 1,236,607</u>	<u>\$ 1,180,500</u>

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

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

1. Organization

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

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

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

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

2. Summary of Significant Accounting Policies

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

Basis of Accounting

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

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

Cash and Cash Equivalents

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

Investments

Investments are reported at cost.

Use of Estimates

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

Property and Equipment

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

Intangible Assets

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

Advertising

SAC charges advertising costs to operations when paid.

3. Cash

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

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

4. Investments

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

	<u>Fair Value</u>	<u>Cost</u>
Equity Mutual Funds	\$ 887,040	\$ 715,859
Total Investments	\$ 887,040	\$ 715,859

5. Leased Employees

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

6. Contract

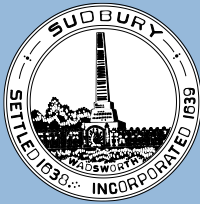
SAC holds a multi-year contract ending November 15, 2020 with the Town of Sudbury to produce public, educational and governmental ("PEG") programming. In return, SAC has title to equipment previously owned by the cable companies and the Town provides financial support of at least 95% of the PEG access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

7. Concentration of Market Risk

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

8. Subsequent Events

SAC did not have any recognized or nonrecognized subsequent events after June 30, 2019, the date of the statement of financial position. Subsequent events have been evaluated through September 30, 2019, the date the financial statements were available to be issued.

**SUDBURY BOARD OF SELECTMEN**

Tuesday, October 22, 2019

MISCELLANEOUS (UNTIMED)**4: Wayside Inn Road Bridge repair- emergency item****REQUESTOR SECTION**

Date of request:

Requestor: Dan Nason, DPW Director

Formal Title: Vote at the request of the DPW Director to approve award of contract by the Acting Interim Town Manager to David G. Roach & Sons, Inc., in the amount of \$80,450 for the emergency repair work required for the Wayside Inn Road Bridge; and further to approve execution of any amendments/documents relative thereto.

Recommendations/Suggested Motion/Vote: Vote at the request of the DPW Director to approve award of contract by the Acting Interim Town Manager to David G. Roach & Sons, Inc., in the amount of \$80,450 for the emergency repair work required for the Wayside Inn Road Bridge; and further to approve execution of any amendments/documents relative thereto.

Background Information:

The Wayside Inn Road bridge was damaged in July of this year when it was struck by a motor vehicle. Substantial repairs are necessary to remediate the damage and mitigate the present unsafe conditions. This bridge is jurisdictional under MassDOT (MGL c.85 section 35) since it has a span of greater than ten feet. MassDOT particularly stated that conditions as they exist “are considered unsafe” and should be “remediated immediately.” If the bridge were closed pending repairs this would increase response time for public safety personnel and the Town’s Police Chief and Fire Chief are therefore concerned that closure would create its own public safety hazard. We received a waiver from DCAM for the advertising requirements under MGL c.30, 39M. The time requirements for advertising under Chapter 30 will not suffice because the bridge is important for daily transportation needs in the Town and repairs must be implemented as soon as possible according to the determination of the applicable DOT Highway Division bridge engineer. With the impending onset of colder weather and less favorable conditions it is necessary to complete the work quickly. The Town solicited quotes from three contractors who have successfully performed public works contracts similar to this project. The three quotes were:

- David G. Roach & Sons, Inc. \$80,450
- New England Infrastructure, Inc. \$137,000
- Northern Construction Services, LLC \$206,400

Financial impact expected: Award to low bidder \$80,450 to be paid from DPW Roadwork account with the expectation that the Town will recover the funds through vehicle owner’s insurance.

Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

10/22/2019 7:00 PM

REQUEST FOR FIXED PRICE BID

WAYSIDE INN ROAD BRIDGE REPAIR PROJECT

Project Location: Wayside Inn Road, Sudbury, MA

Project Owner: Town of Sudbury, MA

Project Information: We are reaching out to up to four select contractors to provide the Town of Sudbury, MA with a fixed price bid for the Wayside Inn Road Bridge Repair project, located on Wayside Inn Road near the historic Wayside Inn in Sudbury, Massachusetts. The project consists of the items depicted and noted on Drawings Sheets S-01 and S-02 and outlined in the scope of work contained in this request for bid. The project will be completed in October and November 2019, and we anticipate a total construction schedule (notice to commence work to final completion) of five weeks.

Scope of Work: The project requires the following:

- Installation of temporary traffic control and signage including signalization for alternating one-way traffic;
- Removal of existing wooden guardrail (typical of four sections);
- Sawcutting asphalt and demolition of existing stone masonry parapet down of precast concrete slab on south side of bridge;
- Sawcutting asphalt and removal of brick and granite filler down to precast concrete slab on north side of bridge;
- Preparing precast concrete slab surface;
- Drilling and epoxying dowels into existing precast concrete slab surface;
- Constructing new cast-in-place concrete bridge curbs (24" wide x 19" high x 15' long) including formwork and rebar on (typical on both north and south sides of bridge);
- Backfilling and compacting aggregate base;
- Installing asphalt patch on both sides of bridge;
- Installing and anchoring 20' long precast concrete barriers on top of concrete bridge curbs (typical on both north and south sides of bridge);
- Installing 40' of precast barriers parallel to critical slopes zone beyond end of bridge (typical of four locations for total length of 160'); and
- Removal of temporary traffic control and signage.

Bid Schedule: Bid Documents distributed on Friday, October 11, 2019.
Bids due by **3 PM on Friday, October 18, 2019** via Email.

Deliverables: Fixed Price Bid per the bid form. No bid bond, payment bond, or performance bond shall be required.

Communications: All information shall be transferred via email to Megan McDevitt (mmcdevitt@woodarducrran.com); we request that you follow up with a phone call (207.558.3785) to confirm receipt of information if you do not receive an email reply. All questions can be directed to Megan McDevitt. You are encouraged to visit the project site; but stay within the Right-of-Way.

Lien Waivers: Prior to final payment by the Town of Sudbury, the Contractor will be required to supply the Town a Waiver of Lien – Material and Labor for the total awarded contract

cost, guaranteeing payment in full for all labor and materials used or required in connection with the work described in this bid. The Town may also require waivers of lien, signed by individual subcontractors and materials suppliers, with requests for progress payments.

Contractor

Responsibilities:

The Contractor shall furnish all labor, materials, supplies, equipment, and transportation and disposal fees necessary to do the work as specified on the project plans (Sheets S-01 and S-02) and within this request for bid. Work shall be conducted in an orderly manner and all work shall be performed in accordance with best trade policy and in conformance with pertinent OSHA, Local, State and Federal Government regulations.

The Contractor shall erect, and maintain at all times, any and all safeguards necessary for the protection of life and property of all pedestrian and vehicular traffic, where applicable.

Project Schedule:

The project will be completed in October and November 2019. The contractor shall be provided a total of five weeks from the notice to commence work to Final Completion. Fast mobilization and quick, efficient project progression is required by the Town of Sudbury.

Draft Agreement:

A DRAFT Agreement and General Conditions of the Contract between the Town of Sudbury and the selected Contractor is attached.

Attachments:

This Request for Fixed Price Bid consists of the following Documents:

Request for Fixed Price Bid, 9 Pages

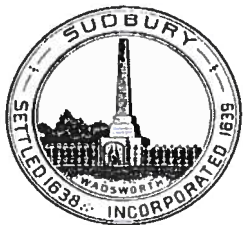
DRAFT Agreement Between Town of Sudbury and Contractor, 3 Pages

General Conditions, 5 Pages

Prevailing Wage Rates, 42 Pages

Sheet S-01 Wayside Inn Bridge Location Plan and Sections

Sheet S-01 Wayside Inn Bridge Location Plan and Sections



TOWN OF SUDBURY
Office of the Interim Town Manager

Maryanne Bilodeau
 Interim Town Manager

278 Old Sudbury Road
 Sudbury, Massachusetts 01776
 Tel: (978) 639-3385
 Email: bilodeaum@sudbury.ma.us

October 2, 2019

Carol Gladstone, Commissioner
 Division of Capital Asset Management and Maintenance
 One Ashburton Place, 15th Floor
 Boston, MA 02108
 Attn: Office of the General Counsel

Re: Request for Emergency Waiver of Bid Requirements:
Town of Sudbury – Wayside Inn Road Bridge

Emergency Waiver of advertising
 requirements under MGL. c. 149 *
 sec. 44J(6) is here by granted on this

4th day of October 2019
Ryan Moore

Ryan Moore, Esq.
 Deputy General Counsel
 Emergency Waiver No. 3510

*Bidding Requirements of
 MGL ch 30 sec 39M
 Waived.

Dear Ms. Gladstone:

The Town of Sudbury hereby requests an emergency waiver of bidding requirements with respect to temporary repairs to the Wayside Inn Road Bridge. The Town submits the following information in support of the waiver request, as stated in the DCAMM website guidance document:

1. The Town seeks a waiver from the bidding requirements of G.L. chapter 30, section 39M and the advertising requirements of G.L. chapter 149, section 44J(6) with respect to the repair work.
2. Repair of the bridge is necessary to address the emergency that exists on account of the present unsafe condition of the bridge, which includes unpinned temporary barriers. The bridge engineer for the state Department of Transportation (DOT), Highway Division District 3, has stated to the Town that the unpinned barriers cannot satisfactorily address the safety concerns for the site, and has recommended that temporary barriers and bridge approach transitions which have been crash tested for a test level consistent with the level of service of the roadway be installed as soon as possible. The District Engineer particularly stated that conditions as they exist "are considered unsafe" and should be "remediated immediately." If the bridge were closed pending repairs this would increase response time for public safety personnel and the Town's Police Chief and Fire Chief are therefore concerned that closure would create its own public safety hazard.
3. The bridge was damaged in July of this year when it was struck by a motor vehicle. Substantial repairs will be necessary to remediate all of the damage, and those plans must be approved by the DOT under section 35 of M.G.L. Chapter 85 because the bridge span exceeds ten feet. The Town consulted with District 3 staff in order to coordinate the scope and sequence of repair activities, and the District Engineer reported his view regarding the unsafe condition in August.

Initially, the Town's Department of Public Works applied for approval of limited scope work by the Town's Historic District Commission, because the bridge is located in a historic district. However, the Historic District Commission did not approve the application. Now, it is necessary to address both the immediate safety concerns and develop a plan for a long-term solution. The dual nature of the emergency, providing for safety at the bridge area and avoiding a negative impact on police and fire response times if the bridge were closed, has placed the Town in a precarious position.

4. The scope of work required to perform the temporary repairs is:
 - a. Install temporary traffic control and signage including signalization for alternating one-way traffic;
 - b. Remove all damaged and inadequate sections of wood guardrail;
 - c. Sawcut existing asphalt and remove all remaining sections of damaged or inadequate bridge parapet;
 - d. Prepare precast concrete deck surface;
 - e. Drill and epoxy dowels into existing precast concrete deck surface;
 - f. Construct new cast-in-place concrete bridge curb including formwork and rebar;
 - g. Backfill and compact aggregate base;
 - h. Install asphalt patch;
 - i. Install and anchor precast barrier on top of concrete bridge curb;
 - j. Install precast barriers parallel to critical slopes zone beyond end of bridge; and
 - k. Remove temporary traffic control and signage.

This scope of work is the minimum work necessary to alleviate the emergency.

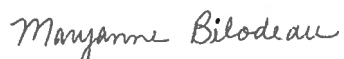
5. The time requirements for advertising under Chapter 30 will not suffice because the bridge is important for daily transportation needs in the Town and repairs must be implemented as soon as possible according to the determination of the applicable DOT Highway Division bridge engineer. With the impending onset of colder weather and less favorable conditions it is necessary to complete the work quickly.
6. The Town will seek quotes from at least three contractors, and is able to solicit quotes from contractors who have successfully performed public works contracts for the Town in the past.
7. The approximate dollar value of the temporary repairs work is \$100,000.
8. The Town understands that the provisions of the Prevailing Wage Law and statutory bonding requirements will apply to this work.

In its present condition, the Wayside Inn Road Bridge remains a threat to public safety, and has been identified as such by the DOT District 3 bridge engineer. Further delay in correcting the current deficiencies will prolong the daily risk facing the Town and motorists. Therefore, the Town requests that the waiver be granted.

10/2/2019

Please contact me if you have any questions regarding the Town's request.
Thank you for your assistance.

Sincerely,



Maryanne Bilodeau
Interim Town Manager/HR Director

cc: Daniel Nason, Director of Public Works

Attachment 4.b: Waiver No. 3510 Sudbury (3531 : Wayside Inn Road Bridge repair- emergency item)

**SUDBURY BOARD OF SELECTMEN**

Tuesday, October 22, 2019

MISCELLANEOUS (UNTIMED)**5: BOS Financial Policies update****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Update and discussion on Selectmen's Financial Policies and possible vote

Recommendations/Suggested Motion/Vote: Update and discussion on Selectmen's Financial Policies and possible vote

Background Information:
attached policies

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

10/22/2019 7:00 PM

Bilodeau, Maryanne

From: Bilodeau, Maryanne
Sent: Thursday, September 26, 2019 9:23 AM
To: Board of Selectmen
Subject: BOS Financial Policies
Attachments: BOS Financial Policies 2019 mmranddkfinpolicies8-6-19.pdf

Good morning everyone,

Attached are the proposed financial policies previously drafted by Melissa and Dennis. We are getting them out to you well in advance of your October 22nd BOS meeting so you have a chance to review them before your discussion.

Maryanne

Maryanne Bilodeau
Interim Town Manager
Town of Sudbury
278 Old Sudbury Road
Sudbury MA 01776
Phone: (978) 639-3385
Fax: (978) 443-0756

The Secretary of State's office has determined that most e-mails to and from municipal offices and officials are public records. Consequently, confidentiality should not be expected.

Attachment5.a: BOS Financial Policies_with_email (3490 : BOS Financial Policies update)

Section 2. Board of Selectmen Financial Management Policies

Introduction

The Town of Sudbury has an important responsibility to carefully account for public funds, to manage municipal finances wisely, and to plan and provide for the adequate funding of services desired by the public and as required by laws, rules, or regulations, including the provision and maintenance of public facilities and improvements. The budget and financial goals and policies set forth by the Board of Selectmen in this document are intended to establish guidelines for the continued financial strength and stability of the Town of Sudbury. The Town Manager, per charter, is responsible for the financial management of the town, including both the capital and operating budget.

Goals

Goals are broad, timeless statements of the financial position the Town seeks to attain. The financial goals for the Town of Sudbury are:

- To provide full value to the residents and business owners of Sudbury for each tax dollar by delivering quality services efficiently and on a cost-effective basis.
- To preserve our quality of life by providing and maintaining adequate financial resources necessary to sustain a sufficient level of municipal services, and to respond to changes in the economy, the priorities of governmental and non-governmental organizations, and other changes that may affect our financial well-being.
- To maintain our top-level AAA credit rating

To achieve these goals, the Board of Selectmen adopts the following policies.

1. Operating Budget Policy

- **Balanced Budget.** The annual operating budgets will be appropriated on a balanced basis, where operating revenues (estimated revenues) are used to fund operating expenditures (appropriations).
 - Operating revenues include property taxes, motor vehicle excises, charges for services, interest earnings, license and permit fees, fines and forfeitures, regularly recurring governmental aid, and transfers in from other funds established for operating purposes.
 - Operating expenditures/expenses include salaries and wages, employee benefits, equipment and improvements, materials, supplies, and contractual costs.
- Nothing in this policy shall prohibit the use of operating revenues for capital expenditures/expenses
- The Town will avoid relying on Free Cash to fund operating expenses.
- To the extent possible, one-time revenues that are not required by law or agreement to be expended for a particular purpose will only be used for capital purposes, augmenting of Town reserves or emergency expenditures/expense.
- The Town Manager will annually estimate the costs of the Town's obligations for providing benefits for Town and Sudbury Public School employees as part of the preparation of the annual operating budget.

2. Revenue Policy

Revenues determine the capacity of the Town to provide services. To ensure that revenues for the Town are balanced and capable of supporting desired levels of services, the Town of Sudbury has adopted the following revenue policy statements:

- The Town Manager and Finance Director are responsible for estimating revenues for the upcoming fiscal year. They will consult with other town staff as well as state officials. (Town Charter)
- Revenue forecasts for local receipts and state aid shall be conservative, using generally accepted forecasting techniques and appropriate data. Revenue deficits will be avoided at all costs. Existing revenues will be re-examined and possible new sources of revenues will be explored to ensure that we are maximizing our revenue potential. All fees are reviewed and periodically updated, as necessary
- The Town Manager and Finance Director will project revenues for the next three years as part of the three-year financial forecast.
-
- The Town will strive to be informed and aware of all grants and other aid that may be available to us. All potential grants and other aid shall be evaluated to ensure that our participation in such grants will be beneficial and cost-effective.
- The Town will carefully and routinely monitor all amounts due the Town. The target for property tax collection rate by year end will be 98%.
- Recreational user charges and fees will be set with the intent to recover approximately 100% of total direct costs generated by revolving fund recreation programs, plus all indirect costs for Town employees
- Enterprise fund (Transfer Station, Atkinson Pool and Recreation Field Maintenance) user charges and fees will be set to recover all direct costs ~~and~~ associated with the activities of these funds as well as the indirect costs for health insurance.

3. Expenditure Policy

Expenditures are a rough measure of a local government's service output. While many expenditures can be controlled, emergencies, unfunded mandates, and unanticipated service demands may strain our ability to maintain a balanced budget. To ensure the proper control of expenditures and provide for a quick and effective response to adverse financial situations, the Town of Sudbury has adopted the following expenditure policy:

- Expenditures and purchase commitments will be made in a form and process that is legal, appropriate, funded, authorized and sufficiently documented.
- Expenditures and purchase commitments will be recorded in an accurate and timely fashion.
- The review and approval process for all vouchers shall be followed at all times. Properly completed claims must be prepared and submitted to the accounting department by the department responsible for originating the claim. A "properly completed claim" must include, but is not limited to, the vendor's name and address, date of claim, explanation, and accounts to be charged, department authorization signature and sufficient documentation. "Sufficient documentation"

means that a person unfamiliar with the transaction could understand what was ordered, when, by whom, from what vendor, at what price, when the goods or services were delivered, who accepted delivery, and who authorized payment.

- The balances in appropriation accounts will be monitored regularly to ensure that the total of expenditures/expenses and purchase commitments do not exceed the authorized budget.
- Requests for competitive bids, proposals, formal and informal quotes, and other methods of seeking and encouraging vendor competition will be obtained as required by law and as otherwise established by the Town Manager or Town Counsel.
- All appropriations shall lapse at the close of the fiscal year to the extent that they shall not have been expended or encumbered.

4. Risk Management Policy

A municipality's fiscal policies should include a plan for maintaining reserves. Operating reserves (or fund balance) are a prudent fiscal management tool and an important credit factor in the analysis of financial flexibility. The Town of Sudbury will maintain a level of reserves that protect the community from emergency conditions, and contribute to the high credit rating that the Town currently holds from Standard & Poor's (AAA). To provide for adequate levels of reserves to protect the Town's financial condition over the long-term, the Town of Sudbury has adopted the following risk management policy:

Risk Management

- The Town will maintain an effective risk management program that provides adequate coverage, minimizes losses, and reduces costs.
- The Town will annually work with the Town's insurance carrier to update all listings of Town owned assets and the value of such covered assets.

As the Town is self-insured for some of the benefits programs it offers, the Town will maintain adequate reserves for its Workers Compensation and Unemployment Compensation

5. Capital Budgeting and Planning Policy

Capital assets include land, improvements to land, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, construction in progress and all other tangible and intangible assets that are used in operations and have initial useful lives extending beyond a single reporting period. Infrastructure assets are long-lived capital assets that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets owned by the Town of Sudbury include roads, bridges, culverts, dams and drainage systems. The Town of Sudbury has a capital planning and budget bylaw and process that require the following:

- The Town Manager shall meet with Department Heads and compile a capital program and capital budget.

- The Town Manager will submit a capital program to the Board of Selectmen as part of the Operating Budget. The proposed program will detail each capital project, the estimated cost, description and funding source.
- The Town Manager will update and adopt annually a five-year capital improvement plan ("CIP"), including the upcoming annual capital improvement budget ("CIB") and a four-year projection of capital needs and expenditures, which details the estimated cost, description and anticipated funding sources for capital projects.
- The Town will emphasize preventive maintenance as a cost-effective approach to capital maintenance. Exhausted capital goods will be replaced as necessary.

Per Town By-Law, the Capital Improvement Advisory Committee shall consider the merits of each project over \$100,000 and make its recommendation to the Finance Committee, Board of Selectmen and Town Meeting.

6. Debt Management Policy

Debt is an effective way to finance capital improvements or to even out short-term revenue flows. Properly managed debt preserves our credit rating, provides flexibility in current and future operating budgets, and provides us with long-term assets that maintain or improve our quality of life. To provide for the appropriate issuance and responsible use of debt, the Board of Selectmen of the Town of Sudbury have adopted the following debt management policies:

- Long-term debt will be issued only for objects or purposes authorized by state law under Chapter 44, section 7 and 8. See <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter44/Section7>.
- Short-term debt may be issued to finance current operating expenditures only in the event of extreme financial emergency.
- Debt maturity will not exceed the lesser of: the useful life (as established by the Town Treasurer-Collector), or the period of probable usefulness (as defined in Massachusetts State Local Finance Law), of the object or purpose so financed, whichever is shorter.

7. Protection of Credit Rating Policy

Maintenance of the highest-level credit rating possible is important to the continued financial health of Sudbury as it reduces the costs of issuing debt. Credit rating firms consider management practices to be very important factors. Poor management practices can inadvertently jeopardize the financial health of a local government. To be proactive in assuring the Town of Sudbury does not engage in these practices, the Board of Selectmen of the Town of Sudbury has adopted the following credit rating protection policies.

- The Town will not rely on reserves to sustain operating budgets. Use of such reserves will be limited to helping the Town deal with short-term or emerging financial stress. In the subsequent year, the Town will either reduce spending to within the limits of recurring revenues, or seek approval for additional revenues from the voters of the Town.
- The Town will not defer current costs, such as pension or benefit costs, to a future date.

8. Free Cash Policy

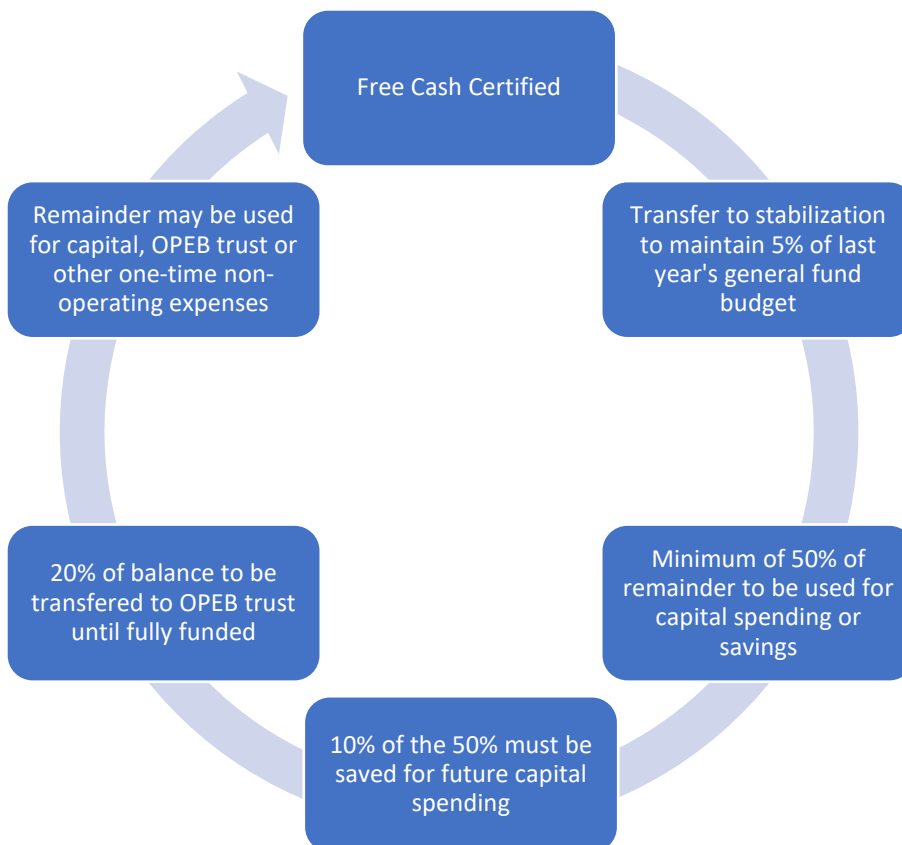
- To the extent the Town has certified free cash, the following guidelines should be adhered to:

- After adherence to the Stabilization Fund Policy, free cash should be used for capital projects, contributions to the OPEB trust and other one-time non-operating expenditures.
- A minimum of 50% of remaining free cash after the stabilization fund transfer shall be used for capital purchases or saved for future capital expenses to , with a minimum of 10% of that amount being transferred into the capital stabilization account.
- After the capital and stabilization minimums, 20% of the balance shall be transfer to the OPEB Trust Fund until it is fully funded as actuarially determined.
- The remaining free cash may be appropriated for capital projects, contributions to the OPEB trust or other one-time non-operating expenses.

9. Stabilization Fund

- The Town of Sudbury shall maintain a stabilization account to provide the reserves that are required to protect the financial condition of the Town.
- The Town will maintain the Stabilization Fund at an amount equal to five percent (5%) of the General Fund budget in the previous year.
- To achieve this goal, this transfer shall be done at the first town meeting of the fiscal year after free cash is certified.

Free Cash Flow Chart



**SUDBURY BOARD OF SELECTMEN**

Tuesday, October 22, 2019

MISCELLANEOUS (UNTIMED)**6: LS agreement****REQUESTOR SECTION**

Date of request:

Requestor: Vice Chairman Brown

Formal Title: Discussion on LS agreement and budget process and how it affects Sudbury

Recommendations/Suggested Motion/Vote: Discussion on LS agreement and budget process and how it affects Sudbury

Background Information:

attached LS agreement from 1988 and email provided by Selectman Brown on 10/21.

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

10/22/2019 7:00 PM

~~The Regional Agreement~~
between
The Town of Lincoln and The Town of Sudbury
with respect to the formation of a Regional
School District, as amended

The following agreement as it stands has been changed from the original agreement of 1954 as the result of six amendments.

Amendment 1 changed the details of apportioning State and Federal Aid in Section 5 (f), and was adopted in 1966.

Amendment 2 changed the method of electing members of the School Committee in Section 1, and was adopted in 1970.

Amendment 3 changed the dates in Section 5 (Apportionment of Expenses) as a result of the change from a calendar year to a fiscal year, and was adopted in 1973.

Amendment 4 changed the dates for considering and adopting an annual budget in Section 9, again as a result of the change from a calendar year to a fiscal year, and was adopted in 1974.

Amendment 5 changed the method of apportioning District revenues and expenditures in Section 5, Section 7 and Section 9 and established the Excess & Deficiency Fund. It was adopted in 1988.

Amendment 6 changed the method by which town meetings amend the Regional Agreement by eliminating the need for paper ballots, and was adopted in 1988.

Marcia A. Roehr
Secretary to the School Committee

May 18, 1988

Attachment6.a: LS Regional Agreement 5.88 (3479 : LS agreement)

This Agreement entered into pursuant to Chapter 71 of the General Laws of Massachusetts as amended.

WITNESSETH that

WHEREAS the Towns of Lincoln and Sudbury desire to form a Regional School District under provision of said Chapter 71; and

WHEREAS such Towns desire to enter into an Agreement provided by said Chapter 71,

NOW THEREFORE, in consideration of the foregoing and of the mutual promises herein contained, the Towns of Lincoln and Sudbury do mutually agree as follows:

1. Number, Composition, Method of Selection and Terms of Office of the Members of the Regional District School Committee. The powers and duties and liabilities of the Regional School District shall be vested in and exercised by a Regional School District Committee. Such Committee shall consist of six members to be elected by all of the voters of Regional District voting in an annual District election to be held the last Monday in March as hereinafter provided. The term of office of each member shall be three years and until his successor has been elected and qualified. Two members shall be elected at each annual District Election commencing with the first such election to be held next following the effective date of the Second Amendment to this Agreement. A member of the Regional School District Committee must be a resident of the District. A quorum shall be four. Vacancies which occur on the Regional School District Committee shall be filled by the remaining members of the Committee acting together with the Chairman of the Board of Selectmen of each member town. The appointee filling such vacancy shall serve until the next Regional District election and until his successor has been elected and qualified. At the next Regional District election following the occurrence of such vacancy, a successor to serve for the balance of the unexpired term, if any, shall be elected. The members of the Regional School District Committee incumbent on the effective date of said Second Amendment shall hold office until the year in which their terms would ordinarily expire and until their successors have been elected and qualified as herein before provided.

Nomination papers for membership in the District Committee shall be filed with the Secretary of the District within the time allowed by Massachusetts General Laws relating to filing nominations with the town clerk in town elections and Sections 114 and 115 of Chapter 41 of the

General Laws shall so far as apt apply to nominations for the Regional District School Committee, except that the signatures of at least fifty registered voters of the Regional District shall be required for such nomination. The Annual Election shall be called and held in the manner provided for a calling and holding of an election pursuant to Section 16(n) of Chapter 71 of the General Laws so far as applicable.

Notwithstanding, the foregoing provisions of this section to the contrary, in the event the annual town elections in all the member towns shall be held on the same day as the annual District election, the annual District election may be combined with and held as part of the annual town elections in each member town and the following additional provisions shall be applicable, to wit,

- (a) The Secretary of the Regional School District shall promptly upon receipt thereof certify to the town clerk of each member town the name and address of each candidate for the Regional School District whose nomination papers have been properly filed.
- (b) The Warrant for the Annual Regional School District Election shall state that said election will be held at the same time and place as the annual town election in the member towns.
- (c) The ballot, whether printed or by voting machine, for the Annual Regional School District election may be prepared separately or with the consent of the Selectmen in all member towns may be included with and prepared as part of the ballot of the annual town election.

The town clerk in each of the member towns shall promptly certify to the Regional District Committee the result of the voting in that member town. Newly elected or appointed members of the Regional School District Committee shall be sworn to the faithful performance of the duties of the office by the Secretary of the Regional School District Committee or by the Town Clerk of the town in which he resides, who shall file a record of said oath with the Secretary of the Regional School District. Any recount petitions shall be filed with the Secretary of the School District.

2. Location of Regional District School. The Regional District School shall be located in the northeast portion of the Town of Sudbury within a radius of two and one-half miles of the junction of the two Towns.

3. Type of Regional District School. The Regional District School shall be a Senior High School consisting of Grades 9 through 12, inclusive.

The Regional District School Committee is hereby authorized to establish and maintain State-aided Vocational Education, acting as trustees therefor, in accordance with the provisions of Chapter 74, General Laws, and Acts mandatory thereto, or dependent thereon; if the Regional District School Committee deems it desirable.

4. Student Membership - Transfer Date - Tuition Pupils. The membership of the Regional School District shall include all students residing in the member Towns in Grades 9 through 12 educated at the expense of the member Town or the Regional School District.

Jurisdiction over, and responsibility for, the educational needs of such membership shall not be transferred from the local School Committees of the member Towns to the Regional District School Committee until the Student Transfer Date which shall be September 1, 1956, unless prior thereto the Regional District School Committee and the local School Committees of each of the member Towns agree upon the establishment of an earlier Student Transfer Date.

On the Student Transfer Date, the Regional District School Committee shall assume exclusive jurisdiction over, and responsibility for, the educational needs of the membership except that students of a member Town who attended High Schools outside of their Town on a tuition basis, at their Town's expense, prior to the Fall of the year that the Regional District School is prepared to accept students and who would enter Grades 11 and 12 in the Fall of such year, may finish their High School education at such High Schools outside of their Town at the Regional School District's expense. Notwithstanding the other provisions of this Agreement relating to the apportionment of operating expenses, there shall be apportioned to the respective member Towns, the entire amount, if any, by which the tuition paid by the Regional District School Committee for the students from such town exceeds the average per pupil operating cost of the Regional School District as determined by said

Committee exclusive of such tuition pupils multiplied by the number of such tuition pupils from such town.

Students residing outside the Regional School District may attend the Regional District School upon the approval of the Regional District School Committee and the payment of tuition as determined by such Committee.

Pursuant to such terms and conditions as it may prescribe the Regional District School Committee may authorize the use of Regional School District facilities by member towns or citizens thereof for such purposes as the said Committee may deem in keeping with the civic purpose of such facilities, provided no use may be authorized under this paragraph which would interfere with the use of such facilities for the purposes of the Regional School District.

5. Apportionment of Expenses and Other Items

(a) Apportionment of Costs

The several costs of construction and operation of the District and payments of principal of and interest on its bonds, notes and other obligations shall be apportioned to the member towns as follows: each member town's share for each fiscal period shall be determined by computing the ratio which the sum of its pupil enrollments in the regional school district on October 1 of the three years next preceding the start of such fiscal period bears to the sum of the pupil enrollments in the regional school district of all the member towns on October 1 of the same three years. The Treasurer of each member town shall pay to the Treasurer of the District the amount of such town's share of each installment of principal of and interest on bonds, notes and other obligations of the District at least thirty days before the due date thereof. The Treasurer of each member town shall pay to the Treasurer of the District the amount of such town's apportioned and certified share of all other expenses in twelve equal installments on the tenth day of each month.

(b) Apportionment of State and Federal Aid

Any Federal, State or other aid or grants received by the District shall be credited by the District to its budgeted expenses, and the apportionment to

the member towns under subpart (a) above shall be the net costs after the application of said aid or grants.

(c) Miscellaneous Income Defined

Miscellaneous Income shall include all income of the District other than the assessments paid by the member towns pursuant to subpart (a) above and any Federal, State or other aid or grants.

(d) Excess and Deficiency Fund

All unexpended funds, or any portion thereof, may in the discretion of the Regional District School Committee and with the written approval of the Finance Committees of each of the member towns, be paid into the Excess and Deficiency Fund provided, however, that at no time shall the total of the sums in the Excess and Deficiency Fund exceed five percent (5%) of the total District budget for the succeeding fiscal period. Monies in the Excess and Deficiency Fund may be expended, in the discretion of the Regional District School Committee for any of the following purposes: (i) to meet extraordinary and non-recurring costs attributable to the operation and maintenance of the Regional District School; (ii) to pay any other extraordinary costs when amounts from the sources described in subparts (a), (b), and (c) above are insufficient to pay such costs; or (iii) to reduce the assessment to the member towns in any fiscal period. Any such reduction of the assessment shall be in accordance with apportionment ratios set forth in subpart (a) above for the fiscal period in which such reduction occurs. Monies paid into the Excess and Deficiency Fund shall be deemed received and reserved for special purposes within the meaning of Section 9.

6. Transportation. Transportation to and from the Regional District School and any other transportation for Regional School purposes shall be the responsibility of the Regional School District and its cost shall be an ordinary operating expense.

7. Separation - Admission of Other Towns. No member Town may separate from the District except as herein provided. If no bonds or other evidence of indebtedness have

been issued by the Regional School District or if all such bonds or other indebtedness shall have been paid in full or the member Town which desires to separate shall have paid its share of installments of principal and interest of such indebtedness to date and shall have made irrevocable deposit in the name of the District with a Massachusetts bank or trust company having combined capital or surplus of not less than Five Million Dollars (5,000,000) of funds for the purpose sufficient to meet such Town's share of any future maturing installments of principal and interest on any such bonds or other indebtedness, such Town may, upon the giving of at least one year's written notice of its intention to do so pursuant to a majority vote of the voters present and voting on the question at an Annual or Special Meeting of such Town called for the purpose, withdraw from the Regional School District at the conclusion of the School term normally scheduled to end in the month of June. The Regional School District may withdraw the funds so deposited and use the same only for the payment of the share of interest and principal on its bonds or other evidences of indebtedness, which would otherwise have been apportioned to and paid by such withdrawing Town. Until such future maturing installments have been discharged, however, the withdrawing Town shall, to the extent thereof, remain liable with respect to such bonds or other indebtedness as if it had not withdrawn. The withdrawing Town's share of future maturing principal and interest shall be computed in accordance with Section 5(a), with credit for State aid as provided in Section 5(b), at the time of giving of such notice.

By an amendment of this Agreement adopted by each member Town in accordance with Section 8 and complying with the proviso therein contained, any other Town or Towns may be admitted to the Regional School District upon adoption as therein provided of such amendments and upon acceptance of the Agreement as so amended and also upon compliance with such provisions of law as may be applicable and such terms as may be set forth in such amendment.

8. Amendment of Agreement. This Agreement may be amended in any manner approved by a majority vote of those present and voting on the question at an Annual Meeting or a Special Meeting called for the purpose in the member Towns, provided that no such amendment shall adversely affect any obligation previously contracted by the Regional School District or affect in any adverse manner the liability of the Regional School District or of the respective member Towns on or with respect to the payment of principal of or interest on any bonds or other evidences of indebtedness issued by the

Regional School District, provided that this provision shall not prevent the admission of new towns to the District and the reapportionment accordingly of that part of the cost of construction represented by bonds or notes of the District then outstanding and of interest thereon.

A proposal for amendment may be initiated by the Board of Selectmen of a member Town, by a majority of all the members of the Regional District School Committee or by a signed petition bearing the signatures of five hundred (500) registered voters of the District, provided the petition shall contain the signatures of at least one hundred (100) registered voters from each member Town. Said petition shall also contain, at the end thereof, a certification by the Town Clerks of the respective member Towns as to the number of signatures on the petition which appear to be the names of registered voters from that Town. Any such proposal for amendment shall be presented to the Secretary of the Regional School District Committee who shall mail or deliver a notice in writing to the Board of Selectmen of each of the member Towns that a proposal to amend this Agreement has been received and shall enclose a copy of such proposal (without the signatures in the case of a proposal by petition). The Selectmen in each member Town shall include in the warrant for the next Annual Town Meeting or for a Special Town Meeting called for the purpose, an article stating the proposal or the substance thereof. When a majority of those present and voting upon the question in all the member Towns shall have approved a proposal for amendment, said amendment shall be adopted thereby and thereupon become a part of this Agreement.

9. Preparation and Submission of Budgets. Within sixty days after the Regional District School Committee is organized, it shall prepare a reasonably detailed budget of expenses of the balance of the calendar year. Copies of such budget shall be submitted for approval to the Finance Committee and the Selectmen of the member Towns. The amount of the budget thus approved shall be apportioned between the member Towns according to their respective apportionment factors as of the preceding October 1st and shall then be delivered by the Regional District School Committee to its Treasurer for certification of the respective share thereof to each member Town. The sums thus certified shall be payable by each member Town to the Regional District School Committee only from funds appropriated by each member Town for such purpose, if any.

Thereafter, at the opening of each academic year in September, the Regional District School Committee shall as promptly as practicable proceed with the preparation of a tentative budget for the ensuing fiscal period including provision for any installment of principal or interest to become due in such period on any bonds or other evidences of indebtedness of the District. Such tentative budget shall be in reasonable detail, including the amount payable under the following classification of expenses and such other classifications as may be necessary:

General Control, including salaries of the Superintendent, Attendance Officers, Census Enumerators, and all personnel employed in the Superintendent's Office; School Committee Expense, traveling expense, supplies, postage, and other miscellaneous expense.

Expenses of Instruction, including salaries of teachers, principals and other instructional personnel, clerks in the principal's office, traveling expenses, stationery, postage and other miscellaneous expenses of the principal's office, textbooks and instructional supplies.

Operation of School Plant, including salaries of custodial personnel, fuel, custodial supplies, telephone and other miscellaneous expenses of operation.

Maintenance of School Plant, including all expenditures made for the installation, repair or replacement of grounds, buildings or equipment.

Auxiliary Agencies, including libraries, health services, transportation, tuition, physical education, lunchrooms and miscellaneous expenses.

Outlay, including expenses for alterations of grounds and buildings; and new equipment such as furniture, furnishings, instructional equipment and laboratory apparatus.

Vocational Education, including tuition to State aided Vocational Schools.

Debt Service, including principal and interest payments.

All non-recurring expenditures shall be itemized. From the total of said budget there shall be deducted any surplus of receipts for the preceding fiscal period, excepting those received and reserved for special purposes, over said cost

and expenses for that period. Upon the preparation of such tentative budget for any fiscal period and not later than thirty days prior to the date on which the final budget is to be adopted, copies of the tentative budget shall be presented and explained to the Finance Committee in each member Town and within sixteen days thereafter the Regional District School Committee shall hold a public hearing in each member Town after posting in at least three public places at least three days in advance thereof in such town, a notice signed by the Secretary of the Regional District School Committee stating the time, place and purpose of the hearing at which it shall present the proposed Regional School tentative budget and shall answer any reasonable inquiries with respect thereto. Promptly after the holding of such hearings, the Regional District School Committee shall meet for the purpose of adopting a final budget with such modifications in their tentative budget as they may consider necessary or desirable. Failure to give notice or hold hearing as herein prescribed shall not invalidate the proceedings for adopting a budget. Not later than forty-five days prior to the earliest date on which the business session of the annual town meeting of any member town is to be held, but in no event later than March 1 of such period (provided that said budget need not be adopted earlier than February 1), the Committee shall adopt a budget for the ensuing fiscal period and apportion the amount thereof between the member towns according to their respective apportionment ratios as set forth in Section 8(a).

The budget thus adopted shall then be delivered to the Treasurer for the certification of such adjusted apportioned amounts to the respective member Towns.

10. Subcommittees. The Regional District School Committee may from time to time create subcommittees, the members of which need not be members of the Regional District School Committee, and assign to such committees, subject to the supervision of the Regional District School Committee, such advisory functions as the Regional District School Committee may determine. Without limiting the generality of the foregoing, the Regional District School Committee may, to assist it in the construction of the Regional School Building, appoint a Building Committee to advise it with respect to plans, specifications, appointment of architects, engineers, the letting of contracts, the supervision of construction, and any other assistance which the Regional School Committee may desire.

11. Agreement Not to Limit Statutory Powers. Except as otherwise expressly provided herein, no provision of this Agreement shall in any manner be deemed to limit any power now or hereafter conferred by law upon the Regional School District or the Regional District School Committee established hereby.

Attachment6.a: LS_Regional_Agreement_5.88 (3479 : LS agreement)

Re: [schoolcom] Fwd: [LS School Committee] Comment for this evening's LSSC meeting

Bella Wong <bella_wong@lsrhs.net>

Thu 10/17/2019 3:01 PM

Cc:LSRHS School Committee <schoolcom@lsrhs.net>;

Thank you to Pat Brown for her comments on the LS Budget Calendar shared by Ellen Joachim. I am copying our liaisons for both towns and the members of the School Committee so we have a shared understanding of the calendar since it is designed to meet the needs of both towns. We are always open to any adjustments if necessary.

LS generally receives separate financial guidance from each town, Lincoln and Sudbury, in the fall before building a budget to propose for the next fiscal year.

The budget is developed through the fall based on our educational program and student needs. During this period last year in Sudbury there were two Sudbury BSTF (Budget Strategies Task Force) and one meeting with the Sudbury Finance Committee related to the operating budget development and three meetings with the Sudbury CIAC related to capital requests. In Lincoln there was one meeting related to the capital requests. The annual joint Finance and Capital committee meeting for both towns was held in November. Additionally, there were four meetings between both towns related to LS Academy.

A recommended budget was presented by the Superintendent to the LS School Committee on December 10.

The last date for the LS School Committee to approve a budget to recommend to the respective town meetings was February 5. This is the last date to meet the deadline for the March 23 Lincoln Town Meeting.

Between December 10 and February 5 the following meetings took place. The purpose of these meetings is to vet the proposed budget. The proposed budget is refined during this period to reflect board input, new information about expenses or funding, and student needs.

December 12: Lincoln First Joint Budget Workshop

December 17: Sudbury Finance Committee

January 23: Lincoln Second Joint Budget Workshop

(End of January: Governor's Budget is released)

February 4: Sudbury Finance Committee

Attachment6.b: Agenda_Item_5_BOS_19.1022 (3479 : LS agreement)

6.b

- February 5: LS Budget Hearing at LS
- February 5: LS School Committee votes the budget
- February 25: Sudbury Budget Hearing

Per Pat's suggestion the Budget Hearing can be moved earlier before February 5 but it should be no earlier than the release of the Governor's Budget.

- March 23: Lincoln Town Meeting
- May 6: Sudbury Town Meeting

Sincerely,
Bella

On Wed, Oct 16, 2019 at 5:31 PM Ellen Joachim <ellen_joachim@lsrhs.net> wrote:

Hi all,

Here is the email Pat Brown referenced last night.

Best,
Ellen

----- Forwarded message -----

From: ~~Brown, Patricia~~ <BrownP@sudbury.ma.us>
Date: Tue, Oct 15, 2019 at 10:25 AM
Subject: [LS School Committee] Comment for this evening's LSSC meeting
To: ellen_joachim@lsrhs.net <ellen_joachim@lsrhs.net>
CC:

Hi, Ellen.

I really hope to get to your meeting tonight. I wanted you to have some background for my comment/request.

The LS Regional Agreement (copy attached--it would be very helpful if this could be posted on the LS School Committee webpage) on page 9 discusses creation of the LS budget. As you know, last year's budget process hit a few snags, and I'd like this year's to be a little more predictable. Given the "authentic" (doesn't that sound nicer than "somewhat legible"? 😎) nature of the document, I'll take the liberty of reproducing the relevant text here:

*Upon the preparation of such tentative budget for any fiscal period and **not later than thirty days prior to the date on which the final budget is to be adopted**, copies of the tentative budget shall be presented and explained to the Finance Committee in each member Town and **within fifteen days thereafter** the Regional District School Committee shall hold a public hearing in each member Town after posting in at least three public places at least three days in advance thereof in such town, a notice signed by the Secretary of the Regional District School Committee stating the time, place and purpose of the hearing at which it shall present the proposed Regional School tentative budget and shall answer any reasonable inquiries with*

Attachment6.b: Agenda_Item_5_BOS_19.1022 (3479 : LS agreement)

respect thereto.

Last year--which was, as I've mentioned, not my favorite LS Budget year--the LS budget was never presented to the Sudbury Finance Committee. Given that the Sudbury FinCom didn't require the LS budget presentation at their meeting, I can hardly blame the LS School Committee or administration for failing to present it. However, **I would like this year (FY21 budget) to have the LS budget presented to the Sudbury Finance Committee as required in the Regional Agreement.**

Further, I am unaware of any public hearing in Sudbury held within fifteen days of the "presentation" of the LS Budget to the Sudbury Finance Committee. This would necessarily be a separate hearing from the one conducted at the LS School Committee meeting the night the budget was adopted, given the timing required by the LS Regional Agreement. I would be very interested in knowing where this hearing will be posted. **I would like this year to have the LS budget presented in Sudbury in a public hearing, as required in the Regional Agreement.**

Finally, **I don't want to blindside you with this during budget preparation and presentation.** I believe the above steps are required by the Regional Agreement (for Lincoln also--but that's outside my remit) and I'd like you to factor them into your planning for the upcoming budget season.

It is my plan to present these comments during the public comment section of the LS School Committee meeting tonight.

I have CC'ed Dan Carty, Chair of the Sudbury Board of Selectmen, and Jeff Atwater, Chair of the Sudbury Finance Committee, on this e-mail.

Regards.

Pat Brown

Liaison to the LS School Committee

Sudbury Board of Selectmen

Attachment6.b: Agenda_Item_5_BOS_19.1022 (3479 : LS agreement)

6.b

--
Bella T. Wong
Superintendent/Principal
Lincoln Sudbury Regional School District

Attachment6.b: Agenda_Item_5_BOS_19.1022 (3479 : LS agreement)



SUDBURY BOARD OF SELECTMEN
Tuesday, October 22, 2019

7

MISCELLANEOUS (UNTIMED)

7: Fall Town Forum

REQUESTOR SECTION

Date of request:

Requestor: Vice Chairman Brown

Formal Title: Discussion on Fall Town Forum and finalize dates.

Recommendations/Suggested Motion/Vote: Discussion on Fall Town Forum and finalize dates.

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

10/22/2019 7:00 PM

**SUDBURY BOARD OF SELECTMEN**

Tuesday, October 22, 2019

MISCELLANEOUS (UNTIMED)**8: Fall 2019 Selectmen Newsletter Approval****REQUESTOR SECTION**

Date of request:

Requested by: Leila S. Frank

Formal Title: Review draft Fall 2019 Board of Selectmen Newsletter and approve for distribution.

Recommendations/Suggested Motion/Vote:

Background Information:

Draft newsletter attached

Financial impact expected:N/A

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden Pending

Melissa Murphy-Rodrigues Pending

Jonathan Silverstein Pending

Daniel E Carty Pending

Board of Selectmen Pending

10/22/2019 7:00 PM



MISCELLANEOUS (UNTIMED)

9: Fairbank Community Center

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discussion and update on Fairbank Community Center

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

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

10/22/2019 7:00 PM



SUDBURY BOARD OF SELECTMEN

Tuesday, October 22, 2019

10

MISCELLANEOUS (UNTIMED)

10: Citizen's comments

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Citizen's comments (cont.)

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

10/22/2019 7:00 PM



SUDBURY BOARD OF SELECTMEN

Tuesday, October 22, 2019

11

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

10/22/2019 7:00 PM

POTENTIAL UPCOMING AGENDA ITEMS/MEETINGS

MEETING	DESCRIPTION
Oct. 29, 7:00 PM, Silva Conf. Room (Flynn Bldg)	Meet with Paradigm Associates re: Town Manager advertisement and other updates
	Camp Sewataro (1) transfer of stock and (2) dissolve corporation
Nov. 5	Joint meeting with Park & Rec Commission to interview candidate for appointment
	Joint meeting with Finance Committee: DLS discussion/presentation, Budget Strategies Task Force discussion
	Alcohol serving extension(s) for Thanksgiving and New Year's Eve
	Paani Cuisine – pledge of alcohol license
	Fall Town Forum discussion (11/14 or 11/21)
Nov. 19	Tax Classification Hearing
Date to be determined	Update from BOS Policy Subcommittee
	BOS social media policy
	Town meeting recap – year in review
	Liquor License request - Whole Foods
	Route 20 empty corner lot – former gas station
	HOME program
	Update on traffic policy (Chief Nix)
	Update on crosswalks (Chief Nix/Dan Nason)
	Annual alcohol license renewals (December)
	Citizen Leadership Forum
	Town-wide traffic assessment and improve traffic flow
	Temporary Trailer permit - 150 Boston Post Road
	Wayside Inn Bridge
	Carding Mill joint visit/meeting with Historical Commission
STANDING ITEMS FOR ALL MEETINGS	BOS requests for future agenda items at end of meeting
	Citizens Comments, continued (if necessary)
	Fairbank Community Center update (ongoing)
	Bruce Freeman Rail Trail (BFRT) update (quarterly)

Attachment 11.a: POTENTIAL UPCOMING AGENDA ITEMS_10_22_19 (3448 : Upcoming agenda items)



SUDBURY BOARD OF SELECTMEN

Tuesday, October 22, 2019

CONSENT CALENDAR ITEM**12: Dog Officer Contract****REQUESTOR SECTION**

Date of request:

Requestor: Police Chief Scott Nix

Formal Title: Vote to approve award of contract and execution thereof by the Interim Town Manager for independent contractor dog/animal control services pursuant to the Request for Proposals and evaluation of said proposals received, said contract to be for a period of one year with renewal in each of the following two years at the Town's option, said option to be determined and contracted by the Town Manager; and further, to appoint said contractor as Dog/Animal Control Officer for the Town of Sudbury.

Recommendations/Suggested Motion/Vote: Vote to approve award of contract and execution thereof by the Interim Town Manager for independent contractor dog/animal control services pursuant to the Request for Proposals and evaluation of said proposals received, said contract to be for a period of one year with renewal in each of the following two years at the Town's option, said option to be determined and contracted by the Town Manager; and further, to appoint said contractor as Dog/Animal Control Officer for the Town of Sudbury.

Background Information:

Proposals have been solicited for the Dog/Animal Control Services and for the Animal Inspector services (BOH) and receipt is due on October 29, 2019. The intention of the RFP requires that one person/entity is to be contracted separately by the Interim Town Manager and the Board of Health. The existing Dog/Animal Control contract expires on October 31, 2019. The new contract when awarded will be for one year with the Town's sole option to renew in the each of the following two years.

Financial impact expected:Funded through Revolving Fund in which fees, fines, charges, and penalties imposed under the Town Bylaw, Art. V.3, Regulation of Dogs, and those costs required by statute are deposited.

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Jonathan Silverstein	Pending

PROFESSIONAL SERVICES AGREEMENT
DOG/ANIMAL CONTROL OFFICER

I. BASIC SERVICES

- A. _____ shall hold the appointment of Dog/Animal Control Officer, for the period ____ through ____, and shall fulfill all the duties of Dog/Animal Control Officer as outlined in the Town of Sudbury's Request for Proposals, attached hereto as Attachment A.
- B. The Dog/Animal Control Officer shall apprehend dogs where appropriate to enforce licensing, dog control laws, and to protect persons and property of the Town of Sudbury residents from dogs.
- C. The Dog/Animal Control Officer shall reasonably respond to all emergency calls from the Sudbury Police Department for dog violations twenty-four (24) hours a day, seven (7) days per week. It is understood that the Town of Sudbury will exercise reasonable judgment in determining the existence of said emergencies. The Dog/Animal Control Officer shall be reasonably available at all times by cell telephone.
- D. All services provided by the Dog/Animal Control Officer shall be performed by him/her personally, except for the period where the function is performed by an Assistant Dog/Animal Control Officer deemed, in advance, acceptable to the Chief of Police; the Assistant Dog/Animal Control Officer shall be compensated by the Dog/Animal Control Officer.
- E. The Dog/Animal Control Officer shall provide at his/her own expense a covered motor vehicle and shall operate and maintain such vehicle in accordance with all applicable laws and regulations. The vehicle shall be adequate to transport, in a safe manner, at least two (2) dogs. The vehicle shall be utilized by the Dog/Animal Control Officer in the course of his services to the Town of Sudbury. The adequacy of the vehicle shall be subject to the determination of the Chief of Police. The vehicle must also be fully and appropriately insured for such services with not less than \$100,000 - \$300,000 liability for bodily injuries and \$100,000 property damage to the Town's satisfaction. The Town of Sudbury shall be added as an additional insured on the policy.
- F. The Dog/Animal Control Officer shall maintain an accurate, reasonably detailed record of his/her activities; shall provide the Chief of Police with an annual overview report in a form acceptable to the Chief; shall complete all necessary paperwork required by the Town of Sudbury; shall keep a detailed record of all complaints, his/her response and action taken; shall record all dogs that were impounded, and disposition of such; and provide such other information as the Town may reasonably request.

- G. The Dog/Animal Control Officer shall communicate with the Chief of Police (or his designee), and shall, in addition to the specific duties and requirements outlined above, follow all reasonable requirements of the Chief of Police or his designee, provided that at no time shall the Dog/Animal Control Officer be under control and direction of the Town.

II. KENNEL

- A. The Dog/Animal Control Officer shall have or cause to be made and shall maintain a dog kennel suitable for the impoundment of dogs.
- B. The kennel shall be properly licensed, and approved by the Chief of Police.
- C. The kennel shall be located within ten driving (10) miles of the Town of Sudbury.
- D. The kennel shall have a telephone with an ability to receive and store voice messages and be available for the redemption of impounded dogs by appointment.
- E. The kennel owner/operator, being the Dog/Animal Control Officer, shall be entitled to receive and retain as compensation for services rendered the reasonable fees established which shall not be more than the fees charged to similarly situated customers of the kennel owner, if any. All compensation received by the Dog/Animal Control Officer for such services rendered in the form of kennel fees shall be reported monthly as an attachment to the invoice submitted by the Dog/animal Control Officer to the Town of Sudbury as set forth below.
- F. The fees referenced in Item E above shall constitute full compensation by the Town of Sudbury, and neither the Dog/Animal Control Officer nor such other kennel owner/operator shall be entitled to any additional compensation.

III. OTHER SERVICES

The Dog/Animal Control Officer will also provide the Town with the following services:

- A. Inspecting domestic dog's affected with or exposed to any contagious disease; quarantines or isolates dogs when appropriate (M.G.L. Ch. 129, §§ 19 & 21), as required in the absence of the Animal Inspector.
- B. Issuing quarantine notices for domestic dogs that bite people, or are bitten by other animals; inspects quarantined dogs regularly to insure that the quarantine is not broken and the dog is not exhibiting signs of rabies (M.G.L. Ch. 129, §§ 24 & 30), as required in the absence of the Animal Inspector.
- C. Perform sanitary inspections of kennels insuring compliancy with all Commonwealth rabies control laws. Document and keep all records relative to inspections, supplying a Summary Sheet on such kennels which will be supplied annually to the M.D.F.A. Bureau of Animal Health (M.G.L. Ch. 129, §25).
- D. Keeping abreast of new or revised state regulations and/or laws pertaining to the duties of this position.

- E. Dog/Animal Control Officer for purposes of quarantine as referred to in this article must be appointed by both the State Department of Food & Agriculture, Bureau of Animal Health, and the Sudbury Board of Health.

IV. COMPENSATION

The Dog/Animal Control Officer shall be paid on a monthly basis upon submission of an invoice satisfactory to the Town as follows:

First year - twelve (12) monthly payments of \$_____.

The Town at its sole option may renew for one or two additional years at the following rates:

Second year – twelve (12) monthly payments of \$_____;

Third year – twelve (12) monthly payments of \$_____.

V. LIABILITY AND INSURANCE

Notwithstanding any other provision of this Agreement to the contrary, the Town of Sudbury shall not be liable for activities or omissions of the Dog/Animal Control Officer, who shall indemnify and hold harmless the Town from all third-party claims for damages or other losses to property and/or injury to persons (including death) to the extent caused by the Dog/Animal Control Officer or persons for whom he/she is responsible, as well as for all costs and expenses, including reasonable attorneys' fees, incurred by the Town in connection with such claims. Nor shall the Town be responsible for payment to the Dog/Animal Control Officer of any monies that exceed present appropriations of the Town of Sudbury for services and expenses. The liability of the Town to the Dog/Animal Control Officer, if any, shall be limited to the total cost of services of the Dog/Animal Control Officer as set forth under this Agreement.

The Dog/Animal Control Officer shall obtain and maintain at his/her expense a commercial general liability policy in the amount of \$1,000,000 per occurrence shared with the Animal Inspector; with the Town of Sudbury added as an additional insured per contract with the Town Manager for Dog/Animal Control services and the Board of Health for Animal Inspector services. Workers Compensation coverage shall be added to the policy for any Assistant or employees. Certificates of insurance shall be provided to the Town by the Dog/Animal Control Officer upon execution of this Agreement.

VI. STATUS OF DOG/ANIMAL CONTROL OFFICER

Under this Agreement, the Animal/Dog/Animal Control Officer is an independent contractor and Officer of the Town of Sudbury. As such, he/she shall not be entitled to any fringe benefits including, but not limited to, health insurance, retirement, worker's compensation or unemployment compensation.

VII. FINES

The Dog/Animal Control Officer shall turn in forthwith to the Town of Sudbury Treasurer all fines or penalties collected for citations by the Dog/Animal Control Officer. The Dog/Animal Control Officer shall turn in forthwith to the Town of Sudbury Town Clerk's Office all monies collected for licenses

issued by his/her office to residents. Under no circumstances shall any such amounts be subject to any set-off by the Dog/Animal Control Officer.

VIII. TERMS OF AGREEMENT

This Agreement may be terminated by either party as a result of a material breach of this Agreement by the other party by providing thirty (30) days prior written notice to other party. The Town of Sudbury may also terminate this Agreement at any time for its convenience or any other reason, or for no reason upon thirty (30) days prior written notice.

IX. MISCELLANEOUS

To the extent this Agreement requires or authorizes the Town to perform any review, provide any consent or approval, or make any determinations, the Town's fulfillment of such requirements or the exercising of such authority or lack thereof shall not relieve the Dog/Animal Control Officer of its obligations under this Agreement, nor act as a waiver of any rights, remedies or defenses of the Town.

This Agreement shall be interpreted in accordance with and subject to the laws of the Commonwealth of Massachusetts. Any litigation arising under this Agreement shall be brought solely in the courts of the Commonwealth located in the County in which the Town is situated, to whose jurisdiction the parties hereby consent, waiving all objections to venue or forum.

The Dog/Animal Control Officer shall not assign this Agreement or any part thereof, or any of its rights or obligations hereunder without the advance written consent of the Town.

Dog/Animal Control Officer _____ Date _____

Address _____

Telephone _____

Tax I.D. #

Interim Town Manager	Date
----------------------	------

Attachment A**DOG/ANIMAL CONTROL OFFICER****SCOPE OF SERVICES**

Following is the Scope of Services for the Dog/Animal Control Officer for the Town of Sudbury. The contractor will serve as Dog/Animal Control Officer for the Town under M.G.L. c.140, §136A through 174D, as may be amended, and the Town of Sudbury Bylaw, Article V., Section 3., Regulation of Dogs. The contractor shall fulfill all the duties in the General Laws and in the Town's Bylaw.

Scope of Services:

Enforcing the provisions of the Town's Bylaw, using the following enforcement actions: issuing findings; assessing fines; making written warnings; performing inspections; confining; issuing orders of temporary restraint; restraining; muzzling; appearing before and making recommendations to the Board of Selectmen at Dog Hearings concerning vicious dogs, orders of permanent restraint, banishment, or destruction, and being available for hearings at the District Court in the event of appeals; and other powers that the Board of Selectmen may set from time to time to accomplish the Bylaw's purposes. Also, meeting dogs' keepers, providing copies of the Town of Sudbury Bylaw, Article V., Section 3., Regulation of Dogs, explaining violations and suggesting corrective behaviors.

Seeking out, catching, and confining any dogs within the Town that remain unlicensed after a reasonable grace period; ensuring all fees and fines are paid prior to removing an animal from the pound.

Seeking out, catching, and confining any dog within the Town found running at large on public property, or on private property where the property owner or person in control of the property wants the dog removed.

Issuing orders of temporary restraint or other orders to the keepers of any dogs awaiting a decision under the laws of the Commonwealth, the Town of Sudbury Bylaw, or any other regulation.

Investigating all complaints arising within the Town pertaining to violations of the Town of Sudbury Bylaw, Article V., Section 3, Regulation of Dogs, and trying to mediate disputes between Town residents pertaining to the behavior of dogs maintained or located within the Town.

Keeping accurate, detailed records of the confinement, quarantine and disposition of all dogs held in custody and of all bite cases reported, and the results of investigations of the same. Keeping accurate records of activities with respect to complaints received, the response, and actions taken. Providing an annual overview report of such activities to the Chief of Police in a form acceptable to him.

Matching unknown dogs to their owners based upon information that may be reported.

Providing or arranging for kennel facilities for any dogs that are captured; providing for care and shelter for the dogs until pick-up or disposition is arranged. If the contractor provides such kennel service, he/she shall also be entitled to charge and retain compensation on a per diem basis for care and handling of any dogs seized by him. The release fee paid by the owners and collected by the contractor shall be retained by the contractor. Such charge(s) shall be paid by the dog owners before any dog is released from the pound. In addition, the contractor will collect all fines collected in connection with violations of the Town Bylaw or restraining orders, which collection shall be paid into the Town treasury. The contractor is also entitled to mileage reimbursement should he/she need to transport dogs to other facilities, upon approval of the Chief of Police or his/her designee.

Viewing and assessing the appropriateness of facilities used for housing dogs and to insure compliance with conditions established by the various Town Boards.

Picking-up, transporting and treating, or arranging for treatment or disposition of any dogs that are injured, maimed or diseased within public property in a humane manner in accordance with procedures approved by the Town.

Maintaining an informational daily log of services which shall be transmitted to the Police Chief on a monthly basis for the Town's records.

Maintaining a land line and cell phone active on a 365/24/7 basis each with the ability to record voice messages. Calls that are received and logged by the Police Dispatchers will be directed immediately to the contractor. Calls may also be received directly by the contractor from residents or citizens. The contractor will be available to respond to emergency calls within a reasonable time period; the Town will exercise reasonable discretion in determining a reasonable response time.

Providing coverage each and every day during the contract term, 24 hours per day; responding to emergencies as determined by the Chief of Police or his/her designee.

Providing at the contractor's expense an enclosed motor vehicle capable of transporting safely a minimum of two animals. The adequacy of such vehicle will be determined by the Chief of Police. All licensing, registration, insurance, maintenance and upkeep costs are the responsibility of the contractor.

Performing all services as outlined. Should the contractor have an Assistant Dog/Animal Control Officer perform any of the duties as part of her/his contract, the Assistant must be approved by the Chief of Police.

Providing necessary kennel services. All upkeep maintenance, materials and supplies are the responsibility of the contractor.



SUDBURY BOARD OF SELECTMEN

Tuesday, October 22, 2019

CONSENT CALENDAR ITEM**13: GIC Data Request 2019**REQUESTOR SECTION

Date of request:

Requestor: Christine Nihan, Town Accountant

Formal Title: Vote to authorize the chairman to execute a letter requesting data from GIC to use in processing employees' W-2 forms, as requested by Christine Nihan, Town Accountant.

Recommendations/Suggested Motion/Vote: Vote to authorize the chairman to execute a letter requesting data from GIC to use in processing employees' W-2 forms, as requested by Christine Nihan, Town Accountant.

Background Information:

Attached letter

Financial impact expected:see attached

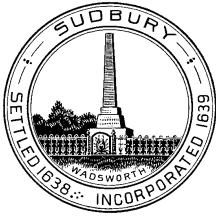
Approximate agenda time requested:

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

10/22/2019 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

selectmensoffice@sudbury.ma.us

October 22, 2019

Ms. Stacie Hickey
GIC Operations Division
P.O. Box 8747
Boston, MA 02114

Dear Ms. Hickey:

Please consider this our request for GIC data in regard to the value of each employee's health insurance benefit to enable the Town of Sudbury to properly include this information on our employees 2019 W-2 forms.

Please use our Town Accountant's email address, nihanc@sudbury.ma.us, for the data transfer.

Thank you for your assistance.

Sincerely,

Daniel E. Carty, Chairman
Sudbury Board of Selectmen

Attachment13.a: GIC W-2 Info FY19.docx (3497 : GIC Data Request 2019)



SUDBURY BOARD OF SELECTMEN

Tuesday, October 22, 2019

CONSENT CALENDAR ITEM**14: Woodard and Curran Engineering Svcs contract****REQUESTOR SECTION**

Date of request:

Requestor: DPW Director Dan Nason

Formal Title: Vote to approve award of contract by the Interim Town Manager to Woodard & Curran, 40 Shattuck Rd., Suite 110, Andover, MA 01810, for engineering consulting services relative to the EPA Phase 2 MS4 Permit compliance and other stormwater related tasks, and further, to approve the execution of any documents related thereto by the Interim Town Manager.

Recommendations/Suggested Motion/Vote: Vote to approve award of contract by the Interim Town Manager to Woodard & Curran, 40 Shattuck Rd., Suite 110, Andover, MA 01810, for engineering consulting services relative to the EPA Phase 2 MS4 Permit compliance and other stormwater related tasks, and further, to approve the execution of any documents related thereto by the Interim Town Manager.

Background Information:

Financial impact expected: Budgeted: Engineering Contracted Services, \$68,000; Highway Roadwork \$32,250

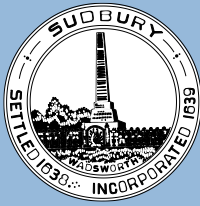
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

10/22/2019 7:00 PM



SUDBURY BOARD OF SELECTMEN

Tuesday, October 22, 2019

CONSENT CALENDAR ITEM**15: SMILE Mass Gobble Wobble 2019****REQUESTOR SECTION**

Date of request:

Requestor: Susan Brown, SMILE Mass

Formal Title: Vote to Grant a Special Permit to SMILE Mass, to Hold the “Gobble Wobble for SMILE MASS” on Saturday November 23, 2019, from 10:00 A.M. through approximately 12:00 P.M., subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the race’s conclusion.

Recommendations/Suggested Motion/Vote: Vote to Grant a Special Permit to SMILE Mass, to Hold the “Gobble Wobble for SMILE MASS” on Saturday November 23, 2019, from 10:00 A.M. through approximately 12:00 P.M., subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the race’s conclusion.

Background Information:

Financial impact expected:N/A

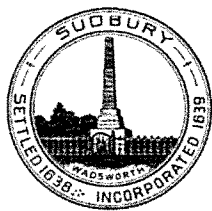
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

10/22/2019 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 A CHARITABLE WALK/RELAY PERMIT ON A PUBLIC WAY

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

Organization Name SMILE Mass
Event Name 8th Annual Gobble Wobble for SMILE Mas
Organization Address 66 Dudley Road
Name of contact person in charge Susan Brown/Lotte Diomede
Telephone Number [REDACTED]
Email address [REDACTED]
Date of event 11/23/19 Rain Date none
Starting time 10:00am Ending time 12:00pm
Route of the race/relay and portion of the road requested to be used (please indicate on map and attach to this application) 5K map attached. 10K will run the 5K twice unless we can find another acceptable route with the police
Anticipated number of participants 200
Assembly area (enclose written permission of owner if private property to be used for assembly) Curtis Middle School booked
Organization that proceeds will go to SMILE Mass
Any other important information we will hire police detail and work with the police to try and find a different 10K route

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

Signature of Applicant *A B Z*
SUSAN G. BROWN

Date 10/7/19



TOWN OF SUDBURY

Office of Selectmen
www.sudbury.ma.us

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

Email: BOSSadmin@sudbury.ma.us

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

Application Checklist:

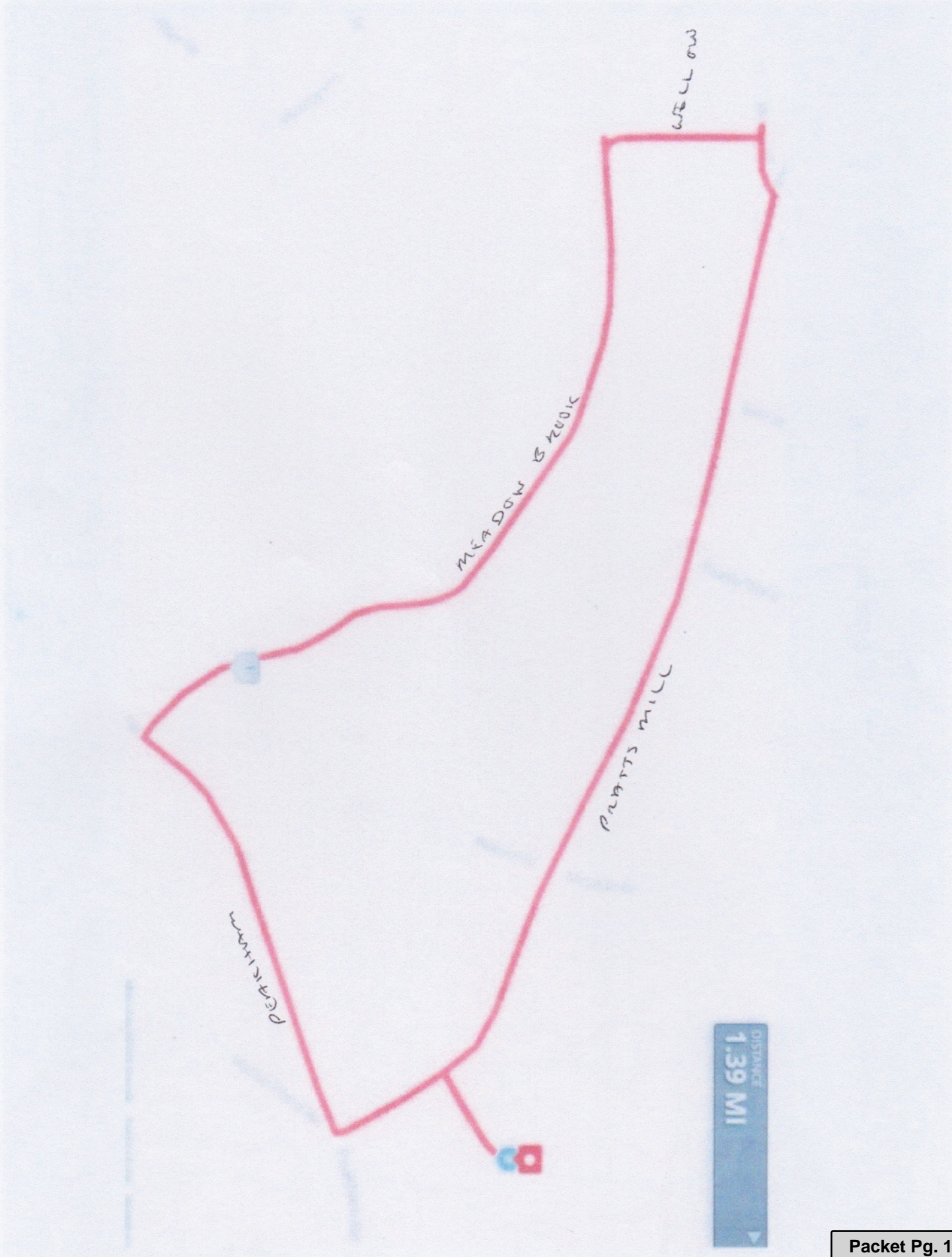
- ☒ Application Form
- ☒ Map of Route
- ☒ Evidence of Certificate of Insurance (please see details above)

*Stoner insurance
is currently
preparing*

Please submit completed application and materials to:

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





2019 SMILE Mass “Gobble Wobble”

Saturday, November 23, 2019

Department Feedback

Department	Staff	Approve/Deny	Comments
Fire Department	Asst. Chief Choate	Approved	FD is good with the plan.
Highway Department	Dan Nason	Approved	The DPW has no issues with this event assuming there is nothing needed from the department (barrels, cones, staff, etc.).
Park & Recreation	Kayla Wright	Approved	Okay with Recreation
Police Department	Chief Nix	Approved	The police department does not have an issue with the event as long as they continue as they have done logistically in previous events.



SUDBURY BOARD OF SELECTMEN

Tuesday, October 22, 2019

CONSENT CALENDAR ITEM**16: Minutes approval****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Vote to approve the regular session minutes of 8/20/19 and 9/10/19.

Recommendations/Suggested Motion/Vote: Vote to approve the regular session minutes of 8/20/19 and 9/10/19.

Background Information:

Attached draft minutes of 8/20 and 9/10.

Edits from Selectman Brown included on 8/20 minutes.

No edits received on 9/10 minutes.

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

10/22/2019 7:00 PM