

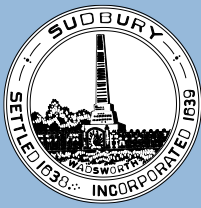
SUDBURY BOARD OF SELECTMEN
TUESDAY OCTOBER 29, 2019
7:00 PM, FLYNN BUILDING - SILVA ROOM

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.	7:15 PM	<i>VOTE</i>	Election of Officers and Directors for Camp Sewataro, Inc.
2.		<i>VOTE</i>	Dissolution of Camp Sewataro, Inc.
3.	7:25 PM	<i>VOTE</i>	Discussion/vote on Town Manager advertisement and update on process. Bernard Lynch of Community Paradigm Associates to attend.
MISCELLANEOUS			
4.		<i>VOTE</i>	Goals discussion and vote liaison assignments to goals
5.		<i>VOTE / SIGN</i>	Vote to sign letter of support to The Sudbury Foundation regarding the Sudbury Housing Authority's undertaking of preliminary assessments of Town-owned parcels for potential future development of affordable rental housing.
6.		<i>VOTE</i>	Review of policy and suggested policy changes related to contract approval by the Town Manager
7.		<i>VOTE</i>	Update Transportation Committee membership and mission statement.
8.			Discussion and update on Fairbank Community Center
9.			Citizen's comments (cont.)

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
10.			Discuss upcoming agenda items
CONSENT CALENDAR			
11.		<i>VOTE / SIGN</i>	Vote to ratify and sign the Memorandum of Agreement between the Town of Sudbury and the Sudbury Public Employee Committee (PEC) to provide health insurance through the Group Insurance Commission for another three year period from July 1, 2020 to June 30, 2023.
12.		<i>VOTE / SIGN</i>	Vote to accept a Grant of Temporary Easement from Owner Natalie E. Haight on property located at 275 Morse Road, Sudbury, said easement described as “Proposed Temporary Access and Construction Easement” on the plan entitled “Sketch Plan Showing Proposed Temporary Access and Construction Easement”, dated October 1, 2019, prepared by the Town of Sudbury Engineering Department, and attached to said Temporary Easement as Exhibit “A”.
13.		<i>VOTE</i>	Vote to approve award of contract by the Interim Town Manager to WorldTech Engineering, LLC, Trade Center, suite 5580, Woburn, MA 01801, for engineering services relative to required traffic sign compliance review and local ordinance review; and further, to approve the execution of any documents related thereto by the Interim Town Manager or Town Manager as applicable.
EXECUTIVE SESSION			
14.		<i>VOTE / SIGN</i>	Vote to enter into Executive Session pursuant to G.L. c.30A, §21(a)(3) and (6) to discuss and potentially vote on a request by Wild Turkey Trust to waive easement rights over 24 Hudson Road in connection with the Land Disposition Agreement between the Town of Sudbury, Sudbury Station LLC and Quarry North Road LLC and in connection with the proposed settlement of the Housing Appeals Committee matter entitled, Sudbury Station LLC v. Sudbury Zoning Board of Appeals.
15.		<i>VOTE</i>	Vote to close Exec Session and not resume Open Session.

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 29, 2019

TIMED ITEM**1: Sewataro appointment of officers**REQUESTOR SECTION

Date of request:

Requestor: Chairman Carty/Attorney Lee Smith

Formal Title: Election of Officers and Directors for Camp Sewataro, Inc.

Recommendations/Suggested Motion/Vote: VOTE: That the following members of the Board of Selectmen be elected to the following offices of Camp Sewataro, Inc. President: Daniel E. Carty; Vice President: Patricia A. Brown; Treasurer: Janie W. Dretler; Secretary: William J. Schineller; Director: Daniel E. Carty, Chairman; Director: Patricia A. Brown; Director: Janie W. Dretler; Director: William J. Schineller; Director: Jennifer S. Roberts.

Background Information:

Provided by Attorney Lee Smith:

The following two agenda items relate to the Town's acquisition of the Camp Sewataro property and the assets of the camp. As part of the negotiated Purchase and Sale Agreement, the Taylor family that owned "Camp Sewataro, Inc." agreed to donate all of the corporate stock of the corporation to the Town. Those shares of stock were delivered at the closing and as of the closing date, the Town owns all of the shares of the corporation. With ownership of the corporation, the Town also owns the personal property (canoes, arts & crafts supplies, etc.) as well as the intellectual property of the corporation like the camp logo as well as the camper data, among other things. (Note that the real property that the Town purchased was owned by a different legal entity, Liberty Ledge, LLC.)

As of the time of the donation of all of the shares of the corporate stock, the officers and directors of the corporation resigned. The first agenda item seeks a vote of the Board to name a new slate of officers and directors of the corporation who are in charge of managing the business and affairs of the corporation.

Because the Town is a "municipal corporation" under Massachusetts law, there is no need to continue to maintain the corporate entity Camp Sewataro, Inc. It is therefore recommended that the corporation be "dissolved" or terminated from legal existence. The second agenda items seeks a vote of the Board to dissolve the corporation and authorize the Chairman to file such documents as are necessary in order to do so.

Financial impact expected:

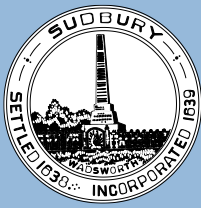
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

10/29/2019 7:00 PM



SUDBURY BOARD OF SELECTMEN

Tuesday, October 29, 2019

TIMED ITEM**2: Dissolution of Camp Sewataro, Inc.**REQUESTOR SECTION

Date of request:

Requestor: Chairman Carty/Attorney Lee Smith

Formal Title: Dissolution of Camp Sewataro, Inc.

Recommendations/Suggested Motion/Vote: VOTE: That the Board of Selectmen, acting as all the Shareholders and in their capacities as the Board of Directors of the corporation known as "Camp Sewataro, Inc." acquired by donation in connection with the Camp Sewataro property acquisition, authorize dissolution of the corporation, and authorize the Chairman of the Board of Selectmen to execute such documents and to make such filings with the Secretary of the Commonwealth and the Internal Revenue Service as may be necessary or appropriate in order to consummate the dissolution of the corporation and to wind up the affairs of the corporation.

Background Information:Provided by Attorney Lee Smith:

The following two agenda items relate to the Town's acquisition of the Camp Sewataro property and the assets of the camp. As part of the negotiated Purchase and Sale Agreement, the Taylor family that owned "Camp Sewataro, Inc." agreed to donate all of the corporate stock of the corporation to the Town. Those shares of stock were delivered at the closing and as of the closing date, the Town owns all of the shares of the corporation. With ownership of the corporation, the Town also owns the personal property (canoes, arts & crafts supplies, etc.) as well as the intellectual property of the corporation like the camp logo as well as the camper data, among other things. (Note that the real property that the Town purchased was owned by a different legal entity, Liberty Ledge, LLC.)

As of the time of the donation of all of the shares of the corporate stock, the officers and directors of the corporation resigned. The first agenda item seeks a vote of the Board to name a new slate of officers and directors of the corporation who are in charge of managing the business and affairs of the corporation.

Because the Town is a "municipal corporation" under Massachusetts law, there is no need to continue to maintain the corporate entity Camp Sewataro, Inc. It is therefore recommended that the corporation be "dissolved" or terminated from legal existence. The second agenda items seeks a vote of the Board to dissolve the corporation and authorize the Chairman to file such documents as are necessary in order to do so.

Financial impact expected:

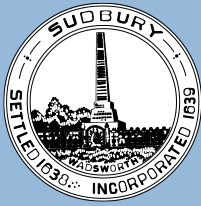
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

10/29/2019 7:00 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, October 29, 2019

MISCELLANEOUS (UNTIMED)

3: Community Paradigm Associates update

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discussion/vote on Town Manager advertisement and update on process. Bernard Lynch of Community Paradigm Associates to attend.

Recommendations/Suggested Motion/Vote: Discussion/vote on Town Manager advertisement and update on process. Bernard Lynch of Community Paradigm Associates to attend.

Background Information:
attached community profile (draft)

Financial impact expected:

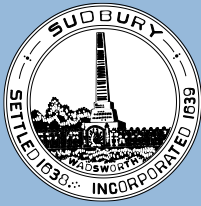
Approximate agenda time requested:

Representative(s) expected to attend meeting: Bernie Lynch, Principal, Community Paradigm Associates

Review:

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

10/29/2019 7:00 PM



MISCELLANEOUS (UNTIMED)

4: Goals discussion

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Goals discussion and vote liaison assignments to goals

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

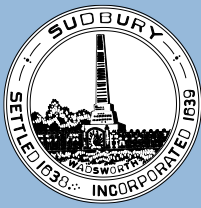
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BOS GOALS 2020						
Goal	Primary Category	Total Score	Priority Level	Board Liason	Staff Liason	2020 deliverable
Town Manager Search Completion	Effective Governance and Communication	15	High		Maryanne Bilodeau	New Town Manager hired.
Fairbank Community Center	Town Services and Infrastructure	14	High		Town Manager/Bill Barletta/Deb Galloway/P&R Director/Dennis Keohane	Approval of New Fairbank Center - Warrant Article at May 2020 Town Meeting and Special Election.
Regional High School Agreement/Budgeting	Effective Governance and Communication	8	High		Town Manager/Dennis Keohane	Meeting between Sudbury BOS and Lincoln BOS.
Develop Project Management Review, Control, and Reporting Process	Effective Governance and Communication	7	High		Town Manager	Development of BOS policy.
Upgrade Fire Stations 2 (Advanced Life Support Ambulance)	Town Services and Infrastructure	6	High		John Whalen/Bill Barletta	Approval of Fire Station 2 Upgrade - Warrant Article at May 2020 Town Meeting and Special Election.
Bruce Freeman Rail Trail	Open Space, Recreation, and Historic Assets	5	High		Beth Suedmeyer/Town Manager	Advance 75%/100% design. (Projected Design completion by Dec 2021/Early 2022)
CSX Rail Acquisition	Open Space, Recreation, and Historic Assets	4			Beth Suedmeyer/Town Manager	Approval of CSX Acquisition - Warrant Article at May 2020 Town Meeting.
School Administration Space Needs (Fairbank)	Town Services and Infrastructure	4			Town Manager/Bill Barletta/Deb Galloway/P&R Director	Approval of New Fairbank Center - Warrant Article at May 2020 Town Meeting and Special Election.
Capital Funding Capacity	Financial Management & Economic Resilience	3			Town Manager/Dennis Keohane	FY21 capital funding (appropriations), within tax levy, exceeds \$800,000.
Council on Aging Space Needs (Fairbank)	Town Services and Infrastructure	3			Town Manager/Bill Barletta/Deb Galloway/P&R Director	Approval of New Fairbank Center - Warrant Article at May 2020 Town Meeting and Special Election.
Transportation and Traffic (plans to reduce travel times across Town)	Transportation, Mobility, and Housing	2			Dan Nason/Scott Nix/Adam Duchesneau	
Housekeeping (Approval of Minutes, etc.)	Effective Governance and Communication	1			Town Manager	
Revenue Diversification (Commercial Base as a component of the Tax Levy, economic development, user fees, etc.)	Financial Management & Economic Resilience	1			Town Manager/Adam Duchesneau/Dennis Keohane	
Membeship in Vocational Education	Town Services and Infrastructure	1			Town Manager/Dennis Keohane	
Improve Communciation Effectiveness	Effective Governance and Communication	1			Town Manager	
Sidewalks & Prioritization Thereof	Town Services and Infrastructure	0		N/A	N/A	N/A
Comprehensive Stormwater Management Plan	Town Services and Infrastructure	0		N/A	N/A	N/A
Complete Streets Project	Transportation, Mobility, and Housing	0		N/A	N/A	N/A
Implementation of Municipal Vulnerability Plan	Environmental, Health, and Wellness	0		N/A	N/A	N/A
Implementaion of Recreation and Open Space Plan	Open Space, Recreation, and Historic Assets	0		N/A	N/A	BOS Support
Master Plan	Effective Governance and Communication	0		N/A	N/A	BOS Support

Attachment 4.a: BOS Goals 2020 10-24-19 updated (3534 : Goals discussion)

BOS GOALS 2020						
Goal	Primary Category	Total Score	Priority Level	Board Liason	Staff Liason	2020 deliverable
Inclusionary Zoning	Effective Governance and Communication	0		N/A	Planning Board Goal	N/A
Solar By-Law	Effective Governance and Communication	0		N/A	Planning Board Goal	N/A
Upgrade Fire Stations 3 (Additional Sleeping Quarters)	Town Services and Infrastructure	0		N/A	N/A	N/A
Parks & Recreation Indoor Programming Space (Fairbank)	Town Services and Infrastructure	0		N/A	N/A	N/A
Community Shelter (Fairbank)	Town Services and Infrastructure	0		N/A	N/A	N/A
Committee Management (review committees and disband unused or unneeded committees)	Effective Governance and Communication	0		N/A	N/A	N/A
3 Year Calendar Development (document Governmental "Life Cycle" - everything required of BOS over a 3 year period; i.e. Senior Tax Exemption Required to TM Approval every 3 years)	Effective Governance and Communication	0		N/A	N/A	N/A
Update/Review Policies and Procedures	Effective Governance and Communication	0		N/A	N/A	N/A
Transparency In Government (audit reports, training, etc.)	Effective Governance and Communication	0		N/A	N/A	N/A
Key Performance Indicators Dashboard ("what do we get for what we spend").	Effective Governance and Communication	0		N/A	N/A	N/A
Discuss poential development of Blight or Nuisance Bylaw (Nobscot and Route 20 Intersection - abandoned property)	Financial Management & Economic Resilience	0		N/A	N/A	N/A
Nobscot and Route 20 Intersection - abandoned property)	Environmental, Health, and Wellness	0		N/A	N/A	N/A
Town Hall Renovation/Execute Deiign	Town Services and Infrastructure	0		N/A	N/A	N/A
Eversource Litigation	Environmental, Health, and Wellness	0		N/A	N/A	N/A
Historic Preservation Plan	Open Space, Recreation, and Historic Assets	0		N/A	N/A	BOS Support
Route 20 Beautification and redevelopment (walkability, vitality, traffic, sewer, etc.)	Financial Management & Economic Resilience	0		N/A	N/A	N/A
ADA Transition Plan	Town Services and Infrastructure	0		N/A	N/A	N/A
Landham Road/Rt 20 Intersection	Transportation, Mobility, and Housing	0		N/A	N/A	N/A
Complete Transaction of Quarry North and Sudbury Station Transfer	Transportation, Mobility, and Housing	0		N/A	N/A	N/A
Change name of BOS to Select Board	Effective Governance and Communication	0		N/A	N/A	N/A
Complete Playgrounds	Open Space, Recreation, and Historic Assets	0		N/A	N/A	N/A

Attachment 4.a: BOS Goals 2020 10-24-19 updated (3534 : Goals discussion)



SUDBURY BOARD OF SELECTMEN
Tuesday, October 29, 2019

MISCELLANEOUS (UNTIMED)

5: Letter of support to Sudbury Foundation

REQUESTOR SECTION

Date of request:

Requestor: Selectman Janie Dretler

Formal Title: Vote to sign letter of support to The Sudbury Foundation regarding the Sudbury Housing Authority's undertaking of preliminary assessments of Town-owned parcels for potential future development of affordable rental housing.

Recommendations/Suggested Motion/Vote: Vote to sign letter of support to The Sudbury Foundation regarding the Sudbury Housing Authority's undertaking of preliminary assessments of Town-owned parcels for potential future development of affordable rental housing.

Background Information:
attached draft letter

Financial impact expected:n/a

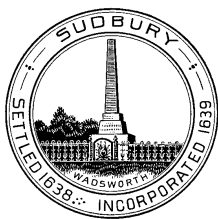
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

10/29/2019 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 29, 2019

Ms. Marilyn Martino
Executive Director
The Sudbury Foundation
326 Concord Road
Sudbury, MA 01776

Dear Ms. Martino,

We, the Sudbury Board of Selectmen, support the recent proposal from the Sudbury Housing Authority (SHA) to The Sudbury Foundation to undertake preliminary assessments of several SHA-owned properties and the following three Town-owned parcels for their suitability for the potential development of affordable rental housing:

- 1) +/- 3 acres on Old Lancaster Road, behind the Department of Public Works offices;
- 2) +/- 2 acres at Frost Farm on North Road, former location of farmhouse; and
- 3) the +/- 4 acre portion of the recently-acquired Broadacres Farm on which is currently sited a house, stables and a riding rink.

We support this proposal because we believe that the Town must continue to support a moderate level of affordable housing development if Sudbury is to remain in "safe harbor" as it relates to Chapter 40B. We believe the SHA's proposed assessment project will yield important information which may help the Town make informed decisions about the future of both the Town- and the SHA-owned properties.

Thank you for your consideration of the SHA's proposal.

Sincerely,

Sudbury Board of Selectmen

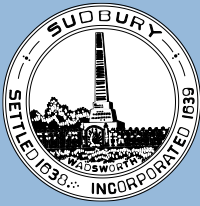
Daniel E. Carty, Chairman

Janie W. Dretler

Patricia A. Brown, Vice-Chairman

Jennifer S. Roberts

William J. Schineller



SUDBURY BOARD OF SELECTMEN

Tuesday, October 29, 2019

MISCELLANEOUS (UNTIMED)**6: Review Town Manager contract approval policy**REQUESTOR SECTION

Date of request:

Requestor: Chairman Carty

Formal Title: Review of policy and suggested policy changes related to contract approval by the Town Manager

Recommendations/Suggested Motion/Vote: Discussion and possible vote to upgrade and approve a policy to allow the Town Manager to award and execute contracts up to and including \$200,000 procured pursuant to M.G.L. c.30B, c.30, s.39M, and c.149 together with contracts resulting from Town Meeting approval of funds in any amount for a specific article (non-budget), including those procured under State or other appropriate agencies, without the submission of individual Board of Selectmen agenda requests provided that a listing of those contracts awarded be submitted to the Board of Selectmen semi-annually.

Background Information:

The so-called Town Manager Act of 1994 requires that the Board of Selectmen approve contracts awarded by the Town Manager. To expedite the approval process and thus the efficiency of contracting by various departments, the Board had set in place a policy to approve by means of an agenda item contracts up to \$25,000, with those under that amount provided as a listing annually. Since that time the Massachusetts rules have changed to allow procurement by quotations to be utilized for most c.30B contracting up to \$50,000, but often bidding requirements exceed this figure. In addition to c.30B contracts, this request also includes contracts under M.G.L. c.30 s.39M and c.149 which are often utilized by the DPW and others. In addition, Town Meeting approval of specific non-budget articles result in many contracts which must be handled expeditiously. This request suggests a policy change to update the requirement for agenda requests to provide efficiencies in staff time and in the contracting process itself by providing timely interactions with vendors and contractors.

Financial impact expected:see attached

Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending

Y. PURCHASE CONTRACTS (Adopted 8/9/99, 6/10/02)

The Town Manager is authorized to enter into purchasing contracts under \$10,000, without the approval of the Board of Selectmen on purchases defined in Section 10(d) of the Town Charter.

To be responsible for the purchase of all supplies, materials and equipment except books and other educational materials for schools and books and other media materials for libraries. The Town Manager shall award all contracts for all Town departments with the exception of the school and health departments, subject to the approval of the Board of Selectmen.

It was on motion unanimously to amend the Board's contract policy to authorize the Town Manager to approve, without specific vote of the Board, those contracts exceeding \$10,000 which are renewals of contracts with current vendors, previously approved by the Board.

The Town Manager shall provide a list of such awards to the Board of Selectmen on an annual basis.

CURRENTLY BEING UPDATED

Attachment6.a: Policies & Proc_Contracts (3540 : Review Town Manager contract approval policy)

- 25 -

Selectmen's Policies and Procedures

NOTE: This document is currently being updated to incorporate updated votes of the Board of Selectmen regarding procedures

THE COMMONWEALTH OF MASSACHUSETTS

In the Year One Thousand Nine Hundred and Ninety-four

AN ACT ESTABLISHING A BOARD OF SELECTMEN-TOWN MANAGER FORM OF ADMINISTRATION IN THE TOWN OF SUDBURY.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. The following shall be the charter of the town of Sudbury.

PART I. INCORPORATION AND AUTHORITY.

Section 1. Incorporation continued.

The inhabitants of the Town of Sudbury, within its territorial limits as now or may hereafter be established by law, shall continue to be a body politic and corporate, known as the Town of Sudbury.

Section 2. Short title.

This instrument may be cited and shall be known as the Sudbury Home Rule Charter Act.

Section 3. Powers of the town.

The intent and purpose of this act is to secure for the voters of the town of Sudbury, through the adoption of this act, all the powers possible to secure for their government under Article LXXXIX of the Amendments to the Constitution of the Commonwealth and laws of the commonwealth, as fully and as though each such power were specifically and individually enumerated herein. To the extent that the provisions of this act modify or repeal existing general laws and special laws or the body of law which constitutes the town charter under Section 9 of Article LXXXIX of the Amendments to the Constitution of the Commonwealth, this act shall govern.

PART II. LEGISLATIVE BRANCH.

Section 4. Town meeting.

The legislative powers of the town shall continue to be exercised by a town meeting open to all voters of the town.

PART III. CHIEF EXECUTIVE FUNCTION.

Section 5. Board of selectmen.

(a) Composition, term of office.

Attachment 6.b: TownManagerAct_1993 (3540 : Review Town Manager contract approval policy)

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There shall be a board of selectmen composed of three members elected for terms of three years each, so arranged that the term of one member shall expire each year.

(b) Powers and duties.

The executive powers of the town shall be vested in the board of selectmen. The board of selectmen shall have all of the powers and duties given to boards of selectmen under the constitution and laws of the commonwealth and such additional powers and duties as may be authorized by this act, by by-law or by other town meeting vote. The board of selectmen shall cause the laws and orders for the government of the Town to be enforced and shall cause a record of its official acts to be maintained. The board of selectmen shall be the chief policy making board of the town and shall act by the issuance of policy statements and guidelines to be followed and implemented by all town agencies serving under the board.

The board of selectmen shall be the licensing authority of the town and shall have power to issue licenses, to make all necessary rules and regulations regarding the issuance of such licenses, and to attach such conditions and restrictions thereto as it deems to be in the public interest, and to enforce the laws relating to all businesses for which it issues licenses.

To aid the board of selectmen in the conduct of its official business and duties, the board of selectmen shall appoint a town manager.

(c) Appointment powers.

The board of selectmen shall appoint a town manager, town counsel, and town accountant. The board of selectmen shall also appoint all boards, committees, and commissions except as otherwise provided by this act, by by-law or other vote of the town meeting and such other regional authorities, districts, or committees in accordance with any applicable laws, or interlocal agreement.

PART IV. ADMINISTRATIVE OFFICER/TOWN MANAGER.

Section 6. Appointment, qualifications for the town manager.

The board of selectmen shall appoint a town manager who shall serve at the pleasure of the board. The town manager shall be especially fitted by education, training and experience in public or business administration to perform the duties of the office. Any vacancy in the office of town manager shall be filled as soon as possible by the board of selectmen. Pending the appointment of a town manager or the filling of any vacancy, the board of selectmen shall

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appoint a suitable person to perform the duties of the office. In the event of temporary absence or disability of the town manager, the board of selectmen may designate a qualified person to serve as acting town manager and to perform the duties of the town manager during such temporary absence or disability. The town manager shall receive such compensation for services as the board of selectmen shall determine, but such compensation shall not exceed the amount appropriated therefor by the town.

Section 7. General responsibilities of the town manager.

The town manager shall be the chief administrative officer of the town, shall act as the agent for the board of selectmen and shall be responsible to the board of selectmen for the proper operation of town affairs for which the town manager is given responsibility under this act. The town manager, under the policy direction of the board of selectmen, shall supervise, direct and be responsible for the efficient administration of all officers appointed by the town manager and their respective departments and of all functions for which the town manager is given responsibility, authority or control by this act, by by-law, by town meeting vote, or by vote of the board of selectmen. The town manager shall have the power to delegate, authorize or direct any subordinate or employee of the town to exercise any power, duty or responsibility which the office of town manager is authorized to exercise under this act. All actions that are performed under such delegation shall be deemed to be the actions of the town manager.

Section 8. Appointment responsibilities.

Except as otherwise provided by this act, the town manager shall appoint, based upon merit and fitness alone, a director of finance, a police chief, a fire chief, a town clerk, a treasurer-collector, a director of assessing, a director of public works and all department heads and officers, subordinates, and employees under the direct supervision of the town manager and officers, subordinates, employees for whom no other method of selection is provided in this act, except employees of the school and health departments. The town manager may appoint ad hoc committees as is deemed necessary.

Section 9. Personnel management responsibilities.

The personnel management powers, duties and responsibilities of the town manager shall include, but are not intended to be limited to, the following:

- (a) to administer and to adopt personnel policies, practices, or rules and regulations, any compensation plan and any related matters for all municipi-

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pal employees and to administer all collective bargaining agreements, except for school department agreements, entered into by the town.

(b) to fix compensation of all town employees and officers appointed by the Town Manager within the limits established by appropriation and any applicable compensation plan and/or collective bargaining agreements.

(c) to be responsible for the negotiation of all contracts with town employees over wages, and other terms and conditions of employment, except employees of the school department; such contracts shall be subject to the approval of the board of selectmen. The town manager may, subject to the approval of the board of selectmen, employ special counsel to assist in the performance of these duties.

Section 10. Financial management responsibilities.

The town manager, with the assistance of the finance director and the treasurer-collector, shall be responsible for all the financial management functions of the town, unless otherwise provided by this act. Such functions shall include, but are not intended to be limited to, the following:

(a) to prepare and submit, after consultation with all town departments, an annual operating budget and capital improvement program for all town departments.

(b) to insure that complete and full records of the financial and administrative activity of the town are maintained and to render reports to the board of selectmen as may be required.

(c) to approve warrants for payments of town funds prepared by the town accountant.

(d) to be responsible for the purchase of all supplies, materials, and equipment, except books and other educational materials for schools and books and other media materials for libraries. The town manager shall award all contracts for all town departments with the exception of the school and health departments, subject to the approval of the board of selectmen.

(e) to keep the board of selectmen and finance committee fully informed as to the financial condition of the town and to make recommendations to the board of selectmen and to other elected and appointed officials as the town manager deems necessary or expedient.

(f) to prepare, annually, a financial forecast of town revenue, expenditures and the general financial condition of the town.

Section 11. Administrative responsibilities.

H 5186

The administrative powers, duties and responsibilities of the town manager shall include, but are not intended to be limited to, the following:

- (a) to attend all regular and special meetings of the board of selectmen, unless excused.
- (b) to attend all sessions of the town meeting and to answer all questions addressed to the town manager which are related to the warrant articles and to matters under the general supervision of the town manager.
- (c) to administer either directly or through a person or persons supervised by the town manager, in accordance with this act, provisions of general or special laws, by-laws and other votes of the town meeting.
- (d) to investigate or inquire into the affairs of any town department or office, under the supervision of the town manager.
- (e) to coordinate activities of all town departments, officers, boards or commissions of the town.
- (f) to keep the board of selectmen fully informed as to the needs of the town requiring action by them, or by the town, as the town manager deems necessary or expedient.
- (g) to be responsible for the efficient use, maintenance and repair of all town facilities, except those under the jurisdiction of the school committee.
- (h) to develop and maintain a full and complete inventory of all town owned real and personal property.
- (i) to perform such other duties as necessary, or as may be assigned by this act, by-law, town meeting vote, or vote of the board of selectmen.

PART V. ADMINISTRATIVE ORGANIZATION.

Section 12. General power to reorganization.

The town manager may reorganize, consolidate or abolish, create, merge, or divide, alter the term of office, the manner of selection of any town department, office, agency or function under the jurisdiction of the town manager.

The board of selectmen may reorganize, consolidate or abolish, create, merge, reassign responsibilities and duties or divide, alter the term of office, the number of members, the manner of selection, of any board, commission or committee of the Town under the jurisdiction of the board of selectmen.

Section 13. Department of public works.

Until such time as another form of organization is provided for in accordance with section twelve of this act, there shall be established a department

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of public works. The department of public works shall be charged with responsibility for the management of public works operations of the town including, but not limited to, the following: highways; solid waste and recycling activities; maintenance of cemeteries, town property, open space, public memorials, and commons; engineering services; building maintenance of all town buildings, except those of the school department; maintenance of vehicles and equipment; and other operations, and functions as may be deemed necessary or desirable. The department of public works shall also perform such functions and responsibilities as required by bylaw, vote of the town meeting or upon direction of the town manager or board of selectmen. The functions of the highway surveyor and the tree warden shall be incorporated into the department of public works. The town manager shall appoint a director of public works. The director shall be especially fitted by education, training and experience to perform the duties of the office; the director shall have such other qualifications as the town manager may from time to time provide.

Until such time as another form of organization is provided for in accordance with section twelve of this act, personnel responsible for building inspection and zoning enforcement, electrical, gas and plumbing inspection shall be under the direction of the director of public works.

PART VI. ELECTED TOWN OFFICERS.

Section 14. Elected town officials.

The registered voters of the town of Sudbury shall, in accordance with any applicable laws, by-laws, votes of the town, or interlocal agreement continue to elect the following:

Board of assessors

Board of health

Board of selectmen

Moderator

School committee

Library trustees

Planning board

Housing authority

Park and Recreation commission

Other such regional authorities, districts, or committees as may be established by law or interlocal agreement.

Section 15. Transition provisions.

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(a) Upon the adoption of this act the incumbent serving as town clerk, shall continue to serve in said office for the balance of the term for which the town clerk was elected. Thereafter, the town clerk shall be appointed in accordance with this act.

(b) Upon the adoption of this act the incumbent serving as highway surveyor shall continue to serve in said office for the balance of the term for which elected. Upon the expiration of said term of office or if a vacancy shall sooner occur, the functions of the office shall be transferred to the department of public works.

(c) The incumbents serving as constables shall continue to serve in said offices for the balance of the terms for which they were elected. Upon the expiration of said terms of office or if a vacancy shall sooner occur, the offices shall be appointed by the board of selectmen.

(d) The department of public works shall become operational thirty days after the appointment of the director of public works.

(e) Within six months of the effective date of this act the board of selectmen shall appoint a town manager.

PART VII. GENERAL PROVISIONS.

Section 16. Severability.

The provisions of this act are severable. If any of the provisions of this act are held to be unconstitutional or invalid, the remaining provisions of this act shall not be affected thereby.

Section 17. Existing law.

All laws, bylaws, votes, rules and regulations, whether enacted by authority of the town or any other authority, which are in force in the town of Sudbury on the effective day of this act, or any portion or portions thereof, not inconsistent with the provisions of this act shall continue to be in full force and effect until otherwise provided by other laws, by-laws, votes, rules and regulations, respectively.

Nothing contained herein shall impair contractual rights established prior to the adoption of this act, or any amendment thereto.

Section 18. Existing employees.

Any person holding a town office, or employment under the town, shall retain such office or employment, and shall continue to perform their duties until provisions shall have been made in accordance with this act, for the performance of said duties by another person, or agency. No person in the perma-

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ment full-time service or employment of the town shall forfeit pay grade for time in service.

SECTION 2. The state secretary shall cause the following question to be placed on the official ballot to be used in the town of Sudbury at the biennial state election to be held in the year nineteen hundred and ninety-four: "Shall an act passed by the general court in the year nineteen hundred and ninety-four, entitled 'An act establishing a board of selectmen-town manager form of administration in the town of Sudbury', be accepted?" If a majority of the voters voting on this question shall vote in the affirmative, said act shall take effect immediately. If a majority of the voters voting on this question shall vote in the negative, this act shall thereupon become void.

SECTION 3. Section 2 shall take effect upon its passage.

M.G.L. c. 30B PROCUREMENT OF SUPPLIES AND SERVICES

Estimated Contract Amount	Under \$10,000	\$10,000 to \$34,999	\$35,000 and over
Procurement Procedure	Sound business practices. ¹	Solicit three written or oral quotes.	Sealed bids or proposals. (M.G.L. c. 30B, §§ 5 or 6).
Advertising Required	No.	No.	Advertise once in a newspaper of general circulation at least two weeks before bids or proposals are due, and post a notice on your jurisdiction's bulletin board or website for two weeks before bids or proposals are due. If \$100,000 or more, advertise once in the <i>Goods and Services Bulletin</i> at least two weeks before bids or proposals are due.
Award contract to:	Person offering the best price.	Responsible ² and responsive ³ person offering the best price.	Under § 5, the responsible and responsive bidder offering the best price. Under § 6, the most advantageous proposal from a responsible and responsive proposer taking into consideration price and non-price proposals.
Written Contract Required⁴	No.	Yes.	Yes.
Maximum Contract Term⁵	Three years, unless majority vote authorizes longer.		

¹ M.G.L. c. 30B, § 2, defines sound business practices as "ensuring the receipt of favorable prices by periodically soliciting price lists or quotes."

² M.G.L. c. 30B, § 2, defines a responsible bidder or offeror as "a person who has the capability to perform fully the contract requirements, and the integrity and reliability which assures good faith performance."

³ M.G.L. c. 30B, § 2, defines a responsive bidder or offeror as "a person who has submitted a bid or proposal which conforms in all respects to the invitation for bids or request for proposals."

⁴ M.G.L. c. 30B, § 17(a), states "All contracts in the amount of \$10,000 or more shall be in writing, and the governmental body shall make no payment for a supply or service rendered prior to the execution of such contract."

⁵ M.G.L. c. 30B, § 12(b), states "Unless authorized by majority vote, a procurement officer shall not award a contract for a term exceeding three years, including any renewal, extension, or option."

M.G.L. c. 149 -- BUILDING CONSTRUCTION CONTRACTS

Estimated Contract Amount	Under \$10,000 ¹	\$10,000 to \$25,000	Over \$25,000 to \$100,000	Over \$100,000	Over \$10,000,000
Procurement Procedure	Sound business practices	Solicit written responses.	Sealed bids (using M.G.L. c. 30, § 39M procedure).	Sealed bids.	Solicit statements of qualifications prior to soliciting sealed bids.
Advertising Requirements	No.	Advertise in the <i>Central Register</i> and COMMBUYS and post a notice on your jurisdiction's website and in the office at least two weeks before responses are due. ²	Advertise in the <i>Central Register</i> and a newspaper at least two weeks before bids are due, and post a notice in your jurisdiction's office for at least one week before bids are due. ³ Posting on COMMBUYS or your website is optional.	Advertise in the <i>Central Register</i> and a newspaper at least two weeks before bids are due, and post a notice in your jurisdiction's office for at least one week before bids are due. ³ Posting on COMMBUYS or your website is optional.	Advertise the request for qualifications in the <i>Central Register</i> , a newspaper, and COMMBUYS at least two weeks before responses are due. ⁴
DCAMM Certification	No.	No.	No.	Required for general bidders and filed sub-bidders.	Required for general bidders and filed sub-bidders.
OSHA Training	No.	Yes.	Yes.	Yes.	Yes.
City/Town Prequalification	No.	No.	No.	Optional. ⁵	Yes.
Filed Sub-bids	No.	No.	No.	Yes (\$20,000 and over).	Yes (\$20,000 and over).
Bid Deposit	No.	No.	5% of the value of the total bid.	5% of the value of the total bid, or sub-bid.	5% of the value of the total bid, or sub-bid.
Payment Bond	No.	No.	50% payment bond.	100% payment bond.	100% payment bond.
Performance Bond	No.	No.	No.	100% performance bond.	100% performance bond.
Prevailing Wage	Yes.	Yes.	Yes.	Yes.	Yes.
Contractor Evaluation	No.	No.	No.	Yes.	Yes.

¹ M.G.L. c. 149, § 44A(2)(A), as amended by Chapter 188 of the Acts of 2010.

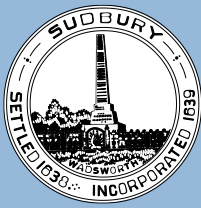
² M.G.L. c. 149, § 44A(2)(B), as amended by Chapter 188 of the Acts of 2010 and Section 16 of Chapter 409 of the Acts of 2010.

³ M.G.L. c. 149, § 44J.

⁴ The advertising procedures listed pertain only to the request for qualifications. Within 14 days of the completion of the prequalification evaluation process, you are required to post a notice in your jurisdiction and on COMMBUYS listing those general and subcontractors who have been prequalified. A copy of the notice must be sent via first class mail, postage pre-paid to all prequalified general and subcontractors along with an invitation to bid. The invitation to bid must have a deadline of at least two weeks. Although you may only consider bids from those general and subcontractors who have been prequalified, the advertising requirements for building construction contracts over \$100,000 apply.

⁵ If you decide to use the optional prequalification process for projects over \$100,000, follow the procedures listed in the "Over \$10,000,000" column.

August 2014 revision



SUDBURY BOARD OF SELECTMEN
Tuesday, October 29, 2019

MISCELLANEOUS (UNTIMED)

7: Update Transportation Committee membership

REQUESTOR SECTION

Date of request:

Requestor: Chairman Dan Carty

Formal Title: Update Transportation Committee membership and mission statement.

Recommendations/Suggested Motion/Vote: Update Transportation Committee membership and mission statement.

Background Information:
Redlined mission statement attached.

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

10/29/2019 7:00 PM



SUDBURY TRANSPORTATION COMMITTEE

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

Updated October 30, 2018

Updated October 24, 2019

Mission Statement

The Sudbury Transportation Committee was created by the Selectmen to address a key feature of livable communities: transportation. A livable community is defined as

...one that is safe and secure, has affordable and appropriate housing and transportation options, and offers supportive community features and services. ... Well-designed, livable communities promote health and sustain economic growth, and they make for happier, healthier residents — of all ages (<http://www.aarp.org/livable-communities/net-work-age-friendly-communities/info-2014/an-introduction.html>).

With the exception of specialized transportation provided by the Council on Aging, Sudbury is currently car-dependent, putting a number of residents at risk of isolation, loss of work, inability to access medical care, etc. There is no public transportation within town boundaries; parking space for commuter rail in adjoining towns is limited; and, there are few pedestrian-friendly routes from residences to likely destinations (e.g., town buildings, library, houses of worship, etc.).

Thus, the purpose of the Transportation Committee includes the following:

- To undertake specific assessments/studies of transportation and evaluate pilot experiments, both locally and regionally, at the direction of the Town Manager or her designee
- To consider all functional elements of transportation: public, specialized, traffic congestion, paths and walkways (as distinct from recreational facilities) for all residents—inclusive of but not solely focused on senior residents and residents with disabilities
- To review published assessments/studies to inform the Board of Selectmen, Town Manager, and relevant offices and departments (e.g., the Traffic Safety Coordinating Committee) regarding, especially, opportunities to expand transportation options

- To advise the Board of Selectmen, Town Manager and other town entities about the transportation implications of both residential and business development.
- To consider the sustained attractiveness of the town for businesses and residents and contribute to the environmental goals defined by the Energy and Sustainability Green Ribbon Committee in any recommendations.
- To accomplish other transportation-related tasks requested by the Board of Selectmen.
- To advise the Town Manager how to transition the duties of the Transportation Committee to Town staff or other elected or appointed bodies.

The Transportation Committee will take a proactive role in addressing transportation challenges affecting the town and may establish *pro tem* subcommittees as needed and approved by the Board.

The Board of Selectmen will review the contributions of the Transportation Committee in the spring of 2019 to assess how the Committee has fulfilled its role and to decide whether this structure should be continued until spring of 2020. It is envisioned that the Committee's purpose and tasks will become part of the responsibilities of town departments or bodies by spring 2020. The Transportation Committee, in cooperation with the Town Manager or her designee, will provide recommendations on how to integrate these responsibilities within Town Government.

Membership and Structure

The Transportation Committee consists of a small group of Core and a larger roster of Advisory members. Core members are voting members and must be available and willing to attend the majority of scheduled meetings. They may draw upon the expertise of advisory members, who will be requested to attend meetings and/or discuss topics for which their expertise is needed. The Core group will elect a Chair and a Clerk from among these members. The Chair will run meetings, be the designated communications link with the Town Manager and other Town staff, and schedule committee meetings. The Clerk will ensure that full minutes and a list of members in attendance are kept of each meeting and promptly submitted to the Core for approval, filing with the Town Clerk, posting to the Town's website, and disseminating to the Advisory membership within 15 days of the meeting.

Quorum consists of a majority of serving Core members.

Recommended roles and individuals for membership are listed in the table, below.

Compliance With State and Local Laws and Town Policies

The Transportation Committee is responsible for conducting its activities in a manner which is in compliance with all relevant state and local laws and regulations, including but not

limited to the Open Meeting Law, Public Records Law, and Conflict of Interest Law, as well as all Town policies which affect committee membership. In particular, all appointments are subject to the following:

The Code of Conduct for Selectmen-Appointed Committee. A resident or employee who accepts appointment to a Town committee by the Board of Selectmen agrees that s/he will follow this code of conduct.

The Town's Email Communication for Committee Members Policy. Anyone appointed to serve on a Town committee by the Board of Selectmen agrees that s/he will use email communication in strict compliance with the Town of Sudbury's email policy, and further understands that any use of email communication outside of this policy can be considered grounds for removal from the Committee by the Selectmen.

Use of the Town's Website. The Committee will keep minutes of all meetings and post them on the Town's website. The Committee will post notice of meetings on the Town's website as well as at the Town Clerk's Office.

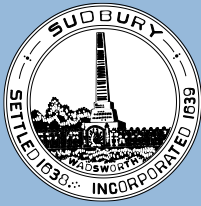
Sudbury Transportation Committee: Recommended Examples

CORE GROUP		
Representation	Individual	Contributions
Select Board	Dan Carty	Liaison to CoA; industrial engineering/operations research and economics; CQI
Council on Aging	Carmine Gentile	One of key stakeholders for extended transportation services
CrossTown Connect (CTC)	Alice Sapienza	Project lead in CTC (Transportation Management Association) regional on-demand taxi pilot; Harvard MBA, DBA
Board of Health	Bethany Hadvab	Town Social Worker; link to residents in most need of transportation services
Town Planner	Beth Suedmeyer	Link to regional (e.g., Minuteman Advisory Group on Interlocal Coordination), state, and local agencies involved in land use and transportation
Department of Public Works	Dan Nason	Responsible for infrastructure elements related to all modes of transportation
Citizen	Individual(s) TBD	Vital input to transportation planning
<u>Commission on Disability</u>	<u>TBD (formerly S. Juliano)</u>	<u>Link to residents with disabilities to provide perspective of transportation options</u>
ADVISORY GROUP (Expanded as Needed)		
Public Safety	Police (Chief Nix); Fire (Chief Whelan)	Impact of transportation options on and/or by Police and Fire departments
Chamber of Commerce	Charlie Dunn	Business needs for employment transit; impact of transportation options on retail sales, etc.
Clergy Association	Rotating individuals (leaders of town faith communities)	Transportation identified by this group as a major need
Senior Center	Debra Galloway	Director; liaison with MetroWest Regional Transit Authority; senior/disabled transportation

Sudbury Transportation Committee: Recommended Examples (updated October 24, 2019)

<u>CORE GROUP</u>		
<u>Representation</u>	<u>Individual</u>	<u>Contributions</u>
<u>Select Board</u>	<u>Dan Carty</u>	<u>Liaison for Select Board; industrial engineering/operations research and economics; COI</u>
<u>Council on Aging</u>	<u>Sandy Lasky</u>	<u>One of key stakeholders for extended transportation services</u>
<u>Town Planner</u>	<u>Adam Duchesneau</u>	<u>Link to regional (e.g., Minuteman Advisory Group on Interlocal Coordination), state, and local agencies involved in land use and transportation</u>
<u>Department of Public Works</u>	<u>Dan Nason</u>	<u>Responsible for infrastructure elements related to all modes of transportation</u>
<u>Commission on Disability</u>	<u>Doug Frey</u>	<u>Link to residents with disabilities to provide perspective of transportation options</u>
<u>Metrowest Regional Transit Authority (MWRTA)</u>	<u>Debra Galloway</u>	<u>Director Sudbury Sr. Center; liaison with MetroWest Regional Transit Authority; co-liaison Cross Town Connect (CTC); senior/disabled transportation</u>
<u>Citizen</u>	<u>Alice Sapienza</u>	<u>Sudbury Age-Friendly Ambassador; Harvard MBA, DBA</u>
<u>ADVISORY GROUP (To be expanded as Needed)</u>		
<u>Public Safety</u>	<u>Police (Chief Nix)</u>	<u>Impact of transportation options on and/or by Sudbury Public Safety</u>
<u>Chamber of Commerce</u>	<u>Charlie Dunn</u>	<u>Business needs for employment transit; impact of transportation options on retail sales, etc.</u>
<u>Board of Health</u>	<u>Bethany Hadvab</u>	<u>Town Social Worker; link to residents in most need of transportation services</u>
<u>Planning Department, CrossTown Connect (CTC)</u>	<u>Beth Suedmeyer</u>	<u>Sudbury Planning Department; co-liaison Cross Town Connect (CTC)</u>
<u>Sudbury Public Schools</u>	<u>Lisa Kouchakdjian</u>	<u>Liaison for Sudbury Public School Committee</u>

Lincoln-Sudbury Regional High School	Ellen Joachim	Liaison for Lincoln-Sudbury Regional High School (LSRHS) School Committee
State Representative	Carmine Gentile	Link to state, regional (e.g., MWRTA, and local agencies involved in transportation
Clergy Association	Rotating individuals (leaders of town faith communities)	Transportation identified by this group as a major need
Citizen(s)	TBD	various



SUDBURY BOARD OF SELECTMEN
Tuesday, October 29, 2019

MISCELLANEOUS (UNTIMED)

8: 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:

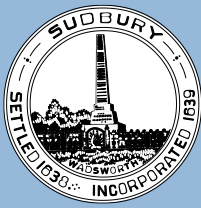
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

10/29/2019 7:00 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, October 29, 2019

MISCELLANEOUS (UNTIMED)

9: 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:

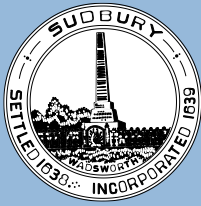
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

10/29/2019 7:00 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, October 29, 2019

MISCELLANEOUS (UNTIMED)

10: 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:

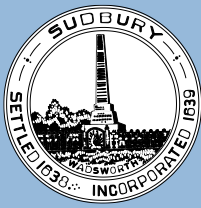
Patty Golden	Pending
Maryanne Bilodeau	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Board of Selectmen	Pending

10/29/2019 7:00 PM

POTENTIAL UPCOMING AGENDA ITEMS/MEETINGS

MEETING	DESCRIPTION
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 Eve and New Year’s Eve
	Paani Cuisine – pledge of alcohol license
	Fall Town Forum discussion
	Possible candidate interview for appointment to Council on Aging
	Possible joint meeting with Permanent Building Committee
	BOS fall newsletter approval
Nov. 19	Tax Classification Hearing
	Update with architect regarding Fairbank Center cost estimate
Thurs, Nov. 21	Town Forum @Town Hall
Date to be determined	Financial Policies update
	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 (tentative 11/22)
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 10.a: POTENTIAL UPCOMING AGENDA ITEMS_10_29_19 (3522 : Upcoming agenda items)



SUDBURY BOARD OF SELECTMEN
Tuesday, October 29, 2019

CONSENT CALENDAR ITEM

11: MOA between Town and PEC for health insurance

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to ratify and sign the Memorandum of Agreement between the Town of Sudbury and the Sudbury Public Employee Committee (PEC) to provide health insurance through the Group Insurance Commission for another three year period from July 1, 2020 to June 30, 2023.

Recommendations/Suggested Motion/Vote: Vote to ratify and sign the Memorandum of Agreement between the Town of Sudbury and the Sudbury Public Employee Committee (PEC) to provide health insurance through the Group Insurance Commission for another three year period from July 1, 2020 to June 30, 2023.

Background Information:
attached MOA

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

10/29/2019 7:00 PM

**MEMORANDUM OF AGREEMENT
BETWEEN
THE TOWN of SUDBURY
AND
THE M.G.L. c. 32B, s. 21-23 SUDBURY PUBLIC EMPLOYEE COMMITTEE
TO PROVIDE HEALTH INSURANCE THROUGH
THE GROUP INSURANCE COMMISSION**

WHEREAS, the Town of Sudbury including the Sudbury Public Schools ("Town"), currently provides health insurance benefits to its subscribers pursuant to M.G.L. c. 32B; and

WHEREAS, the Town, by a vote of its Board of Selectmen on November 21, 2011 voted to implement sections 21-23 of M.G.L. c. 32B for the purpose of transferring all subscribers to the Commonwealth's Group Insurance Commission; and,

WHEREAS, the Town, and the Public Employee Committee ("PEC") entered into a written agreement to transfer the Town's subscribers to the GIC pursuant to M.G.L. c. 32B, 21-23 effective July 1, 2012; and

WHEREAS, the Town and the PEC have agreed to continue the Town's participation in the GIC for an additional three year period from July 1, 2020 through June 30, 2023;

NOW THEREFORE, the Town and the PEC agree as follows:

Purpose and Term of Agreement

1. The purpose of this Agreement is the extension of the Town's participation in the GIC benefit program effective July 1, 2020, pursuant to the process authorized by sections 21-23 of M.G.L. c. 32B. The parties agree that the term of this Agreement expires June 30, 2023. Any decision by the Town to exit the GIC would be accomplished in accordance with the rules of the GIC and applicable laws and regulations.

Approval of MOA as PEC Agreement by the Town and the PEC

2. By executing this Agreement both the Town and the PEC agree to all of the terms of this Agreement.

Waiting/Hiatus Period

3. **Waiting/Hiatus Period**

New employees of the Town are eligible to enroll in health insurance offered by the GIC in accordance 805 CMR 9.01. GIC health insurance benefits begin on the first day of the month following sixty (60) days or two (2) full calendar months of employment, whichever is less. The period between the date of employment and the effective date of coverage pursuant to 805 CMR. 9.01(3) are hereinafter referred to as the "Waiting/Hiatus Period."

4. **Waiting/Hiatus Period Stipend**

During the "Waiting/Hiatus Period," the Town shall pay a stipend ("Waiting/Hiatus Period Stipend") to those employees who have notified the Town within 10 calendar days of employment that they have chosen to enroll in one of the health insurance plans offered by the GIC. The amount of the "Waiting/Hiatus Period Stipend" will be equal to the employer's portion of the premium or cost for whichever plan the employee has chosen to enroll. To receive the "Hiatus Period Stipend", the employee must show both proof of other health insurance coverage during the "Waiting/Hiatus Period," (e.g., COBRA or other alternative health insurance plan). If the employee's payment for the other health insurance is an amount that is less than the dollar equivalent of the Town's contribution for the plan the employee has enrolled in the employee shall only receive the reduced amount from the Town. New employees will receive a written statement outlining the obligations under the Waiting/Hiatus Period.

Newly enrolled employees/subscribers who cancel their GIC coverage within sixty (60) days of the effective date of the GIC coverage shall return the "Waiting/Hiatus Period Stipend" in its entirety to the Town.

5. **GIC Retroactive Effective Date of Coverage**

Subscribers may request retroactive coverage from the GIC in accordance with 805 CMR 9.01(4). Therefore, if a subscriber incurs a medical expense(s) during the "Waiting/Hiatus Period" that in sum exceeds the full-cost health insurance premium of the GIC's elected plan for the "Waiting/Hiatus Period", the subscriber may file a written request to the GIC for approval of health coverage to become effective on the first day of employment. Upon approval by the GIC, coverage shall take effect as of the first day of employment. In this event, the Town shall submit the full-cost health insurance premium for the "Waiting/Hiatus Period" to the GIC in a timely manner. The employee shall reimburse the Town for the premium and any "Waiting/Hiatus Period Stipend" amount already received through normal payroll deductions.

- a. The provisions of subparagraphs (6), (7) and (8) (Waiting/Hiatus Period) shall expire if and when the GIC eliminates the "Waiting/Hiatus Period".

Severability Clause

6. If any provision or portion of this Agreement is found to be unenforceable or unlawful, the remaining provisions or portions shall remain binding.

Authorization to Sign Agreement

7. Each signatory to this Agreement is authorized to bind the entity he/she represents. The PEC signatories represent that they have the authorization and approval of a majority of the weighed votes of the PEC to execute this Agreement and that this Agreement is binding on all subscribers including active employees, retirees and dependents.

The Town of Sudbury

Daniel E. Carty, Chairman

Patricia A. Brown, Vice-Chairman

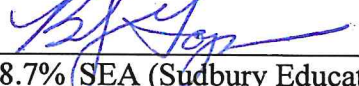
Janie W. Dretler, Selectman

William Schineller, Selectman

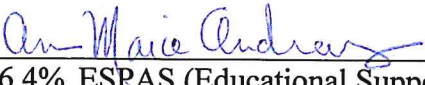
Jennifer Roberts, Selectman

Maryanne Bilodeau, Interim Town Manager

The Town of Sudbury Public Employee Committee

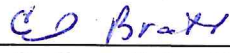


48.7% SEA (Sudbury Educators Association)

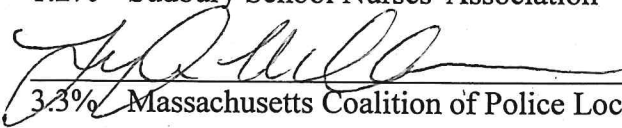


16.4% ESPAS (Educational Support Professional Support Association of Sudbury)

2.0% Sudbury Education Association Custodial Employees

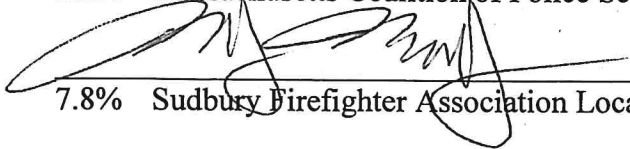


1.2% Sudbury School Nurses' Association



3.3% Massachusetts Coalition of Police Local 370, AFL-CIO

1.2% Massachusetts Coalition of Police Sergeants Local 370A, AFL-CIO



7.8% Sudbury Firefighter Association Local 2023 IAFF, AFL-CIO

4.7% Local #1156 Public Employees of the Laborer's International Union of NA AFL-CIO

Attachment 11.a: MOA for BOS signature (3529 : MOA between Town and PEC for health insurance)

Robert J. [Signature]

2.7% Sudbury Supervisory Association

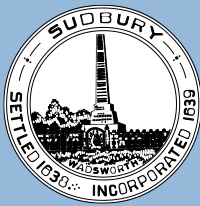
1.4% Dispatchers Teamsters Local Union 25
On behalf of Town of Sudbury Civilian Dispatchers

0.6% Engineers Association of Engineers, Architects and Draftsmen,
Local 105-IFPTE, AFL-CIO

Martyn J. [Signature]

10.0% Retiree Representative

Attachment 11.a: MOA for BOS signature (3529 : MOA between Town and PEC for health insurance)



SUDBURY BOARD OF SELECTMEN
Tuesday, October 29, 2019

CONSENT CALENDAR ITEM
12: Grant of easement 275 Morse Rd

REQUESTOR SECTION

Date of request:

Requestor: William O'Rourke, Town Engineer

Formal Title: Vote to accept a Grant of Temporary Easement from Owner Natalie E. Haight on property located at 275 Morse Road, Sudbury, said easement described as "Proposed Temporary Access and Construction Easement" on the plan entitled "Sketch Plan Showing Proposed Temporary Access and Construction Easement", dated October 1, 2019, prepared by the Town of Sudbury Engineering Department, and attached to said Temporary Easement as Exhibit "A".

Recommendations/Suggested Motion/Vote: Vote to accept a Grant of Temporary Easement from Owner Natalie E. Haight on property located at 275 Morse Road, Sudbury, said easement described as "Proposed Temporary Access and Construction Easement" on the plan entitled "Sketch Plan Showing Proposed Temporary Access and Construction Easement", dated October 1, 2019, prepared by the Town of Sudbury Engineering Department, and attached to said Temporary Easement as Exhibit "A".

Background Information:

Property location 275 Morse Rd., Sudbury (Parcel No. 2 east side). This temporary access and construction easement will allow the Town to make drainage improvements to the stormwater maintenance system located adjacent to Morse Rd. at the junction of Marlboro, Rd. and will terminate in three years.

Financial impact expected:budgeted

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

10/29/2019 7:00 PM

GRANT OF TEMPORARY EASEMENT

Natalie E. Haight (the "Owner"), having an address of 275 Morse Road, Sudbury, Massachusetts 01776, in consideration paid of \$1, the receipt and sufficiency of which is hereby acknowledged, hereby grants to the Town of Sudbury (the "Town"), a Massachusetts municipal corporation, having an address of 278 Old Sudbury Road, Sudbury, Massachusetts 01776, a temporary access and construction easement (the "Temporary Easement") in, on and under a portion of the property located at 275 Morse Road, Sudbury, and designated Assessor Map E08, Parcel 0013, which property is described more particularly in a deed registered with the Middlesex South Registry of Deeds, Land Court, in Book 1413, Page 147, as Parcel No. 2 (Lot 19 on Plan No. 7334F), the "Property", which is shown as "Proposed Temporary Access and Construction Easement" (the "Easement Premises"), on the plan entitled "Sketch Plan Showing Proposed Temporary Access and Construction Easement", dated October 1, 2019, prepared by Town of Sudbury Engineering Department, attached hereto as Exhibit A.

The Temporary Access and Construction Easement is granted to the Town and its employees, agents, and contractors for the purposes of temporary work including grading, removal of trees, and making drainage improvements to the stormwater maintenance system located adjacent to Morse Road at the junction of Marlboro Road. The Town shall have the right to enter and use the Easement Premises by foot and motor vehicles, including heavy equipment, for the foregoing purposes and for all other purposes and uses incidental thereto.

This Temporary Access and Construction Easement shall terminate automatically upon the expiration of three (3) years from the date this Grant of Temporary Easement is recorded with the Middlesex South Registry of Deeds, without the necessity of recording any instrument with said Deeds.

The Owner agrees not to interfere with, nor grant any other easements, leases or licenses to the Easement Premises which may interfere with the Town's easement on the Easement Premises without the prior written permission of the Town.

In return for the easements described herein, the Town by its acceptance of this Grant of Temporary Easement agrees that, during the term of this temporary easement, the Town shall restore the surface of the Easement Premises, as nearly as possible, to the condition which existed prior to any such disturbance.

All rights and privileges herein granted, including all benefits and burdens, shall run with the land and shall be binding upon and inure to the benefit of the parties hereto, their respective heirs, successors and assigns.

For Grantor's title, see deed registered with the Middlesex South Registry of Deeds, Land Court, in Book 1413, Page 147.

Executed, signed and sealed this 21st day of OCTOBER, 2019.

Natalie E. Haight

Natalie E. Haight

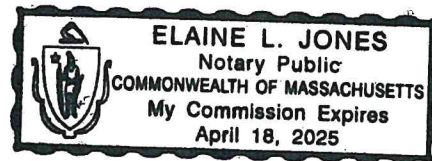
COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss

On this 21st day of October, 2019, before me, the undersigned notary public, personally appeared Natalie E. Haight, who proved to me through satisfactory evidence of identification, which was driver's license (MA), to be the person who signed the preceding or attached document, and acknowledged to me that he executed the foregoing document voluntarily for its stated purpose.

Elaine Jones

Notary Public
My Commission Expires: 4/18/25



Attachment 12.a: Construction easement backup (3537 : Grant of easement 275 Morse Rd)

Exhibit A

Plan

ACCEPTANCE OF TEMPORARY EASEMENT

On this ____ day of _____, 2019, the Town of Sudbury, acting by and through its Board of Selectmen pursuant to the provisions of G.L. c. 83, § 1 and Article XII, Section 3 of the Town's By-laws and any other enabling authority, hereby accepts the foregoing Grant of Temporary Easement from Leo Rotman on property located at 35 Stockfarm Road, Sudbury.

TOWN OF SUDBURY,
By its Board of Selectmen

Daniel E. Carty

Patricia Brown

Jennifer Roberts

William Schineller

Janie W. Dretler

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss

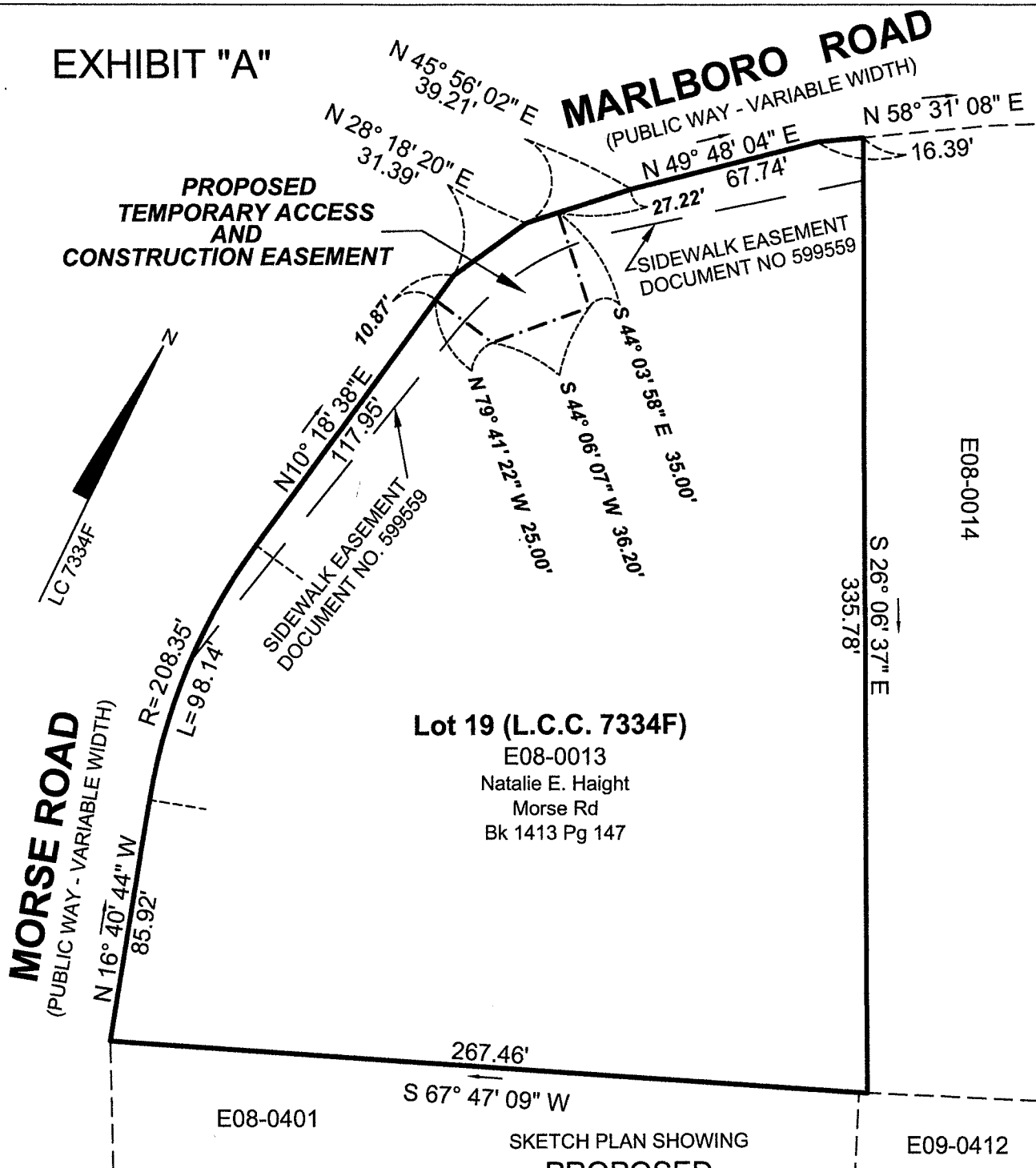
On this _____ day of _____, 2019, before me, the undersigned notary public, personally appeared _____, member of the Town of Sudbury Board of Selectmen, as foresaid, who proved to me through satisfactory evidence of identification, which was personal knowledge, to be the person who signed the preceding or attached document, and acknowledged to me that he or she signed it voluntarily for its stated purpose on behalf of the Town of Sudbury.

Notary Public
My Commission Expires:

599634

Attachment 12.a: Construction easement backup (3537 : Grant of easement 275 Morse Rd)

EXHIBIT "A"



Lot 19 (L.C.C. 7334F)

E08-0013
Natalie E. Haight
Morse Rd
Bk 1413 Pg 147

E08-0401

SKETCH PLAN SHOWING

E09-0412

PROPOSED TEMPORARY ACCESS AND CONSTRUCTION EASEMENT OVER LAND OF

**NATALIE E. HAIGHT
LOT 19 ON LAND COURT PLAN 7334F
MORSE ROAD SUDBURY, MA**

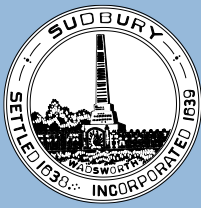
DEED REFERENCE:
BK.1413; PG.147
CERTIFICATE NO.250868

PLAN REFERENCE:
LAND COURT PLAN 7334F

ASSESSORS MAP E08; PARCEL 0013

TOWN OF SUDBURY ENGINEERING DEPARTMENT
DATE: OCTOBER 1, 2019 SCALE: 1IN.=50 FT.

Attachment 12.a: Construction easement backup (3537 : Grant of easement 275 Morse Rd)



SUDBURY BOARD OF SELECTMEN
Tuesday, October 29, 2019

CONSENT CALENDAR ITEM

13: Traffic sign asset mgmt

REQUESTOR SECTION

Date of request:

Requestor: Dan Nason, DPW director

Formal Title: Vote to approve award of contract by the Interim Town Manager to WorldTech Engineering, LLC, Trade Center, suite 5580, Woburn, MA 01801, for engineering services relative to required traffic sign compliance review and local ordinance review; and further, to approve the execution of any documents related thereto by the Interim Town Manager or Town Manager as applicable.

Recommendations/Suggested Motion/Vote: Vote to approve award of contract by the Interim Town Manager to WorldTech Engineering, LLC, Trade Center, suite 5580, Woburn, MA 01801, for engineering services relative to required traffic sign compliance review and local ordinance review; and further, to approve the execution of any documents related thereto by the Interim Town Manager or Town Manager as applicable.

Background Information:

Required for Manual on Uniform Traffic Control Devices (MUTCD) compliance Review and Local Ordinance Review.

Financial impact expected:funding under highway roadwork

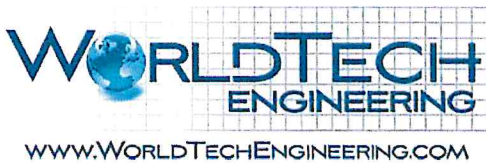
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

10/29/2019 7:00 PM



October 17, 2019

Mr. William O'Rourke, Deputy Director
Town of Sudbury Department of Public Works
275 Old Lancaster Road
Sudbury, MA 01776

Re: Town-wide Traffic Sign Asset Management Program, MUTCD Compliance Review, and
Local Ordinance Review

Dear Mr. O'Rourke:

WorldTech Engineering (WorldTech) is pleased to submit the following Scope of Services and fee associated with completing a Town-wide Traffic Sign Asset Management Program, including review of existing signs for the compliance with the MUTCD and the Town's Local Ordinance.

FHWA Requirements

Every public agency responsible for maintaining public streets is required to use retroreflective materials on signs to facilitate driver safety. Retroreflectivity plays a critical role in providing adequate nighttime visibility of traffic signs. Highway statistics nationwide reveal that the nighttime fatal crash rate is approximately three times that of the daytime crash rate, measured in million miles traveled. As the older driver population increases, nighttime visibility is becoming even more critical.

The Federal Highway Administration (FHWA) indicates that signs must either be illuminated or be made with retroreflective sheeting materials. (For specific language, refer to the Manual on Uniform Traffic Control Devices (MUTCD) at <http://mutcd.fhwa.dot.gov/>.) Minimum retroreflectivity levels were established in Revision 2 to 2003 MUTCD, adopted in December 2007. FHWA also indicates that any agency that maintains roads open to public travel are responsible for adopting a management method and meeting the retroreflectivity levels with ongoing maintenance. According to the FHWA, replacement is necessary if the sign falls below the minimum level as it is considered to no longer provide a safe level of visibility. **The Federal deadline for agencies to implement a sign assessment and management method passed on June 13, 2014**, leaving agencies with no plan in place open to tort liability in the event of a claim related to poor sign retroreflectivity.

Mr. William O'Rourke
 October 17, 2019
 Page 2

Project Approach

The traffic sign inventory program will inventory, catalogue, and evaluate traffic signs along all Town-accepted roadways (approximately 140 centerline miles). The scope of the work will include an evaluation regarding compliance and uniformity with federal and state regulations in order to determine appropriate near term and long-range improvement strategies. The inventory will be used to develop a sign replacement program for compliance with current regulations, and to create a tool for the on-going maintenance and management of the Town's regulatory, warning, and guide signs.

The inventory data will be provided to the Town as a bound report, as well as in Microsoft Access and ArcGIS electronic formats. This non-proprietary asset management program may be expanded to provide evaluation and capital planning to bring signage along all roadways under Town jurisdiction into compliance. The asset management program will also provide a platform for expansion of the database and mapping to include inventory, compliance review, and capital investment planning for other municipal assets

WorldTech will also prepare a draft update to the Town's Traffic Rules and Orders. Existing regulatory signs catalogued will be incorporated into the revised Traffic Rules and Orders, and missing signs that are required to satisfy existing traffic ordinances will be identified incorporated into the sign replacement capital plan.

In order to meet these objectives, we propose the following Scope of Services:

I. Traffic Sign Asset Management Program and MUTCD Compliance Review

A. Field Inventory & Retroreflectivity Testing

1. WorldTech will conduct an inventory of the existing regulatory, warning, and post-mounted guide signs that exist along roadways under the jurisdiction of the Town of Sudbury. The inventory will consist of existing regulatory signs, warning signs, and post mounted guide signs and will include a general assessment of condition, location, and mounting. This Scope of Services assumes an inventory allowance of up to **2,380 signs** (approximately 17 signs per centerline mile) based on field samples and sign density of prior work completed in similar communities.
2. Each sign location will be captured in the field using tablet laptops. The GIS base mapping will consist of orthophotography and series of data layers currently available in the Town's GIS and/or MassGIS databases. Each sign will be inserted as a point on the GIS base map and attributed accordingly. These data will facilitate thematic mapping of each sign within a GIS or AutoCAD environment.
3. A standardized list of sign types has been developed based on requirements set forth by the MUTCD. These sign types along with other applicable attributes have been

Mr. William O'Rourke
 October 17, 2019
 Page 3

incorporated in the GIS mapping to allow for an "Attribute Table pull-down" menu to be made available to field personnel. The sign attribute data to be collected include the following:

- Unique Sign ID Number
 - Inspector
 - Inspection Date
 - Grid
 - Street Name
 - Number of Signs on Post
 - Sign Type (Regulatory, Warning, Guide)
 - MUTCD Sign Code
 - Sign Legend
 - Speed Limit Values (if applicable)
 - Parking Restrictions and Time Limits (if applicable)
 - Sign Color (if not standard)
 - Sign Size (if not standard)
 - Sign Shape (if not standard)
 - Sheeting Type (Engineering Grade, HI Prismatic, DG Prismatic)
 - Sign Condition (Good, Damaged Reset, or Damaged Replace)
 - Support Type (U-Channel Post, Utility Pole, Tree, etc)
 - Support Condition (Good, Damaged Reset, or Damaged Replace)
 - Sign Mounting Height (Pass/Fail)
 - Obstruction (Branch, Plant Growth, Utility Pole, etc.)
 - Retroreflectivity Rating (0-999 and Pass/Fail)
4. Signs will be tested for retroreflectivity in the field using a Laser Technology, Inc. Impulse RM handheld retroreflectometer device. Results of the testing will be added to the sign database and presented in GIS and report format. Signs that are not in compliance with the MUTCD, including but not limited to non-compliant sign sizes, legends, or non-standard MUTCD signs, will not be tested for retroreflectivity. Signs which are not required to meet minimum retroreflectivity levels by the MUTCD, including parking regulatory signs, signs with blue or brown backgrounds, and signs intended for exclusive use by pedestrians or bicyclists, will not be tested for retroreflectivity.
 5. WorldTech will work with Town staff to review the database design and refine as needed based on comments received.
 6. Field inventory collected under this Scope of Services is limited to regulatory, warning, and post-mounted guide signs located within the right-of-way of roadways under the jurisdiction of the Town of Sudbury. Inventory and/or evaluation of D3 Street Name signs are not included as part of this Scope of Services.

Mr. William O'Rourke
October 17, 2019
Page 4

7. The inventory of D3 Street Name signs, signs located outside of the right-of-way, on Town-owned parcels other than the municipal parking lots identified above, on roadways under the jurisdiction of the Massachusetts Department of Transportation (MassDOT) or Department of Conservation and Recreation (DCR), on roadways not accepted by the Town, or on private property may be provided at the Client's request as an Amendment to this Scope of Services for a mutually agreed upon fee.

B. MUTCD Compliance Review

1. Each sign collected in the field will be reviewed for compliance with the 2009 Manual on Uniform Traffic Control Devices (MUTCD), Revision 2, and the January 2012 Massachusetts Amendments to the MUTCD.
2. In addition to retroreflectivity as outlined in Section A, attributes to be reviewed for compliance will include sign size, legend, color, mounting height, and sheeting type.
3. Sign justification, warrants, and the numerical speed limit portion of regulatory and advisory speed limit signs will not be checked for MUTCD compliance under this Scope of Services. These services may be provided at the Client's request as an Amendment to this Scope of Services for a mutually agreed upon fee.

C. Action Plan

1. WorldTech will identify signs and posts which are damaged and/or out of compliance with the MUTCD and require replacement, along with an estimated repair/replacement cost for each sign and post.
2. WorldTech will work with the Town to develop a multi-year Capital Improvement Plan (CIP) designed to bring all regulatory, warning, and post-mounted guide signage located along roadways under the Town's jurisdiction into compliance with federal and state MUTCD requirements within a required timeframe as directed by the Town. The proposed CIP will direct replacement of signs which are out of compliance with the MUTCD based on the Town's relative resources and priorities.
3. The CIP will contain recommendations for the scope and extent of sign replacements along with a prioritization of projects based on the Town's estimated annual budget for sign replacement and/or other funding sources.

Mr. William O'Rourke
 October 17, 2019
 Page 5

D. Reports and Database Installation/Training

1. The inventory will be compiled in a Draft Evaluation Report detailing inventory data, including sign totals by street and sign type, the condition of each sign, and the compliance of each sign with MUTCD standards.
2. Up to two (2) bound copies of the Draft Evaluation Report will be provided to the Town. The Report will also be provided as a series of Portable Document Format (PDF) electronic files.
3. Photographs, when required, will be provided in JPEG format.
4. The final deliverables for this task will include a bound report that summarizes the Evaluation as outlined above and the proposed Capital Improvement Plan.
5. Up to three (3) bound copies of the final report will be provided to the Town. Additional copies shall be billed to the Town as a reimbursable expense.
6. Sign inventory information and reports will be provided in Microsoft Access personal geodatabase (MDB) and ArcGIS project file (MXD) formats so the Town can periodically update them once the work is accepted.
7. WorldTech will provide on-site coordination of the installation of the database and mapping. Training will be provided, consisting of 2 sessions (2 hours each) focusing on data management, updates, GIS mapping, and report preparation.

II. Local Ordinance Review and Update

A. Review of Existing Traffic Code

1. The existing Town of Sudbury Traffic Rules and Orders currently in effect shall be provided to WorldTech by the Client at no cost. This Scope of Services assumes no research of existing traffic ordinances will be conducted by WorldTech.
2. Each regulatory sign catalogued as part of the Traffic Sign Asset Management Program described in Part I will be reviewed for applicability in its current location based on the existing Ordinance.
3. GIS attributes will be added to the Sign Asset Management database identifying the appropriate section of the Traffic Code governing each regulatory sign and whether each sign is in compliance with the existing Ordinance.
4. Missing signs pertaining to local ordinances (e.g., a No Parking zone not indicated by signs) will be catalogued on a separate GIS layer for planning purposes.

Mr. William O'Rourke
 October 17, 2019
 Page 6

B. Special Speed Regulation Compliance Review

1. All existing R2-1 regulatory Speed Limit signs posted along Town-accepted roadways will be checked against approved Massachusetts Special Speed Regulation documents on file at MassDOT to verify compliance with M.G.L. Chapter 90, Section 18.
2. Each sign will be summarized in the Evaluation Report in tabular form identifying the sign ID number, street name, posted speed limit, approved speed limit (if any), and compliance with the approved Special Speed Regulations and MUTCD.
3. Locations of missing signs to satisfy approved Special Speed Regulations will be identified and incorporated on the GIS layer described in Part II, Section A, Paragraph 4 above.

C. Reports

1. The Draft and Final Evaluation Report prepared under this Scope of Services, Part I, Section D will include a summary of regulatory signs by ordinance type and compliance with the existing Ordinance and MassDOT Special Speed Regulations.
2. The Evaluation Report will also include a summary of missing signs required to satisfy existing traffic ordinances and Special Speed Regulations.

III. Fees

1. The Town will pay WorldTech full compensation for the work as described above the lump sum fee of **\$46,850.00** according to the following fee schedule:

Part I - Traffic Sign Asset Management Program and MUTCD Compliance Review the lump sum amount of **\$40,000.00**.

Part II – Local Ordinance Review and Update the lump sum amount of **\$6,850.00**.

2. Direct expenses incurred in conjunction with the performance of the work shall include, but are not necessarily limited to: travel for field data collection, reproductions, telephone, materials and supplies, shipping, delivery, and postage. Direct expenses are included in the lump sum fee.
3. Reimbursable expenses as may be required shall be billed to the Town on a direct expense basis at 1.10 times cost. Reimbursable expenses incurred in conjunction with the performance of the work shall include, but are not necessarily limited to: additional travel expense, police details, additional printing costs unless otherwise provided for herein, special equipment, or other additional outside services as may be required and/or requested by the Town. Reimbursable expenses are presently estimated at **\$0.00**.

Mr. William O'Rourke
October 17, 2019
Page 7

V. Follow-On Services

The following tasks are not included in the above Scope of Services, but may be provided upon the Client's request as an Amendment to this Scope of Services for a mutually agreed upon fee:

- a. Inventory and evaluation of signs located on roadways not under the jurisdiction of the Town of Sudbury as identified in the current MassDOT Road Inventory File (RIF), including MassDOT, DCR, and private/unaccepted roadways, private property, or signs located in Town-owned parcels and/or municipal off-street parking areas.
- b. Inventory and evaluation of D3 Street Name signs.
- c. Evaluation of engineering warrants for placement of signs, including but not limited to advance warning signs, horizontal alignment warning signs, Stop and Yield signs, and advisory speeds.
- d. Establishment and/or updating of approved Special Speed Regulations in the Town of Sudbury based on the requirements of the *MassDOT Procedures for Speed Zoning on State and Municipal Roadways*.
- e. Expansion of the database and mapping to include inventory, compliance review, and capital investment planning for other municipal assets, including but not limited to:
 - Guardrail
 - Culverts
 - Water, Sewer, and Drainage
 - Pavement Management
 - Pavement Markings
 - Sidewalks
 - Wheelchair Ramps and ADA Transition Planning
 - Traffic Signals
 - Street Lighting
- f. Establishment of a vehicular, pedestrian, and/or bicycle wayfinding signage program.

Mr. William O'Rourke
October 17, 2019
Page 8

VI. Miscellaneous

- 1. It is understood that all information that the Town has available relative to the project (i.e., existing plans, GIS mapping and database data, traffic data information, local ordinances, etc.) will be provided to WorldTech at no cost so that we may properly review the work.
- 2. Fees for services as described herein will be paid to WorldTech by the Town as the work progresses, based upon the presentation of a monthly statement for services by WorldTech.
- 3. Unless otherwise provided for hereinbefore, the attached "Standard Terms and Conditions" are incorporated herein by reference, and shall be considered a part of this Agreement.
- 4. Execution of this letter by a duly authorized official of the Town and the return of one (1) original will be sufficient authorization for WorldTech to proceed immediately with the work involved. One original is also included for the Town's files.

We appreciate this opportunity to continue to be of service to the Town of Sudbury. If you have any questions regarding this Agreement, Scope of Services, or fees, or require additional information, please do not hesitate to contact me directly.

Sincerely,

WORLDTECH ENGINEERING, LLC


 Richard J. Benevento
 President

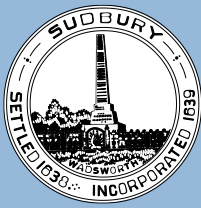
ACCEPTED: TOWN OF SUDBURY, MA

BY: _____

TITLE: _____

DATE: _____

Attachment 13.a: Traffic sign backup (3538 : Traffic sign asset mgmt)



SUDBURY BOARD OF SELECTMEN

Tuesday, October 29, 2019

EXECUTIVE SESSION

14: Executive Session to discuss Land Disposition

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to enter into Executive Session pursuant to G.L. c.30A, §21(a)(3) and (6) to discuss and potentially vote on a request by Wild Turkey Trust to waive easement rights over 24 Hudson Road in connection with the Land Disposition Agreement between the Town of Sudbury, Sudbury Station LLC and Quarry North Road LLC and in connection with the proposed settlement of the Housing Appeals Committee matter entitled, Sudbury Station LLC v. Sudbury Zoning Board of Appeals.

Recommendations/Suggested Motion/Vote: Vote to enter into Executive Session pursuant to G.L. c.30A, §21(a)(3) and (6) to discuss and potentially vote on a request by Wild Turkey Trust to waive easement rights over 24 Hudson Road in connection with the Land Disposition Agreement between the Town of Sudbury, Sudbury Station LLC and Quarry North Road LLC and in connection with the proposed settlement of the Housing Appeals Committee matter entitled, Sudbury Station LLC v. Sudbury Zoning Board of Appeals.

Background Information:
attached document(s)

Financial impact expected:

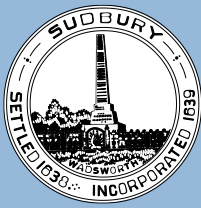
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

10/29/2019 7:00 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, October 29, 2019

EXECUTIVE SESSION

15: Close Exec Session

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to close Exec Session and not resume Open Session.

Recommendations/Suggested Motion/Vote: Vote to close Exec Session and not resume Open Session.

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

10/29/2019 7:00 PM