

SUDBURY BOARD OF SELECTMEN
THURSDAY JANUARY 9, 2020
5:45 PM, TOWN HALL - LOWER LEVEL

Item #	Time	Action	Item
	5:45 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.	5:50 PM		Bernard Lynch of Community Paradigm Associates to provide brief opening remarks and introduction of Town Manager candidates.
2.	6:00 PM		Interview Town Manager candidate Zachary Blake.
3.	7:10 PM		Interview Town Manager candidate Henry L. Hayes, Jr.
MISCELLANEOUS			
4.		<i>VOTE</i>	Evaluate candidates, and possibly vote to authorize the consultant (Bernard Lynch) to make a conditional offer to the candidate of choice; or, to take other action to further the search process.
CONSENT CALENDAR			
5.		<i>VOTE</i>	At the request of SudburyTV, the Board of Selectmen hereby appoints William H. Solomon as Special Counsel for the purpose of legal services related to cable television license renewal with Comcast of Massachusetts, and authorizes the Interim Town Manager to execute a contract therefore, and documents relative thereto.
6.		<i>VOTE</i>	Vote to enter into the Town record and congratulate Emily Fisher of Girl Scout Troop 66247 to be recognized at an Award Ceremony on Wednesday, Jan. 29, 2020, for having achieved the high honor of the Girl Scout Gold Award. Also vote to authorize the chair to sign a congratulatory letter on behalf of the Board.
7.		<i>VOTE</i>	Vote to accept, on behalf of the Town, a \$412 donation from the Sudbury United Methodist Church into the Cheri-Anne Cavanaugh Trust Fund, said funds to be expended under the direction of the

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

Item #	Time	Action	Item
			Town Social Worker to counsel Lincoln-Sudbury Regional High School students, and to send a letter of appreciation to the Methodist Church.

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
Thursday, January 9, 2020

TIMED ITEM

1: Introduction of candidates

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Bernard Lynch of Community Paradigm Associates to provide brief opening remarks and introduction of Town Manager candidates.

Recommendations/Suggested Motion/Vote: Bernard Lynch of Community Paradigm to provide brief opening remarks and introduction of Town Manager candidates.

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

01/09/2020 5:45 PM



SUDBURY BOARD OF SELECTMEN
Thursday, January 9, 2020

TIMED ITEM

2: Interview Town Manager candidate Zachary Blake

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Interview Town Manager candidate Zachary Blake.

Recommendations/Suggested Motion/Vote: Interview Town Manager candidate Zachary Blake

Background Information:
attached resume

Financial impact expected:

Approximate agenda time requested: 60 minutes

Representative(s) expected to attend meeting:

Review:

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

01/09/2020 5:45 PM

Zack Blake

[REDACTED]
Sudbury, MA 01776
[REDACTED]
[REDACTED]

November 26, 2019

Sudbury Town Manager Search
Care of Bernard Lynch, Community Paradigm Associates

Dear Mr. Lynch:

I am submitting my resume in response to the job posting for the Sudbury Town Manager position.

In my role as Chief of the Technical Assistance Bureau in the Division of Local Services, I lead a team of municipal finance professionals. Together, we provide best practice guidance and expertise to cities and towns in areas of general governance, capital planning, financial forecasting, fiscal policies, budgeting, and other financial management matters. In thirteen years with the Division, I have worked with over 300 communities across the state and counseled numerous select boards, finance committees, and municipal managers. Through this work, I have helped lead cities and towns out of financial distress and have guided municipalities to implement innovative strategies to deal with complex challenges. I have also come to value, and will seek to instill the importance, that a growth mindset, collaboration, and communication play in building a proactive, forward-thinking culture in local government.

The attached resume demonstrates my abilities, as well as my aptitude for taking on this new role. The Town Manager position offers me the opportunity to bring my skills and contribute to my hometown of Sudbury in a meaningful way, while advancing my passion for local government and public administration.

Thank you for your consideration.

Sincerely,



Zack Blake

[REDACTED]
Sudbury, MA 01776
[REDACTED]
[REDACTED]

PROFESSIONAL EXPERIENCE

Bureau Chief, Division of Local Services, Technical Assistance Bureau Boston, MA. March 2016-Present

- Lead a bureau that advises cities and towns through comprehensive reports, guidance, and trainings on opportunities to strengthen their financial management practices.
- Coordinate the development and delivery of financial management best practice guidance, tools, and other resources through local training workshops, the DLS website, and *City & Town* publication.
- Counsel senior local government officials and boards regarding complex financial management issues and opportunities to strengthen core competencies.
- Implement the Community Compact Cabinet (CCC) Best Practice initiative by providing cities and towns with technical assistance, project management, and ongoing guidance.
- Advise the Senior Deputy Commissioner and other DLS managers on emerging innovations, challenges, and other matters important to local government financial management and governance.
- Oversee the DLS municipal early intervention program, which monitors distressed communities and develops corrective strategies.
- Present DLS findings and recommendations to municipal officials, citizens, and other constituencies using sound judgment in often demanding public forums.
- Direct and provide speaker presentations at conferences and workshops sponsored by DLS and municipal professional associations.

Director, Division of Local Services, Technical Assistance Bureau Boston, MA. July 2014-March 2016

- Coordinated the preparation of comprehensive financial management reports and municipal best practices.
- Oversaw the development of financial analyses and tools for cities and towns, including revenue and expenditure forecasts, capital improvement plans, financial policies, and budget documents.
- Collaborated and advised on legislative proposals, including the Municipal Modernization Act of 2016.

Senior Project Manager, Division of Local Services, Technical Assistance Bureau Boston, MA. October 2006-July 2014

- Developed reports and analyses outlining findings and recommendations to guide financial planning, foster good governance, create efficiencies, and promote fiscal sustainability.
- Served as editorial board member for *City & Town*, a twice-monthly e-newsletter distributed to more than 8,500 state, regional and municipal officials.

Assistant Facility Manager & Human Resources Assistant, Town of Watertown, Watertown, MA. June 2005-May 2006

- Managed the day-to-day activities of the Commander's Mansion, which included coordinating corporate events and weddings, managing vendors, and assisting in developing the annual budget.
- Compiled and analyzed databases on employee wages and compensation in preparation for management union negotiations and cost of living adjustments.

Zack Blake

ADDITIONAL EXPERIENCE

Representative, Government Fiscal Sustainability Workgroup, Center for Local Government Finance & Policy, East Lansing, MI. September 2017-Present

- Collaborate as part of an international workgroup on opportunities to strengthen local fiscal health.
- Engage with various academic, nonprofit, state, and local decision makers to develop best practice early warning systems that measure and triage municipal fiscal distress.

Board Member, Newton Community Preservation Committee & Newton Historic Commission, Newton, MA. June 2008-July 2012

- Evaluated, prioritized, and recommended projects to the Board of Alderman on open space, affordable housing, historic preservation, and recreation.
- Identified and assessed buildings, landscapes, and sites important to the community's heritage in employing the city's one-year demolition delay ordinance. Measured and mitigated community concerns related to land use, development, transportation, and growth in demanding public forums.
- Facilitated interagency and municipal cooperation to leverage project support and funding. Directed committee staff liaison on all administrative, budgetary, and financial-related matters.

Administrative Fellow, Center for Innovation and Change Leadership, Boston, MA. March 2004-October 2006

- Generated and coordinated Center consulting opportunities, including implementation of performance measures, strategic planning, financial administration, and budgeting. Identified and collaborated with industry and government leaders to develop research knowledge on innovative municipal and business practices, tools, and solutions.
- Developed Center's internal and external partnerships with corporate, nonprofit, and government organizations. Planned, coordinated, and facilitated workshops, events, and executive board meetings.

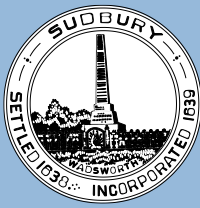
PROFESSIONAL AFFILIATIONS

Massachusetts Government Finance Officers Association

EDUCATION & TRAINING

Suffolk University, Sawyer Business School, Boston, MA
Master of Public Administration with honors

Miami University, Oxford, OH
Bachelor of Arts in History and Minor in Political Science with honors



SUDBURY BOARD OF SELECTMEN
Thursday, January 9, 2020

TIMED ITEM

3: Interview Town Manager candidate Henry L. Hayes, Jr.

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Interview Town Manager candidate Henry L. Hayes, Jr.

Recommendations/Suggested Motion/Vote: Interview Town Manager candidate Henry L. Hayes, Jr.

Background Information:
attached resume

Financial impact expected:

Approximate agenda time requested: 60 minutes


Representative(s) expected to attend meeting:

Review:

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

01/09/2020 5:45 PM

10 November 2019

Henry L. Hayes, Jr.


Sudbury Town Manager Search

Dear Board of Selectmen,

I recently discovered the job post on the MMA and ICMA Jobs Listing websites. The Town of Sudbury has a storied history and strong set of values and sense of community that align perfectly with my 29 years of living the U.S. Air Force Core Values. This instantly drew my attention and I would like to be part of this purposeful community as your Town Manager, and anticipated long-term community leader. I believe my years of city-level executive experience in support of multiple Directors and supervisors, combined with my 14 years of Human Resources and leadership positions make me uniquely qualified to implement ethical and professional policies, provide support to the town employees, keep the community and stakeholders well informed, liaise with intergovernmental agencies and effectively leading the Department Heads as well as work collaboratively with the Board of Selectmen. It seems you are eager to have a permanent Town Manager and I am ready and willing to work in and serve the Town of Sudbury, Massachusetts!

In my current role, I am directly involved with Hanscom Air Force Base operations, the Governor of Massachusetts, Secretary of Veteran Affairs and Town Managers in the local area. We work together to provide great opportunities for the citizens and those that have fallen on hard times. As a member of the Domestic Violence and Sexual Assault Council, I have inspired support agreements across the state in order to better empower cross-functional reporting and response capabilities. During my current responsibilities, I work closely with our Director of Strategic Plans, whereby we purposefully partner with surrounding communities and provide opportunities for public-private partnerships and business ventures. I developed policies to centralize subordinate organizations, while empowering the daily operations to the regional and department executives. Leading organizational change, communicating in various formats and personnel development have been strengths for me, which will be helpful as the Town of Sudbury accomplishes future goals. My familiarity leading Directors of public works, law enforcement, fire and medical emergency services, human resources, public affairs, recreation & social services, strategic plans, and legal is an advantage, as your organizational structure resembles my experiences. As an aside, I also have almost 15 years as an aircraft maintenance professional, the associated hazardous material guidelines will be beneficial regarding regulatory requirements associated with environmental protection principles. Furthermore, I've had the unique responsibility to have trained teams and conferenced with international leaders from Japan, Israel, Spain and England on aircraft maintenance and leadership principles, indicating my capability to get beyond a myriad of barriers. The combination of these experiences and more provide me with the skills and drive to satisfy your intent for this position and enrichment of quality of life initiatives in Sudbury.

My most recent professional development activity, in order to be better prepared for this opportunity, was attending the 2019 ICMA Annual Conference. I am passionate about producing excellence and promoting growth, and I intend to build upon the strength that your team already has. I am a hard-working, intellectually curious professional who is ready to bring my skills to Sudbury's community. I would love the opportunity for an interview to solidify that I am a desirable candidate for your Town Manager position. I look forward to speaking with you soon.

Sincerely,

//signed/10 Nov 2019/HLHJr//
Henry L. Hayes, Jr.

Attachment3.a: Hayes (dragged)_Redacted (3626 : Interview Town Manager candidate Henry L. Hayes, Jr.)

HENRY L. HAYES, JR.

LinkedIn: www.linkedin.com/in/HenryHayes-LeadersLead

TOWN MANAGER, TOWN OF SUDBURY, MA

PROFESSIONAL SUMMARY

Results Oriented Leader (Air Force Veteran): Combines 10 years of progressively increasing responsibilities, with a strong ability to inspire others. Champions innovation via exceptional communication, ensuring a collaborative work culture.

Adept Collaborator: Deep experience proactively synergizing multiple and diverse departments' efforts towards a common outcome; consistently accelerated problem-solving and facilitated development of strategic goals and vision.

Superb Human Capital Development Skills: Excels in organizational leadership, management and the development of the human enterprise spanning five generations. Possesses 20 years of experience developing human capital across geographically separated locations within multi-level organizations with various background types and sizes worldwide.

Values / Ethics Driven, Energetic Leader: Over 29 years of living and exemplifying the Air Force Core Values of Integrity First, Service Before Self, and Excellence in All You Do! Cultivates and sustains high-functioning teams and leaders.

CORE LEADERSHIP COMPETENCIES

Executive Leadership • Conflict Resolution • Strategic Planning • Mentorship • Teambuilding • Culture Influencing
Problem Solving • Crisis Response • Talent Management / Development • Diversity, Equity & Inclusion • Analysis
Negotiation • Federal, State, Local & Tribal Leadership Coordination • Policy • Information Security • Personnel Evaluation

NOTABLE CAREER ACHIEVEMENTS

- Built critical communications with two Massachusetts Native American Tribes; solidified annual in-person meetings, shared resources and small business opportunities as a federal representative. Researched medical readiness exercise options to perform preventive healthcare to Tribes.
- Designed and facilitated trainings for staff / partner organizations, accelerating leadership and problem-solving methodologies and strategic vision. Conducted original development sessions regarding decision-making under pressure, work-life balance, customer service and employee enrichment.
- Envisioned, planned, coordinated and completed special projects, committees and programs with cross-functional members to build citizen and community relation synergies while honoring residents and workforce personnel.
- Performed financial and managerial analyses and provided recommendations for the Installation Commander (mayor-like position) pertaining to installation (city) operations and programs under consideration, \$66M budget. Determined priorities for use of innovation and readiness funds, \$530K. Supported \$10B local acquisition industry.

PROFESSIONAL EXPERIENCE

United States Air Force

Base Command Chief Master Sergeant (City-level Executive Director)

Aug 2017-Present

- Advised the Chief Executive on production, policy, recreation, safety and facilities; directed leaders across 23 functional areas. Provided services and security for more than 10,200 employees and 2,600 residents (731 homes).
- Championed \$6.08 billion economic impact to Massachusetts, innovation and research development ventures; met with 3 local Town Managers and the National Park Superintendent for public-private partnership opportunities and set regional objectives; accelerated major event support and strengthened community bonds.
- Revitalized community service and protection; served on Bedford Massachusetts Veteran Affairs Hospital Director's Board of Advisors and Massachusetts Governor's Council to Address Sexual Assault and Domestic Violence.
- Increased outreach and communications throughout the New England military organizations, enhanced relations via direct citizen and leadership engagement. Balanced promotions, recognition and special hiring programs.

Command First Sergeant and Functional Manager (Human Resource Executive)

Mar 2009-Aug 2017

- Senior Human Resources Manager at The Pentagon (responsible for 5,000 people), Air Force District of Washington (51,000 people, 100 locations) and Air Combat Command (95,270 people at more than 300 locations).
- Authored policies directing over 519 Human Resources senior leaders across 400+ worldwide locations; validated requirements, hiring processes, employee utilization, contingency tasking requirements, and conference strategies.
- Resolved performance challenges across geographically separated locations; coordinated resolutions with leaders in U.S. Embassies, various government agencies. Advised department heads on administrative / employment actions.

HENRY L. HAYES, JR. [REDACTED] [REDACTED]

2

- Settled sensitive employee challenges and personnel censorship; delicately and respectfully removed or realigned law and policy violators, along with underperformers. Selected best candidates for positions; fielded and assessed applications, conducted final interviews. Resolved and enhanced quality of life matters at the enterprise and organization levels.

Academic Affairs Superintendent (Faculty Development, Instructor, Curriculum Writer) Mar 2005-Mar 2009

- Researched, authored and delivered leadership curriculum for mid-level to senior management, 6,542 in-resident and 9,600 online students annually; \$31 million program. Sustained 99% pass rate over four years.
- Created 3 new leadership courses, instituted 7 major lesson changes, brought in inspirational / technical experts to augment educational experiences; enriched 18,200 students over four years by partnering with another school.
- Driving force for 6-agency collaboration through a 65% course overhaul; assigned 520 tasks, validated 10 course goals, built class and experiential learning modules; earned Squadron Officer College's Educator of the Year Award.

Security Manager and Emergency Manager Jun 2005-Jan 2009

- Key contributor to the installation (city equivalent) threat working group, identified and mitigated perceived and actual hazards and vulnerabilities. Revised plans and designed exercise activities to test and confirm theories.
- Prepared emergency and situation reports that described response and recovery efforts, damage assessments and needs. Updated / created Quick Reaction Checklists, built manpower assistance (mutual aid) and long-term plans.
- Authored plans that outlined operating procedures to be used in the event of natural or man-made disasters such as hurricanes, floods, fires, nuclear incidents, active shooter, terrorist attacks, and recovery actions from such.
- Coordinated response / control measures with FBI, Alabama Bureau of Investigation, and Quick Reaction Teams during a credible bomb threat; protected personnel, resources and infrastructure under high-stress situation.
- Joint Personnel Adjudication System operator; ensured proper access and accountability for classified meetings. Conducted training and program assessments. Established Security Information Files to protect critical resources.

EDUCATION

Bachelor's Degree, Applied Management, Phoenix, Arizona Dean's List Fall 2020
Grand Canyon University

Bachelor's Degree, Biblical Studies and Theology, Minneapolis, Minnesota Suma Cum Laude
Minnesota Graduate School of Theology

Associate's Degree, Human Resources, Montgomery, Alabama
Community College of the Air Force

Associate's Degree, Airframe Technology, Montgomery, Alabama
Community College of the Air Force

PROFESSIONAL DEVELOPMENT

International City/County Management Association, conferences, online courses and webinars, 2019.
Professional Management Certificate, Community College of the Air Force, AL, 2019.
Center for Creative Leadership, Leading Strategically Course, Colorado Springs, CO, 2018.
Senior Enlisted Legal Orientation, Air Force Judge Advocate General School, AL, 2017.
Institute for Defense & Business, Continuous Process Improvement for Executives Course, NC, 2017.
Basic Instructor Course, Principals of Instruction and Instructional Systems Designer courses.

HONORS, AWARDS AND SPECIAL ACHIEVEMENTS

- Keynote Speaker:** Foster Care Association, 2008; Massachusetts Governor's Statewide Enlistment for 230+, 2019.
- University Lecturer:** Alabama State-2009; Yale, Harvard, Boston and Northeastern Universities-2018/2019.
- Publication:** Coordinating Co-Author, "SILENCE, *Rediscovering Your Need For Moments of Solitude*", 2008.
- Awards:** Roy Wilkins Renown Service Award nominee, (NAACP, civil rights & humanitarian service), 2013. Senior Manager of the Year for national division (#1 of 4,342 in this category), 2007.

Attachment3.a: Hayes (dragged)_Redacted (3626 : Interview Town Manager candidate Henry L. Hayes, Jr.)



SUDBURY BOARD OF SELECTMEN
Thursday, January 9, 2020

MISCELLANEOUS (UNTIMED)

4: Evaluate candidates

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Evaluate candidates, and possibly vote to authorize the consultant (Bernard Lynch) to make a conditional offer to the candidate of choice; or, to take other action to further the search process.

Recommendations/Suggested Motion/Vote: Evaluate candidates, and possibly vote to authorize the consultant (Bernard Lynch) to make a conditional offer to the candidate of choice; or, to take other action to further the search process.

Background Information:

Financial impact expected:n/a

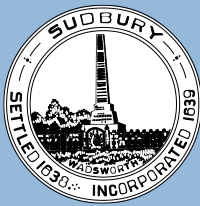
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

01/09/2020 5:45 PM



SUDBURY BOARD OF SELECTMEN
Thursday, January 9, 2020

CONSENT CALENDAR ITEM

5: Vote to appoint special counsel for Comcast renewal

REQUESTOR SECTION

Date of request:

Requestor: Sudbury TV

Formal Title: At the request of SudburyTV, the Board of Selectmen hereby appoints William H. Solomon as Special Counsel for the purpose of legal services related to cable television license renewal with Comcast of Massachusetts, and authorizes the Interim Town Manager to execute a contract therefore, and documents relative thereto.

Recommendations/Suggested Motion/Vote: At the request of SudburyTV, the Board of Selectmen hereby appoints William H. Solomon as Special Counsel for the purpose of legal services related to cable television license renewal with Comcast of Massachusetts, and authorizes the Interim Town Manager to execute a contract therefor, and documents relative thereto.

Background Information:
attached scope of services

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

01/09/2020 5:45 PM

**Scope of Services
for
Town of Sudbury, Massachusetts
Comcast Cable License Renewal Processes
(License Expiration Comcast – October 5, 2020)**

**By William H. Solomon
Attorney at Law**

(January 2020)

- License compliance review under current license, including a general review of payments (financial payment/revenue documents/information to be provided by Town or obtained from the Licensee.) (Including materials and input of the Town’s Special Cable Advisor.)
- Analysis of recent Comcast licensing approaches and results with respect to financial and legal issues, and both general and specific recommendation to the Town in light thereof, taking into consideration Sudbury factors, including numbers and trends. (Including materials and input of the Town’s Special Cable Advisor.)
- Review of current and future cable-related needs (including materials and input of the Town’s Special Cable Advisor):
 - PEG Access operations, programming, and funding needs both for operations and capital (equipment and facilities).
 - Developing with the Town, with input and documentation from the Town’s Access Provider, strategic approaches and plans for the PEG Access, including, but not limited, to:
 - Future PEG Access Operations and Programming;
 - Capital Requirements for PEG Access Moving Forward (10-year period);
 - PEG Access Video Return needs assessment and approach/plan (goal is to continue the current status of fiber video return lines, but not electronics, being owned, maintained, repaired, and if necessary, replaced by Comcast); and
 - PEG Access Channels and Programming: (a) High Definition; (b) Electronic Program Guide; and (c) Video-on-Demand
- Preparation for negotiations with Comcast regarding the financial terms and major issues.
- Negotiations with Comcast regarding financial terms and major issues.
- If the above referenced negotiations with Comcast do not lead to an agreement on the financial and other major terms of the renewal license by mid-February, 2020, the next phase of the license renewal process would, subject to the go ahead from the Town, be to proceed ahead with and complete the formal ascertainment process by late April, 2020. A Request for Response to Ascertainment (generally referred to as a Request for Proposal), which includes a compilation of the Town’s Ascertainment record, would be forwarded to Comcast no later than April 3, 2020.

- Possible Public Hearing regarding the Comcast License renewal (Public, Educational and Government Access) sometime between early February and mid-to-late March 2020, if needed.
- Preliminary Denial of Renewal Cable License – If required to provide additional time to complete the cable license renewal process, I will recommend that the Town issue a “preliminary denial” of Comcast’s license renewal. At this time, I do not anticipate that a “written statement” (generally a 20-page or more document reflecting the specific reasons for the preliminary denial of the renewal license because I anticipate that a renewal license agreement will be reached by the parties (the most likely outcome) or alternatively, the Town be able to extend the date for a written statement so as to obviate the need therefore by thereafter reaching a license renewal agreement. Accordingly, this Scope of Services does not include a Written Statement. This office would file with the Department of Cable and Technology (“DTC”), a letter/motion extending, and if needed, further extending, the time for written statement, thereby allowing the parties to focus on completing the renewal license. This letter/motion would be filed regardless of whether or not assent thereto is sought or obtained from Comcast.

Post-Preliminary Denial/Written Statement Formal Process – if agreement is not reached by the parties on a renewal license agreement by the time of the license expiration, I nevertheless do not at this time anticipate that the Town or Comcast will choose to pursue a formal hearing and appeal(s) process. (That process, if held, would include an administrative hearing by the Board of Selectmen (or a hearing officer) and potentially appeals therefrom by the licensee(s) to Department of Telecommunications and Cable, with an appeal therefrom provided for to a court of competent jurisdiction, likely the United States District Court for Eastern Massachusetts in Boston. An appeal by the Town from an unfavorable DTC decision would be to the Supreme Judicial Court). This Scope of Services does not cover or include legal services for that process, but does include further negotiations by and between the Town and Comcast and the completion of a renewal cable license pursuant thereto.

This Scope of Services and the legal services provided pursuant hereto also does not include the Town’s handling, processing, appropriation and/or disbursement of cable or related funds, nor separate work required to negotiate or enter a PEG Access agreement with the Town’s PEG Access Provider.

Estimated Legal Services

The number of hours of legal/legal related services required in a cable license renewal depends on a number of factors, some of which are referenced above, and, of course, the Town’s needs, interests and goals. I will work together with the Town to make the license renewal process as cost effective as possible. My hourly rate is One Hundred Dollars (\$180) per hour, and I do not bill for mileage, most copies (other than the RFP, if required), faxes, or limited telephone calls. Additionally, if I bill for travel time, I will limit the time billed to 0.5 hours in each direction. (I will generally travel to and from New Salem, Massachusetts.). (Please also see the final paragraph below regarding a cap on the cost for these legal services.)

I will work to provide the Town with cost effective legal related services in this cable license renewal process. Importantly, I will not proceed with or be directly involved with those ascertainment tasks that are not reasonably geared to achieving a cable license result meeting future cable-related needs and interests

A likely range of hours for legal services is between 55 and 110 hours. The more internal meeting that I can participate in by telephone, the few hours that will be required. Absent a dispute on a legal/policy issue that causes the parties to be unable to reach an agreement on the license document, I anticipate that the hours required will be materially closer to the former and not the later. If a successful license can be achieved in a lesser, rather than greater, amount of time, it will be. Absent circumstances outside of those generally described above and reasonably expected based on Comcast license renewals over the last three (3) years, I will cap the cost for the above referenced legal services at \$10,000. In the event of such circumstance for which the Attorney seeks to bill in excess of said \$10,000 cap, the Attorney has offered to, and will provide, advanced written notice to the Town.

William H. Solomon



SUDBURY BOARD OF SELECTMEN
Thursday, January 9, 2020

CONSENT CALENDAR ITEM
6: Girl Scout Award recognition

REQUESTOR SECTION

Date of request:

Requestor: Sudbury Girl Scouts/Chairman Carty

Formal Title: Vote to enter into the Town record and congratulate Emily Fisher of Girl Scout Troop 66247 to be recognized at an Award Ceremony on Wednesday, Jan. 29, 2020, for having achieved the high honor of the Girl Scout Gold Award. Also vote to authorize the chair to sign a congratulatory letter on behalf of the Board.

Recommendations/Suggested Motion/Vote: Vote to enter into the Town record and congratulate Emily Fisher of Girl Scout Troop 66247 to be recognized at an Award Ceremony on Wednesday, Jan. 29, 2020, for having achieved the high honor of the Girl Scout Gold Award. Also vote to authorize the chair to sign a congratulatory letter on behalf of the Board.

Background Information:
attached invitation from scout contact

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

01/09/2020 5:45 PM

Golden, Patricia

From: Sudbury Girl Scouts <sudburygs@gmail.com>
Sent: Monday, December 9, 2019 8:03 AM
To: Board of Selectmen
Subject: Sudbury Girl Scouts Awards Ceremony

Good morning,

Sudbury Girl Scouts would like to invite you to an Awards Ceremony celebrating the achievements of Sudbury girls who have earned Bronze, Silver and Gold Awards this year. We have the rare distinction of having 30 girls in 5 troops who earned these awards in 2019! Their award projects ranged from adding bike racks at local schools, implementing a "Boomerang Bags" chapter making reusable shopping bags from donated fabric, to implementing a homeless education and assistance program.

Details:

Sudbury Girl Scouts Awards Ceremony
 Wednesday, January 29, 7-8:30pm
 Presbyterian Church, 330 Concord Road in Sudbury

There will be brief presentations from each troop about their projects, and a representative from Girl Scouts of Eastern MA will present the Gold award certificate and pin to the Gold Award recipient. Light refreshments will be served.

We would be honored to have you attend and recognize the girls' achievements. Please RSVP to sudburygs@gmail.com.

Please feel free to contact me with any questions.

With thanks,
 Christine

 Christine Garner, Coordinator
 Sudbury Girl Scouts - Service Unit 461
SudburyGirlScouts.org
[Facebook.com/sudburygirlscouts](https://www.facebook.com/sudburygirlscouts) (our public page)
[Facebook.com/groups/SudburyGST](https://www.facebook.com/groups/SudburyGST) (our private group)

Attachment6.a: Girl Scout invite (3619 : Girl Scout Award recognition)



SUDBURY BOARD OF SELECTMEN
Thursday, January 9, 2020

CONSENT CALENDAR ITEM
7: Accept donation from SUMC

REQUESTOR SECTION

Date of request:

Requestor: Dennis Keohane Finance Director

Formal Title: Vote to accept, on behalf of the Town, a \$412 donation from the Sudbury United Methodist Church into the Cheri-Anne Cavanaugh Trust Fund, said funds to be expended under the direction of the Town Social Worker to counsel Lincoln-Sudbury Regional High School students, and to send a letter of appreciation to the Methodist Church.

Recommendations/Suggested Motion/Vote: *Vote to accept, on behalf of the Town, a \$412 donation from the Sudbury United Methodist Church into the Cheri-Anne Cavanaugh Trust Fund, said funds to be expended under the direction of the Town Social Worker to counsel Lincoln-Sudbury Regional High School students, and to send a letter of appreciation to the Methodist Church.*

Background Information:
Attached letter from Methodist Church Board of Trustees.

Financial impact expected:

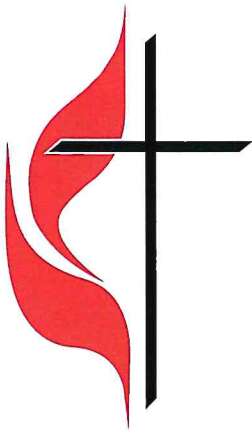
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

01/09/2020 5:45 PM



Sudbury United Methodist Church

251 OLD SUDBURY ROAD
SUDBURY, MA 01776

www.sudbury-umc.org
sumc@sudbury-umc.org

(978) 443-4351/6785
FAX (978) 443-3052

PASTOR
REV. JOEL B. GUILLEMETTE pastorjoel@sudbury-umc.org

January 3, 2020

Board of Selectmen
278 Old Sudbury Road
Sudbury, MA 01776

Dear Members,

The Women's Fellowship of the Sudbury Methodist Church held their annual Auction at the Hosmer House on 9 December.

Enclosed are checks and cash totaling \$412.00 to be donated to the Sudbury Town Social Worker to be used to council Lincoln-Sudbury High School students. We have made donations such as this over the last 25 years.

As there are many checks it would be appreciated if they could be deposited soon.

Lyn MacLean
Board of Trustees

RECEIVED
BOARD OF SELECTMEN
SUDBURY, MA
2020 JAN -3 A 10:37

Attachment7.a: SUMC donation (3627 : Accept donation from SUMC)