

IN BOARD OF SUDBURY SELECTMEN  
TUESDAY, OCTOBER 30, 2018

Present: Chairman Robert C. Haarde, Vice-Chairman Daniel E. Carty, Selectman Patricia A. Brown, Selectman Janie Dretler, and Town Manager Melissa Rodrigues

Absent: Selectman Leonard A. Simon

The statutory requirement as to notice having been complied with, the meeting was convened at 7:00 p.m. in the Police Station Conference Room, 75 Hudson Road.

**Opening Remarks by Chairman**

At 7:00 p.m., Chairman Haarde called the meeting to order, and announced that early voting for the November 6<sup>th</sup> election will be from October 22 to November 2 from 7:00 a.m. to 8:00 p.m. in Lower Town Hall.

Chairman Haarde mentioned that for those voting on November 6, the polls will be open from 7 a.m. to 8 p.m. He also mentioned that taxes are due on November 1, and that Household Hazardous Waste Day will be held on November 17 at the DPW building on Old Lancaster Road.

In keeping with the holiday spirit, Chairman Haarde announced that the Tree lighting and Menorah lighting event will take place December 1st at Sudbury Center beginning at 4:30 p.m., and the lighting will be at 6:00 p.m. There is a request for donation of a pine tree to be the official holiday tree. The event will include Santa and Mrs. Claus, Alpacas, Boy Scout presentations, and crafts. The Holiday Open House at the Hosmer House will be December 1, 2, 8 and 9 from 11:00 a.m. to 4 p.m.

**Reports from Town Manager**

Town Manager Rodrigues thanked the Fire department and the Police department for sponsoring Public Safety Day and the Drug Take Back event. She thanked the Town Clerk for conducting early voting, and also thanked the Park and Recreation department for their work on the Fall Festival event.

**Reports from Selectmen**

Vice-Chairman Carty thanked the friends of Goodnow Library for sponsoring a great Trivia Night last Friday night. He mentioned the annual Telethon at LS High School on November 3 (see [hopesudbury.org](http://hopesudbury.org) for more information). Also, the Veteran's Appreciation Luncheon is November 9 at the Senior Center, and the Town Forum will be November 27, 7:30 p.m. at LSRHS.

Selectman Dretler attended the Sudbury-Wayland-Lincoln Domestic Violence Roundtable's 20<sup>th</sup> anniversary dinner and documentary play "No More Secrets." She attended a vigil at the Chabad Center in memory of the Pittsburgh Tree of Life Synagogue victims. She also visited Peet's Coffee which opened recently at Meadow Walk. On Thursday, November 1 at 10:00 a.m. she will be speaking at the Sudbury Villagers event at the Goodnow Library.

Selectman Brown shared that the Sudbury Historical Society's Margaret Frederickson Memorial Lecture series will feature Henry Ford's Carding Mill, and will take place at the Sudbury Grange, 326 Concord Road, November 4 at 2:00 p.m.

Chairman Haarde congratulated LSRHS coach Tom Lopez for 300 football victories in the past forty years. Mr. Lopez is one of only five coaches in the history of Massachusetts to receive this distinction.

**Citizen's Comments on items not on Agenda**

An unidentified resident asked if Hazardous Waste Day could be held on a day other than a Saturday. Town Manager Rodrigues explained that Sudbury pays \$10K for the scheduling of this service with an outside vendor, but she will check with other local towns to see if their dates are not on Saturdays.

**Sudbury Access Corp (SAC) FY18 Financial and Operating Reports**

Present: Lynn Puorro, Jeff Winston, Terry Lockhart, Marty Greenstein of Sudbury Access Corp (SAC).

At 7:15 p.m., Chairman Haarde opened the discussion with SAC.

Mr. Winston stated that there has been considerable growth with SudburyTV productions in the last ten years, and added that the production of additional committees has increased yearly.

Chairman Haarde asked about the associated telephone expense. Ms. Puorro responded that those expenses were cumulative and FIOS internet-related.

Vice-Chairman Carty asked about improvements. Mr. Winston said that technology-associated prices have lowered with more improved technology, and Vice-Chairman Carty agreed the quality is good.

Town Manager asked about the recent flooding incident at LSRHS. Ms. Puorro said that it was not really a flood situation, but rather a water tank problem which didn't affect SAC operations.

Mr. Winston stated that the Telethon will be covered on Saturday, and Ms. Puorro added that this is the 17<sup>th</sup> year for the Telethon.

Selectman Dretler inquired about increased viewership, and asked about planning for future improvements. Mr. Winston replied that SAC will include viewership numbers beginning this year.

Ms. Puorro said that enrollment of the student TV club at the high school is growing, especially with coverage of football games and robot cameras. Ms. Dretler asked if a TV club might be considered for the middle school. Mr. Winston stated that a middle school teacher will be needed to start such a program. Ms. Puorro said that some middle school students might be ready for such a club.

It was on motion unanimously.

VOTED: To accept Sudbury Access Corp (SAC) FY18 Financial and Operating Reports as required by their contract.

**Fall 2018 Board of Selectmen Newsletter**

Town Manager Rodrigues recapped the Fall Newsletter topics stressing that the Selectmen's choice of topic is due by Monday. Selectman Brown's chosen topic is the Bruce Freeman Rail Trail, Selectman Dretler's topic is Camp Sewataro. Vice-Chairman Carty enjoyed interviewing Town staff, as he had previously interviewed the Town social worker, and wanted to interview Senior Center Director Deb Galloway. Chairman Haarde's chosen topic is the holiday gift drive. Town Manager Rodrigues will speak with Selectman Simon regarding his topic.

**Discussion and update on Melone Town Forum**

Vice-Chairman Carty thanked staff for their work preparing for the Town Forum on 11/27/18. He suggested having a small group onstage to include the Board of Selectmen, Elizabeth Rust of Regional Housing Services Office (RHSO), Judy Barrett, Zoning consultant, Steve Garvin, Planning Board Chairman, Police and Fire Chiefs, SPS Superintendent Crozier; Town Counsel and Town Manager. Selectman Dretler suggested that the presence of LSRHS Superintendent, Bella Wong, will be a good idea. Vice-Chairman Carty agreed, and recommended that Town Manager Rodrigues present the complete topic presentation with assistance from the Town Moderator.

Town Manager Rodrigues suggested that all department heads be seated in the front row with fewer people on stage.

Selectman Dretler recommended distribution of a glossary of terms handout. Town Manager Rodrigues agreed with the idea of the glossary. Selectman Brown stated that the glossary was a useful Forum supplement as well as allowing people to have a takeaway for review.

Vice-Chairman Carty mentioned the use of advertising (Sudbury Town Crier), press releases, and social media to further describe the Forum. He will coordinate the questions/comments, and all e-mailed questions will be received by 5:00 p.m. on the day of the Forum. Town Manager Rodrigues agreed that receiving questions in advance is a good process, and stated that she, Ms. Frank, and the Town Moderator will meet to compose the press release.

Selectman Brown asked whether a five-minute slide presentation by citizens would be incorporated into the Forum event, similar to what is permitted in Town Meeting. The Town Manager responded that this would be difficult to setup at this Forum. Selectman Brown appreciated the clarification.

#### **Designate the Planning Board to conduct public hearings for 40R zoning for the Melone property**

Chairman Haarde maintained that the Planning Board could conduct the public hearings with experts in regard to the 40R state and special jurisdiction parameters.

It was on motion unanimously

VOTED: To approve the designation of the Planning Board to conduct public hearings for 40R zoning for the Melone property.

#### **Refer to the Planning Board overlay zoning for Melone**

Town Manager Rodrigues maintained that the Board of Selectmen could not conduct the public hearing in regard to zoning.

It was on motion unanimously

VOTED: To refer to the Planning Board overlay zoning for Melone.

#### **Town Manager Presents Financial Condition of the Town**

Present: Dennis Keohane, Finance Director

Town Manager Rodrigues referred to a PowerPoint presentation highlighting the following:

- S&P Global Rating assigned Sudbury its AAA/Stable rating as of 10/10/17
- S&P stated that the rating reflects the town's very strong economy, strong management, good financial policies and practices, strong budgetary performance, and strong budgetary flexibility.

The current financial condition reflects:

- Stabilization Fund: \$4,574,740
- Melone Stabilization Fund: \$1,100,000
- Free Cash: \$2,012,070
- OPEB Trust: \$6,429,146
- The Town received the Excellence in Financial Reporting Award in 2017 for CAFR.

Town Manager Rodrigues stated that the three-year projected financial forecast was most effective, and that such a forecast can serve as an early warning system to project future gaps between revenues and expenditures. It will

not insulate a community from potential surprises or emergencies, but will allow for the administration to plan for and correct potential issues. She said that the projected financial forecast is not detailed like a budget but rather is a conservative summary. Forecasting is good practice – a management tool to aid in the budget process, is required by charter, and bond rating agencies look favorably at the inclusion of a financial forecast. Revenue forecasting identifies funds available for the budget annually as the process commences with review of revenues from prior years to allow for trends.

Town Manager Rodrigues explained the revenue breakdown for the Town:

- Real Estate & Personal Property Taxes - Largest revenue source – 86%.
- Intergovernmental Aid at 8% – Comprised of Ch. 70, MSBA payments, unrestricted government aid, and the SAFER grant to be included next year.
- Local Receipts – Accounting for 5% of annual revenues including but not limited to local fees, fines, permits and other charges.
- Other Available Funds – Accounting for 1% of revenues received annually comprised of actual revenues already received, such as ambulance receipts and free cash, which can vary from year to year.

Town Manager Rodrigues provided revenue projections for FY19 (budgeted) to FY22 (projected) ranging from FY19 budgeted amount of \$98,944,959 to a projected amount of \$106,057,992 for FY22. She strongly cautioned that these numbers reflect early projections for management, and should not be relied upon by any resident or town committee.

Potential forecasting expenses are itemized such as: Education, General Government, Public Safety, Public Works, Human Services, Culture and Recreation, Employee Benefits, Other/Transfers, OPEB, Debt Service, and Town Manager's Capital Budget.

She then detailed items that drive budgetary increases, for example:

- Fixed costs – such as insurance
- Personnel – such as step increases and CBA
- Contracts for Services
- Need for increased services/changes for services reflecting changes in population, demographics, priorities, state/federal mandates, and by-law changes, noting that while services remain relatively stable, the population, commercial base and expectations increase and change.

Town Manager Rodrigues detailed the Sudbury Expenditure Forecast from the Budgeted FY19 expenditure of \$98,944,959 (including Town Debt Service and Town Manager Capital Budget) to the Projected FY22 expenditure of \$106,057,992 (including Debt Service and Town Manager Capital Budget). She again cautioned that these were early projections for management and should not be relied upon by any resident or town committee.

In concluding the presentation, Town Manager Rodrigues stated that the budget process is starting now and each Town department will receive budget guidance and supporting documents from the Finance Director by November 15, and by December 1 all departments will provide budget requests to the Finance Director. She and Dennis Keohane, Finance Director, will meet with department heads individually to discuss budget requests prior to December 15. Town Manager Rodrigues stated that by January 31 she will prepare the preliminary budget and provide documentation to the Board of Selectmen and the Finance Committee. By March 31 the Finance Committee will submit their recommendations to the Board of Selectmen, and the final budget will be presented at the May Annual Town Meeting.

Vice-Chairman Carty spoke of the average and median home assessments and taxation. Town Manager Rodrigues added that the housing market has shown improvement in the last 18 months. Vice-Chairman Carty stated that the

trend might change with increased housing. Town Manager Rodrigues replied that increased housing should not change housing values.

### **Discussion on SPS Administrative Space**

Present: Lisa Kouchakdjian, Chairman of Sudbury School Committee

Selectman Dretler stated that she heard residents' comments about costs associated with SPS administrative offices.

Chairman Haarde stated that Sudbury Public Schools (SPS) cannot stay at Fairbank during construction. Selectman Brown said that it was her understanding that school administrative offices were the responsibility of the school committee, according to the state, and that this will be addressed by the School Committee. The Selectmen do not have the authority to do this. Vice-Chairman Carty mentioned that the School Committee created a subcommittee for this space consideration which should be a collaborative effort. Chairman Haarde recognized that this space should not be the obligation of the Town, but, renovation should not begin until the administrative offices have a place to go.

Lisa Kouchakdjian, Chairman of Sudbury School Committee, 30 Meadowbrook Circle, stated that the School subcommittee met once and is in the process of putting together a charge which will take some time. This space was being viewed as a collaborative approach, and the Subcommittee will look at all options available to SPS.

Vice-Chairman Carty will report subcommittee discussions/processes to the Board, and emphasized the goal of reaching a fiscally responsible plan with quality space.

Selectman Dretler asked if the Board could tour SPS and the LS High School. Vice-Chairman Carty stated that he will strongly advocate for a tour.

Ms. Kouchakdjian stated that the most efficient plan is the preferred plan, and that consistent communication is key.

Selectman Brown was pleased to hear that SPS was not assuming the Board of Selectmen could solve this situation. Ms. Kouchakdjian replied that the School Committee will do their part.

### **Discussion on Fairbank Community Center**

Present: Bill Barletta, Facilities Director; Jack Ryan, Council on Aging

Town Manager Rodrigues opened the discussion, and said that a Capital Meeting was held after the October Town Meeting, and Fairbank remains a priority to be further considered. Selectman Dretler stated that Fairbank is still a high priority for the Board of Selectmen. Chairman Haarde added that the vote at Town Meeting was relatively close, and perhaps the approach could be changed in order to bring the vote before Town Meeting again.

Selectman Brown questioned where between just replacing the roof and constructing a new facility would this renovation occur. Selectman Dretler stated that fixing the existing building which does not meet our needs is not a solution.

Town Manager Rodrigues will like to go back to the recommended staff plan (more moderate) which included some demolition and included renovation of the Senior Center and Park and Recreation space, a new addition for the SPS offices and the preschool space, and remodeling of the pool. She recommended that Bill Barletta examine the structure again, and review the proposed staff plan.

Selectman Brown asked if that proposed plan could be addressed again. Town Manager Rodrigues agreed, and a discussion took place.

Selectman Dretler recommended a realistic listing of expenses. Mr. Barletta responded that Fairbank repairs in general have been previously estimated at approximately \$600,000.

Selectman Brown stated that she was concerned about transition and providing necessary services, and that it will be more expensive to continue with services, while work continues. Mr. Barletta commented that there is “give and take” with all related decisions, while fulfilling the need to continue providing services for going forward. Town Manager Rodrigues stated that all efforts are directed toward the May Town Meeting. Chairman Haarde said that he did not know if the Town had the appetite for additional services.

Mr. Ryan stated that Town Meeting voting results were not insignificant, and maintained that the Council on Aging (COA) and Park and Recreation should be included in all Fairbank discussions. The COA voted to establish a subcommittee for space needs, and had reached out to the SPS subcommittee and Park and Recreation. Mr. Ryan suggested that the Selectmen coordinate with the mentioned subcommittees.

Selectman Dretler stated that there was a new excitement present, and that she will like to see those mentioned groups brought in for a discussion.

### **Discussion on Camp Sewataro**

Town Manager Rodrigues stated that she met with the Sewataro broker, and there will be an RFP process, and the Town could bid if they chose to. She requested that a member of the Board join her in meetings with the broker to further discuss timing and planning in order to initiate a CPC placeholder for Sewataro. Selectman Dretler offered to assist with these discussions.

Chairman Haarde reiterated that the Town does not have the right of first refusal in this type of situation. Town Manager Rodrigues affirmed and stated this is a different process than what the Town is used to, and Park and Recreation is very interested.

The Selectmen had a discussion regarding Sewataro being maintained as a Town camp. Chairman Haarde mentioned that in addition to summer usage the site might also get fall and spring usage, with possibly snowshoeing in the winter. Vice-Chairman Carty felt it was worthwhile to investigate the property even if the Town was not yet in the financial position to go forward.

Sudbury resident, Stacy Munroe, 37 Greystone Lane, a Sewataro neighbor, and is a part of a group of interested neighbors who will like to see Sewataro remain as a camp. She asked if more than one BOS member could join the negotiation team. Town Manager Rodrigues replied that a subcommittee can be detrimental to such a cause because the meetings will have to be public and that might affect negotiations.

Chairman Haarde stated there are many areas such as Broadacres and the Town Center land for the Town to consider this year, and it’s a question of what voters have an appetite for. Sewataro has characteristics that are appealing to the Town.

Town Manager Rodrigues stated that the Town has the financial capacity to do a number of projects because we have very little debt, but ultimately, it’s the decision of the voters. The Board will begin the goal-setting process next week.

### **Grant permission to the Town Manager to submit warrant articles on behalf of the Board of Selectmen**

Town Manager Rodrigues shared that the next BOS meeting will include discussion regarding the Melone disposal article, two zoning articles for Melone, and the Melone Stabilization account.

It was on motion unanimously

VOTED: To grant permission to the Town Manager to submit warrant articles on behalf of the Board of Selectmen

**Citizen's Comments (cont.)**

There were no citizen's comments.

**Discuss upcoming agenda items**

Vice-Chairman Carty received feedback regarding a request for conducting Saturday Selectmen Office Hours, and asked Selectman Brown to join him on Saturday, November 17, and Selectman Brown agreed.

Selectman Dretler requested that the Master Plan Steering Committee be discussed at the next meeting on November 13. She added that the Frost Farm House lease was coming up in January and a discussion will be necessary.

Vice-Chairman Carty also mentioned an update on Coolidge and an October Town Meeting review for the November 13 meeting should be discussed.

Selectman Brown's recommendations for future meeting topics include: discussion with legislators regarding 40B and other proposed housing bills such as S.81, social media and the open meeting law.

Town Manager Rodrigues mentioned there will be a Tax Classification hearing before Town Meeting.

**Consent Calendar**

**Approve one-hour extension of the licensed closing hour and serving of alcoholic beverages on Wednesday, November 21, 2018 and Monday, December 31, 2018**

It was on motion unanimously

VOTED: To approve a one-hour extension of the licensed closing hour and serving of alcoholic beverages for licensees who make application in advance to the Town Manager's office: Lavender, 519A Boston Post Road, (1AM to 2AM) on Wednesday, November 21, 2018 (Thanksgiving eve) and Monday, December 31, 2018 (New Year's Eve), on the condition that the kitchen remains open and food is served.

**Grant a Special Permit to SMILE Mass to hold the "Gobble Wobble for SMILE MASS" on Saturday November 17, 2018**

It was on motion unanimously

VOTED: To grant a Special Permit to SMILE Mass to hold the "Gobble Wobble for SMILE MASS" on Saturday November 17, 2018, from 10:00 a.m. through approximately 12:00 p.m., subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the race's conclusion.

**Amend Transportation Committee Mission Statement**

It was on motion unanimously

VOTED: To amend the Transportation Committee Mission Statement to include a member of the Commission on Disability as a member of the core group of voting members.

**Approve appointment of Susan Iuliano to the Transportation Committee**

It was on motion unanimously

VOTED: To approve the appointment of Commission on Disability member, Susan Iuliano, to the Transportation Committee for a term expiring 5/31/2019.

**Approve appointment of Jeff Levine to the Council on Aging**

It was on motion unanimously

VOTED: To approve the appointment of Jeff Levine to the Council on Aging for a term ending 5/31/21, to fill the vacancy occasioned by the resignation of Alice Sapienza.

**Accept Mass. Councils on Aging (MCOA) cost reimbursement grant of \$300**

It was on motion unanimously

VOTED: To accept a Mass. Councils on Aging (MCOA) cost reimbursement grant of \$300 to support the Go4Life FitWalk event for participants at the Sudbury Senior Center, as requested by Debra Galloway, Senior Center Director.

**Accept BayPath Elder Services grants totaling \$22,398 to the Sudbury Senior Center**

It was on motion unanimously

VOTED: To accept the following BayPath Elder Services grants to the Sudbury Senior Center for a total of \$22,398: Sudbury Shuttle - \$14,123; Asian Older Adult Programming and Outreach Project - \$5,500; and Smart Driver – \$2,775; as requested by Debra Galloway, Senior Center Director.

**Approve the regular session minutes of 9/25/18**

It was on motion unanimously

VOTED: To approve the regular session minutes of 9/25/18.

**Accept a \$50 donation from Village Wellness, Inc. to support Park & Recreation Fall 5K**

It was on motion unanimously

VOTED: To accept, on behalf of the Town, a \$50 donation from Village Wellness, Inc. to the Program Contributions and Donations Account (191448/483100) to support the Park & Recreation Fall 5K, as requested by Kayla Wright, Director of Parks, Recreation & Aquatics, in a memo dated October 23, 2018.

There being no further business, the meeting adjourned at 9:30 p.m.

Attest: \_\_\_\_\_

Melissa Murphy-Rodrigues  
Town Manager-Clerk



### **10/30/18 - Documents & Exhibits**

**3.** Discussion and question of voting to accept Sudbury Access Corp (SAC) FY18 Financial and Operating Reports as required by their contract. Lynn Puorro and Jeff Winston to attend.

**Attachments:**

- 3.a SAC\_FY2018\_annual\_report
- 3.b MA Tax Return 063018

**4.** Discuss topics to be assigned for the Fall 2018 Board of Selectmen Newsletter.

**Attachments:**

- 4.a BOS Newsletter Previous Topics

**5.** Discussion and update on Melone Town Forum scheduled for 11/27/18 at LSRHS.

**Attachments:**

- 5.a DRAFT\_Melone Town Forum Flier\_11.27.18

**8.** Town Manager to present financial condition of the Town

**Attachments:**

- 8.a 2018 Financial Condition of the Townfinal

**11.** Discussion regarding Camp Sewataro.

**Attachments:**

- 11.a SewataroPropertyParcels

**14.** Discuss upcoming agenda items.

**Attachments:**

- 14.a POTENTIAL UPCOMING AGENDA ITEMS\_10\_30\_18

**15.** Vote to approve a one-hour extension of the licensed closing hour and serving of alcoholic beverages for licensees who make application in advance to the Town Manager's Office: Lavender, 519A Boston Post Road, (1AM to 2AM) on Wednesday, November 21, 2018 (Thanksgiving eve) and Monday, December 31, 2018 (New Year's Eve), on the condition that the kitchen remains open and food is served.

**Attachments:**

- 15.a Serving Hours Extension\_Lavender

**16.** Vote to Grant a Special Permit to SMILE Mass, to Hold the "Gobble Wobble for SMILE MASS" on Saturday November 17, 2018, from 10:00 A.M. through approximately 12:00 P.M., subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the race's conclusion.

**Attachments:**

- 16.a Gobble Wobble 2018 Application\_BOS
- 16.b Gobble Wobble Approvals 2018

**17.** Vote whether to amend the Transportation Committee Mission Statement to include a member of the Commission on Disability as a member of the core group of voting members.

**Attachments:**

- 17.a SUDBURY TRANSPORTATION COMMITTEE final

18. Vote to approve the appointment of Commission on Disability member, Susan Iuliano, to the Transportation Committee for a term expiring 5/31/2019.

**Attachments:**

18.a COD\_request\_transportation\_committee

19. Pursuant to the provisions of G.L. c. 83, §4, Article XII s. 3 of the Sudbury General Bylaws, and any other enabling authority, vote to accept the Grant of Easement set forth in the document entitled “WALKWAY EASEMENT” granted by BPR DEVELOPMENT LLC, a Delaware limited liability company with a usual place of business c/o National Development, 2310 Washington Street, Newton Lower Falls, Massachusetts 02462, for non-exclusive purposes not limited to maintenance, plowing and use over and across and through a portion of the property owned by the Grantor shown as Easement Areas on a plan entitled “Sudbury – Sidewalk Easement” dated \_\_\_\_\_, 2018. Drawn by VHB, Inc.

**Attachments:**

19.a KP-#625955-v2-SUDB-\_Meadow\_Walk\_Sidewalk\_Easement (4)  
19.b KP-#649980-v1-SUDB-\_Acceptance\_of\_Easement

20. Vote to approve the appointment of Jeff Levine to the Council on Aging for a term ending 5/31/21, to fill the vacancy occasioned by the resignation of Alice Sapienza.

**Attachments:**

20.a memo to BOS re Jeff Levine

21. Vote to accept a Mass. Councils on Aging (MCOA) cost reimbursement grant of \$300 to support the Go4Life FitWalk event for participants at the Sudbury Senior Center, as requested by Debra Galloway, Senior Center Director.

**Attachments:**

21.a memo to selectmen re MCOA grant Go4Life  
21.b MCOA Go4Life FitWalk Grant

22. Vote to accept the following BayPath Elder Services grants to the Sudbury Senior Center for a total of \$22,398: Sudbury Shuttle - \$14,123; Asian Older Adult Programming and Outreach Project - \$5,500; and Smart Driver – \$2,775; as requested by Debra Galloway, Senior Center Director.

**Attachments:**

22.a memo to selectmen re baypath grants  
22.b NGA and Agreement Shuttle  
22.c NGA and Agreement Asian  
22.d NGA and Agreement Smart Driver

23. Vote to approve the regular session minutes of 9/25/18.

**Attachments:**

23.a BOS\_draft\_9.25.18\_min

24. Vote to accept, on behalf of the Town, a \$50 donation from Village Wellness, Inc. to the Program Contributions and Donations Account (191448/483100) to support the Park & Recreation Fall 5K, as requested by Kayla Wright, Director of Parks, Recreation & Aquatics, in a memo dated October 23, 2018.

**Attachments:**

24.a park\_rec\_donation