

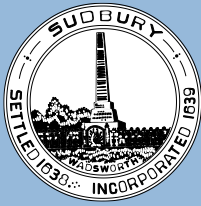
**SUDBURY SELECT BOARD
TUESDAY DECEMBER 21, 2021
6:15 PM, ZOOM**

Item #	Time	Action	Item
	6:15 PM		CALL TO ORDER
EXECUTIVE SESSION			
1.	6:15 PM	<i>VOTE</i>	Open in regular session and immediately vote to enter executive session for the following purpose: Conduct strategy session in preparation for negotiations with nonunion personnel and/or to conduct contract negotiations with nonunion personnel (Town Manager) pursuant to General Laws chapter 30A, §21(a)(exception 2).
2.		<i>VOTE</i>	Continue Executive Session to discuss strategy with respect to collective bargaining (Sudbury Police Union, Local 370, Massachusetts Coalition of Police, AFL-CIO) if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares (exception 3).
3.		<i>VOTE</i>	Vote to close executive session and resume open session.
	7:00 PM		Opening remarks by Chair
			Reports from Town Manager
			Reports from Select Board
			Citizen's comments on items not on agenda
MISCELLANEOUS			
4.		<i>VOTE</i>	Discussion and possible vote whether to ratify the vote taken in Executive Session on 12/21/21, regarding collective bargaining matters (Sudbury Police Union, Local 370, Massachusetts Coalition of Police, AFL-CIO) (~10 min.)
5.		<i>VOTE</i>	Discussion and possible vote whether to ratify the vote taken in Executive Session on 12/21/21 regarding negotiations with nonunion personnel (Town Manager). (~10 min.)
6.		<i>VOTE / SIGN</i>	Vote, as the Licensing Authority for the Town of Sudbury, to renew the Alcoholic Beverages, Common Victualler and Entertainment licenses until December 31, 2022, and the Motor Vehicle Classes 1, 2, and 3 licenses until January 1, 2023, as shown on the attached lists. Also, vote on whether to grant a license fee reduction to Sobre Mesa. (~15 min.)

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. Some items may be taken out of order or not be taken up at all. The Chair will strive to honor timed items as best as possible, however, the estimated timing may occasionally be inaccurate.

Item #	Time	Action	Item
7.			Update from Sudbury Public Schools administration on American Rescue Plan Act (ARPA) project submissions. Superintendent Brad Crozier to attend. (~25 min.)
8.		<i>VOTE</i>	Discuss and possible vote on Quarry North Mitigation Funds request for Deputy Building and Electrical Inspectors at Cold Brook Crossing for the 2023 fiscal year, totaling \$32,000. Attended by Inspector of Buildings. (~20 min.)
9.		<i>VOTE</i>	Discussion and possible vote on finalization of Financial Policies draft document. (~45 min.)
10.		<i>VOTE</i>	Discussion on the letter received by Senator Eldridge and possible vote on submitting a new request for support for funding regarding sustainability initiatives. Also, discussion and possible vote to duplicate the outcome to be provided to Representative Gentile. (~20 min.)
11.		<i>VOTE</i>	Discussion and possible vote to send a letter of support to the Town of Weston regarding TIP I.D. 608940 at the Route 20/Wellesley Street/Boston Post Road intersection in Weston, MA. (~15 min.)
12.		<i>VOTE</i>	Discuss and possible vote to approve proposed 2022 Municipal Update Newsletter Schedule of Deadlines for Select Board assignment, submission and approval. (~10 min.)
13.		<i>VOTE</i>	Discuss potential 2022 Annual Town Meeting Select Board and Town articles. (~20 min.)
14.		<i>VOTE</i>	Review open session minutes of 11/3/21 and possibly vote to approve minutes.
15.			Citizen's Comments (cont)
16.			Upcoming Agenda Items
CONSENT CALENDAR			
17.		<i>VOTE / SIGN</i>	Vote on whether to approve petition and plan presented by the Nstar Electric Company d/b/a Eversource Energy and Verizon for the purpose of obtaining a Grant of Location to relocate one (1) pole #78/148 at North Road, northerly side at Emery Lane. This work is necessary to clear access for a new road at new residential development, Cold Brook Crossing.
18.		<i>VOTE</i>	Vote to approve to continue the Opt-Out Incentive Program through 6/30/25 for those Active Employees who currently participate in the program and for those Active Employees enrolled in our health plans and who Opt Out of being covered by the Town of Sudbury health plans, as described in the attached document "Opt-Out Incentive Program".
19.		<i>VOTE</i>	Vote to approve a one-hour extension of the licensed closing hour and serving of alcoholic beverages for Sobre Mesa, 29 Hudson Road, on Friday, December 31, 2021 (New Year's Eve), on the condition that the kitchen remains open and food is served.
20.		<i>VOTE</i>	Vote to approve the sale (via Municibid) of a surplus 2008 E-One Pumper fire engine in the amount of \$16,300.

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. Some items may be taken out of order or not be taken up at all. The Chair will strive to honor timed items as best as possible, however, the estimated timing may occasionally be inaccurate.

**SUDBURY SELECT BOARD**

Tuesday, December 21, 2021

EXECUTIVE SESSION**1: Non-Union Employee Discussion****REQUESTOR SECTION**

Date of request:

Requested by: Leila S. Frank

Formal Title: Open in regular session and immediately vote to enter executive session for the following purpose: Conduct strategy session in preparation for negotiations with nonunion personnel and/or to conduct contract negotiations with nonunion personnel (Town Manager) pursuant to General Laws chapter 30A, §21(a)(exception 2).

Recommendations/Suggested Motion/Vote: Open in regular session and immediately vote to enter executive session for the following purpose: Conduct strategy session in preparation for negotiations with nonunion personnel and/or to conduct contract negotiations with nonunion personnel pursuant to General Laws chapter 30A, §21(a)(exception 2).

Background Information:

Financial impact expected:

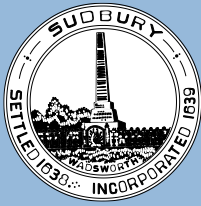
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Jennifer Roberts	Pending
Select Board	Pending

12/21/2021 6:15 PM

**SUDBURY SELECT BOARD**

Tuesday, December 21, 2021

EXECUTIVE SESSION**2: Collective Bargaining****REQUESTOR SECTION**

Date of request:

Requested by: Leila S. Frank

Formal Title: Continue Executive Session to discuss strategy with respect to collective bargaining (Sudbury Police Union, Local 370, Massachusetts Coalition of Police, AFL-CIO) if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares (exception 3).

Recommendations/Suggested Motion/Vote: Continue Executive Session to discuss strategy with respect to collective bargaining (Sudbury Police Union, Local 370, Massachusetts Coalition of Police, AFL-CIO) if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares (exception 3).

Background Information:

Financial impact expected:

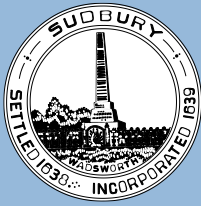
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Jennifer Roberts	Pending
Select Board	Pending

12/21/2021 6:15 PM

**SUDBURY SELECT BOARD**

Tuesday, December 21, 2021

EXECUTIVE SESSION**3: Close executive session and resume open session****REQUESTOR SECTION**

Date of request:

Requested by: Leila S. Frank

Formal Title: Vote to close executive session and resume open session.

Recommendations/Suggested Motion/Vote: Vote to close executive session and resume open session.

Background Information:

Financial impact expected:

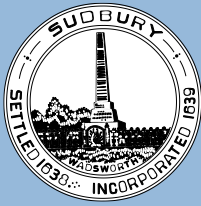
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Jennifer Roberts	Pending
Select Board	Pending

12/21/2021 6:15 PM

**SUDBURY SELECT BOARD**

Tuesday, December 21, 2021

MISCELLANEOUS (UNTIMED)**4: Ratify vote taken in Executive Session re: Police Union****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Discussion and possible vote whether to ratify the vote taken in Executive Session on 12/21/21, regarding collective bargaining matters (Sudbury Police Union, Local 370, Massachusetts Coalition of Police, AFL-CIO) (~10 min.)

Recommendations/Suggested Motion/Vote: Discussion and possible vote whether to ratify the vote taken in Executive Session on 12/21/21 regarding collective bargaining matters (Sudbury Police Union, Local 370, Massachusetts Coalition of Police, AFL-CIO) (~10 min.)

Background Information:

Financial impact expected:

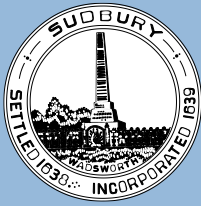
Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Jennifer Roberts	Pending
Select Board	Pending

12/21/2021 6:15 PM



SUDBURY SELECT BOARD

Tuesday, December 21, 2021

MISCELLANEOUS (UNTIMED)**5: Ratify vote taken in executive session re: Town Manager**REQUESTOR SECTION

Date of request:

Requestor: Chair Roberts

Formal Title: Discussion and possible vote whether to ratify the vote taken in Executive Session on 12/21/21 regarding negotiations with nonunion personnel (Town Manager). (~10 min.)

Recommendations/Suggested Motion/Vote: Discussion and possible vote whether to ratify the vote taken in Executive Session on 12/21/21 regarding negotiations with nonunion personnel (Town Manager). (~10 min.)

Background Information:

Financial impact expected:

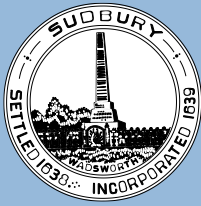
Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Jennifer Roberts	Pending
Select Board	Pending

12/21/2021 6:15 PM

**SUDBURY SELECT BOARD**

Tuesday, December 21, 2021

MISCELLANEOUS (UNTIMED)**6: 2022 Annual License Renewals****REQUESTOR SECTION**

Date of request:

Requested by: Leila S. Frank

Formal Title: Vote, as the Licensing Authority for the Town of Sudbury, to renew the Alcoholic Beverages, Common Victualler and Entertainment licenses until December 31, 2022, and the Motor Vehicle Classes 1, 2, and 3 licenses until January 1, 2023, as shown on the attached lists. Also, vote on whether to grant a license fee reduction to Sobre Mesa. (~15 min.)

Recommendations/Suggested Motion/Vote: 1) Vote, as the Licensing Authority for the Town of Sudbury, to renew the Alcoholic Beverages, Common Victualler, and Entertainment licenses until December 31, 2021; and the Motor Vehicle - Classes 1, 2, and 3 licenses until January 1, 2022, as shown on the "2021 License Renewal Applications," attached and incorporated herein; and to forward the appropriate renewal forms to the Alcoholic Beverages Control Commission where applicable; said licenses to be held subject to payment of the required license fees, compliance with the Selectmen's Alcohol Training Policy, correction of any/all outstanding health, safety or zoning violations, receipt of verification of Workers' Compensation Insurance for the licensing period, and the payment of all outstanding personal property taxes, real estate taxes and state taxes; said licenses shall also be subject to all previous restrictions.

2) Vote on whether to grant a License Fee reduction to Sobre Mesa, 29 Hudson Rd, Suite 3150, as requested by the applicant to offset the cost of their 2021 Alcohol License which was paid in full while only utilized for one quarter due to unforeseen license processing delays.

Background Information:

Please see attached

Financial impact expected: Application Fees

Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden

Pending

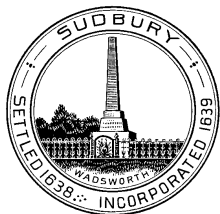
Henry L Hayes

Pending

Jonathan Silverstein
Jennifer Roberts
Select Board
Daniel E Carty

Pending
Pending
Pending
Pending

12/21/2021 6:15 PM



Town of Sudbury

Select Board Office
www.sudbury.ma.us

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

Email: sbadmin@sudbury.ma.us

December 7, 2021

TO: Select Board
 FROM: Leila S. Frank
 RE: **2022 Alcohol, Common Victualler & Motor Vehicle License Renewals**

Please see attached the list of all licenses that have been submitted for renewal in 2022. Applications which have been submitted and paid in full are listed as "Complete," applications which have outstanding payments or requirements to be met are listed as "Partial," and applications for which licensees have indicated an intent to renew but have not yet submitted materials are listed as "Pending." Licenses in the Partial and Pending categories will be issued by the Select Board Office only *after* all outstanding requirements are met.

Any licensees listed as "Not Renewing" will not be renewing at this time. Should they wish to obtain licenses in the future, they will need to submit a new application rather than a renewal.

Building and Fire Department inspections are complete. Licensees are required to address all issues, concerns and deficiencies identified by Building and Fire Department prior to issuance of their license. There are no outstanding issues for 2022.

There were no infractions reported by the Police Department in 2021 and there are no concerns about renewal of the Keno license at Lavender.

Please also find attached a memo from the Treasurer's Office regarding tax balances.

Sincerely,

Leila S. Frank
 Office Supervisor/Information Officer

2022 License Renewal Applications

Business Name (DBA)	Address	License Type(s)	Application Status
Danny's Wine & Spirits	474 Boston Post Road	AA Package	COMPLETE
Duck Soup	365 Boston Post Road, Suite 106 & 107	AA Package	COMPLETE
Stony Brook Market	29 Hudson Road	AA Package	COMPLETE
Sudbury Craft Beer	365 Boston Post Road, Suite 103	WM Package	COMPLETE
Sudbury Farms	439 Boston Post Road	WM Package	COMPLETE
Sudbury Wine, Spirits and Provisions	410 Boston Post Road	AA Package	COMPLETE
Acapulcos	694 Boston Post Road	AA Restrnt; CV	NOT RENEWING
American Legion Post #191	676 Boston Post Road	AA Club; CV; Pool Table	COMPLETE
Bullfinch's	730 Boston Post Road	AA Restrnt; CV; Ent	COMPLETE
Chili Basil	385 Boston Post Road	WM & Cordials; CV	COMPLETE
CJ's Gourmet Pizza & Grill	29 Hudson Road, Suite 100	WM Restrnt; CV	COMPLETE
Conrad's Restaurant	120 Boston Post Road	AA Restrnt; CV	PARTIAL
Da Vinci Bistro	457 Boston Post Road	AA Restrnt; CV	COMPLETE
El Basha Grill & Bar	423 Boston Post Road, Suite 3	AA Restrnt; CV; Ent	COMPLETE
Farmer's Daughter	534 Boston Post Rd, Building 2, Suite 201	AA Restrnt; CV; Ent	COMPLETE
Franco's Trattoria	365 Boston Post Road	WM & Cordials; CV	COMPLETE
Fugakyu Café	621 Boston Post Road	AA Restrnt; CV; Ent	COMPLETE
Lavender Asian Cuisine	519A Boston Post Road	AA Restrnt; CV; Ent	COMPLETE
Longfellow's Wayside Inn	72 Wayside Inn Road	AA Restrnt; CV/Innkeeper; Ent	COMPLETE
Lotus Blossom	394 Boston Post Road	AA Restrnt; CV	COMPLETE
Max and Leo's Artisan Pizza	470 North Road	AA Restrnt; CV	COMPLETE
Oak Barrel Tavern	528 Boston Post Road	AA Restrnt; CV	COMPLETE
Oishii Too Sushi Bar	365 Boston Post Road	WM Restrnt; CV; Ent	PARTIAL
Paani-Pure Indian Cuisine	Meadow Walk, Building 5, Unit 530A	AA Restrnt; CV; Ent	COMPLETE
Riceberry	621 Boston Post Road	AA Restrnt; CV	COMPLETE
Rossini's	418 Boston Post Road	WM Restrnt; CV	COMPLETE
Sobre Mesa	29 Hudson Road, Suite 150	AA Restrnt; CV	PARTIAL
Soul of India	103 Boston Post Road	AA Restrnt; CV	COMPLETE
Victory Cigar Bar	615 Boston Post Road, Store A, 102	AA Restrnt; CV	COMPLETE
Dunkin' Donuts	378 Boston Post Road	CV	COMPLETE
Fairfield Inn by Marriott	738 Boston Post Road	CV/Innkeeper	COMPLETE
Fire Dough	730 Boston Post Road	CV	COMPLETE
Karma Coffee	100C Boston Post Road	CV	COMPLETE
Mooyah	526C Boston Post Road	CV	COMPLETE
New City Microcreamery	534 Boston Post Rd, Building 2, Suite 201	CV; Ent	COMPLETE
Papa Gino's	104 Boston Post Road	CV	COMPLETE
Shaw's	509 Boston Post Road	CV	COMPLETE
Starbucks	513 Boston Post Road	CV	COMPLETE
Sudbury Coffee Works	15 Union Avenue	CV	COMPLETE
Sudbury Pizza	426 Boston Post Road	CV	COMPLETE
Whole Foods	536 Boston Post Road	CV	COMPLETE
BMW of Sudbury	68 Old County Road	New/Used Car Class 1	COMPLETE
Jaguar Sudbury	83 Boston Post Road	New/Used Car Class 1	COMPLETE
Land Rover Sudbury	83 Boston Post Road	New/Used Car Class 1	COMPLETE
Mosher Auto Body	34 Station Road	Junk Car Class 3	PENDING
Station Road Auto Body	40 Station Road	Used Car Class 2	COMPLETE
Sudbury Sundries, Inc.	100 Boston Post Road	Used Car Class 2	PARTIAL

AA = All Alcohol
 WM = Wine & Malt
 CV = Common Victualler
 Ent = Entertainment (M-Sat)

Attachment 6.b: 2022 License Renewal Applications_v4 (4955 : 2022 Annual License Renewals)

Licensee Tax Report 2021

December 7, 2021

We have reviewed the list of applicants for 2022 license renewal, and there are no current taxes due for any of these properties.

Thank you,

Dennis J. Keohane, CPA
Finance Director/Treasurer-Collector
Town of Sudbury
278 Old Sudbury Road
Sudbury MA 01776

2022 License Fee Reduction – Sobre Mesa

Applicant Request

From: Jordan Mackey
Sent: Tuesday, November 9, 2021
Subject: Re: Sobre Mesa items

Leila,

I have the paperwork for the liquor license renewal, and as we discussed, I would like to request that the Select Board reduce Sobre Mesa's renewal fee to \$875. I request that the amount be pro-rated to reflect license usage by Sobre Mesa in 2021. We paid the \$3,500 2021 Alcohol License fee in full, but we were only able to use it for one quarter of the year (1.5 months). While the Board approved our license on 8/10/21 and application materials were forwarded to the ABCC on 8/11, final approval was not granted until 11/2. During the processing delay, we lost a significant amount of potential revenue.

The fee reduction would be a much-appreciated gesture to help alleviate the major impact of paying for 2 Annual Alcohol License fees within a very short time.

Jordan Mackey
Chef/Owner

Background Information

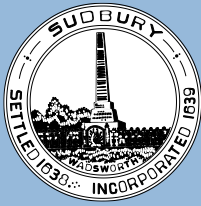
License fees are set by the Select Board; it is at the discretion of the Board whether to grant a pro-rated amount for an alcohol license.

The Select Board has approved license fee reductions in the past.

A prorated license cost amount is calculated by quarter (not monthly) usage.

- $\$3,500 / 4 = \875 per quarter
- Sobre Mesa paid \$3,500 for 2021 License

Approval for the Sobre Mesa Alcohol License was granted by the ABCC on November 2, 2021. The License was issued on November 3, 2021, thus it was used only in the final quarter of the year.

**SUDBURY SELECT BOARD**

Tuesday, December 21, 2021

MISCELLANEOUS (UNTIMED)**7: SPS on ARPA****REQUESTOR SECTION**

Date of request:

Requestor: Member Dan Carty

Formal Title: Update from Sudbury Public Schools administration on American Rescue Plan Act (ARPA) project submissions. Superintendent Brad Crozier to attend. (~25 min.)

Recommendations/Suggested Motion/Vote: Update from Sudbury Public Schools administration on American Rescue Plan Act (ARPA) project submissions. Superintendent Brad Crozier to attend. (~25 min.)

Background Information:
attached slides submitted 12/20/21.

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting: Brad Crozier, Sudbury Public School Superintendent

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Jennifer Roberts	Pending
Select Board	Pending

12/21/2021 6:15 PM

SPS ARPA Requests

December 21, 2021

ARPA Requests

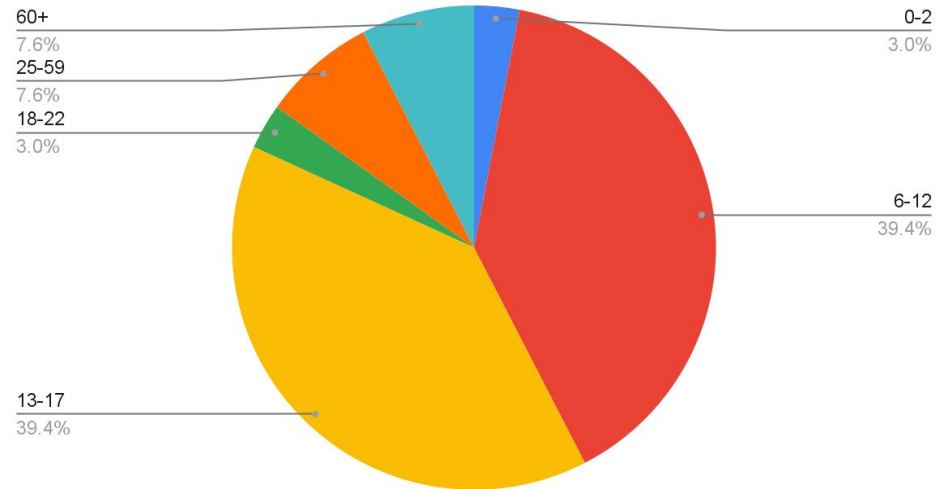
SEL Supports	In order to serve the needs of SPS students, additional positions were added in FY22 due to the impacts of COVID. These positions are 1.0 School Adjustment Counselor, .6 BCBA, and 1.0 Special Educator. \$210,000 per year (x2 years = \$420,000)
Summer Programing	Last summer the Town approved an academic program for SPS students that was highly successful. The impacts of the pandemic continue and providing entry points for students to get back on track are critical. Providing this opportunity over the next few years will allow for staff and families to plan and commit to the program. \$310,000 per year (x4 years = \$1,240,000).
Increase Nursing Staffing	The nursing requirements due to COVID have pushed and taxed our staffing greatly. This request is to add capacity to serve our students and staff through testing, contact tracing, and supporting families by adding a floating nurse. \$90,000 per year (x4 = \$360,000)
Tiered General Education Supports	SPS is continuing to see student's needs develop and having resources to address those needs is critical. This request is for funding for targeted services to meet the needs of students who require more intervention due to COVID \$150,000 per year (x2 yrs = \$300,000)

William James College Interface Referral Data

Community Mental Health Resource for Families

	Number of Referrals
Dec 2020 - Nov 2021	132
Dec 2019 - Nov 2020	100

% of Referrals by Age Group



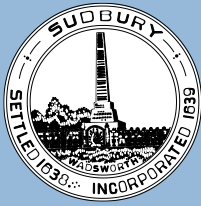
**This Mental Health referral service is utilized by all ages across the community.*

State & Federal COVID Funding

7.a

Year	Grant Title	Amount	Expenditures
FY21	ESSER I	\$59,090	Remote online learning platforms
FY21	Remote Learning Tech Essentials	\$38,267	Technology equipment to support remote learning
FY21	CvRF School Reopening	\$603,675	Technology Equipment, Facility Sanitizing, Utilities Cost Increases
FY21	State Covid Prevention	\$80,100	Equipment to support in-school learning and provide student safety
FY22	Summer School Expansion & Engagement	\$100,000	SMILE program: 5-week elementary general education academic and social/emotional program
FY22-FY23	ESSER II	\$233,825	Instructional Supports, Utilities Cost Increases
FY22-FY24	ESSER III	\$503,034	Instructional Supports to address the academic, social, emotional, and mental health needs of students

Attachment 7.a: Select Board Meeting for ARPA (4927 : SPS

**SUDBURY SELECT BOARD**

Tuesday, December 21, 2021

MISCELLANEOUS (UNTIMED)**8: Quarry North Mitigation Funds Use Request****REQUESTOR SECTION**

Date of request:

Requestor: Andrew Lewis

Formal Title: Discuss and possible vote on Quarry North Mitigation Funds request for Deputy Building and Electrical Inspectors at Cold Brook Crossing for the 2023 fiscal year, totaling \$32,000. Attended by Inspector of Buildings. (~20 min.)

Recommendations/Suggested Motion/Vote: Discuss and possible vote on Quarry North Mitigation Funds request for Deputy Building and Electrical Inspectors at Cold Brook Crossing for the 2023 fiscal year, totaling \$32,000. Attended by Inspector of Buildings. (~20 min.)

Background Information:

Financial impact expected:

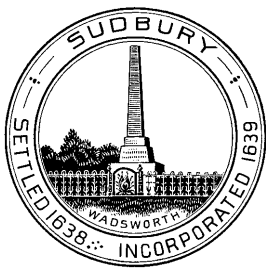
Approximate agenda time requested:

Representative(s) expected to attend meeting: Andrew Lewis, Building Inspector

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Jennifer Roberts	Pending
Select Board	Pending

12/21/2021 6:15 PM



Town of Sudbury

Building & Inspections Department

275 Old Lancaster Road, Sudbury, MA 01776
 978-440-5461 Fax 978-440-5404
 building@town.sudbury.ma.us

Andrew J. Lewis
 Inspector of Buildings
 Zoning Enforcement Agent

Patrick K. Ryan
 Assistant Building Inspector

Charles Flynn
 Wiring Inspector
 Supervisor of Town Buildings

12/10/2021

Select Board
 RE: Mitigation funds

At the direction of the Town Manager and Treasurer, I am requesting mitigation funds for part time, non-benefited, Deputy Inspectors at the Cold Brook Crossing Development. The requested funds would pay Deputy Building and Wiring Inspectors up to 18 hours per week and would not exceed \$32,000.00.

Due to the size and scope of Cold Brook Crossing, along with other large projects coming to Sudbury like the new Senior Center and Herb Chambers Repair Center at 105 Boston Post Road and the Mercedes Dealership at 141 Boston Post Road, the Building Department will need these extra Inspectors to be able to handle the increased work load. We currently have 2 Deputy Building Inspectors and 1 Deputy Wiring Inspector that are used in a very limited capacity.

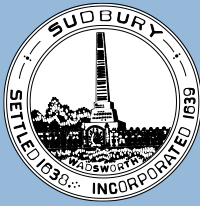
I believe this request is consistent with a similar mitigation fund used for the Meadow Walk project back in 2018.

Respectfully,

Andrew Lewis

Andrew Lewis
 Inspector of Buildings

Attachment8.a: mitigation request 2021-signed (4969 : Quarry North Mitigation Funds Use Request)

**SUDBURY SELECT BOARD**

Tuesday, December 21, 2021

MISCELLANEOUS (UNTIMED)**9: Discussion and possible vote on finalization of Financial Policy****REQUESTOR SECTION**

Date of request:

Requestor: Chair Roberts

Formal Title: Discussion and possible vote on finalization of Financial Policies draft document. (~45 min.)

Recommendations/Suggested Motion/Vote: Discussion and possible vote on finalization of Financial Policies draft document. (~45 min.)

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

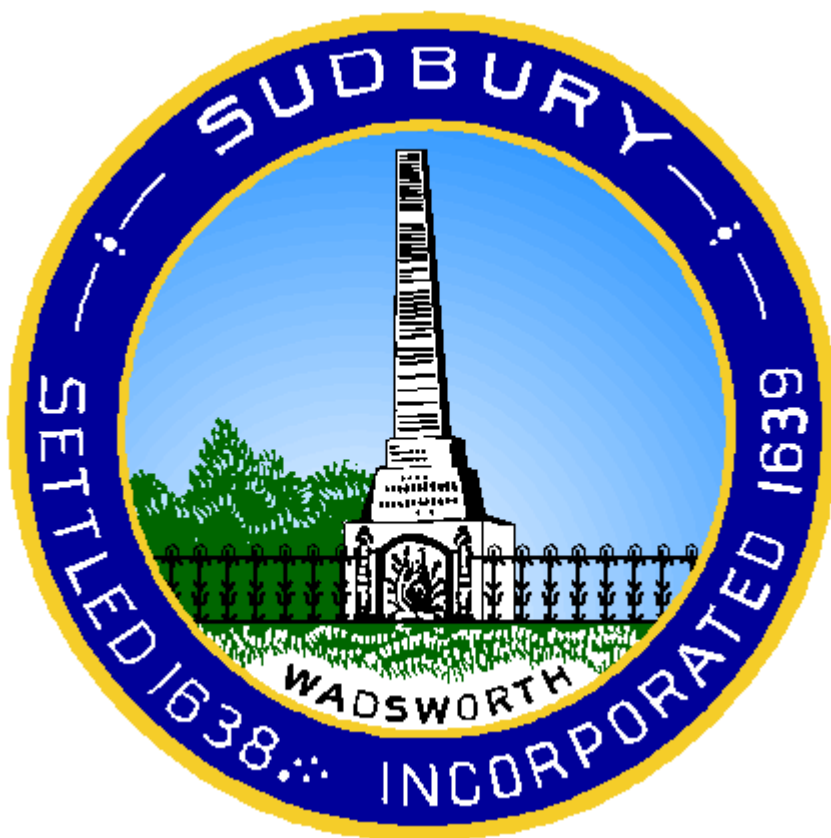
Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Jennifer Roberts	Pending
Select Board	Pending

12/21/2021 6:15 PM

DOCUMENT ORIGIN: JAN 5, 2021 DRAFT BY DENNIS KEOHANE (FINANCE DIRECTOR) INCORPORATING 2020 DLS RECOMMENDATIONS. THROUGHOUT 2021, EDITED BY SELECT BOARD POLICIES AND PROCEDURES REVIEW SUBCOMMITTEE THEN INCORPORATING FEEDBACK FROM FINANCE DIRECTOR, SELECT BOARD, FINANCE COMMITTEE, CAPITAL IMPROVEMENT ADVISORY COMMITTEE, AND TOWN STAFF. DOCUMENT WAS REVIEWED AND EDITED FOR CONSISTENCY WITH THE TOWN MANAGER CAPITAL TOWN IMPROVEMENT PROGRAM BACKGROUND SUMMARY DOCUMENT.

Town of Sudbury, Massachusetts
Financial Policies Manual
DRAFT December 15, 2021



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Introduction

The Town of Sudbury is committed to safeguarding public funds, protecting local assets, and complying with financial standards and regulations. To that end, this manual of financial policies provides guidance for local planning and decision making. The policies as a whole are intended to outline objectives, provide formal direction, and define authority to help ensure sound fiscal stewardship and management practices. Each is a living document that should be reviewed periodically and updated as necessary.

With these policies, the Town of Sudbury, through its Select Board, Town Manager, and employees, commits to the following objectives:

- Sustaining a consistent level of service and value for residents and enhancing as needed and able
- Safeguarding financial integrity and minimizing risk through a system of internal controls
- Ensuring the quality and maintenance of capital assets.
- Conforming to general law, uniform professional standards, and municipal best practices
- Protecting and enhancing the town's credit rating
- Promoting transparency and public disclosure
- Revisiting and reviewing the policies every three years to assess thresholds and targets.

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Town of Sudbury, Massachusetts

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FINANCIAL RESERVES

PURPOSE

To help the Town stabilize finances and maintain operations during difficult economic periods, this policy establishes prudent practices for appropriating to and expending reserve funds. With well-planned sustainability, Sudbury can use its reserves to finance emergencies and other unforeseen needs, to hold money for specific future purposes, or in limited instances, to serve as revenue sources for the annual budget. Reserve balances and policies can also positively impact the Town's credit rating and consequently its long-term cost to fund major projects.

APPLICABILITY

This policy pertains to short- and long-range budget decision making and applies to the Select Board, Sudbury Public School Committee, and Town Manager in those duties. It also applies to the related job duties of the Finance Director, the Town Accountant, the Board of Assessors, and the Finance Committee.

POLICY

The Town of Sudbury commits to building and maintaining its reserves so as to have budgetary flexibility for unexpected events and significant disruptions in revenue-expenditure patterns and to provide a source of available funds for future capital expenditures. The Town will strive to maintain overall reserves in the level of 10-12% of the prior year General Fund budget. These reserves are comprised of the general stabilization fund, special purpose stabilization funds and free cash target. Adherence to this policy will help the Town withstand periods of decreased revenues and control spending during periods of increased revenues. Other types of reserves include retained earnings and overlay surplus.

A. Protection of Credit Rating

Maintenance of the highest-level credit rating possible is important to the continued financial health of Sudbury as it reduces the costs of issuing debt. Credit rating firms consider management practices to be very important factors. Poor management practices can inadvertently jeopardize the financial health of a local government. To be proactive in assuring the Town of Sudbury does not engage in these practices, the Select Board of the Town of Sudbury has adopted the following credit rating protection policies. The Town will not rely on reserves to sustain operating budgets. Use of such reserves will be limited to helping the Town deal with short-term or emerging financial stress. In the subsequent year, the Town will either reduce spending to within the limits of recurring revenues or seek approval for additional revenues from the voters of the Town. The Town will not defer current costs, such as pension or benefit costs, to a future date.

B. Free Cash

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The Division of Local Services (DLS) defines free cash as “the remaining, unrestricted funds from operations of the previous fiscal year, including unexpended free cash from the previous year.” DLS must certify free cash before the Town can appropriate it in the new year.

As close to fiscal year end as reasonably possible, the Town Accountant shall submit to DLS a year-end balance sheet, free cash checklist, and year-end reporting checklist. Once DLS certifies free cash, the Town Accountant will provide copies of the certified balance to the Select Board, Town Manager, and Finance Director.

Each spring, the Town Manager shall include the Town’s free cash balance in the proposed budget submitted to the Select Board and Finance Committee for the ensuing fiscal year, along with details on the proposed uses of and/or retention level of free cash. Any proposed use of free cash for capital equipment or improvements shall be consistent with needs identified in the Town’s capital improvement program.

The Town shall set a year-to-year goal of maintaining its free cash in the range of 3-5% of the prior year’s General Fund budget. To achieve this, the Finance Director shall assist the Town Manager in proposing budgets with conservative revenue projections, and department heads shall carefully manage their appropriations to produce excess income and budget turn backs. Further, budget decision makers will avoid fully depleting the Town’s free cash in any year, so that the succeeding year’s calculation can begin with a positive balance. Moreover, as much as practicable, the Town will limit its use of free cash to funding one-time expenditures (like capital projects or emergencies and other unanticipated expenditures) and should appropriate any free cash excess above 5% of the General Fund budget to reserves, to offset unfunded liabilities, or to set aside for existing debt.

C. Stabilization Funds

A stabilization fund is a reserve account allowed by state law to set aside monies to be available for future spending purposes, including emergencies or capital expenditures, although it may be appropriated for any lawful purpose. Prior to the adoption of this policy, the Town established and appropriated to a general stabilization fund and special purpose stabilization funds for capital projects.

General Stabilization: The Town will endeavor to maintain a minimum balance of 5% of the prior year’s General Fund budget in its general stabilization fund. Withdrawals from general stabilization should only be used to mitigate emergencies or other unanticipated events that cannot be supported by current General Fund appropriations. When possible, withdrawals of funds should be limited to the amount available above the 5% minimum reserve target level. If any necessary withdrawal drives the balance below the minimum level, the withdrawal should

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be limited to one-third of the general stabilization fund balance at a time, endeavoring to never fully deplete it. Replenishment of the funds should be made annually at the Fall Town Meeting, or the earliest available meeting after free cash has been certified.

Special Purpose Stabilization Funds

Capital Stabilization: The Town will appropriate annually to the capital stabilization fund so that over time it achieves a target balance sufficient to cover the Town's cash outlay for capital. Doing so enables the Town to pay outright for moderate-range (under \$1M) capital expenditures and thereby preserve debt capacity for major, higher-dollar purchases or projects. This approach balances debt with pay-as-you-go practices and protects against unforeseen costs. The Town should endeavor to achieve and maintain a combined target balance for all capital-related special purpose stabilization funds equal to 2% of prior year General Fund budget.

Withdrawals from the Capital Stabilization Fund should be avoided until the target balance has been achieved. Once achieved, funds can be used towards items on the CIP. Once funds are used, the Town will seek to make annual contributions to the fund until the target balance is achieved.

Turf Stabilization: The Town maintains a special purpose fund to offset the cost of periodic replacement of designated town-owned turf fields. As originally created, this fund applies to the Cutting Field but could be expanded to other fields in the future. Contributions to this fund should be made annually from the General Operating Fund and Field Maintenance Enterprise Fund.

D. Overlay Surplus

The overlay is a reserve the Town uses to offset unrealized revenues resulting from property tax abatements and exemptions. Sudbury officials will prudently manage the overlay in accordance with the Town's Overlay policy to avoid the need to raise overlay deficits in the tax levy. At the conclusion of each fiscal year, the Board of Assessors shall submit to the Town Manager and Finance Director an update of the overlay reserve with data that includes, but is not limited to, the gross balance, potential abatement liabilities, and any transfers to surplus. If the balance exceeds the amount of potential liabilities, the Town Manager may request that the Board of Assessors vote to declare those balances surplus, available for one-time expenditures (as with free cash).

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FORECASTING

PURPOSE

To assess the range of choices available to budget decision makers when determining how to allocate resources, this policy establishes guidelines for evaluating revenue sources and the requirement to determine an expenditure strategy as part of the annual budget process and longer-range fiscal planning. Forecasting helps local officials understand the long-range implications of pending near-term decisions.

APPLICABILITY

This policy applies to the Town Manager as the Town's chief budget decision maker. It also applies to the job responsibilities of the Finance Director, Sudbury Public Schools Superintendent, Sudbury Public Schools Business Manager, Select Board, Sudbury Public Schools Committee, and Finance Committee.

POLICY

A. Revenue Guidelines

The Town will continually seek to diversify its revenue to improve the equity and stability of sources. Each year and whenever appropriate, the Town will reexamine existing revenues and explore potential new sources. A balance will be sought between elastic and inelastic revenues to minimize any adverse effects caused by inflation or other economic changes. Additionally, intergovernmental revenues (e.g., local aid, grants) will be reviewed annually to determine their short- and long-term stability in order to minimize detrimental impacts.

The Town will generally avoid using one-time revenues to fund ongoing or recurring operating expenditures. These one-time revenue sources can include, but are not limited to, free cash, bond premiums, overlay surplus, sale of municipal equipment, legal settlements, insurance proceeds, and gifts. Additionally, the Town hereby establishes the following priority order when appropriating one-time revenues:

- General Stabilization Fund (maintenance of 5% of prior year's General Fund budget)
- Annual Capital Spending (non-debt; target of 3% of prior year's General Fund budget)
- Capital Stabilization Fund (target of 2% of prior year's General Fund budget)
- OPEB Trust Fund
- Existing debt

New growth (residential or commercial) permanently adds to the tax base. The Town should endeavor to contribute any new growth in excess of 1% of prior year's General Fund budget to capital expenditures or reserves.

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Economic downturns or unanticipated fiscal stresses may compel reasonable exceptions to the use of one-time revenue. In such cases, the Town Manager, in consultation with the Finance Director, can recommend its use for operational appropriations. Such use will trigger the Town Manager to develop a plan to avoid continued reliance on one-time revenues.

State laws impose further restrictions on how certain types of one-time revenues may be used. The Town will consult the following General Laws when the revenue source is:

- Sale of real estate: M.G.L. c. 44, §63 and M.G.L. c. 44, §63A
- Gifts and grants: M.G.L. c. 44, §53A and M.G.L. c. 53A½
- Bond proceeds: M.G.L. c. 44, §20
- Sale of moveable property: M.G.L. c. 44, § 53

This policy further entails the following expectations regarding revenues:

- The Assessing Department will maintain property assessments for the purpose of taxation at full and fair market value as prescribed by state law.
- Town departments that charge fees (Enterprise Funds and recreation programs, for example) shall annually review their fee schedules and propose adjustments when needed to ensure coverage of service costs and endeavor to generate retained earnings of 3-5% of prior year's enterprise fund budgets towards asset maintenance / replacement.
- The Building Department will notify the Finance Director of any moderate-to-large developments that could impact building permit volume.
- Department heads will strive to be informed of all available grants and other aid and will carefully consider any related restrictive covenants or matching requirements (both dollar and level-of-effort) to determine the cost-benefit of pursuing them.
- Revenue estimates will be adjusted throughout the budget cycle as more information becomes available.

B. Expenditure Guidelines

Annually, the Town will determine a particular budget approach for forecasting expenditures, either maintenance (level service), level funded, or one that adjusts expenditures by specified increase or decrease percentages (either across the board or by department). A maintenance budget projects the costs needed to maintain the current staffing level and mix of services into the future. A level funded budget appropriates the same amount of money to each municipal department as in the prior year and is tantamount to a budget cut because inflation in mandated costs and other fixed expenses still must be covered.

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C. Financial Forecast Guidelines

To determine the Town's operating capacity for each forthcoming fiscal year, the Finance Director will annually create and provide the Town Manager with a detailed budget forecast. The Finance Director shall also annually prepare a three-year financial projection of revenues and expenditures for all operating funds.

These forecasts shall be used as planning tools in developing the following year's operating budget as well as the five-year capital improvement plan.

To ensure the Town's revenues are balanced and capable of supporting desired levels of services, forecasts for property taxes, local receipts, and state aid shall be conservative based on historical trend analyses and shall use generally accepted forecasting techniques and appropriate data. To avoid potential revenue deficits, estimates for local receipts (e.g., inspection fees, investment income, license fees) should generally not exceed 90% of the prior year's actual collections without firm evidence that higher revenues are achievable.

Additionally, the forecast model should assume that:

- The Town will maintain its current level of services.
- Property taxes (absent overrides) will grow within the limits of Proposition 2½.
- New growth will be projected conservatively, considering the Town's three-year average by property class.
- The Town will annually meet or exceed the state's net school spending requirements.
- Local receipts and state aid will reflect economic cycles.
- The Town will pay the service on existing debt and adhere to its Debt Management policy.
- The Town will make its annual pension contributions and continue appropriating to its other postemployment benefits trust fund.
- The Town will build and maintain reserves in compliance with its Financial Reserves policy.

D. Reporting

The Town financial results vs. forecast (revenues and expenses) shall be reported out quarterly for the Select Board and public.

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OVERLAY

PURPOSE

To set guidelines for determining the annual overlay amount in the Town's budget and for deciding whether any overlay balance can be certified as surplus.

The allowance for abatements and exemptions, commonly referred to as the overlay, is an account whose purpose is to offset anticipated abatements and exemptions of committed real and personal property taxes. Effective December 7, 2016, the Municipal Modernization Act (Chapter 218 of the Acts of 2016) provides for a single overlay account. Previously, a community had to maintain separate overlay reserves for each fiscal year and could not use the surplus from one year to cover another year's deficit without a multistep process involving the assessors, accounting officer, and local legislative body. However, the Act allows all existing overlay balances to be transferred to a single account. Although this policy treats overlay as a single account, to continue historical information and facilitate reconciliations, the Town may elect to maintain subsidiary ledgers by levy year for overlay balances.

APPLICABILITY

This policy applies to the job duties of the Board of Assessors, Director of Assessing, Town Manager, and Finance Director.

POLICY

A. Annual Overlay

Each year, the Board of Assessors shall vote in an open meeting to authorize a contribution to the overlay account as part of the budget process and to raise it without appropriation on the Town's Tax Recap Sheet. The Principal Assessor will propose this annual overlay amount to the Board of Assessors based on the following:

- Current balance in the overlay account
- Five-year average of granted abatements and exemptions
- Potential abatement liability in cases pending before, or on appeal from, the Appellate Tax Board (ATB)
- Timing of the next certification review by the Division of Local Services (scheduled every five years under the Municipal Modernization Act) The Board of Assessors shall notify the Finance Director of the amount of overlay voted

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B. Excess Overlay

Annually, the Finance Director and Director of Assessing will conduct an analysis to see if there is any excess in the overlay account by factoring the following:

- Current balance in the overlay account after reconciling with the Town Accountant's records
- Balance of the property tax receivables, which represents the total real and personal property taxes still outstanding for all levy years
- Estimated amount of potential abatements, including any cases subject to ATB hearings or other litigation

Upon determining any excess in the overlay account, the Principal Assessor shall present the analysis to the Board of Assessors for its review.

C. Overlay Surplus

If there is an excess balance in the overlay account, the Board of Assessors shall formally vote in an open meeting to certify the amount to transfer to overlay surplus and shall notify the Town Manager and Finance Director in writing of its vote. If the Town Manager makes a written request for a determination of overlay surplus, the Board of Assessors shall vote on the matter within the next 10 days and notify the Town Manager and Finance Director of the result in writing. In advance of the annual Tax Classification Hearing, the Select Board shall request an update from the Board of Assessors on the balance of the overlay account.

After being certified, Town Meeting may appropriate overlay surplus for any lawful purpose until the end of the fiscal year. However, the appropriation should be as prescribed in the Town's Forecasting policy (re: treatment of one-time revenues) and its Financial Reserves policy (re: overlay surplus). Overlay surplus not appropriated by year-end closes to the General Fund's undesignated fund balance.

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DEBT MANAGEMENT

PURPOSE

To provide for the appropriate issuance and responsible use of debt, this policy defines the parameters and provisions governing debt management. Policy adherence will help the Town to responsibly address capital needs, provide flexibility in current and future operating budgets, control borrowing, and maintain capital investment capacity. This policy is also intended to maintain and enhance the town's bond rating so as to achieve long-term interest savings.

APPLICABILITY

This policy applies to the Town Manager, Select Board, Sudbury Public School Committee, and Finance Committee in their budget decision making and in the Finance Director's debt reporting. It also applies to the Finance Director's budget analysis duties and statutory responsibilities associated with debt management, in their role as Treasurer/Collector.

POLICY

Under the requirements of federal and state laws, the Town may periodically issue debt obligations to finance the construction, reconstruction, or acquisition of infrastructure and other assets or to refinance existing debt. The Town will issue and manage debt obligations in such a manner as to obtain the best long-term financial advantage and will limit the amount of debt to minimize the impact on taxpayers. Debt obligations, which include general obligation bonds, revenue bonds, bond anticipation notes, lease/purchase agreements, and any other debt obligations permitted to be issued under Massachusetts law, shall only be issued to construct, reconstruct, or purchase capital assets that cannot be acquired with current revenues.

A. Debt Financing

Debt may be financed either within the levy, or beyond the levy (a debt exclusion which requires a Proposition 2 ½ voter referendum).

In financing with debt, the Town will:

1. Issue long-term debt only for objects or purposes authorized by state law and only when the financing sources have been clearly identified.
2. Use available funds as appropriate to reduce the amount of borrowing on all debt-financed projects.
3. Confine long-term borrowing to capital improvements and projects that cost at least \$100,000 and that have useful lifespans of at least ten years or whose lifespans will be prolonged by at least ten years.
4. Restrict debt exclusion borrowing to proposals which meet all three of these criteria:
 - (1) useful life of 20 years or more

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(2) estimated cost of the principal payment in the first year of the debt issuance greater than 0.5% of the prior year's General Fund revenue. This criterion applies after target level for in-levy debt of 3% is initially achieved, as per Section B. Debt Limits and Targets Item 3.

(3) the expenditure is either for town-owned land, buildings, or infrastructure or for a LSRHS capital assessment.

5. Refrain from using debt to fund any recurring purpose, such as current operating and maintenance expenditures.
6. The policy of the Select Board shall be to include sufficient debt capacity within the levy, such that capital items can be more predictably funded.
7. As debt within the levy decreases annually, this amount shall be used for capital, future debt, or set aside for future capital.

B. Debt Limits and Targets

The Town will adhere to these debt parameters:

1. Total annual debt service, including debt exclusions and any self-supporting debt, shall be limited to 10% of General Fund revenues, with a reasonable range of 5-7%.
2. As dictated by state statute MGL Chapter 44 Section 10, the Town's debt limit shall be 5% of its most recent equalized valuation.
3. The Town shall endeavor to gradually and consistently pursue future debt issuances financed by within-levy dollars with a target of 3% of prior year's General Fund budget.

C. Structure and Term of Debt

The following shall be the Town's guidelines on debt terms and structure:

1. The term of any debt shall not exceed the expected useful life of the capital asset being financed and in no case shall it exceed the maximum allowed by law.
2. The Town will limit bond maturities to no more than 10 years, except for major buildings, water and water facility projects, land acquisitions, and other purposes in accordance with the useful life borrowing limit guidelines published by the Division of Local Services (DLS).
3. For non-excluded debt the Town will generally choose terms less than 20 years and structure as level principal payments, so that over time the annual debt payment goes down, opening up capacity for future capital.
4. Any vote to authorize borrowing will include authorization to reduce the amount of the borrowing by the amount of the net premium and accrued interest.
5. The Town will work closely with its financial advisor to follow federal regulations and set time frames for spending borrowed funds to avoid committing arbitrage, paying rebates,

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finances and penalties to the federal government, and jeopardizing any debt issuance's tax-exempt status.

D. Bond Refunding

To achieve potential debt service savings on long-term debt through bond refunding, the Town will:

1. Issue debt with optional call dates no later than 10 years from issue.
2. Analyze potential refunding opportunities on outstanding debt as interest rates change.
3. Use any net premium and accrued interest to reduce the amount of the refunding.
4. Work with the Town's financial advisor to determine the optimal time and structure for bond refunding.

E. Protection of Bond Rating

To protect its bond rating, the Town will:

1. Maintain good communications with bond rating agencies, bond counsel, banks, financial advisors, and others involved in debt issuance and management.
2. Follow a policy of full disclosure on every financial report and bond prospectus, including data on total outstanding debt per capita, as a percentage of per capita personal income, and as a percentage of total assessed property value.
3. The Town will not rely on reserves to sustain operating deficits. Use of such reserves will be limited to helping the Town deal with short-term or emerging financial stress, but then the Town will either reduce spending to within the limits of recurring revenues, or seek approval for additional revenues from the voters of the Town.
4. The Town will not defer current costs to a future date. This includes costs such as pension costs or benefits costs. From time to time, the State offers municipalities the option of deferring payments to their pension system, or other costs, as a short-term way of balancing a fiscal year's budget. However, it is the intention of the Town of Sudbury not to rely on these options.
5. The Town will follow the policies as outlined in this policy statement.

F. Reporting

1. The Town's Annual Town Report, Town Manager's Budget Request and Annual Town Meeting Warrant will give comprehensive summaries of the debt obligations of the Town.
2. The Finance Director will include an indebtedness summary as part of a report on receipts and expenditures in Sudbury's Annual Town Report.

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3. The Finance Director, with the Town's financial advisor, will file the annual audit and official disclosure statement within 270 days of the end of the fiscal year.

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INVESTMENTS

PURPOSE

To ensure the Town's public funds achieve the highest possible, reasonably available rates of return while following prudent standards associated with safety, liquidity, and yield, this policy establishes investment guidelines and responsibilities. It is further designed to comply with the Governmental Accounting Standards Board's recommendation that each community disclose its key policies affecting cash deposits and other long-term investments to ensure they are managed prudently and not subject to extraordinary risk.

APPLICABILITY

This policy pertains to short-term operating funds, including general funds, special revenue funds, bond proceeds, capital project funds, and to all accounts designated as long-term (e.g., trusts, stabilization funds, other postemployment benefits trust fund (OPEB), and others the Town may set aside for long-term use, including scholarship and perpetual care funds). It does not pertain to the Town's retirement fund, which is managed by the Middlesex County Retirement Board. This policy applies to the Finance Director, in the role as Treasurer, his or her designee(s), and any advisors or other professionals in their responsibilities for investing and managing Town funds.

POLICY

The Finance Director shall invest funds in a manner that meets the Town's daily operating cash flow requirements and conforms to state statutes governing public funds while also adhering to generally accepted diversification, collateralization, and the prudent investment principles regarding safety, liquidity, and yield. The Finance Director will report investment performance to the Select Board each August including a three-year historical lookback for Trust Funds.

See additional details in the Town of Sudbury Investment Policy (TODO: ADD DOC TO WEBSITE AND LINK) document as well as the [Town of Sudbury CPA Investment Policy](#) document.

DOCUMENT ORIGIN: JAN 5, 2021 DRAFT BY DENNIS KEOHANE (FINANCE DIRECTOR) INCORPORATING 2020 DLS RECOMMENDATIONS. THROUGHOUT 2021, EDITED BY SELECT BOARD POLICIES AND PROCEDURES REVIEW SUBCOMMITTEE THEN INCORPORATING FEEDBACK FROM FINANCE DIRECTOR, SELECT BOARD, FINANCE COMMITTEE, CAPITAL IMPROVEMENT ADVISORY COMMITTEE, AND TOWN STAFF. DOCUMENT WAS REVIEWED AND EDITED FOR CONSISTENCY WITH THE TOWN MANAGER CAPITAL TOWN IMPROVEMENT PROGRAM BACKGROUND SUMMARY DOCUMENT.

CAPITAL ASSETS

PURPOSE

To ensure Sudbury's capital assets can cost-effectively sustain the town's desired service levels into the future.

APPLICABILITY

This policy applies to the Town Manager as the Town's chief budget decision maker. It also applies to the job responsibilities of the Finance Director, School Superintendent, School Business Manager, Select Board, Sudbury Public School Committee, Finance Committee and Capital Improvement Advisory Committee (CIAC).

Capital Assets are defined as the community-owned collection of significant, long-lasting, and expensive real and personal property used in the operation of government, including land and land improvements; infrastructure, such as roads, bridges, water and sewer lines; easements; buildings and building improvements; vehicles, machinery and equipment. In order to be included in Sudbury's Capital Improvement Program, Capital Assets must cost \$20,000 or more and have a useful life of 5 or more years. Items or improvements that do not meet this threshold should be included within the Town's operating budget.

POLICY

A. Capital Improvement Plan

The Town Manager shall maintain an inventory of all Town 'capital assets.' **Annually, by September 30th, each department shall assess the condition and replacement needs.** The Town Manager will update and adopt annually a five-year capital improvement plan ("CIP"), including the upcoming annual capital improvement budget ("CIB") and a four-year projection of capital needs and expenditures, which details the estimated cost, description and anticipated funding sources for capital projects. The CIP should govern projects undertaken either to build, buy, expand or replace a long-life asset or to an asset's condition beyond its original state of quality, efficiency, or useful life expectation.

Annually, the minimum level of capital spending the town should target year to year should be equivalent to 6% of the prior year's General Fund budget, endeavoring to draw equally from within-levy debt and cash capital sources. The chosen ratio of cash capital vs. in-levy debt used to fund capital may vary based on available cash capital, interest rates, and other factors.

The 6% target shall guide how much capital spending can be planned in each year of the CIP.

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1. The Town Manager shall establish criteria to determine capital asset prioritization, including but not limited to:
 - ~~Risks to public safety~~ mitigation of safety hazards
 - ~~Legal requirements~~ legal compliance
 - ~~Equitable provision of services (i.e. ADA compliance (Americans with Disabilities Act))~~
 - ~~Revenue producing or cost savings~~ operating cost reduction
 - ~~Improvement of operating efficiency~~ service or efficiency improvement
 - ~~Funding sources~~ availability of outside funding sources
 - ~~Systematic replacement or repair~~ conformance to asset replacement schedule
 - ~~Supports community plans (i.e. Master Plan)~~ contributing to execution of Master Plan
 - ~~Enhancement of quality of life (i.e. preservation of conservation, historic, and recreation resources)~~
2. Annually, the Town Manager shall request 5- and 15-year capital plans from Town Department Heads, SPS, and LSRHS. The Town's obligation per the LSRHS agreement shall be factored into the Town CIP.
3. The Town Manager in consultation with Department Heads, SPS, and LSRHS, shall annually update the composition and prioritization of the 5- and 15-year capital plans and create an ordered list sorted by urgency score, with appropriate justification (identifying criteria and which department it supports).
4. A Capital Project Submission Sheet shall be required for every item listed on the five-year CIP.
5. The CIP shall not include items that cost less than \$20,000 or have a useful life of less than 5 years. Items that do not meet this threshold should be included within the Town's operating budget.
6. Alongside the CIP prioritization, proposed Funding Sources shall be identified. Wherever possible, funding sources should be derived from 'cash capital' and within levy debt funding options. Funding sources for capital may include:
 - Community Preservation Act (CPA) funds (if eligible; Open Space, Recreation, Historic)
 - Town Manager's Capital Budget (items less than \$100,000 in one year; less than \$200,000 over multiple years; and last more than 5 years)
 - New growth dedicated to capital
 - Capital Stabilization Fund
 - Special-purpose stabilization funds
 - Free Cash
 - In-levy Debt
 - Dedicated revenue sources (i.e. Sewataro revenue share).
 - Capital Exclusion
 - Debt Exclusion
 - Grants

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7. Capital Items which are CPA-eligible and prioritized for the upcoming budget year (i.e. to be included in the CIB) must be locked down and presented to the Community Preservation Committee according to their application/evaluation timeline.
8. The Town will emphasize preventive maintenance as a cost-effective approach to infrastructure maintenance. Exhausted capital goods will be replaced as necessary.
9. The CIP shall not include items deemed to be departmental maintenance. Rather, such smaller, shorter life maintenance items should be included in departmental budgets.

B. Risk Management

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

C. Reporting and Process

1. The Town Manager will submit CPA-eligible projects under consideration for the CIB to the Community Preservation Committee by October 15th.

Annually by January 31st:

2. The Town Manager and departments shall submit to the CIAC a summary for evaluation of projects over \$100,000 for a single year, or \$200,000 over multiple years. The CIAC also requests progress summary reports for prior years capital items approved by the town.
3. The Town Manager shall submit Town Meeting articles for the CIB.
4. The Town Manager shall coordinate the distribution of the CIB, CIP, and associated Capital Project Submission Sheets to the Select Board, CIAC, and Finance Committee and other stakeholders. These materials will detail each capital project, the estimated cost, description and funding.
5. The 5 year capital improvement plan shall be posted and accessible for committees, commissions, boards, and public view on town website, reflecting updates for any changes made. The Capital Project Submission Sheet for each project on the 5 year CIP shall be posted and linked from the CIP.
6. On or before February 5th, The Select Board shall report all requests for capital appropriations to the Finance Committee. (Bylaws Article IV Section 5)
7. On or before February 15th, The Town Manager shall organize a joint meeting of the Select Board, CIAC, Finance Committee, CPC representatives, SPS/LSRHS superintendents, and department heads. They will solicit and coordinate receipt of

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questions in advance of this joint meeting. At this joint meeting, the CIAC will present its opinions on capital projects within its scope and will follow up with a final written report.
8.—The Town Manager will present components of the CIB, in the form of Town Meeting Articles, for approval at the Annual Town Meeting (generally the 1st Monday in May).

DRAFT

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OTHER POSTEMPLOYMENT BENEFITS LIABILITY (OPEB)

PURPOSE

To provide the basis for a responsible plan for meeting the Town's obligation to provide other postemployment benefits (OPEBs) to eligible current and future retirees. This policy provides guidelines designed to ensure OPEB sustainability and achieve generational equity among those called upon to financially support OPEBs, thereby avoiding transferring costs into the future.

APPLICABILITY

This policy encompasses OPEB-related budget decisions, accounting, financial reporting, and investment.

BACKGROUND

In addition to salaries, the Town of Sudbury compensates employees in a variety of other forms. Many earn benefits over their years of service that they will not receive until after retirement. A pension is one such earned benefit. Another is a set of retirement insurance plans for health and life. These are collectively referred to as other postemployment benefits or OPEBs.

OPEBs represent a significant liability for the Town that must be properly measured, reported, and planned for financially. As part of a long-range plan to fund this obligation, the Town established an OPEB Trust Fund, which allows for long-term asset investment at higher rates of return than those realized by general operating funds.

POLICY

The Town of Sudbury is committed to funding the long-term cost of the benefits promised its employees. To do so, the Town will accumulate resources for future benefit payments in a disciplined, methodical manner during the active service life of employees. The Town will also periodically assess strategies to mitigate its OPEB liability. This involves evaluating the structure of offered benefits and their cost drivers while at the same time avoiding benefit reductions that would place undue burdens on employees or risk making the Town an uncompetitive employer.

A. Accounting and Reporting

The Finance Director will obtain actuarial analyses of the Town's OPEB liability every two years and will annually report the Town's OPEB obligations in financial statements that comply with the current guidelines of the Governmental Accounting Standards Board.

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The Town Auditor shall ensure that the Town's independent audit firm reviews compliance with the provisions of this policy as part of its annual audits.

B. Mitigation

On an ongoing basis, the Town will assess healthcare cost containment measures and evaluate strategies to mitigate its OPEB liability. The Finance Director shall monitor proposed laws affecting OPEBs and Medicare and analyze their impacts. The Human Resources Director shall regularly audit the group insurance and retiree rolls and drop any participants found to be ineligible based on work hours, active Medicare status, or other factors.

C. Funding

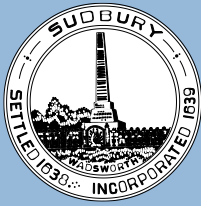
To address the OPEB liability, decision makers shall analyze a variety of funding strategies and subsequently implement them as appropriate with the intention of fully funding the obligation. The Town shall derive funding to invest in the OPEB trust from taxation, free cash, and any other legal form.

DRAFT

Section	Threshold/Target	Policy Value	Dennis Current Value
Financial RESERVES policy	Maintain overall reserves in the level of [X-Y%] of the prior year General Fund budget	10-12%	9.91%
Financial RESERVES.B.Free Cash	Maintaining its free cash in the range of [X-Y%] of the prior year's General Fund budget.	3-5%	4.18%
Financial RESERVES.B.Free Cash	Should appropriate any free cash excess above [X%] of the General Fund budget to reserves, to offset unfunded liabilities, or to set aside for existing debt.	5%	
Financial RESERVES.C.Stabilization Fund (and FORECASTING.A.Revenue Guidelines)	Endeavor to maintain a minimum balance of [X%] of the prior year's General Fund budget in its general stabilization fund	5%	5.24%
Financial RESERVES.C.Stabilization Fund	Pay outright for moderate-range (under \$X) capital expenditures [through Capital Stabilization Fund]	\$1M	
Financial RESERVES.C.Stabilization Fund (and FORECASTING.A.Revenue Guidelines)	Endeavor to achieve and maintain a combined target balance for all capital-related special purpose stabilization funds equal to [X%] of prior year General Fund budget	2%	0.49%
FORECASTING.A.Revenue Guidelines	Annual Capital Spending (non-debt; target of X% of prior year's General Fund budget	3%	3.06%
FORECASTING.A.Revenue Guidelines	Endeavor to contribute any new growth in excess of X% of prior year's General Fund budget to capital expenditures or reserves	1%	
FORECASTING.A.Revenue Guidelines	Endeavor to generate retained earnings of [X-Y%] of prior year's enterprise fund budgets for asset replacement	3-5%	8.95%
DEBT MANAGEMENT.A.Debt Financing	Confine long-term borrowing to capital improvements and projects that cost at least[\$X] and that have useful lifespans of at least [Y] years or whose lifespans will be prolonged by at least [Z] years.	\$100,000, ten years, ten years	
DEBT MANAGEMENT.A.Debt Financing	Restrict debt exclusion borrowing to proposals which meet all three of these criteria: (1) useful life of [X] years or more (2) estimated cost of the principal payment in the first year of the debt issuance greater than [Y%] of the prior year's General Fund revenue.	20 years, 1%	
DEBT MANAGEMENT.B.Debt Limits and Targets	Total annual debt service, including debt exclusions and any self-supporting debt, shall be limited to [X%] of General Fund revenues, with a reasonable range of [Y-Z%]	10%, 5-7%	2.27%
DEBT MANAGEMENT.B.Debt Limits and Targets	As dictated by state statute MGL ch 44 section 10, the Town's debt limit shall be [X%] of its most recent equalized valuation	5%	
DEBT MANAGEMENT.B.Debt Limits and Targets (and DEBT MANAGEMENT.A.Debt Financing)	Endeavor to gradually and consistently pursue future debt issuances financed by within-levy dollars with a target of [X%] of prior year's General Fund budget	3%	0.23%
DEBT MANAGEMENT.C.Structure and Term of Debt	The Town will limit bond maturities to no more than [X years], except for major buildings, water and water facility projects, land acquisitions, and other purposes in accordance with the useful life borrowing limit guidelines published by the Division of Local Services (DLS).	10 years	
DEBT MANAGEMENT.C.Structure and Term of Debt	For non-excluded debt the Town will generally choose terms less than [X years] and structure as level principal payments, so that over time the annual debt payment goes down, opening up capacity for future capital	20 years	
DEBT MANAGEMENT.D.Bond Refunding	Issue debt with optional call dates no later than [X years] from issue	10 years	
DEBT MANAGEMENT.F.Reporting	The Finance Director, with the Town's financial advisor, will file the annual audit and official disclosure statement within [X days] of the end of the fiscal year	270 days	

This is the combined amount. The Pool and Field Maintenance Funds had NEGATIVE Free Cash (fund deficits).

CAPITAL ASSETS.Applicability (and CAPITAL ASSETS.A.Capital Improvement Plan)	In order to be included in Sudbury's Capital Improvement Program, Capital Assets must cost [\$X] or more and have a useful life of [Y or more years]. Items or improvements that do not meet this threshold should be included within the Town's operating budget. The CIP shall not include items that cost less than [\$X] or have a useful life of less than [Y years]. Items that do not meet this threshold should be included within the Town's operating budget.	\$20,000, 5 years	
CAPITAL ASSETS.A.Capital Improvement Plan	Annually, the minimum level of capital spending the town should target year to year should be equivalent to [X%] of the prior year's General Fund budget, endeavoring to be drawn [equally] from within-levy debt and cash capital sources. The [X%] target shall guide how much capital spending can be planned in each year of the CIP	6%, equally	5.33%
CAPITAL ASSETS.A.Capital Improvement Plan	Town Manager's Capital Budget (items < [\$X])	\$100K	
CAPITAL ASSETS.A.Capital Improvement Plan	Town Manager's Capital Budget (items < [\$X] in a single year or < [\$Y] over multiple years, as per General Bylaws Section 2, Article XXV Capital Planning)	\$100K, \$200K	
DEBT MANAGEMENT.A. DEBT FINANCING	Restrict debt exclusion borrowing to proposals which meet all three of these criteria: (1) useful life of 20 years or more (2) estimated cost of the principal payment in the first year of the debt issuance greater than 0.5% of the prior year's General Fund revenue. This criterion applies after target level for in-levy debt of 3% is initially achieved, as per Section B. Debt Limits and Targets Item 3.	0.50%	No current target/threshold

**SUDBURY SELECT BOARD**

Tuesday, December 21, 2021

MISCELLANEOUS (UNTIMED)**10: Senator Eldridge letter****REQUESTOR SECTION**

Date of request:

Requestor: Chair Roberts

Formal Title: Discussion on the letter received by Senator Eldridge and possible vote on submitting a new request for support for funding regarding sustainability initiatives. Also, discussion and possible vote to duplicate the outcome to be provided to Representative Gentile. (~20 min.)

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

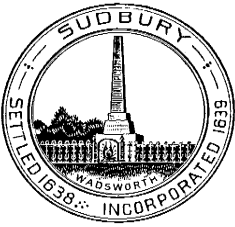
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Jennifer Roberts	Pending
Select Board	Pending

12/21/2021 6:15 PM



TOWN OF SUDBURY
Office of the Town Manager
www.sudbury.ma.us

Henry L. Hayes, Jr.
 Town Manager

278 Old Sudbury Road
 Sudbury, Massachusetts 01776
 Tel: (978) 639-3381
 Fax: 978-443-0756
 Email: townmanager@sudbury.ma.us

December 21, 2021

Senator James Eldridge
 State House
 24 Beacon St. Room 511-C
 Boston, MA, 02133

Dear Senator Eldridge:

The Town of Sudbury would like to express gratitude for your continued support and respectfully request your support for the funding of a Sustainability Director position in Town. **Our request is for \$100,000 in the funding cycle being considered (budget, American Rescue Plan Act, or otherwise). This would enable us to initially fund the position, equipment, studies and other requirements to execute associated functional responsibilities.** Additionally, this may bolster the concept of regionalization through collaboration with other Towns.

This person would assist the town in drafting a baseline report on the Town's environmental impact, planning for ways to improve the Town's sustainability, and helping the Town operate in a manner that considers the effective use of resources. Sudbury has a consistent posture to protect our environment, from the passage of the Sudbury Wetlands Administration Bylaw, to its early membership in the Green Communities and Community Preservation Act programs, and most recently with Sudbury's participation in the Municipal Joint Comments on the State's 2030 Clean Energy Plan.

Having a Sustainability Director would advance our effectiveness in meeting the national and state goals and accelerate the fidelity in the Commonwealth's contribution to preservation of our globe.

If there is an opportunity for the State to assist with funding this important initiative with funds other than general Town funds, it would make it that much easier. We appreciate your assistance, and your continued support for the Town of Sudbury.

If you have any questions or need additional information, please do not hesitate to contact me. Thank you.

Sincerely,

Select Board
 Town of Sudbury

Attachment 10.a: Sen Eldridge request - Sustainability Dir Sudbury - 2021 Dec 21 (4946 : Senator Eldridge letter)



The Commonwealth of Massachusetts
MASSACHUSETTS SENATE

SENATOR JAMES B. ELDRIDGE
Middlesex and Worcester District

STATE HOUSE, ROOM 511C
BOSTON, MA 02133-1053
TEL: (617)722-1120
FAX: (617)722-1089

JAMES.ELDRIDGE@MASENATE.GOV
WWW.MASENATE.GOV

Chair
JOINT COMMITTEE ON THE JUDICIARY

Vice Chair
JOINT COMMITTEE ON ENVIRONMENT,
NATURAL RESOURCES AND AGRICULTURE

DISTRICT OFFICE
225 MAIN STREET, ROOM 106
MARLBOROUGH, MA 01752

November 30, 2021

Sudbury Select Board
Flynn Building
278 Old Sudbury Rd.
Sudbury, MA 01776

Dear Sudbury Select Board,

Thank you very much for your letter of September 28th requesting support for Sudbury building projects and creating new personnel. Since receiving this letter, I was pleased to have a conference call with Town Manager Henry Hayes and Select Board Chair Jennifer Roberts and Vice-Chair Charles Russo on October 22nd. Since then, my staff and I have done some outreach and research on various state programs, as well as gathering information on what the state is likely to fund and what it's likely not to fund.

With respect to the Fairbanks Community Center, it is my understanding the people of Sudbury, with the Select Board's support, have approved municipal funding to renovate the Fairbanks Community Center. In terms of offsetting or reducing the use of town revenue for that construction project, there are no Massachusetts state programs for community centers or seniors centers. This is also the case for municipal public safety buildings, which traditionally have been considered the financial responsibility of municipal governments to fund. There are, as I know you are well aware, building authorities for the state to pay for at least half the cost of the construction of municipal public libraries and schools, but not community centers or public safety buildings, including fire stations.

With respect to making these buildings more sustainable, including more energy efficient and powered by clean energy, a municipal government can of course design these buildings to have a more robust energy code and be powered by clean energy. For example, the town of Acton is in the process of building a new fire station that will be almost entirely powered by clean energy and the envelope of the building makes it more energy efficient. The towns of Acton and Boxborough, together as the Acton-Boxborough Regional School District, are

Attachment 10.b: Sen. Eldridge LTR Sudbury SB 11.30.21 (003) (4946 : Senator Eldridge letter)

also right now building a twin elementary school which will also be powered almost entirely with clean energy, including solar and geothermal, and with building materials to make it more energy efficient.

On the solar power front, the Mass Clean Energy Center (MassCEC) can designate a community building as a pilot for solar and receive some state assistance. About 10 years ago, I was pleased to work with the Lincoln-Sudbury School Committee, including Sudbury elected officials, to direct state funding to help build the solar panels on top of the Lincoln-Sudbury Regional High School parking lot. I'd be happy to inquire with the MassCEC about whether it could provide similar financial support for the Fairbanks Community Center and Fire Station #2. Of course, each building would have to be designed to be able to install solar panels on the roof. In the FY22 state budget, I secured an earmark for \$120,000 for the town of Littleton so that the town could install solar panels on its new public library. Before I secured the state funding in the budget, my staff and I worked closely with the Littleton professional staff and library trustees to make sure the library's roof was solar panel ready.

Your letter also asked for state funding to create a Sustainability Director position. I believe that various Sudbury officials, and Sudbury climate change groups, have been in touch with their counterparts in Acton which created and hired a Sustainability Director in 2020. That position was created by the Acton Town Manager and Acton Select Board who agreed to increase the budget for municipal employees to be able to hire a full-time Sustainability Director. There were no cost offsets or budget cuts to fund the position, the Acton town budget was simply increased. The Sustainability Director is already doing a tremendous job and is taking measures that will fairly quickly save more money in reduced energy costs that will more than pay the position's salary and benefits.

In the interest of supporting the Sudbury Select Board's vision of creating a Sustainability Director, I had my Legislative Director David Emer reach out to Town Manager Hayes. On my instruction, David Emer suggested that state funding for a one year time period was all that was possible. Town Manager Hayes then submitted a letter to me on October 29th requesting \$100,000 per year for three years totaling \$300,000. Due to balancing the needs of all 14 communities in my district I was not able to commit to the full amount in the Senate ARPA budget. I thought \$100,000 was possible, but Town Manager Hayes declined and told David Emer that to create the position and continue it the full amount would be needed.

On the earmark front, I do anticipate additional earmarks next year in the FY23 state budget. It is certainly possible for me to work to secure an earmark for Sudbury as the Sudbury legislative delegation of Senator Mike Barrett, Representative Carmine Gentile and I did in the FY16 state budget for \$290,000 to kickstart the successful renovation and repurposing of the Loring Parsonage next to the Sudbury Town Hall into the new location of the Sudbury Historical Society.

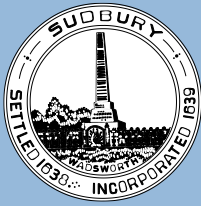
I am absolutely committed to fighting for and securing additional state funds for Sudbury, including the requests laid out in your letter. My suggestion is for Town Manager Hayes to reach out to David Emer in my office as soon as possible to begin discussions on specific financial needs and numbers for FY23.

Sincerely,



James B. Eldridge
State Senator
Middlesex & Worcester District

CC: Henry L. Hayes, Jr., Town Manager

**SUDBURY SELECT BOARD**

Tuesday, December 21, 2021

MISCELLANEOUS (UNTIMED)**11: Letter of Support for Town of Weston****REQUESTOR SECTION**

Date of request:

Requested by: Leila S. Frank

Formal Title: Discussion and possible vote to send a letter of support to the Town of Weston regarding TIP I.D. 608940 at the Route 20/Wellesley Street/Boston Post Road intersection in Weston, MA. (~15 min.)

Recommendations/Suggested Motion/Vote: Discussion and possible vote to send a letter of support to the Town of Weston regarding TIP I.D. 608940 at the Route 20/Wellesley Street/Boston Post Road intersection in Weston, MA. (~15 min)

Background Information:

The Sudbury Town Manager received a request for support from the Weston Town Manager and has prepared and provided a letter as a response. The traffic patterns/changes in abutting Towns have potential impacts to the residents of and commuters through Sudbury. The following offices support the approach from the Town Manager: Planning, Police, and Public Works. If the Board wants to proceed, a letter can be drafted for review on 1/4.

Financial impact expected:N/A

Approximate agenda time requested: 15 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Jennifer Roberts	Pending
Select Board	Pending

12/21/2021 6:15 PM



Henry L. Hayes, Jr.
Town Manager

TOWN OF SUDBURY
Office of the Town Manager
www.sudbury.ma.us

278 Old Sudbury Road
Sudbury, Massachusetts 01776
Tel: (978) 639-3381
Fax: 978-443-0756
Email: townmanager@sudbury.ma.us

December 16, 2021

Matt Genova
Transportation Improvement Program Manager
Central Transportation Planning Staff
10 Park Plaza, Suite 2150
Boston, MA 02116

Re: Route 20 / Wellesley Street/ Boston Post Road Intersection - Weston, MA
TIP I.D. 608940

Dear Mr. Genova:

I am aware of a proposed TIP project that is important to the Town of Weston, is on a state road (Route 20) and has completed its 25% design. We are also aware that the Town of Weston requests that the MPO staff consider placing this project on the FFY 2022 Transportation Improvement Program. This is a very important project for the community and the region.

As a nearby community, any roadway or intersection improvements along Route 20/Boston Post Road between Sudbury and Interstate 95 will be a benefit to all of the residents of Sudbury, especially for commuters. These improvements would appear to assist traffic flow in both directions and enhance the safety of this intersection as well. In particular, these improvements would seem to positively impact commuters, both in the morning and evening, when traffic flow is heaviest.

Ultimately, Route 20/Boston Post Road is a major commuting route for many of our residents. Any improvements to efficiency and in particular, safety, would be a benefit for them. The Town of Sudbury is a mutual beneficiary of the outcomes related to this project and we support the advancement as requested by the Town of Weston. Please accept this letter as support.

Sincerely,

Henry L. Hayes, Jr.
Town Manager

Golden, Patricia

From: Gaumond, Leon <gaumond.l@westonma.gov>
Sent: Wednesday, December 8, 2021 10:41 AM
To: Hayes, Henry
Cc: Cullen.Thomas
Subject: Request from the Town of Weston
Attachments: Scan 001.pdf

Importance: High

Henry,

I hope this email finds you safe & secure during these uncertain times.

I am writing on behalf of the Town of Weston regarding a proposed TIP project that is important to the Town of Weston, is on a state road (Route 20) and has completed its 25% design. Please see attached letter explaining this project and the importance of this project to the Town of Weston.

As you probably know, traffic flow through the region can certainly be challenging. We are hearing that the 25% design hearing may be scheduled for some time after the first of the year. I am hopeful that the Town of Sudbury can advocate for our project which is so important to the safety and commuting in the region.

If you would be willing to submit an email or letter of support, we would appreciate it if you could send me the document for submission at the 25% hearing.

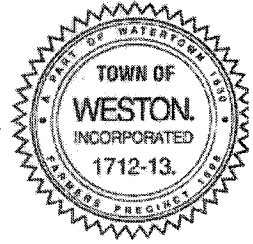
If you have any questions, please do not hesitate to contact me.

All the best

Leon A. Gaumond Jr.
 Town Manager
 Town of Weston, Massachusetts
 P.O. Box 378
 11 Town House Road
 Weston, MA 02493
 781-786-5020 781-786-5029 (fax)
Gaumond.l@westonmass.org

Attachment11.b: Email_Leon Gaumond (4975 : Letter of Support for Town of Weston)

TOWN OF WESTON



TOWN HALL,
Post Office Box 378
WESTON, MA 02493-0002
(781) 786-5020
FAX (781) 786-5029
Twitter: @TownWeston

LEON A. GAUMOND JR.
TOWN MANAGER

March 17, 2020

Matt Genova
Transportation Improvement Program Manager
Central Transportation Planning Staff
10 Park Plaza, Suite 2150
Boston, MA 02116

Re: Route 20 / Wellesley Street / Boston Post Road Intersection – Weston, MA
TIP I.D. 608940

Dear Mr. Genova:

In response to your email dated March 14, 2020, this letter has been drafted to demonstrate the Town's support for the above reference project. The Town has just recently submitted the 25% design to MassDOT earlier this week.

The project is the number one priority for the Town of Weston, and therefore the Town would like to request that the project is placed on the FFY 2022 Transportation Improvement Program. The project includes installation of a new traffic signal system; geometric revisions to the intersection, particularly at Winsor Way; pavement mill / overlay; drainage modifications; installation of buffered bicycle lanes; sidewalk reconstruction and pavement markings/signage.

These proposed improvements will address significant safety and crash related incidents documented in the previous Road Safety Audit and included in the Functional Design Report. The project has gone through a significant planning process beginning in 2013 with interaction with various Town departments including the Town's Traffic and Sidewalk Committee, engineering and Department of Public Works. This planning process has informed the preliminary design and the Town's Select Board has endorsed this preliminary design at their January meeting. The design is funded by the Town.

The proposed intersection improvements have minor impacts to existing private properties such that only temporary construction easements will be required. Winsor Way is a private roadway and has been identified as one of the needed temporary easements. VHB and Town officials have previously discussed the project and its impacts with the Winsor Way residents on multiple occasions.

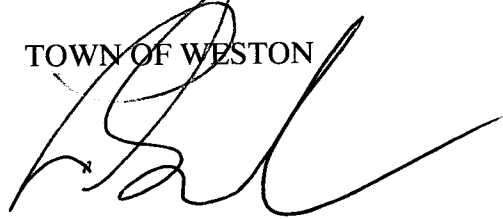
The project will need to be permitted through the local conservation commission as there is work within a buffer zone of an adjacent wetland. We would expect to begin that process at the 75% design

stage.

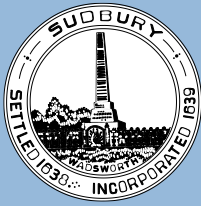
Based on this information, the Town of Weston requests that the MPO staff consider placing this project on the FFY 2022 Transportation Improvement Program. This is a very important project for the community, and your support is greatly appreciated. If you have any questions regarding this request, or would like to discuss further, please call me at your convenience at (781) 786-5020. Thank you for your consideration.

With warmest regards,

TOWN OF WESTON

A handwritten signature in black ink, appearing to read 'L. Gaumond Jr.', written over the printed name and title.

LEON A. GAUMOND JR.
Town Manager

**SUDBURY SELECT BOARD**

Tuesday, December 21, 2021

MISCELLANEOUS (UNTIMED)**12: 2022 Newsletter Deadlines****REQUESTOR SECTION**

Date of request:

Requested by: Leila S. Frank

Formal Title: Discuss and possible vote to approve proposed 2022 Municipal Update Newsletter Schedule of Deadlines for Select Board assignment, submission and approval. (~10 min.)

Recommendations/Suggested Motion/Vote: Discuss and possible vote to approve proposed 2022 Municipal Update Newsletter Schedule of Deadlines for Select Board assignment, submission and approval. (~10 min.)

Background Information:
Attached

Financial impact expected:N/A

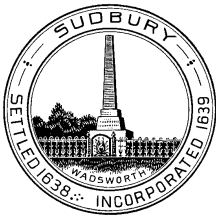
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Jennifer Roberts	Pending
Select Board	Pending

12/21/2021 6:15 PM



Town of Sudbury

Select Board Office

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

sbadmin@sudbury.ma.us

Date: December 7, 2021

To: Select Board

From: Leila Frank

Re: **2022 Municipal Update Newsletter Schedule of Deadlines**

Please see below proposed schedule for assignment, submission and approval deadlines for the Select Board's submissions to the 2022 Municipal Update Newsletter. The newsletter will be posted on the website and sent to the email subscriber list on the business day following the Board's approval when possible.

WINTER

SB Meeting to Discuss Topic Assignments- Tuesday, Jan 4

Submission Deadline- Monday, Jan 24

SB Meeting Approval- Tuesday, Feb 15

SPRING

SB Meeting to Discuss Topic Assignments- Tuesday, April 5

Submission Deadline- Monday, April 25

SB Meeting Approval- Tuesday, May 17

SUMMER

SB Meeting to Discuss Topic Assignments- Tuesday, June 28

Submission Deadline- Monday, July 18

SB Meeting Approval- Tuesday, August 9

FALL

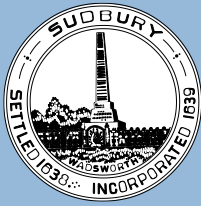
SB Meeting to Discuss Topic Assignments- Tuesday, October 11

Submission Deadline- Monday, October 31

SB Meeting Approval- Tuesday, November 15

Previous editions of the Municipal Update Newsletter can be found here:

<https://sudbury.ma.us/municipal-updates-newsletters/>

**SUDBURY SELECT BOARD**

Tuesday, December 21, 2021

MISCELLANEOUS (UNTIMED)**13: Discuss potential ATM SB articles****REQUESTOR SECTION**

Date of request:

Requestor: Chair Roberts

Formal Title: Discuss potential 2022 Annual Town Meeting Select Board and Town articles. (~20 min.)

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested: 20 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Jennifer Roberts	Pending
Select Board	Pending

12/21/2021 6:15 PM

Proposed 2022 Annual Town Meeting Sudbury Select Board Articles

From 12/07/21 Select Board Meeting. Further discussion at 12/13/21 Select Board Meeting.

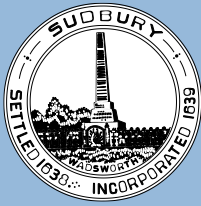
Sustainability Director **(Roberts)**

Reversion of unspent past Town Meeting article allocations **(Carty)**

Furniture, Fixtures, & Equipment (FF&E) - including Audio Visual - for Fairbank Community Center Project **(Dretler)**

Bruce Freeman Rail Trail-related articles for easements and lease (check with Planning & Community Development) **(Dretler)**

Sudbury Housing Trust Bylaw Change **(Carty)**

**SUDBURY SELECT BOARD**

Tuesday, December 21, 2021

MISCELLANEOUS (UNTIMED)**14: Minutes review****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Review open session minutes of 11/3/21 and possibly vote to approve minutes.

Recommendations/Suggested Motion/Vote: Review open session minutes of 11/3/21, and possibly vote to approve minutes.

Background Information:
attached draft

Financial impact expected:

Approximate agenda time requested: 30 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Jennifer Roberts	Pending
Select Board	Pending

12/21/2021 6:15 PM

SUDBURY SELECT BOARD

TUESDAY, NOVEMBER 3, 2021

(Meeting can be viewed at www.sudburytv.org)

Present: Chair Jennifer Roberts, Vice-Chair Charles Russo, Select Board Member Daniel Carty, Select Board Member William Schineller, Select Board Member Janie Dretler, Town Manager Henry L. Hayes, Jr.

The statutory requirements as to notice having been complied with, the meeting was convened at 7:04 p.m., via Zoom telecommunication mode.

Chair Roberts announced the recording of the meeting and other procedural aspects included in the meeting.

Call to Order/Roll Call

Select Board Roll Call: Dretler-present, Russo-present, Carty-aye, Schineller-aye, Roberts-aye

Opening remarks by Chair:

- Community Preservation Committee met for the first time this season
- Financial Policies Subcommittee (she and Board Member Schineller) met with Jean Nam – incorporating feedback, and will include feedback from other departments, as well
- Resident email about vocational education for their child, Board discussion to continue
- Spoke with Senator Markey's assistant today regarding the two letters submitted by the Board regarding sustainability structures; as well as and letter to Gov. Baker and CEO Nolan regarding the Eversource project

Reports from Town Manager:

- Town Manager Office Hours on Saturday, November 13, 2021, 11:00 a.m.
- Thanked Recreation staff for pumpkin walk-through - with good participation
- Real Estate and Personal property taxes due November 1, 2021
- Sudbury Municipal Minute – Commission on Disability
- “Creating a Welcoming Community for People with Brain-Based Conditions” virtual presentation by Valerie Fletcher of the Institute for Human Centered Design – November 10, 2021, 7:00 p.m.
- COA hosting Veteran's Day Breakfast November 10, 2021 at the Senior Center

Board Member Carty:

- SPS meeting covered anticipated projects – totaling approximately \$1,000,000
- Superintendent Crozier met with Town Manager Hayes regarding ARPA funds
- Vocational Education topic to be considered as a Select Board goal
- Sudbury might be adding another Congressional District
- Veteran's Day Event in Sudbury on November 11, 2021

Board Member Dretler:

- ARPA web page

- Attended PBC meeting, Fire Station project was discussed – looking forward to an update
- Park & Recreation Commission discussed ARPA funding at recent meeting
- Attended SPS Committee meeting, vaccine options for students discussed
- SHC completed the Historic Resources Survey

Board Member Schineller:

- Financial Polices draft integrating comments from FinCom and CIAC
- HOPEsudbury Day – November 6, 2021 marks the 20th anniversary; annual telethon will continue this weekend
- Town website includes Eversource Project/CSX letters written by the Select Board
- Eversource requested start of soil testing in corridor and road crossings

Vice-Chair Russo:

- Eversource soil testing will start in the next few weeks

Citizen comments on items not on agenda

None

Discussion and vote whether to enter an Intermunicipal Agreement (IMA) between the Towns of Sudbury, Wayland, Lincoln, Bedford, Concord, Carlisle, and Weston in accordance with the Public Health Excellence for Shared Services grant by the Commonwealth of Massachusetts, awarded to Sudbury, to create a cross-jurisdictional public health services sharing program by hiring regional public health nurses, an inspector, and public relations professionals to address critical public health needs

Present: Bill Murphy, Health Director

Chair Roberts provided background regarding the IMA Program regional health services program with Wayland, Lincoln, Bedford, Concord, Carlisle and Weston. Mr. Murphy stated five towns have already voted to join the cross-jurisdictional public health services sharing program, with Concord and Sudbury being the last towns to join the program to sign.

Mr. Murphy explained many health services were lacking due to COVID, and this regional program will assist in that area. He noted that all grant funding going forward would be covered by IMA Program grants.

Vice-Chair Russo commented that as a lead town, Sudbury would qualify for proportionate health services. Mr. Murphy confirmed because Sudbury is a larger municipality within the IMA because it will likely get more hours of service.

Select Board Member Schineller inquired about additional regional agreements regarding housing and transportation intermunicipal agreements. Mr. Murphy responded additional towns would likely not be added to the group, indicating that seven municipalities were being considered for this year.

Board Member Carty stated regionalization is a benefit, and the State will monitor the health services aspect as well as the housing topic.

Board Member Carty asked who would represent each municipality included in the IMA. Mr. Murphy replied the representatives would be the prospective Directors of the seven Health Departments.

Chair Roberts inquired about the logistics of the plan. Mr. Murphy maintained that such details were being worked on, and he would keep the Board apprised of such progress.

Resident Pat Brown, 24 Whispering Pine Road, inquired about ongoing employee benefits, such as OPEB and pensions, in consideration of the regional plan. Mr. Murphy suggested Ms. Brown get that information from the Town of Sudbury Human Resources Department.

Chair Roberts moved in the words of the motion. Board Member Carty moved in the words of the Chair. Board Member Dretler seconded the motion.

It was on motion 5-0; Schineller-aye, Russo-aye, Dretler-aye, Carty-aye, Roberts-aye

VOTED: To enter an Intermunicipal Agreement (IMA) between the Towns of Sudbury, Wayland, Lincoln, Bedford, Concord, Carlisle, and Weston in accordance with the Public Health Excellence for Shared Services grant by the Commonwealth of Massachusetts, awarded to Sudbury, to create a cross-jurisdictional public health services sharing program by hiring regional public health nurses, an inspector, and public relations professionals to address critical public health needs.

Interview and vote to appoint Mark Sevier, 14 Arborwood Road, to the Permanent Building Committee for a term expiring 5/31/23

Present: Mark Sevier, 14 Arborwood Road

Chair Roberts confirmed Mr., Sevier has been active in Town Boards/Committees, and was one of the original members of the Energy and Sustainability Committee when it was formed in 2008. She added that Mr. Sevier has been involved in various aspects regarding Town-owned buildings, as well as membership on the Conservation Commission.

Vice-Chair Russo stated that Mr. Sevier has been a valuable addition to the Conservation Commission.

Chair Roberts moved in the words of the motion. Vice-Chair Russo moved in the words of the Chair. Board Member Dretler seconded the motion.

It was on motion 5-0; Carty-aye, Dretler-aye, Schineller-aye, Russo-aye, Roberts-aye

VOTED: To appoint Mark Sevier, 14 Arborwood Road, to the Permanent Building Committee for a term expiring 5/31/23.

Discussion on Sewataro Property resident survey. Subcommittee members Russo and Schineller to present

Chair Roberts mentioned the importance of including Town residents in determining next steps for the Sewataro property. She commented at some point a survey might be considered.

Vice-Chair Russo stated he appreciated the Flash Vote presentation by Mr. Lyons last night.

Board Member Schineller indicated that related information-gathering should not be a prerequisite for renewing the five-year renewal term for Camp Sewataro. He referenced the suggested Sewataro plan as submitted which

outlines camp scholarships, proposed time opening schedule for residents, and public swimming schedule to begin next summer.

Board Member Carty noted that long-term goals for the site present a different consideration.

Chair Roberts recommended the Board consider what might be best for the Town going forward, including the renewal of contract aspect.

Board Member Schineller motioned that the renewal process be reviewed by the Select Board, and be voted on at the next Select Board meeting. Board Member Carty seconded the motion.

It was on motion 2-3-0; Schineller-aye; Russo-no, Carty-aye, Dretler-no, Roberts-no

VOTED: The motion that the renewal process be reviewed by the Select Board, and be voted on at the next Select Board meeting. The motion failed.

Board Member Dretler opined about the Town receiving PPP funds.

Town Manager Hayes stressed the related importance of the annual budget season from November through January.

Chair Roberts suggested Select Board Members submit related questions/comments to Town Manager Hayes, and the Sewataro Subcommittee Members Russo and Schineller can create a document which reflects the property chronology over the last two years. Vice-Chair Russo and Board Member Schineller agreed to draft such document to be reviewed by the Select Board at the November 16th meeting.

Resident Len Simon, 40 Meadowbrook Circle, stated that the residents should be able to review the Sewataro financials, and stressed that now was the time to analyze the long-term use of Sewataro. He asserted a consultant should be hired to help assess the situation.

Resident Pat Brown, 24 Whispering Pine Road, addressed items listed on the meeting agenda, recommending the Board adhere to what items are on tonight's agenda.

Resident and COA Member Robert May, 98 Maynard Farm Road, asked the Board to review all necessary information; and hoped that there is additional discussion in the next six to eight months.

Mr. Brody confirmed he was working on increased public access to Sewataro for the upcoming summer season, and provided various options. In terms of the financials, he stressed the influence COVID had over the past couple of years; though the past year was better, and the PPP loan helped. He confirmed that he would work on adjustments to the program if needed.

Resident and COA Member Jeff Levine, 42 Chanticleer Road, stated the Camp Sewataro was not appropriately addressed and recommended that the Town hire a consultant.

Resident and COD Member Kay Bell thanked the Board for their handling of the situation.

Resident and CPC Member Kristen Roopenian, 45 Harness Lane, stated she appreciated the Board's attention to detail regarding the matter.

Discussion on Sewataro Use Policy Document and discussion on other Sewataro goals

Mr. Brody and Kristen Drummey presented the “Sewataro Summer of 2022 – Resident Access Enhancement Alternatives” document which included the following topics:

- Resident Swimming
- Phase One ADA Compliance Upgrades
- Summer 2022 swimming schedule
- Swimming & Staffing Logistics
- Accessibility Upgrades – additional accessible parking areas and pathways
- Expenses – Pond Swimming and Pool Swimming

Mr. Brody addressed October 2020–September 2021 Sewataro Financials, including direct payments, Town use expenditures, and upkeep costs.

Chair Roberts thanked Ms. Drummey and Mr. Brody for submission and presentation of Sewataro reports as requested by Board Member Schineller.

Chair Roberts suggested that Town Manager Hayes review Board Member questions/comments, and submit the inquiries to the Camp Sewataro team for discussion at the Select Board meeting on November 16, 2021.

Vice-Chair Russo confirmed that recommendation was received from Town Counsel regarding implementation of a fee schedule at Sewataro.

Board Member Dretler questioned if the Town should charge resident fees, or if Camp Sewataro should implement such fees. Chair Roberts commented the Camp operator would collect the fees, and apply such fees to the revenue share plan. Mr. Brody acknowledged any user fees suggested by the Town should go entirely to the Town.

Board Member Dretler motioned to create a fee schedule for the Sewataro property. Board Member Schineller seconded the motion.

It was on motion 5-0; Dretler-aye, Schineller-aye, Russo-aye, Carty-aye, Roberts-aye

VOTED: To create a fee schedule for the Sewataro property

Board Member Carty indicated he was in favor of the user fee concept, but was not in favor of establishing that schedule.

Chair Roberts asked about added detail regarding such fees. Board Members reviewed the “Town of Sudbury Sewataro Use Policy,” and discussed appropriate language edits.

Board Member Schineller offered to present Board questions and fee consideration to Town Counsel with Town Manager Hayes.

Mr. Simon addressed the Camp Sewataro schedule as presented by Ms. Drummey, with recommendation that resident (including disabled resident) options be considered simultaneously. He stressed that additional swimming time should be allotted to the residents. Mr. Simon maintained that the Sewataro financial piece was very confusing/exaggerated and should be amended.

Mr. Brody indicated he disagreed with statements made by Mr. Simon. He emphasized that he was committed to public swimming times as well as to handicapped accessibility.

Discussion and possible vote regarding Town Manager outside activities (book agreement and other outside engagements) in accordance with Town Manager Contract

Town Manager Hayes confirmed he had an opportunity to sign with a book publisher. He confirmed he would not be an employee of the publisher.

Vice-Chair Russo thanked Town Manager Hayes for bringing this activity before the Board, and stated he had no concerns about it.

Board Member Carty commented a leader of the community should be able to write a book.

Board Member Dretler requested assurance that any activities associated with the publication would be outside of Town business working hours. Town Manager Hayes confirmed any such activity would take place outside of Town Manager hours.

Board Member Dretler asked if any additional engagements would take place. Town Manager Hayes detailed he would be involved with a Veterans Day presentation, Air Force events, podcasts, sermons at churches, and that no mentioned activities involved his employment with mentioned organizations.

Board Member Schineller appreciated transparency efforts exemplified by Town Manager Hayes noting that this aspect could have been handled via email and not be included necessarily as an agenda item.

Chair Roberts recommended going forward Town Manager Hayes might consider informing the Board via email.

Discussion on future plans for Broadacres building structures

Vice-Chair Russo recused himself from the discussion.

Town Manager Hayes provided an update, noting that the structures are being increasingly dilapidated.

Board Member Carty asked when the demolition process for such structures would begin. Town Manager Hayes responded the clock starts when the request for action goes before the Sudbury Historical Commission.

Board Member Dretler inquired about specifics associated with the mentioned timeline. Town Manager Hayes confirmed hazards were not imminent at this time, and he would continue to actively research that associated timeline.

Board members agreed with commencing with the demolition process.

Vice-Chair Russo rejoined the Board meeting.

Recess

Chair Roberts moved to recess and resume the Board meeting at 10:10 p.m. Board Member Schineller moved in the words of the Chair. Board Member Dretler seconded the motion.

It was on motion 5-0; Dretler-aye, Schineller-aye, Carty-aye, Russo-aye, Roberts-aye

VOTED: To recess and resume the Board meeting at 10:10 p.m.

Discussion on Remote Participation Policy. Subcommittee members Roberts and Schineller to present

Chair Roberts confirmed the policy subcommittee members, she and Board Member Schineller, drafted edits to the “Policy on Remote Participation” in consideration of some outdated language. She affirmed COVID-related language was included in the draft.

Board Members included additional edits.

Vote whether to support signing MAPC/MAGIC letter to State requesting that State cover COVID-related expenses

Board Member Dretler presented the finalized MAPC/MAGIC letter, highlighting changes made by MAPC after receiving comments.

Chair Roberts moved in the words of the motion. Board Member Dretler moved in the words of the Chair. Vice-Chair Russo seconded the motion.

It was on motion 4-2-0; Carty-no, Schineller-no, Russo-aye, Dretler-aye, Roberts-aye

VOTED: To support signing MAPC/MAGIC letter to State requesting that State cover COVID-related expenses, as edited by MAPC. The motion passed.

Review and possible vote to support signature of Arlington Town Manager letter on Energy Stretch Codes

Chair Roberts inquired about other entities/towns signed the letter. Town Manager Hayes responded several local communities have endorsed the letter.

Board Member Dretler asked if Town Manager Hayes wanted to sign the letter. Town Manager Hayes responded Board Members could sign the letter, and he did agree with the principle.

Chair Roberts indicated that she generally supported the letter, especially in consideration of sustainability, but did not want to obligate the Town.

Board Member Carty commented he viewed the letter as a policy, but not necessarily an action plan; and would not sign the letter for that reason.

Vice-Chair Russo expressed his support regarding the concept, but was somewhat unclear on the process.

Chair Roberts suggested presenting the letter to the Energy and Sustainability Committee to get their input. Board Member Schineller suggested also presenting the letter to the Planning Department to get their prospective.

Board Members agreed with receiving input from the Planning Board and the Energy and Sustainability Committee before endorsing the letter.

Debrief on 2021 Town Forum and discussion on future forum

Select Board Members discussed the recently held Master Plan Town Forum, agreeing it went well. Members agreed that increased advertising as well as social media involvement might help with public participation at the next Town Forum.

Chair Roberts stated that the Forum was informative and resulted in added resident participation for advancing the Master Plan action phase.

Review the Select Board's Fall 2021 Newsletter articles and approve for distribution

Chair Roberts moved in the words of the motion. Board Member Dretler moved in the words of the Chair. Board Member Schineller seconded the motion.

It was on motion 5-0; Carty-aye, Russo-aye, Schineller-aye, Dretler-aye, Roberts-aye

VOTED: To approve the Select Board's Fall 2021 Newsletter articles and approve for distribution

Review open session minutes of 9/14/21, 9/28/21 and possibly vote to approve minutes

9/14/21 Minutes

Chair Roberts moved in the words of the motion. Board Member Dretler moved in the words of the Chair. Board Member Carty seconded the motion.

It was on motion 5-0; Carty-aye, Schineller-aye, Russo-aye, Dretler-aye, Roberts-aye

VOTED: To approve the 9/14/21 minutes, as edited

9/28/21 Minutes

Chair Roberts moved in the words of the motion. Board Member Carty moved in the words of the Chair. Board Member Schineller seconded the motion.

It was on motion 5-0; Dretler-aye, Schineller-aye, Russo-aye, Carty-aye, Roberts-aye

VOTED: To approve the 9/28/21 minutes, as edited

Citizen's Comments (cont.)

No citizen comments

Upcoming Agenda Items

11/16/21 Meeting Items:

- Sewataro access options and financials with questions submitted to Town Manager
- ARPA
- 2022 Office Hours

Future:

- DEI Update
- Executive Session minutes for Chief Nix review for public safety
- Vocational Education
- Sewataro revenue to be applied to Sewataro Bond
- Unspent funds from previous Town Meeting Articles/reversion of funds
- BFRT Special Town Meeting

- KPI
- Town Hall

Consent Calendar

Vote to authorize the chair to execute a letter requesting data from the Group Insurance Commission (GIC) to use in processing employees' W-2 forms, as requested by Christine Nihan, Town Accountant

Chair Roberts moved in the words of the motion. Board Member Dretler moved in the words of the Chair. Vice-Chair Russo seconded the motion.

It was on motion 5-0; Schineller-aye, Dretler-aye, Russo-aye, Carty-aye, Roberts-aye

VOTED: To authorize the chair to execute a letter requesting data from the Group Insurance Commission (GIC) to use in processing employees' W-2 forms, as requested by Christine Nihan, Town Accountant

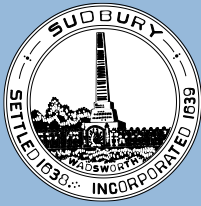
Adjourn

Chair Roberts moved in the words of the motion. Board Member Dretler moved in the words of the Chair. Vice-Chair Russo seconded the motion.

It was on motion 5-0; Dretler-aye, Russo-aye, Carty-aye, Schineller-aye, Roberts-aye

VOTED: To adjourn the Select Board meeting

There being no further business, the meeting adjourned at 11:30 p.m.

**SUDBURY SELECT BOARD**

Tuesday, December 21, 2021

MISCELLANEOUS (UNTIMED)**15: Citizen's Comments (cont)****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Citizen's Comments (cont)

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

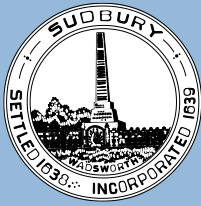
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Jennifer Roberts	Pending
Select Board	Pending

12/21/2021 6:15 PM



SUDBURY SELECT BOARD

Tuesday, December 21, 2021

MISCELLANEOUS (UNTIMED)**16: Upcoming Agenda Items**REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Upcoming Agenda Items

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

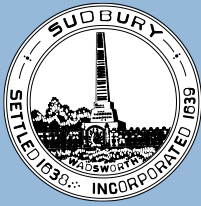
Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Jennifer Roberts	Pending
Select Board	Pending

12/21/2021 6:15 PM

POTENTIAL UPCOMING AGENDA ITEMS/MEETINGS

MEETING	DESCRIPTION
January 4, 2022	DEI update
	Peakham Road Speed Limit
January 18	Annual update with legislators (Sen. Eldridge, Sen. Barrett, Rep. Gentile)
Mon, January 31	2022 Annual Town Meeting Warrant closes at 12:00 Noon for submission of articles
Date to be Determined	By-law items to examine - Special Events & Demonstration Permits; Common Victualler License Holders (Related to Farm Act exemptions, citizen request); Nuisance / Blight Bylaw; Removal Authority of members from appointments
	Sewataro Renewal Decision Next Steps; Sewataro Use Policy; Sewataro Financial Statement Review
	Citizen Leadership Forum
	Fairbank Community Center update (ongoing)
	FinCom joint meeting re: Financial policy review
	Health/COVID-19 update (as of 3/18/20)
	Housing Choice discussion
	Invite Commission on Disability Chair to discuss Minuteman High School
	Local receipts – fee schedule review (Vice-chair Russo)
	Quarterly update from Diversity, Equity and Inclusion Commission (DEI) (November, February, May, August)
	Quarterly update on Key Performance Indicators (KPIs) projects to track (August, November, February, May)
	Quarterly review of approved Executive Session Minutes for possible release (February, May, August and November). Consider separate meeting solely for this purpose.
	Quarterly update on Bruce Freeman Rail Trail (BFRT) (March, June, September, December)
	Quarterly update on CSX (January, April, July, October)
	Route 20 empty corner lot – former gas station
	Sidewalks discussion
	Town Manager Goals and Evaluation process
	Town meeting recap – year in review
	Town-wide traffic assessment and improve traffic flow
	Update on crosswalks (Chief Nix/Dan Nason)
	Update on traffic policy (Chief Nix)
	Work Session with Town Counsel: Select Board/Town Manager Code of Conduct and other procedural training
Standing Items for All Meetings	Select Board requests for future agenda items at end of meeting
	Citizens Comments, continued (if necessary)



SUDBURY SELECT BOARD

Tuesday, December 21, 2021

CONSENT CALENDAR ITEM**17: Eversource GOL Pole Relocation Cold Brook Crossing****REQUESTOR SECTION**

Date of request:

Requestor: Richard Schifone, Rights and Permit Supv, Eversource

Formal Title: Vote on whether to approve petition and plan presented by the Nstar Electric Company d/b/a Eversource Energy and Verizon for the purpose of obtaining a Grant of Location to relocate one (1) pole #78/148 at North Road, northerly side at Emery Lane. This work is necessary to clear access for a new road at new residential development, Cold Brook Crossing.

Recommendations/Suggested Motion/Vote: Vote on whether to approve petition and plan presented by the Nstar Electric Company d/b/a Eversource Energy and Verizon for the purpose of obtaining a Grant of Location to relocate one (1) pole #78/148 at North Road, northerly side at Emery Lane. This work is necessary to clear access for a new road at new residential development, Cold Brook Crossing.

Background Information:

From Dan Nason, DPW Director (12/2/21):

The DPW does not see any issues with the request to relocate this pole as otherwise it (the existing pole) will lie in the middle of the access road to the development.

From Andrew Lewis, Building Inspector (12/2/21):

The Building Department has no issue with the pole being moved. It is required for fire access road.

See attached documents. No hearing is required as there are no abutters.

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting: Richard M. Schifone, Eversource Rights and Permits Supervisor

Review:

Patty Golden

Pending

Henry L Hayes

Pending

Jonathan Silverstein
Jennifer Roberts
Select Board

Pending
Pending
Pending

12/21/2021 6:15 PM



157 Cordaville Road
Southborough, MA 01772

December 2, 2021

Board of Selectmen
Sudbury Town Hall
322 Concord Road
Sudbury, MA 01776

RE: North Road
Sudbury, MA
W.O. #5678578

No Hearing Required

Dear Members of the Board:

The enclosed petition and plan are being presented by the NSTAR ELECTRIC COMPANY d/b/a as EVERSOURCE ENERGY and VERIZON for the purpose of obtaining a Grant of Location to relocate one (1) pole #78/148.

This work is necessary to clear access for new road for new residential development. Cold Brook Crossing.

If you have any further questions, contact Chris Cosby @ (508) 305-6989.
Your prompt attention to this matter would be greatly appreciated.

Very truly yours,

Richard M. Schifone

Richard M Schifone
Rights and Permits, Supervisor

RMS/sky
Attachments

Attachment17.a: North Road Cover OH JO No Hearing WO# 5678578 (4966 : Eversource GOL Pole Relocation Cold Brook Crossing)

PETITION OF NSTAR ELECTRIC COMPANY d.b.a. EVERSOURCE ENERGY AND OTHER COMPANIES FOR ALTERATION OF JOINT OR IDENTICAL LOCATION FOR EXISTING POLES

Town of **SUDBURY**, Massachusetts

Respectfully represent **NSTAR ELECTRIC COMPANY d.b.a EVERSOURCE ENERGY and VERIZON NEW ENGLAND, INC.**, companies subject to Chapter 166 of the General Laws (Ter. Ed.), that they have heretofore received a grant of joint or identical location for, and have erected or constructed, a line consisting of wires, poles and such other fixtures as may be necessary to sustain or protect the wires of the line, upon, along and across the public way or ways hereinafter specified, and that it is desirable that the location of certain of said poles be altered.

WHEREFORE, your petitioners pray that the Board of Selectmen may by Order direct an alteration in the location of said existing poles so that hereafter said poles, together with such fixtures as may be necessary to sustain or protect the wires of the line, shall be located substantially as shown on the plan made by **T. Thibault**, dated **September 28, 2021** and filed herewith upon, along and across the following public way or ways of said Town:

North Road - Northerly side at Emery Lane

Remove one (1) pole #78/148

Install one (1) pole #78/148

NO HEARING REQUIRED

Also for permission to lay and maintain underground laterals, cables, and wires in the above or Intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitoners may desire for distributing purposes. Your petitioners agree to reserve space for one crossarm at a suitable point upon each of said poles for the telephone, fire and police signal wires owned by the Town and used for municipal purposes.

Your petitioner agrees to reserve space for one crossarm at a suitable point on each of said poles for the telephone, fire and police signal wires owned by the Town and used for municipal purpose

NSTAR ELECTRIC COMPANY d.b.a EVERSOURCE ENERGY

By *Richard M. Schifone*

Richard M. Schifone

Rights & Permits, Supervisor

VERIZON NEW ENGLAND, INC.

Albert E Bessette

BY _____

WO# 5678578

Dated this _____ day _____ 2021

Town of **Sudbury**, Massachusetts.

Received and filed _____

Sudbury Board of Selectmen

WO# 5678578

**ORDER FOR ALTERATION OF LOCATION
FOR EXISTING POLES**

TOWN OF SUDBURY

WHEREAS, **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY AND VERIZON NEW ENGLAND, INC.** has heretofore been granted a location for, and have erected or constructed, a line consisting of wires, poles and such other fixtures as may be necessary to sustain or protect the wires of the line upon, along and across the public way or ways thereafter specified, and have petitioned for an alteration in the location of certain of said poles.

It is **DIRECTED** that the location heretofore granted for said poles be altered so that hereafter said poles shall be located, substantially as shown on the plan made by **T. Thibault**, dated **September 28, 2021** on file with said petition for alteration in the location, upon, along and across the following public way or ways of said Town:

North Road - Northerly side at Emery Lane

**Remove one (1) pole #78/148
Install one (1) pole #78/148**

NO HEARING REQUIRED

Also for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes. Your petitioners agree to reserve space for one crossarm at a suitable point upon each of said poles for the telephone, fire and police signal wires owned by the Town and used for municipal purposes.

All construction work under this Order shall be in accordance with the following conditions: Poles shall be of sound timber and located as shown on said plan. There may be attached to said poles by said **NSTAR ELECTRIC COMPANY d.b.a EVERSOURCE ENERGY** and by said **VERIZON NEW ENGLAND, INC.** wires and cables necessary for the conduct of its business. All such wires and cables shall be placed at a height of not less than twenty feet from the ground.

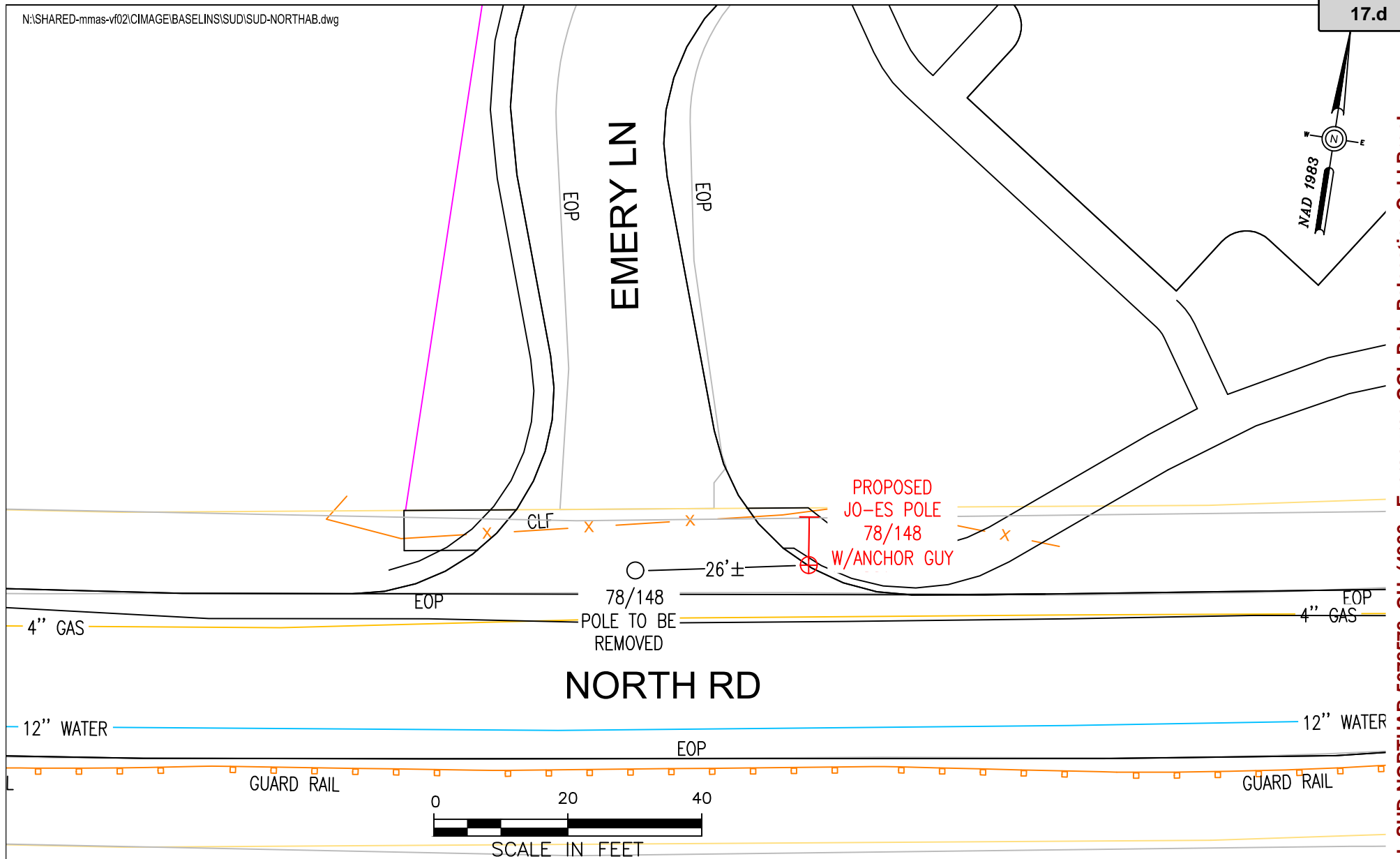
_____ Select Board of the

_____ Town of **SUDBURY**

CERTIFICATE

I hereby certify that the foregoing is a true copy of the Order of the **Select Board** of the Town of **SUDBURY**, Massachusetts, duly adopted on the _____-_____ day of _____, 2021 and recorded with the records of location Orders of said Town, Book _____, Page _____.

Attest: _____
Clerk of the Town of **SUDBURY**, Massachusetts



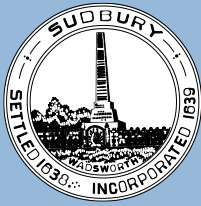
BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC COMPANY, NSTAR GAS COMPANY NOR ITS PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSTAR ENTITIES") SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION OR IN RELIANCE UPON IT, TO THE MAXIMUM EXTENT ALLOWED BY LAW. YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.

THE INFORMATION MAY NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION, EITHER EXPRESSED OR IMPLIED. UNAUTHORIZED ATTEMPTS TO MODIFY THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.

Proposed pole locations shown thus	⊕
Pole locations to be abandoned, shown thus	○
Proposed Anchor Guy shown thus	T
Proposed Hip Guy shown thus	T _H
Proposed Underground location shown thus	—
Proposed Push Brace shown thus	⊕
Existing Pole location shown thus	●

C#
Ward #
Work Order # 5678578
Surveyed by: SJ/GR
Research by: JC
Plotted by: GR
Proposed Structures: TL
Approved: T THIBAUT
P#

NSTAR ELECTRIC d/b/a EVERSOURCE 1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125	
Plan of NORTH ROAD, SUDBURY	
Showing PROPOSED POLE LOCATION	
Scale 1"=20'	Date SEPTEMBER 28, 2021
SHEET 1 of 1	Packet Pg. 79

**SUDBURY SELECT BOARD**

Tuesday, December 21, 2021

CONSENT CALENDAR ITEM**18: Opt Out Incentive Program continuation****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Vote to approve to continue the Opt-Out Incentive Program through 6/30/25 for those Active Employees who currently participate in the program and for those Active Employees enrolled in our health plans and who Opt Out of being covered by the Town of Sudbury health plans, as described in the attached document "Opt-Out Incentive Program".

Recommendations/Suggested Motion/Vote: Vote to approve to continue the Opt-Out Incentive Program through 6/30/25 for those Active Employees who currently participate in the program and for those Active Employees enrolled in our health plans and who Opt Out of being covered by the Town of Sudbury health plans, as described in the attached document "Opt-Out Incentive Program".

Background Information:
attached

Financial impact expected:to continue realized savings from current program

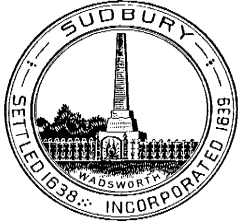
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Jennifer Roberts	Pending
Select Board	Pending

12/21/2021 6:15 PM



TOWN OF SUDBURY
Office of the Asst. Town Manager/HR Director

Maryanne Bilodeau
 Asst. Town Manager/HR Director

278 Old Sudbury Road
 Sudbury, Massachusetts 01776
 Tel: (978) 639-3386
 Email: bilodeaum@sudbury.ma.us

To: Select Board
 From: Maryanne Bilodeau
 Re: Continuation of Opt-Out Incentive Program
 Date: December 1, 2021

Attached is information describing the Opt-Out Incentive Program which was started on July 1, 2011.

Basically, how the program works is that if an employee, who has been covered by the Town's health insurance for at least two years, decides to Opt Out of being covered by health insurance through the Town and shows proof of being enrolled in health insurance elsewhere, the Town will pay a set amount of \$1,500 per year for an individual, and \$3,000 per year for a family plan.

The first year we started this program we had 4 participants. The program has grown to approximately 42 participants and continues to be a tremendous cost avoidance for the Town.

We have offered this program for over 10 years and it continues to be successful. We recommend continuing the program for three more years, from 7/1/22 through 6/30/25. In three years, we will reevaluate the program and come back to you at that time to discuss extending the incentive longer than a 3-year period.

Thank you.



Town of Sudbury
Human Resources Office
 278 Old Sudbury Rd.
 Sudbury, MA 01776
hr@sudbury.ma.us

FOR OFFICE USE ONLY

Date Enrolled in Plan: _____ Opt Out Date: _____

Plan Name _____ Ind/Family _____

Proof of Other Insurance (on employer letterhead or health cards showing coverage effective date): Y or N

Approved by: _____

OPT-OUT INCENTIVE PROGRAM - 7/1/22 to 6/30/25

With this option, the Town will pay a set amount of \$1,500 per year for an individual and \$3,000 per year for a family plan to Active employees, who are covered under the Town's health insurance for a minimum of two years and then opt-out of being covered through our plans and enroll in health insurance elsewhere. You can enroll in the Opt-Out at any time of the year as long as there is a qualifying event.

The guidelines for the Program are:

- (a) The Opt-Out incentive is only available to Active employees who have been enrolled in the Town's health insurance for a minimum of two (2) continuous years and then choose to Opt Out.
- (b) The Town will pay a set waiver incentive amount: \$1,500 per year for individual plan; and \$3,000 per year for a family plan upon proof of other insurance.
- (c) The Town will pay the Opt-Out benefit via payroll on a bi-weekly basis, less any required withholdings.
- (d) If there is a qualifying event in which an employee who has opted-out needs to opt back onto Town insurance, the employee will be allowed to do so as long as it is within 30 days of the qualifying event.
- (e) The only way to receive the Opt-Out incentive is if the employee is not covered by the Town's health plans in any way OR by health insurance coverage through the Lincoln-Sudbury Regional High School. (This includes through a parent or spouse's plan.)
- (f) Changing from a family to individual plan does not count.
- (g) The Opt-Out will have a sunset provision. We'll continue the program for three years and will then review as to whether or not to continue to offer it. If the Town decides not to continue the Opt-Out Program, employees will be given an opportunity to get back onto the Town's health plans if they choose. (The three year period runs from 7/1/22 to 6/30/25.)
- (h) Any issues or disputes that arise regarding enrollment periods or rules and regulations relating to the implementation of the program shall be reviewed by the Town's Assistant Town Manager/Human Resources Director. His/her determination shall be final and binding.
- (i) Should there be a case where an employee did not meet the criteria and received the opt-out in error, the employee must reimburse the Town the Opt-Out money they received through Town payroll deductions.
- (j) Employee must provide "proof of other insurance" on employer letterhead or health cards showing coverage effective date.

I hereby acknowledge that:

- My decision not to participate in one of the Town's health plans is made voluntarily and that I have read and understand the guidelines stated above.
- I also certify that I am not covered by health insurance through the Lincoln Sudbury Regional High School.
- I understand that I will receive the bi-weekly Opt-Out Incentive payments during the period of time I am not covered by the Town's health insurance.
- Should I choose to come back onto the Town's health insurance, the Opt Out payments will cease.
- Should I receive opt out money in error because I do not qualify for the program, I agree to reimburse the Town for all Opt Out money received.

Print Name: _____

Date: _____

Signature: _____

Bilodeau, Maryanne

From: Bilodeau, Maryanne
Sent: Monday, December 20, 2021 10:29 AM
To: Dretler, Janie
Cc: Hayes, Henry; Roberts, Jennifer
Subject: RE: Opt-out incentive plan - Consent calendar item

Hi Janie,

Thanks for asking.

The estimated 3-year average Opt Out Program Cost Avoidance is \$448,737 (47 participants) annually. The dollar amount changes from year to year based on rates and the # of employees who choose to take advantage of the program. For instance, the current count of participants is 42, but the 3-year average is 47. When we first started the program in 2011 we had 4 participants; however, that number grew substantially back in 2012 when the Town transitioned to the GIC (Group Insurance Commission) health plans. During that time employees had to enroll in a new health plan so many looked at other options available to them, such as a spouse's plan, and found that it was more advantageous to Opt Out of our plan.

I'll ask Patty to add a copy of this correspondence to the SB Packet.
 Maryanne

Maryanne Bilodeau
 Asst. Town Manager
 Pronouns: She - Her - Hers
 Town of Sudbury
278 Old Sudbury Road
Sudbury MA 01776
 Phone: (978) 639-3386
 Fax: (978) 443-0756

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

From: Dretler, Janie
Sent: Saturday, December 18, 2021 6:18 PM
To: Bilodeau, Maryanne <BilodeauM@sudbury.ma.us>
Cc: Hayes, Henry <HayesH@sudbury.ma.us>; Roberts, Jennifer <RobertsJ@sudbury.ma.us>
Subject: Opt-out incentive plan - Consent calendar item

Hi Maryanne,

Are you able to share additional information about the cost avoidance? It would be helpful to have more information. A breakdown over the last 3-5 yrs to include number of employees each year who have opted out, total incentive paid out and cost avoidance amount to the Town.

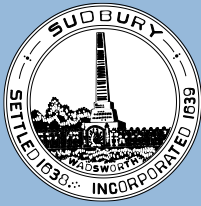
Going from 4 to 42 is a considerable jump. Can you say why that is the case?

Thank you.

Best,

Janie Dretler
Sudbury Select Board

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



SUDBURY SELECT BOARD

Tuesday, December 21, 2021

CONSENT CALENDAR ITEM**19: Additional Serving Extension: New Year's Eve 2021**REQUESTOR SECTION

Date of request:

Requested by: Leila S. Frank

Formal Title: Vote to approve a one-hour extension of the licensed closing hour and serving of alcoholic beverages for Sobre Mesa, 29 Hudson Road, on Friday, December 31, 2021 (New Year's Eve), on the condition that the kitchen remains open and food is served.

Recommendations/Suggested Motion/Vote:

Background Information:

Police Chief Nix expressed there are no issues with this request.

Financial impact expected:N/A

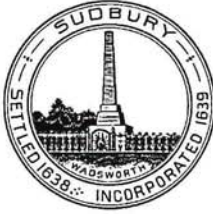
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Jennifer Roberts	Pending
Select Board	Pending

12/21/2021 6:15 PM



Town of Sudbury

Office of Select Board
www.sudbury.ma.us

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776-1843
978-639-3381
Fax: 978-443-0756
Email: sbadmin@sudbury.ma.us

APPLICATION FOR SERVING HOURS EXTENSION 2021

Please complete this application form and return to the Selectmen's Office by **Wednesday, November 10, 2021**. You will be notified of request approval via email.

TO THE LICENSING AUTHORITY
SUDBURY, MASSACHUSETTS

Restaurant Name: Sobre Mesa
Restaurant Address: 29 Hudson, N. Sudbury, MA 01776
Name of applicant: Jordan Muckey

Serving Hours Extension(s) Requested

Please check all that apply.

☒ Night Before Thanksgiving: Wednesday, November 24, 2021

☒ New Year's Eve: Friday, December 31, 2021

11-8-21
Date

[Signature]
Applicant Signature

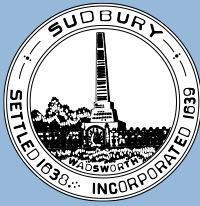
Please submit completed application to:

SBadmin@sudbury.ma.us

Select Board's Office, 278 Old Sudbury Rd, Sudbury, MA 01776

Fax: (978) 443-0756

Received 11/23/21
Packet Pg. 87

**SUDBURY SELECT BOARD**

Tuesday, December 21, 2021

CONSENT CALENDAR ITEM**20: Approve sale of 2008 fire engine via Municibid****REQUESTOR SECTION**

Date of request:

Requestor: Fire Chief John Whalen

Formal Title: Vote to approve the sale (via Municibid) of a surplus 2008 E-One Pumper fire engine in the amount of \$16,300.

Recommendations/Suggested Motion/Vote: Vote to approve the sale (via Municibid) of a surplus 2008 E-One Pumper fire engine in the amount of \$16,300.

Background Information:

A 2008 E-One Fire Engine was deemed non-repairable due to electrical issues that could not be corrected by the manufacturer. Sale will be via Municibid on-line auction service. See attached documents.

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Jennifer Roberts	Pending
Select Board	Pending

12/21/2021 6:15 PM

ARTICLE XII

TOWN PROPERTY

STM 10/16/2017

SECTION 1. DISPOSAL OF TOWN-OWNED PERSONAL PROPERTY. Any board or officer in charge of a department of the Town may, with the approval of the Town Manager for property having an aggregate value of less than \$10,000* or with the approval of the Board of Selectmen for property having an aggregate value of \$10,000* or more, transfer to another Town department or another municipality or transfer by sale any personal property of the Town within the possession or control of the department which has become obsolete or is not required for further use by the department or any other Town department; provided, however, that in the case of transfer by sale of such property which has, in the opinion of the Town Manager, an aggregate value in excess of \$2,000, or in the case of transfer by sale of personal property (regardless of its value) which, in the opinion of the Board of Selectmen, the Historical Commission and the Committee for the Preservation and Management of Town Documents and is contained in a list maintained by them, is historically significant to the Town, the sale shall be by public bid in a manner prescribed by said Board of Selectmen; and provided further that in the case of transfer by sale of such historically significant property the Board of Selectmen shall send advance written notice of such transfer by sale and such public bid to the Historical Commission and to the Committee for the Preservation and Management of Town Documents. For purposes of this Section 1, all personal property located in the Hosmer House shall be deemed to be historically significant to the Town. The disposal of personal property with an estimated resale or salvage value of \$10,000 or more shall also be in accordance with all requirements of General Laws, including but not limited to General Laws chapter 30B, section 15.

Procedures for Disposition of Surplus Supplies Valued at less than \$10,000 can include any one or combination of the following methods:

Advertised¹ solicitation of at least three oral or written quotations;

Advertised¹ silent auction;

Advertised¹ yard sale;

Use of an established market, such as an on-line auction service (eBay, e.g.).

¹“Advertised” as used in these procedures for surplus supplies with a resale or salvage *value of less than \$10,000**, means that the advertisement is posted for at least two weeks on the Town website and/or advertised at least twice in a newspaper of general circulation in the community.

*The disposal and dollar threshold of these goods must conform to all Massachusetts General Laws as amended.”

SECTION 2. SALE OF TAX POSSESSION PROPERTY. The Selectmen are hereby empowered to sell at public auction all or any of the Town property acquired by virtue of sale for non-payment of taxes, which sales have been confirmed by the Land Court or the Tax Commissioner, and they are authorized to give deeds therefor.

The Selectmen shall, not less than twenty-one days before such sale, file a notice thereof with the Town Clerk, who shall post a copy of the notice in the Town Hall. The Selectmen shall also have



2008 E-One Typhon 1500 GPM Pumper

Seller: SudburyMAFireDept. Listing # 40288519 Custom ID: Old Engine 3 Starting Bid: \$100.00 HIGH BID: \$16,300.00

Started: 11/16/2021 2:00:00 PM Ended: 12/3/2021 2:00:00 PM Number of Bids: 73 Number of Views: 3130 Reserve Price: \$0

High Bidder: mario caceres

Bidder Email: Unidad143@aol.com **Bidder Phone:** 917-642-1566

Address: 54 decatur rd , New rochelle NY 10801

Bid History

Bid Date/Time	Bid	Username	First	Last	Email	Phone
12/3/2021 1:32:48 PM	\$16,300.00	Bomba14	mario	caceres	Unidad143@aol.com	917-642-1566
12/3/2021 1:32:48 PM	\$16,200.00	starfire	Tyrone	hubbard	reuben.hubbard@aol.com	954-734-4655
11/30/2021 6:38:48 AM	\$16,100.00	Bomba14	mario	caceres	Unidad143@aol.com	917-642-1566
11/30/2021 6:38:48 AM	\$16,000.00	starfire	Tyrone	hubbard	reuben.hubbard@aol.com	954-734-4655
11/29/2021 7:36:24 PM	\$15,900.00	Bomba14	mario	caceres	Unidad143@aol.com	917-642-1566
11/29/2021 7:36:24 PM	\$15,800.00	starfire	Tyrone	hubbard	reuben.hubbard@aol.com	954-734-4655
11/29/2021 7:35:24 PM	\$15,300.00	Bomba14	mario	caceres	Unidad143@aol.com	917-642-1566
11/29/2021 7:35:24 PM	\$15,200.00	starfire	Tyrone	hubbard	reuben.hubbard@aol.com	954-734-4655
11/29/2021 5:52:35 PM	\$15,100.00	Bomba14	mario	caceres	Unidad143@aol.com	917-642-1566
11/29/2021 5:52:35 PM	\$15,000.00	Nitro1	Kyle	Koretsky	Koretskyracing@yahoo.com	215-680-9231
11/29/2021 5:51:38 PM	\$12,600.00	Bomba14	mario	caceres	Unidad143@aol.com	917-642-1566
11/29/2021 5:51:38 PM	\$12,500.00	Nitro1	Kyle	Koretsky	Koretskyracing@yahoo.com	215-680-9231
11/29/2021 5:51:27 PM	\$9,600.00	Bomba14	mario	caceres	Unidad143@aol.com	917-642-1566
11/29/2021 5:51:27 PM	\$9,500.00	Nitro1	Kyle	Koretsky	Koretskyracing@yahoo.com	215-680-9231
11/29/2021 5:51:15 PM	\$8,100.00	Bomba14	mario	caceres	Unidad143@aol.com	917-642-1566
11/29/2021 5:51:15 PM	\$8,000.00	Nitro1	Kyle	Koretsky	Koretskyracing@yahoo.com	215-680-9231
11/25/2021 6:18:12 AM	\$7,601.00	Bomba14	mario	caceres	Unidad143@aol.com	917-642-1566
11/25/2021 6:18:12 AM	\$7,501.00	12333	james	mcdermott	marmac542@aol.com	201-394-0500
11/25/2021 6:17:47 AM	\$7,200.00	Bomba14	mario	caceres	Unidad143@aol.com	917-642-1566
11/25/2021 6:17:47 AM	\$7,100.00	12333	james	mcdermott	marmac542@aol.com	201-394-0500
11/25/2021 6:17:39 AM	\$6,800.00	Bomba14	mario	caceres	Unidad143@aol.com	917-642-1566
11/25/2021 6:17:39 AM	\$6,700.00	12333	james	mcdermott	marmac542@aol.com	201-394-0500
11/25/2021 6:17:31 AM	\$6,600.00	Bomba14	mario	caceres	Unidad143@aol.com	917-642-1566
11/25/2021 6:17:31 AM	\$6,500.00	12333	james	mcdermott	marmac542@aol.com	201-394-0500
11/25/2021 6:17:24 AM	\$5,609.00	Bomba14	mario	caceres	Unidad143@aol.com	917-642-1566

11/25/2021 6:17:24 AM	\$5,509.00	12333	james	mcdermott	marmac542@aol.com	201-394-0500
11/24/2021 1:14:37 PM	\$5,100.00	Bomba14	mario	caceres	Unidad143@aol.com	917-642-1566
11/24/2021 1:14:37 PM	\$5,000.00	starfire	Tyrone	hubbard	reuben.hubbard@aol.com	954-734-4655
11/23/2021 6:34:35 PM	\$4,600.00	starfire	Tyrone	hubbard	reuben.hubbard@aol.com	954-734-4655
11/23/2021 6:34:23 PM	\$4,500.00	starfire	Tyrone	hubbard	reuben.hubbard@aol.com	954-734-4655
11/23/2021 6:34:23 PM	\$4,500.00	CarolynP	Carolyn P	Ferry	milkywy132@aol.com	508-989-7954
11/23/2021 6:33:58 PM	\$4,100.00	CarolynP	Carolyn P	Ferry	milkywy132@aol.com	508-989-7954
11/23/2021 6:33:58 PM	\$4,000.00	starfire	Tyrone	hubbard	reuben.hubbard@aol.com	954-734-4655
11/23/2021 6:33:38 PM	\$3,800.00	CarolynP	Carolyn P	Ferry	milkywy132@aol.com	508-989-7954
11/23/2021 6:33:38 PM	\$3,700.00	starfire	Tyrone	hubbard	reuben.hubbard@aol.com	954-734-4655
11/23/2021 6:33:23 PM	\$3,600.00	CarolynP	Carolyn P	Ferry	milkywy132@aol.com	508-989-7954
11/23/2021 6:33:23 PM	\$3,500.00	starfire	Tyrone	hubbard	reuben.hubbard@aol.com	954-734-4655
11/22/2021 7:51:23 PM	\$3,200.00	CarolynP	Carolyn P	Ferry	milkywy132@aol.com	508-989-7954
11/22/2021 3:09:09 PM	\$3,100.00	starfire	Tyrone	hubbard	reuben.hubbard@aol.com	954-734-4655
11/22/2021 3:09:00 PM	\$3,000.00	CarolynP	Carolyn P	Ferry	milkywy132@aol.com	508-989-7954
11/22/2021 3:09:00 PM	\$2,900.00	starfire	Tyrone	hubbard	reuben.hubbard@aol.com	954-734-4655
11/22/2021 3:08:41 PM	\$2,750.00	CarolynP	Carolyn P	Ferry	milkywy132@aol.com	508-989-7954
11/22/2021 3:08:41 PM	\$2,650.00	starfire	Tyrone	hubbard	reuben.hubbard@aol.com	954-734-4655
11/21/2021 8:52:54 AM	\$2,550.00	CarolynP	Carolyn P	Ferry	milkywy132@aol.com	508-989-7954
11/21/2021 8:52:54 AM	\$2,500.00	starfire	Tyrone	hubbard	reuben.hubbard@aol.com	954-734-4655
11/20/2021 9:25:59 AM	\$2,050.00	starfire	Tyrone	hubbard	reuben.hubbard@aol.com	954-734-4655
11/20/2021 9:25:47 AM	\$2,000.00	starfire	Tyrone	hubbard	reuben.hubbard@aol.com	954-734-4655
11/20/2021 9:25:47 AM	\$2,000.00	CarolynP	Carolyn P	Ferry	milkywy132@aol.com	508-989-7954
11/20/2021 9:25:37 AM	\$1,950.00	CarolynP	Carolyn P	Ferry	milkywy132@aol.com	508-989-7954
11/20/2021 9:25:37 AM	\$1,900.00	starfire	Tyrone	hubbard	reuben.hubbard@aol.com	954-734-4655
11/20/2021 9:25:26 AM	\$1,850.00	CarolynP	Carolyn P	Ferry	milkywy132@aol.com	508-989-7954
11/20/2021 9:25:26 AM	\$1,800.00	starfire	Tyrone	hubbard	reuben.hubbard@aol.com	954-734-4655
11/20/2021 9:25:09 AM	\$1,750.00	CarolynP	Carolyn P	Ferry	milkywy132@aol.com	508-989-7954
11/20/2021 9:25:09 AM	\$1,700.00	starfire	Tyrone	hubbard	reuben.hubbard@aol.com	954-734-4655
11/20/2021 8:23:04 AM	\$1,579.00	CarolynP	Carolyn P	Ferry	milkywy132@aol.com	508-989-7954
11/20/2021 8:23:04 AM	\$1,529.00	beech17201	Dale	Forrester	beech17201@yahoo.com	717-860-7508
11/19/2021 7:25:04 PM	\$1,250.00	beech17201	Dale	Forrester	beech17201@yahoo.com	717-860-7508
11/17/2021 2:04:38 PM	\$1,200.00	cardude	Ernest	caissie	airmanmech0@gmail.com	717-917-4436
11/17/2021 2:04:38 PM	\$1,200.00	starfire	Tyrone	hubbard	reuben.hubbard@aol.com	954-734-4655
11/17/2021 2:03:50 PM	\$1,125.00	starfire	Tyrone	hubbard	reuben.hubbard@aol.com	954-734-4655
11/17/2021 2:03:50 PM	\$1,075.00	cardude	Ernest	caissie	airmanmech0@gmail.com	717-917-4436
11/17/2021 9:09:55 AM	\$1,025.00	starfire	Tyrone	hubbard	reuben.hubbard@aol.com	954-734-4655
11/17/2021 9:09:55 AM	\$1,000.00	Ricoll	Rich	Deist	rcjbvdeist@yahoo.com	814-442-2042
11/17/2021 9:09:43 AM	\$925.00	Ricoll	Rich	Deist	rcjbvdeist@yahoo.com	814-442-2042
11/17/2021 9:09:43 AM	\$900.00	starfire	Tyrone	hubbard	reuben.hubbard@aol.com	954-734-4655
11/17/2021 9:09:32 AM	\$575.00	Ricoll	Rich	Deist	rcjbvdeist@yahoo.com	814-442-2042
11/17/2021 9:09:32 AM	\$550.00	starfire	Tyrone	hubbard	reuben.hubbard@aol.com	954-734-4655

11/16/2021 6:06:19 PM	\$525.00	Ricoll	Rich	Deist	rcjbvdeist@yahoo.com	814-442-2042
11/16/2021 6:06:01 PM	\$500.00	Ricoll	Rich	Deist	rcjbvdeist@yahoo.com	814-442-2042
11/16/2021 6:06:01 PM	\$500.00	starfire	Tyrone	hubbard	reuben.hubbard@aol.com	954-734-4655
11/16/2021 4:07:56 PM	\$120.00	starfire	Tyrone	hubbard	reuben.hubbard@aol.com	954-734-4655
11/16/2021 4:07:56 PM	\$110.00	12333	james	mcdermott	marmac542@aol.com	201-394-0500
11/16/2021 3:24:42 PM	\$100.00	starfire	Tyrone	hubbard	reuben.hubbard@aol.com	954-734-4655