

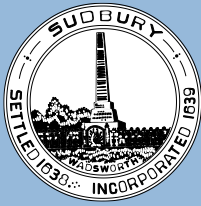
SUDBURY SELECT BOARD
TUESDAY NOVEMBER 15, 2022
7:00 PM, ZOOM

Item #	Time	Action	Item
	7:00 PM		CALL TO ORDER
			Opening remarks by Chair
			Reports from Town Manager
			Reports from Select Board
			Public comments on items not on agenda
MISCELLANEOUS			
1.		<i>VOTE</i>	Evaluate Town Manager candidates, and possibly vote to authorize the consultant (Bernard Lynch) to make a conditional offer to the candidate of choice; or, to take other action to further the search process.
2.		<i>VOTE</i>	Discussion on next steps with new Town Manager contract. Vote which Board members(s) will participate in negotiation of new Town Manager contract.
3.			Preliminary discussion on Annual Tax Classification Hearing. Cynthia Gerry, Director of Assessing, to attend.
4.		<i>VOTE</i>	Discussion and possible vote to purchase gas Park & Rec vehicle. (The vote on 10/11 was specifically for a hybrid vehicle and this request is changing it to a gas vehicle.) Dennis Mannone, Park & Rec Director, to attend.
5.		<i>VOTE</i>	Discussion and vote whether to approve universal uniform signage as suggested by the Friends of the Bruce Freeman Rail Trail. John Drobinski, BFRT Advisory Task Force chair, to attend.
6.		<i>VOTE</i>	Interview three DEI members for reappointment: Janine Taylor, Joanna Steffey, Nalini Luthra, all for terms expiring 5/31/25.
7.		<i>VOTE</i>	Review the Select Board Fall 2022 Newsletter articles and approve for distribution.
8.			Vocational Education update.
9.		<i>VOTE</i>	Vote to review and possibly approve the open session minutes of 8/9/22.

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
10.			Public Comments (cont)
11.			Upcoming agenda items
CONSENT CALENDAR			
12.		<i>VOTE</i>	Vote to approve a one-hour extension of the licensed closing hour and serving of alcoholic beverages for licensees who make application in advance to the Town Manager's Office: Fugakyu Cafe, 621 Boston Post Road and Lavender, 519A Boston Post Road (1AM to 2AM) on Wednesday, November 23, 2022 (Thanksgiving eve) and Saturday, December 31, 2022 (New Year's Eve), on the condition that the kitchen remains open and food is served.
13.		<i>VOTE / SIGN</i>	Vote to grant a 1-day All Alcohol license to Goodnow Library Foundation, Inc, to accommodate a Donor Reception on Thursday, December 1, 2022 from 5:30 PM to 8:00 PM at Goodnow Library, 21 Concord Rd, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.
14.		<i>VOTE</i>	Vote to accept donation of \$530 to the Senior Center Donation Account in memory of Dorothy M. Wright, to be used to support older adult programming, as requested by Debra Galloway, Senior Center Director.
15.		<i>VOTE</i>	Vote to accept donation of \$150 to the Senior Center Donation Account in memory of Mimi Waible, to be used to support older adult programming, as requested by Debra Galloway, Senior Center Director.
16.		<i>VOTE</i>	Vote to accept a \$1,000 donation from Shaws Supermarket, for the purposes of community programming events, to account 191448/483100 - program contributions and donations, as requested by Dennis Mannone, Park and Rec Director.
17.		<i>VOTE</i>	Vote to accept the resignations of Stephanie Oliver, Nuha Muntasser, Peng Zhou, and Tanisha Tateer from the Diversity, Equity and Inclusion Commission, and send a letter of thanks for their service to the Town.
18.		<i>VOTE</i>	Vote to accept the resignation of Karyn Jones, 27 Pendleton Road, from the Commission on Disability, and send a letter of thanks for her service to the Town.
19.		<i>VOTE</i>	Vote to accept the \$222,336 grant award from the MassDevelopment Taxi & Livery Partnership Program, as requested by Adam Duchesneau, Director of Planning & Community Development.
20.		<i>VOTE</i>	Vote to authorize the Chair of the Select Board to sign the Certified Local Government Certification Agreement between the Town of Sudbury and the Massachusetts Historical Commission, as requested by Adam Duchesneau, Director of Planning & Community Development.

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, November 15, 2022

1

MISCELLANEOUS (UNTIMED)

1: Vote on Town Manager candidate

REQUESTOR SECTION

Date of request:

Requestor: Chair Russo

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

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

Background Information:
attached resumes ?

Financial impact expected:

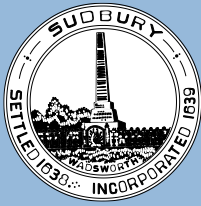
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

11/15/2022 7:00 PM

**SUDBURY SELECT BOARD**

Tuesday, November 15, 2022

MISCELLANEOUS (UNTIMED)**2: Discussion on next steps for new Town Manager contract****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Discussion on next steps with new Town Manager contract. Vote which Board members(s) will participate in negotiation of new Town Manager contract.

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested: 30 minutes

Representative(s) expected to attend meeting:

Review:

Select Board Office Pending

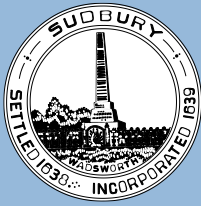
Town Manager's Office Pending

Town Counsel Pending

Select Board Pending

Select Board Pending

11/15/2022 7:00 PM

**SUDBURY SELECT BOARD**

Tuesday, November 15, 2022

MISCELLANEOUS (UNTIMED)**3: Preliminary discussion on Tax Classification Hearing****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Preliminary discussion on Annual Tax Classification Hearing. Cynthia Gerry, Director of Assessing, to attend.

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested: 15 minutes

Representative(s) expected to attend meeting:

Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

11/15/2022 7:00 PM

Process for Setting the Tax Rate

Each year, prior to the mailing of the actual tax bills, the Select Board in conjunction with the Board of Assessors hold a Public Hearing to discuss and decide how the distribution of tax burden is to be allocated among the classes of property.

Classification of Assessments and Rates

Classification of property by its use allows municipalities to allocate how much of the tax burden each class shall bear. Annually, at the Public Hearing known as the Classification Hearing (where public input is welcome and encouraged as a means to communicate opinions about the distribution of property taxes), the Select Board will vote several tax policy decisions. Municipalities have several options when it comes to distributing the tax levy among taxpayers under property tax classification. Use of these options results in multiple tax rates for different property classes because they change the components used to calculate the rate, *i.e.*, the amount of the tax levy being paid by, or the assessed valuation of, the class. The total tax levy remains the same.

Single or Split Tax Rate

Municipalities must decide whether to tax all classes of property at their full and fair cash valuation share of the tax levy, which results in a single tax rate, or to reduce the share of the tax levy paid by the residential property owners and shift those taxes to commercial, industrial and personal property taxpayers, which results in a split tax rate. Municipalities with a large commercial/industrial tax base often see fit to shift the tax burden to help maintain lower residential taxes. Sudbury, though having a relatively small commercial tax base, has historically adopted a split tax rate (since 1981).

Classification Exemption Options

Municipalities may also consider whether to allow an open space discount, a residential exemption, and a small commercial exemption.

Levy Allocation

The Select Board will decide on the percentages of the tax levy that each class of real property and personal property will bear. To do so, a residential factor will be adopted. The residential factor governs the percentage of the tax levy to be paid by Class I, Residential properties. The difference is shifted to Class III, Commercial, Class IV, Industrial and, Personal properties (CIP).

The adopted factor cannot be less than the minimum residential factor (MRF) calculated by DOR, which is now done through use of DLS Gateway (the State Tax Rate Setting module). The MRF represents the maximum shift allowed in the tax levy for the year and establishes the parameters for local decision-making.

Before the Classification Hearing takes place, all property must be assessed at its full and fair cash value as of the January 1 assessment date. The FY 2023 assessments once certified will reflect the fair market property value according to the assessment date of January 1, 2022.

The FY 2023 Classification Hearing is scheduled to take place November 29, 2022.

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

The Massachusetts property classes are defined as:

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

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

Pre-classification Hearing Steps

- Step 1: Determination of the property tax levy (Budget Process)
- Step 2: Determine assessed valuations (Assessors)
- Step 3: Tabulate assessed valuations by class (Assessors)
- Step 4: Obtain DOR value certification (Assessors)
- Step 5: Obtain certification of new growth revenues (Assessors)

Classification Hearing Steps

Step 6: Classification hearing presentation (Assessors & Select Board)

Step 7: Review and discuss tax shift options (Select Board)

Step 8: Voting a tax shift factor (Select Board)

Post Classification Hearing Steps

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

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

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

FY 2023 values are not yet certified; thus, I am including data from FY 2022. As you review the following, please keep that in mind.

FY 2022 Valuations by Class (prior to Tax Shift)

<u>Major Property Class</u>	<u>Valuation</u>	<u>Percent</u>	
<u>Res vs CIP%</u>			
Residential	4,804,601,288	92.4235%	92.4235%
Commercial	215,023,558	4.1363 %	
Industrial	34,203,500	0.6579 %	7.5765%
Personal Property	144,636,520	2.7823%	
TOTAL	5,198,464,866	100.0000%	

Tax Rates and Options

Sudbury's FY 2022 uniform, single tax rate before applying shift factors was \$18.47 per thousand.

The following chart represents several of the shift option scenarios presented to the Select Board in FY 2022:

Option	CIP Shift	Res. Shift	CIP Tax Rate	Res. Tax Rate
Single Tax Rate	1.0000	1.0000	18.47	18.47
10% Shift	1.1000	0.9918	20.31	18.31
20% Shift	1.2000	0.9836	22.16	18.92
30% Shift	1.3000	0.9775	24.97	18.78
33% Shift	1.3300	0.9729	24.56	17.97
40% Shift	1.4000	0.9672	25.85	17.86
50% Shift (maximum allowed)	1.5000	0.9590	27.70	17.71

The option above highlighted in yellow represents the FY 2022 Residential Factor as voted by the Sudbury Select Board. The impact of the vote resulted in a 1.33 shift to the Commercial Industrial Personal Property (CIP) Tax Rate. **Note:** The Res Tax Rates reported in the chart do not take into consideration the 8-cent residential tax rate increase associated with funding Sudbury's Senior Means-Tested Exemption Program for FY 2022. The actual residential tax rate for FY 2022 was \$18.05.

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

Residential Exemption:

The Residential Exemption conferred pursuant to M.G.L. Chapter 59 Section 5C is a local option available to all communities. The intent of this exemption is to promote owner occupancy. Adopting the Residential Exemption would allow the Select Board to exempt from qualified residential properties a flat percentage of the average assessed value for Class I (Residential) properties. The exemption can be as high as thirty-five (35%) percent of the average assessed value for the residential property class. If adopted a flat, uniform valuation reduction is applied to all qualifying owner-occupied residential home valuations. The tax levy in the community does not change based on adoption of this exemption. However, to compensate for the loss in residential valuation associated with this exemption, the residential tax rate increases. The exemption will reduce property taxes on the lower valued owner-occupied residential properties, while increasing property taxes on higher valued properties, and residential properties which are not owner-occupied, including vacant land properties.

In FY 2022, sixteen Massachusetts cities and towns adopted the Residential Exemption. Historically, the exemption has been adopted in those communities with a high percentage of apartments and other investment property or seasonal homes. In general terms, the exemption shifts real estate taxes onto Class I properties that are not occupied as the owner's principal residence and those which may be held for investment.

Small Commercial Exemption:

The Small Commercial Exemption conferred pursuant to M.G.L. Chapter 59 Section 5I is another local option available to all communities. The Sudbury Select Board will vote whether or not to adopt the small commercial exemption at the Classification Hearing. This provision allows for exemption of up to 10% of the real property valuation of certain Class three commercial parcels. The qualifications for eligibility are as follows:

- Assessed value of the commercial property must be less than \$1,000,000.
- Business or businesses occupying the property must have no more than 10 employees.
- The property must be occupied by the eligible business, but does not have to be owned by the eligible business.
- If there are multiple commercial occupants in the building, all occupants must be eligible businesses for exemption criteria to be satisfied.

Implementation of the small commercial exemption will increase the Commercial, Industrial tax rate to off set the lost revenues from qualifying properties.

The Commonwealth of Massachusetts Executive Office of Labor and Workforce Development Department of Unemployment Assistance (DUA) annually supplies Assessors with a list of all employers located in the municipality with 10 or fewer employees. The overwhelming majority of businesses listed in Sudbury with 10 or fewer employees will not benefit from adoption of this exemption. Many are tenants in large commercial properties, and some are registered at residential properties.

In FY 2022, fourteen Massachusetts cities and towns adopted the Small Commercial Exemption.

Open Space Exemption:

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

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

The Open Space Class was developed to provide a tax break to land owners, as incentive to preserve open land or at least slow development. Adopting this Classification would result in a discount of the residential tax obligation of up to 25% for those parcels classified as open space. Any tax savings awarded to open space property owners will be subsidized by all other residential property owners. Sudbury currently has over 60 parcels of land enrolled in the various chapter land programs. Accordingly, chapter land enrollment carries certain program withdrawal restrictions; including offering the municipality a right of first refusal to purchase, along with certain recapture tax penalties. If a community were to adopt this open space classification, any property classified as open space (not enrolled in chapter land programs) would receive the benefit of the favorable tax structure without any of the restrictions associated with the existing chapter land programs. If in the future, Sudbury were to consider adopting this Classification, it takes up to a year to be implemented upon the written request of the Select Board.

According to the latest data from the State there are presently no Open Space Exemption communities in Massachusetts.

8 Year History of Sudbury's Classification Hearing Votes

	2022	2021	2020	2019	2018	2017	2016	
Residential Factor (Vote)	0.9729	0.9752	0.9763	0.9751	0.9761	0.9741	0.9734	0.9734
CIP Shift (Vote)	1.33069	1.33	1.33	1.33	1.33	1.38	1.38	1.38
Single Tax Rate (Calculate)	18.47	19.21	18.8	18.27	18.27	18.12	18.19	17.9
CIP Tax Rate following Shift (Vote)	24.57	25.55	24.97	24.3	24.3	25.01	25.11	24.8
Residential Tax Rate following Shift including Senior Means	18.05	18.83	18.45	17.91	17.93	17.74	17.80	17.6
Small Commercial Exemption (Vote)	No	No	No	No	No	No	No	No
Residential Exemption (Vote)	No	No	No	No	No	No	No	No
Open Space Classification (Vote)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Average All Residential (not just SFR)	761,788	710,074	708,436	703,602	679,625	660,704	634,923	616,3
Average Nominal Commercial Value	1,090,362	968,017	906,245	951,245	862,037	817,572	773,195	746,1
Nominal Commercial Value	204,988,100	183,923,300	170,374,100	179,785,300	163,787,100	152,885,900	145,360,600	138,774
Nominal Commercial Property Count	188	190	188	189	190	187	188	186
*SMTE Program utilizes the traditional residential exemption module to calculate the tax impact due to the exemption								

The following chart represents Sudbury's FY 2022 Assessment Classification Report LA-4:

Assessment / Classification						
	Parcel Count	Class1 Residential	Class2 Open Space	Class3 Commercial	Class4 Industrial	Class5 Pers Prop
101 (single family residential)	5441	4,361,661,902				
102 (residential condominiums)	420	253,617,977				
109 (multiple houses one parcel)	19	24,568,100				
104 (2-family homes)	16	10,421,900				
105 (3-family homes)	2	1,466,900				
111-125 (apartments & other congregate housing)	8	98,074,000				
130-32,106 (residential vacant land & accessory land with improvement)	385	31,902,900				
200-231 (open space)	0					
300-393 (all commercial)	188			204,988		
400-442 (industrial)	19				34,203,500	
CH 61 LAND (forest)	5			2,456		
CH 61A LAND (agriculture horticulture)	48			445,004		
CH 61B LAND (recreational)	10			1,701,707		
012-043 (mixed use residential and commercial)	16	22,887,609		7,886,291		
501 (personal property partnerships LLC's)	25					458,160
502 (personal property corporations)	76					7,345,540
504 (personal property utility corporations)	2					116,902,170
505 (personal property telephone & telegraph companies DOR valued)	3					12,438,000
506 (personal property pipeline companies)	1					5,813,700
508(personal property telecommunications)	4					1,435,950
552 personal property (solar PPA)	1					243,000
TOTALS	6689	4,804,601,288		215,023,558	34,203,500	144,636,520

Real & Personal Property Total value: \$5,198,464,866

Key Terms

Levy: The tax levy (or levy) is the amount of property taxes to be raised. The budget process determines the levy amount.

Levy Ceiling: The levy ceiling is 2.5 percent of the full value of the town and represent the maximum property tax revenues that can be raised under Proposition 2 ½.

New Growth Revenue: Property taxes derived from newly taxable properties like new construction, additions, renovations, subdivisions, and personal property.

Levy Limit: Also referred to as the "maximum allowable levy", the levy limit is calculated by adding 2.5 percent of the previous year's levy limit, plus new growth revenue, and proposition 2 ½ overrides, capital expenditure exclusions, and debt exclusions.

Excess Levy Capacity: Excess levy capacity is the difference between the levy and the levy limit.

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

Class I	RESIDENTIAL	All residential property uses including residential vacant land
Class II	OPEN SPACE (N/A in Sudbury currently)	Vacant Land
Class III	COMMERCIAL	Retail, Office, commercial land
Class IV	INDUSTRIAL	Manufacturing, Mining
Class V	PERSONAL PROPERTY	Business Items not permanently affixed to the real estate.

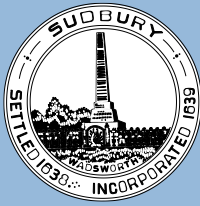
CIP: Common acronym for Commercial, Industrial and Personal Property classes.

Minimum Residential Factor (MRF): The MRF represents the maximum shift allowed in the tax levy for the fiscal year and establishes the parameters for local decision-making.

Residential Factor: The actual selected residential factor can be no less than the calculated MRF. The residential factor adopted by a community governs the percentage of the tax levy to be paid by residential property owners. If local officials choose a low residential factor, (for example, the statutory minimum) residential property owners will pay a proportionately lower share of the total levy. A residential factor of "1" will result in the taxation of all property at the same rate.

Split Tax Rate:

A split tax rate is the result of the selection of a residential factor less than "1". A residential factor less than "1" reduces the share of the tax levy paid by the Residential class and increases the share paid by the CIP classes. The result is two tax rates: one for Residential properties and a second, higher rate for CIP properties.

**SUDBURY SELECT BOARD**

Tuesday, November 15, 2022

MISCELLANEOUS (UNTIMED)**4: Update on Park & Rec vehicle****REQUESTOR SECTION**

Date of request:

Requestor: Dennis Mannone, Park & Rec Director

Formal Title: Discussion and possible vote to purchase gas Park & Rec vehicle. (The vote on 10/11 was specifically for a hybrid vehicle and this request is changing it to a gas vehicle.) Dennis Mannone, Park & Rec Director, to attend.

Recommendations/Suggested Motion/Vote: Discussion and possible vote to purchase gas Park & Rec vehicle. (The vote on 10/11 was specifically for a hybrid vehicle and this request is changing it to a gas vehicle.) Dennis Mannone, Park & Rec Director, to attend.

Background Information:

Provided by Dennis Mannone: We are looking to order a gas activity bus and mostly likely need to take deliver before the hybrid conversion takes place. The current vendor is currently not taking any more conversion and does not know when they will start up again. (this is due to parts/labor) This process was going to happen behind the scenes before we would have taken deliver. Currently manufacturers do not make off the shelf hybrid activity buses. We are just informing the SB that we could now have to take delivery of a gas activity bus first and then the conversion may or may not happen later in the process. It would be our intent to do the conversion but we cannot be 100% sure when and how that might happen. The 2nd issue is that the 2024 activity bus order process as begun and will only take place as long as the manufacturer does not sell out of the activity bus models. Once the order portal is closed then you have to wait until 2025. Even if we order now the 2024 we are still looking at least 1 year out to take the gas activity bus.

Financial impact expected:Using ARPA funds

Approximate agenda time requested:

Representative(s) expected to attend meeting: Dennis Mannone, Park & Rec Director

Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

11/15/2022 7:00 PM



Estimate

Date: 11/2/2022

Estimate#

Customer ID:

To: Dennis Mannone
Sudbury Parks
978-443-1092

MannoneD@sudbury.ma.us

Salesperson: Jay Matisko
774-556-2548

jmatisko@buycmg.com

Budget Quote

Qty	Item #	Description	Unit Price	Line Total
1.00	E3F	Ford E350 Cutaway Van 158" WB DRW		\$35,225.00
1.00		Engine: 7.3 Gas Engine		included
1.00		Color: Oxford White		included
1.00		Cruise control		included
1.00		11,500 GVW		included
1.00	54D	Trailer tow mirrors		122.50
1.00	47J	School Activity Bus Prep package		117.60
1.00	942	Daytime Running Lights		24.50
1.00	525	Cruise control		235.20
1.00	57J	Aux Heater connection		24.50
1.00		Quality Conversion 12X2 see spec sheet		\$91,788.00

Special Instructions:

Custom or Special Orders are Non-Refundable

This Estimate is for Budgetary Purposes and is Not a Guarantee of Cost for Services.

Estimate is Based on Current Information From Client About the Project Requirements

Actual Cost May Change Once Project Elements are Finalized

Subtotal

\$ 127,537.30

Sales Tax

Grand Total

\$ 127,537.30

Thank You For Choosing The Colonial Way!

Attachment4.a: Sudbury E3F 158 Quality 12X2 pass MFSAB 11.2.22 (5583 : Update on Park & Rec vehicle)



QUALITY VAN SALES, INC.



STARCRAFT BUS

CONFIG NUMBER	QUOTE
CONFIG DESCR	DE516WR-F312G
CONFIG REVISION	12+2 W/C
CONFIG REV DATE	10/7/2022
ORDER QTY	1
REQ DATE EARLY	2024 12.5K 158" FORD REQ
DATE LATE	CUST SUPPLIED CHASSIS
DIST NAME	QVS
DIST CONTACT	L. SCHOFIELD
CUST NAME	COLONIAL FORD
CUST SHIP CITY	NORTON
CUST SHIP STATE	MA
CHAS FIN/FAN	BODY ONLY

	DESCRIPTION	QTY
CHASSIS	^ DEDUCT FOR BODY ONLY PRICING	1
-	^ LOC ON REAR BUMPER	1
SRO-993	^ DECAL "KEEP BACK 100 FT." MASS	1
MAG-20220711	• PRICE SCHEDULE MAG 08/01/2022	1
100-1-31-12	• SPEC FMVSS MFSAB >10K	1
110-DE516WR-15	CORE DRW ELEV FLR 5SEC+16 WR	1
12123M7E12W313	FU/23/D158/7.3E/12500/W/ACTC	1
200-111355-12	AC 55K ACT FORD GAS EV20/SKRT	1
210-21-00-12	BATTERY OEM LOCATION FORD GAS	1
230-200-15	BUMPER 10" GALV EXH UNDER/SD	1
233-201-16	BRACE BUMPER DE/H 400/416/500	1
236-2100-12	CHAS FUEL PREP F GAS DH/DE	1
238-2-516-1-12	CHASSIS MODEL PREP FORD E516WR	1
240-59-14	FUEL SENDING UNIT ACCESS COVER	1
250-313-12	DOOR ENTRANCE DE THERM	1
260-5-16	DOOR ENTRANCE CONTROL ELEC	1
265-212-22	DOOR REAR EGRESS ALUM RH HINGE	1
270-01-12	DOOR REAR HINGE 1PC STAINLESS	1
280-10-13	DOOR REAR LATCH 1PT	1
290-211-22	DOOR W/C SINGLE LEAF 44X65	1
294-11-12	ELEC FRAMEWORK FORD BUS	1
300-23-12	LT RED OVER REAR DOOR W/IGN	1
300-51-12	BACK-UP ALARM	1
305-10100-20	CHECKMATE EP1+ ETQ	1
310-2120-00-20	BACKUP CAMERA W/7" RVW MON	1
320-500-213-20	EXHST FORD 500/516 LEFT GAS	1
330-204-12	ENDCAPS DE NO WARNING LIGHT	1

Attachment4.b: Sudbury Quality Van spec 12X2 (5583 : Update on Park & Rec vehicle)

332-223-22	EXT PANELS REAR DE STL W/DR	1
334-516-21-12	EXT PANELS ROOF DRW 516 ALUM	1
336-516-412-14	EXT PANELS SIDE DE 516WR STEEL	1
338-2516-120-20	SKRT DE 516 STL MG	1
339-222-120-20	EXT SKIRT NOBOX DE 5XX STL MG	1
340-03-12	MUD FLAPS REAR DE	1
345-01-12	MUD FLAPS FRONT	1
350-516-21-1-12	FLOOR COVER BLK DRW CENTER 516	1
355-02-11-12	STEP TREAD DH/E RIB BACKED BLK	1
360-516-22-12	FLOOR SUBFLOOR DH/E516 5/8 PLY	1
370-441-12	FLOOR TRK LH SEAT/WC DE516WR-F	1
400-12-12	HEATER 60K WALL MOUNT FORD GAS	1
420-516-23-14	INT PANELS LOWER EMBOSS E516WR	1
422-031-15	INT PANELS REAR DH/DE AC	1
430-516-101-13	INT PNLS UPPR DRW 516 PERF ALM	1
440-01-12	GRABRAIL LH ENTR 42IN BARR MNT	1
440-03-12	MIRROR INTERIOR 6X16 FLAT	1
440-08-12	WINDOW SASH OPENING 5" LIMIT	1
440-21-22	VANDAL LCK RR DOOR FORD E-S	1
440-90-12	ROOF AND WALL BOW INSULATION	1
445-01-20	APPLICATION INTERIOR PERMASAFE	1
450-01-12	STOP/TAIL/TURN 4IN FLUSH LED	1
460-02-12	STOP/TAIL 7IN RED LED	1
470-01-12	CLEARANCE LIGHTS LED	1
472-01-12	LIGHTS DOME BODY IGN+SWITCH	1
474-02-12	LIGHTS DOME DRIVER IGN+SWITCH	1
480-05-12	TURN SIGNAL REAR 7IN AMBER LED	1
490-01-12	LIGHTS REVERSE 4IN FLUSH LED	1
494-03-12	LIGHTS STEPWELL HEADLTS+DOOR	1
510-00-12	WARNING LAMPS NONE	1
520-00-12	WARNING SYSTEM NONE	1
540-16-21	TURN SIGNAL MDBDY AMBER LED MG	1
555-03-12	SWITCH DIMMER LIGHTS ON PANEL	1
565-22-1110-12	MIRROR EXT FD DRW REM HT BL	1
580-06-202-12	PADDING PKG DEWR GRY FB	1
590-05-202-12	PADS SHOULDER LVL 516WR GRY FB	1
590-11-202-12	PAD ABOVE DRIVER GRY FB	1
600-22-001-15	PAINT BODY EXT FORD DH/DE WHIT	1
620-12-001-20	PAINT WINDOW BARS WHITE	1
630-24-3-14	RADIO AM/FM/BT 4SPK FORD	1
650-51623001-12	RUBRAIL FLR LVL DE516WR WHT	1
652-51623001-12	RUBRAIL SEAT LVL DE516WR WHT	1
654-00000000-12	* RUBRAIL NONE AT WINDOW LEVEL	1
656-51600001-12	RUBRAIL SKRT LVL 516 WHT	1
660-12-12	TRIANGLE WARNING REFLECTORS 3	1
660-15-12	WHEEL CHOCKS 7X8X10 RUBBER	1

660-22-12		FIRE EXT 5LB 3A 40BC FRONT MNT	1
660-31-12		SEAT BELT CUTTER	1
670-902-12		BODY FLUID KIT #FK200900 MULTI	1
680-010-12		First Aid Kit #205-010	1
690-3-01-36-202		BARRIER LH 36D GRAY FB	1
691-2-12	•	BARRIER SPACING LH 2PAX FMVSS	1
700-3-01-36-202		BARRIER RH 36D GRAY FB	1
701-0-12	•	BARRIER SPACING RH NONE	1
710-3-01-36-202		SEAT LH 36D LAP GRAY FB	2
711-27-12	•	SEAT SPACING LH 27IN HIP/KNEE	2
720-3-01-36-202		SEAT RH 36D LAP GRAY FB	4
721-26-12	•	SEAT SPACING RH 26IN HIP/KNEE	4
730-01-14		INSTALL SEAT TO FLOOR BOLT/NUT	4
730-02-14		INSTALL SEAT TO TRACK	2
750-83-13		TRACK ABOVE WINDOW LH 516	1
760-22-001-12		REFLECT TAPE 2IN REAR DH/DE W	1
780-500-20		SIGNAGE ID MAGELLAN	1
800-07-12		EMERG DOOR INT & EXT BLK LETTR	1
840-01-12	•	STOPARM NONE	1
860-04-12		STATIC ROOF VENT NONCLOSEABLE	1
870-01-001-12		HATCH TRAN MODEL 1975 LIN W	1
880-06-12		LIFT BRAUN NCL917IB-2	1
890-42-20		LIFT INTRLK FORD DSP K-ON-OFF	1
901-11-12	•	WHEELCHAIR LOCATION L1 LH REAR	1
901-12-12	•	WHEELCHAIR LOCATION L2 LH	1
910-06-12		Q-STRAINT RETRACT BELT L-STYLE	2
920-13-12		LIGHTS 2 DOME OVR LIFT AREA	1
920-14-12		RED PILOT LIFT DOOR CONTINUOUS	1
920-62-12		ACCESSIBILITY SYMBOL 6" X 6"	2
925-02-15		WINDOW TRANSITION FORD TEMP	1
940-113-12		WINDOW LIFT DOOR TEMP AS3	1
950-113-12		WINDWS REAR BODY TEMP AS3	1
960-13-12		WNDW REAR DOOR LOWER TEMP AS3	1
970-13-12		WNDW REAR DOOR UPPER TEMP AS3	1
980-213-12		WINDOW SASH H/E TEMP TINT	9
982-2-100-1-12		WNDW SIDE EXIT KIT H/E US WHT	1
985-02-12		UNDERCOATING FULL BODY	1
986-01-14	•	WARRANTY BODY 5-2-1 YR STD LIM	1
987-01-22		REASSIGNMENT CHASS PO RECEIPT	1
990-01-12		EXHAUST FLUSH W\BUMPER OR SIDE	1

Quotes valid for 30 days.

All express warranties are limited to Collins Bus Corporation's written specifications and printed literature.

All implied warranties and consequential damages are excluded to the extent permitted by law.

Collins Bus Corporation will undertake no contractual indemnification of any purchaser against claims,

loss, expense or liability which arise out of the use of said company's products and accepts no contract terms which call for said indemnification.

To the extent that a purchaser specifies any component which is optional or other than that which would be standard,

Collins Bus Corporation disclaims all implied warranties regarding said component.

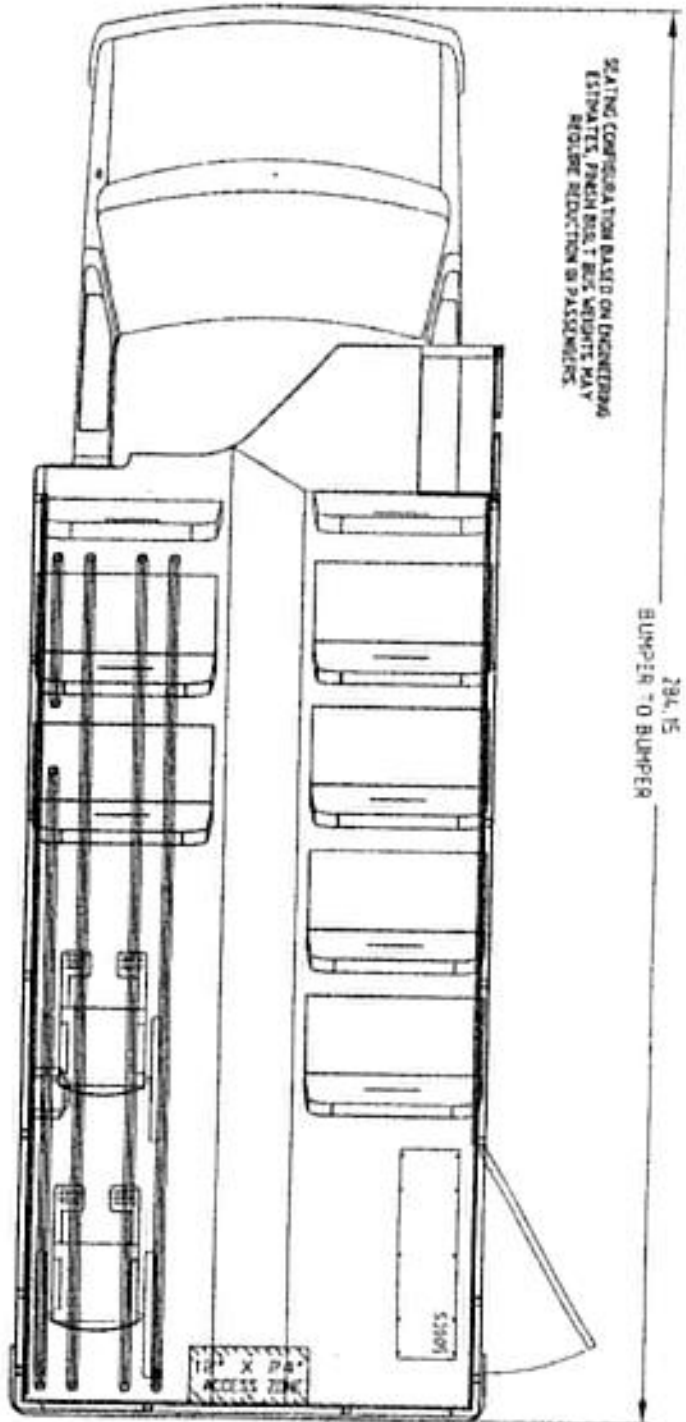
Unless notified in writing to the contrary within (10) days of order date shown, this acknowledgment and disclaimer will be deemed controlling as to contract terms.

Due to market volatility in producer material costs, Collins Bus Corporation reserves the right to adjust pricing on this order prior to production.

Collins Bus Corporation recommends dealers advise potential customers pricing may increase prior to production due to OEM inflationary actions.

Pricing indicated expires at the end of a 12-month period from time of original bid.


If chassis procurement extends past 12 months of original bid, pricing is no longer v



DES16WR

COLLINS SEATING PLAN

- 12 Passengers & 2 W/C Position(s)
- 4 36 inch NO BELT RH Seats at 26 inch Hip to Knee
- 2 35 inch NO BELT LH Seats at 27 inch Hip to Knee

5/8" PLYWOOD SUBFLOOR TEMPLATE DRAWING #442662-5		Approved By: _____ Date: _____	
	COLLINS BUS CORP. P.O. BOX 2946 MICHIGAN, MI 47324-2946	THIS DRAWING AND ALL INFORMATION THEREON IS THE PROPERTY OF COLLINS INC. INC.	DRAWN BY RM
	FORM 1-11-001 (REVISED 5)	DATE 02/05/78	DRAWING NO. DES16WR 436 236112

EXCERPT FROM DRAFT MINUTES OF 10/11/22:**Discussion on Park & Recreation van. Dennis Mannone, Park & Recreation Director, as well as Mara Huston and Laurie Eliason, Park & Recreation Commission, to attend.**

Present: Dennis Mannone, Mara Huston and Laurie Eliason, all of Sudbury Park & Recreation

Laurie Eliason, 411 Concord Road, stressed that Sudbury was in a child care crisis and many parents are working and cannot transport their children to after-school activities, especially with change in school schedule.

Mara Huston, 578 Peakham Road, confirmed that the Park & Recreation Commission, voted 4-1 to advance this proposal. She suggested the Board vote on this proposal tonight in consideration of increase in price of such vans.

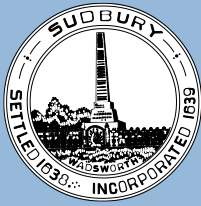
Resident Jeff Winston, 118 Barton Drive, noted the plan was experimental, and he recommended renting/leasing a van for a year to two.

Members agreed with the benefit of purchasing the van.

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

It was on motion 4-1; Kouchakdjian-aye, Dretler-aye, Roberts-aye, Carty-no, Russo-aye.

VOTED: In favor of \$125,000 in ARPA funds for the purchase of the hybrid van mentioned, subject to returning the \$55,000, if the Green Communities Grant was awarded.

**SUDBURY SELECT BOARD**

Tuesday, November 15, 2022

MISCELLANEOUS (UNTIMED)**5: Vote to approve BFRT signage****REQUESTOR SECTION**

Date of request:

Requestor: Adam Duchesneau, Director of Planning & Community Development

Formal Title: Discussion and vote whether to approve universal uniform signage as suggested by the Friends of the Bruce Freeman Rail Trail. John Drobinski, BFRT Advisory Task Force chair, to attend.

Recommendations/Suggested Motion/Vote: Discussion and vote whether to approve universal uniform signage as suggested by the Friends of the Bruce Freeman Rail Trail. John Drobinski, BFRT Advisory Task Force chair, to attend.

Background Information:**See attached documents.**

The Bruce Freeman Rail Trail Advisory Task Force recommends to the Select Board there be universal uniform signage indicating the following eight (8) rules as suggested by the Friends of the Bruce Freeman Rail Trail:

- Yield to Pedestrians
- Keep Right, Pass Left
- Give Audible Signal When Passing
- Do Not Block Trail
- Wear Helmets
- Leash Pets, Remove Waste
- No Littering - Carry In, Carry Out
- Respect Property Adjacent to the Trail

The Bruce Freeman Rail Trail Advisory Task Force recommends the above eight (8) rules all be located on one (1) sign with the same font style, size, and coloring. These signs would be placed periodically along the rail trail as indicated in the design plans for the project.

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting: John Drobinski, chair, BFRT advisory task force

Review:

Select Board Office	Pending
Town Manager's Office	Pending

Town Counsel
Select Board
Select Board

Pending
Pending
Pending

11/15/2022 7:00 PM

From: [Duchesneau, Adam](#)
To: [Select Board](#)
Cc: [Bruce Freeman Rail Trail](#)
Subject: BFRT Signage Recommendation to Select Board
Date: Wednesday, November 2, 2022 11:18:30 AM
Attachments: [Uniform BFRT Signage 220820.pdf](#)
[BFRT Summit Agenda 220915.pdf](#)
[Follow-Up BFRT Letter 220921.pdf](#)

Members of the Select Board,

Per the September 15, 2022 summit of the Friends of the Bruce Freeman Rail Trail, all communities along the rail trail are being asked to opine about the possibility of having universal uniform signage indicating the major overarching rules of the Bruce Freeman Rail Trail. Please see the attached documents for reference. On October 27, 2022, the Bruce Freeman Rail Trail Advisory Task Force voted 6-1 to make the following recommendation to the Select Board regarding this matter:

The Bruce Freeman Rail Trail Advisory Task Force recommends to the Select Board there be universal uniform signage indicating the following eight (8) rules as suggested by the Friends of the Bruce Freeman Rail Trail:

Yield to Pedestrians
 Keep Right, Pass Left
 Give Audible Signal When Passing
 Do Not Block Trail
 Wear Helmets
 Leash Pets, Remove Waste
 No Littering – Carry In, Carry Out
 Respect Property Adjacent to the Trail

The Bruce Freeman Rail Trail Advisory Task Force recommends the above eight (8) rules all be located on one (1) sign with the same font style, size, and coloring. These signs would be placed periodically along the rail trail as indicated in the design plans for the project.

Please let me know if you have any questions. Thank you.

Adam

Adam L. Duchesneau, AICP (he/him/his)
 Director of Planning & Community Development
 Town of Sudbury | Flynn Building, 278 Old Sudbury Road | Sudbury, MA 01776
 t 978-639-3398 | f 978-639-3314 | DuchesneauA@Sudbury.MA.us
www.sudbury.ma.us



Friends of the Bruce Freeman Rail Trail

P.O. Box 1192
Concord, MA 01742
www.brucefreemanrailtrail.org

September 15, 2022

Dear Summit Participant,

We look forward to seeing you at Fowler Library in West Concord on Sept. 15 at 2:15 p.m. Please find an agenda below.

Board Members

Acton

Paul Malchodi
Joyce Reischutz

Carlisle

Glenn Reed

Chelmsford

Patrick Lewis

Concord

Carlene Hempel
Stuart Johnstone
Judy Perrin
Barbara Pike:
Membership

Framingham

Ed Kross

Lowell

Sharon Galpin

Sudbury

John McQueen
Chris Menge
Dick Williamson

Westford

Chris Barrett
Emily Teller:
Secretary

At-Large

Christine Corr:
Treasurer
Tom Michelman:
President

Summit to discuss & develop a uniform set of rules for the BFRT

- 1/ Brief introductions.
- 2/ Discussion: Current rules and signage along the trail.
- 3/ Discussion: How to create uniformity of usage and signage across member towns.
- 4/ Discussion: Next steps & action items.
- 5/ Discussion: Future goals.
- 6/ Wrap-up.

Also attached in this packet is:

- 1/ Current list of rules, adopted in the early 2000s by the "Uniformity Committee."
- 2/ Examples of signage along the trail today.

Action items:

- 1/ Please come to the meeting ready to discuss any rules you would like to see added to/removed from the current list.
- 2/ Please come to the meeting ready to discuss any issues you'd like to bring up to the other towns.

Meeting Logistics:

- You'll be traveling to the Fowler Branch Library at 1322 Main St. in West Concord.
- On-street parking is available.
- There's also a municipal lot down the hill from the library and adjacent to Village Cleaners at 13 Church St.
- When you enter the library, turn left and take the stairs or elevator to the ground level. The meeting is in the conference room on the far left.
- Light refreshments will be served.

Please contact Friends of the Bruce Freeman Rail Trail board member Carlene Hempel (617-335-0580; carlenehempel@hotmail.com) with any questions.

Welcome to the
Bruce Freeman Rail Trail



- Stop at ALL stop signs
- Bicyclists and skaters should yield to pedestrians
- Keep to the right; pass on the left
- Use an audible signal when passing
- Look before passing
- Bicyclists and skaters should wear safety helmets
- Keep pets on a short leash, remove droppings
- When stopping, do not block the trail
- No littering – carry in, carry out
- Respect property adjacent to the trail

In emergency, dial 911



Expected size approximately 18" x 24"

BRUCE FREEMAN RAIL TRAIL

Guidelines for Sharing the Path

Hours of Operation:

One Half Hour Before Sunrise to One Half Hour Before Sunset

General Guidelines

- » EVERYONE: KEEP TO THE RIGHT except to pass
- » Pass on the left, only when safe.
- » Give an audible warning before passing.
- » Yield to emergency and maintenance vehicles.
- » Maximum Speed: 15 MPH

Bicycling

- » Helmets are recommended for all cyclists and required by state law for children under 13.
- » Stop your bicycle, if necessary, to yield or to prevent an accident.
- » Bicyclists must yield to pedestrians.
- » Bicyclists may ride a maximum of two-abreast only when safe.

Walking/Jogging

- » Keep to the right when walking or running on the path.
- » Look before entering the bikeway or changing direction.
- » Don't walk or run more than two abreast.

In-Line Skating

- » Helmets, kneepads, and wristguards are advised.
- » Keep to the right so that other users may pass safely.
- » Skate single-file when the bikeway is busy.

Common Courtesy

- » Do not litter or trespass on private property.
- » Keep your dog on a leash (Maximum 6 Feet). Pick up after your dog.
- » Respect other bikeway users. Share the path.

BRUCE FREEMAN RAIL TRAIL

BRUCE FREEMAN RAIL TRAIL

Guidelines for Sharing the Path

Hours of Operation:

One Half Hour Before Sunrise to One Half Hour
After Sunset

General Guidelines

1. EVERYONE: KEEP TO THE RIGHT except to pass.
2. Pass on the left, only when safe.
3. Give an audible warning before passing.
4. Yield to emergency and maintenance vehicles.
5. Maximum Speed: 15 MPH

Bicycling

- Helmets are recommended for all cyclists and required by state law for children under 13.
- Stop your bicycle, if necessary, to yield to prevent an accident.
- Bicyclists must yield to pedestrians.
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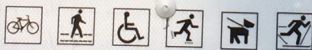
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Welcome to the

Bruce Freeman Rail Trail



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- Respect property adjacent to the trail

In emergency, dial 911





Friends of the Bruce Freeman Rail Trail

P.O. Box 1192
Concord, MA 01742
www.brucefreemanrailtrail.org

September 21, 2022

Dear Summit Participant,

Thank you for participating last Thursday to discuss uniformity of signage and rules on the Bruce Freeman Rail Trail. We made good progress. Below, please find our working draft of rules as decided upon by the group.

Board Members

Acton

Paul Malchodi
Joyce Reischutz

Carlisle

Glenn Reed

Chelmsford

Patrick Lewis

Concord

Carlene Hempel
Stuart Johnstone
Judy Perrin
Barbara Pike:
Membership

Framingham

Ed Kross

Lowell

Sharon Galpin

Sudbury

John McQueen
Chris Menge
Dick Williamson

Westford

Chris Barrett
Emily Teller:
Secretary

At-Large

Christine Corr:
Treasurer
Tom Michelman:
President

The new universal uniform rules are:

Yield to Pedestrians

Keep Right, Pass Left

Give Audible Signal When Passing

Do Not Block Trail

--

Wear Helmets

Leash Pets, Remove Waste

No Littering – Carry In, Carry Out

Respect Property Adjacent to the Trail

There were three ideas floated in terms of posting these rules:

- 1/ Have one sign on which all EIGHT rules are posted, along with a QR code for further information.
- 2/ Have one sign in which the first FOUR rules are posted on top of a sign, in larger print, and the last FOUR are in smaller print underneath.
- 3/ Have two different signs, one with the top FOUR rules posted frequently along the trail (to emphasize what's most important) and another sign with all EIGHT rules, but only at trailheads, kiosks and parking lots.

Communities would further agree to remove all other rule signage so that these uniform rules are what govern the trail. (We all agreed they are largely unenforceable.)

NEXT STEPS:

- 1/ Our hope is that you will present these in the coming 4-6 weeks to your decision-making boards/committees so we can act by spring. (Please let me know if you need help; I am happy to join you in those meetings.)
- 2/ Suggestions/recommendations for signage design would be the next step. We would likely recommend a variation on the current uniform signage, pictured below.
- 3/ The Friends of the Bruce Freeman Rail Trail will pay for production of all new signs and deliver those to whatever office would install them (public works, for example).

Please contact me (617-335-0580; carlenehempel@hotmail.com) with any questions or concerns. We will follow up with each community in the weeks ahead and hope to reconvene in the spring to discuss placement and other issues affecting the trail, such as ebikes and speed limits.

Thank you,

Carlene Hempel, on behalf of the Friends of the Bruce Freeman Rail Trail

Attachment5.c: Follow-Up BFRT Letter 220921 (5555 : Vote to approve BFRT signage)

Current sign as it appears on the trail.

Welcome to the **Bruce Freeman Rail Trail**



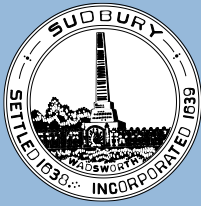
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- Respect property adjacent to the trail

In emergency, dial 911



Attachment5.c: Follow-Up BFRT Letter 220921 (5555 : Vote to approve BFRT signage)

Expected size approximately 18" x 24"

**SUDBURY SELECT BOARD**

Tuesday, November 15, 2022

MISCELLANEOUS (UNTIMED)**6: Interview DEI candidates for reappointment****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Interview three DEI members for reappointment: Janine Taylor, Joanna Steffey, Nalini Luthra, all for terms expiring 5/31/25.

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office Pending

Town Manager's Office Pending

Town Counsel Pending

Select Board Pending


Select Board Pending

11/15/2022 7:00 PM

Members

Members					
Name	Position	Address	Term	End Date	Appointed By
Nalini Luthra	Co-Chair	941 Concord Rd	1	11/30/2022	Select Board
Nuha Muntasser	Co-Chair	193 Dutton Rd	1	11/30/2022	Select Board
Stephanie Oliver	Member	17 Barton Dr	1	11/30/2022	Select Board
Joanna Steffey	Member	5 Checkerberry Cir	1	11/30/2022	Select Board
Tanisha Tate	Member	50 Fairbank Cir (Fairbank Rd)	1	11/30/2022	Select Board
Janine Taylor	Member	386 Maynard Rd	1	11/30/2022	Select Board
Peng Zhou	Member	2 Meachen Rd	1	11/30/2022	Select Board
VACANCY	Member		1		Select Board
VACANCY	Member		1		Select Board
VACANCY	Member		1		Select Board
VACANCY	Member		1		Select Board
VACANCY	Member		1		Select Board
VACANCY	Staff		1		Select Board
Maryanne Bilodeau	Staff	278 Old Sudbury Road	1	05/31/2023	Select Board
Scott Nix	Staff	75 Hudson Rd	1	11/30/2022	Select Board

Diversity, Equity and Inclusion Commission

 — [Subscribe to Content Updates](#)
Interested in serving on this committee?
[Appointment Application](#)

The mission of the Sudbury Diversity, Equity, and Inclusion Commission is to support diversity, achieve equity, and foster inclusion for every member of this community, respecting all aspects of identities. The Commission shall also critically consider intersections among these groups to facilitate learning, understanding, and unity.

The Commission shall make recommendations on a quarterly (minimum) basis to the Sudbury Select Board on policies and programs to identify and eliminate conscious or unconscious biases and prejudices, to reject discrimination, and to measure, promote, and increase diversity, equity, and inclusion of Sudbury’s historically disenfranchised populations.

To learn more, please see the [Diversity Equity Inclusion Commission Mission Statement](#).

Search

Search

Contact

Email: dei@sudbury.ma.us



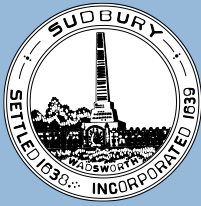
From: [Frank, Leila](#)
To: [Golden, Patricia](#)
Subject: RE: DEI resignation - for 11/15 agenda
Date: Monday, November 7, 2022 12:59:46 PM

Below is what I sent the DEI for confirmation last Thursday. They provided their responses via Granicus.

Member Name	Reappointment Status	Term Preference
Janine Taylor	Yes	2 years
Joanna Steffey	Yes	2 years
Nalini Luthra	Yes	2 years
Nuha Muntasser	No	
Peng Zhou	No	
Stephanie Oliver	No	
Tanisha Tate	No	

LEILA S. FRANK
 OFFICE SUPERVISOR/INFORMATION OFFICER
 SUDBURY TOWN MANAGER & SELECT BOARD'S OFFICE
 278 OLD SUDBURY ROAD
 SUDBURY, MA 01776
 978-639-3380
SUDBURY.MA.US

WHEN WRITING OR RESPONDING, PLEASE BE AWARE THE SECRETARY OF STATE HAS DETERMINED THAT E-MAIL IS A PUBLIC RECORD AND THUS NOT CONFIDENTIAL.



MISCELLANEOUS (UNTIMED)

7: Fall 2022 Select Board Newsletter Articles Approval

REQUESTOR SECTION

Date of request:

Requested by: Leila S. Frank

Formal Title: Review the Select Board Fall 2022 Newsletter articles and approve for distribution.

Recommendations/Suggested Motion/Vote:

Background Information:

Draft newsletter attached

Financial impact expected:N/A

Approximate agenda time requested: 10 minutes

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

11/15/2022 7:00 PM

FROM THE SELECT BOARD

Fall 2022

Town of Sudbury

Hiring a new Town Manager for Sudbury

BY JANIE DRETHER, SELECT BOARD

The Select Board hired Community Paradigm Associates (CPA) in early August to assist with the Town Manager recruiting process. CPA has worked with many Massachusetts communities, including Watertown, Reading, Winthrop, Carlisle, Bourne, Plymouth, and Brookline, to assist with hiring Town Managers and Town Administrators as well as other municipal employees.

On September 13, the Sudbury Select Board unanimously approved a professional Town Manager Screening Panel that will be led by CPA. CPA will conduct the screening of prospective candidates by engaging a professional panel that will consist of individuals that have worked in or interacted with municipal government.

The Town Manager Screening Panel will review the applicants, narrow the field to 6-8 individuals that would be interviewed. The Panel would then conduct interviews and by consensus identify 3-4 candidates who they believe would successfully meet the needs and requirements of the Sudbury.

On October 25, the Select Board approved the following schedule:

- The public will be invited to participate in a **virtual Q&A forum** with prospective Town Manager candidates during the evenings of November 7 and November 9. These forums will be moderated by CPA.
- The Select Board will **interview the selected candidates** on Saturday, November 12.
- The Select Board is expected to vote to **choose the candidate** that the Board will work with to become the next Sudbury Town Manager, contingent on reaching agreement on a contract on Tuesday, November 15.
- Once voted, the Select Board will discuss next steps to include negotiation of a **Town Manager employment contract**.

Additional information will be posted on the Town's website as it becomes available:
<https://sudbury.ma.us/townmanagersearch2022/>



COMMUNITY
PARADIGM
ASSOCIATES, LLC

Town Manager Search Firm

WE BRING SUDBURY TO YOU!

Program Schedules

SudburyTV programming is available online at sudburytv.org.

Public/Government Channel

Comcast Channel 8

Verizon Channel 31

SudburyTV – Programming for the Community by the Community

BY DAN CARTY, SELECT BOARD

If you are a Comcast or Verizon cable television customer you have probably come across channels 8 & 9 or 31 & 32 respectively. There reside the SudburyTV “PEG” – Public, Education, and Government – cable access channels. Or perhaps you have visited the website sudburytv.org where online versions of the same are. But did you ever ask yourself how the content gets there?

Recently I had the privilege of meeting with Lynn Puorro, Executive Director of Sudbury Access Corp, also known as SudburyTV. While I am familiar with the SudburyTV offerings, I was looking to learn more about how they work. Lynn started by pointing out that while SudburyTV contracts with the Town of Sudbury to operate the “PEG” cable access channels, they are neither a Town department nor are they funded by taxpayers. Rather, they are a

non-profit 501c3 corporation funded through the franchise fees of the Verizon and Comcast cable companies. Being distinct from the Town allows them not only legal separation but also journalistic license to cover events independently and fairly.

SudburyTV was founded in 2008 by members of Sudbury's Cable Committee, and in September of that year they started operating the former Comcast facilities at Lincoln-Sudbury Regional High School (L-S) and Town Hall. Since then, they produce and broadcast dozens of Town committee meetings a month, locally produced programming, interviews, general interest shows, and school events like graduations, musical presentations, and sports. They also cover large events like Annual Town Meeting and the HopeSudbury telethon. Of interest to me was the fact that they cover all of these events staffed with only 2 full time and 3 part time employees and supplemented

with the help of volunteers and some contractors. SudburyTV is managed by a volunteer Board of Directors made up of Sudbury residents interested in public access. Lynn pointed out to me that the pandemic has actually helped with broader coverage; with remote committee meetings she can often cover three meetings simultaneously!

The programming that viewers see is made possible by the equipment and infrastructure also supported by SudburyTV. The equipment resides mostly at L-S, with additional control rooms at Town Hall, the Flynn Building, and the Police Station. SudburyTV pairs the Public and Government content on one channel, and Educational content on the second. The Education channel is shared with L-S and is also broadcast by Comcast and Verizon in Lincoln.

SudburyTV utilizes a fiber optic network that connects all Sudbury Town buildings and schools that was installed by Comcast. While the cable company franchise fees pay for the television channels, they do not financially cover the rebroadcasts online at sudburytv.org. SudburyTV also runs the L-S TV club and offers classes and workshops where the public can come in and learn how to use the equipment and will help Sudbury residents, free of charge, with space, training, and equipment to create their own non-commercial programming.

The content SudburyTV produces and provides is invaluable to keeping the community informed with all things Sudbury. If you are not familiar with them, tune in to learn more!



VIRTUAL SELECT BOARD'S OFFICE HOURS



Janie Dretler



Jennifer Roberts

Join On-Line

us02web.zoom.us/j/82788884457

Join By Phone

978-639-3366

Meeting ID: 827 8888 4457

THURSDAY, DECEMBER 15, 2022
12 PM – 1 PM
ZOOM MEETING

Sudbury Diversity, Equity, and Inclusion Commission

BY JENNIFER ROBERTS, SELECT BOARD

The Sudbury Diversity, Equity, and Inclusion (DEI) Commission is evolving! Established in November 2020 in the aftermath of George Floyd's murder, the mission of the commission has been to support diversity, achieve equity, and foster inclusion for every member of the community, respecting all aspects of identities. Many members of the Sudbury community stood up to be considered for the original commission, and it was ultimately formed into a 14-member group with up to six non-voting advisory members. The original mission statement called for one-year appointments, culminating in a final report to the Select Board with recommendations.

One of the most notable accomplishments of the DEI Commission has been the Sudbury Lived Experiences project which collects stories about identity-based experiences in our community, including racism and prejudice. Through a dedicated website and survey, the commission has created a private, confidential, and welcoming place for individuals to share this information. According to the website, data will be reported in an aggregate manner to help inform the DEI Commission, local leaders, and community members. The Sudbury Lived Experiences project will remain open for input throughout November 2022.



In August 2022, the Select Board voted to transform the DEI Commission into an ongoing commission, and a revised DEI Commission Mission Statement was drafted to guide the new commission with the following goals:

- Provide DEI training for members of the DEI Commission and other boards, committees, and commissions, as requested by such groups.
- Gather first-hand experiences related to DEI from individuals who live, work, visit, or attend school in Sudbury.
- Solicit feedback and provide input to the Town manager related to Town departments as well as to commissions, boards, and committees, as requested by such groups.
- Collaborate with groups focused on DEI-related matters.
- Facilitate DEI discussions and education forums for town residents.
- Identify ways to promote awareness, engagement, and community building around diverse experiences to create a more inclusive community.
- Partner with the Select Board and Town to identify DEI-related challenges and brainstorm solutions.

Throughout the month of November, current DEI Commission members and the Select Board will be interviewing new candidates for the commission which will take effect on December 1st. I look forward to seeing the contributions of the new DEI Commission, and I thank all members – past, present, and future – for their work and commitment to making Sudbury a place where all can feel welcome and a sense of belonging.

Duran Addresses Sustainability and ADA Transition Plan

BY LISA KOUCHAKDJIAN, SELECT BOARD

Building community and making proactive change is something our new Combined Facilities Director Sandra Duran is accustomed to. The Combined Facilities Director role encompasses work for both the Town of Sudbury and Sudbury Public Schools. Sandra comes to Sudbury from her most recent roles as Director of Facilities at the St. Mark's School in Southborough, Massachusetts and The Perkins School for the Blind in Watertown, Massachusetts. Her career and lifetime experience position her very well to tackle two key issues facing our community, Sustainability and creating a more inclusive Sudbury for all residents through compliance with the Americans with Disabilities Act (ADA).

At Town Meeting in May, our community overwhelmingly voted to dedicate funds to hire a sustainability director through passage of Article 58. The Administration is currently in the process of hiring an individual to fulfill this role.

In 2020, the Town of Sudbury retained the Institute for Human Centered Design (IHCD) to conduct its ADA self-assessment. This self-assessment reviews all publicly owned assets in the town that are subject to Title II of the ADA. Three categories of assets evaluated include Sudbury Public Schools, Open Space and our town buildings. In July of 2021, IHCD provided its final Transition Plan to the Town of Sudbury which provides specific recommendations regarding areas that need to be addressed. In subsequent Select Board Newsletter articles, I expect to do a deeper dive into each section of the Transition Plan. The Transition Plan can be found here:

<https://sudbury.ma.us/disability/2022/01/10/ada-self-evaluation-and-transition-plan/>



Sustainability and ADA Transition Plan, Cont.

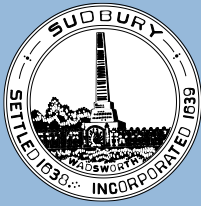
Recently, I had the opportunity to sit down with Sandra and talk with her about both important topics. During our meeting, Sandra shared her commitment to advancing efforts to stop climate change. Sandra stated it is critically important that everyone be involved in this work. Efforts that we make here in Sudbury by supporting renewable energy will help to offset the negative consequences posed by climate change. Sandra believes we have a lot of opportunity and potential to improve our sustainability efforts in the maintenance of our properties and in the renovation and construction of new facilities. There will also be opportunity in the future to add green vehicles.

Similarly, as it pertains to the ADA Transition Plan, Sandra knows our community can make a difference to improve peoples' lives if we

provide access for everyone so that young and old alike can gather together. Universal access is something Sandra considers in every project. Like improving our sustainability, Sandra believes there are efficient ways to bring improvements pursuant to the ADA as we maintain our facilities and assets. Opportunity also exists when we build new structures. One example of such an improvement is the new Fairbank Community Center. At the same time that we provide a new space for our user groups, we also have the opportunity to construct a facility that will be compliant with the ADA and provide access to the building and services our community members deserve.

There is a lot to look forward to in Sudbury especially when we have skilled and qualified leaders like Sandra moving us forward.



**SUDBURY SELECT BOARD**

Tuesday, November 15, 2022

MISCELLANEOUS (UNTIMED)**8: Vocational Education update****REQUESTOR SECTION**

Date of request:

Requestor: Member Lisa Kouchakdjian

Formal Title: Vocational Education update.

Recommendations/Suggested Motion/Vote:

Background Information:
attachment??

Financial impact expected:

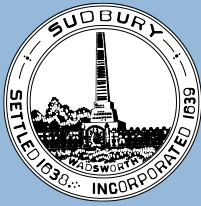
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Robert C. Haarde	Pending
Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

11/15/2022 7:00 PM

**SUDBURY SELECT BOARD**

Tuesday, November 15, 2022

MISCELLANEOUS (UNTIMED)**9: Minutes Review****REQUESTOR SECTION**

Date of request:

Requestor: Chair Russo

Formal Title: Vote to review and possibly approve the open session minutes of 8/9/22.

Recommendations/Suggested Motion/Vote: Vote to review and possibly approve the open session minutes of 8/9/22.

Background Information:
attached draft

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office Pending

Town Manager's Office Pending

Town Counsel Pending

Select Board Pending

Select Board Pending

11/15/2022 7:00 PM

SUDBURY SELECT BOARD

TUESDAY, AUGUST 9, 2022

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

Present: Chair Charles Russo, Vice-Chair Janie Dretler, Select Board Member Daniel Carty, Select Board Member Kouchakdjian, Select Board Member Jen Roberts, Interim Town Manager Maryanne Bilodeau

The statutory requirements as to notice having been compiled with, the meeting was convened at 7:02 PM. via Zoom telecommunication mode.

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

Call to Order/Roll Call

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

Opening Remarks by Chair

- Agenda Item #2 postponed; request from student Evan Tisdale regarding consideration of a bike track
- Item #4 postponed; regarding Town's right of first refusal at 4 Longfellow Road
- Bruce Freeman Rail Trail has been advertised by MassDOT on August 6th; all associated plans are finalized, and construction bids will be collected and reviewed

Reports from Interim Town Manager Bilodeau

- Draft Historical Preservation Plan now available on the Town's website for review and comments until August 23, 2022

Select Board Reports

Vice-Chair Dretler

- Sent an email to SPS School Committee to clarify the Select Board's position about not holding a Special Fall Town Meeting based on information provided by Town Staff

Board Member Roberts

- Liaison report – Finance Committee met last night, Committee members reorganized, and co-chairs are now Eric Poch and Michael Joachim
- Liaison report - Board of Health (BOH) met today; COVID cases decreasing overall with an increase in the elderly population. Mentioned incidence of Monkey Pox growing in MA; no cases reported in Sudbury

Board Member Carty

Had no comments

Board Member Kouchakdjian

Had no comments

Public Comment

None

Meet with selected Town Manager Search Firm (Community Paradigm Associates) to discuss timeline and next steps

Present: Bernard Lynch, Sharon Flaherty, and John Petrin of Community Paradigm Associates

Discussion took place regarding the Town Manager Search timeline; topics discussed included community input/surveys, a Town Manager intent statement, and associated advertising. Mr. Lynch stated he would be speaking with each Select Board Member, department heads, and community members.

It was agreed that the community input/survey would conclude on September 8, 2022, and a draft Town Manager advertisement would be readied for the August 30, 2022 meeting. Members discussed the possibility of the formation of a five to seven-member Town Manager Screening Committee.

Interim Town Manager Bilodeau emphasized the community survey would have to be presented in accessible format for all. Ms. Flaherty concurred, and confirmed that Community Paradigm would be working with the Sudbury IT Department on this matter.

Vice-Chair Dretler recommended including a document detailing what the responsibilities of the Town Manager might be. Mr. Lynch suggested that description appear on a dedicated Town Manager webpage.

Vice-Chair Dretler favored the concept of a community-specific survey, which would include related comments from Town boards, commissions and committees. She suggested that the Chamber of Commerce be included in the community input/survey process. Mr. Lynch was in agreement.

Interim Town Manager Bilodeau confirmed that the community survey would be publicized in a variety of formats. Discussion included a community-input session before or after the Town Manager candidate interviews.

Chair Russo stressed that the Town of Sudbury maintains high standards, and history demonstrated that the Town continues to maintain excellent leadership. He mentioned the importance of strong direction in regard to major ongoing projects.

Discuss request from student Evan Tisdale regarding a bike track

Postponed

Interview two candidates for appointment to the Commission on Disability. Following interviews, vote whether to appoint Cameron LaHaise, 195 Horse Pond Road, for a term expiring 5/31/25, and Jean Nam, 81 Newbridge Road, for a term expiring 5/31/23.

Two of the four Commission on Disability (COD) candidates were being interviewed at this meeting (Jean Nam and Cameron LaHaise) and candidates Jackie Chisholm and Pat Brown would be interviewed at the August 30th Select Board meeting.

Resident and COD candidate Cameron LaHaise, 195 Horse Pond Road, explained her experience with municipal committees and Boards, as well as being a member of a national Downs Syndrome Organization. Ms. LaHaise confirmed she had considerable experience working with various project stakeholders, and had background in advancing long-term goals and was used to working in a collaborative fashion with other Commission/Committee members.

Resident and COD candidate Jean Nam, 81 New Bridge Road, stated that she was hoping to continue service to the Town after completing the Sudbury playground programs. She stressed that she was part of the Play Sudbury group who worked on completing four playground programs in four years, and had developed good partnerships with Town departments and residents.

Several Board Members expressed concern about Ms. Nam's use of "intimidating" language and social media messaging at the recent Town meeting. Ms. Nam noted she should have not used the word "intimidate," which was a poor use of language at Town Meeting.

Board Member Carty motioned to appoint two candidates to the Commission on Disability; Cameron LaHaise, 195 Horse Pond Road, for a term expiring 5/31/25, and Jean Nam, 81 Newbridge Road, for a term expiring 5/31/23. The motion was not seconded.

Chair Russo recommended that all candidates be interviewed before a formal vote take place at the next Select Board meeting on August 30, 2022.

Resident Len Simon, 40 Meadowbrook Circle, commented that he did not receive an apology from Ms. Nam, and indicated that he was the focus of the inappropriate language used by Ms. Nam at Town Meeting.

Board Member Carty referred to an email dated 10/28/20 to then Town Manager Henry Hayes on the subject of "removal of ballot drop boxes." The email sent by Mr. Simon focused on the action taken by Mr. Hayes to remove two of the three drop boxes in Town due to security reasons. Mr. Simon suggested that less dramatic options could have included putting the boxes under video surveillance, relocating one of the boxes to the Police Station lobby, or to post an officer outside of the box.

Discussion and vote whether or not to exercise the Town's right of first refusal to purchase the deed restricted affordable dwelling unit at 4 Longfellow Road, and inform the Department of Housing and Community Development

Present: Director of Planning and Community Development Adam Duchesneau

Mr. Duchesneau confirmed that the Sudbury Housing Trust needed more time to consider the status of 4 Longfellow Road. Vice-Chair Dretler added that the Sudbury Housing Trust has had conversations regarding the property at 4 Longfellow Road, but needed additional time before a vote could be taken.

Vote to accept grant award from MassTrails (through the Department of Conservation and Recreation) for \$240,000 to hire consultants to prepare feasibility study, conceptual plans and designs for the extension of the Bruce Freeman Rail Trail to the CSX corridor. Said funds are reimbursable and will utilize \$60,000 (20%) of Town CPA funds from Article 48 of the 2022 ATM as required match, to be used at the discretion of the Town Manager.

Present: Director of Planning and Community Development Adam Duchesneau, Environmental Planner Beth Suedmeyer

Ms. Suedmeyer confirmed the Town had been awarded the grant for \$240,000 to advance the rail trail corridor at the southern end, to include design aspects.

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

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

VOTED: To accept grant award from MassTrails (through the Department of Conservation and Recreation) for \$240,000 to hire consultants to prepare feasibility study, conceptual plans and designs for the extension of the Bruce Freeman Rail Trail to the CSX corridor. Said funds are reimbursable and will utilize \$60,000 (20%) of Town CPA funds from Article 48 of the 2022 ATM as required match, to be used at the discretion of the Town Manager

Vote to approve execution by the Interim Town Manager of an Agreement for Technical Services between the Town of Sudbury and Fuss & O'Neill, Inc. for professional consulting services for engineering during the construction phase of the Bruce Freeman Rail Trail (BFRT), Phase 2D (#608164) and any documents relative thereto.

Present: Director of Planning and Community Development Adam Duchesneau, Environmental Planner Beth Suedmeyer

Ms. Suedmeyer provided related information.

Resident Len Simon, 40 Meadowbrook Circle, acknowledged this approval represented a great step going forward, and a related RFP would be bought forward.

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

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

VOTED: To approve execution by the Interim Town Manager of an Agreement for Technical Services between the Town of Sudbury and Fuss & O'Neill, Inc. for professional consulting services for engineering during the construction phase of the Bruce Freeman Rail Trail (BFRT), Phase 2D (#608164) and any documents relative thereto

Vote to approve execution by the Interim Town Manager of an Agreement for Technical Services between the Town of Sudbury and Fuss & O'Neill, Inc. for professional consulting services for transportation engineering and planning to advance the next phase of the Bruce Freeman Rail Trail (BFRT) feasibility evaluation, conceptual development, and cost analysis for the former CSX Corridor and any documents relative thereto.

Present: Director of Planning and Community Development Adam Duchesneau, Environmental Planner Beth Suedmeyer

Mr. Simon inquired if Framingham had granted permission to extend the design into Framingham. Ms. Suedmeyer confirmed she reached out to Framingham officials, but had not received a response to date. Mr. Simon commented that Framingham had received an associated grant, and commented he would look forward to working with Framingham to help advance the design.

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

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

VOTED: To approve execution by the Interim Town Manager of an Agreement for Technical Services between the Town of Sudbury and Fuss & O'Neill, Inc. for professional consulting services for transportation engineering and planning to advance the next phase of the Bruce Freeman Rail Trail (BFRT) feasibility evaluation, conceptual development, and cost analysis for the former CSX Corridor and any documents relative thereto

Vocational Education update by Board Member Lisa Kouchakdjian

Board Member Kouchakdjian provided Select Board Members with an update.

Interim Town Manager Bilodeau confirmed that Sudbury students were attending the Medford Vocational Technical School this year.

Board Member Carty commented that the Town must perform due diligence regarding vocational school selection.

Board Member Kouchakdjian offered to draft letters of inquiry to each of the vocational schools discussed. Select Board Members concurred with sending letters of inquiry to the schools mentioned. Board Member Kouchakdjian stated she would send the draft letters to Interim Town Manager Bilodeau and the two Sudbury School Superintendents, before mailing the letters.

Vote to review and possibly approve the open session minutes of 6/14/22

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

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

VOTED: To approve the open session minutes of 6/14/22, as edited.

Public Comments (cont.)

Resident Manish Sharma, 77 Colonial Road, inquired about various items in the Select Board meeting packet. He asked about solar rebates.

Upcoming agenda items

August 30, 2022

- Discussion regarding bylaws for Annual Town Meeting
- Eversource Transmission Line project update

September 12, 2022

- Transportation Committee Update
- LSRHS Agreement
- Request to discuss a possible Special Fall Town Meeting

Future meeting

- Climate Emergency Declaration and Sustainability Director
- Meeting with the Energy and Sustainability Committee

Consent Calendar

Vote to appoint Election Officers for a one-year term, commencing August 15, 2022 and ending August 14, 2023, as recommended by the Democratic and Republican Town Committee Chairs and the Town Clerk

Board Member Carty abstained from voting on this item.

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

It was on motion 4-0; Roberts-aye, Kouchakdjian-aye, Dretler-aye, Russo-aye

VOTED: To appoint Election Officers for a one-year term, commencing August 15, 2022 and ending August 14, 2023, as recommended by the Democratic and Republican Town Committee Chairs and the Town Clerk.

Vote to sign the Sept. 6, 2022 State Primary Election Warrant as requested by Beth Klein, Town Clerk

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

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

VOTED: To sign the Sept. 6, 2022 State Primary Election Warrant as requested by Beth Klein, Town Clerk.

Vote to approve award of contract by the Interim Town Manager to Woodard & Curran, 250 Royall Street., Suite 200E, Canton, MA 02021, for engineering consulting services relative to the EPA Phase 2 MS4 Permit compliance and other stormwater related tasks, and further, to approve the execution of any documents related to MS4 permitting continuation thereafter by the Interim Town Manager or Town Manager as applicable

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

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

VOTED: To approve award of contract by the Interim Town Manager to Woodard & Curran, 250 Royall Street., Suite 200E, Canton, MA 02021, for engineering consulting services relative to the EPA Phase 2

MS4 Permit compliance and other stormwater related tasks, and further, to approve the execution of any documents related to MS4 permitting continuation thereafter by the Interim Town Manager or Town Manager as applicable

Pursuant to the provisions of G.L. c. 83, §4, Article XII s. 1 and 3, of the Sudbury General Bylaws, and any other enabling authority, vote to accept the Grant of Easement set forth in the document entitled “DECLARATION OF RESTRICTIVE COVENANTS AND GRANT OF EASEMENT REGARDING STORMWATER MANAGEMENT SYSTEM” granted by Gary Bennos and Laura Bennos, owners, for stormwater system maintenance purposes upon the property at Lot 42 Fox Hill Drive.

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

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

VOTED: Pursuant to the provisions of G.L. c. 83, §4, Article XII s. 1 and 3, of the Sudbury General Bylaws, and any other enabling authority, vote to accept the Grant of Easement set forth in the document entitled “DECLARATION OF RESTRICTIVE COVENANTS AND GRANT OF EASEMENT REGARDING STORMWATER MANAGEMENT SYSTEM” granted by Gary Bennos and Laura Bennos, owners, for stormwater system maintenance purposes upon the property at Lot 42 Fox Hill Drive

Pursuant to the provisions of G.L. c. 83, §4, Article XII s. 1 and 3, of the Sudbury General Bylaws, and any other enabling authority, vote to accept the Grant of Easement set forth in the document entitled “DECLARATION OF RESTRICTIVE COVENANTS AND GRANT OF EASEMENT REGARDING STORMWATER MANAGEMENT SYSTEM” granted by James G. Brolly, Trustee 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 26 Baker Street Realty, owner, for stormwater system maintenance purposes upon the property at 25, 35, 45, and 55 Widow Rites Lane.

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

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

VOTED: Pursuant to the provisions of G.L. c. 83, §4, Article XII s. 1 and 3, of the Sudbury General Bylaws, and any other enabling authority, vote to accept the Grant of Easement set forth in the document entitled “DECLARATION OF RESTRICTIVE COVENANTS AND GRANT OF EASEMENT REGARDING STORMWATER MANAGEMENT SYSTEM” granted by James G. Brolly, Trustee 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 26 Baker Street Realty, owner, for stormwater system maintenance purposes upon the property at 25, 35, 45, and 55 Widow Rites Lane

Discussion and vote to approve amended Appointment Policy for positions appointed by the Select Board and Town Manager

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

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

VOTED: To approve amended Appointment Policy for positions appointed by the Select Board and Town Manager

Vote to accept the resignation of Capital Improvement Advisory Committee member, David Kunkle, 32 Pine Street, effective 7/31/22, and send a thank you letter for his service to the Town

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

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

VOTED: To accept the resignation of Capital Improvement Advisory Committee member, David Kunkle, 32 Pine Street, effective 7/31/22, and send a thank you letter for his service to the Town

Pursuant to Article 16 of the 2021 Annual Town Meeting for the construction of the housing/living addition and connection to Fire Station No. 2, VOTE: upon presentation of and approval of Town Counsel, to execute acceptance of an easement as granted by BPR National Development (Owner) over the Owner's adjacent paved private way and through and across its unpaved property to allow access to and for the Town's intended walkway and driveway construction and use.

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

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

VOTED: Pursuant to Article 16 of the 2021 Annual Town Meeting for the construction of the housing/living addition and connection to Fire Station No. 2, VOTE: upon presentation of and approval of Town Counsel, to execute acceptance of an easement as granted by BPR National Development (Owner) over the Owner's adjacent paved private way and through and across its unpaved property to allow access to and for the Town's intended walkway and driveway construction and use

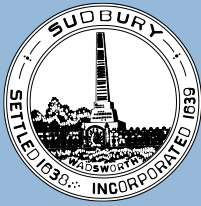
Adjourn

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

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

VOTED: To adjourn the Select Board meeting of August 9, 2022

There being no further business, the meeting was adjourned at 11:15 PM.



SUDBURY SELECT BOARD

Tuesday, November 15, 2022

MISCELLANEOUS (UNTIMED)**10: Public Comments (cont)**REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Public Comments (cont)

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

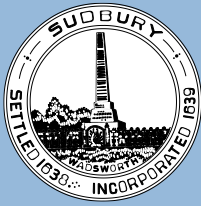
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

11/15/2022 7:00 PM



SUDBURY SELECT BOARD

Tuesday, November 15, 2022

MISCELLANEOUS (UNTIMED)**11: 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:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

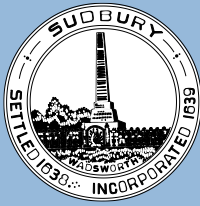
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POTENTIAL UPCOMING AGENDA ITEMS/MEETINGS

MEETING/EVENT	DESCRIPTION
Nov. 29	Annual Tax Classification Hearing (7:15 PM)
	DEI Commission interviews (new members)
	DEI Commission update
	Executive session to discuss new Town Manager contract
	MBTA Communities Zoning
Dec. 6	Open 2023 Warrant and announce Annual Town Meeting for May 1-3, 2023 at LSRHS
	Executive session to discuss new town Manager contract
	Financial Condition of the Town (Dennis K)
	ARPA update
Dec. 20	Annual License Renewals (Alcohol/Common Victualler)
	Update with Eversource
	KPI update
High priority items	Town Counsel evaluation (before 12/31)
	MBTA discussion (with Planning Board)
	BFRT Advisory Task Force to meet with Select Board re: trail signage
	Voc Ed update (Lisa K.)
	LS agreement
Date to be determined	Remote Meeting Policy (Lisa K.)
	Interview candidate for Energy Committee
	Capital Process
	Citizen Leadership Forum (Govt and how it works)
	Climate Emergency declaration & sustainability director
	Discussion on Civics projects for SPS/LS/Scouts
	Discussion on Select Board meeting flow, process, efficiency, and decorum
	Discussion on potential ADA policy
	Discussion on Town Manager Task Requests
	SB self-evaluation process individually and collectively (Lisa K)
	Fairbank Community Center update (ongoing)
	Health/COVID-19 update
	Investment Advisory Committee
	Invite Commission on Disability Chair to discuss Minuteman High School
	Local receipts – fee schedule review (Chair Russo)
	Bi-monthly update from Eversource (Oct, Dec, Feb, Apr, June, Aug)
	Quarterly review of approved Executive Session Minutes for possible release (February, May, August and November). Consider separate meeting solely for this purpose.
	Quarterly update from Diversity, Equity and Inclusion Commission (DEI) (December, March, June, September)
	Quarterly update on Bruce Freeman Rail Trail (BFRT) (March, June, September, December)
	Quarterly update on Key Performance Indicators (KPIs) projects to track (December, March, June, September)
	Peakham Road Speed Limits (citizen request)

Attachment 11.a: Upcoming items 11.15.22 (5479 : Upcoming agenda items)

	Route 20 empty corner lot – former gas station
	Select Board Retreat (Vice Chair Dretler) and SB statements
	Sidewalks discussion
	Solar Panels
	Subcommittee discussion (Executive)
	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
	Public Comments, continued (if necessary)

**SUDBURY SELECT BOARD**

Tuesday, November 15, 2022

CONSENT CALENDAR ITEM**12: Serving Extensions: Thanksgiving and New Year's Eve 2022****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 licensees who make application in advance to the Town Manager's Office: Fugakyu Cafe, 621 Boston Post Road and Lavender, 519A Boston Post Road (1AM to 2AM) on Wednesday, November 23, 2022 (Thanksgiving eve) and Saturday, December 31, 2022 (New Year's Eve), on the condition that the kitchen remains open and food is served.

Recommendations/Suggested Motion/Vote: Vote to approve a one-hour extension of the licensed closing hour and serving of alcoholic beverages for licensees who make application in advance to the Town Manager's Office: Fugakyu Cafe, 621 Boston Post Road and Lavender, 519A Boston Post Road (1AM to 2AM) on Wednesday, November 23, 2022 (Thanksgiving eve) and Saturday, December 31, 2022 (New Year's Eve), on the condition that the kitchen remains open and food is served.

Background Information:

Feedback from Police Chief Nix: We have not had any issues with either venue hence, I would have no issues with the Select Board authorizing same.

Financial impact expected:N/A

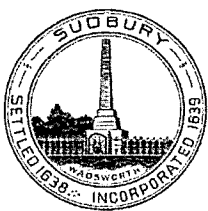
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

11/15/2022 7:00 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 2022

Please complete this application form and return to the Select Board's Office by **Tuesday, November 1, 2022**. You will be notified of request approval via email.

TO THE LICENSING AUTHORITY
SUDBURY, MASSACHUSETTS

Restaurant Name: Fugakyu Cafe Corporation

Restaurant Address: 621 Boston Post Road, Sudbury, MA 01776

Name of applicant: Edward Leung

Serving Hours Extension(s) Requested

Please check all that apply.

☐ Night Before Thanksgiving: Wednesday, November 23, 2022

☒ New Year's Eve: Saturday, December 31, 2022

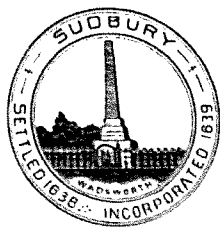
Nov-11-2022 [Signature]
Date Applicant Signature

Please submit completed application to:

SBadmin@sudbury.ma.us

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

Fax: (978) 443-0756



Town of Sudbury

Office of Select Board
www.sudbury.ma.us

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Email: sbadmin@sudbury.ma.us

APPLICATION FOR SERVING HOURS EXTENSION 2022

Please complete this application form and return to the Select Board's Office by **Tuesday, November 1, 2022**. You will be notified of request approval via email.

TO THE LICENSING AUTHORITY
SUDBURY, MASSACHUSETTS

Restaurant Name: LAVENDER ASIAN CUISINE & BAR

Restaurant Address: 519A BOSTON POST RD

Name of applicant: TIM FONG

Serving Hours Extension(s) Requested

Please check all that apply.

☒ Night Before Thanksgiving: Wednesday, November 23, 2022

☒ New Year's Eve: Saturday, December 31, 2022

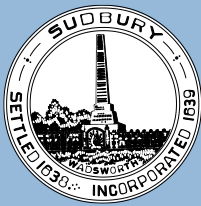
10/8/22
Date

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

**SUDBURY SELECT BOARD**

Tuesday, November 15, 2022

CONSENT CALENDAR ITEM**13: Goodnow Library Foundation One Day Alcohol License****REQUESTOR SECTION**

Date of request:

Requestor: Holly Bernene, Goodnow Library Foundation

Formal Title: Vote to grant a 1-day All Alcohol license to Goodnow Library Foundation, Inc, to accommodate a Donor Reception on Thursday, December 1, 2022 from 5:30 PM to 8:00 PM at Goodnow Library, 21 Concord Rd, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.

Recommendations/Suggested Motion/Vote: Vote to grant a 1-day All Alcohol license to Goodnow Library Foundation, Inc, to accommodate a Donor Reception on Thursday, December 1, 2022 from 5:30 PM to 8:00 PM at Goodnow Library, 21 Concord Rd, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.

Background Information:

Financial impact expected:\$25 license fee to General Fund

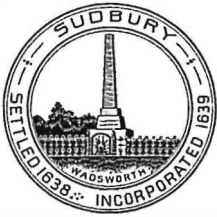
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

11/15/2022 7:00 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: BOAdmin@sudbury.ma.us

APPLICATION FOR ONE-DAY LIQUOR LICENSE (NON-PROFIT)

Non-profit organizations hosting an event in Sudbury are eligible to apply for a one-day liquor license. All licensees must purchase their alcoholic beverages from a licensed Massachusetts wholesaler, manufacturer, winery shipment licensee, farmer brewery, farmer distillery or holder of a Special Permit issued by the ABCC.*

Application processing can take up to four weeks as approval from the Fire, Police, Building and Board of Health departments are required prior to Board of Selectmen approval. Processing begins after all required materials are received, so please plan accordingly.

Name of Responsible Manager: Holly Bernene

Address of Responsible Manager: 21 Concord Road, Sudbury, MA 01776

Phone: _____ E mail : _____

Non-Profit Organization Name: Goodnow Library Foundation

Name & Purpose of Event: Donor reception for the opening of the Historical Room after renovation.

Name(s) of Brewery/ Distillery/Winery/Wholesaler/Manufacturer to provide alcohol:
Baystate Wine and Spirits Wholesaler

License Type Requested: ☒ \$25 Wine & Malt – OR – ☐ \$35 All Alcohol

Event Date: 12/1/2022 Event Time: 5:30pm-8:00pm

Event Venue: Goodnow Library

Event Address: 21 Concord Road, Sudbury, MA 01776

Documents Enclosed:

- ☒ Certificate of Liquor Liability
 - a. \$1,000,000 minimum amount
 - b. "Town of Sudbury" listed as additional insured
- ☒ Proof of bartender(s) training/certification. (For example, a TIPS certificate.)
- ☒ Application fee: \$25 W&M or \$35 All Alcohol. Check payable to Town of Sudbury

Please submit completed application and materials to:
Board of Selectmen's Office, 278 Old Sudbury Rd., Sudbury, MA 01776

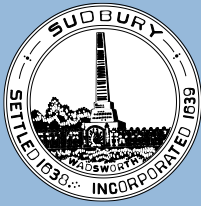
10-20-22
Date

Holly Bernene
Applicant Signature

*For a complete list of Authorized Alcohol Providers for 1-Day licenses, please visit
<https://eclensing.state.ma.us/CitizenAccess/GeneralProperty/PropertyLookup.aspx?isLicense=Y>. Under
Licensing Entity select "Alcoholic Beverages Control Commission" and under License Type select either
Wholesaler, Manufacturer, Direct Wine Shipper, Farmer Brewer, Farmer Distiller and/or Farmer Winery.

Goodnow Foundation – One Day Alcohol License
Donor Reception
December 1, 2022
Department Feedback

Department	Staff	Date	Comments
Building Department	Andrew Lewis	10/28/22	The Building Dept. has no issue with this.
Fire Department	Chief Whalen	10/28/22	The Fire Department has no issues with this application.
Health Department	Bill Murphy	11/9/22	The health department has no issues with this application.
Police Department	Chief Nix	10/28/22	We have had no issues with previous events hence we are fine with approval if the Board feels so inclined.

**SUDBURY SELECT BOARD**

Tuesday, November 15, 2022

CONSENT CALENDAR ITEM**14: Accept donation to Senior Center (Wright)****REQUESTOR SECTION**

Date of request:

Requestor: Debra Galloway

Formal Title: Vote to accept donation of \$530 to the Senior Center Donation Account in memory of Dorothy M. Wright, to be used to support older adult programming, as requested by Debra Galloway, Senior Center Director.

Recommendations/Suggested Motion/Vote: Vote to accept donation of \$530 to the Senior Center Donation Account in memory of Dorothy M. Wright, to be used to support older adult programming, as requested by Debra Galloway, Senior Center Director.

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

11/15/2022 7:00 PM



Sudbury Senior Center
Council on Aging
Town of Sudbury, Massachusetts

40 Fairbank Road • Sudbury, Massachusetts • 01776-1681 • www.sudburyseniorcenter.org
Phone: 978-443-3055 • Fax: 978-443-6009 • E-mail: senior@sudbury.ma.us

October 25, 2022

TO: Sudbury Select Board

CC: Interim Town Manager Maryanne Bilodeau

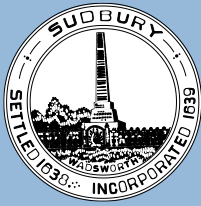
FROM: Debra Galloway, Director, Sudbury Senior Center

RE: Donations to Sudbury Senior Center in Memory of Dorothy Wright

The Sudbury Senior Center requests the Sudbury Select Board accept generous donation from several friends and family in memory of Sudbury resident Dorothy Wright in the amount of \$530.00 to the Sudbury Senior Center Donation Account to be used to support older adult programming.

Thank you.

Attachment 14.a: Memo to Select Board re donation 10 25 22 (5552 : Accept donation to Senior Center (Wright))

**SUDBURY SELECT BOARD**

Tuesday, November 15, 2022

CONSENT CALENDAR ITEM**15: Accept donation to Senior Center (Waible)****REQUESTOR SECTION**

Date of request:

Requestor: Debra Galloway

Formal Title: Vote to accept donation of \$150 to the Senior Center Donation Account in memory of Mimi Waible, to be used to support older adult programming, as requested by Debra Galloway, Senior Center Director.

Recommendations/Suggested Motion/Vote: Vote to accept donation of \$150 to the Senior Center Donation Account in memory of Mimi Waible, to be used to support older adult programming, as requested by Debra Galloway, Senior Center Director.

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

11/15/2022 7:00 PM



Sudbury Senior Center

Council on Aging
Town of Sudbury, Massachusetts

40 Fairbank Road • Sudbury, Massachusetts • 01776-1681 • www.sudburyseniorcenter.org
 Phone: 978-443-3055 • Fax: 978-443-6009 • E-mail: senior@sudbury.ma.us

October 31, 2022

TO: Sudbury Select Board

CC: Interim Town Manager Maryanne Bilodeau

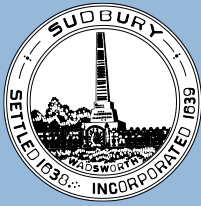
FROM: Debra Galloway, Director, Sudbury Senior Center

RE: Donations to Sudbury Senior Center in Memory of Mimi Waible

The Sudbury Senior Center requests the Sudbury Select Board accept generous donation from the Richard Duvault in memory of Sudbury resident Mimi Waible in the amount of \$150.00 to the Sudbury Senior Center Donation Account to be used to support older adult programming.

Thank you.

Attachment15.a: Memo to Select Board re donation 10 28 22 M Waible (5566 : Accept donation to Senior Center (Waible))

**SUDBURY SELECT BOARD**

Tuesday, November 15, 2022

CONSENT CALENDAR ITEM**16: Accept donation to Park & Rec****REQUESTOR SECTION**

Date of request:

Requestor: Dennis Mannone P&R director

Formal Title: Vote to accept a \$1,000 donation from Shaws Supermarket, for the purposes of community programming events, to account 191448/483100 - program contributions and donations, as requested by Dennis Mannone, Park and Rec Director.

Recommendations/Suggested Motion/Vote:

Background Information:

Along with Honey Pot Hill Orchards, Shaw's sponsored our "It's Fall Y'all!" event on Tuesday, Oct. 25 with donations of over 80 pumpkins and donuts. They've also donated \$1,000 for future community program events.

Financial impact expected:

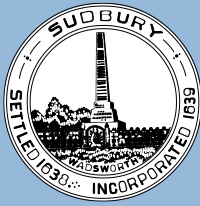
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

11/15/2022 7:00 PM

**SUDBURY SELECT BOARD**

Tuesday, November 15, 2022

CONSENT CALENDAR ITEM**17: Accept resignations from DEIC****REQUESTOR SECTION**

Date of request:

Requestor: Stephanie Oliver

Formal Title: Vote to accept the resignations of Stephanie Oliver, Nuha Muntasser, Peng Zhou, and Tanisha Tateer from the Diversity, Equity and Inclusion Commission, and send a letter of thanks for their service to the Town.

Recommendations/Suggested Motion/Vote: Vote to accept the resignations of Stephanie Oliver, Nuha Muntasser, Peng Zhou, and Tanisha Tateer from the Diversity, Equity and Inclusion Commission, and send a letter of thanks for their service to the Town.

Background Information:
attached resignation email (Oliver)

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

11/15/2022 7:00 PM

From: [Stephanie Oliver](#)
Subject: Resignation from DEI Commission
Date: Thursday, November 3, 2022 9:09:41 AM

Dear DEI Commission and Select Board Members:

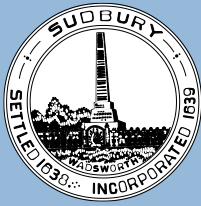
As many of you know, I will be rolling off the DEI Commission this months, so I am writing to submit my formal resignation, effective 11/30/22.

It has been a joy and honor to serve on this Commission. I am thankful for the opportunity to work toward improving DEI efforts in our community and for the relationships I have developed. I am proud of the work we have done so far and look forward to staying involved in a supportive, non-official capacity.

You are all amazing and I hope to stay connected...and meet all of you in person sometime soon!

With respect and gratitude,
Stephanie

Attachment17.a: Resignation from DEI Commission (5567 : Accept resignations from DEIC)

**SUDBURY SELECT BOARD**

Tuesday, November 15, 2022

CONSENT CALENDAR ITEM**18: Accept resignation from COD****REQUESTOR SECTION**

Date of request:

Requestor: Karyn Jones

Formal Title: Vote to accept the resignation of Karyn Jones, 27 Pendleton Road, from the Commission on Disability, and send a letter of thanks for her service to the Town.

Recommendations/Suggested Motion/Vote: Vote to accept the resignation of Karyn Jones, 27 Pendleton Road, from the Commission on Disability, and send a letter of thanks for her service to the Town.

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office Pending

Town Manager's Office Pending

Town Counsel Pending

Select Board Pending

Select Board Pending

11/15/2022 7:00 PM

From: Karyn Vostok <kevostok@yahoo.com>
Sent: Wednesday, November 2, 2022 3:20 PM
To: Bilodeau, Maryanne <BilodeauM@sudbury.ma.us>
Subject: Resignation

Dear Maryanne,

I regret to inform you that I will be resigning from the Commission on Disability.

It's been an honor to get to know you and work with you these past months. I am so proud of the work I have been able to be a part of and so grateful for the people I've met in this role. I also very much hope one or all of the grants Sandra wrote gets funded. If you think of it, I'd love to know if any do so I can write Sandra a congratulatory email.

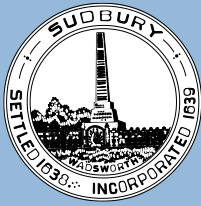
Thanks again so much for your time, and please do not hesitate to ever reach out.

Sincerely,

Karyn Jones
27 Pendleton Road

Sent from my iPhone

Attachment18.a: Resignation_Jones_COD (5580 : Accept resignation from COD)

**SUDBURY SELECT BOARD**

Tuesday, November 15, 2022

CONSENT CALENDAR ITEM**19: Accept grant from MassDevelopment Taxi Program****REQUESTOR SECTION**

Date of request:

Requestor: Adam Duchesneau, Director of Planning & Community Development

Formal Title: Vote to accept the \$222,336 grant award from the MassDevelopment Taxi & Livery Partnership Program, as requested by Adam Duchesneau, Director of Planning & Community Development.

Recommendations/Suggested Motion/Vote: Vote to accept the \$222,336 grant award from the MassDevelopment Taxi & Livery Partnership Program, as requested by Adam Duchesneau, Director of Planning & Community Development.

Background Information:

See attached documents including the grant award letter, MassDevelopment Grant Agreement, and grant application form.

Financial impact expected: If the MassDevelopment Grant is accepted, of the \$222,336 grant award, the Town of Sudbury would be receiving \$87,000 which will be used toward the Go Sudbury! Taxi Rides Program.

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

11/15/2022 7:00 PM



99 High Street
Boston, MA 02110

Main: 617-330-2000
Fax: 617-330-2001

massdevelopment.com

October 28, 2022

Miss Alice Sapienza
Towns of Sudbury (lead), Acton, Bolton, Stow
278 Old Sudbury Road
Sudbury, MA 01776

Dear Miss Sapienza:

Thank you for applying to the Taxi & Livery Partnership Program (the "Program") administered by MassDevelopment. I am pleased to inform you that your application has been approved for up to \$222,336 from the Program subject to MassDevelopment's receipt of a signed Grant Agreement, including the completed exhibits described below and found in the enclosures.

Attached to this email is an electronic copy of the Grant Agreement (the "Agreement") that will govern disbursement of the funds. Please sign the Agreement (electronic signatures are acceptable), provide wire instructions on **Exhibit B** of the Agreement (attached), and email a copy of the signed Agreement with **Exhibit B** and confirming your purpose/description for the grant funds set forth in **Exhibit A**, to Corlis Melchoir at cmelchoir@massdevelopment.com. MassDevelopment will return one fully executed Agreement to you via email.

Funding will be disbursed to the Grantee only upon full execution of the Agreement and MassDevelopment's review and approval of all items **including Exhibits A and B**. **MassDevelopment shall use its best efforts to pay Grantee within thirty (30) days of full execution of the Agreement.** MassDevelopment shall either wire payment pursuant to the wire instructions provided in **Exhibit B** of the Agreement, or in the absence of wire transfer instructions, shall mail a check to the address listed for Grantee.

Grant agreements require grantees to report to MassDevelopment the results achieved versus the anticipated results outlined in the application within 12 months of the disbursement of the grant amount.

Congratulations on your award. Please feel free to contact Ms. Melchoir at the email address above with any questions about this award.

Sincerely,

Sean C. Calnan

Sean C. Calnan
Senior Vice President, Community Investment

Enclosures

Attachment 19.a: MassDevelopment Award Letter 221028 (5581 : Accept grant from MassDevelopment Taxi Program)

TAXI & LIVERY PARTNERSHIP PROGRAM GRANT AGREEMENT

[Transportation Infrastructure Enhancement Trust Fund]

By and Between

MASSACHUSETTS DEVELOPMENT FINANCE AGENCY

And

TOWNS OF SUDBURY (LEAD), ACTON, BOLTON, STOW

THIS TAXI & LIVERY PARTNERSHIP GRANT PROGRAM AGREEMENT (the “Agreement”) is made as of _____, 2022 (the “Agreement”) by and between Towns of Sudbury (lead), Acton, Bolton, Stow, a Massachusetts Corporation, having its principal place of business at 278 Old Sudbury Road, Sudbury, MA 01776 (the “Recipient”) and Massachusetts Development Finance Agency, a Massachusetts body politic and corporate established and existing under Chapter 23G of the Massachusetts General Laws, having its principal place of business at 99 High Street, Boston, MA 02110 (the “Agency” or “MassDevelopment”).

1. Purpose of Agreement. This Agreement is made by the parties hereto in connection with a grant being awarded to the Recipient by the Agency pursuant to its Taxi & Livery Business Partnership Grant Program for the purpose of supporting taxi/livery/hackney businesses (the “Grant”). The amount of the Grant award and a detailed description of purpose (the “Purpose”) are set forth in Exhibit A hereto, which is incorporated herein as part of this Agreement.

2. The Recipient. The Recipient represents and warrants that it is duly organized, validly existing, and in good standing under the laws of the Commonwealth of Massachusetts with the power and due authority to enter into and perform this Agreement. Recipient covenants that Grant funds will be used for the benefit Massachusetts taxi/livery/hackney companies not on Debarment Lists, performing services in Massachusetts.

3. The Purpose. The Recipient hereby acknowledges receipt of the Grant award and covenants and agrees to apply the moneys granted to it hereunder by MassDevelopment directly to the Purpose. Recipient covenants that it will comply, in all material respects, with all applicable laws, rules and regulations, including, without limitation, building, health and safety laws, rules and regulations (including with respect to COVID-19), and all applicable Grant requirements. The Recipient has provided, at **Exhibit B**, instructions that will enable the Agency to deliver the Grant award funds to the Recipient by a bank wire transfer.

4. Indemnification. To the extent permitted by law, the Recipient hereby agrees to indemnify, defend and hold harmless the Agency and its successors and assigns, and all of its officers, directors, lenders, shareholders, beneficial owners, affiliates, agents and employees (collectively “Agency Indemnitees”), from and against any and all claims, suits, actions, judgments, demands, losses, costs, attorney's fees, expenses, damages and liability to the extent caused by, resulting from, or arising out of the intentional acts, negligent acts, errors, omissions, or allegations thereof, of the Recipient, its employees, agents or representatives, sub-recipients, or

any other person, arising out of the Grant or any accident, injury or damage to any person occurring in the performance of any activities related in any way to this Agreement.

5. Reporting. In addition to providing MassDevelopment a report of the investments made and the results achieved toward the Purpose within 12 months of the Grant Award, the Recipient shall from time to time prepare and/or provide such reports concerning the Purpose or compliance with this Agreement as the Agency may reasonably request. Upon completion of the Purpose, the Recipient shall promptly notify the Agency and MassDevelopment in writing of such completion and will confirm that the funds were used for the Purpose described in the application. The Agency will only consider applications by the Grantee in any future rounds of funding if it has timely received the required notice of completion regarding the Purpose. Any Grant moneys remaining unspent upon completion of the Purpose shall be returned to the Agency. The Recipient agrees to allow the Agency to visit recipients/beneficiaries upon reasonable notice for the purpose of ensuring compliance with this Agreement.

6. Contractor Policy. The Recipient certifies that it has checked the debarment lists maintained by the Commonwealth of Massachusetts's Division of Capital Asset Management and Maintenance, the Department of Transportation, the Department of Industrial Accidents, the Office of the Attorney General and the Federal government (the "Debarment Lists") and that for costs that are to be funded by the Agency pursuant to this Agreement, the Recipient or its affiliates have not and will not contract with any contractor, vendor or service provider listed as debarred or suspended on the Debarment Lists.

Where applicable, Recipient also agrees that for costs funded by the Agency it will require its general contractor or construction manager (if one is engaged) to certify in its contract with the Recipient that (i) it will check the Debarment Lists before directly engaging a subcontractor or other vendor and (ii) has not and will not contract directly with a subcontractor or other vendor listed on a Debarment List. Such certification in the general contractor or construction manager contract shall further provide that general contractor or construction manager understands and acknowledges that noncompliance may result in debarment of the contractor from future MassDevelopment funded work for a period of one year from the date of written notification of noncompliance.

7. Failure to Comply. In the event the Recipient fails to comply with the terms and conditions of this Agreement, the Agency may, in its discretion, require that all or part of the moneys granted hereunder be repaid to the Agency, regardless of the extent to which the Grant moneys have already been expended. Any failure to comply with any provision of this Agreement may further result in the Recipient becoming ineligible to receive any future award of any grant offered by the Agency.

8. Successors and Assigns. The rights and obligations of the parties to this Agreement shall inure to their respective successors and permitted assigns. This Agreement is not assignable by Recipient without the prior written consent of the Agency.

9. Agreement Not for the Benefit of Other Parties. This Agreement is not intended for the benefit of, and shall not be construed to create rights in, parties other than the Recipient and its eligible Massachusetts members and the Agency.

10. Counterparts. This Agreement may be executed and delivered in any number of counterparts, each of which shall be deemed to be an original, but such counterparts together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a “.pdf” format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or “.pdf” signature page was an original thereof.

11. Governing Law. This Agreement shall be governed by the laws of the Commonwealth of Massachusetts.

12. Entire Agreement. This Agreement contains the entire understanding among the parties hereto with respect to the subject matter hereof, and supersedes all prior and contemporaneous agreements and understandings, express or implied, oral or written, except as herein contained.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective duly authorized representatives as of the date first written above.

<Signatures to this Grant Agreement appear on the following pages.>

MASSACHUSETTS DEVELOPMENT FINANCE AGENCY

By: _____

Name: Sean Calnan

Title: Senior Vice President, Community Investment

[Towns of Sudbury (lead), Acton, Bolton, Stow Taxi & Livery Partnership
Program Grant Agreement]

Attachment 19.b: Mass Development Grant Agreement (5581 : Accept grant from Mass Development Taxi Program)

Towns of Sudbury (lead), Acton, Bolton, Stow

By: _____
Authorized Officer

Clearly print name and title

[Towns of Sudbury (lead), Acton, Bolton, Stow Taxi & Livery Partnership Program
Grant Agreement]

EXHIBIT A

1. Name of Recipient: Towns of Sudbury (lead), Acton, Bolton, Stow
2. Grant Amount: \$222,336
3. Purpose/Description: Provide taxi and livery service for older adults, persons with disabilities or individuals with financial or food insecure challenges

EXHIBIT B**GRANT PAYMENT INSTRUCTIONS**

(Recipient: Please provide the following information.)

WIRE INSTRUCTIONS:

Bank Name:

Bank ABA/Routing Number:

Account Name:

Account Number:

If Wire Instructions are not provided above, a check will be mailed to the grantee at the principal place of business listed on the first page of this agreement.

Sapienza, DBA
17 June 2022

MassDevelopment Application

MassDevelopment

Taxicab, Livery and Hackney Transportation Partnership Grants Application - FY23

Dear ,

Thank you for submitting your grant application.

We look forward to reviewing your application.

Sincerely,

MassDevelopment

taxiliverysupport@massdevelopment.com

Total request: \$222,336

Vendor Information

Clinton Livery
Address: 256 High St, Clinton, MA 01510
Phone: (978) 368-0875
Jason Pennington

Annex Transit
Francis Mugo
55 Middlesex St., Suite 209
North Chelmsford, MA 01863
Phone (978) 618-6795
annextransit@gmail.com

Rides by Joanne
41 Chicory Rd, Westford, MA 01886
Joanne Cornetta

Tommy's Taxi
JoAnne Thompson
167 Franklin St
Framingham, MA 01702
508 872 3500

Attachment 19.c: MassDevelopment Application 220705 (5581 : Accept grant from MassDevelopment Taxi Program)

Sapienza, DBA
17 June 2022

Tommystaxi160@verizon.net

JFK Transportation
Tim Kelley
4 Mechanic St., Suite 107
Natick, MA 01760
508 653 4500
jfktrans@aol.com

Step 6 - Program Description 1. Describe the proposed program to provide transportation or deliveries, including the populations and types of trips to be targeted by the program and the geographical area. If possible, document any needs analysis completed or data compiled to show the need for your program. 2. Describe how the proposed program will need those needs. Please include how you will accommodate clients with mobility challenges or disabilities. (We do not expect that you will have an exhaustive needs analysis. We just want to understand why the program is needed, and to understand the population to be served.) Limit to 500 words.

Our multi-community proposal seeks funding for taxi and livery services targeting older adults, persons with disabilities, essential workers, and financially and food insecure residents of Sudbury (lead), Acton, Bolton, and Stow. A recent survey conducted by Nelson/Nygaard for our region highlighted the precarity of these residents regarding access to transportation. Below, details on types of trips are described for each town. As will become apparent, this proposal meets five of the seven goals of your program: increased availability of WAV (JFK, Annex, Clinton Livery); diversity in the industry (Tommy's Taxi, Rides by Joanne); expanded number of participating companies (five); and improving NEMT services (Sudbury, Acton, Bolton, and Stow).

Sudbury. Sudbury's second MAPC taxi grant provided partial support for nearly 900 rides to medical appointments. Individuals received treatments for chemotherapy, dialysis, etc., and most are dealing with chronic health conditions. Senior Center staff triage to taxi and livery service the most frail: older (60+) and with a disability, and a number with financial need as well. Our experience, the Nelson/Nygaard survey, and the Livable Sudbury needs assessment are evidence of the continuing necessity for this service to a vulnerable population.

Acton. Formerly, demand-response services addressed residents' needs within the Town and adjacent communities, but they are now sorely challenged. We are experiencing numerous requests for transport to medical appointments at the Boston hospitals, beyond the area of existing services. In addition, night and weekend requests for access to education and employment opportunities—and, in some cases, food insecurity and emergency medical trips—are of concern. We ask for funds to supplement existing resources and to help address these growing transportation gaps.

Bolton. Like Sudbury, Bolton seeks funding to continue its MAPC pilot program using Clinton Livery. This program allowed the Council on Aging to shift rides to Clinton Livery when the MART van was reserved. In its first year, all rides were provided in a WAV vehicle to regional

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medical office or hospital, though the program is also intended to serve qualifying residents who need assistance travelling for social engagements, work opportunities, and shopping needs. As Bolton is highly car-dependent, the Town is concerned for the ability of our older adults to have their needs met and has embarked on targeted marketing efforts to reach at risk residents.

Stow. Data compiled during the *GO! Stow* program, partially funded by MAPC, revealed that access to medical appointments was a high priority. To date, the Town provided nearly 100 rides for such appointments, and that need is expected to grow. According to the Town's Housing Production Plan: nearly 500 households earn between 30% – 80% of the area median income, with over 300 of those households characterized as cost burdened. Additionally, the Nelson/Nygaard survey revealed many residents without access to a vehicle. Transportation to medical appointments and employment, and for food insecure populations, is a high priority. There are few reliable options, especially for populations not served by existing COA programming.

[487 words]

Step 7 - Transit Coordination Briefly describe how you will ensure the taxi/livery trips will supplement and not replace current public transit services offered in your area. Briefly describe how you will reach out to potential new taxi/livery companies. Limit to 350 words.

Supplementing Services. There is no public transportation in Sudbury, and CoA vans serve a limited geography and have limited hours. For approved riders under the proposed program needing to travel to facilities accessible by public transportation and able to navigate independently, Uber service is available. We intend to focus the taxi program on the most vulnerable residents who cannot negotiate public transit and for healthcare appointments only. In Acton, the proposed taxi program will help to supplement our existing services, which are at full capacity. While we will continue to encourage residents to utilize existing demand-response and fixed-route services, the taxi program will be marketed as another option for residents to access medical, education, and employment needs, among others. Like Sudbury, there are no public transit services offered in Bolton, and the MART van is often fully booked. Similarly, there is no public transportation serving Stow, and the one COA van is only able to provide ride service during the weekday between 8:30am – 2:30pm, leaving a potentially large number of afternoon appointments and weekend shopping trips, including those needed by wheelchair restricted residents, from being served. The proposed taxi service will provide transport for residents to RTA and commuter rail if needed.

Reaching New Companies. All vendors have been contacted and are enthusiastic about participating. JFK Transportation, Tommy's Taxi, and Clinton Livery are pleased to continue their services. Annex Transport and Rides by Joanne have been vetted and are in discussions about dispatch and other processes of communication and management.

[292 WORDS]

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Step 8 - Trip Request/Dispatch Describe how individuals will request trips and how they will be dispatched to taxi/livery companies. Limit to 200 words.

Sudbury and Acton will use the CrossTown Connect dispatch call center for dispatch. Hours are Monday to Friday 8:30 AM – 4:00 PM. Passengers will be contacted by dispatch, if their trip can't be booked as requested for any reason. All participants should receive an automated reminder phone call from Easy Rides about their trip the night before it is scheduled.

Other towns (Bolton, Stow) will use Council on Aging, Planning and/or other town staff to receive requests, qualify and register individuals as needed, and dispatch to the relevant vendors. The latter vendors will provide data on services to the towns for ongoing tracking and payment. In most cases, communication on the day of the ride (e.g., expected arrival/departure) will be between rider and vendor.

For all towns, rides are booked 24 to 48 hours in advance, although vendors will often try to accommodate shorter notice.

[125 WORDS]

Step 9 - Project Budget Provide a realistic project budget estimate. Include breakdown of amount requested by activity/task, total number of trips, number of trips per week/month, cost per trip, and breakdown of cost per trip. If possible, please include information on any fare structure including special fares. Attach spreadsheets or other files if needed. (Again, we are not expecting you will have an exhaustive budget, but we see the main categories of expenditures, to whom funds will be distributed, and for what purposes). Limit to 350 words.

Acton: Supplemental funding for service to medical appointments in Boston, off-hour access to education and employment, and for food insecurity and unexpected medical trips is described below. Average costs based on vendor estimates:

Destination(s)	Number Round Trips/Month	Avg. Cost/Round Trip	Monthly Cost	Total Year's Cost
Out of town medical and social services	40	\$125	\$5,000	\$60,000
Essential shopping	20	\$50	\$1,000	\$12,000
Essential worker and education	20	\$50	\$1,000	\$12,000
WAV ¹				
<i>Grand totals</i>	80		\$7,000	\$84,000

¹ Residents needing WAV will be served by Acton's Minuteman Dial-a-Ride.

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17 June 2022

Bolton: The following budget anticipates an increase of service over the initial experience in Bolton. Average cost per round trip based on pilot program data.

Destination(s)	Number Round Trips/Month	Avg. Cost/Round Trip	Monthly Cost	Total Year's Cost
Healthcare and so- cial services ap- pointments	2	\$128	\$768	\$9,216
Essential shopping	2			
Essential worker travel	2			
<i>Grand totals (all trips are WAV)</i>	6	\$128	\$768	\$9,216

Stow: Based on our initial experience under the MAPC Urgent Taxi/Livery Grant. The overwhelming majority of trips were to healthcare facilities within 10 miles of a person's residence, equivalent to a 20-mile round trip. While grocery and essential shopping trips within 5 miles of a person's residence (i.e., a 10-mile round trip) and workforce transportation of essential workers within 10 miles of a person's residence (20-mile round trip) were not utilized in the first year, the Town expects that further targeted marketing and branding of the program will expand the reach and use of the GO! Stow program.

Destination(s)	Number Round Trips/Month	Avg. Cost/Round Trip	Monthly Cost	Total Year's Cost
Healthcare and so- cial services ap- pointments	15	\$204	\$3,060	\$36,720
WAV	2			
Other (specify)				
	17	\$225	\$450	\$5,400
<i>Grand totals</i>		\$204/\$225	\$3,510	\$42,120

Sudbury: We will focus again on healthcare appointments only. However, because we are adding a WAV provider (Annex) to the current taxi vendors, we expect an increase in WAV demand. The current WAV provider, JFK Transportation, has limited hours of availability due to prior contracts. The following budget is based on the past year's experience (total expenditure May 2021 through May 2022 was \$68,173), with increased WAV services by both JFK and Annex. Note that the Town utilized \$51,468 of MAPC funds, including some returned by other collaborating municipalities. Most of the remaining funds (\$16,705) came from developer mitigation money, which is now spent.

Destination)	Number Round Trips/Month	Avg. Cost/Round Trip	Monthly Cost	Total Year's Cost
Healthcare appointments	35	\$150	\$5,250	\$63,000
WAV service	10	\$200	\$2,000	\$24,000
Total	45	\$350	\$7,250	\$87,000

Step 10 - Project Timeline and Reporting Provide a summary timeline for the proposed project. Note projects must be completed before or by June 30, 2023. Briefly describe when your program will start and end, when you expect to hit major milestones, and how you will maintain records for reporting at the end of the grant, including total number of trips, trip purpose, and costs. Limit to 250 words.

Assuming funds are awarded in September 2022:

September-November: Based on the experience of Sudbury and the demonstrated effectiveness of its processes and policies, all collaborating towns will define eligibility requirements, contact possible riders, secure needed waivers (data sharing, COVID precautions), communicate and determine priority needs, train dispatch staff, establish data reporting processes internally and with taxi companies. Sudbury's Transportation Committee will continue to provide general oversight of the grant initiative on a biweekly basis and ensure a process of continual quality improvement during the grant period. Collaborating towns will use staff and other resources to complete their stated tasks.

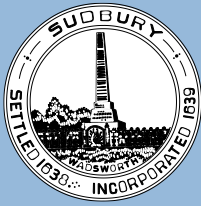
November 2022 – June 2023: Each town will utilize CrossTown Connect or staff to dispatch rides to companies, liaise with relevant town agencies, collect trip data on weekly basis and

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report to the town oversight agent /group on a biweekly basis. As requested, towns will continue to submit results quarterly as well as at the conclusion of the grant.

Because of the importance of these pilot programs, collaborators will likely compile a report of performance, challenges, and achievements for use in further planning and grant application.

[174 WORDS]



SUDBURY SELECT BOARD

Tuesday, November 15, 2022

CONSENT CALENDAR ITEM**20: Authorize chair to sign CLG certification agreement**REQUESTOR SECTION

Date of request:

Requestor: Adam Duchesneau

Formal Title: Vote to authorize the Chair of the Select Board to sign the Certified Local Government Certification Agreement between the Town of Sudbury and the Massachusetts Historical Commission, as requested by Adam Duchesneau, Director of Planning & Community Development.

Recommendations/Suggested Motion/Vote: Vote to authorize the Chair of the Select Board to sign the Certified Local Government Certification Agreement between the Town of Sudbury and the Massachusetts Historical Commission, as requested by Adam Duchesneau, Director of Planning & Community Development.

Background Information:

The Certified Local Government Application has been submitted to the Massachusetts Historical Commission and will soon be submitted to the Park Service. The Chairs of the Historical Commission and Historic Districts Commission have already signed the Certified Local Government Memorandum of Understanding. This Certified Local Government Certification Agreement is the last piece to the puzzle to Sudbury becoming a Certified Local Government. For additional information, please see the attached Certification Agreement between the Town of Sudbury and the Massachusetts Historical Commission; the signed Certified Local Government Memorandum of Understanding between the Historic Districts Commission, Historical Commission, and the Massachusetts Historical Commission; and the Certified Local Government Application that was submitted to the Massachusetts Historical Commission.

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Select Board	Pending
Select Board	Pending

11/15/2022 7:00 PM

**CERTIFICATION AGREEMENT BETWEEN
THE COMMONWEALTH OF MASSACHUSETTS, BY AND THROUGH THE
MASSACHUSETTS HISTORICAL COMMISSION AND THE TOWN OF SUDBURY**

WHEREAS the Congress of the United States, in order to extend the state and federal preservation partnership to the local level, has required approved state historic preservation programs to cooperate with local governments in developing local historic preservation programs and establishing Certified Local Governments under Section 101 (c) of the National Historic Preservation Act of 1966, as amended (the Act); and

WHEREAS Certified Local Government (CLG) status provides communities with the opportunity to enhance the local government's role in preservation by formalizing and strengthening the local preservation program and its links with the Massachusetts Historical Commission (the Commission); and

WHEREAS the CLG will prepare and review National Register nominations for local approval prior to State Review Board consideration and will qualify to compete for at least 10% of the funds annually allocated to the Commission through the Historic Preservation Fund of the Department of the Interior (HPF) which the Commission is required to set aside for CLGs; and

WHEREAS the Commonwealth of Massachusetts by and through the Massachusetts Historical Commission has promulgated "Guidelines for Implementation of Certified Local Government Programs" (the Guidelines) and desire to assist the town of Sudbury in becoming certified and to detail the specific responsibilities of Sudbury as a Certified Local Government; and

WHEREAS the town of Sudbury desires to participate in the certified local government program by becoming a certified local government agency and thereby receive the benefits of participation in the designation of properties for nomination to the National Register and eligibility to apply to the State Historic Preservation Officer for matching funds;

NOW THEREFORE, in consideration of the mutual benefits derived herefrom, the Commonwealth of Massachusetts, by and through the Massachusetts Historical Commission, 220 Morrissey Boulevard, Boston, MA 02125 and the town of Sudbury pursuant to the requirements of the

Acts and 36 CFR Section 61.6(i), covenant and agree that the town of Sudbury as a Certified Local Government, acknowledges and assumes the following responsibilities:

1. Enforce the local legislation adopted pursuant to M.G.L. Chapter 40C, or similar local legislation, for the designation and protection of historic properties in accordance with the Guidelines Part II.A, subparts 1-6 inclusive, and in accordance with rules and regulations which have been or may be promulgated by the Commission;
2. Enforce appropriate legislation of the Commonwealth, such as M.G.L. Chapter 40C, and rules and regulations which have been or may be promulgated by the Commission;
3. Establish and maintain, pursuant to laws of the Commonwealth or local law, an adequate and qualified historic preservation review commission composed of professional and lay members who have a demonstrated interest, competence or knowledge in historic preservation in accordance with Part II.B of the Guidelines, subparts 1-8 inclusive;
4. Maintain a system for the survey and inventory of historic properties pursuant to the guidelines and formats established by the Commission in accordance with Part II.C of the Guidelines, subparts 1-2 inclusive;
5. Participate in the National Register Program in Massachusetts through the preparation and review of National Register nominations prior to State Review Board consideration in accordance with the procedures and time schedules in Part VI of the Guidelines;
6. Provide for adequate public participation in the historic preservation program, including the process of recommending properties to the National Register, in accordance with the Open Meeting Law, M.G.L. Chapter 39, Section 23A-23C, and Part II.D of the Guidelines, subparts 1-3 inclusive;
7. Keep such records as the Secretary of the Interior, the Commonwealth, the Commission or the State Historic Preservation Officer (SHPO) shall prescribe, including records which fully disclose the disposition by the town of Sudbury of the proceeds of funds received, the total cost of the project or undertaking in connection with the funding, and the amount and nature of that portion of the cost of the

project or undertaking supplied by other sources, and such other records as will facilitate an effective audit;

8. Maintain adequate financial management systems which meet federal, "Standards for Grantee Financial Management Systems", OMB Circular A-102, revised.

9. Maintain a financial system which is auditable for compliance with the Single Audit Process of OMB Circular A-133.

10. Adhere to all requirements of "HPF Grants Manual" which set forth administrative procedures and policies for Historic Preservation Fund (HPF) grants awarded by the Secretary of the Interior;

11. Adhere to any requirements mandated by Congress, the Commonwealth, the Commission or the SHPO regarding the use of funds from Historic Preservation Fund grants;

12. Not apply transferred HPF monies as a matching share for any other federal grant;

13. Participate in Commission training sessions designed to provide a working knowledge of the CLG's responsibilities under the Massachusetts National Register Program, and an understanding of the rules and operations of federal, state and local preservation programs, in accordance with Part II.B Subpart 7 of the Guidelines;

14. Fully cooperate with the Commission in its monitoring and evaluation of the CLG and submit to the Commission office the annual reports of the CLG, records of administration of funds allocated from the HPF, and other documents as necessary, in accordance with Part IV of the Guidelines;

15. Upon notification by the Commission that the performance of the CLG is not up to satisfactory level, implement improvements within 120 days or the Commission shall recommend decertification of the local government to the Secretary of the Interior, in accordance with Part IV.C of the Guidelines;

16. Satisfactorily perform the responsibilities designated to it under the Act and which have been or may be delegated to it by the Commonwealth, the Commission, or the SHPO; and

17. Adhere to all applicable provisions of the Guidelines.

Signed:

COMMONWEALTH OF MASSACHUSETTS

Date:

Signature:

Brona Simon
Massachusetts Historical Commission
State Historic Preservation Officer

Date:

Signature:

Charles G. Russo
Chair, Select Board
Chief Elected Local Official
Sudbury, Massachusetts

Attachment 20.a: CLG Certification Agreement Sudbury (5579 : Authorize chair to sign CLG certification agreement)

CERTIFIED LOCAL GOVERNMENT APPLICATION

Part I

Town/City: Sudbury

Name of Chief Elected Official: Charles G. Russo

Title: Town of Sudbury Select Board Chairperson

Address: 278 Old Sudbury Rd, Flynn Building, Sudbury MA 01776

Phone: 978-639-3381

Name(s) of Local Historic District Chairperson(s): Frederick E. Taylor

Address: 278 Old Sudbury Rd, Flynn Building, Sudbury MA 01776

Phone: 978-639-3389

Name of Local Historical Commission Chairperson: Christopher Hagger

Address: 278 Old Sudbury Rd, Flynn Building, Sudbury MA 01776

Phone: 978-639-3389

Name of Certified Local Government Coordinator: Adam Duchesneau

Address: 278 Old Sudbury Rd, Flynn Building, Sudbury MA 01776

Phone: 978-639-3389

Part II

Name(s) of Local Historic Districts(s):

1. King Philip Historic District
2. Sudbury Centre Historic District
3. Wayside Inn Historic District 1
4. Wayside Inn Historic District 2
5. George Pitts Tavern Historic District

For each Local Historic District please submit a copy of the ordinance or by-law.

Attachment 20.b: Sudbury CLG Application 221017 (5579 : Authorize chair to sign CLG certification agreement)

Part III

A. Please list below the names of all current local historic district and historical commission members and alternates or associate members.

Historic District Commission

1. Frederick E. Taylor
2. Susanna C. Finn
3. Christopher Hagger
4. Anuraj Shah
5. Taryn Trexler
- 6.
- 7.
- 8.
- 9.
- 10.

Staff (if any):

Adam Duchesneau, AICP
Director of Planning and Community Development

Beth Perry
Planning and Zoning Coordinator

Historical Commission

1. Christopher Hagger
2. Diana E Warren
3. Diana P Cebra
4. Jan Costa
5. Steven Greene
6. Marjorie Katz
7. Kathryn J. McGrath
8. Christopher Durall
- 9.
- 10.

For each of the members of the local historical and/or district commission listed above, submit resumes or letters outlining their demonstrated interest, competence or knowledge in historic preservation, and indicating which members are professionals in the fields of **architecture, history, architectural history, planning, prehistoric archaeology, historic archaeology, folklore, cultural anthropology, conservation, landscape architecture or related disciplines**. Also submit resumes or letters for professional support staff if applicable.

B. Describe the efforts the local government has made to insure, that to the extent available in the community, commission members have been appointed from the above disciplines.

The Historic Districts Commission (HDC) consists of five members who are appointed by the Select Board. By ordinance, the Board is to be made up of one (1) registered architect (if none available, a person the Select Board deems qualified), three (3) registered voters living in a Historic District (if possible), and one (1) (of two (2) nominees) by the Historical Commission. Potential candidates are first interviewed by the current HDC to explore the candidates background, education, and interest in disciplines related to historic preservation and conservation. Candidates are then referred to the Town Manager for further interviews. Candidates are selected based on the recommendations of the HDC members and the Town Manager, and are approved by the Select Board.

The Historical Commission is made up of 7 members, with special interest and knowledge of historical preservation, who are appointed by the Town Manager, subject to the approval of the Select Board. Potential candidates for the Historical Commission follow the same interview and selection process as the Historic Districts Commission.

Part IV

Please explain in a concise statement below the nature and extent of the community's preservation program. Describe the community's past achievements and future objectives in preservation. Indicate the ways in which you believe participation in the Certified Local Government program can assist your community in achieving long-term goals and completing proposed preservation projects.

Over the years, the Town of Sudbury has taken significant steps in the documentation and preservation of its historic building and landscape resources. Interest in Sudbury's history is longstanding – several of the Town's founding families have remained at the center of community affairs, providing a sense of historical continuity. As planning tools and methodologies have become available, Sudbury has implemented them, oftentimes as an early adopter. Sudbury established its first local historic district in 1963, followed a few short years later by the establishment of the Historical Commission in 1968. Similarly, the town adopted the Community Preservation Act in 2002, which provides local funding for municipal and non-profit historic preservation projects.

Over the past year, Sudbury has been working on a Historic Preservation Plan, which was completed in September 2022 with support from the Massachusetts Historical Commission. The Historic Preservation Plan is being used to further integrate and help coordinate town-wide efforts in the preservation and management of public and private historic resources. Application to become a CLG was an early action supported by the Historic Preservation Plan.

Over the past 80 years, Sudbury has grown from a primarily agricultural community to a more suburban and residential area. Despite this change, historic village centers have been successfully retained and historic roadways have not been dramatically widened or significantly altered to accommodate the growth. Henry Ford's purchase of the Wayside Inn in 1923 and his subsequent local projects and purchase of additional lands impacted Sudbury through preservation and conservation. Ford paid for the re-routing of Route 20 as a bypass to the south of the Wayside Inn, preserving the rural character of the road on the Inn property. Several planning documents have contributed to guiding Sudbury's efforts over the years. In 1945, the Planning Board retained the Planning Director of the City of Cambridge to study zoning in Sudbury and prepare a long-range plan spanning 25 years. The town's first Master Plan was developed in 1962. Beginning in 1968, the Sudbury Historical Society initiated a comprehensive inventory of historic resources, documenting 154 of Sudbury's oldest and most significant historic buildings. In 1989, the Historical Commission began work to update the inventory work first started by the Historical Society. That work continued until 2011, and additional survey using Community Preservation Act funding was completed in 2021.

Other Committees and Commissions were formed during these years to assist with growing preservation needs: in 1960, the Conservation Commission was formed and charged with the responsibility for the protection of natural resources; in 1963 the first historic district was established – protecting Sudbury Center; and in 1968 the Historical Commission was created. Since the initial plan of 1962, the town's Master Plan has been updated twice – in 2001 and again in 2021. Other significant town preservation initiatives include a 2006 Heritage Landscape Report and 2009 Open Space and Recreation Plan.

Sudbury's recently completed Historic Preservation Plan identifies future opportunities for Sudbury to further its preservation goals by increasing public understanding and support for historic resources. A Stewardship Working Group will serve as a venue to coordinate the actions of public and private historic preservation and land conservation entities. A thematic nomination to the National Register will focus on the town's agricultural history and related building and landscape resources with the goal of raising public interest and awareness. Native American history and archaeology will be the focus of an Indigenous Cultural Landscape Study and Survey.

Two significant National Wildlife Refuges are embedded within Sudbury:

(1) The Great Meadows National Wildlife Refuge is comprised of more than 3,800 acres stretching along the Sudbury and Concord Rivers. Initially established in 1944 and expanded to Sudbury the 1960s, the refuge was created under the Migratory Bird Conservation Act “for use as an inviolate sanctuary, or for any other management purpose, for migratory birds.” Roughly 85 percent of the refuge is composed of valuable freshwater wetlands. The Great Meadows National Wildlife Refuge is comprised of two units or divisions the Concord Division (1,542 acres) and the Sudbury Division (2,321 acres). The Sudbury Division is located along the Sudbury River in Sudbury and Wayland and conserves a significant area of land bordering the two towns.

(2) The Assabet River National Wildlife Refuge is part of the Eastern Massachusetts National Wildlife Refuge Complex mentioned above and is the most recent addition to the Complex, created in the fall of 2000. First established during World War II as Fort Devens’ Sudbury Training Annex, the property served as an ammunition storage facility and training area. The 2,230 acres of refuge lands were transferred to the U.S. Fish and Wildlife Service in 2000 in accordance with the Defense Base Closure and Realignment Act of 1990. The refuge consists of several separate pieces of land: a 1,900-acre northern section, a 300-acre southern section, and 114 acres scattered along the Assabet River in Stow. It has a large wetland complex, several smaller wetlands and vernal pools, and large forested areas which are important feeding and breeding areas for migratory birds and other wildlife. The refuge has 15 miles of trails open to the public. Its main entrance and visitor center are located off Hudson Road in Sudbury.

Among the primary issues facing Sudbury is the prevention of further destruction of archaeological resources and historic building loss, either planned or by intentional neglect. A variety of actions outlined in the Historic Preservation Plan seek to provide private property owners with information, resources, and encouragement for the appropriate treatment of their historic buildings and landscapes. As an early action the town’s Historic District Commission has initiated the preparation of Design Guidelines to provide information and support to private property owners. The preparation of Historic Structure Reports and Cultural Landscape Reports for town-owned and non-profit owned historic properties will guide their appropriate management.

Providing guidance to Sudbury in its efforts at conservation is the Freedom’s Way National Heritage Area. Established by Congress in 2009 it assists local and regional partners in preserving the special historical identity of the heritage area and in preserving, protecting, and interpreting its cultural, historic, and natural resources for the educational and inspirational benefit of future generations. Freedom’s Way National Heritage Area is comprised of 45 communities in north-central Massachusetts and southern New Hampshire. Freedom’s Way includes urban, suburban, and rural communities that share a common landscape and cultural heritage. Sudbury is located along the southern edge of the National Heritage Area, which include Hudson, Stow, Maynard, Concord and Lincoln but not Marlborough, Framingham, or Wayland. Freedom’s Way National Heritage Area is managed by the Freedom’s Way Heritage Association Inc., an independent non-profit organization designated by Congress as the national heritage area’s local coordinating entity. The Heritage Association receives an annual appropriation of funding from Congress for implementation of the heritage area as outlined in a management plan completed in 2012. The Heritage Association guides the heritage area’s initiatives in coordination with local partners and stakeholders. Sudbury may engage with the Heritage Association and regional partners in implementing the plan, particularly regarding education and interpretation.

One topic of interest to the current members of the Historical Commission is the agricultural history of our town. The 1820s and 30s was a period during which portions of New England switched to sheep farming for production of merino wool, which peaked in the 1840s. There is no mention of sheep farming in Alfred Hudson’s *History of Sudbury Massachusetts 1683-1889*, however, and it is not known to what degree sheep farming influenced Sudbury, if at all. The widespread building of stone walls throughout New England to contain pastures for sheep farming is attributed to this era. Agriculture in New England changed following the Civil War with the opening of the Mid-west prairies to grain production and the growth and refinement of the nation’s railroad networks for the movement of agricultural goods. New

England's model of small-scale mixed farming could not compete. Many New England farmers moved west, and farm abandonment proceeded through the end of the century. In Central Massachusetts, farm abandonment led to the reversion of cleared farm fields to successional old fields and then young woodland. In Sudbury, however, farmers appeared able to adapt. Sudbury's proximity to the urban markets of the Boston metropolitan area and other developing urban centers led to opportunities for specialized agricultural production such as vegetables, flowers, and dairy. Systems developed throughout the region to support these market opportunities. Study of the agricultural census for Sudbury and other sources might illuminate the changes in agriculture that appeared during this period. Study would include the types of barns and outbuildings constructed on Sudbury farms during this era.

Designation of Sudbury as a Certified Local Government is central both in recognizing the significant steps the town has taken in historic preservation over the years and in the implementation of future actions through the technical assistance and funding support that will be available. We look forward to continuing our preservation work.

Part V**ASSURANCES**

In consideration of and for the purpose of certification of the local government by the Department of the Interior, National Park Service, through the Massachusetts Historical Commission, the Town of Sudbury, Massachusetts (hereafter called "local government") hereby agrees that it will comply with the following:

1. The local government will fulfill all the standards for certification pursuant to the Guidelines, Section II, Requirements for Certification of Local Government Programs.

2. In order to be eligible to receive a portion of the local share of the Historic Preservation Fund (HPF) allocation to Massachusetts, the certified local government shall:

(a) Maintain adequate Financial Management Systems which are:
in accordance with the Office of Management and Budget Circular A-102, revised, "Standards for Grantee Financial Management Systems."

auditable in accordance with the Single Audit process of OMB Circular A-133, and

periodically reviewed and evaluated by the SHPO in accordance with the Office of Management and Budget Circular A-102, revised "Standards for Grantee Financial Management Systems."

(b) adhere to all requirements of the HPF Grants Manual.

(c) adhere to any requirements mandated by Congress pertaining to the Historic Preservation Fund.

(d) not apply transferred monies as a matching share for any other federal grant.

3. Pursuant to the Guidelines, Section IV, PROCESS FOR MONITORING, EVALUATION AND DECERTIFICATION OF CERTIFIED LOCAL GOVERNMENTS, the certified local government shall:

(a) fully cooperate with the Massachusetts Historical Commission in its evaluation of the certified local government, and shall submit to the MHC office its annual reports, records of administration of funds allocated from the Historic Preservation Fund, and other documents as necessary, and

(b) upon notification by the MHC that the performance of the certified local government is not up to a satisfactory level, the certified local government shall implement improvements within a period of not less than 30 and not more than 120 calendar days, or the MHC shall recommend decertification of the local government to the Secretary of the Interior.

4. Pursuant to the Guidelines, Section VI, CERTIFIED LOCAL GOVERNMENT PARTICIPATION IN THE MASSACHUSETTS NATIONAL REGISTER PROGRAM, the

Massachusetts Historical Commission
Certified Local Government Application

certified local government shall:

- (a) comply with required schedules for: consideration of nominations to the National Register, and notification of the Massachusetts Historical Commission.
- (b) conduct public meetings in accordance with the provisions of the Open Meeting Law (M.G.L. c. 30A, Section 11A, as amended by M.G.L. c. 372 of the Acts of 1978)

This Assurance is binding on the Applicant-Local Government, its successors, transferees, and assignees; the person or persons whose signature appears below are authorized to sign this Assurance on behalf of the Applicant-Local Government.

Sept. 13, 2022
 Dated _____ Applicant-Local Government

By _____
 Chief Elected Official

Charles A Russo

Attachment 20.b: Sudbury CLG Application 221017 (5579 : Authorize chair to sign CLG certification agreement)

Part VI**Checklist:**

Please indicate that the required documents are attached by checking the following boxes:

- // 1. A completed Assurances form signed by the chief elected official.
- // 2. A copy of the local historic preservation by-law or ordinance;
- // 3. Resumes or letters for each of the members of the local historical and/or historic district commission, indicating professional qualifications where appropriate.
- // 4. Resumes for professional support staff if applicable.

Submittal:

The original typewritten copy of the CLG Application and all supplemental material should be sent to:

CLG Program Coordinator
 Preservation Planning Division
 Massachusetts Historical Commission
 220 Morrissey Boulevard
 Boston, MA 02125

NOTE: THIS IS AN APPLICATION FOR PARTICIPATION IN THE CLG PROGRAM. A LOCAL GOVERNMENT, ONCE CERTIFIED, MUST MAKE A SEPARATE APPLICATION TO THE MHC FOR CLG GRANT MONIES. PLEASE CONTACT THE MHC GRANTS DIVISION FOR MORE INFORMATION.

Chap. 40. AN ACT ESTABLISHING A HISTORIC DISTRICT COMMISSION FOR THE TOWN OF SUDBURY AND DEFINING ITS POWERS AND DUTIES, ESTABLISHING A HISTORIC DISTRICT THEREIN, AND PROVIDING FOR HISTORIC DISTRICT ZONING.

Be it enacted, etc., as follows:

SECTION 1. *Purpose.* — The purpose of this act is to promote the educational, cultural, economic and general welfare of the public through the preservation and protection of buildings, places and districts of historic significance through the development and maintenance of appropriate settings for said buildings, places and districts and through the maintenance of said buildings, places and districts as sites and landmarks compatible with the historic tradition of the town of Sudbury.

SECTION 2. *Establishment of District.* — There is hereby established in the town of Sudbury a historic district, bounded and described as follows:

OLD SUDBURY DISTRICT.

Beginning at a point on the southerly property line of Marion R. Heath, said point being 300 feet easterly of the easterly side line of Concord Road; thence westerly along said line crossing Concord Road and continuing in same direction on land of Emmons 300 feet westerly of the westerly side line of Concord Road to a point; thence northerly 1600 feet, parallel to and 300 feet from the westerly side line of Concord Road to a point; thence in a northwesterly direction approximately 850 feet to a point approximately 170 feet easterly of the center line of the New York, New Haven and Hartford Railroad Co.; thence easterly 400 feet to a point 300 feet westerly of the westerly side line of Concord Road; thence northerly, parallel to and 300 feet westerly of the westerly side line of Concord Road to the southerly line of Morse Road; thence easterly on Morse Road 300 feet to Concord Road; thence southerly approximately 170 feet on Concord Road to a point; thence easterly crossing Concord Road and continuing on the northerly line of land of Warren to a point 300 feet easterly of the easterly side line of Concord Road; thence southerly approximately 1800 feet to a point parallel to and 300 feet from the easterly side line of Concord Road; thence southeasterly crossing Candy Hill Road and along the westerly side line of Candy Hill Lane 500 feet to a point; thence westerly, parallel to and 300 feet from the southerly line of Candy Hill Road to a point 300 feet easterly of the easterly side line of Concord Road; thence southerly, parallel to and 300 feet easterly of the easterly side line of Concord Road to a point 300 feet northerly of the northerly side line of Old Sudbury Road; thence southeasterly approximately 2300 feet parallel to and 300 feet from the northerly side line of Old Sudbury Road; thence northeasterly and southeasterly by a line 300 feet and parallel to Rice Road to a point 300 feet northerly of the northerly side line of Old Sudbury Road; thence easterly parallel to and 300 feet from the northerly side line of Old Sudbury Road to a point in the easterly property line of Fairbank; thence southerly crossing Old Sudbury Road on Fairbank line to a point 300 feet southerly of the southerly side line of Old Sudbury Road; thence northwesterly parallel to and 300 feet from the southerly side line of Old Sudbury Road to a point 300 feet easterly of the easterly side line of Concord Road; thence southerly crossing

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Goodman's Hill Road parallel to and 300 feet easterly of the easterly side line of Concord Road to the point of beginning.

SECTION 3. *Definitions.* — As used in this act, the following words and terms shall have the following meanings: —

"Building", a combination of materials having a roof and forming a shelter for persons, animals or property.

"Building inspector", the building inspector of the town of Sudbury.

"Commission", the Historic District Commission established by section four.

"Erected", the word "erected" includes the words "built", "constructed", "reconstructed", "restored", "altered", "enlarged", and "moved".

"Exterior architectural feature", the architectural style and general arrangement of such portion of the exterior of a building or structure as is designed to be open to view from a public street, way or place including the kind, color and texture of the building materials of such portion and the type and style of all windows, doors, lights, signs and other fixtures appurtenant to such portion.

"Historic district", the district established by section two.

"Person", the word "person" includes an individual, a corporate or unincorporated organization or association and the town of Sudbury.

"Structure", a combination of materials, other than a building, sign or billboard, but including a stone wall.

SECTION 4. *Creation and Organization of Historic District Commission.*

— A Historic District Commission in the town of Sudbury is hereby established which shall consist of five unpaid members who shall be residents and voters of the town and shall be appointed by the board of selectmen in the manner and for the terms of office as herein provided and until their successors are appointed and qualified: — one member shall be a registered architect, or, in the event that none is available to serve, a person who in the opinion of the board of selectmen by reason of his experience in the building trades is qualified, whose initial appointment shall be for the term of the remainder of the calendar year in which such appointment is made and one year thereafter:

"where possible, three members shall be appointed from among the voters of the various historic districts, whose initial appointment shall be for the term of the remainder of the calendar year in which such appointment is made and three years thereafter; and one member shall be appointed from two nominees of the Sudbury Historical Commission,"

whose initial appointment shall be for the remainder of the calendar year in which such appointment shall be made and five years thereafter. As the terms of office of said members shall expire, their successors shall be appointed in like manner for terms of five years. All nominations for appointment of members of the said commission shall be submitted to the board of selectmen by letter which shall contain a statement of the qualifications of the nominees. Vacancies in the membership of the commission shall be filled by appoint-

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3 from historic districts

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ment for the unexpired term from nominees of the commission who nominated the member who shall have vacated his office. A member who shall absent himself from three consecutive meetings of the commission, without cause, shall be deemed to have vacated his office, and the secretary of the commission shall give notice thereof to the board of selectmen who shall thereupon proceed to fill the vacancy. The commission shall elect a chairman, vice-chairman and secretary from its membership. In the case of absence of the chairman from any meeting, the vice-chairman shall preside.

SECTION 5. *Limitations.* — (a) No building or structure, except as provided under section six, shall be erected within the historic district unless and until an application for a certificate of appropriateness as to exterior architectural features which are subject to view from a public street, way or place shall have been filed with the commission and either a certificate of appropriateness or a certificate that no exterior architectural feature is involved, shall have been issued by the commission.

(b) No building or structure within the historic district, except as provided in section six, shall be changed as to exterior color features which are subject to view from a public street, way or place unless and until an application for a certificate of appropriateness as to change in such color features shall have been filed with the commission and such certificate shall have been issued by the commission.

(c) No building or structure within the historic district, except as provided under section six, shall be demolished or removed unless and until an application for a permit to demolish or remove the same shall have been filed with the commission, and such permit shall have been issued by the commission.

(d) No occupational, commercial or other sign, except as provided under section six, and no billboard which is subject to view from a public street, way or place shall be erected or displayed within the historic district unless and until an application for a certificate of appropriateness shall have been filed with the commission, and such certificate shall have been issued by the commission. In the case of any such sign or billboard erected or displayed prior to the effective date of this act, there shall be allowed a period of five years, subsequent to said effective date, in which to obtain such certificate.

(e) No landscaping feature which was considered in granting a certificate of appropriateness or permit for demolition or removal and referred to in such certificate or permit as a necessary condition to the granting of such approval shall be changed, except for ordinary maintenance.

(f) Except in cases excluded by section six: —

(1) No permit shall be issued by the building inspector for any building or structure to be erected within the historic district, until a certificate of appropriateness or a certificate that no exterior architectural feature is involved has been issued under section nine.

(2) No permit shall be issued by the building inspector for the demolition or removal of any building or structure within the historic district until a permit has been issued under said section nine.

SECTION 6. *Exclusions.* — (a) Nothing in this act shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature of any building or structure within the historic district;

nor shall anything in this act be construed to prevent landscaping changes except landscaping changes, involving more than ordinary maintenance, which relate to landscaping features considered in granting a certificate of appropriateness or permit for demolition or removal and referred to in such certificate or permit as a necessary condition to the granting of such approval; nor shall anything in this act be construed to prevent the erection, construction, reconstruction, restoration, alteration or demolition of any such feature which the building inspector shall certify is required by the public safety because of an unsafe or dangerous condition; nor shall anything in this act be construed to prevent the erection, construction, reconstruction, alteration or demolition of any such feature under a permit issued by the building inspector prior to the effective date of this act.

(b) The following structures and signs may be erected or displayed within the historic district without the filing of an application for, or the issuance of, a certificate of appropriateness: —

(1) Temporary structures or signs for use in connection with any official celebration or parade, or any charitable drive in the town; provided, that any such structure or sign shall be removed within three days following the termination of the celebration, parade or charitable drive for which said structure or sign shall have been erected or displayed. Any other temporary structures or signs which the commission shall determine from time to time may be excluded from the provisions of section five without substantial derogation from the intent and purposes of this act.

(2) Real estate signs of not more than three square feet in area advertising the sale or rental of the premises on which they are erected or displayed.

(3) Occupational or other signs of not more than one square foot in area and not more than one such sign, irrespective of size, bearing the name, occupation or address of the occupant of the premises on which such sign is erected or displayed where such premises are located within a single residence district as defined in the zoning by-law of the town of Sudbury.

(c) The exterior color of any building or structure within the historic district may be changed to white without the filing of an application for, or the issuance of, a certificate of appropriateness or to any color or any combination of colors which the commission shall determine from time to time may be used without substantial derogation from the intent and purposes of this act.

SECTION 7. *Application to be filed with Commission.* — Excepting cases excluded by section six, any person who desires to erect, build, construct, reconstruct, restore, alter, move, demolish, remove or change the exterior color features of any building or structure now or hereafter within the historic district, or to erect or display within the historic district any sign or billboard for which a certificate of appropriateness is required under paragraph (d) of section five, shall file with the commission an application for a certificate of appropriateness or a permit for demolition or removal, as the case may be, together with such plans, elevations, specifications, material and other information drawn to scale, as shall be deemed necessary by the commission to enable it to make a determination on the application.

SECTION 8. *Meetings, Hearings, Time for making Determinations.* — Meetings of the commission shall be held at the call of the chairman and also when called in such other manner as the commission shall determine in its rules.

The commission shall determine promptly, and in all events within fourteen days, after the filing of an application for a certificate of appropriateness as to exterior architectural features, whether the application involves any such features. If the commission determines that such application involves any exterior architectural features, the commission shall hold a public hearing on such application. The commission shall also hold a public hearing on all other applications required to be filed with it under this act, except that the commission may approve an application for a change in exterior color features without holding a hearing if it determines that the color change proposed is appropriate.

The commission shall fix a reasonable time for the hearing on any application and shall give public notice thereof by publishing notice of the time, place and purpose of the hearing in a local newspaper at least fourteen days before said hearing and also, within seven days of said hearing, mail a copy of said notice to the applicant, to the owners of all property deemed by the commission to be affected thereby as they appear on the most recent local tax list, to the planning board of the town, and to such other persons as the commission shall deem entitled to notice.

As soon as convenient after such public hearing but in any event within forty-five days after the filing of the application, or within such further time as the applicant shall allow in writing, the commission shall make a determination on the application. If the commission shall fail to make a determination within said forty-five days, or within such further time allowed by the applicant, the commission shall be deemed to have approved the application.

SECTION 9. *Powers, Functions and Duties of Commission.* — The commission shall have the following powers, functions and duties: —

(a) It shall pass upon: —

(1) The appropriateness of exterior architectural features of buildings and structures to be erected within the historic district wherever such features are subject to view from a public street, way or place.

(2) The appropriateness of changes in exterior color features of buildings and structures within the historic district wherever such features are subject to view from a public street, way or place.

(3) The demolition or removal of any building or structure within the historic district. The commission may refuse a permit for the demolition or removal of any building or structure of architectural or historic interest, the removal of which in the opinion of the commission would be detrimental to the public interest.

(4) The appropriateness of the erection or display of occupational, commercial or other signs and billboards within the historic district wherever a certificate of appropriateness for any such sign or billboard is required under paragraph (d) of section five.

In passing upon appropriateness, demolition or removal, the commission shall determine whether the features, demolition or removal, sign or billboard involved will be appropriate for the purposes of this act and, if it shall be determined to be inappropriate, shall determine whether, owing to conditions especially affecting the building, structure, sign or billboard involved, but not affecting the historic district

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generally, failure to approve an application will involve a substantial hardship, financial or otherwise, to the applicant and whether such application may be approved without substantial detriment to the public welfare and without substantial derogation from the intent and purposes of this act. If the commission determines that the features, demolition or removal, sign or billboard involved will be appropriate or, although inappropriate, owing to conditions as aforesaid, failure to approve an application will involve substantial hardship to the applicant and approval thereof may be made without substantial detriment or derogation as aforesaid, the commission shall approve the application; but if the commission does not so determine, the application shall be disapproved.

In passing upon appropriateness the commission shall consider, among other things, the historic value and significance of the site, building or structure, the general design, arrangement, texture, material and color of the features, sign or billboard involved, and the relation of such factors to similar factors of sites, buildings and structures in the immediate surroundings. The commission shall consider the appropriateness of the size and shape of the building or structure in relation to (a) the land area upon which the building or structure is situated, (b) the landscaping and planting features proposed by the applicant and (c) the neighboring sites, buildings or structures within the district. The commission shall also consider the applicable zoning and other by-laws of the town. The commission shall not consider detailed designs, interior arrangement and other building features not subject to public view.

In approving an application the commission may impose conditions which, if the certificate of appropriateness is acted upon, shall be binding upon the applicant, the owner of the property and his successors in title. Prior to approving an application subject to conditions, the commission may notify the applicant of its proposed action and permit the applicant to express his opinion thereon.

The concurring vote of three members of the commission shall be necessary to make a determination in favor of the applicant on any matter upon which the commission is required to pass under this act.

(b) In the case of an approval by the commission of an application for a certificate of appropriateness or a permit for demolition or removal, or in the event an application is deemed approved through failure to make a determination within the time specified in section eight, the commission shall cause a certificate of appropriateness or a permit for demolition or removal, as the case may be, dated and signed by its chairman or vice-chairman, to be issued to the applicant.

(c) In the case of disapproval of an application for a certificate of appropriateness or a permit for demolition or removal, the commission shall cause a notice of its determination, dated and signed by its chairman or vice-chairman in the absence of the chairman to be issued to the applicant, setting forth therein the reasons for its determination, and, as to applications for a certificate of appropriateness, the commission may make recommendations to the applicant with respect to appropriateness of design, arrangement, texture, material, color and similar factors. Prior to the issuance of any disapproval, the commission may notify the applicant of its proposed action accompanied by recommendations of changes in the applicant's proposal which, if made, would make the application acceptable to the commission. If within ten days of the

receipt of such a notice the applicant files a written modification of his application in conformity with the recommended changes of the commission, the commission shall cause a certificate of appropriateness or permit for demolition or removal, as the case may be, dated and signed by its chairman or vice-chairman in the absence of the chairman, to be issued to the applicant.

(d) In the case of a determination by the commission that an application for a certificate of appropriateness does not involve any exterior architectural feature, the commission shall cause a certificate of such determination, dated and signed by its chairman or vice-chairman in the absence of the chairman to be issued forthwith to the applicant.

(e) The commission shall keep a permanent record of its resolutions, transactions, and determinations, and may make such rules and regulations consistent with this act and prescribe such forms as it shall deem desirable and necessary.

(f) The commission shall file with the town clerk a notice of all determinations made by it, and approvals of applications through failure of the commission to make a determination within the time allowed under section eight, except that no notice of a determination that an application for a certificate of appropriateness does not involve any exterior architectural feature shall be filed.

(g) The commission may incur expenses necessary to the carrying on of its work within the amount of its appropriation.

SECTION 10. *Appeals.* — Any person aggrieved by a determination of the commission or by an approval of an application through failure of the commission to make a determination within the time allowed under section eight, whether or not previously a party to the proceeding, or any officer or board of the town may, within twenty days after the filing of a notice of such determination or approval with the town clerk, appeal to the superior court sitting in equity for the county of Middlesex. The court shall hear all pertinent evidence and determine the facts and if, upon the facts so determined, such determination or approval is found to exceed the authority of the commission, the court shall annul such determination or approval and remand the case for further action by the commission. The remedies provided by this action shall be exclusive; but the parties shall have all rights of appeal and exception as in other equity cases. Costs shall not be allowed against the commission unless it shall appear to the court that the commission acted in bad faith or with malice in the matter from which the appeal was taken.

Costs shall not be allowed against the party appealing from such determination or approval of the commission unless it shall appear to the court that said party acted in bad faith or with malice in making the appeal to the court.

SECTION 11. *Enforcement.* — Any person who violates any of the provisions of this act shall be guilty of a misdemeanor, and upon conviction thereof shall be fined not less than ten dollars nor more than five hundred dollars.

The superior court sitting in equity for the county of Middlesex upon the petition of the board of selectmen shall have jurisdiction to enforce the provisions of this act and the determinations, rulings and regulations issued thereunder and may restrain by injunction violations thereof and issue such other orders for relief of violations as may be required.

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SECTION 12. *Changes in Historic District.* — The district established by section two may be enlarged or reduced and new districts may be created by a two-thirds vote at any regular or special town meeting called for the purpose. Prior to any such action, the planning board of the town shall hold a public hearing, duly advertised, thereon and shall report its recommendations to the town meeting.

SECTION 13. *Historic Zoning.* — The town of Sudbury by a two-thirds vote at any regular town meeting or at any special town meeting called for the purpose may enact additions, changes or amendments to its zoning by-laws to assist in carrying out the purpose of this act. Prior to any such enactment, the planning board of said town shall hold a public hearing, duly advertised, thereon and shall report its recommendations to the town meeting.

SECTION 14. *Severability of Provisions.* — The provisions of this act shall be deemed to be severable; and in case any section, paragraph or part of this act shall be held unconstitutional by any court of competent jurisdiction, the decision of such court shall not affect or impair the validity of any other sections, paragraphs or parts of this act.

SECTION 15. This act shall take effect upon its acceptance by the town of Sudbury.

Approved February 18, 1963.

Chap. 41. AN ACT RELATIVE TO THE SEWAGE DISPOSAL SYSTEM OF
THE TOWN OF LENOX.

Be it enacted, etc., as follows:

SECTION 1. Notwithstanding the provisions of any special or general law to the contrary the town of Lenox may pay the entire expenses which may be incurred from time to time in enlarging, extending and improving its sewage and sewage disposal system, without assessing any part of the expenses so incurred upon persons benefited by such enlargement, extension or improvement; but nothing herein contained shall prevent the selectmen or sewer commissioners, as the case may be, from establishing from time to time for the use of common sewers just and equitable annual charges to be paid by every person who enters his particular sewer therein.

SECTION 2. To the extent that the town of Lenox may have heretofore paid the entire expenses of enlarging, extending and improving its system of sewage and sewage disposal without assessing the persons benefited by such enlargement, extension or improvement, such action is hereby validated and confirmed.

SECTION 3. This act shall take effect upon its passage.

Approved February 18, 1963.

Chap. 42. AN ACT EXTENDING THE TIME DURING WHICH THE TOWN
OF SOMERSET MAY BORROW TO CONSTRUCT AND OPERATE A
SYSTEM OR SYSTEMS OF SEWERAGE AND SEWAGE DISPOSAL.

Be it enacted, etc., as follows:

SECTION 1. Section 8 of chapter 17 of the acts of 1953, as amended by section 1 of chapter 193 of the acts of 1958, is hereby further amended by striking out, in line 3, the word "ten" and inserting in place thereof the

FILED ON: 12/27/2021

HOUSE No. 4313

Substituted by the House, on motion of Ms. Garlick of Needham, for a bill with the same title (House No. 4313). December 27, 2021.

The Commonwealth of Massachusetts

In the One Hundred and Ninety-Second General Court
(2021-2022)

An Act relative to the membership of the Historic District Commission of the town of Sudbury.

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

SECTION 1. Chapter 40 of the acts of 1963 is hereby amended by striking out section 4 and inserting in place thereof the following section:-

Section 4. Creation and Organization of Historic Districts Commission. — A historic districts commission in the town of Sudbury is hereby established which shall consist of 5 unpaid members who shall be residents and voters of the town and shall be appointed by the select board in the manner and for the terms of office as herein provided and until their successors are appointed and qualified: — 1 member shall be a registered architect, or, in the event that none is available to serve, a person who in the opinion of the select board by reason of their experience in the building trades is qualified, whose initial appointment shall be for the term of the remainder of the calendar year in which such appointment is made and one year thereafter; where possible, 3 members shall be appointed from among the voters of the various historic districts, whose initial appointment shall be for the term of the remainder of the calendar year in which the appointment is made and 3 years thereafter; and 1 member shall be appointed from 2

14 nominees of the Sudbury historical commission. The select board shall appoint 2 associate
15 members to the historic districts commission, said associate members being authorized to
16 participate in all commission discussions, and, as designated by the chair, to sit as voting
17 members in the event of an absence, inability to act, or conflict of interest on the part of any
18 member of the commission, or in the event of a vacancy on the commission until said vacancy is
19 filled in the manner prescribed herein. Said associate members shall be appointed by the select
20 board in the manner provided herein, at the discretion of the select board. As the terms of office
21 of said members shall expire, their successors shall be appointed in like manner for terms of 5
22 years. All nominations for appointment of members of the said commission shall be submitted to
23 the select board by letter, which shall contain a statement of the qualifications of the nominees.
24 Vacancies in the membership of the commission shall be filled by appointment for the unexpired
25 term from nominees of the commission who nominated the member who shall have vacated their
26 office. A member who shall absent themselves from 3 consecutive meetings of the commission,
27 without cause, shall be deemed to have vacated their office, and the secretary of the commission
28 shall give notice thereof to the select board who shall thereupon proceed to fill the vacancy. The
29 commission shall elect a chair, vice-chair and secretary from its membership. In the case of
30 absence of the chair from any meeting, the vice-chair shall preside.

31 SECTION 2. Section 11 of said chapter 1963 is hereby amended by striking out the
32 words “board of selectmen” and inserting in place thereof the following words:- select board.

33 SECTION 3. This act shall take effect upon its passage.



At a legal meeting of the qualified voters of the Town of Sudbury,
held March 27, 1967 the following business was transacted under

Article 45 – Wayside Inn District #1

MODERATOR DECLARED UNANIMOUSLY VOTED:

In the words of the Article with the exception of the omission of the word
“Zone”

A true copy, Attest:

Beth R. Klein
Town Clerk

Road District of 1963; thence in a southeasterly direction by said Hudson Road District of 1963 to the point of beginning.
Pass any vote or take any action relative thereto.
Submitted by the Historic Districts Commission.

VOTED: TO DEFER UNTIL CONSIDERATION OF ARTICLE 48.

Article 45. To see if the Town will vote to accept an Historic District Zone to be known as Wayside Inn District #1 and located as follows:
Beginning at a point on the northerly side of the Boston Post Road at a point 300 feet easterly of the easterly side line of Peakham Road; thence in a southerly direction at right angles to said Boston Post Road to a point 300 feet southerly of the southerly side of said Boston Post Road; thence in a general westerly direction and 300 feet from and parallel to the southerly line of the Boston Post Road and the southerly line of the State Highway to the extension of the westerly side line of The Wayside Inn; thence in a northerly direction along said westerly side line of The Wayside Inn to the southerly side of The Wayside Inn Road; thence in an easterly direction by the southerly side of The Wayside Inn Road to a point opposite the extension of other land of The Wayside Inn; thence in a northerly and easterly direction by land of The Wayside Inn to a point 500 feet westerly of the westerly side line of Dutton Road; thence in a northerly direction and 500 feet westerly of the westerly side line of Dutton Road to the northerly line of land of Massachusetts Federation of Women's Club; thence in a general easterly direction by said line to the westerly side line of Dutton Road; thence in a northerly direction by said side line of Dutton Road to land of the Boston and Maine Railroad Co.; thence in an easterly direction by land of said Boston and Maine Railroad Co. to a point 500 feet easterly of the easterly side line of Dutton Road; thence in a southerly direction and 500 feet and parallel to the easterly side line of Dutton Road, Old Garrison Road and Peakham Road to the northerly side line of the Boston Post Road; thence in a westerly direction by the northerly side line of the Boston Post Road to the point of beginning.
Pass any vote or take any action relative thereto.
Submitted by the Historic Districts Commission.

Planning Board Report: The Planning Board recommends the passage of this article, which establishes an Historic District around the colonial heritage of the Wayside Inn and several other old houses in that region which date to the mid-1600's.
UNANIMOUSLY VOTED: IN THE WORDS OF THE ARTICLE WITH THE EXCEPTION OF THE OMISSION OF THE WORD "ZONE".

Article 46. To see if the Town will vote to accept an Historic District Zone to be known as Wayside Inn District #2 and located as follows:
Beginning at a point 500 feet easterly of the easterly side line of Dutton Road and the southerly side line of land of the Boston and Maine Railroad Co.; thence in an easterly direction by land of said Boston and Maine Railroad Co. to the easterly side line of Peakham Road; thence in a southerly direction by the easterly side line of said Peakham Road to land of William and Paul Griffin; thence southeasterly, northeasterly, southeasterly, southwesterly by said side line of William and Paul Griffin to easterly side line of the estate of Mabel Lamprey; thence southerly by said side line of Estate of Mabel Lamprey and John C. & Mary O'Brien to the northerly side line of the Boston Post Road; thence in a westerly direction by said Boston Post Road to a point 500 feet easterly of the easterly side line of Peakham Road; thence in a northerly direction 500 feet easterly and parallel to Peakham Road, Old Garrison Road and Dutton Road to the point of beginning.
Pass any vote or take any action relative thereto.
Submitted by the Historic Districts Commission.

Planning Board recommends in favor of the passage of this article which enlarges the historic district proposed in Article 45.

UNANIMOUSLY VOTED: IN THE WORDS OF THE ARTICLE WITH THE EXCEPTION OF THE OMISSION OF THE WORD "ZONE".

Article 47. To see if the Town will vote to amend Article IX of the By-laws (Zoning By-law) of the Town by rearranging said Article IX in its entirety to read in accordance with a copy thereof on file with the Town Clerk, and copy of which has been mailed to each household in Sudbury.
Pass any vote or take any action relative thereto.
Submitted by the Planning Board.

Report: Our zoning By-law has grown in a disorganized fashion to the extent that it is now very difficult to retrieve data governing land use, etc. This article would substitute a carefully organized version of the Zoning

A TRUE COPY, ATTEST:
TOWN CLERK

Attachment 20.b: Sudbury CLG Application 221017 (5579 : Authorize chair to sign CLG certification agreement)



At a legal meeting of the qualified voters of the Town of Sudbury,
held March 27, 1967 the following business was transacted under

Article 46 – Wayside Inn District #2

MODERATOR DECLARED UNANIMOUSLY VOTED:

In the words of the Article with the exception of the omission of the word
“Zone”

A true copy, Attest:

Beth R. Klein
Town Clerk

Road District of 1963; thence in a southeasterly direction by said Hudson Road District of 1963 to the point of beginning.

Pass any vote or take any action relative thereto.
Submitted by the Historic Districts Commission.

VOTED: TO DEFER UNTIL CONSIDERATION OF ARTICLE 48.

Article 45. To see if the Town will vote to accept an Historic District Zone to be known as Wayside Inn District #1 and located as follows:
Beginning at a point on the northerly side of the Boston Post Road at a point 300 feet easterly of the easterly side line of Peakham Road; thence in a southerly direction at right angles to said Boston Post Road to a point 300 feet southerly of the southerly side of said Boston Post Road; thence in a general westerly direction and 300 feet from and parallel to the southerly line of the Boston Post Road and the southerly line of the State Highway to the extension of the westerly side line of The Wayside Inn; thence in a northerly direction along said westerly side line of The Wayside Inn to the southerly side of The Wayside Inn Road; thence in an easterly direction by the southerly side of The Wayside Inn Road to a point opposite the extension of other land of The Wayside Inn; thence in a northerly and easterly direction by land of The Wayside Inn to a point 500 feet westerly of the westerly side line of Dutton Road; thence in a northerly direction and 500 feet westerly of the westerly side line of Dutton Road to the northerly line of land of Massachusetts Federation of Women's Club; thence in a general easterly direction by said line to the westerly side line of Dutton Road; thence in a northerly direction by said side line of Dutton Road to land of the Boston and Maine Railroad Co.; thence in an easterly direction by land of said Boston and Maine Railroad Co. to a point 500 feet easterly of the easterly side line of Dutton Road; thence in a southerly direction and 500 feet and parallel to the easterly side line of Dutton Road, Old Garrison Road and Peakham Road to the northerly side line of the Boston Post Road; thence in a westerly direction by the northerly side line of the Boston Post Road to the point of beginning.

Pass any vote or take any action relative thereto.
Submitted by the Historic Districts Commission.

Planning Board Report: The Planning Board recommends the passage of this article, which establishes an Historic District around the colonial heritage of the Wayside Inn and several other old houses in that region which date to the mid-1600's.

UNANIMOUSLY
VOTED: IN THE WORDS OF THE ARTICLE WITH THE EXCEPTION OF THE OMISSION OF THE WORD "ZONE".

Article 46. To see if the Town will vote to accept an Historic District Zone to be known as Wayside Inn District #2 and located as follows:
Beginning at a point 500 feet easterly of the easterly side line of Dutton Road and the southerly side line of land of the Boston and Maine Railroad Co.; thence in an easterly direction by land of said Boston and Maine Railroad Co. to the easterly side line of Peakham Road; thence in a southerly direction by the easterly side line of said Peakham Road to land of William and Paul Griffin; thence southeasterly, northeasterly, southeasterly, southwesterly by said side line of William and Paul Griffin to easterly side line of the estate of Mabel Lamprey; thence southerly by said side line of Estate of Mabel Lamprey and John C. & Mary O'Brien to the northerly side line of the Boston Post Road; thence in a westerly direction by said Boston Post Road to a point 500 feet easterly of the easterly side line of Peakham Road; thence in a northerly direction 500 feet easterly and parallel to Peakham Road, Old Garrison Road and Dutton Road to the point of beginning.

Pass any vote or take any action relative thereto.
Submitted by the Historic Districts Commission.

Planning Board recommends in favor of the passage of this article which enlarges the historic district proposed in Article 45.

UNANIMOUSLY VOTED: IN THE WORDS OF THE ARTICLE WITH THE EXCEPTION OF THE OMISSION OF THE WORD "ZONE".

Article 47. To see if the Town will vote to amend Article IX of the By-laws (Zoning By-law) of the Town by rearranging said Article IX in its entirety to read in accordance with a copy thereof on file with the Town Clerk, and copy of which has been mailed to each household in Sudbury.

Pass any vote or take any action relative thereto.
Submitted by the Planning Board.

Report: Our zoning By-law has grown in a disorganized fashion to the extent that it is now very difficult to retrieve data governing land use, etc. This article would substitute a carefully organized version of the Zoning

A TRUE COPY, ATTEST:

TOWN CLERK

Attachment 20.b: Sudbury CLG Application 221017 (5579 : Authorize chair to sign CLG certification agreement)



At a legal meeting of the qualified voters of the Town of Sudbury,
held April 10, 1972 the following business was transacted under

Article 30 –King Philip Historical District

MODERATOR DECLARED UNANIMOUSLY VOTED:

That the Town create a new Historic District as authorized by section 12 of Chapter 40 of the Acts of 1963 to known as King Philip District and bounded and described as set forth in Article 30 in the warrant for this meeting.

A true copy, Attest:

Beth R. Klein
Town Clerk



*At a legal meeting of the qualified voters of the Town of
Sudbury, held April 5, 2000 the following business was
transacted under Article 35 EXTEND OLD SUDBURY HISTORIC
DISTRICT*

UNANIMOUSLY VOTED: Move in the words of the article

To see if the Town will vote to modify the Old Sudbury Historic District created under C.40 of the Acts of 1963 so that the area corresponds to the area denoted in the National Register of Historic Places and is located as follows:

Beginning at a point three hundred feet northerly of the northerly sideline of Old Sudbury Road, said point being on the easterly property line of Fairbank, being the easterly terminus of the Old Sudbury Historic District;

Thence Easterly, parallel to and three hundred feet distant from the northerly sideline of Old Sudbury Road, to a point three hundred feet Westerly of the Westerly sideline of Water Row;

Thence Northerly, parallel to and three hundred feet distant from the Westerly sideline of Water Row, a distance of one thousand thirty feet, more or less, to a point on the Northerly property line of Dickson;

Thence Easterly along the Northerly property line of Dickson, a distance of three hundred feet to a point on the Westerly sideline of Water Row;

Thence Southerly, along the Westerly sideline of Water Row, to a point at the intersection of the Westerly sideline of Water Row with the Northerly sideline of Old Sudbury Road;

Thence Southerly, crossing Old Sudbury Road, along a line perpendicular to Old Sudbury Road, to a point three hundred feet Southerly of the Southerly sideline of Old Sudbury Road;

Thence Westerly, parallel to and three hundred feet distant from the Southerly sideline of Old Sudbury Road, a distance of seven hundred feet, more or less, to a point one hundred fifty feet Southeasterly of the Southeasterly sideline of Wolbach Road;

Thence Southwesterly, Southerly, and Southwesterly, parallel to and one hundred fifty feet distant from the sideline of Wolbach Road, a distance of eight hundred eighty feet, more or less, to a point one hundred fifty feet Southeasterly of the Southeasterly sideline of Wolbach Road;

Thence Northwesterly, crossing Wolbach Road at the Southwesterly terminus of the 1916 public way, to a point one hundred fifty feet northwesterly of the Northwesterly sideline of Wolbach Road;

Thence Northeasterly, Northerly and Northeasterly, parallel to and one hundred fifty feet distant from the sideline of Wolbach Road, a distance of six hundred twenty feet, more or less, to a point three hundred feet Southerly of the Southerly sideline of Old Sudbury Road;

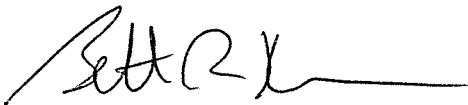
Thence Westerly, parallel to and three hundred feet distant from the southerly sideline of Old Sudbury Road, a distance of nine hundred fifty feet, more or less, to a point on the Easterly terminus of the Old Sudbury Historic District;

Thence northerly, crossing Old Sudbury Road, to the point of beginning.

or act on anything relative thereto.

Submitted by Board of Selectmen.

A true copy, attest;

A handwritten signature in black ink, appearing to read 'Beth Klein', followed by a horizontal line.

Beth Klein
Town Clerk



*At a legal meeting of the qualified voters of the Town of Sudbury,
held April 6, 2005 the following business was transacted under*

Article 35 – EXTEND KING PHILIP HISTORIC DISTRICT

UNANIMOUSLY VOTED: Moderator declared a two-thirds vote

Pursuant to section 12 of chapter 40 of the Acts and Resolves of 1963, to extend the King Philip Historic District by adding thereto the land:

Beginning and running westerly on Boston Post Road from the westerly border of the existing King Philip Historic District, including 300 ft. on either side of the layout of said road, to the intersection of Concord Road and extending 300 ft. beyond said Concord Road; thence running north on Concord Road to a point 150 ft. beyond the southerly sideline of Codjer Lane on the easterly side of Concord Road and to the southerly sideline of Codjer Lane on the westerly side of Concord Road, including 300 ft. on either side of the layout of said road.

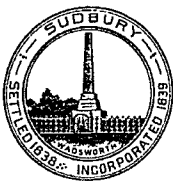
Submitted by the Historic Districts Commission.

A true copy, Attest:

Barbara A. Siira
Town Clerk

A TRUE COPY, ATTEST:

TOWN CLERK



*At a legal meeting of the qualified voters of the Town of Sudbury,
held April 9, 2008 the following business was transacted under*

**Article 37 – CREATE THE GEORGE PITTS TAVERN
HISTORIC DISTRICT**

UNANIMOUSLY VOTED: That the Town create a new Historic District as authorized by Section 12 of Chapter 40 of the Acts of 1963, to be known as the George Pitts Tavern Historic District and bounded and described as follows:

Beginning at a point on the southerly sideline of Boston Post Road, said point being on the southwesterly boundary of the King Philip Historic District, as amended in 2005;

Thence southeasterly along said boundary 150 feet to a point;

Thence southwesterly, 150 feet distant from and parallel to the southerly sideline of Boston Post Road, to a point, said point being 150 feet, measured perpendicularly, from the southeasterly sideline of Maple Avenue;

Thence southeasterly, 150 feet distant from and parallel to the southeasterly sideline of Maple Avenue, to a point, said point being on a line perpendicular to the sideline of Maple Avenue where the 1892 public layout of Maple Avenue ends:

Thence southwesterly to the sideline of Maple Avenue and then continuing across the road to a point on the southwesterly sideline of Maple Avenue;

Thence northwesterly along said sideline to a point, said point being a property corner between Lot 1 and Land of Withrow, shown on Plan 1260 of 1967, recorded at the Middlesex South Registry of Deeds;

Thence turning at a right angle to the left from the northwesterly sideline and running 150 feet to a point;

Thence northwesterly, 150 feet distant from and parallel to the northwesterly sideline of Maple Avenue to a point on the southerly property line of Lot 3, also known as 395 Boston Post Road, shown on Plan 1202 of 1946, recorded at the Middlesex South Registry of Deeds;

Thence northeasterly along said property line to a point on the northwesterly sideline of Maple Avenue;

Thence northwesterly along the sideline of Maple Avenue to a point, said point being the intersection of the northwesterly sideline of Maple Avenue and the southerly sideline of Boston Post Road;

Thence northeasterly along the southerly sideline of Boston Post Road to the point of beginning.

A true copy, Attest:

Rosemary B. Harvell

Rosemary B. Harvell
Town Clerk

A TRUE COPY, ATTEST:

[Signature]
TOWN CLERK

Attachment 20.b: Sudbury CLG Application 221017 (5579 : Authorize chair to sign CLG certification agreement)

HISTORIC DISTRICTS

OLD SUDBURY & HUDSON ROAD DISTRICTS

WAYSIDE INN HISTORIC DISTRICTS NO. 1 & 2

KING PHILIP HISTORIC DISTRICT

GEORGE PITTS TAVERN HISTORIC DISTRICT

NOTE:

While historic districts are not part of the Zoning Bylaw (Article IX) of the Town Bylaws, plans showing the boundaries of the four historic districts currently in existence in the Town have been included here for information since the exterior architectural and color features of building, landscaping, stone walls, signs, etc., located within an historic district are subject to restrictions and controls under Chapter 40 of the Acts of 1963 administered by the Historic District Commission.

Article 4 of the 1961 Annual Town Meeting empowered the Selectmen to appoint an Historic Districts Study Committee. This Committee reported to the Town in 1962 recommending the acceptance of a special act, similar to the State enabling act (Chapter 40C, G.L.) but "modified by this Committee to better suit the needs of Sudbury". The purpose of the act was to preserve and protect buildings, places and districts of historic or architectural significance by establishing an Historic Districts Commission of five members and by defining its powers and duties. Subsequently, the General Court passed the proposed special act as Chapter 40 of the Acts of 1963, and it was accepted by vote of the Town under Article 31 of the 1963 Annual Town Meeting.

In addition to providing for the Historic Districts Commission and defining its powers, Chapter 40 of the Acts of 1963 established the boundaries of Sudbury's first historic district in the Town Center along Concord Road, Old Sudbury Road, and along Hudson Road to the railroad tracks. The 1967 Annual Town Meeting under Article 44 extended the district along Hudson Road to the intersection of Maynard and Hudson Roads so the boundaries are as presently shown on the plan.

The Annual Town Meeting of 1967, under Article 45 and 46, established and defined the boundaries of Wayside Inn Districts No. 1 and No. 2. The King Philip Historic District was established at the 1972 Annual Town Meeting under Article 30. An extension of the Old Sudbury and Hudson Road District was approved at the 2000 Annual Town Meeting under Article 35.

The Annual Town Meeting of 2005, under section 12 of chapter 40 of the acts and Resolves of 1963, extended the King Philip Historic District by adding: Beginning and running westerly on Boston Post Road from the westerly border of the existing King Philip Historic District, including 300 ft. on either side of the layout of said road, to the intersection of Concord Road and extending 300 ft. beyond said Concord Road; thence running north on Concord Road to a point 150 ft. beyond the southerly sideline of Codjer Lane on the easterly side of Concord Road and to the southerly sideline of Codjer Lane on the westerly side of Concord Road, including 300 ft. on either side of the layout of said road.

The Annual Town Meeting of 2008, under section 12 of chapter 40 of the Acts and Resolves of 1963, created the George Pitts Tavern Historic District; Beginning at a point on the southerly sideline of Boston Post Road, said point being on the southwesterly boundary of the King Philip Historic District, as amended in 2005;

Thence southeasterly along said boundary 150 feet to a point;

Thence southwesterly, 150 feet distant from and parallel to the southerly sideline of Boston Post Road, to a point, said point being 150 feet, measured perpendicularly, from the southeasterly sideline of Maple Avenue;

Thence southeasterly, 150 feet distant from and parallel to the southeasterly sideline of Maple Avenue, to a point, said point being on a line perpendicular to the sideline of Maple Avenue where the 1892 public layout of Maple Avenue ends:

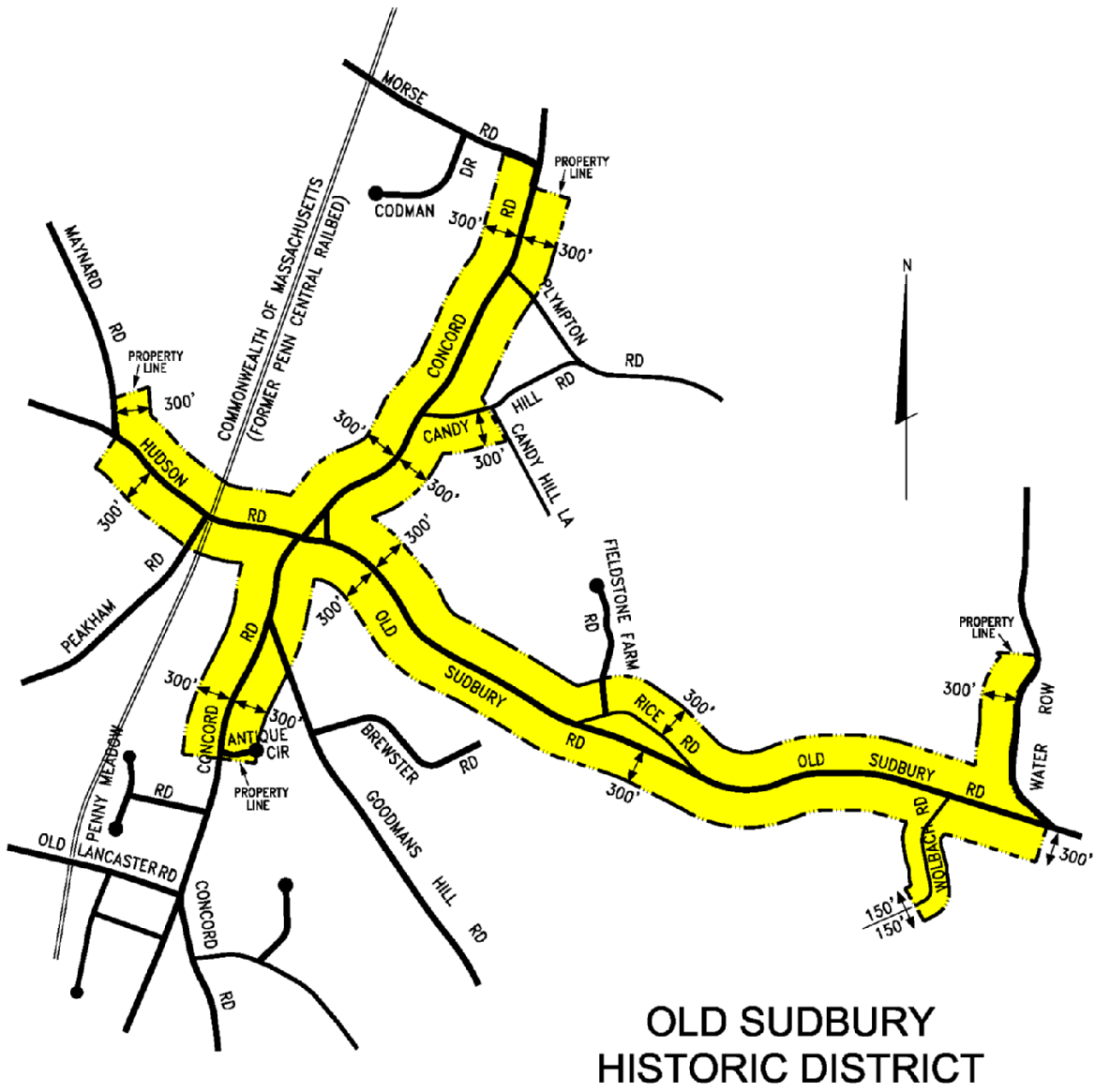
Thence southwesterly to the sideline of Maple Avenue and then continuing across the road to a point on the southwesterly sideline of Maple Avenue;

Thence northwesterly along said sideline to a point, said point being a property corner between Lot 1 and Land of Withrow, shown on Plan 1260 of 1967, recorded at the Middlesex South Registry of Deeds;

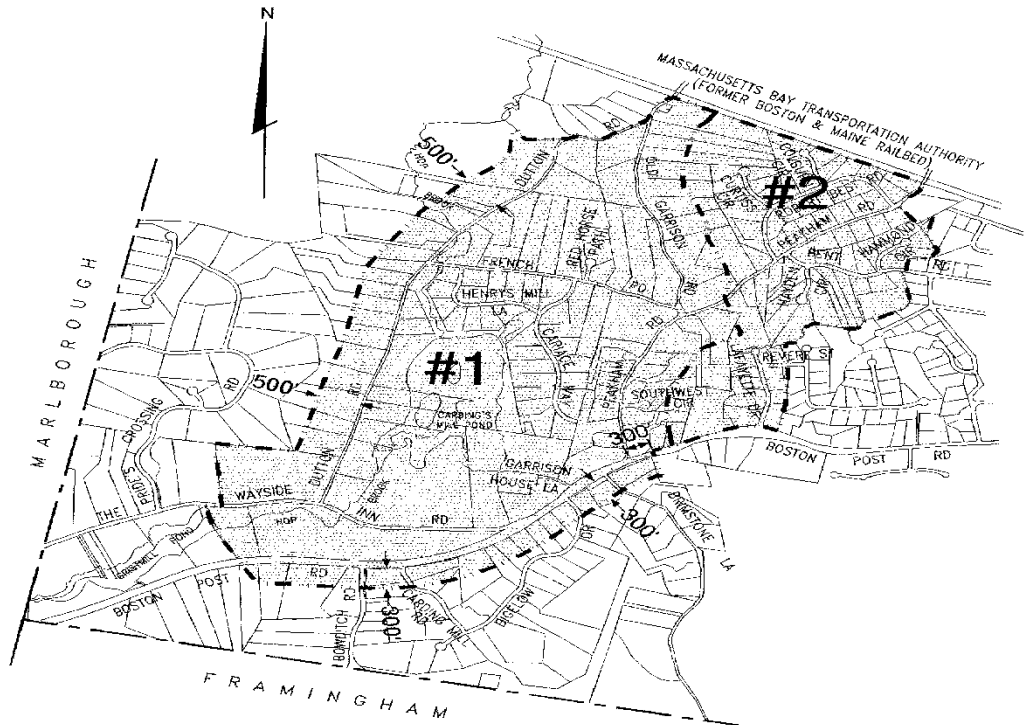
Thence turning at a right angle to the left from the northwesterly sideline and running 150 feet to a point; Thence northwesterly, 150 feet distant from and parallel to the northwesterly sideline of Maple Avenue to a point on the southerly property line of Lot 3, also known as 395 Boston Post Road, shown on Plan 1202 of 1946, recorded at the Middlesex South Registry of Deeds;

Thence northeasterly along said property line to a point on the northwesterly sideline of Maple Avenue; Thence northwesterly along the sideline of Maple Avenue to a point, said point being the intersection of the northwesterly sideline of Maple Avenue and the southerly sideline of Boston Post Road;

Thence northeasterly along the southerly sideline of Boston Post Road to the point of beginning.



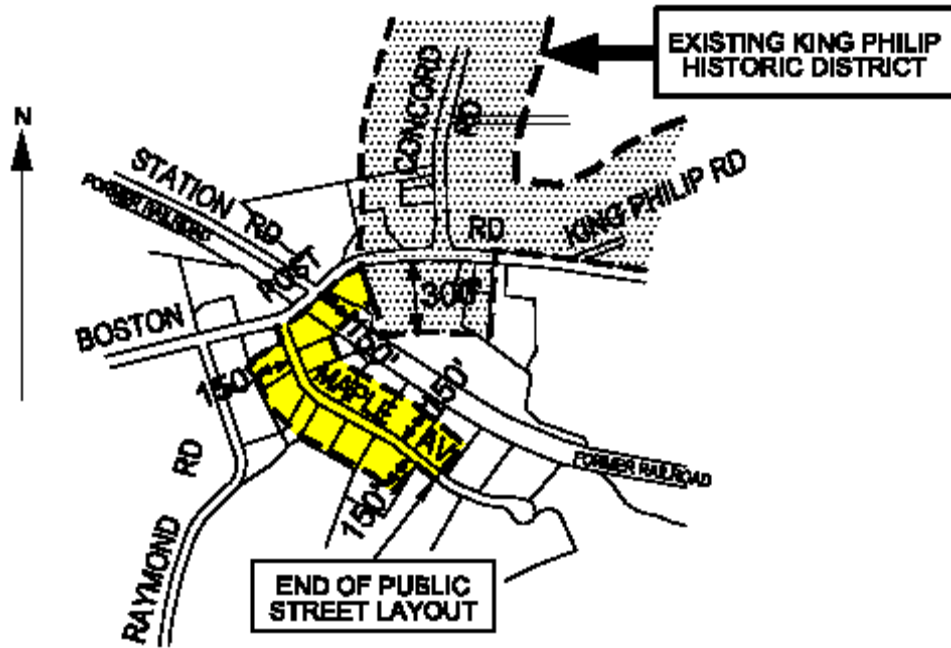
OLD SUDBURY HISTORIC DISTRICT



WAYSIDE INN HISTORIC DISTRICTS #1 & #2



KING PHILIP
HISTORIC DISTRICT



GEORGE PITTS TAVERN HISTORIC DISTRICT

Chris Hagger

233 Nobscot Road, Sudbury, MA 01776

cldh7@aol.com, 508-314-1364 (cell)

Education:

B.S., Civil Engineering, Cum Laude, Tufts University, Medford, MA, 1973

M.S., Environmental Engineering, University of North Carolina, Chapel Hill, NC, 1975

Coursework – Boston University Preservation Studies Program 1980's

Registration:

Professional Engineering license in Massachusetts

Experience:

2010 – present, Nobis Engineering, Lowell, MA - Associate

1983 – 2009, AECOM/Metcalf & Eddy, Wakefield, MA – Vice President

Interest, Competence or Knowledge of Historic Preservation:

-Owned/Restored the C. 1801 Benjamin Dix House in the McIntire Historic District in Salem, MA

-Owned/Restored the C. 1928 "Sunning Hill" House in Belmont, MA

-Owned/Restored the C. 1815 "Kirkside" National Historic Register home in the Wayland Center Historic District in Wayland, MA with the PBS "This Old House Program"

-Chair/Vice Chair/member Wayland Historic District Commission – 1995-2014

-Chair/member Sudbury Historical Commission – 2015 to present

-Member Sudbury Historic District Commission – 2022 to present

-Member of the following Historical Societies: Sudbury, MA, Wayland, MA, Warner, NH and Sunapee, NH

-Historic New England Member

Diana E. Warren
32 Old Framingham Road
Sudbury, MA 01776

Resume

Sudbury Historical Commission, 2015 to present; Vice Chair 2019 to present: Demolition Delay Bylaw review process, wrote and advocated for successful CPC and MHC 2020 grant applications for community-wide Historic Preservation Plan project, lead on NHPA Section 106 review to protect NRHP eligible historic district, advocate for preservation of c 1740 Stone Tavern Farm, genealogical research on family properties of historical significance in Sudbury

Sudbury Community Preservation Committee 2016-2022

National Division Vice Chair, American Heritage Committee, National Society Daughters of the American Revolution, 2019 to present

Massachusetts State Chair, Historic Preservation Committee, Massachusetts Society of the Daughters of the American Revolution, 2019 to present

Chair, Historic Preservation Committee, Wayside Inn Chapter, Daughters of the American Revolution, 2019 to present: local preservation advocacy

Former Member, Historic Districts Commission, Wayland, MA 2001- 2010: involved with creation and expansion of local historic districts, Certificate of Appropriateness application review process, and NHPA Section 106 reviews.

Former Counselor, New England Historic Genealogical Society, Boston, MA 2013 – 2017

Member: Historical Society Life Member, Weston, MA; Historical Society; Wayland, MA; Historical Society; Lincoln MA; Historic Salem, Salem, MA; Pickering House Foundation, Salem, MA

BA History Parsons College

Former Pension Trust Officer and Plan Administrator, New England Financial, Boston MA

Diana Peck Cebra

Sudbury, MA | 978.877.2618 | diana.cebra@gmail.com

Education

- Indiana University, Bloomington-Indianapolis, IN
 - Bachelor of Science, Nursing | 1975
 - Post Graduate Studies, Oncologic Nursing
- Massachusetts Master Gardeners' Association
 - Massachusetts Master Gardener | 2017

Professional Experience

2011 – Present

Member | Sudbury Historic Commission | Sudbury, MA

Town appointed member, oversee the preservation of historic buildings and landmarks.

2017 – Present

Board Member | Sudbury Historic Society | Sudbury, MA

Oversee historic society activities and the development of the Sudbury History Center.

2017 – Present

Master Gardener | MA Master Gardeners' Association | Various Locations, MA

Project team member of the historic gardens at the Codman Estate in Lincoln, MA and the Lyman Estate in Waltham, MA.

2012 – Present

Board Member | Sudbury Garden Club | Sudbury, MA

Maintain various public spaces around New England and engage youth in nature programs.

2010 – 2016

Volunteer Educator | Garden In The Woods | Framingham, MA

Conducted tours for third through fifth grade students aligned with Massachusetts curriculum.

Awards & Acknowledgements

- Museum of Fine Arts – Art in Bloom Recognition (2010, 2011, 2021)

Interest, Competence, or Knowledge of Historic Preservation

- Continuing studies focused on historic gardens and horticulture around New England.

Sudbury Historical Commission (SHC) Resume

Jan Costa (Janet)

35 Maple Ave, Unit 902; Sudbury, MA 01776
(617) 775-5364 Jl.costa01@gmail.com

Education

M.B.A: Northeastern University
M.S. Physical Therapy: Duke University
B.A. Biology, cum laude: University of North Carolina, Chapel Hill

Professional Accomplishments

Senior Whole Health 2011-2014

Contract Manager

Co - led the development, implementation, and negotiations of SWH's provider based shared saving models, including quality incentives. Led the development of reporting tools to support the risk arrangements.

HealthAlliance with Physicians, Inc. 2002 – 2011

Director of Managed Care

Negotiated contract revenue, financial risk parameters, hospital and physician payment, quality incentive payment and other contract provisions with Tufts, BCBSMA and Harvard Pilgrim Health Care for commercial and Medicare Advantage products.

Harvard Pilgrim Health Care 1993-2002

Harvard Community Health Plan

Director/Manager, Provider Performance Management and Contracting

Was the senior account executive between HPHC and 39 hospital and physician contracted relationships representing 92,000 commercial members and 15,000 Medicare Advantage Members. Led the development of business strategies for targeted provider groups, including measurement against key clinical, service, and financial targets. Developed, negotiated, and managed commercial and Medicare risk and other contracts for Eastern and Central MA provider groups.

Other:

Emerson Hospital, Managed Care Coordinator, 1991 - 1993

Private Healthcare Systems, Inc., Manager, Client Reporting Services, 1986 – 1991

Northeastern University, Assistant Professor, Physical Therapy, 1979 – 1986

Awards and Acknowledgement

Diamond Award (Harvard Community Health Plan)

Follmer Bronze Merit Award (Healthcare Financial Management Association)

Interest, Competence or Knowledge of Historic Preservation

I have been a resident of Sudbury for many years. Throughout my residency, I have been interested in preservation and conservation. When a 2016 SHC opening was available, I became a commissioner. During my earlier years on the SHC and with a commission focus on the management of the Hosmer House, I was involved in many Hosmer House activities, including organizing a major Hosmer House event (2017 & 2018) with many contributors and stakeholders. As the SHC evolved towards an increased focus on the preservation of buildings, structures, landscapes, archaeological sites and so forth, I led the development of demolition delay bylaw educational materials for the public. This included research into other town's demolition delay by laws, their website educational materials, plus coordination with the Massachusetts Historical Commission. I am currently the SHC treasurer, managing two fund sources. My knowledge of preservation is derived from "on the job" learning, attendance at various symposia and conferences, and through research. I bring solid project management skills to the SHC.

CHRISTOPHER B. DURALL

Phone: (617) 875-7259
Email: ch112517@chboston.org

EXECUTIVE SUMMARY

Multi-faceted leader with a proven record of 20+ years of experience in the areas of healthcare management. Extensive background as a business management and human resources partner adept at strategizing and leading diverse and remote teams to bring about fundamental change and improvement in strategy, process, and profitability – both as a leader and an individual contributor.

CORE COMPETENCIES

- Operational and Capital Budget Management
- Human Resource Management
- Regulatory Compliance
- Customer Service
- Resource Management
- Financial Planning and Analysis
- Lean Six Sigma (Yellow Belt)
- Notary Public

PROFESSIONAL EXPERIENCE

Boston Children's Hospital
Patient Services Administrator III

Since 2004
February 2011 to Present

- Directly responsible for operating budget exceeding \$26 million and staff of 123 FTEs.
- Increased annual operating revenue by 68% over five years to \$84 million.
- Manages daily operational issues and problems for several satellite departments on matters of billing, administrative procedure, budgets and personnel through direct action, advice, and liaison with other managers as necessary.
- Supervision of all ancillary staff including interviewing, hiring, orientation, discipline and promotion.
- Acts as administrative liaison between satellite departments and main hospital. Serves on institutional committees.
- Ensures departmental compliance with regulatory programs and agencies as well as hospital policy and procedure.

Senior Patient Experience Representative

October 2004 to February 2011

- Coordinated interdepartmental meetings and schedules as well as hospital wide conferences (Grand Rounds, Radiation Safety, Small Animal Imaging Lab).
- Managed daily administrative operations, including budget monitoring, expense tracking, and accounting.
- Developed and edited submissions for grant proposals. Prepared and submitted annual reports for post award activity. Awarded funding by NIH for a microMR (\$10 - \$1,970,000 (May 1 2009-April 30 2010)). Submitted grants for a microSPECT/CT (\$10) and Orphan Drug study (R01)
- Prepared, reviewed, and edited submissions to peer reviewed journals.
- Coordinated meetings and training sessions for the small animal imaging laboratory (BCH SAIL).
- Designed and published the department's internet home page, research page, and small animal imaging laboratory page.

American Medical Response
Communications Supervisor

1994 to 2004
February 1994 to July 2004

- Planned, budgeted and directed daily operations of a large ambulance call center serving a total population of 500,000.
- Administered departmental policy; created systems to increase quality and productivity.
- Trained and supervised 11 employees in Emergency Medical Dispatching. Directed all purchasing, materials management and computer repair/upgrades.
- Designed regular and ad-hoc reports for internal and external use to validate system compliance, employee performance, forecast staffing levels and vehicle placement.
- Quickly mastered new computer aided dispatch system (TriTech-VisiCAD). Trained 20+ staff members on system in two weeks.
- Interviewed and hired all staff for dispatch center. Able to motivate staff toward high morale and productivity, while limiting turnover.
- Represented department at community meetings, council forums, and emergency management sessions.

CHRISTOPHER B. DURALL

Phone: (617) 875-7259
Email: ch112517@chboston.org

EDUCATION

- Bachelor of Science Degree – Emporia State University, Emporia, KS. 1991
- Master of Science Degree – University of Maryland Global Campus, Adelphi, MD. 2014

AFFILIATIONS, CERTIFICATIONS, AND CREDENTIALS

- National Association of Underwater Instructors (NAUI), Instructor 1991-Present
- Member, Upsilon Phi Delta 2014-Present
- Member, American College of Healthcare Executives 2009-Present
- National Association for Healthcare Quality certification (CPHQ) 2019-Present
- Member, Town of Sudbury Historical Commission 2021-Present

I have had a personal interest in genealogy since 1990, which has since expanded into the preservation of historic documents. I have assisted various genealogical societies with projects, especially with the transcription and digitization of early community records.

Steven H. Greene

36 Elaine Road, Sudbury, MA 01776, 978-549-5608, shgreene@aol.com

Education

University of Michigan, Ann Arbor, MI

BS, 1963

Conservation Education

Professional Experience

1965-1967, School Camping Department, Newton Public Schools, Newton, MA

1967-2003, 8th Grade Science Teacher, Brooks School, Lincoln, MA

2003-2011, Substitute Teacher, Brooks School, Lincoln, MA

Publications and Programs

Patriot Covers. 1974-1981. A series of 49 commemorative covers celebrating the 200th anniversary of Revolutionary War events.

The Hosta Finder, 1995-2016. A directory published annually to identify and locate sources for the Genus Hosta.

Graduates of the Lincoln Public Schools, 1918-2015. Includes a history of school buildings in Lincoln attended by over 5000 students.

"Letters from Sudbury, A History of the Postal Service" Power Point presentation given at the November, 2019 meeting of the Sudbury Historical Society.

"Mystery of Three Gravestones" A joint Power Point presentation with Elin Neiterman delivered at the virtual annual meeting of the Sudbury Historical Society, June 8, 2021.

"Thoreau's Birds" An exhibit of carved birds with notes from his journals. Installed at the Sudbury Historical Society Museum, June 8, 2022. Also includes a history of bird carving in America from 1870 to 1970.

Interest

A growing awareness of the importance of identifying and preserving the past motivates me to bring historical research to a wider audience in the hope that it will generate more community support for the role of the Sudbury Historical Commission.

June 6,2022

CLG Program Coordinator
 Preservation Planning Division
 Massachusetts Historical Commission
 220 Morrissey Boulevard
 Boston, MA 02125

Re: Certified Local Government Application

Dear Sir/Madam:

This Letter is provided to you as part of Part III of the Town of Sudbury's Certified Local Government Application.

I have been a Sudbury resident for over thirty years. One of the primary reasons for moving to Sudbury was its architectural and agricultural beauty along with its rich historical heritage. Unfortunately, over the past thirty years I have seen some of the beauty wane: farms turned commercial, period homes altered or demolished and historic structures neglected. On the other hand, I've seen many Town committees, volunteers and employees strive to preserve Sudbury's unique history.

While I was working fulltime and raising a family, I was able to participate in, and expose my children and school groups to, events and activities that featured Sudbury's history, but only on a limited basis. Once my children were grown and my work became less demanding, I was able to become more involved in the preservation of Sudbury's history. I began by volunteering as a docent at one of Sudbury's Historical properties, the 1793 Hosmer House. I provided tours of the House which features an extensive collection of Florence Hosmer's paintings, furniture and personal belongings. I also assisted in the maintenance and upkeep of the House and the preservation of the paintings, books, artifacts, furniture, etc..

Presently, I am also a commissioner on the Sudbury Historical Commission. Although, I do not have a degree in architecture, history (I do have a minor in art history) or archeology, I believe that my commitment to local preservation, my willingness and ability to learn quickly, and my professional experience as an attorney have allowed me to become an effective and valued member of the Commission.

As a Commissioner, I continue to be involved with all aspects of the Hosmer House. I am also responsible for obtaining house markers for historic homes and managing the cleaning of grave markers for our historic cemeteries. I have participated in the inventorying of historic properties and am

presently participating in the development of a Communitywide Historic Preservation Plan. I have also been involved with raising Community awareness of the Hosmer House through participation in Town fairs, programs and events. I continually provide guidance on interpretation and drafting of Commission documents and assist in the administration of the Town's Demolition Delay Bylaw. Finally, I work in conjunction with other Commission members, town bodies and residents to preserve Sudbury's historical structures and artifacts when confronted with their destruction or alteration.

I recently have been recommended to serve another three year term on the Commission. I am looking forward to, and am committed to, working with my Commission members, other Town committees and groups, and private citizens to preserve the historical, architectural , and archeological assets of Sudbury.

Very truly yours,

A handwritten signature in cursive script that reads "Marjorie A. Katz".

Marjorie A. Katz
Sudbury Historical Commissioner

Kathryn J. McGrath

39 Pilgrims Path, Sudbury Massachusetts, 01776 | 502.931.3743 | kathrynjmcg@gmail.com

Education

- Boston Architectural College, Boston, Massachusetts
- Graduate Certificate | 2021
- Historic Preservation
- The Ohio State University, Columbus, Ohio
- M.A. | 1993
- Anthropology, all four subfields with archaeology focus
- The Ohio State University Columbus, Ohio
- B.A. | 1990
- Anthropology with cultural anthropology focus and English minor with folklore emphasis
- with distinction in Anthropology, with honors in the Liberal Arts, *summa cum laude*

Professional Experience

2007 – 2019

Vice President of Operations | Corn Island Archaeology LLC. | Louisville, Kentucky

Responsibilities during 25-to-30-hour workweeks included planning projects, archival research, public archaeology, field reconnaissance and excavation on both historic and precontact sites, office management, report management, and laboratory management. Laboratory analysis included eighteenth- through twentieth-century historical materials as well as precontact materials.

1993 – 1999

Co-Laboratory Supervisor, Assistant Project Manager, Crew Chief | R. Christopher Goodwin & Associates, Inc. | Frederick, Maryland

Responsibilities included field reconnaissance and excavation on both historic and precontact sites; public archaeology; and laboratory management. Laboratory analysis included Native ceramic, Native lithic, and usewear analyses.

Awards & Acknowledgements

- Jefferson Square Master Plan, initial contribution to team led by MKSK for Louisville Metro Parks, which won the Kentucky Association of Landscape Architects' 2019 Merit Award in Planning and Analysis.
- Locust Grove National Historic Landmark Master Plan, completed with team led by Gresham Smith and Partners for Louisville Metro Parks, which won the Kentucky Association of Landscape Architects' 2015 Merit Award in Planning and Analysis.

Interest, Competence, or Knowledge of Historic Preservation

- Ms. McGrath has contributed to numerous master plans, cultural resources sensitivity assessments, and historic contexts for parks, public works, transportation agencies, and other institutions. Contributions to local societies and communities continues to be a focus.

Frederick E. Taylor
 38 Cider Mill Road
 Sudbury, Massachusetts 01776
 E: Fmrdm@comcast.net
 978-443-3658

CV for Certified Local Government

Relevant Employment and Experience

- Proprietor of Sudbury Joinery: part-time cabinetmaker - period furniture and interior design and construction. SudburyJoinery.com, 1985-2016.
- Experienced in traditional house building – I have restored an 1844 house, designed and built house additions and a Vermont barn, and worked on the three houses I have owned. I have a working knowledge of almost all aspects of traditional house building.

Education:

- Institute of Classical Architecture and Art, Certificate in Classical Architecture
- Boston University, Certificate of Advanced Graduate Study in Philosophy and Education,
- Boston University, Master of Music
- Eastman School of Music, Bachelor of Music

Relevant Self-Publication

- American Castle: A Photo Essay On 19th Century Mills And Factories Of New England, 2012

Relevant Professional memberships

- Society of American Period Furniture Makers
- Guild of New Hampshire Woodworkers
- National Association of Watch and Clock Collectors

Other

- Historic preservation: Member of the Sudbury Historic Districts Commission, 2012-present; Chair, 2013-present

SUSANNA C. FINN

58 Hudson Rd., Sudbury, MA 01776

susannafinn@gmail.com · 516-702-9240 · linkedin.com/in/susannafinn/

INTEREST AND KNOWLEDGE OF HISTORIC PRESERVATION

- Vice Chair of the Sudbury, MA Historic Districts Commission
- The Vernacular Architecture of Early New England Course, Historic Deerfield, March-April 2021
- Introduction to Historic Preservation Planning, Massachusetts Historical Commission, Feb. 2021
- Establishing Local Historic Districts, Massachusetts Historical Commission, Jan. 2021
- New Hampshire Preservation Alliance Old House & Barn Expo, 2018

I am the proud owner of a beautiful antique home in the Sudbury Town Center Historic District (c. 1790), as well as a property in Somerville, MA built in 1910. After seeing many homes irrevocably altered, I see the great importance of preservation and protection of these buildings, structures, and properties. Attending courses and reading books on antique homes and architecture has broadened my knowledge of preservation. I attend Sudbury Historical Society events and fundraisers, and continue my research to deepen my understanding and appreciation of Sudbury and New England's history. I am interested in the history of a home and property, how to maintain and preserve it, and how to do so appropriately for the needs of the 21st century.

EDUCATION

Doctor of Philosophy (2012), Master of Arts (2007)

Astronomy | Boston University | Boston, MA

Bachelor of Science (2005)

Mathematics-Physics | Brown University | Providence, RI

PROFESSIONAL EXPERIENCE

National Aeronautics and Space Administration (NASA) Headquarters | Washington, DC

Program Scientist, Heliophysics Division (2021 - Present)

University of Massachusetts Lowell – Lowell Center for Space Science and Technology | Lowell, MA

Research Scientist (2016 - Present)

Postdoctoral Research Fellow (2014 - 2016)

New England College of Optometry | Boston, MA

Postdoctoral Research Associate (2011 - 2013)

Boston University | Boston, MA

Research Assistant (2006 - 2011)

SUSANNA C. FINN

SELECTED VOLUNTEER AND CIVIC SERVICE

Historic Districts Commission | Sudbury, MA

Vice Chair (November 2020 - Present)

Commissioner (August 2020 - November 2020)

Black Cat Rescue | Somerville, MA

Assistant Director (2015 – Present)

Sudbury Senior Center | Sudbury, MA

Volunteer (2019 - 2021)

Somerville Elections | Somerville, MA

Volunteer (2012)

Attachment 20.b: Sudbury CLG Application 221017 (5579 : Authorize chair to sign CLG certification agreement)

Education	2003	Harvard University Graduate School of Design - Cambridge, MA Master of Architecture
	1998	Williams College – Williamstown, MA Bachelor of Arts with Honors in Studio Art
Professional Experience	01.20-Present	Shelter Design Studio, Inc. – Sudbury, MA – <i>President</i> Designing thoughtful and innovative homes while guiding homeowners through project budgeting, scheduling, and construction. Setting proper expectations to ensure that project goals are met.
	01.19-12.19	Shepherd PMC – Somerville, MA – <i>Partner</i> Owners representatives in residential design and construction. We shepherd owners, architects, and builders to create homes that inspire. We use our experience to guide and represent owners through all phases of their projects from conceptual planning, budgeting, pre-design, and scheduling, through design, construction, project delivery, and long-term maintenance. We create teams to work in harmony to exceed the owners' goals. We deliver value for owners while ensuring success for consultants and contractors.
	09.14-01.19	Cutting Edge Homes, Inc. – Ashland, MA – <i>Chief Designer / Chief Operating Officer</i> Introduced systems and processes to a quickly growing design build company. Hired and trained a new construction team. Hired a new design team and brought design in house. Increased the quality of design and construction to a very high level while increasing profitability. Responsibilities included managing the overall company operations and strategies; managing the design team and construction management team; high level management across all projects; conceptual design and design detailing across all projects; client, subcontractor, and employee relations; future strategies; sales and marketing support
	09.13-08.14	Crosby Real Estate – Boston, MA – <i>Real Estate Project Manager</i> Managed design and construction projects for the private residences of a highly private, high net worth extended family. Responsible for representing the owner through all phases of construction from pre-design through project closeout. Responsibilities included feasibility studies, preliminary budgets, design and design review, engineering review, project budgets and funding reports, cost tracking, client and trust reporting and communication, design and construction team coordination, and contract negotiations and management.
	02.10-08.13	Gilman Guidelli & Bellow Company – Somerville, MA – <i>Project Manager</i> Managed residential construction projects. Responsible for client and architect communication, subcontractor relations, estimating, purchasing, contracts, subcontracts, project finances, project coordination, project staffing, and project schedules. Projects: Bullerjahn Residence addition and complete renovation, Marion, MA – <i>Project Manager</i> Clements-Heseltan Residence addition and renovation, Concord, MA – <i>Project Manager</i> Hresko Residence addition and renovation, Brookline, MA – <i>Project Manager</i> Gullickson Residence conservatory addition, Jamaica Plain, MA – <i>Project Manager/Designer</i> Responsible for design and construction Tobias Residence addition and renovation, Newton, MA – <i>Project Manager</i> Falk Residence complete reconstruction, Marblehead, MA – <i>Project Manager</i> LEED for Homes Silver Negroponte-Porter Residence renovation, Cambridge, MA – <i>Project Manager</i> Beir Residence den addition and renovation, Winchester, MA – <i>Project Manager/Supervisor</i>
	06.06-07.09	Marc Truant & Associates, Inc. – Cambridge, MA – <i>Project Manager</i> Managed multifaceted institutional and residential construction projects. Performed pre-construction services, bidding, marketing, and business development. Responsible for client

communication, subcontractor relations, purchasing, contracts, subcontracts, project finances, project coordination, and project schedules.

Projects:

First Baptist Church Reconstruction, Jamaica Plain, MA – *Project Manager*

Collaborated with Owner and Architect to develop budget conscious scope and phasing for the reconstruction of a fire ravaged, historic church. Managed complex phases of construction.

1131 Massachusetts Ave. Hotel Pre-Construction, Cambridge, MA – *Project Manager*

Strano Lab, MIT Building 66, Cambridge, MA – *Project Manager*

Yildiz Lab, MIT Building NW13, Cambridge, MA – *Project Manager*

Gradecak Lab, MIT Building 13, Cambridge, MA – *Project Manager*

172 Beacon Street Residence, Boston, MA – *Project Manager*

11.04- **Anmahian Winton Architects** – Cambridge, MA – *Project Designer*

04.06 Designed residential projects. Collaborated with clients and principal to develop and implement scope. Managed and produced presentation materials and documentation through all phases of design and construction. Responsible for client communication and construction administration. Coordinated with engineers, consultants, and contractors.

Projects:

Suzman Residence new construction, Austerlitz, NY – *Project Designer*

Maes-Sims Residence renovation, Cambridge, MA – *Project Designer*

Conway Residence new construction, Telluride, CO – *Design Development Team*

07.02- **Hashim Sarkis Architecture & Urban Design** – Cambridge, MA – *Project Designer*

11.04 Designed residential and institutional projects. Produced presentation materials and documentation through all phases of design and construction. Responsible for client communication and construction administration. Coordinated with engineers, consultants, and contractors. Worked on four-person team to create new office identity and structure.

Projects:

Al-Baqaa' Housing Cooperative, Tyre, Lebanon – *Project Designer*

Boston Society of Architects/AIA 2008 Design Award

Dana House addition and renovation, Cambridge, MA – *Project Designer/Manager*

R. Moawad Foundation: Community Center, Medjlaja, Lebanon – *Project Designer*

Competition:

ELEMENTAL: Low-Income Housing, Chile – *Design Team*

Honorable Mention

Summer **Dennis Wedlick Architect** – New York, NY/Basalt, CO – *Staff Designer*

2001 Assisted with design development, produced construction documents, reviewed shop drawings, coordinated with engineers, and assisted with construction administration and client communication for a major developer. Worked closely with principal on schematic design of several single-family homes. Assisted with the establishment of a new office in Basalt, CO.

Projects:

08.97 Boundary Townhomes: River Valley Ranch, Carbondale, CO

Westside Homes: River Valley Ranch, Carbondale, CO

Competition:

Airport Ranch: Subsidized Housing, Aspen, CO

1999- **Personal Work**

Present Designed and produced various works of art and architecture

Projects:

Personal Residence, Sudbury, MA

Private Residence, Tuftonboro, NH

Private Residence, Malden Bridge, NY

Private Residence, Slingerlands, NY

Dream House in 350 SF, New York, NY

House for a Tree, Malden Bridge, NY

**Related
Experience**

11.19- 04.21	Town of Sudbury – Sudbury, MA – <i>Associate Member</i> Planning Board
10.19- 04.21	Town of Sudbury – Sudbury, MA – <i>Member at Large</i> Community Preservation Committee
06.21- Present	Town of Sudbury – Sudbury, MA – <i>Member</i> Planning Board
02.20- Present	Town of Sudbury – Sudbury, MA – <i>Member</i> Permanent Building Committee
05.20- Present	Town of Sudbury – Sudbury, MA – <i>Member</i> Historic Districts Commission
09.01- 02.03	Harvard University Graduate School of Design – Cambridge, MA – <i>Teaching Assistant</i> “Analysis and Design of Building Structures I” – Professor Martin Bechthold “Analysis and Design of Building Structures II” – Professor Martin Bechthold
09.96- 06.98	Williams College – Williamstown, MA – <i>Teaching Assistant</i> “Sculpture: Cardboard and Wood Plus” – Professor Amy Podmore “Sculpture: Metal and Plaster Plus” – Professor Amy Podmore

Associations

2007- 2010	Associated General Contractors of Massachusetts – Wellesley, MA Young Contractors Council Executive Committee
2007- 2010	Boston Society of Architects/AIA – Boston, MA Emerging Professionals Network

Skills

Timberline, Microsoft Project, Microsoft Office Suite, Adobe Photoshop, Adobe Illustrator, Adobe Acrobat, AutoCAD (2D and 3D), VectorWorks, FormZ, 3D Studio Max, SketchUp

**Honors
Awards
Publications
Exhibitions**

2019	NARI CotY Gold Award – Residential Addition \$200,000 and Over – Wellesley Residence
2019	NARI CotY Silver Award – Entire Home \$500,000 and Over – Lincoln Residence
2017	NARI CotY Silver Award – Entire Home \$500,000 and Over – Newton Residence
2015	NARI CotY Gold Award – Residential Kitchen \$150,000 and Over – Brookline Residence
2011	Guest Critic: Rhode Island School of Design, Providence, RI
2010	Exhibition: <i>Untitled</i> , Solo Show, Phoenix Gallery, New York, NY
2008	Award: <i>BSA/AIA Design Award</i> under Hashim Sarkis Architecture & Urban Design
2008	Guest Critic: Boston Architectural College, Boston, MA
2003	Guest Critic: Harvard GSD Career Discovery, Cambridge, MA
2002	Guest Critic: Harvard GSD Career Discovery, Cambridge, MA
2001	Exhibition: <i>Studio Works 2000-2001</i> , Gund Hall Gallery, Harvard GSD, Cambridge, MA
2001	Publication: <i>Studio Works 9</i> , Harvard GSD
2001	Publication: “House for a Tree”, New York Times: House and Home Jan. 18, 2001
1999	Guest Critic: Williams College, Williamstown, MA
1998	Award: <i>Hubbard Hutchinson 1917 Memorial Fellowship</i> for excellence in fine arts
1998	Award: <i>Berkshire Art Association Fellowship</i> for excellence in fine arts
1998	Exhibition: <i>The Senior Show</i> , Williams College Museum of Art, Williamstown, MA
1997	Exhibition: <i>Untitled</i> , Solo Show, Spencer Art Gallery, Williams College, Williamstown, MA

TARYN TREXLER**253 Concord Road, Sudbury, MA 01776 - taryntrexler@gmail.com****EDUCATION**

University of Pennsylvania, Philadelphia, PA
 Masters in Science, Historic Preservation, May 2009

Wake Forest University, Winston-Salem, PA
 Bachelor of Arts, Art History & English, May 2000

WORK EXPERIENCE*Parenting Sabbatical* - Present

Independent Consultant - Historic Preservation - Present
 Independent historic preservation consultant providing architectural surveys, reports, and research.

Lower Merion Conservancy, Gladwyne, PA - 2010
 Historic Neighborhood Survey.

Center for Research on Preservation & Society, Univ. of Pennsylvania, Philadelphia, PA - 2009-2010
 Co-author of a Cultural Landscape Report for El Morro National Monument (Ramah, NM).

Ketchum Public Relations, San Francisco, CA and Washington, DC, 2001-2007
 Communications management with a strong focus on non-profit, arts, and corporate social responsibility programming.

RELEVANT VOLUNTEER EXPERIENCE

Sudbury Historic Districts Commission - 2021 - Present
 Sudbury Historical Commission - 2019-2022
 Lower Merion Township Historical Commission - 2010-2012
 Lower Merion Conservancy Historic Preservation Advocacy Committee - 2009-2012

ADDITIONAL RELEVANT COURSEWORK & EXPERIENCE

Univ. of Pennsylvania School of Design, Philadelphia, PA
 • Teaching Assistant - International Conservation Program, Mount Edgumbe House & Country Park (Plymouth, U.K.)
 • Teaching Assistant - Digital Media Applications for Historic Preservation
 Section 106 Essentials - U.S. Advisory Council on Historic Preservation

ADAM L. DUCHESNEAU, AICP
 Planning & Community Development Department
 278 Old Sudbury Road • Sudbury, MA 01776
 978-639-3398 • DuchesneauA@Sudbury.MA.US

PROFESSIONAL EXPERIENCE

Town of Sudbury Planning & Comm. Development Department, Sudbury, MA Feb. 2019 to Present
Director of Planning & Community Development

- Serves as the chief officer for all planning and community development activities of the Town
- Advises and assists all Town officials, boards, committees, and commissions with issues involving planning, zoning, land management, development/redevelopment, and affordable housing
- Develops, coordinates, and prioritizes annual and long-range planning goals and objectives
- Supports the Planning Board, Zoning Board of Appeals, Historic Districts Commission, Historical Commission, Housing Trust, Community Preservation Committee, and Design Review Board

Town of Boxborough Planning Department, Boxborough, MA May 2014 to February 2019
Town Planner

- Coordinated and integrated planning, zoning, and development issues spanning multiple boards/committees
- Advised Town boards, officials, developers, landowners, and others concerning the applicability, interpretation, intent, and purpose of the Town's land use regulations and permitting procedures
- Organized long-range community and regional planning initiatives for the Town including economic development goals, affordable housing strategies, open space preservation, and land use regulation

City of Melrose Office of Planning & Comm. Development, Melrose, MA December 2012 to May 2014
Assistant Planning Director

- Performed complex technical and professional work in current and long-range planning, land use development, and the implementation of policies, programs, and regulations
- Reviewed all major land use proposals, including significant residential and commercial development projects
- Provided support to the Planning Board, Historic District Commission, and Redevelopment Authority

City of Somerville Planning & Zoning Division, Somerville, MA November 2010 to December 2012
Planner

- Analyzed and provided recommendations on Special Permit, Variance, and Site Plan Approval applications
- Staffed meetings for the Zoning Board of Appeals, Planning Board, and Design Review Committee

Concord Square Planning & Development, Inc., Boston, MA June 2006 to November 2010
Planner

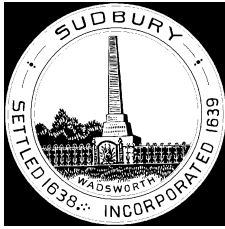
- Performed technical and community process work for municipal and development clients related to M.G.L. Chapter 40R Smart Growth Zoning, and various local zoning or planning initiatives
- Responsibilities also included GIS mapping, graphic design layouts, database management, and data analysis

PROJECT EXPERIENCE

- Town of Sudbury Master Plan Update (2021)
- Town of Boxborough Master Plan (Boxborough2030) Update (2016)
- 2017 MassWorks Infrastructure Program Grant – Route 111 Pedestrian Improvement Project
- Town of Boxborough Open Space and Recreation Plan 2015-2022
- Town of Boxborough Housing Production Plan (2015)
- M.G.L. Chapter 40R Smart Growth Zoning Applications for Six Communities

EDUCATION

- **Cornell University**, Master of Regional Planning, City and Regional Planning
- **University of Wisconsin-Madison**, Bachelor of Science, Natural Resources



Sudbury Massachusetts
Application for Sudbury Historical Commission and Historic Districts
Committee

June 7, 2022

Name: Beth Perry

Number: 978-639-3389

Address: 278 Old Sudbury Road

E-Mail Address: perryb@sudbury.ma.us

Years worked in Sudbury: 7

Please indicate municipal service experience as well as Boards and Committees you are currently working with:

Planning & Community Development Department

- Planning and Zoning Coordinator, January 2020 – Present

Town Clerk's Office

- Vital Records Administrator, December 2015 – January 2020

Coordinator for the following Boards and Commissions;

- Historical Commission
- Historic Districts Commission
- Zoning Board of Appeals
- Design Review Board

Have you worked professionally in the field of architecture, history, architectural history, planning, prehistoric archaeology, historic archaeology, folklore, cultural anthropology, conservation, landscape architecture or related disciplines?

No

Other: interests, knowledge, certification or experience in historic preservation:

None

MEMORANDUM OF UNDERSTANDING BETWEEN
THE
SUDBURY HISTORIC DISTRICTS COMMISSION
THE
SUDBURY HISTORICAL COMMISSION
AND THE
MASSACHUSETTS HISTORICAL COMMISSION

This Memorandum of Understanding (MOU) is developed in accordance with Section II, Part B of the Guidelines for Implementation of Certified Local Government Programs in Massachusetts. The MOU is necessary to implement the CLG requirements for public participation in communities with separate historical commissions and district commissions. The MOU outlines the responsibilities of the Certified Local Government in terms of the specific duties to be carried out by the Historic Districts Commission (HDC) and the Local Historical Commission (LHC).

As outlined in the Guidelines and the Certification Agreement, the basic responsibilities of the CLG include: enforcement of local preservation legislation, maintenance of an adequate and qualified historic preservation review commission, participation in the Massachusetts National Register Program, maintenance of a system for survey and inventory of historic properties, and the provision of adequate public participation in local preservation programs.

Traditionally, the enforcement of local preservation legislation by a qualified historic preservation review commission has been the responsibility of the historic districts commission; the local historical commission has administered matters relating to the National Register, and has been responsible for carrying out the comprehensive community-wide survey. Under the CLG program, the two commissions can continue to perform their respective duties independently.

However, in order to fulfill their function as a CLG, the two commissions must each take additional responsibility for the provision of public participation in local preservation programs. The commissions must act jointly to coordinate their activities, and to provide ongoing communication with the MHC. A CLG coordinator must be appointed to handle this coordination and communication.

The following is a list of the required responsibilities of the CLG coordinator, and of the LHC and the HDC for the provision of public participation in local preservation programs.

Please place an "X" next to each item below, and describe any additional duties to be carried out by either commission:

RESPONSIBILITIES OF THE CLG COORDINATOR:

- X 1. Attends MHC training sessions for CLGs.
- X 2. Transmits National Register Nominations and CLG Reports to MHC.
- X 3. Solicits recommendation of the chief elected official regarding potential nominations to the National Register.
- X 4. Notifies chief elected official of vacancies on commissions.
- X 5. Regularly attends meetings of both commissions.
- X 6. Receives all minutes from both commissions.
- X 7. Collects materials from each commission for Annual Report
- X 8. Organizes the annual joint meeting of two commissions.
- X Other _____

RESPONSIBILITIES OF THE HISTORIC DISTRICTS COMMISSION:

- X 1. Enforces local preservation legislation.
- X 2. Holds meetings at regular intervals at least four times a year.
- X 3. Properly notices and conducts meetings in accordance with the Open Meeting Law and the local preservation ordinance or bylaw.
- X 4. Makes decisions in a public forum.
- X 5. Maintains accurate minutes of all commission actions, which include criteria upon which decisions were made.
- X 6. Holds annual joint meeting with Local Historical Commission to discuss respective responsibilities of HDC and LHC for local preservation program.

RESPONSIBILITIES OF HISTORICAL COMMISSION

- X 1. Holds meetings at regular intervals at least four times a year.
- X 2. Properly notices and conducts meetings in accordance with the Open Meeting Law and the local preservation ordinance or bylaw.
- X 3. Makes decisions in a public forum.
- X 4. Maintains accurate minutes of all commission actions, which include criteria upon which decisions were made.
- X 5. Holds annual joint meeting with Local Historic District Commission to discuss respective responsibilities of the LHC and HDC for local preservation program.
- X 6. Allows reasonable opportunity for public comment on properties proposed for nomination to the National Register
- X 7. Prepares eligibility opinions for properties proposed for nomination to the National Register of Historic Places.
- X 8. Maintains local inventory of historic and cultural resources.

Other: _____

Date _____
 Chair, Sudbury Historic Districts Commission

Date 10/27/22 Chris Hagger Chris Hagger
 Chair, Sudbury Historical Commission

Date 10/26/2022 Adam L. Duchesneau
 Sudbury Certified Local Government Coordinator

Date _____
 State Historic Preservation Officer

RESPONSIBILITIES OF HISTORICAL COMMISSION

- ___ 1. Holds meetings at regular intervals at least four times a year.
- ___ 2. Properly notices and conducts meetings in accordance with the Open Meeting Law and the local preservation ordinance or bylaw.
- ___ 3. Makes decisions in a public forum.
- ___ 4. Maintains accurate minutes of all commission actions, which include criteria upon which decisions were made.
- ___ 5. Holds annual joint meeting with Local Historic District Commission to discuss respective responsibilities of the LHC and HDC for local preservation program.
- ___ 6. Allows reasonable opportunity for public comment on properties proposed for nomination to the National Register
- ___ 7. Prepares eligibility opinions for properties proposed for nomination to the National Register of Historic Places.
- ___ 8. Maintains local inventory of historic and cultural resources.

Other: _____

Date 10/20/22 [Signature]
 Chair, Sudbury Historic Districts Commission

Date 10/20/22 _____
 Chair, Sudbury Historical Commission

Date _____
 Sudbury Certified Local Government Coordinator

Date _____
 State Historic Preservation Officer