



SUDBURY SELECT BOARD  
TUESDAY MARCH 7, 2023  
7:00 PM, ZOOM

**REVISED**

Please click the link below to join the virtual joint Select Board meeting:

<https://us02web.zoom.us/j/360217080>

For audio only, call the number below and enter the meeting ID on your telephone keypad.

Dial-in number: 978-639-3366 or 470-250-9358

Meeting ID: 360 217 080

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
PUBLIC HEARING			
1.	7:15 PM	VOTE / SIGN	As the Local Licensing Authority, vote on whether to approve the application of Sudbury Sundries, Inc, d/b/a Sudbury Sundries, 100 Boston Post Rd., Sudbury, for a Package Store License for the Sale of Wine & Malt Beverages, under G. L. Ch. 138, s.15, Ashraf Youssef, Manager. The premises proposed to be licensed (i.e., 100 Boston Post Road) is described as: Left unit of a 2-unit commercial building. Single entrance in the left front and single exit in the rear. Approximately 2600 Sq. Ft.
MISCELLANEOUS			
2.		VOTE	Discussion/vote on First Parish License
3.			Select Board FY24 budget presentation by Town Manager Sheehan. Finance Director Dennis Keohane and Assistant Town Manager Maryanne Bilodeau will be in attendance.
4.		VOTE	Discussion on 2023 Annual Town Meeting articles: consent calendar; positions on articles; other.
5.		VOTE	Discussion regarding 2023 Annual Town Meeting logistics, process, calendar, and other topics.
6.		VOTE	Discussion and vote to approve the Select Board's submission to the 2022 Annual Town Report.

*These agenda items are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. Some items may be taken out of order or not be taken up at all. The Chair will strive to honor timed items as best as possible, however, the estimated timing may occasionally be inaccurate.*

Item #	Time	Action	Item
7.		<i>VOTE</i>	Vote to review and possibly approve the open session minutes of 1/30/23.
8.			Upcoming agenda items
9.			Public Comments (cont)
<b>CONSENT CALENDAR</b>			
10.		<i>VOTE</i>	Vote to accept a grant and approve execution of an agreement by the Town Manager between the Massachusetts Department of Environmental Protection and the Town of Sudbury for funding in the amount of \$81,909.31 toward the installation of charging stations at selected areas of Town properties; and further, approve execution of contracts to be signed by the Town Manager with the approval of Town Counsel relative to infrastructure and construction as applicable between the installers and the Town.
11.		<i>VOTE</i>	Vote to approve the appointment of Ken Holtz, 175 Landham Road, as the Conservation Commission's representative to the Bruce Freeman Rail Trail Task Force for a term expiring 5/31/23, to fulfill the term of Richard Morse, as requested by Lori Capone, Conservation Coordinator.
12.		<i>VOTE</i>	Vote to accept a \$1,500 grant from HOPEsudbury to be applied toward Sudbury Police Department's Jail Diversion Program maintained through Advocates, as requested by Chief Nix.
13.		<i>VOTE</i>	Vote to enter into the Town record and congratulate Savannah Lily Butler of Scout Troop 65 for having achieved the high honor of Eagle Scout.

*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, March 7, 2023

**PUBLIC HEARING****1: Sudbury Sundries W&M Beverages Package Store License****REQUESTOR SECTION**

Date of request:

Requestor: Sudbury Sundries, Inc. d/b/a Sudbury Sundries

Formal Title: As the Local Licensing Authority, vote on whether to approve the application of Sudbury Sundries, Inc, d/b/a Sudbury Sundries, 100 Boston Post Rd., Sudbury, for a Package Store License for the Sale of Wine & Malt Beverages, under G. L. Ch. 138, s.15, Ashraf Youssef, Manager. The premises proposed to be licensed (i.e., 100 Boston Post Road) is described as: Left unit of a 2-unit commercial building. Single entrance in the left front and single exit in the rear. Approximately 2600 Sq. Ft.

Recommendations/Suggested Motion/Vote: As the Local Licensing Authority, vote on whether to approve the application of Sudbury Sundries, Inc, d/b/a Sudbury Sundries, 100 Boston Post Rd., Sudbury, for a Package Store License for the Sale of Wine & Malt Beverages, under G. L. Ch. 138, s.15, Ashraf Youssef, Manager. The premises proposed to be licensed (i.e., 100 Boston Post Road) is described as: Left unit of a 2-unit commercial building. Single entrance in the left front and single exit in the rear. Approximately 2600 Sq. Ft.

Background Information:

Application and staff feedback attached

Financial impact expected:\$150 Application Fee, \$1500 Annual Wine &amp; Malt Package Store Fee

Approximate agenda time requested: 15 minutes

Representative(s) expected to attend meeting: Ashraf Youssef, Manager

Review:

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

03/07/2023 7:00 PM



*The Commonwealth of Massachusetts*  
**Alcoholic Beverages Control Commission**  
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
 www.mass.gov/abcc

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
 MONETARY TRANSMITTAL FORM**

**APPLICATION FOR A NEW LICENSE**

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL  
 LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE  
 PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

ENTITY/ LICENSEE NAME

SUDBURY SUNDRIES

ADDRESS

100 BOSTON POST RD

CITY/TOWN

SUDBURY

STATE

MA

ZIP CODE

01776

For the following transactions (Check all that apply):

- |  |   |   |   |
|--|---|---|---|
| <input checked="" type="checkbox"/> New License                        | <input type="checkbox"/> Change of Location   | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal)         | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License                           | <input type="checkbox"/> Alteration of Licensed Premises  | <input type="checkbox"/> Change of License Type (i.e. club / restaurant)  | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock)    |
| <input type="checkbox"/> Change of Manager                             | <input type="checkbox"/> Change Corporate Name  | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement               |
| <input type="checkbox"/> Change of Officers/<br>Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest<br>(LLC Members/ LLP Partners,<br>Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder       | <input type="checkbox"/> Change of Hours                              |
|  | <input type="checkbox"/> Other  | <input type="checkbox"/> Change of DBA                                    |   |

THE LOCAL LICENSING AUTHORITY MUST SUBMIT THIS  
 APPLICATION ONCE APPROVED VIA THE ePLACE PORTAL:

**Alcoholic Beverages Control Commission**  
 95 Fourth Street, Suite 3  
 Chelsea, MA 02150-2358



*The Commonwealth of Massachusetts*  
**Alcoholic Beverages Control Commission**  
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
 www.mass.gov/abcc

RECEIVED  
 BOARD OF SELECTMEN  
 SUDBURY, MA

**APPLICATION FOR A NEW LICENSE**

2023 FEB -7 A 10:12

Municipality

TOWN OF SUDBURY

**1. LICENSE CLASSIFICATION INFORMATION**

**ON/OFF-PREMISES**

On-Premises-12

**TYPE**

\$15 Package Store

**CATEGORY**

Wines and Malt Beverages

**CLASS**

Annual

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

SUDBURY SUNDRIES, INC. DBA/SUDBURY SUNDRIES- S & G WOULD LIKE TO HAVE A RETAIL PACKAGE STORE LICENSE

Is this license application pursuant to special legislation?

☐ Yes ☒ No

Chapter

Acts of

**2. BUSINESS ENTITY INFORMATION**

The entity that will be issued the license and have operational control of the premises.

Entity Name

SUDBURY SUNDRIES INC

FEIN

54-2147713

DBA

SUDBURY SUNDRIES

Manager of Record

ASHRAF YOUSSEF

Street Address

100 BOSTON POST RD SUDBURY, MA 01776

Phone

Email

Alternative Phone

Website

NON

**3. DESCRIPTION OF PREMISES**

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

THE PREMISES IS LOCATED IN THE LEFT COMMERCIAL UNIT OF A TOW UNIT COMMERCIAL STORY BUILDING A SINGLE INTERANCE IN THE LEFT FRONT AND A SINGLE EXIT IN THE REAR. APPROXIMATELY 2600 SQUARE FEET.

Total Square Footage:

4600

Number of Entrances:

1

Seating Capacity:

0

Number of Floors

1

Number of Exits:

2

Occupancy Number:

2

**4. APPLICATION CONTACT**

The application contact is the person whom the licensing authorities should contact regarding this

application. Name:

ASHRAF YOUSSEF

Phone:

Title:

OWNER

Email:

1

Attachment1.a: Sudbury Sundries Wine Malt Package Store App\_SB (5750 : Sudbury Sundries W&M Beverages Package Store License)

## APPLICATION FOR A NEW LICENSE

**5. CORPORATE STRUCTURE**

Entity Legal Structure	Corporation	Date of Incorporation	8/1/2004
State of Incorporation	Massachusetts	Is the Corporation publicly traded?	<input type="radio"/> Yes <input checked="" type="radio"/> No

**6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST**

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:  
**On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers** - At least 50% must be US citizens;  
**Off Premises (Liquor Store) Directors or LLC Managers** - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	Residential Address	SSN	DOB
ASHRAF YOUSSEF	243 W MAIN ST HOPKINTON MA 01748		
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
OWNER /MANAGER/PRESIDENT	100%	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
		<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
		<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
		<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
		<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
		<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input checked="" type="radio"/> Yes <input type="radio"/> No

Additional pages attached?	<input type="radio"/> Yes <input checked="" type="radio"/> No
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**CRIMINAL HISTORY**

Has any individual listed in question 6, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☒ No

## APPLICATION FOR A NEW LICENSE

**6A. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE**

Does any individual or entity identified in question 6, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality
N/A	N/A	N/A	N/A

**6B. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE**

Has any individual or entity identified in question 6, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes ☐ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality
N/A	N/A	N/A	N/A

**6C. DISCLOSURE OF LICENSE DISCIPLINARY ACTION**

Have any of the disclosed licenses listed in question 6A or 6B ever been suspended, revoked or cancelled? Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation
N/A	N/A	N/A	N/A

**7. OCCUPANCY OF PREMISES**

Please complete all fields in this section. Please provide proof of legal occupancy of the premises.

- If the applicant entity owns the premises, a deed is required.
- If leasing or renting the premises, a signed copy of the lease is required.
- If the lease is contingent on the approval of this license, and a signed lease is not available, a copy of the unsigned lease and a letter of intent to lease, signed by the applicant and the landlord, is required.
- If the real estate and business are owned by the same individuals listed in question 6, either individually or through separate business entities, a signed copy of a lease between the two entities is required.

Please indicate by what means the applicant will occupy the premises

Own 

Landlord Name ASHRAF YOUSSEF

Landlord Phone

Landlord Email

Landlord Address

243 W MAIN ST HOPKINTON MA 01748

Lease Beginning Date

Rent per Month

Lease Ending Date

Rent per Year

Will the Landlord receive revenue based on percentage of alcohol sales?

☐ Yes ☒ No

3

## APPLICATION FOR A NEW LICENSE

**8. FINANCIAL DISCLOSURE**

A. Purchase Price for Real Estate	0
B. Purchase Price for Business Assets	0
C. Other * (Please specify below)	0
D. Total Cost	0

\*Other Cost(s): (i.e. Costs associated with License Transaction including but not limited to: Property price, Business Assets, Renovations costs, Construction costs, Initial Start-up costs, Inventory costs, or specify other costs):"

**SOURCE OF CASH CONTRIBUTION**

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
WEBSTER FIRST FEDERAL CRIDET UNION BANK	\$300,000.00
Total	\$300,000.00

**SOURCE OF FINANCING**

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
			<input type="radio"/> Yes <input checked="" type="radio"/> No
N/A	NON	NON	<input type="radio"/> Yes <input checked="" type="radio"/> No
			<input type="radio"/> Yes <input checked="" type="radio"/> No
			<input type="radio"/> Yes <input checked="" type="radio"/> No

**FINANCIAL INFORMATION**

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

N/A
-----

**9. PLEDGE INFORMATION**

Please provide signed pledge documentation.

Are you seeking approval for a pledge? ☐ Yes ☒ No

Please indicate what you are seeking to pledge (check all that apply) ☐ License ☐ Stock ☐ Inventory

To whom is the pledge being made?

--



**10. MANAGER APPLICATION****A. MANAGER INFORMATION**

The individual that has been appointed to manage and control the licensed business and premises.

Proposed Manager Name  Date of Birth  SSN

Residential Address

Email  Phone

Please indicate how many hours per week you intend to be on the licensed premises

**B. CITIZENSHIP/BACKGROUND INFORMATION**

Are you a U.S. Citizen?\*

☒ Yes ☐ No \*Manager must be a U.S. Citizen

If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.

Have you ever been convicted of a state, federal, or military crime?

☐ Yes ☒ No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition
N/A	N/A	N/A	N/A

**C. EMPLOYMENT INFORMATION**

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name

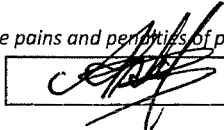
**D. PRIOR DISCIPLINARY ACTION**

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? ☐ Yes ☒ No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation
N/A	N/A	N/A	N/A	N/A

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature



Date

02/06/2023

**11. MANAGEMENT AGREEMENT**

Are you requesting approval to utilize a management company through a management agreement?

☐ Yes ☒ No

If yes, please fill out section 11.

Please provide a narrative overview of the Management Agreement. Attach additional pages, if necessary.

N/A

**IMPORTANT NOTE:** A management agreement is where a licensee authorizes a third party to control the daily operations of the license premises, while retaining ultimate control over the license, through a written contract. *This does not pertain to a liquor license manager that is employed directly by the entity.*

**11A. MANAGEMENT ENTITY**

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in the management Entity (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name	Address	Phone
N/A	N/A	N/A

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
MA Resident			
<input type="radio"/> Yes <input type="radio"/> No			

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
MA Resident			
<input type="radio"/> Yes <input type="radio"/> No			

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
MA Resident			
<input type="radio"/> Yes <input type="radio"/> No			

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
MA Resident			
<input type="radio"/> Yes <input type="radio"/> No			

**CRIMINAL HISTORY**

Has any individual identified above ever been convicted of a State, Federal or Military Crime?

☐ Yes ☐ No

If yes, attach an affidavit providing the details of any and all convictions.

**11B. EXISTING MANAGEMENT AGREEMENTS AND INTEREST IN AN ALCOHOLIC BEVERAGES****LICENSE**

Does any individual or entity identified in question 11A, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages; and or have an active management agreement with any other licensees?

Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality
N/A	N/A	N/A	N/A

**11C. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE**

Has any individual or entity identified in question 11A, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held?

Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality
N/A	N/A	N/A	N/A

**11D. PREVIOUSLY HELD MANAGEMENT AGREEMENT**

Has any individual or entity identified in question 11A, and applicable attachments, ever held a management agreement with any other Massachusetts licensee?

Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Licensee Name	License Type	Municipality	Date(s) of Agreement
N/A	N/A	N/A	N/A

**11E. DISCLOSURE OF LICENSE DISCIPLINARY ACTION**

Has any of the disclosed licenses listed in questions in section 11B, 11C, 11D ever been suspended, revoked or cancelled?

Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation
N/A	N/A	N/A	N/A

**11F. TERMS OF AGREEMENT**

a. Does the agreement provide for termination by the licensee?

Yes ☐ No ☒

b. Will the licensee retain control of the business finances?

Yes ☐ No ☒

c. Does the management entity handle the payroll for the business?

Yes ☐ No ☒

d. Management Term Begin Date

e. Management Term End Date

f. How will the management company be compensated by the licensee? (check all that apply)

☐ \$ per month/year (indicate amount)

☐ % of alcohol sales (indicate percentage)

☐ % of overall sales (indicate percentage)

☐ other (please explain)

**ABCC Licensee Officer/LLC Manager**

Signature:

Title:

Date:

**Management Agreement Entity Officer/LLC Manager**

Signature:

Title:

Date:

**ADDITIONAL INFORMATION**

Please utilize this space to provide any additional information that will support your application or to clarify any answers provided above.

**APPLICANT'S STATEMENT**

I, **ASHRAF YOUSSEF** the: ☐ sole proprietor; ☐ partner; ☒ corporate principal; ☐ LLC/LLP manager  
 Authorized Signatory

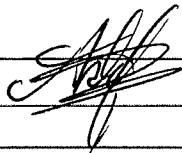
of **SUDBURY SUNDRIES INC**  
 Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature:



Date:

02/06/2023

Title:

OWNER

**ADDENDUM A****6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST (Continued...)**

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name

N/A

Percentage of Ownership in Entity being Licensed  
(Write "NA" if this is the entity being licensed)

N/A

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
		<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input checked="" type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
		<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input checked="" type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
		<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input checked="" type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
		<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input checked="" type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
		<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input checked="" type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
		<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input checked="" type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
		<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input checked="" type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
		<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input checked="" type="radio"/> No

**CRIMINAL HISTORY**

Has any individual identified above ever been convicted of a State, Federal or Military Crime?  
If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☒ No



**ENTITY VOTE**

The Board of Directors or LLC Managers of

SUDBURY SUNDRIES

Entity Name

duly voted to apply to the Licensing Authority of

SUDBURY

City/Town

and the

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on

Date of Meeting

For the following transactions (Check all that apply):

- |  |   |   |   |
|--|---|---|---|
| <input checked="" type="checkbox"/> New License                        | <input type="checkbox"/> Change of Location   | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal)         | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License                           | <input type="checkbox"/> Alteration of Licensed Premises  | <input type="checkbox"/> Change of License Type (i.e. club / restaurant)  | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock)    |
| <input type="checkbox"/> Change of Manager                             | <input type="checkbox"/> Change Corporate Name  | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement               |
| <input type="checkbox"/> Change of Officers/<br>Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest<br>(LLC Members/ LLP Partners,<br>Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder       | <input type="checkbox"/> Change of Hours                              |
|  | <input type="checkbox"/> Other  |   | <input type="checkbox"/> Change of DBA                                |

"VOTED: To authorize

ASHRAF YOUSSEF

Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

"VOTED: To appoint

ASHRAF YOUSSEF

Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true copy attest,

Corporate Officer /LLC Manager Signature

(Print Name)

For Corporations ONLY

A true copy attest,

Corporation Clerk's Signature

(Print Name)

  
Examiner

  
Name  
Approved

C.  
P.  
M.  
R.A.

P.C.

D

# *The Commonwealth of Massachusetts*

William Francis Galvin

Secretary of the Commonwealth

One Ashburton Place, Boston, Massachusetts 02108-1512

## ARTICLES OF ORGANIZATION (General Laws, Chapter 156B)

### ARTICLE I

The exact name of the corporation is:

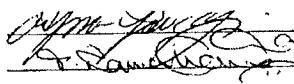
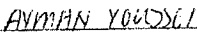
**Sudbury Sundries, Inc.**

### ARTICLE II

The purpose of the corporation is to engage in the following business activities:

1. To operate a convenience store and gas station for sale of oil, gasoline, and related automotive products and groceries; deli type foods, sandwiches, coffee, juice, beverages of whatsoever kind and nature and assorted sundries both at retail and wholesale to the general public, including beer and wine if licensed.
2. To perform any business lawfull in the Commonwealth of Massachusetts which may be performed by a corporation organized under Massachusetts By-Laws Chapter 156B.

*Note: If the space provided under any article or item on this form is insufficient, additions shall be set forth on one or more additional sheets of separate 8 1/2 x 11 sheets of paper with a left margin of at least 1 inch. Additions to more than one article may be made on a single sheet so long as each article requiring each addition is clearly indicated.*

 RAMESH TALLURI  
 ARMAN YOUSEFI

*Note: If an existing corporation is acting as incorporator, type in the exact name of the corporation, the state or other jurisdiction where it was incorporated, the name of the person signing on behalf of said corporation and the title he/she holds or other authority by which such action is taken.*



### ARTICLE III

State the total number of shares and par value, if any, of each class of stock which the corporation is authorized to issue.

WITHOUT PAR VALUE		WITH PAR VALUE		
TYPE	NUMBER OF SHARES-	TYPE	NUMBER OF SHARES	PAR VALUE
Common:	20,000	Common:		
Preferred:		Preferred:		

### ARTICLE IV

If more than one class of stock is authorized, state a distinguishing designation for each class. Prior to the issuance of any shares of a class, if shares of another class are outstanding, the corporation must provide a description of the preferences, voting powers, qualifications, and special or relative rights or privileges of that class and of each other class of which shares are outstanding and of each series then established within any class.

### ARTICLE V

The restrictions, if any, imposed by the Articles of Organization upon the transfer of shares of stock of any class are:

**See attached**

### ARTICLE VI

Other lawful provisions, if any, for the conduct and regulation of the business and affairs of the corporation, for its voluntary dissolution, or for limiting, defining, or regulating the powers of the corporation, or of its directors or stockholders, or of any class of stockholders:

N/A

**\*\*If there are no provisions state "None".**

**Note: The preceding six (6) articles are considered to be permanent and may ONLY be changed by filing appropriate Articles of Amendment.**

### TRANSFER OF STOCK

Any Stockholder desiring to sell or transfer any of the shares of the corporate stock of the corporation owned by him shall obtain the consent of the corporation in the following manner:

The Stockholder shall notify the Clerk of the corporation in writing his desire to sell or transfer, the price and the name of the person. The Clerk shall thereupon call a meeting of the Directors and Stockholders for the purpose of acting on said request, such meeting to be held not more than thirty (30) days from the receipt by the Clerk of said notice. If a majority of the Directors and two-thirds (2/3) of the shares of the stock outstanding shall vote in favor of permitting such sale or transfer, the owner may transfer title to those shares at any time during a period of thirty (30) days from the date of said vote, but only to the proposed transferee, in the number of shares and at the proposed price stated in his written notice of desire to sell or transfer. Upon the death of a Stockholder, or if a proposed transfer is not approved, the Stockholder or the representative of the Stockholder's estate may sell, and the Corporation shall purchase or redeem all of the shares of said Stockholder. In the case of death, said stock shall be purchased within ninety (90) days of the appointment of a legal representative of said deceased Stockholder or within 90 days of application for redemption, whichever is greater and in the event of disapproval of transfer said stock shall be purchased within sixty (60) days of the date of said disapproval. Failure of the corporation to purchase or redeem said stock within the indicated time periods shall constitute a waiver of these restrictions by the Board of Directors and the Shareholders. For such purchase or redemption the corporation shall pay said proportional net worth of the corporation as determined from the last balance sheet of the corporation prepared by the corporation's then regularly employed accountant.

The Board of Directors and two-thirds (2/3) of the Shareholders in any particular instance may waive these restrictions except as may be prohibited by statute and provided no Stockholder upon death or disqualification shall receive less for his stock than herein provided.

**ARTICLE VII**

The effective date of organization of the corporation shall be the date approved and filed by the Secretary of the Commonwealth. If a *later* effective date is desired, specify such date which shall not be more than *thirty days* after the date of filing.

**ARTICLE VIII**

The information contained in Article VIII is not a permanent part of the Articles of Organization.

a. The street address (*post office boxes are not acceptable*) of the principal office of the corporation in *Massachusetts* is:

**100 Boston Post Road, Sudbury, MA**

b. The name, residential address and post office address of each director and officer of the corporation is as follows:

	<u>NAME</u>	<u>RESIDENTIAL ADDRESS</u>	<u>POST OFFICE ADDRESS</u>
President:	Ayman Youssef	243 West Main Street, Hopkinton, MA 01748	
Treasurer:	Ramesh Talluri	6 Canal Bank, #307, Cambridge, MA 02141	
Clerk:	Ramesh Talluri	"	
Directors:			
	Ayman Youssef	243 West Main Street, Hopkinton, MA 01748	
	Ashraf Youssef	243 West Main Street, Hopkinton, MA 01748	
	Ramesh Talluri	6 Canal Bank, #307, Cambridge, MA 02141	

c. The fiscal year (i.e., tax year) of the corporation shall end on the last day of the month of: December

d. The name and business address of the resident agent, if any, of the corporation is:

**ARTICLE IX**

By-laws of the corporation have been duly adopted and the president, treasurer, clerk and directors whose names are set forth above, have been duly elected.

IN WITNESS WHEREOF AND UNDER THE PAINS AND PENALTIES OF PERJURY, I/we, whose signature(s) appear below as incorporator(s) and whose name(s) and business or residential address(es) are clearly typed or printed beneath each signature do hereby associate with the intention of forming this corporation under the provisions of General Laws, Chapter 156B and do hereby sign these Articles of Organization as incorporator(s) this 24 day of

January, 2004,

Ayman Youssef AYMAN YOUSSEF

Ramesh Talluri RAMESH TALLURI

*Note: If an existing corporation is acting as incorporator, type in the exact name of the corporation, the state or other jurisdiction where it was incorporated, the name of the person signing on behalf of said corporation and the title he/she holds or other authority by which such action is taken.*

4092

THE COMMONWEALTH OF MASSACHUSETTS  
**ARTICLES OF ORGANIZATION**  
 (General Laws, Chapter 156B)

877418

I hereby certify that, upon examination of these Articles of Organization, duly submitted to me, it appears that the provisions of the General Laws relative to the organization of corporations have been complied with, and I hereby approve said articles; and the filing fee in the amount of \$25 having been paid, said articles are deemed to have been filed with me this 23rd day of March 2004.

Effective date: \_\_\_\_\_

*William Francis Galvin*  
 WILLIAM FRANCIS GALVIN

Secretary of the Commonwealth

**FILING FEE:** One tenth of one percent of the total authorized capital stock, but not less than \$200.00. For the purpose of filing, shares of stock with a par value less than \$1.00, or no par stock, shall be deemed to have a par value of \$1.00 per share.

**TO BE FILLED IN BY CORPORATION**

Contact information:

John F. Del Prete, Jr.  
Del Prete & O'Neill, P. C.  
2 Franklin Commons  
Framingham, MA 01702

Telephone: 508-879-0600

A copy of this filing will be available on-line at [www.state.ma.us/sec/cor](http://www.state.ma.us/sec/cor) once the document is filed.

SECRETARY OF STATE  
 RECEIVED

ON MAR 23 PM 1:25  
 CORPORATIONS DIVISION

SECRETARY OF STATE  
 RECEIVED  
 ON MAR 9 PM 4:06  
 CORPORATIONS DIVISION

Property Address: 100 Boston Post Road, Sudbury, Massachusetts

QUITCLAIM DEED

2004  
Bk: 44004 Pg:  
Page: 1 of 2

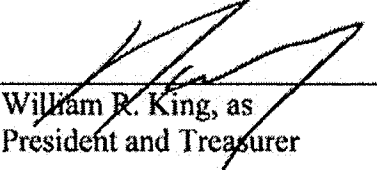
**Foreign Performance, Ltd.**, a Massachusetts corporation with a usual place of business at 100 Boston Post Road, Sudbury, MA

for consideration paid of One Million Seven Hundred Thousand (\$1,700,000) Dollars to **Sarah Realty, LLC**, a Massachusetts limited liability company with an usual place of business at 100 Boston Post Road, Sudbury, MA,

with quitclaim covenants,

The land and improvements known as 100 Boston Post Road, Sudbury, MA and further described on Exhibit A attached hereto and hereby incorporated by reference.

Witness my hand and seal this 27 day of October, 2004.

  
William R. King, as  
President and Treasurer

The Commonwealth of Massachusetts

Middlesex SS.

October 27, 2004

Then personally appeared the above named William R. King, president and treasurer of Foreign Performance, Ltd., who proved his identity with a MA drivers license, and acknowledged the foregoing instrument to be his free act and deed and the free act and deed of Foreign Performance, Ltd., before me,

  
Notary Public  
My Commission Expires:

Real.foreign.perf.deed.ayman

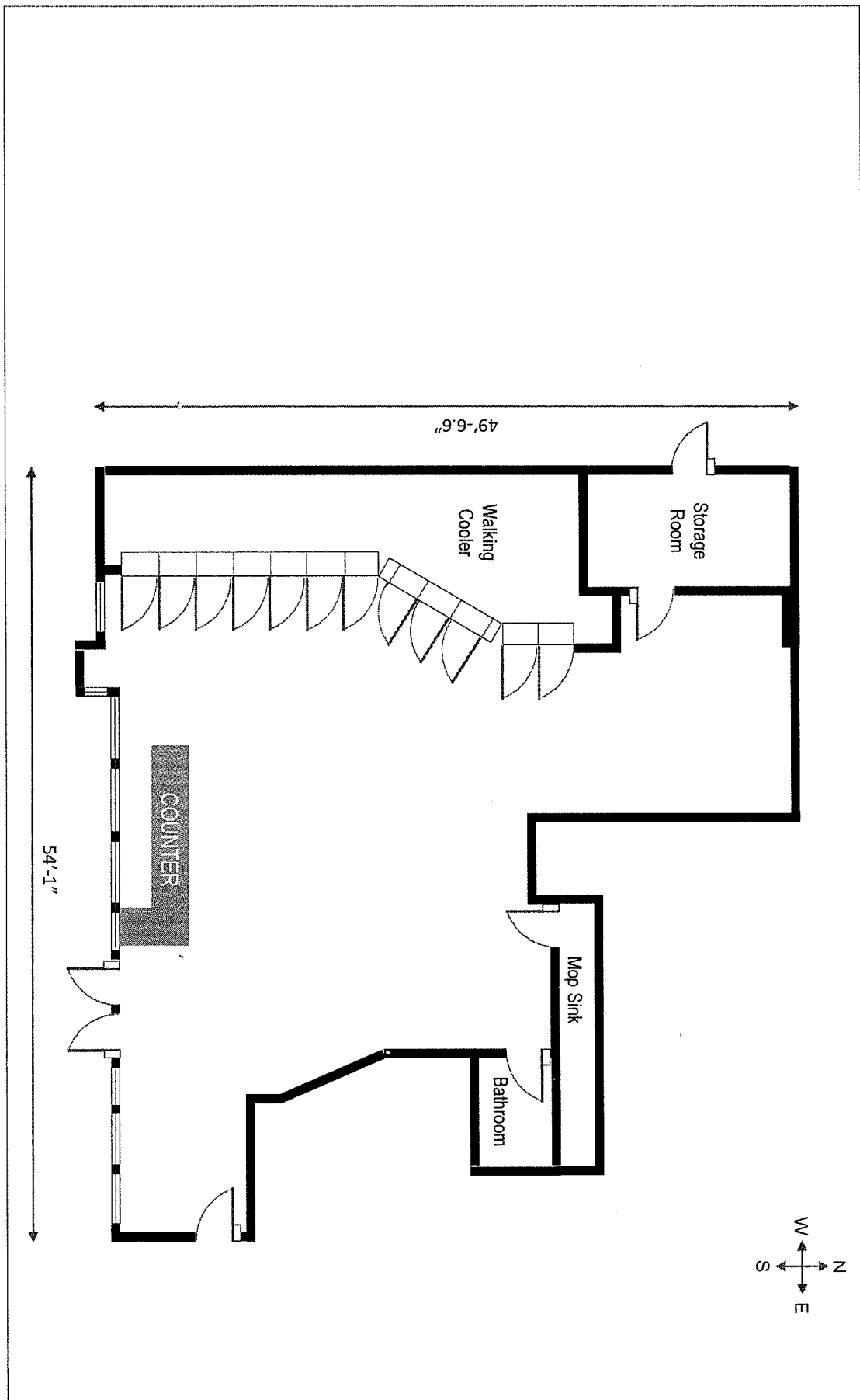
MASSACHUSETTS EXCISE TAX  
Southern Middlesex District ROD # 001  
Date: 10/29/2004 03:45 PM  
Ctrl# 041504 24955/Doc# 00275535  
Fee: \$7,752.00 Cons: \$1,700,000.00



JOHN M. LOVELY  
Notary Public  
Commonwealth of Massachusetts  
My Commission Expires  
July 1, 2005.

  
Anna C. Brown  
Acting Middlesex S. Register

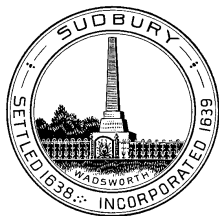
TA



A-1

Floor Plan  
100 Boston Post Rd  
Sudbury, MA

Sudbury Sundries  
Inc.



## TOWN OF SUDBURY

*Office of Select Board*

[www.sudbury.ma.us](http://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](mailto:sbadmin@sudbury.ma.us)

### LEGAL NOTICE TOWN OF SUDBURY

The Select Board, acting as the Licensing Authority of the Town of Sudbury, will hold a Public Hearing on Tuesday, March 7, 2023 at 7:15 p.m. online via Zoom at <https://us02web.zoom.us/j/360217080> on the following application:

Application of Sudbury Sundries, Inc, d/b/a Sudbury Sundries, 100 Boston Post Rd., Sudbury, for a Package Store License for the Sale of Wines & Malt Beverages, under G. L. Ch. 138, s.15, Ashraf Youssef, Manager. The premises proposed to be licensed (i.e., 100 Boston Post Road) is described as: Left unit of a 2-unit commercial building. Single entrance in the left front and single exit in the rear. Approximately 2600 Sq. Ft.

### SELECT BOARD

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For publication: *Middlesex Daily News* February 21, 2023

Date: February 15, 2023

# Town of Sudbury

## Alcohol License Quota & Availability

### ALCOHOL LICENSEES

#### RESTAURANT/CLUB

**M.G.L. C.138 §12**



#### PACKAGE STORE

**M.G.L. C.138 §15**



#### ALL ALCOHOL



American Legion Post #191  
Farmer's Daughter  
Bullfinch's  
Da Vinci Bistro  
El Basha  
Fugakyu Café  
Lavender Asian Cuisine  
Longfellow's Wayside Inn  
Lotus Blossom  
Max and Leo's  
Oak Barrel Tavern  
Paani  
Riceberry **Transfer Pending**  
Sobre Mesa  
Soul of India  
Sudbury Point Grill  
Victory Cigar Bar

1. **Available**
2. **Available**
3. **Available**

#### WINE & MALT



Chili Basil  
CJ's  
Franco's Trattoria  
Oishii Too Sushi Bar  
Rossini's

**None Available**

#### ALL ALCOHOL



Danny's  
Duck Soup  
Stony Brook  
Sudbury Wines, Spirits

**None Available**

#### WINE & MALT



Sudbury Craft Beer  
Sudbury Farms  
Sudbury Sundries **PENDING**

1. **Available**
2. **Available**

Quota: 20

Total Issued/Pending: 17

**Available: 3**

Quota: 5

Total Issued/Pending: 5

**Available: 0**

Quota: 4

Total Issued/Pending: 4

**Available: 0**

Quota: 5

Total Issued/Pending: 3

**Available: 2**

Attachment1.c: Alcohol License Quotas\_02.15.23 (5750 : Sudbury Sundries W&M Beverages Package Store License)



## Sudbury Sundries – Wine & Malt Package Store

### Department Feedback

Department	Staff	Date	Comments
Building Department	Andrew Lewis	3/2/23	<p>The accessible parking needs to have wall mounted signs in front of each accessible space in accordance with CMR 521 section 23.6 through 23.6.4. The westerly exit needs to be marked with “Means of Egress Illumination” in accordance with CMR 780 section 1008 and that means of egress shall be maintained as to permit egress at all times during hours of operation, including snow removal.</p> <p>The door hardware (door knob) on the westerly exit needs to be changed to a lever type hardware, at a minimum on the interior.</p>
Fire Department	Chief Whalen	2/28/23	<p>3/2/23: Space for emergency vehicle access remains very limited. If entry is made on Papa Gino’s side, there is no room for larger vehicles. Ambulances and engines can only access from east side near car repair area.</p> <p>2/28/23: I was able to review the attached documents and found that they meet the requirements of the Fire Department. I did review the SB comments of the March 29th 2011 meeting and the concerns of Chief Miles for the amount of parking and accessibility at this location are still valid.</p> <p>2/17/23: The inspection reports for this business have not been forwarded to the Fire Department. We would be looking for updated underground storage tank inspection reports and the fire suppression system inspection reports before we could provide an approval. I also believe that their permit to storing flammable liquids is expired at this point.</p>

Health Department	Patty Moran	2/15/23	I've attached a copy of the hearing held 01/09/2018 for tobacco violations at this location. Please let me know if you need more information. There are no violations since then although we did not receive his insurance or workman's comp info in 2021 or 2022 (Only the application for them was sent in). The owner was informed that if we did not receive them his tobacco permit would be pulled and we did receive both for this year.
Police Department	Chief Nix	2/27/23	I am going to abstain from providing my input as I am not comfortable with doing so.

Town Counsel Riley found the application to be in order. (2/14/23)

**3/2/23**

The following comments were provided by Town staff in response to the below photos:

- Space for emergency vehicle access remains very limited. If entry is made on Papa Gino's side, there is no room for larger vehicles. Ambulances and engines can only access from east side near car repair area.
- The accessible parking needs to have wall mounted signs in front of each accessible space in accordance with CMR 521 section 23.6 through 23.6.4. The westerly exit needs to be marked with "Means of Egress Illumination" in accordance with CMR 780 section 1008 and that means of egress shall be maintained as to permit egress at all times during hours of operation, including snow removal.
- The door hardware (door knob) on the westerly exit needs to be changed to a lever type hardware, at a minimum on the interior.

**3/1/23**

The following photos were provided in response to the below concerns:







-Ashraf Youssef

3/1/23

The following issues were presented to the applicant:

Please provide a response to the following issues. Please note, these concerns were identified during the 2011 Wine & Malt Package Store License Application hearing for Sudbury Sundries.

1. The lot has limited parking. Emergency vehicles would have difficulty accessing the lot with Fire Department apparatus in an emergency.
2. At least one van accessible parking space, stiped access aisle and sign must be installed.
3. The hearing notice states that there is one entrance/exit on the south side, however there is also a second means of egress on the west side that must be maintained and available to occupants.

## BOARD OF HEALTH

### Minutes of Meeting January 9, 2018

Attendance: Chair Carol Bradford, Board members Susan Sama, Linda Huet-Clayton, Health Director William Murphy, Health Administrator Beth Porter, Elliott Brown Tobacco Compliance Officer, Ashraf Youssef Owner of Sudbury Sundries, Harold Jacobi Legal Counsel at 4:00pm and the meeting commenced at 4:00pm.

#### 4:00 Public Comments None

- **4:05pm – Introduction of Mr. Brown**
- **Update on Permit Renewal** – All applications for 2018 recertification for Food, Stable, Tobacco, Trash Haulers, Septic Haulers and Septic Installers were sent out in November. Majority of permit applications (with payments) have been processed and submitted. Health Dept. has identified the establishments that have not responded and will send out correspondence at the end of the month denoting non-compliance.
- **Tobacco Hearing: Sudbury Sundries 100 Boston Post Rd (second violation in 2017) Required by Section 11.4 of Regulations** - Mr. Brown presented the details of the Tobacco violation(s) that took place at Sudbury Sundries Located at 100 Boston Post Rd. Sudbury. Two Teenagers were sent in (10 minutes apart) to purchase cigarettes and the clerk sold to both. The Board Members agreed to a \$200.00 fine and a Consecutive 3 day suspension of the sale of Tobacco products at Sudbury Sundries. The suspension will begin Monday January 22<sup>nd</sup> thru Wednesday January 24<sup>th</sup>. Mr. Murphy will go to the venue to ensure that the Tobacco has been removed from the premises, as the regulations require. Bradford made a motion for a \$200.00 Fine and a 3-day consecutive Tobacco suspension, Sama seconded. Motion passed 3-0-0.
- **Follow up to Tobacco Violation** - Mr. Youssef and Mr. Jacobi stated that they will train sales staff in Tobacco Compliance/Regulations and Mr. Jacobi will draft a document that will require all those trained to sign. In conclusion, the Board members informed Mr. Youssef that if another violation takes place at Sudbury Sundries that the penalty is a consecutive 30 day suspension and a \$300.00 fine.
- **Follow up on Lung Biotechnology Lab** – Bill Murphy stated that there is an engineer that has reviewed/monitored the Lab's output. We will contact him to get the results. Linda Huet-Clayton asked if the BOH could tour the Lab. Bill Murphy will work on setting up a date and time for the tour.
- **Nurse's Report-** The Board review the report which included the following:
  - **Screenings**
    - COA had 47 Blood Pressure, Heart Rate and Pulse Oximeter participants
    - COA had 21 Blood Glucose Screenings
    - Town Wide Employee BP Clinic had 16
    - Housing authority BP Clinic had 3

## BOARD OF HEALTH

### Minutes of Meeting January 9, 2018

#### Communicable Disease

- 5 Case Investigations included: 2 Lyme disease, 2 Pertussis, 2 Flu. Two cases of Pertussis at the high school with 16 close contact investigations

#### FLU

- Received at total of 640 flu vaccine (100 HD, 450 QIV, 90 state)
- Held 11 flu clinics at multiple sites around community
- Home Visits and BOH walk in for Flu shots
- Planned flu clinic dates, sent announcements, published in paper and newsletter
- Flu Vaccines total 614 for this season

#### Emergency Planning

- MRC AB advisory Meeting
- MEMA Training for Emergency Preparedness/Shelter
- Participated in quarterly drill for 4A PHEP and MRC
- Became the MA Reponse Regional Coordinator

#### Other

- Nominated by Natick public Health Nurse the Local Public Health Institute Fellow

**Health Director's Report-** Mr. Murphy presented his report that included the following:

**Food Inspections-** Majority of Food establishments have applied for Permits renewals and 2018 permits have been issued

**Septic Inspections-** There were 2 soil evaluations and 15 installation/repair inspections.

**Housing-** A housing inspection was conducted at a house on Peakham Rd. Due to chronic dampness in the basement the owner cannot rent the in-law apartment until problem has been remedied.

**Other-** An indoor air quality issue caused teachers to become ill at the Sunny hill Pre-School at the Methodist Church on old Sudbury Rd. The MDPH indoor air quality personnel responded and evaluated conditions. A report was generated with recommendations for the school.

**Other-** In using outside assistance for the 2018 calendar year we have currently scheduled to use 6 tax Workoff Seniors, 2 Social Worker Interns and 2 Nurse Interns.

**Budget-** Meet with Town Manager to discuss the FY19 Budget. Budget was presented at the last meeting. No changes to date.

**Tobacco Compliance Check** –The MetroWest Tobacco Coalition's Director Elliott Brown conducted a tobacco compliance check on 12/2/2017 and two permit holders sold to minors. Enforcement action is being taken in accordance with the regulations.

**BOARD OF HEALTH**  
**Minutes of Meeting January 9, 2018**

Correspondence was reviewed and included the following:

- (a) November Meeting Minutes, December Meeting Minutes
- (b) MA DPH- Weekly Influenza Update- 1/5/2018
- (c) DelValle Institute for Emergency Preparedness- Intro to MA Mutual Aid Plan
  
- (d) Air Quality Assessment for Sunny Hill Preschool.
- (e) Mass DEP Drinking Water Program.
- (f) Letter dated 12/27/2017 from BOH to Ms. Muri for house inspection at 623 Peakham Road.
- (g) Letter dated Jan, 08/2018 from East Middlesex Mosquito Control outlining 2018 plan, education, focus areas and types of Mosquitos.
- (h) Local Public Health Update Publication Nov/Dec MDPH
- (i) Town of Sudbury Correspondence and Form of Release of Claims, Indemnity and Hold Harmless Agreement Acceptance of Uber Gift Cards.

Meeting Adjourned 5:30 pm

## NEWS

# Police: Pair sold drugs out of Sudbury gas station

**Norman Miller/Daily News staff**

Published 11:01 p.m. ET Jan. 9, 2013 | Updated 9:05 a.m. ET Jan. 10, 2013

A prosecutor said Wednesday that the owner and clerk of a Sudbury gas station targeted young people with the illegal sales of cocaine-laced bath salts.

Ashraf A. Youssef, 49, of Hopkinton, who owns Valero's Convenience Store at 100 Boston Post Road, and his nephew, Maged M. Askandar, also of Hopkinton, who works at the store, were arrested after they sold the drugs to an undercover Sudbury detective, prosecutor Chris Tarrant said during their Framingham District Court arraignment.

"This is a business that caters to the destruction of young people's minds," Tarrant told Judge Robert Greco during the arraignment.

Tarrant said Sudbury Police became aware of the store selling the bath salts, a synthetic drug that is typically smoked, last year. He said Sudbury Police responded to a report of a teen's friend "acting crazy." The teen told police he had just smoked bath salts at Valero's.

Tarrant said that, at the time, bath salts weren't illegal but were still considered dangerous.

"People became agitated, paranoid, and in some cases, violent," he said.

Throughout 2012, Sudbury and Framingham police encountered mostly teens who said they purchased the bath salts from Valero's. They also purchased synthetic marijuana, which is not illegal, Tarrant said. Framingham Police had to deal with a teenage girl who overdosed on the fake pot.

In November, Sudbury Police met with Youssef about the bath salts and explained the dangers, Tarrant said. Youssef agreed to stop selling the synthetic drug.

On Jan. 1, a state law went into effect classifying bath salts as a Class C substance that was illegal to sell or possess, the prosecutor said.

Last week, Framingham Police stopped a teen who had bath salts labeled under the name "Blast," and he again said he purchased the drug at Valero's.

Tuesday, an undercover Sudbury officer went into the store, where Askandar was working, and asked if they had bath salts for sale.

"He (Askandar) said, 'this is the good (expletive). It's bath salts with cocaine,'" Tarrant said.

Askandar reached under the counter and sold the undercover officer two small vials of the bath salts for \$20. He also sold the officer synthetic marijuana and a pipe to use to smoke the bath salts, the prosecutor said.

Police performed a field test on the bath salts, and the material tested positive for cocaine and bath salts. Police arrested Askandar and used a search warrant to search the store. Tarrant said police found nearly 400 vials of the drug concoction.

Police contacted Youssef, who came to the station. When police frisked him, they found bath salts. Police also arrested him, Tarrant said.



Youssef and Askandar, both of 245 West Main St., were charged with trafficking in cocaine, distribution of cocaine, possession of cocaine with intent to distribute, possession of bath salts, distribution of drug paraphernalia and conspiracy to violate the state's drug laws.

Tarrant asked Judge Robert Greco to hold Youssef on \$100,000 bail and Askandar on \$25,000. He also asked that they turn over their passports and wear a GPS monitoring bracelet if released. He said they were a flight risk based on the severe charges and the fact they are both Egyptian nationals.

The men's lawyer, Michael Brennan, argued that Youssef and Askandar did not know the bath salts were illegal.

"These items were bought online legally," said Brennan. "(Youssef) was unaware of the fact that they were illegal."

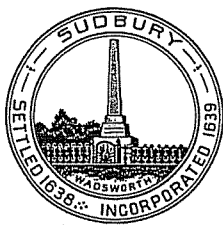
Tarrant said ignorance is no excuse. He also said Askandar proved he knew the bath salts were illegal when he told the undercover officer that it contained cocaine, which everyone knows is illegal.

"Cocaine is illegal," said Tarrant. "Cocaine has been illegal for a long time. They were selling it to anyone who came into the store. They were selling it to kids."

Greco ordered Youssef held on \$10,000 bail and Askandar held on \$5,000 bail. If released, they must turn over their passports. Brennan said Askandar has been in the country for 25 years and no longer has a passport.

Both men are due back in court on Feb. 6 for a pretrial conference.

*Norman Miller can be reached at 508-626-3823 or nmiller@wickedlocal.com. For up-to-date crime news, follow Norman Miller on Twitter at @Norman\_MillerMW.*



# TOWN OF SUDBURY

## Office of Selectmen

Website: [www.sudbury.ma.us](http://www.sudbury.ma.us)

278 Old Sudbury Road  
Sudbury, Massachusetts 01776-1843  
Tel: (978) 639-3381  
Fax: (978) 443-0756  
E-mail: [selectmen@sudbury.ma.us](mailto:selectmen@sudbury.ma.us)

### LEGAL NOTICE

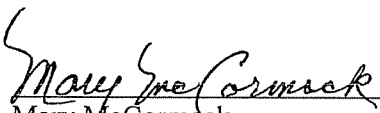
#### PUBLIC HEARING – BOARD OF SELECTMEN

The Board of Selectmen, acting as the Licensing Authority of the Town of Sudbury, will hold a Public Hearing in accordance with Mass. Gen. Laws Ch. 138, sec. 15, on Tuesday, March 29, 2011, at 9:00 p.m. in the Town Hall, 322 Concord Road, for approval of a Wine and Malt Beverages Package Store License by applicant Sudbury Sundries, Inc., d/b/a Sudbury Sundries, 100 Boston Post Road and described as follows: 933.30 s.f. existing single level retail convenience store, and a walk-in cooler and storage area, with one entrance/exit on the south side.

#### BOARD OF SELECTMEN

For publication: Sudbury *Town Crier* March 17, 2011

By:

  
Mary McCormack  
Exec. Asst. to the Town Manager

Date: 3/7/11

cc: Applicant: Sudbury Sundries & Attorney Fox  
Building Inspector  
Fire Chief  
Police Chief  
Board of Health Dir.  
Abutters by Certified Mail

NOTE: Please send reports to the Selectmen no later than March 24th stating any concerns regarding this new license at 100 Boston Post Road.

Rollins, Rollins & Fox  
 Attorneys At Law  
 Wellesley Office Park  
 60 William Street, Suite 220  
 Wellesley, Massachusetts 02481  
 781-489-1030  
 FACSIMILE 781-489-1039

DANIEL G. ROLLINS (1910-1975)  
 SELMA R. ROLLINS (1913-1991)  
 MYRON J. FOX (mfox@rrf-law.com)

ARNOLD R. GLICK\* (aglick@rrf-law.com)  
 JOSHUA M. FOX (jfox@rrf-law.com)  
 CORY B. FOX (cfox@rrf-law.com)  
 \*Also Admitted in Florida

February 24, 2011

***Hand Delivered***

Board of Selectmen  
 Flynn Building  
 278 Old Sudbury Road  
 Sudbury, MA 01776

RE: Sudbury Sundries, Inc. - 100 Boston Post Road  
 Applications: Wine & Malt Off Site Retail License

Dear Members of the Board:

In furtherance of the above-referenced applications, enclosed please find two copies of the completed ABCC Form 43 application for off premises consumption of wine and malt beverages together with the following:

1. Transmittal Form;
2. Copy of Applicant's Articles of Organization and latest annual report;
3. Floor Plans;
4. Notice of lease evidencing legal right to occupy;
5. Manager's Form;
6. (2) Personal Information Forms;
7. Clerk's Certificate appointing Manager and authorizing this Application;
8. Supporting financial records;
9. Check for \$150.00 for Town of Sudbury application fee; and
10. Check for \$200.00 for ABCC application fee.

RECEIVED FEB 24 2011

CLERK OF THE BOARD

I ask that you kindly schedule a hearing on this matter at the earliest opportunity.

If you require any additional information, please do not hesitate to contact me.

Thank you.

Sincerely,



Joshua M. Fox

cc Ashraf Youssef

ENCLOSURE  
JUL 11 2011  
JUL 11 2011  
JUL 11 2011

# Application for Retail Alcoholic Beverage License

City/Town

Sudbury

## 1. Licensee Information:

Legal Name/Entity of Applicant:(e.g Corporation, LLC, Individual)

Sudbury Sundries, Inc.

Business Name (if different):

SUDBURY SUNDRIES

Manager of Record:

Ashraf Youssef

ABCC License Number (for existing licenses only):

Address of Licensed Premises:

100 Boston Post Road

CITY/TOWN:

Sudbury

STATE

MA

ZIP

01776

Business Phone:

978-443-0792

Cell Phone:

Email:

verasminimart@aol.co

Website:

## 2. Transaction:

☒ New License☐ New Officer/Director☐ Transfer of Stock☐ Issuance of Stock☐ Transfer of License☐ New Stockholder☐ Management/Operating Agreement

### The following transactions must be processed as new licenses:

☐ Seasonal to Annual☐ 6-Day to 7-Day License☐ Wine & Malt to All Alcohol

**IMPORTANT ATTACHMENTS:** The applicant must attach a vote of the entity authorizing all requested transactions, including the appointment of a Manager of Record or principal representative.

## 3. Type of License:

☐ §12 Restaurant☐ §12 Hotel☐ §12 Club☐ §12 Veterans Club☐ §12 General On-Premise☐ §12 Tavern (No Sundays)☒ §15 Package Store

## 4. License Category:

☐ All Alcoholic Beverages☒ Wine & Malt Beverages Only☐ Wine or Malt Only☐ Wine & Malt Beverages with Cordials/Liqueurs Permit

## 5. License Class:

☒ Annual☐ Seasonal

**6. Contact Person concerning this application (attorney if applicable)**

NAME: Joshua M. Fox, Esq., Rollins, Rollins & Fox

ADDRESS: 60 William Street, Suite 220

CITY/TOWN: Wellesley STATE MA ZIP CODE 02481

CONTACT PHONE NUMBER: 781-489-1030 FAX NUMBER: 781-489-1039

EMAIL: jfox@rrf-law.com

**7. Description of Premises:**

Please provide a complete description of the premises to be licensed. The description should include the location of all entrances and exits.

Licensed premises is approximately 933.30 square feet of retail area with only one entrance. Please see attached plan.

**IMPORTANT ATTACHMENTS:** The applicant must attach a floor plan with dimensions and square footage for each floor & room.

Occupancy Number: Seating Capacity: n/a

**8. Occupancy of Premises:**

By what right does the applicant have possession and/or legal occupancy of the premises?

Tenant-at-Will

**IMPORTANT ATTACHMENTS:** The applicant must submit a copy of the final lease or documents evidencing a legal right to occupy the premises.

Other:

Landlord is a(n): LLC Other

Name Sarah Realty LLC Phone: 978-443-0792

Address: 100 Boston Post Road City/Town: Sudbury State MA Zip 01776

Initial Lease Term: Beginning Date 03/24/2004 Ending Date n/a

Renewal Term: Options/Extensions at Years Each

Rent: per year Rent: per month

Do the terms of the lease or other arrangement require payments to the Landlord based on a percentage of the alcohol sales?  
Yes ☐ No ☒

**IMPORTANT ATTACHMENTS:** If yes, the Landlord is deemed a person or entity with a financial or beneficial interest in this license. Each individual with an ownership interest in the Landlord must be disclosed in §10 and must submit a completed Personal Information Form attached to this application. Entity formation documents for the Landlord entity must accompany the application to confirm the individuals disclosed.

**9. Licensee Structure:**

The Applicant is a(n):

Corporation

Other :

If the applicant is a Corporation or LLC, complete the following:

State of Incorporation/Organization: Massachusetts

Date of Incorporation/Organization: 03/24/2004

Is the Corporation publicly traded? Yes ☐ No ☒**10. Interests in this License:**

List all individuals involved in the entity (e.g. corporate stockholders, directors, officers and LLC members and managers) and any person or entity with a direct or indirect, beneficial or financial interest in this license (e.g. landlord with a percentage rent based on alcohol sales).

**IMPORTANT ATTACHMENTS:** All individuals or entities listed below are required to complete a Personal Information Form.

Name	Title	Stock or % Owned	Other Beneficial Interest
Ashraf Youssef	President, Treasurer & Director	50% ownership	
Ayman Youssef	Secretary & Director	50% ownership	

\*If additional space is needed, please use last page.

**11. Existing Interests in Other Licenses:**

Does any individual listed in §10 have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes ☒ No ☐ If yes, list said interest below:

Name	License Type	Licensee Name & Address
Ashraf Youssef	\$15 Package Store	Mina's Food, Inc., d/b/a Veras mini mart, 1 Plummers Crnr., Whitinsville, MA
Ayman Youssef	\$15 Package Store	Mina's Food, Inc., d/b/a Veras mini mart, 1 Plummers Crnr., Whitinsville, MA
	Please Select	
	Please Select	
	Please Select	
	Please Select	
	Please Select	

\*If additional space is needed, please use last page.

**12. Previously Held Interests in Other Licenses:**

Has any individual listed in §10 who has a direct or indirect beneficial interest in this license ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes ☐ No ☒ **If yes, list said interest below:**

Name	Licensee Name & Address	Date	Reason Terminated
			Please Select
			Please Select
			Please Select

**13. Disclosure of License Disciplinary Action:**

Have any of the disclosed licenses to sell alcoholic beverages listed in §11 and/or §12 ever been suspended, revoked or cancelled? Yes ☐ No ☒ **If yes, list said interest below:**

Date	License	Reason of Suspension, Revocation or Cancellation

**14. Criminal Record:**

Has any individual listed in §10 or who has a direct or indirect beneficial interest in this license ever been convicted of a municipal, state, federal or military crime? Yes ☐ No ☒

**If yes, the individual must provide an affidavit as to any and all charges as well as the disposition.**

**15. Citizenship and Residency Requirements for a (§15) Package Store License ONLY:**

- Are all Directors/LLC Managers U.S. Citizens? Yes ☒ No ☐
- Are a majority of Directors/LLC Managers Massachusetts Residents? Yes ☒ No ☐
- Is the License Manager or Principal Representative a U.S. Citizen? Yes ☒ No ☐
- Are all members and partners involved at least twenty-one years old? Yes ☒ No ☐

**16. Citizenship and Residency Requirements for (§12) Restaurant, Hotel, Club, General On Premise, Tavern, Veterans Club License ONLY:**

- Are all Directors/LLC Managers U.S. Citizens? Yes ☐ No ☐
- Are a majority of Directors/LLC Managers Massachusetts Residents? Yes ☐ No ☐
- Is the License Manager or Principal Representative a U.S. Citizen? Yes ☐ No ☐



**17. Costs Associated with License Transaction:**

A. Purchase Price for Real Property:	\$0.00
B. Purchase Price for Business Assets:	\$0.00
C. Costs of Renovations/Construction:	\$0.00
D. Initial Start-Up Costs:	\$3,000.00
E. Purchase Price for Inventory:	\$2,000.00
F. Other: (Specify)	
<b>G: TOTAL COST</b>	\$5,000.00
<b>H. TOTAL CASH</b>	\$5,000.00
<b>I. TOTAL AMOUNT FINANCED</b>	\$0.00

**IMPORTANT ATTACHMENTS:** Submit any and all records, documents and affidavits including loan agreements that explain the source(s) of money for this transaction. Sources of cash should include a minimum of three (3) months of bank statements.

The amounts listed in subsections (H) and (I) must total the amount reflected in (G).

**18. Provide a detailed explanation of the form(s) and source(s) of funding for the costs identified in §17 (include loans, mortgages, lines of credit, notes, personal funds, gifts):**

personal funds, operating cash flow from existing operations

\*If additional space is needed, please use last page.

**19. List each lender and loan amount(s) from which "total amount financed" noted in subsections 17(I) will derive:**

Name	Dollar Amount	Type of Financing
n/a		

\*If additional space is needed, please use last page.

Does any individual or entity listed in §19 as a source of financing have a direct or indirect, beneficial or financial interest in this license or any other license(s) granted under Chapter 138? Yes ☐ No ☐

If yes, please describe:

--

**20. Pledge:** (i.e. collateral for a loan)

Is the applicant seeking approval to pledge the license? ☐ Yes ☒ No

If yes, describe terms and conditions and to whom:

If a corporation, is the applicant seeking approval to pledge any of the corporate stock? ☐ Yes ☒ No

If yes, to whom:

Number of Shares

Is the applicant pledging the inventory? ☐ Yes ☒ No

If yes, to whom:

**IMPORTANT ATTACHMENTS:** If you are applying for a pledge, submit the pledge agreement, the promissory note and a vote of the Corporation/LLC approving the pledge.

**21. Construction of Premise**

Are the premises being remodeled, redecorated or constructed in any way? If YES, please provide a description of the work being performed on the premises: ☐ Yes ☒ No

**If all the information is not completed the  
application may be returned**


APPLICANT'S STATEMENT

I, Ashraf Youssef the: ☐ sole proprietor; ☐ partner; ☒ corporate principal; ☐ LLC/LLP member of Hopkinton, Massachusetts, hereby submit this application for wine and malt off premises (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statement and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises does not violate any requirement of the ABCC or other state law or local ordinances;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the Application information as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of, the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.

Signature:

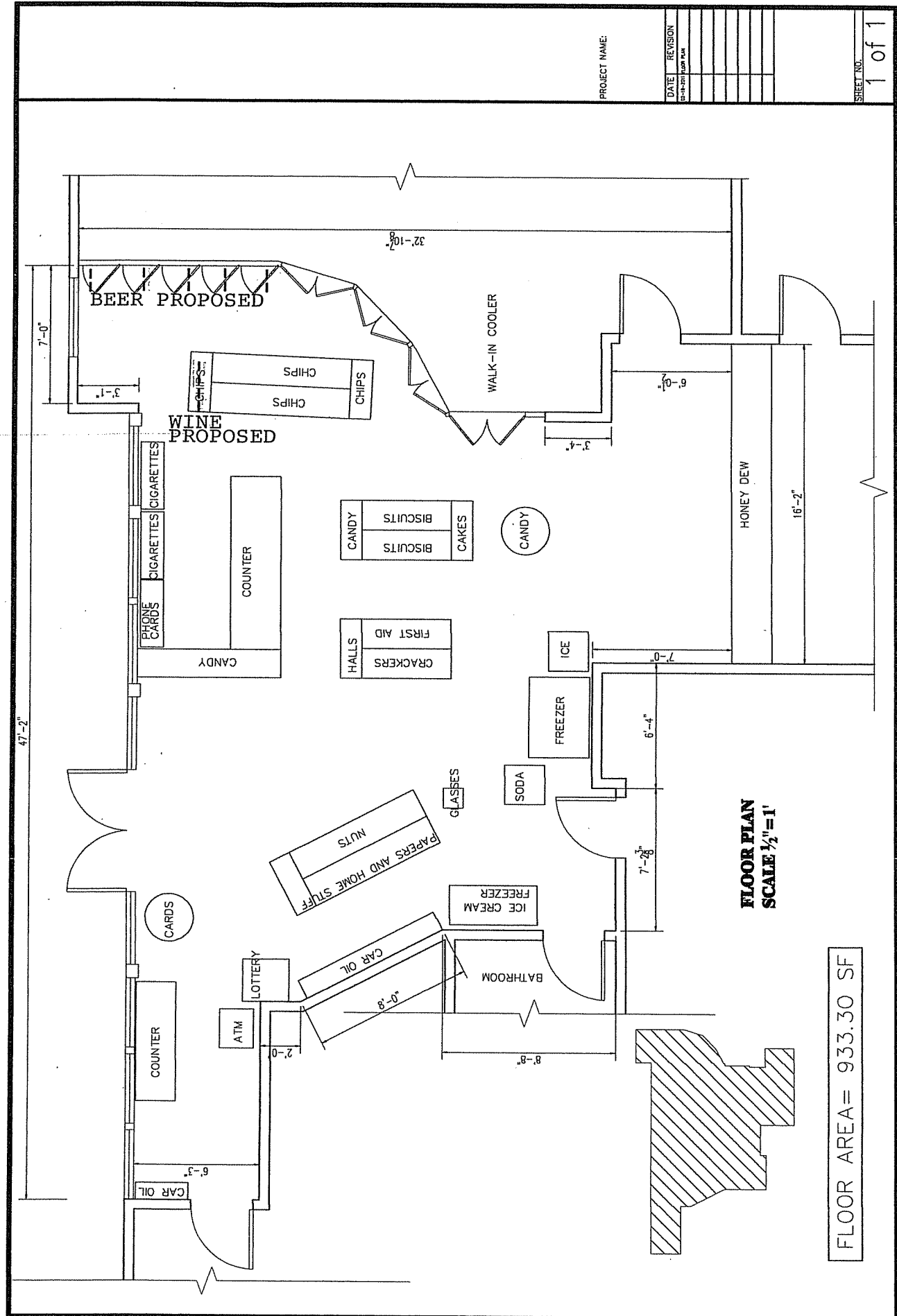


Date

February 23, 2011

Title

President &amp; Treasurer



**CLERK'S CERTIFICATE**

The undersigned, Clerk of **Sudbury Sundries, Inc.**, a **Massachusetts** corporation (the "Corporation"), hereby certifies that by unanimous written consent of all of the Directors and Stockholders of the Corporation, the following resolution was unanimously adopted:


Resolved:

That the Corporation be, and on behalf of the Corporation, the **President** is authorized and empowered to:

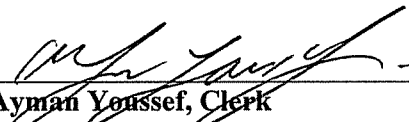
(a) Apply for and obtain a license from the ABCC and Town of Sudbury for the sale of beer and wine, and to make, execute, seal, acknowledge and deliver, in the name of the Corporation, all such instruments to be in such form and on such terms and conditions as said officer shall, by his execution and delivery thereof, deem satisfactory; hereby ratifying, approving and confirming all that said officer has done or may do respecting any of the foregoing.


(b) To appoint and hire Ashraf Youssef as Manager as that term is defined by the MA liquor law at Sudbury Sundries, Inc.

I further certify that the foregoing resolutions have not been altered, amended or rescinded but remain in full force and effect and that the persons currently authorized and empowered to act thereunder and their specimen signatures are as follows:

 2/23/11  
\_\_\_\_\_  
Ashraf Youssef, President

WITNESS my hand and the seal of the Corporation as of this 23 day of **February**, 2011.

  
\_\_\_\_\_  
Aymen Youssef, Clerk

  
Examiner

  
Name  
Approved

C\_  
P\_  
M\_  
R.A.

P.C.

**D**

# *The Commonwealth of Massachusetts*

**William Francis Galvin**

Secretary of the Commonwealth

One Ashburton Place, Boston, Massachusetts 02108-1512

## **ARTICLES OF ORGANIZATION**

(General Laws, Chapter 156B)

### **ARTICLE I**

The exact name of the corporation is:

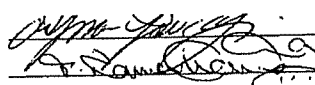
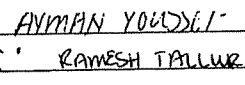
**Sudbury Sundries, Inc.**

### **ARTICLE II**

The purpose of the corporation is to engage in the following business activities:

1. To operate a convenience store and gas station for sale of oil, gasoline, and related automotive products and groceries; deli type foods, sandwiches, coffee, juice, beverages of whatsoever kind and nature and assorted sundries both at retail and wholesale to the general public, including beer and wine if licensed.
2. To perform any business lawfull in the Commonwealth of Massachusetts which may be performed by a corporation organized under Massachusetts By-Laws Chapter 156B.

*Note: If the space provided under any article or item on this form is insufficient, additions shall be set forth on the side only of separate 8 1/2 x 11 sheets of paper with a left margin of at least 1 inch. Additions to more than one article may be made on a single sheet so long as each article requiring each addition is clearly indicated.*

 **ARMAN YOUSEFI**  
 **RAMESH TALLURI**

*Note: If an existing corporation is acting as incorporator, type in the exact name of the corporation, the state or other jurisdiction where it was incorporated, the name of the person signing on behalf of said corporation and the title he/she holds or other authority by which such action is taken.*

### ARTICLE III

State the total number of shares and par value, if any, of each class of stock which the corporation is authorized to issue.

WITHOUT PAR VALUE		WITH PAR VALUE		
TYPE	NUMBER OF SHARES-	TYPE.	NUMBER OF SHARES	PAR VALUE
Common:	20,000	Common:		
Preferred:		Preferred:		

### ARTICLE IV

If more than one class of stock is authorized, state a distinguishing designation for each class. Prior to the issuance of any shares of a class, if shares of another class are outstanding, the corporation must provide a description of the preferences, voting powers, qualifications, and special or relative rights or privileges of that class and of each other class of which shares are outstanding and of each series then established within any class.

### ARTICLE V

The restrictions, if any, imposed by the Articles of Organization upon the transfer of shares of stock of any class are:

**See attached .**

### ARTICLE VI

Other lawful provisions, if any, for the conduct and regulation of the business and affairs of the corporation, for its voluntary dissolution, or for limiting, defining, or regulating the powers of the corporation, or of its directors or stockholders, or of any class of stockholders:

N/A

***\*\*If there are no provisions state "None".  
Note: The preceding six (6) articles are considered to be permanent and may ONLY be changed by filing appropriate Articles of Amendment.***



### TRANSFER OF STOCK

Any Stockholder desiring to sell or transfer any of the shares of the corporate stock of the corporation owned by him shall obtain the consent of the corporation in the following manner:

The Stockholder shall notify the Clerk of the corporation in writing his desire to sell or transfer, the price and the name of the person. The Clerk shall thereupon call a meeting of the Directors and Stockholders for the purpose of acting on said request, such meeting to be held not more than thirty (30) days from the receipt by the Clerk of said notice. If a majority of the Directors and two-thirds (2/3) of the shares of the stock outstanding shall vote in favor of permitting such sale or transfer, the owner may transfer title to those shares at any time during a period of thirty (30) days from the date of said vote, but only to the proposed transferee, in the number of shares and at the proposed price stated in his written notice of desire to sell or transfer. Upon the death of a Stockholder, or if a proposed transfer is not approved, the Stockholder or the representative of the Stockholder's estate may sell, and the Corporation shall purchase or redeem all of the shares of said Stockholder. In the case of death, said stock shall be purchased within ninety (90) days of the appointment of a legal representative of said deceased Stockholder or within 90 days of application for redemption, whichever is greater and in the event of disapproval of transfer said stock shall be purchased within sixty (60) days of the date of said disapproval. Failure of the corporation to purchase or redeem said stock within the indicated time periods shall constitute a waiver of these restrictions by the Board of Directors and the Shareholders. For such purchase or redemption the corporation shall pay said proportional net worth of the corporation as determined from the last balance sheet of the corporation prepared by the corporation's then regularly employed accountant.

The Board of Directors and two-thirds (2/3) of the Shareholders in any particular instance may waive these restrictions except as may be prohibited by statute and provided no Stockholder upon death or disqualification shall receive less for his stock than herein provided.

**ARTICLE VII**

The effective date of organization of the corporation shall be the date approved and filed by the Secretary of the Commonwealth. If a *later* effective date is desired, specify such date which shall not be more than *thirty days* after the date of filing.

**ARTICLE VIII**

The information contained in Article VIII is not a permanent part of the Articles of Organization.

a. The street address (*post office boxes are not acceptable*) of the principal office of the corporation in *Massachusetts* is:

**100 Boston Post Road, Sudbury, MA**

b. The name, residential address and post office address of each director and officer of the corporation is as follows:

	<u>NAME</u>	<u>RESIDENTIAL ADDRESS</u>	<u>POST OFFICE ADDRESS</u>
President:	Ayman Youssef	243 West Main Street, Hopkinton, MA 01748	
Treasurer:	Ramesh Talluri	6 Canal Bank, #307, Cambridge, MA 02141	
Clerk:	Ramesh Talluri	"	
Directors:			
	Ayman Youssef	243 West Main Street, Hopkinton, MA 01748	
	Ashraf Youssef	243 West Main Street, Hopkinton, MA 01748	
	Ramesh Talluri	6 Canal Bank, #307, Cambridge, MA 02141	

c. The fiscal year (i.e., tax year) of the corporation shall end on the last day of the month of: December

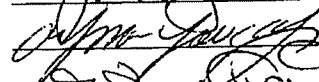
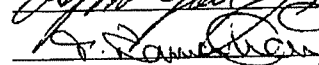
d. The name and business address of the resident agent, if any, of the corporation is:

**ARTICLE IX**

By-laws of the corporation have been duly adopted and the president, treasurer, clerk and directors whose names are set forth above, have been duly elected.

IN WITNESS WHEREOF AND UNDER THE PAINS AND PENALTIES OF *PERJURY*, I/we, whose signature(s) appear below as incorporator(s) and whose name(s) and business or residential addressees are *clearly typed or printed* beneath each signature do hereby associate with the intention of forming this corporation under the provisions of General Laws, Chapter 156B and do hereby sign these Articles of Organization as incorporator(s) this 24 day of

January, 2004,

 AYMAN YOUSSEF  
 RAMESH TALLURI

*Note: If an existing corporation is acting as incorporator, type in the exact name of the corporation, the state or other jurisdiction where it was incorporated, the name of the person signing on behalf of said corporation and the title he/she holds or other authority by which such action is taken.*

4092

THE COMMONWEALTH OF MASSACHUSETTS  
**ARTICLES OF ORGANIZATION**  
 (General Laws, Chapter 156B)

877418

I hereby certify that, upon examination of these Articles of Organization, duly submitted to me, it appears that the provisions of the General Laws relative to the organization of corporations have been complied with, and I hereby approve said articles; and the filing fee in the amount of \$~~75.00~~ having been paid, said articles are deemed to have been filed with me this 23rd day of March, 2004.

Effective date: \_\_\_\_\_

*William Francis Galvin*  
 WILLIAM FRANCIS GALVIN

Secretary of the Commonwealth

**FILING FEE:** One tenth of one percent of the total authorized capital stock, but not less than \$200.00. For the purpose of filing, shares of stock with a par value less than \$1.00, or no par stock, shall be deemed to have a par value of \$1.00 per share.

**TO BE FILLED IN BY CORPORATION**

Contact information:

John F. Del Prete, Jr.  
Del Prete & O'Neill, P. C.  
2 Franklin Commons  
Framingham, MA 01702

Telephone: 508-879-0600

A copy of this filing will be available on-line at [www.state.ma.us/sec/cor](http://www.state.ma.us/sec/cor) once the document is filed.

SECRETARY OF STATE  
 RECEIVED  
 ON MAR 23 PM 1:25  
 CORPORATIONS DIVISION

SECRETARY OF STATE  
 RECEIVED  
 ON MAR 23 PM 4:06  
 CORPORATIONS DIVISION

DF

## The Commonwealth of Massachusetts

William Francis Galvin  
Secretary of the Commonwealth  
One Ashburton Place - Room 1717, Boston, Massachusetts 02108-1512

Filing Fee: \$125.00

Late Fee: \$25.00

FORM MUST BE TYPED

Annual Report for Domestic  
and Foreign Corporations

(General Laws Chapter 156D Section 16.22; 950 CMR 113.57)

100030972

- 1 Exact name of the corporation: SUDBURY SUNDRIES INC
- 2 Jurisdiction of incorporation: MASSACHUSETTS
- 3 Street address of the corporation's registered office in the commonwealth:  
100 BOSTON POST ROAD  
SUDBURY MA 01776  
(number, street, city or town, state, zip code)
- 4 Name of the registered agent at the registered office: AYMAN YOUSSEF
- 5 Street address of the corporation's principal office:  
100 BOSTON POST ROAD  
SUDBURY MA 01776  
(number, street, city or town, state, zip code)
- 6 Provide the names and addresses of the corporation's board of directors and its president, treasurer, secretary, and if different, its chief executive officer and chief financial officer.

	NAME	ADDRESS
President:	<u>ASHRAF YOUSSEF</u>	<u>243 W. MAIN ST</u> <u>HOPKINTON</u> <u>MA 01748</u>
Treasurer:	<u>ASHRAF YOUSSEF</u>	<u>243 W. MAIN ST</u> <u>HOPKINTON</u> <u>MA 01748</u>
Secretary:	<u>AYMAN YOUSSEF</u>	<u>243 W. MAIN ST</u> <u>HOPKINTON</u> <u>MA 01748</u>
Chief Executive Officer:		
Chief Financial Officer:		
Directors:	<u>AYMAN YOUSSEF</u>	<u>243 W. MAIN ST</u> <u>HOPKINTON</u> <u>MA 01748</u>
	<u>ASHRAF YOUSSEF</u>	<u>243 W. MAIN ST</u> <u>HOPKINTON</u> <u>MA 01748</u>

- 7 Briefly describe the business of the corporation: CONVENIENCE STORE

## 8-9 Capital stock of each class and series:

CLASS OF STOCK	TOTAL AUTHORIZED BY ARTICLES OF ORGANIZATION OR AMENDMENTS Number of Shares	TOTAL ISSUED AND OUTSTANDING Number of Shares
COMMON	20,000	1,000
PREFERRED		

- 10 Check if the stock of the corporation is publicly traded. ☐

11 Report is filed for fiscal year ending: 12/31/09  
(month, day, year)

Signed by: 

☐ Chairman of the board of directors ☒ President ☐ Other officer ☐ Court-appointed fiduciary

on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

MA SOC Filing Number: 201013848760 Date: 10/1/2010 5:16:00 PM



**The Commonwealth of Massachusetts**  
**William Francis Galvin**

Minimum Fee: \$500.00

Secretary of the Commonwealth, Corporations Division  
 One Ashburton Place, 17th floor  
 Boston, MA 02108-1512  
 Telephone: (617) 727-9640

**Annual Report**

(General Laws, Chapter )

Federal Employer Identification Number: (must be 9 digits)

Annual Report Filing Year: 20101.a. Exact name of the limited liability company: SARAH REALTY, LLC1.b. The exact name of the limited liability company as amended, is: SARAH REALTY, LLC**2a. Location of its principal office:**

No. and Street: 100 BOSTON POST RD.  
 City or Town: SUDBURY State: MA Zip: 01776 Country: USA

**2b. Street address of the office in the Commonwealth at which the records will be maintained:**

No. and Street: 105 LESLIE RD  
 City or Town: WALTHAM State: MA Zip: 02451 Country: USA

**3. The general character of business, and if the limited liability company is organized to render professional service, the service to be rendered:**REAL ESTATE**4. The latest date of dissolution, if specified:****5. Name and address of the Resident Agent:**

Name: RAMESH TALLURI  
 No. and Street: 100 BOSTON POST RD.  
 City or Town: SUDBURY State: MA Zip: 01766 Country: USA

**6. The name and business address of each manager, if any:**

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code

**7. The name and business address of the person(s) in addition to the manager(s), authorized to execute documents to be filed with the Corporations Division, and at least one person shall be named if there are no managers.**

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
SOC SIGNATORY	ASHRAF YOUSSEF	100 BOSTON POST RD SUDBURY, MA 01766 USA

8. The name and business address of the person(s) authorized to execute, acknowledge, deliver and record any recordable instrument purporting to affect an interest in real property:

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
REAL PROPERTY	ASHRAF YOUSSEF	100 BOSTON POST RD SUDBURY, MA 01766 USA

9. Additional matters:

**SIGNED UNDER THE PENALTIES OF PERJURY, this 1 Day of October, 2010,**  
ASHRAF YOUSSEF , Signature of Authorized Signatory.

© 2001 - 2010 Commonwealth of Massachusetts  
 All Rights Reserved

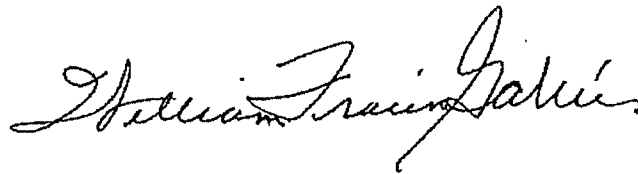
MA SOC Filing Number: 201013876970 Date: 10/4/2010 10:10:00 AM

THE COMMONWEALTH OF MASSACHUSETTS

I hereby certify that, upon examination of this document, duly submitted to me, it appears that the provisions of the General Laws relative to corporations have been complied with, and I hereby approve said articles; and the filing fee having been paid, said articles are

deemed to have been filed with me on:

October 04, 2010 10:10 AM

A handwritten signature in black ink, reading "William Francis Galvin". The signature is written in a cursive, flowing style.

WILLIAM FRANCIS GALVIN

*Secretary of the Commonwealth*



**Packet Pg. 55**

**CERTIFICATE OF ORGANIZATION  
FOR  
SARAH REALTY, LLC**

**FILED****OCT 20 2004****SECRETARY OF THE COMMONWEALTH  
CORPORATIONS DIVISION**

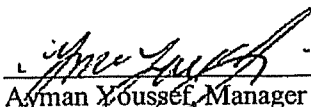
FEIN: \_\_\_\_\_

Name: SARAH REALTY, LLC

Address: 100 Boston Post Road  
Sudbury, MA 01776

Character: Real Estate Holding Company

Manager: Ayman Youssef

Business Agent for  
Service of Process: Ayman Youssef  
100 Boston Post Road  
Sudbury, MA 01776  
\_\_\_\_\_  
Ayman Youssef, Manager

Ck.# 4328

The Commonwealth of Massachusetts  
 Limited Liability Company  
 (General Laws, Chapter 156C)

903621

Filed this 20 day OCTOBER, 2004

*William Francis Galvin*

WILLIAM FRANCIS GALVIN  
 SECRETARY OF THE COMMONWEALTH

JOHN DEC PRETE

2 FRANKLIN COMMONS

FRAMINGHAM MA - 01702

Phone: 508 - 879-0600

SECRETARY OF STATE  
 OCT 21 4:11:20  
 RECORDS DIVISION

MA SOC Filing Number: 201013876970 Date: 10/4/2010 10:10:00 AM



**The Commonwealth of Massachusetts**  
**William Francis Galvin**

No Fee

Secretary of the Commonwealth, Corporations Division  
 One Ashburton Place, 17th floor  
 Boston, MA 02108-1512  
 Telephone: (617) 727-9640

**Statement of Change of Resident Agent/Resident Office**

(General Laws, Chapter 156C, Section 5A and Section 51)

Exact name of limited liability company: SARAH REALTY, LLC

Current resident agent name: RAMESH TALLURI

Current resident agent office address: 100 BOSTON POST RD. , SUDBURY , MA 01766

New resident agent office address in the commonwealth and the name of the appointed resident agent at that office:

*(The company may not appoint itself resident agent. Resident agent may be an individual or a different business entity.)*

Name: ASHRAF YOUSSEF

No. and Street: 100 BOSTON POST RD.

City or Town: SUDBURY

State: MA

Zip: 01766

Country: USA

The street address of the resident office of the limited liability company and the business address of the resident agent are identical as required by General Laws, Chapter 156C, Section 51 and GL. Chapter 156D Section 15.08.

Consent of resident agent:

I, ASHRAF YOUSSEF, consent to my appointment as the resident agent of the above limited liability company pursuant to G. L. Chapter 156C Section 5A and Section 51.

This statement is effective at the time and on the date approved by the Division.

**SIGNED UNDER THE PENALTIES OF PERJURY, this 4 Day of October, 2010,**  
ASHRAF YOUSSEF, Signature of Authorized Signatory.

© 2001 - 2010 Commonwealth of Massachusetts  
 All Rights Reserved

**Mccormack, Mary**

**From:** Kelly, James  
**Sent:** Wednesday, March 23, 2011 4:54 PM  
**To:** McCormack, Mary; Myron Fox; Fox, Joshua; Miles, William; Glavin, Richard; Leupold, Bob; Place, Bill  
**Cc:** Kablack, Jody; Herweck, Mark  
**Subject:** RE: Liquor Application - Sudbury Sundries  
**Attachments:** DSC07145.JPG

All,

My first thought when I read the hearing notice is that there is no parking, and perhaps the addition of wine and beer may cause parking problems. Looking at previous site plan approved in 1996 it appears that parking was a concern then as well. The decision in 1996 provided for 30 spaces, most of which were on the Genna land at 88 Boston Post Road.

Currently, at least one Van Accessible parking space, striped access aisle and sign must be installed. This was required in the 1996 site plan and must be installed, there are markings on the pavement where the space may have once existed (see photo attached).

The hearing notice states that there is one entrance/exit on the south side, however there is also a second means of egress on the west side that must be maintained and available to occupants.

The convenience store is a permitted use in that location.

Jim Kelly  
 Building Inspector  
 978-443-2209

-----Original Message-----

**From:** McCormack, Mary  
**Sent:** Tuesday, March 08, 2011 3:33 PM  
**To:** Myron Fox; Fox, Joshua; Kelly, James; Miles, William; Glavin, Richard; Leupold, Bob  
**Subject:** Liquor Application - Sudbury Sundries

Greetings all,

Attached is the meeting notice for Sudbury Sundries, 100 Boston Post Road (the Sunoco Station) -

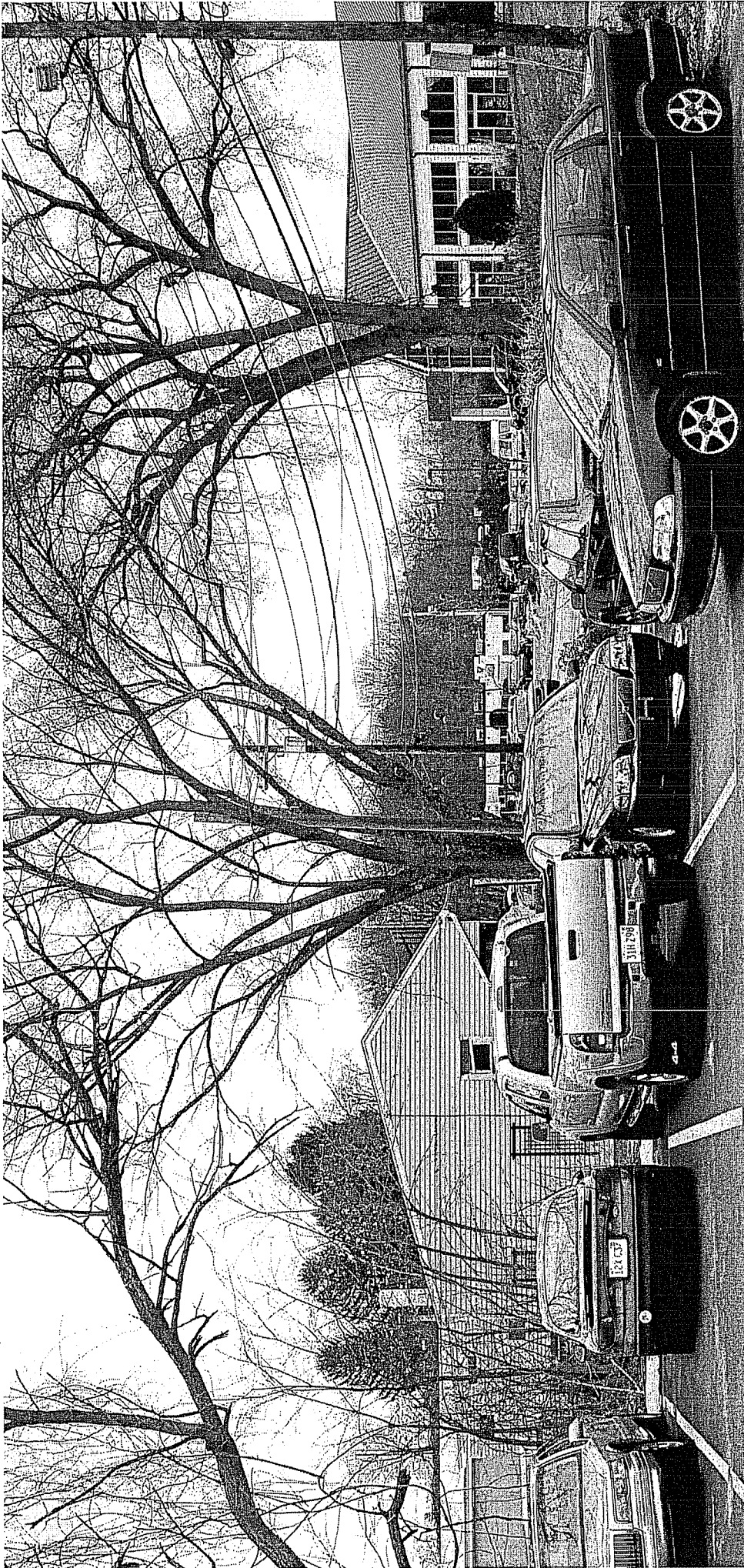
Town Departments - I'll look forward to your reports. Thank you all.

Mary

Mary McCormack  
 Executive Asst. to the Town Mgr.  
 278 Old Sudbury Road  
 Sudbury, MA 01776  
 Tel. 978-639-3382 Fax: 978-443-0756  
 Email: [mccormackm@sudbury.ma.us](mailto:mccormackm@sudbury.ma.us)

Attachment 1.f: 2011 Sudbury Sundries WM Application and Hearing (5750 : Sudbury Sundries W&M Beverages Package Store License)







**McCormack, Mary**

**Subject:** FW: Liquor Application - Sudbury Sundries

-----Original Message-----

From: Leupold, Bob  
 Sent: Wednesday, March 16, 2011 12:16 PM  
 To: McCormack, Mary  
 Subject: RE: Liquor Application - Sudbury Sundries

To: Board of Selectmen

The Board of Health received several nuisance complaints prior to May 24, 2010 concerning the dumpster at 100 Boston Post Road. Correction of the nuisance required an enforcement letter after non-response to verbal notices. Inspections have also required that the door between the Sudbury Sundries store and the adjacent auto service bays kept closed. I do not expect these two issues to be future problems. Bob Leupold, Health Director

-----Original Message-----

From: McCormack, Mary  
 Sent: Tuesday, March 08, 2011 3:33 PM  
 To: Myron Fox; Fox, Joshua; Kelly, James; Miles, William; Glavin, Richard; Leupold, Bob  
 Subject: Liquor Application - Sudbury Sundries

Greetings all,

Attached is the meeting notice for Sudbury Sundries, 100 Boston Post Road (the Sunoco Station),

Town Departments - I'll look forward to your reports. Thank you all.

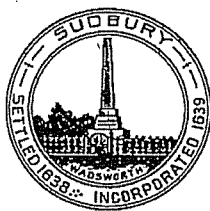
Mary

Mary McCormack  
 Executive Asst. to the Town Mgr.  
 278 Old Sudbury Road  
 Sudbury, MA 01776  
 Tel. 978-639-3382 Fax: 978-443-0756  
 Email: [mccormackm@sudbury.ma.us](mailto:mccormackm@sudbury.ma.us)

*Jim Kelly issues  
 agreeable to following  
 conditions ->*

- 1) better handicapped accessible*
- 2) will restripe park*
- 3) post no parking*
- 4) leave 25? parking spaces at rear. He will park repair to cure those more. Opens up 5 spaces for conversion. Store only parking*





TOWN OF SUDBURY  
Office of the Chief of Police

Richard J. Glavin  
Chief of Police

415 Boston Post Road  
Sudbury, Massachusetts 01776  
Tel: (978) 443-1042  
Fax: (978) 443-1045  
E-mail: glavinr@sudbury.ma.us

March 24, 2011

Board of Selectmen  
Town of Sudbury  
278 Old Sudbury Rd.  
Sudbury Mass 01776

Re: Liquor Application Sudbury Sundries

The Sudbury Police Department has been asked to provide comment on the application submitted by Sudbury Sundries to sell beer and wine from their premises located at 100 Boston Post Road.

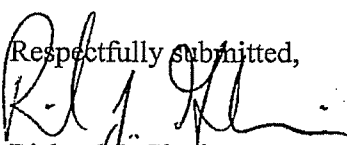
The Department has the following concerns:

Insufficient/unorganized parking plan: Currently this location is being operated as a service station/repair shop, mini market and also houses honey dew donuts. In speaking with my staff as well as relying on my own personal observations the current parking plan is limited and chaotic. Our concern is that the current layout is not suitable. Unless modifications are made to accommodate additional patrons there is likelihood that additional vehicular traffic will not only pose a problem in the constricted parking area but may also adversely affect the safe and efficient flow of traffic on Boston Post Road.

Level of management/supervision: As mentioned earlier this location is currently operating in various capacities, it is our contention that the sale of alcohol raises the need for supervision/management significantly. Due to the multiple services being performed simultaneously at this location we would be concerned that due diligence may not be afforded the level of responsibility commensurate with the sale of alcohol.

Additionally, if the Board of Selectmen moves to approve this application it would be our recommendation that any employee involved in the sale of alcohol receive specialized training relative to these duties and responsibilities.

Respectfully submitted,

  
Richard J. Glavin  
Chief of Police

- Ask w/ TIPS training  
- will ensure all employees are  
trained who are on register  
- Ask will be on site 55 hrs  
per week.

**McCormack, Mary****Subject:** FW: Liquor Application - Sudbury Sundries

-----Original Message-----

From: Miles, William  
 Sent: Monday, March 14, 2011 1:07 PM  
 To: McCormack, Mary  
 Cc: Whalen, John  
 Subject: RE: Liquor Application - Sudbury Sundries

Good Afternoon Mary,

Asst Chief Whalen and I toured the premises this morning. We found The State of Massachusetts License to Distribute Motor Vehicle Fuel had expired on December 31, 2010.

Also, we have concerns about the limited parking. If the lot was full of cars, we would have trouble accessing the parking lot with our apparatus during an emergency.

Chief Miles  
 Sudbury Fire Department

-----Original Message-----

From: McCormack, Mary  
 Sent: Tuesday, March 08, 2011 3:33 PM  
 To: Myron Fox; Fox, Joshua; Kelly, James; Miles, William; Glavin, Richard; Leupold, Bob  
 Subject: Liquor Application - Sudbury Sundries

Greetings all,

Attached is the meeting notice for Sudbury Sundries, 100 Boston Post Road (the Sunoco Station) -

Town Departments - I'll look forward to your reports. Thank you all.

Mary

Mary McCormack  
 Executive Asst. to the Town Mgr.  
 278 Old Sudbury Road  
 Sudbury, MA 01776  
 Tel. 978-639-3382 Fax: 978-443-0756  
 Email: [mccormackm@sudbury.ma.us](mailto:mccormackm@sudbury.ma.us)

*This issue was immediately addressed by Mr. Reddy. Mary*

Attachment 1.f: 2011 Sudbury Sundries WM Application and Hearing (5750 : Sudbury Sundries W&amp;M Beverages Package Store License)

**Public Hearing: Sudbury Sundries, Inc., d/b/a Sudbury Sundries - Wine and Malt Beverages Package Store License Application**

Present: Attorney Joshua Fox and Sudbury Sundries applicant Ashraf Youssef

At 9:20 p.m., Chairman Drobinski opened the Public Hearings regarding the application submitted by Sudbury Sundries, Inc., d/b/a Sudbury Sundries, 100 Boston Post Road, for a Wine and Malt Beverages Package Store License. The Board was previously in receipt of copies of the Retail Alcoholic Beverages License Application Monetary Transmittal Form, Personal Information Forms, Manager Application, Clerk's Certificate, Applicant's Statement, all dated February 23, 2011, a floor Plan sketch, the Articles of Organization for Sudbury Sundries, Inc. and the State 2010 Annual Report filed, Notice of Tenancy at Will with Landlord Sarah Realty, LLC and the Certificate of Organization for Sarah Realty, LLC, an email from Sudbury's Board of Health Director dated March 16, 2011, regarding nuisance complaints prior to May 24, 2010, a letter from Police Chief Richard Glavin dated March 24, 2011, expressing concerns regarding an inadequate parking plan and the level of management/supervision proposed for alcohol sales in addition to other services, an email message from Sudbury Fire Chief Miles dated March 14, 2011, noting parking and access for emergency vehicles as concerns, and an email from Building Inspector James Kelly dated March 23, 2011, expressing parking concerns and requesting one van-accessible parking space, striped access aisle and sign be installed.

Attorney Joshua Fox reviewed the request, noting the application is for beer and wine only to be sold in the convenience store. He described the building location, stating the plan does not include any building modifications. Mr. Fox stated the applicant does not believe traffic in the area would be impacted by the proposal, since customers are already frequenting the location for gasoline or convenience store items. He stated approval of the application would afford customers another level of convenience for one-stop shopping. Mr. Fox emphasized gas station businesses are hard to maintain in this economic climate, noting two have recently closed on Route 20.

Mr. Fox referenced a previous dumpster issue noted in Mr. Leupold's correspondence. He stated the issue was resolved by the applicant installing a larger, locked dumpster. Mr. Fox also stated the issue of keeping the door closed between the gas station and convenience store has also been addressed.

Mr. Fox noted that correspondence from the Fire and Police Chiefs and the Building Inspector regarding parking and traffic concerns were recently shared with the applicant. However, Mr. Fox stated these issues have never before been broached with the applicant in his six years of operation by any Town official. He stated the applicant is amenable to re-striping a van spot and the entire parking lot. In addition, the applicant will post "No Parking" signs appropriately. The applicant will also ensure the repair shop located behind the convenience store will utilize the 25 parking spots in the back to relieve congestion in front of the convenience store. Mr. Fox stated it is believed these proposed solutions will address the concerns noted. He further stated Mr. Youssef is trained and certified in the sale of beer and wine, and the other employee involved with sales would be similarly trained and certified. He emphasized the applicant is a local businessman asking for the Town's assistance by granting a one-year license for the sale of beer and wine, which would be subject to annual review.

Selectman Haarde stated the location has a lot of activity already. He asked for clarification of the number of employees at the convenience store, the donut shop, and the repair shop and their hours of operation. Selectman Haarde also asked how many employees would be responsible for the beer and wine sales. Sudbury Sundries Manager Ashraf Youssef stated only he and one other employee would handle the sales.

IN BOARD OF SUDBURY SELECTMEN  
TUESDAY, MARCH 29, 2011  
PAGE 10

Vice-Chairman O'Brien asked what the intended hours of sale for the beer and wine would be, which Mr. Youssef provided.

Chairman Drobinski asked if there is a need for another outlet for beer and wine sales in this vicinity. Reference was made to previous problems at a Cumberland Farm location. Mr. Fox stated that the Cumberland Farm problems were primarily due to loitering, which is not an issue at this location. He further stated that there is a perceived need because there is an available Town license. Mr. Fox also stated customers have mentioned the idea to Mr. Youssef.

Vice-Chairman O'Brien stated he has concerns regarding a convenience store having a beer and wine license. He believes the location could become attractive to under-age drinkers. Vice-Chairman O'Brien further stated he does not see a need in this location for these services. In addition, he is concerned there may not be enough motivation to be vigilant regarding regulations with everything else going on within the store.

Mr. Fox stated that he does not agree with the argument being made that there is a greater likelihood for violations at this site versus any other location. He noted Mr. Youssef would be on site for a minimum of 55 hours a week and that both employees involved with sales would be certified. Mr. Fox stated the parameters for this operation would be no different than they are for any other license holder. Mr. Fox reiterated the Board has the option of approving only a one-year license and annually reviewing operations.

Chairman Drobinski asked how many other convenience stores sell liquor. Mr. Youssef emphasized the beer and wine would be located in a very small section of the store, in full view of the cash register. Chairman Drobinski expressed his general discomfort with offering this service at this site, and he views it as an incompatible use for the location. Mr. Fox asked if the Board would consider approving the license effective July 1, 2011 for only a half year.

Selectman Haarde reiterated there is already a lot of activity at this site, and he believes adding alcohol services would complicate matters. Selectman Haarde also noted that many objections have been presented by Town officials, which need to be considered.

Attorney Fox asked if the application could be withdrawn without prejudice.

It was on motion unanimously

VOTED: To accept the withdrawal, without prejudice, of the application from Sudbury Sundries, Inc., d/b/a Sudbury Sundries, 100 Boston Post Road, for a Wine and Malt Beverages Package Store License, Ashraf Youssef, Manager.

### Minutes

It was on motion

VOTED: To approve the regular session minutes of March 15, 2011.

Selectman Haarde abstained from the vote.



## SUDBURY SELECT BOARD

Tuesday, March 7, 2023

2

### MISCELLANEOUS (UNTIMED)

#### 2: First Parish License

##### REQUESTOR SECTION

Date of request:

Requestor: Chair Russo

Formal Title: Discussion/vote on First Parish License

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

03/07/2023 7:00 PM

### LICENSE OF REAL PROPERTY

This is a license agreement of real property ("License") made and entered into as of the day of \_\_\_\_\_, 20\_\_, by and between the Town of Sudbury, (the "Licensee"), a Massachusetts municipal corporation acting by and through its Select Board, having an address of 278 Old Sudbury Road, Sudbury, MA 01776, and First Parish of Sudbury, ("Licensor"), having an address of 327 Concord Rd., Sudbury, MA 01776

In consideration of the mutual covenants contained herein, the receipt and sufficiency of which are hereby acknowledged, the Licensee and Licensor hereby agree as follows:

1. Licensed Premises.

The Licensor hereby grants to Licensee the right to access and use the triangle shaped parcel of land owned by Licensor in Sudbury Town Center known as the Common, (the "Licensed Premises"). The Licensed Premises is shown on the image attached hereto and made a part hereof as Exhibit 1.

The parties acknowledge and agree that the Licensed Premises are located on the corner of Concord Road and Old Sudbury Road.

2. Permitted Uses, Licensee Obligations.

The Licensor hereby grants the Licensee the right to use the Licensed Premises for display of signs related to civic events such as voting dates and locations, paying of taxes, and town-wide celebrations. The parties agree that they will provide reasonable advance notice to the Chair of the Board of Trustees (on behalf of the Licensor) and the Town Manager (on behalf of the Licensee) of intent to use the premises for events other than posting signs. In the event of a conflict between the parties for a date of an event, the Licensor will have priority.

The Licensee shall maintain the Licensed Premises as they currently exist, including maintaining the grass, trees, fencing and lighting.

The Licensee shall be responsible for clearing snow and ice on any sidewalks and walkways on the Licensed Premises.

~~This License does not grant the Licensee any right to~~ The parties agree that neither party will construct or install temporary or permanent buildings, structures, wells, and/or utilities in, on, under or over the Licensed Premises other than that which is expressly permitted herein or otherwise consented to in writing by ~~the Licensor,~~ mutual agreement.

~~The Licensee shall not make any additions, alterations, or major repairs to the Licensed Premises without the Licensor's prior written approval.~~

The Licensee shall not make or allow any use of the Licensed Premises which is contrary to applicable laws and regulations, including zoning and health provisions and the rules and regulations for use.

The Licensee shall not allow any religious symbols to be placed on the Licensed Premises.

3. Acceptance of Licensed Property. The Licensee shall accept the Premises in their current present state and condition and without any representation or warranty by the Licensor as to the condition of such property or fitness for any particular purpose.

4. Term. The initial term of this License shall be for the period commencing as of the date first written above and shall end on December 31, 2027. (the "Initial Term"). This License shall automatically renew for five (5) year intervals thereafter unless either party elects to terminate this License as provided in Paragraph 5.

5. Revocation and Termination. Either party may terminate this License at any time, for any reason, during the Initial Term and any extension thereof by providing not less than ninety (90) days written notice thereof.

The Licensor may revoke and terminate this License by providing Licensee with not less than thirty (30) days written notice thereof if Licensee fails to comply with any material term of this License or is otherwise in default as set forth in Section 13 below. Licensee shall have such thirty (30) day period to cure any such default. ~~If not revoked by Licensor sooner, this License shall automatically terminate at the end of the Term.~~

6. License Fee. In lieu of a license fee, the Licensee shall maintain the premises as stated in Paragraph 2 above.

7. Maintenance and Repairs. The Licensee shall not cause or permit any waste, damage, or injury to the Premises. The Licensee shall keep the Licensed Premises clean and in good condition. Licensee will be solely responsible, at their sole cost and expense, for the maintenance, upkeep and repair as stated in Paragraph 2 above.

8. Alterations and Additions. Licensee shall not make any alterations, additions, or improvements to the Licensed Premises or any part thereof without the prior written consent of Licensor.

9. Insurance and Indemnity. The Licensee shall maintain personal liability insurance, including medical payments, in an amount not less than Five Hundred Thousand Dollars (\$500,000) per occurrence, with the Licensor named as an additional insured, with a responsible company qualified to do business in Massachusetts and in good standing therein.



10. The Licensee shall deliver to the Licensor certificates for such insurance at or prior to the commencement of the term, and thereafter renewal certificates within thirty (30) days prior to the expiration of any such policies. All such insurance certificates shall provide that such policies shall not be canceled without at least ten (10) days' prior written notice to each insured named herein.

11. To the extent permitted by law, Licensee shall defend, indemnify and hold the Licensor harmless from and against any loss, claim, damage, injury, death, or expense, including reasonable attorneys' fees related to or arising from Licensee's use of the Licensed Premises, including without limitation, the use of the Premises by any of its guests or invitees and the discharge, release or threatened release at or from the Licensed Premises of any Hazardous Materials. All appropriate terms and provisions relating to indemnification and the restoration of the property affected hereby shall survive the expiration or termination of this License.

12. Compliance with Laws. Licensee shall comply with all applicable statutes, ordinances, rules, regulations and requirements of all municipal, state and federal authorities now in force or which may hereafter be in force, pertaining to the Licensed Premises, occasioned by or affecting the use thereof by Licensee.

13. Default. The occurrence of any of the following shall constitute an event of default and breach of this License by Licensee:

a. Delinquency by the Licensee in the performance of or compliance with any material term or condition set forth in this License for a period of thirty (30) days after written notice thereof from the Licensor to the Licensee, for any default not reasonably able to be cured within such thirty (30) day period.

Upon the occurrence of any event of default that remains uncured for thirty (30) days or more, the Licensor at any time thereafter may give written notice to the Licensee specifying such event of default and stating that this License shall expire on the date specified in such notice, which shall be at least thirty (30) days after the giving of such notice, and upon the date specified in such notice, this License and all rights of the Licensee hereunder shall terminate.

14. Assignment. The Licensee shall not assign or sublet this License without the Licensor's prior written consent.

15. Surrender of Premises Upon Expiration. The Licensee shall vacate the Premises in the good order and repair, and shall remove all its property therefrom so that the Licensor can repossess the Premises no later than 11:59 pm on the day upon which this License terminates. The Licensor shall have the same rights to enforce this covenant by ejectment and for damages or otherwise as for the breach of any other condition or covenant of this License. The Licensee may at any time prior to or upon the termination of this License, remove from the Licensed

Premises all materials, equipment and property of every other sort of nature installed by the Licensee thereof, provided that such property is removed without substantial injury to the Premises.

16. No Waiver. Any failure by either the Licensor or the Licensee to insist upon strict performance of any term or condition of the License shall not be deemed a waiver of any right or remedy that each party may have and shall not be deemed to be a waiver of any subsequent breach of such term or condition.

17. Notices. Any notice by either party to the other shall be in writing and shall be deemed to be duly given only if delivered personally or mailed by registered mail in a pre-paid envelope, or via US Postal Service overnight mail, addressed to the other party as follows:

If to Licensee, to: Chair of Board of Trustees

First Parish of Sudbury  
-327 Concord Rd.  
Sudbury, MA 01776

If to Town, to: Town Manager

Town of Sudbury  
278 Old Sudbury Road  
Sudbury, MA 01776

18. Binding Effect. The covenant, terms, conditions and undertaking in this License shall extend to and be binding upon the heirs, executors, administrators, successors, and assigns of the respective parties hereto, as if they were in every case named and expressed, and shall be construed as covenants running with the land; and wherever reference is made to either of the parties hereto, it shall be held to include and apply also to the heirs, executors, administrators, successors, and assigns of such property, as if in each and every case so expressed.

19. No Estate Created. This License shall not be construed as creating or vesting in the Licensee any estate in the Premises or any interest in real property but only the limited right of use as set forth herein.

20. Governing Law. Except as otherwise governed by applicable federal law, the License, and all rights and remedies of the parties hereunder, shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts, to the exclusion of the laws of each and every other jurisdiction, without regard to the principles of conflict of laws. Any action brought to interpret and/or enforce this Agreement shall be tried in state courts located in Middlesex County, Massachusetts or federal courts located in Boston, Massachusetts

and all claims to improper venue, failure to obtain personal jurisdiction and forum non convenes are waived; and the parties hereby submitting to Massachusetts personal jurisdiction.

21. Entire Agreement. This License contains the entire agreement between the parties and shall not be modified in any manner except by an instrument in writing executed by the parties. If any term or provision of this License or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this License, or the application of such term or provision to the persons or circumstance other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term and provision of his License shall be valid and enforced to the fullest extent by law. This License is to take effect as a sealed instrument.

22. Counterparts. The License may be executed in counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument. Any electronic transmission, electronic signature, portable document format (PDF) or facsimile of any signature hereunder shall be deemed an original and shall bind each party.

23. Political Signs on the Licensed Premises. The Licensee does not endorse, consent to, or support the posting of signs or other activities for any political position or candidate for office. ~~The determination to allow or prohibit any such signs or activities remains with the Licensor.~~

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After: 0 pt, Line spacing: Multiple 1.08 li

(Signature page follows)

IN WITNESS WHEREOF, the parties have executed this License as of the date first written above.

LICENSOR:

FIRST PARISH OF SUDBURY

By: \_\_\_\_\_

Name:

Title: Chair of Board of Trustees

LICENSEE:

TOWN OF SUDBURY

By its Select Board

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Charles G. Russo, Chair

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Janie W. Dretler, Vice Chair

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Jennifer S. Roberts, Member

---

Daniel E. Carty, Member

---

Lisa V. Kouchakdjian, Member

EXHIBIT 1 Licensed Premises

## LICENSE OF REAL PROPERTY

This is a license agreement of real property ("License") made and entered into as of the day of \_\_\_\_\_, 20\_\_, by and between the Town of Sudbury, (the "Licensee"), a Massachusetts municipal corporation acting by and through its Select Board, having an address of 278 Old Sudbury Road, Sudbury, MA 01776, and First Parish of Sudbury, ("Licensor"), having an address of 327 Concord Rd., Sudbury, MA 01776

In consideration of the mutual covenants contained herein, the receipt and sufficiency of which are hereby acknowledged, the Licensee and Licensor hereby agree as follows:

1. Licensed Premises.

The Licensor hereby grants to Licensee the right to access and use the triangle shaped parcel of land owned by Licensor in Sudbury Town Center known as the Common, (the "Licensed Premises"). The Licensed Premises is shown on the image attached hereto and made a part hereof as Exhibit 1.

The parties acknowledge and agree that the Licensed Premises are located on the corner of Concord Road and Old Sudbury Road.

2. Permitted Uses, Licensee Obligations.

The Licensor hereby grants the Licensee the right to use the Licensed Premises for display of signs related to civic events such as voting dates and locations, paying of taxes, and town-wide celebrations. The parties agree that they will provide reasonable advance notice to the Chair of the Board of Trustees (on behalf of the Licensor) and the Town Manager (on behalf of the Licensee) of intent to use the premises for events other than posting signs. In the event of a conflict between the parties for a date of an event, the Licensor will have priority.

The Licensee shall maintain the Licensed Premises as they currently exist, including maintaining the grass, trees, fencing and lighting.

The Licensee shall be responsible for clearing snow and ice on any sidewalks and walkways on the Licensed Premises.

The parties agree that neither party will construct or install temporary or permanent buildings, structures, wells, and/or utilities in, on, under or over the Licensed Premises other than that which is expressly permitted herein or otherwise consented to in writing by mutual agreement.

The Licensee shall not make or allow any use of the Licensed Premises which is contrary to applicable laws and regulations, including zoning and health provisions and the rules and regulations for use.

The Licensee shall not allow any religious symbols to be placed on the Licensed Premises.

3. Acceptance of Licensed Property. The Licensee shall accept the Premises in their current present state and condition and without any representation or warranty by the Licensor as to the condition of such property or fitness for any particular purpose.

4. Term. The initial term of this License shall be for the period commencing as of the date first written above and shall end on December 31, 2027. (the "Initial Term"). This License shall automatically renew for five (5) year intervals thereafter unless either party elects to terminate this License as provided in Paragraph 5.

5. Revocation and Termination. Either party may terminate this License at any time, for any reason, during the Initial Term and any extension thereof by providing not less than ninety (90) days written notice thereof.

The Licensor may revoke and terminate this License by providing Licensee with not less than thirty (30) days written notice thereof if Licensee fails to comply with any material term of this License or is otherwise in default as set forth in Section 13 below. Licensee shall have such thirty (30) day period to cure any such default.

6. License Fee. In lieu of a license fee, the Licensee shall maintain the premises as stated in Paragraph 2 above.

7. Maintenance and Repairs. The Licensee shall not cause or permit any waste, damage, or injury to the Premises. The Licensee shall keep the Licensed Premises clean and in good condition. Licensee will be solely responsible, at their sole cost and expense, for the maintenance, upkeep and repair as stated in Paragraph 2 above.

8. Alterations and Additions. Licensee shall not make any alterations, additions, or improvements to the Licensed Premises or any part thereof without the prior written consent of Licensor.

9. Insurance and Indemnity. The Licensee shall maintain personal liability insurance, including medical payments, in an amount not less than Five Hundred Thousand Dollars (\$500,000) per occurrence, with the Licensor named as an additional insured, with a responsible company qualified to do business in Massachusetts and in good standing therein.

10. The Licensee shall deliver to the Licensors certificates for such insurance at or prior to the commencement of the term, and thereafter renewal certificates within thirty (30) days prior to the expiration of any such policies. All such insurance certificates shall provide that such policies shall not be canceled without at least ten (10) days' prior written notice to each insured named herein.

11. To the extent permitted by law, Licensee shall defend, indemnify and hold the Licensors harmless from and against any loss, claim, damage, injury, death, or expense, including reasonable attorneys' fees related to or arising from Licensee's use of the Licensed Premises, including without limitation, the use of the Premises by any of its guests or invitees and the discharge, release or threatened release at or from the Licensed Premises of any Hazardous Materials. All appropriate terms and provisions relating to indemnification and the restoration of the property affected hereby shall survive the expiration or termination of this License.

12. Compliance with Laws. Licensee shall comply with all applicable statutes, ordinances, rules, regulations and requirements of all municipal, state and federal authorities now in force or which may hereafter be in force, pertaining to the Licensed Premises, occasioned by or affecting the use thereof by Licensee.

13. Default. The occurrence of any of the following shall constitute an event of default and breach of this License by Licensee:

a. Delinquency by the Licensee in the performance of or compliance with any material term or condition set forth in this License for a period of thirty (30) days after written notice thereof from the Licensors to the Licensee, for any default not reasonably able to be cured within such thirty (30) day period.

Upon the occurrence of any event of default that remains uncured for thirty (30) days or more, the Licensors at any time thereafter may give written notice to the Licensee specifying such event of default and stating that this License shall expire on the date specified in such notice, which shall be at least thirty (30) days after the giving of such notice, and upon the date specified in such notice, this License and all rights of the Licensee hereunder shall terminate.

14. Assignment. The Licensee shall not assign or sublet this License without the Licensors' prior written consent.

15. Surrender of Premises Upon Expiration. The Licensee shall vacate the Premises in the good order and repair, and shall remove all its property therefrom so that the Licensors can repossess the Premises no later than 11:59 pm on the day upon which this License terminates. The Licensors shall have the same rights to enforce this covenant by ejectment and for damages or otherwise as for the breach of any other condition or covenant of this License. The Licensee may at any time prior to or upon the termination of this License, remove from the Licensed Premises all materials, equipment and property of every other sort of nature installed by the



Licensee thereof, provided that such property is removed without substantial injury to the Premises.

16. No Waiver. Any failure by either the Licensor or the Licensee to insist upon strict performance of any term or condition of the License shall not be deemed a waiver of any right or remedy that each party may have and shall not be deemed to be a waiver of any subsequent breach of such term or condition.

17. Notices. Any notice by either party to the other shall be in writing and shall be deemed to be duly given only if delivered personally or mailed by registered mail in a pre-paid envelope, or via US Postal Service overnight mail, addressed to the other party as follows:

If to Licensor, to: Chair of Board of Trustees

First Parish of Sudbury  
327 Concord Rd.  
Sudbury, MA 01776

If to Town, to: Town Manager

Town of Sudbury  
278 Old Sudbury Road  
Sudbury, MA 01776

18. Binding Effect. The covenant, terms, conditions and undertaking in this License shall extend to and be binding upon the heirs, executors, administrators, successors, and assigns of the respective parties hereto, as if they were in every case named and expressed, and shall be construed as covenants running with the land; and wherever reference is made to either of the parties hereto, it shall be held to include and apply also to the heirs, executors, administrators, successors, and assigns of such property, as if in each and every case so expressed.

19. No Estate Created. This License shall not be construed as creating or vesting in the Licensee any estate in the Premises or any interest in real property but only the limited right of use as set forth herein.

20. Governing Law. Except as otherwise governed by applicable federal law, the License, and all rights and remedies of the parties hereunder, shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts, to the exclusion of the laws of each and every other jurisdiction, without regard to the principles of conflict of laws. Any action brought to interpret and/or enforce this Agreement shall be tried in state courts located in Middlesex County, Massachusetts or federal courts located in Boston, Massachusetts and all claims to improper venue, failure to obtain personal jurisdiction and forum non convenes are waived; and the parties hereby submitting to Massachusetts personal jurisdiction.

21. Entire Agreement. This License contains the entire agreement between the parties and shall not be modified in any manner except by an instrument in writing executed by the parties. If any term or provision of this License or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this License, or the application of such term or provision to the persons or circumstance other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term and provision of his License shall be valid and enforced to the fullest extent by law. This License is to take effect as a sealed instrument.

22. Counterparts. The License may be executed in counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument. Any electronic transmission, electronic signature, portable document format (PDF) or facsimile of any signature hereunder shall be deemed an original and shall bind each party.

Political Signs on the Licensed Premises. The Licensee does not endorse, consent to, or support the posting of signs or other activities for any political position or candidate for office.

(Signature page follows)

IN WITNESS WHEREOF, the parties have executed this License as of the date first written above.

LICENSOR:

FIRST PARISH OF SUDBURY

By: \_\_\_\_\_  
 Name:  
 Title: Chair of Board of Trustees

LICENSEE:

TOWN OF SUDBURY  
 By its Select Board

\_\_\_\_\_

Charles G. Russo, Chair

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Janie W. Dretler, Vice Chair

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Jennifer S. Roberts, Member

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Daniel E. Carty, Member

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Lisa V. Kouchakdjian, Member

EXHIBIT 1 Licensed Premises

**SUDBURY SELECT BOARD**

Tuesday, March 7, 2023

**MISCELLANEOUS (UNTIMED)****3: SB FY24 budget presentation****REQUESTOR SECTION**

Date of request:

Requestor: Chair Russo

Formal Title: Select Board FY24 budget presentation by Town Manager Sheehan. Finance Director Dennis Keohane and Assistant Town Manager Maryanne Bilodeau will be in attendance.

Recommendations/Suggested Motion/Vote: Select Board FY24 budget presentation by Town Manager Sheehan. Finance Director Dennis Keohane and Assistant Town Manager Maryanne Bilodeau will be in attendance.

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

03/07/2023 7:00 PM



# Town Budget Presentation Fiscal Year 2024

# *GFOA BUDGET*

- Proud to submit a budget document that meets the Government Finance Officers' Associations guidance (GFOA):
  - Annual Comprehensive Financial Report (ACFR): Certificate of Achievement for Excellence in Financial Reporting, fiscal year ended June 30, 2021 (10 years in a row)
  - GFOA Distinguished Budget Presentation Award: for budget report, fiscal year beginning July 1, 2022 (5 years in a row)
- This is a transparent, easy to understand budget document, that includes not only a recommended budget, but also information about town government, budget procedures and policies, goals and forecasting information

# *TOWN MANAGER'S BUDGET*

The Town is presenting a balanced budget, within capacity, as determined by our forecasting.

There is a Proposition 2 ½ override request to meet the needs of the Sudbury Public Schools.

<b>REVENUES &amp; AVAILABLE FUNDS</b>	<b>FY22 Actual</b>	<b>FY23 Budgeted</b>	<b>FY24 Recommended</b>	<b>FY24 Override</b>	<b>FY24 Requested</b>	<b>Percentag Increas</b>
Real Estate and Personal Property Taxes	95,059,267	98,572,492	102,164,271	745,460	102,909,731	4.40
State Aid	6,489,157	6,725,221	6,866,452	-	6,866,452	2.10
SAFER Grant	97,740	-	-	-	-	0.00
MEDICAID Reimbursements	204,843	-	150,000	-	150,000	100.00
Local Receipts	6,981,792	5,045,000	5,590,000	-	5,590,000	10.80
Other Available	728,566	660,000	724,697	-	724,697	9.80
<b>TOTAL REVENUES &amp; AVAILABLE FUNDS:</b>	<b>109,561,365</b>	<b>111,002,713</b>	<b>115,495,420</b>	<b>745,460</b>	<b>116,240,880</b>	<b>4.72</b>



# *FY24 BUDGET*

<b>EXPENDITURES</b>	<b>FY22 Actual</b>	<b>FY23 Budgeted</b>	<b>FY24 Recommended</b>	<b>FY24 Override</b>	<b>FY24 Requested</b>	<b>Percentage Increase</b>
Education - Sudbury Public Schools (SPS)	40,942,543	41,849,664	43,380,703	745,460	44,126,163	5.44%
Education - LS Regional High School (LS)	27,330,369	27,869,764	28,936,600	-	28,936,600	3.83%
Education - Vocational	360,501	550,000	500,000	-	500,000	-9.09%
General Government	3,174,121	3,397,735	3,598,455	-	3,598,455	5.91%
Public Safety	9,320,704	9,603,953	9,939,791	-	9,939,791	3.50%
Public Works	5,604,447	5,937,489	6,111,600	-	6,111,600	2.93%
Human Services	955,786	978,861	1,002,310	-	1,002,310	2.40%
Culture & Recreation	1,486,227	1,569,499	1,639,483	-	1,639,483	4.46%
<b>Total Town Departments</b>	<b>89,174,697</b>	<b>91,756,965</b>	<b>95,108,942</b>	<b>745,460</b>	<b>95,854,402</b>	<b>4.47%</b>
Reserve Fund	-	300,000	300,000	-	300,000	0.00%
Town-Wide Operating and Transfers	2,413,830	189,459	195,991	-	195,991	3.45%
Town Debt Service	2,378,173	2,240,185	2,781,145	-	2,781,145	24.15%
Employee Benefits (Town and SPS)	13,794,277	14,829,830	15,730,817	-	15,730,817	6.08%
OPEB Trust Contribution (Town and SPS)	650,000	650,000	650,000	-	650,000	0.00%
<b>Total Operating Budget</b>	<b>108,410,977</b>	<b>109,966,439</b>	<b>114,766,895</b>	<b>745,460</b>	<b>115,512,355</b>	<b>5.04%</b>

	FY22	FY23	FY24	FY24	FY24	Percentage
EXPENDITURES	Actual	Budgeted	Recommended	Override	Requested	Increase
Education - Sudbury Public Schools (SPS)	40,942,543	41,849,664	43,380,703	745,460	44,126,163	5.44%
Education - LS Regional High School (LS)	27,330,369	27,869,764	28,936,600	-	28,936,600	3.83%
Education - Vocational	360,501	550,000	500,000	-	500,000	-9.09%
General Government	3,174,121	3,397,735	3,598,455	-	3,598,455	5.91%
Public Safety	9,320,704	9,603,953	9,939,791	-	9,939,791	3.50%
Public Works	5,604,447	5,937,489	6,111,600	-	6,111,600	2.93%
Human Services	955,786	978,861	1,002,310	-	1,002,310	2.40%
Culture & Recreation	1,486,227	1,569,499	1,639,483	-	1,639,483	4.46%
<b>Total Town Departments</b>	<b>89,174,697</b>	<b>91,756,965</b>	<b>95,108,942</b>	<b>745,460</b>	<b>95,854,402</b>	<b>4.47%</b>
Reserve Fund	-	300,000	300,000	-	300,000	0.00%
Town-Wide Operating and Transfers	2,413,830	189,459	195,991	-	195,991	3.45%
Town Debt Service	2,378,173	2,240,185	2,781,145	-	2,781,145	24.15%
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OPEB Trust Contribution (Town and SPS)	650,000	650,000	650,000	-	650,000	0.00%
<b>Total Operating Budget</b>	<b>108,410,977</b>	<b>109,966,439</b>	<b>114,766,895</b>	<b>745,460</b>	<b>115,512,355</b>	<b>5.04%</b>
Capital Expenditures	1,589,548	1,036,274	728,525	-	728,525	-29.70%
<b>TOTAL EXPENDITURES:</b>	<b>110,000,525</b>	<b>111,002,713</b>	<b>115,495,420</b>	<b>745,460</b>	<b>116,240,880</b>	<b>4.72%</b>
	FY22	FY23	FY24	FY24	FY24	Percentage
REVENUES & AVAILABLE FUNDS	Actual	Budgeted	Recommended	Override	Requested	Increase
Real Estate and Personal Property Taxes	95,059,267	98,572,492	102,164,271	745,460	102,909,731	4.40%
State Aid	6,489,157	6,725,221	6,866,452	-	6,866,452	2.10%
SAFER Grant	97,740	-	-	-	-	0.00%
MEDICAID Reimbursements	204,843	-	150,000	-	150,000	100.00%
Local Receipts	6,981,792	5,045,000	5,590,000	-	5,590,000	10.80%
Other Available	728,566	660,000	724,697	-	724,697	9.80%
<b>TOTAL REVENUES &amp; AVAILABLE FUNDS:</b>	<b>109,561,365</b>	<b>111,002,713</b>	<b>115,495,420</b>	<b>745,460</b>	<b>116,240,880</b>	<b>4.72%</b>

## *THE BUDGET*

- Budgets include already bargained for increases, as well as step increases if eligible
  - 2% COLA increase for FY2024 (2 Town bargaining units currently not settled)
- No reduction in headcount
- Minimal new initiatives
- Many requests remain unfulfilled
- Majority of the budget is level service, intended to sustain current services

# *BUDGET HIGHLIGHTS*

## *SUDBURY PUBLIC SCHOOLS*

- The School Committee completed a lengthy and thorough budget process which included reviewing District-wide academic and mental health data.
- The proposed budget requires a \$745,460 Proposition 2 ½ override request; determined to be the only option to meet the critical needs of the students.
- The proposed budget includes estimated MEDICAID reimbursements of \$150,000.

# *BUDGET HIGHLIGHTS*

## *LSRHS ASSESSMENT*

- The assessment is determined by the ratio of Sudbury's pupil enrollment to total LSRHS pupil enrollment as of October 1 of the 3 years preceding FY24.
- Also to be considered is the minimum contribution as set by the Department of Elementary and Secondary Education.
- The two together create a blended rate, which results in the final assessment to Sudbury.
- The Sudbury portion of the assessment for FY24 is estimated to **decrease** to **87.44%**
  - **FY24: 87.44%**
  - **FY23: 87.50%**
  - **FY22: 87.58%**
  - **FY21: 87.90%**

# *BUDGET HIGHLIGHTS*

## *VOCATIONAL EDUCATION*

- Vocational Education
  - Reduction of \$50,000
  - Due to reduced enrollment forecasted
  - Accounts for tuition and transportation

# *BUDGET HIGHLIGHTS*

## *GENERAL GOVERNMENT*

### ■ Information Systems

- Web Developer/Systems Analyst. The demands of the Information Systems department have increased tremendously before, during, and after the COVID-19 pandemic. This position will help to alleviate the strain of the department and meet the needs of the Town.

### ■ Conservation

- Land Manager. The Conservation Department manages approximately 1,200 acres of Town conservation land and has oversight of approximately 620 acres of additional private lands held under Conservation Restrictions. Additionally, approximately 1/3 of land in Sudbury is classified as wetlands. This position is necessary to help adequately protect, manage, and maintain Sudbury wetlands and open space resources



# *BUDGET HIGHLIGHTS*

## *PUBLIC SAFETY*

- Level Service Budget Proposed.

# *BUDGET HIGHLIGHTS*

## *PUBLIC WORKS*

### ■ Combined Facilities

- Sustainability Coordinator. Funding for this position was inserted via citizen petition as Article 58 of the 2022 Annual Town Meeting, to be funded from Free Cash. This position is primarily funded from revenue generated from the Solar Panels at the Landfill for FY24; future funding has not been identified.

# *BUDGET HIGHLIGHTS*

## *HUMAN SERVICES*

- Level Service Budget Proposed.

# *BUDGET HIGHLIGHTS*

## *CULTURE & RECREATION*

- Level Service Budget Proposed.

# *BUDGET HIGHLIGHTS*

## *RESERVE FUND*

- Level Funded Budget Proposed.

# *BUDGET HIGHLIGHTS*

## *TOWN-WIDE OPERATING AND TRANSFERS*

- Level Service Budget Proposed



## *BUDGET HIGHLIGHTS*

### *TOWN DEBT SERVICE*

- Debt service is projected to increase by 24.15% for FY24. The increase is attributable to the interest costs related to previously approved debt issuances
  - Fairbank Community Center
  - Fire Station No. 2 Housing/Living Quarters
  - Town-Wide Drainage and Reconstruction project.

# *BUDGET HIGHLIGHTS*

## *EMPLOYEE BENEFITS (TOWN AND SPS)*

- SPS and Town: \$15,730,817
  - Town: \$6,884,474
  - SPS: \$8,846,343
  - Overall: 6.08% increase totaling: \$900,987
- Includes:
  - Workers Compensation
  - Unemployment
  - FICA/Medicare
  - Medical Insurance
  - Retiree Medical Insurance
  - County Retirement Assessment
  - Property/Auto/Liability
    - Town/School Property and Vehicles
    - IOD Coverage for Police and Fire
    - Deductibles

## *BUDGET HIGHLIGHTS*

### *OPEB TRUST CONTRIBUTION (TOWN AND SPS)*

- The requested OPEB Trust Fund Contribution for FY23 is \$650,000. This is level funded from FY23.

## *FULL TIME HEAD COUNT TOWN DEPARTMENTS*

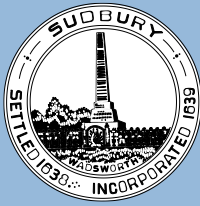
Fiscal Year	Head Count
2022	181
2023	181
2024	184

# *UNFULFILLED REQUESTS*

- Human Resources. HR Generalist
- Conservation Department. Additional staff positions
- Finance Director. Financial Analyst
- Public Works. Four (4) Light Equipment Operators: Trees & Cemetery, Streets & Roads, and Parks & Grounds.
- Police Sergeant
- Fire Inspector/Fire Prevention Officer
- Senior Center. Additional support staff
- Goodnow Library. Program staff
- Park & Recreation. Assistant Director (vacant since before FY2020)

# QUESTIONS?



**SUDBURY SELECT BOARD**

Tuesday, March 7, 2023

**MISCELLANEOUS (UNTIMED)****4: Discussion on 2023 ATM articles****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Discussion on 2023 Annual Town Meeting articles: consent calendar; positions on articles; other.

Recommendations/Suggested Motion/Vote: Discussion on 2023 Annual Town Meeting articles: consent calendar; positions on articles; other.

Background Information:  
attached spreadsheet

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

03/07/2023 7:00 PM



ATM 2023 ARTICLES

4.a

	Article Title	Sponsor/ Submitted by	Article Presenter	SB Position	FinCom Position	CIAC Position	Report SB position at ATM	Funding Source	Requested Amount	Required Vote	Consent Calendar	Presentatio in Advanc
	<b>IN MEMORIAM RESOLUTION</b>											
	<b>FINANCE/BUDGET</b>											
1	Hear Reports	Select Board								Majority		
2	FY23 Budget Adjustments	Select Board								Majority		
3	FY24 Budget	Town Manager								Majority		
4	FY24 Capital Budget	Town Manager							\$728,525	Majority		
5	FY24 Transfer Station Enterprise Fund Budget	Town Manager							\$328,199	Majority		
6	FY24 Pool Enterprise Fund Budget	Town Manager							\$527,280	Majority		
7	FY24 Recreation Field Maintenance Enterprise Fund Budget	Town Manager							\$241,514	Majority		
8	FY23 Snow & Ice Transfer	Town Manager								Majority	Y	
9	Unpaid Bills	Town Accountant							\$14,932	Four-fifths		
10	Chapter 90 Highway Funding	DPW Director								Majority	Y	
11	Stabilization Fund	Select Board							\$144,274	Majority	Y	
12	FY24 Revolving Fund Spending Limits	Finance Director								Majority	Y	
13	Capital Stabilization Fund	Town Manager							\$250,000	Majority	Y	
	<b>MISCELLANEOUS</b>											
14	Funding of GO Sudbury! Taxi and Uber Transportation Programs for FY24	Select Board							\$150,000			
15	Fairbank Community Center A/V Equipment and Associated Funding	Select Board							\$200,000			
16	Authorize Select Board to Petition the General Court to Adopt Legislation - An Act Authorizing the Town to Establish a Fee for a Checkout Bag Charge	Select Board									Y	
17	Medicaid reimbursement and additional Chapter 70 Funding Transfer to fund ELA Curriculum update	SPS School Committee							\$279,574			
18	Schools HVAC Repairs and Replacements	SPS School Committee							\$450,000		Y	
19	Curtis Middle School A/V System Replacement	SPS School Committee							\$160,000		Y	
20	SPS Surveillance Cameras	SPS School Committee							\$310,000			

Attachment4.a: 2023 ATM\_Articles\_ 2-28-23 AJS 2-28.23.2 rev (5761 : Discussion on 2023 ATM articles)

3/3/2023 9:05 AM

Page 1

NS-not support; S-support; IP-Indefinitely Postpone; RTM-Report at Town Meeting

Packet Pg. 103

ATM 2023 ARTICLES

4.a

	Article Title	Sponsor/ Submitted by	Article Presenter	SB Position	FinCom Position	CIAC Position	Report SB position at ATM	Funding Source	Requested Amount	Required Vote	Consent Calendar	Presentatio in Advanc
21	LSRHS Camera System Replacement	LSRHS Superintendent							\$206,652			
22	Purchase of Storage Building	Fire Chief							\$200,000		Y	
23	Purchase of Fire Engine	Fire Chief							\$1,020,000			
24	Americans with Disabilities Act Transition Plan Recommendations	Combined Facilities Director							\$200,000			
25	DPW Roofing Project Funding	Combined Facilities Director							\$400,000			
26	DPW Building Office Renovation	Combined Facilities Director							\$125,000			
27	Space Use and Facility Condition Study	Combined Facilities Director							\$300,000			
28	Atkinson Pool Dehumidification Equipment Replacement	Combined Facilities Director							\$600,000			
29	Atkinson Pool Maintenance and Repair Fund	Combined Facilities Director							\$480,000			
30	Amend Solar Energy Revolving Fund	Energy and Sustainability Committee								Majority		
31	Authorization to Proceed with the Fairbank Community Center Solar Project	Energy and Sustainability Committee										
32	Pickup Truck with Plow		WITHDRAWN									
33	Swap Body Truck (replaces pickup truck)	Public Works Director							\$185,000	Majority	Y	
34	Swap Body Truck (replaces spreader truck with wings)	Public Works Director							\$210,000	Majority	Y	

Attachment 4.a: 2023 ATM\_Articles\_ 2-28-23 AJS 2.28.23.2 rev (5761 : Discussion on 2023 ATM articles)

3/3/2023 9:05 AM

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NS-not support; S-support; IP-Indefinitely Postpone; RTM-Report at Town Meeting

Packet Pg. 104

ATM 2023 ARTICLES

4.a

	Article Title	Sponsor/ Submitted by	Article Presenter	SB Position	FinCom Position	CIAC Position	Report SB position at ATM	Funding Source	Requested Amount	Required Vote	Consent Calendar	Presentatio in Advanc
35	Sports Field Mower	Public Works Director							\$160,000	Majority	Y	
36	Multi-Purpose Tractor	Public Works Director							\$215,000	Majority	Y	
37	Front End Loader	Public Works Director							\$345,000	Majority	Y	
38	Amend General Bylaws, Article IX, Section 4200, Water Resource Protection Overlay Districts	Planning Board								Two-thirds		
39	Amend General Bylaws - Affordable Housing trust bylaw	Select Board										
40	General Bylaw for the Placement of Small Wireless Facilities in the Public Ways	Select Board										
<b>CPC ARTICLES</b>												
41	Community Preservation Act Fund - 67-73 Nobscot Road Acquisition, Design, and Construction	CPC							\$438,000	Majority		
42	Community Preservation Act Fund - Accessible Pathways on Town Properties	CPC							\$187,744	Majority	Y	
43	Community Preservation Act Fund - Bruce Freeman Rail Trail CSX Extension	CPC							\$300,000	Majority	Y	
44	Community Preservation Act Fund - Curtis Outdoor Health and Wellness Space	CPC							\$480,000	Majority	Y	
45	Community Preservation Act Fund - Frank Feeley Fields Improvements Phase II	CPC							\$799,668	Majority		
46	Community Preservation Act Fund - Fence and Lights for Fairbank Multisport Court	CPC							\$100,000	Majority	Y	
47	Community Preservation Act Fund - Historic Resource Inventory Surveys Phase V	CPC							\$23,000	Majority	Y	
48	Community Preservation Act Fund - Watershed Based Plan, Restoring Water Quality in Hop Brook	CPC							\$78,600	Majority	Y	
49	Community Preservation Act Fund - Hosmer House Historic Structure, Cultural Landscape, and Collection Study	CPC							\$130,000	Majority	Y	
50	Community Preservation Act Fund - Housing Trust Allocation	CPC							\$282,000	Majority	Y	

Attachment 4.a: 2023 ATM\_Articles\_ 2-28-23 AJS 2.28.23.2 rev (5761 : Discussion on 2023 ATM articles)

3/3/2023 9:05 AM

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NS-not support; S-support; IP-Indefinitely Postpone; RTM-Report at Town Meeting

Packet Pg. 105

ATM 2023 ARTICLES

4.a

	Article Title	Sponsor/ Submitted by	Article Presenter	SB Position	FinCom Position	CIAC Position	Report SB position at ATM	Funding Source	Requested Amount	Required Vote	Consent Calendar	Presentatio in Advance
51	Community Preservation Act Fund - Indigenous Cultural Landscape Study	CPC							\$35,000	Majority	Y	
52	Community Preservation Act Fund - Regional Housing Services Office (RHSO) Membership Fee	CPC							\$33,000	Majority	Y	
53	Community Preservation Act Fund - Return of Unspent Funds	CPC								Majority	Y	
54	Community Preservation Act Fund - General Budget and Appropriations	CPC								Majority	Y	
	<b>PETITION ARTICLE</b>											
55	Control of Firearms Zoning	Citizen Frank Riepe										

Attachment4.a: 2023 ATM\_Articles\_ 2-28-23 AJS 2.28.23.2 rev (5761 : Discussion on 2023 ATM articles)

3/3/2023 9:05 AM

Page 4

NS-not support; S-support; IP-Indefinitely Postpone; RTM-Report at Town Meeting

Packet Pg. 106

**SUDBURY SELECT BOARD**

Tuesday, March 7, 2023

**MISCELLANEOUS (UNTIMED)****5: Discussion on ATM logistics, calendar, etc.****REQUESTOR SECTION**

Date of request:

Requestor: Chair Russo

Formal Title: Discussion regarding 2023 Annual Town Meeting logistics, process, calendar, and other topics.

Recommendations/Suggested Motion/Vote: Discussion regarding 2023 Annual Town Meeting logistics, process, calendar, and other topics.

Background Information:  
attached calendar

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

03/07/2023 7:00 PM

## 2023 Town Meeting Warrant Schedule

### March 27, 2023 Annual Town Election (ATE) with Ballot Questions

### May 1, 2023 Annual Town Meeting (ATM)

#### February 2023

S	M	T	W	T	F	S	
		Jan. 31	1	2	3	4	Jan. 31 submission <b>deadline</b> for 2023 ATM articles
5	6	7	8	9	10	11	Feb 7 SB accepts articles submitted for ATM warrant
12	13	14	15	16	17	18	Feb 13 Joint SB meeting with FinCom/CIAC to present ATM capital articles
19	20	21	22	23	24	25	Feb 17 <b>deadline</b> to submit ballot question(s) wording to Town Clerk 35 days prior to Election
26	27	28					Feb 20 President's Day, 21-24 school vacation

#### March 2023

S	M	T	W	T	F	S	
			1	2	3	4	March 7 <b>deadline</b> to sign and send election warrant to print
5	6	7	8	9	10	11	March 17 <b>deadline</b> to register to vote in Annual Town Election
12	13	14	15	16	17	18	March 20 posting/delivery <b>deadline</b> for ATE warrant
19	20	21	22	23	24	25	March 20 5PM <b>deadline</b> to submit Vote by Mail Ballot application to Town Clerk
26	27	28	29	30	31		<b>March 27 Annual Town Election</b>

#### April 2023

S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	April 4 <b>deadline</b> to sign ATM warrant and send to print
9	10	11	12	13	14	15	April 21 <b>deadline</b> to register to vote at ATM
16	17	18	19	20	21	22	April 17 Patriots Day, 18-22 school vacation
23	24	25	26	27	28	29	April 24 ATM Warrant <b>deadline</b> received by residents and posted (7 days prior to ATM)
30							

#### May 2023

S	M	T	W	T	F	S	
	1	2	3	4	5	6	May 1-3, 8 (if needed) Annual Town Meeting at LSRHS
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				May 29 Memorial Day

**Yellow** = SB meeting; **Red** = holiday or deadline

**SUDBURY SELECT BOARD**

Tuesday, March 7, 2023

**MISCELLANEOUS (UNTIMED)****6: 2022 Annual Town Report submission****REQUESTOR SECTION**

Date of request:

Requestor: Chair Russo

Formal Title: Discussion and vote to approve the Select Board's submission to the 2022 Annual Town Report.

Recommendations/Suggested Motion/Vote: Discussion and vote to approve the Select Board's submission to the 2022 Annual Town Report.

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

03/07/2023 7:00 PM



## Select Board and Town Manager

The Select Board, in conjunction with the Town Manager, hereby submits the reports of the elected and appointed Town officials, boards, and committees for the year 2022. This Annual Report provides a summary of the Town's activities and financial transactions in accordance with Article III, Section 2 of the Town Bylaws. Our report follows.

Following the conclusion of Annual Town Meeting, Lisa Kouchakdjian, who was elected to the Select Board in March, officially took office. The Board reorganized with Charles Russo elected to serve as Chair and Janie Dretler to serve as Vice-Chair.

In June, Town Manager Henry Hayes concluded his tenure as the Town's chief administrative officer. The Board is grateful to him for leading the Town for the past two years and wishes him well. As she has done several times previously, Assistant Town Manager/Human Resources Director Maryanne Bilodeau accepted the appointment as Interim Town Manager. The Board retained the services of Community Paradigm Associates to assist in the recruitment of a permanent Town Manager. In November, the Board selected Andrew Sheehan. Mr. Sheehan was the Town Administrator in Middleton since 2015 and had previously been Town Administrator in Townsend from 2010-2015. He has held a number of local government positions in Massachusetts during a career that spans nearly three decades.

In December, the groundbreaking was held on the Construction of Housing/Living Addition to Fire Station No. 2 at 550 Boston Post Road. The project consists of constructing new housing, living, and office space onto the existing Fire Station. Funding for this project was approved at the 2021 Annual Town Meeting. The Permanent Building Committee is tasked with oversight of the key functions and services of the venture. The project, scheduled for completion in 2023, will enable the Fire Department to add an ambulance at Station 2. This is expected to reduce response time in the southern end of town.

Ground was also broken on the [Fairbank Community Center Project](#). The new Center is anticipated to open in late 2023. The Town is aided by Compass Project Management, Inc. as the Owner's Project Manager (OPM). The designer is Bargmann Hendrie + Archetype, Inc. (BH+A). As with Station 2, the Permanent Building Committee is overseeing this project. The project will modernize the facility and have lasting and beneficial impacts for the community.

Late in 2022, the Sudbury to Hudson [Eversource Transmission Line project](#) commenced construction. The Town had fought the project for several years and achieved notable concessions. The project includes construction of a 115kv electric transmission line underground in the MBTA right of way. The original proposal had the 115kv line on poles over the ground. The Town was successful in getting Eversource to agree to leave the right of way in a condition that can be turned into a multi-purpose trail. The Massachusetts Department of Conservation & Recreation (DCR) has agreed to pave the trail upon completion of the electric transmission project. This segment is part of the Mass. Central Rail Trail (MCRT) which will run from Northampton to Boston.

We also celebrated the start of construction on Sudbury's segment of the Bruce Freeman Rail Trail (BFRT). When complete, the BFRT will run from Lowell to Framingham. It is complete from Lowell to West Concord. The Sudbury portion will run north to south from the Concord line to the Framingham line.

The Town began making accessibility improvements on its public buildings and facilities. This follows 2021's [Americans with Disabilities Act \(ADA\) study](#) by the Institute for Human Centered Design which analyzed the level of ADA compliance in programs, services, and activities in Town-owned facilities. The Combined Facilities Director is leading this effort.

In November, the Select Board met with Mel Kleckner of the Collins Center for Public Management to set the [2023 Select Board Goals](#).

The total number of authorized employees is 181, and we welcomed 61 new employees throughout the past year. The [2022 Employee of the Year](#) is Beth Porter of the Health Department.

There are many people to recognize for the milestones and everyday achievements of 2022. Thank you to Sudbury's many committee members and Town volunteers for helping to shape our future, keeping our history alive and everything in-between. And thank you to SudburyTV for documenting a remarkable amount of our volunteers'

meetings and events, and creating unprecedented access to it all. Thank you to our hard-working Town staff who keep us safe, supported and connected in the face of challenge – your work “behind the scenes” makes Sudbury a great place to be. And of course, thank you to Sudbury’s residents, businesses and non-profits who make Sudbury such a wonderful community. Looking forward to many great accomplishments together in the year ahead.

Respectfully submitted,

**SELECT BOARD**

*Charles Russo, Chair*

*Janie Dretler, Vice Chair*

*Daniel Carty*

*Jennifer Roberts*

*Lisa Kouchakdjian*

**INTERIM TOWN MANAGER**

*Maryanne Bilodeau*



## SUDBURY SELECT BOARD

Tuesday, March 7, 2023

7

### MISCELLANEOUS (UNTIMED)

#### 7: Minutes Review

##### REQUESTOR SECTION

Date of request:

Requestor: Chair Russo

Formal Title: Vote to review and possibly approve the open session minutes of 1/30/23.

Recommendations/Suggested Motion/Vote: Vote to review and possibly approve the open session minutes of 1/30/23.

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

03/07/2023 7:00 PM

# SUDBURY SELECT BOARD

MONDAY, JANUARY 30, 2023

(Meeting can be viewed at [www.sudburytv.org](http://www.sudburytv.org))

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

The statutory requirements as to notice having been compiled with, the meeting was convened at 8:01 P.M, 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: Kouchakdjian-present, Dretler-present, Carty-present, Russo-present, Roberts-present

## **Opening Remarks by Chair**

- Thanked all for their efforts regarding tonight's special meeting
- Several Town Committees have vacancies; additional information can be found on the Town website

## **Reports from Town Manager**

Interim Town Manager Bilodeau indicated she would have something further to add later in the meeting.

## **Reports from Select Board**

### **Vice-Chair Dretler**

- BFRT project continues with progress, including clearing
- Sudbury Police Youth Academy announced training sessions in July and August, 2023 for students in grades 6, 7 and 8

### **Board Member Roberts**

- Had no reports at this time

### **Board Member Kouchakdjian**

- Had no reports at this time

### **Board Member Carty**

- Had no reports at this time

## **Public Comments on items not on agenda**

Resident Manish Sharma, 77 Colonial Road, stated that we forgot to wish our neighbors of Japanese heritage a happy New Year celebrated on January 1. He stated that Town employees come to his restaurant in Town paid

vehicles, and such vehicle usage should be examined in order to save taxpayer dollars. He stressed the importance of such tax dollars when considering the senior residents on a fixed income.

Chair Russo confirmed that the Select Board discussed the Japanese New Year at a previous Select Board meeting.

**Discussion on potential 2023 Annual Town Meeting Articles to be submitted by the Select Board, and also authorize the Interim Town Manager to submit articles on behalf of the Select Board. Topics could include additional funding requests for audio/visual equipment for the Fairbank Community Center, and other warrant article requests.**

Present: Jennifer Pincus, PBC and Project Manager for Fairbank Community Center; Jeff Levine, COA Chair; Kay Bell, COD Chair; Jack Ryan, Resident/Petitioner; Sandra Duran, Combined Facilities Director.

Chair Russo referred to edits made by the Planning Board regarding the Select Board's Small Wireless Facilities warrant article. Interim Town Manager Bilodeau commented that many times such comments are received later at Town Meeting, and this timeline presentation is preferred.

Interim Town Manager Bilodeau explained the redline edits were made and reviewed by Dave Maxxim, wireless consultant; Planning and Community Development Director Adam Duchesneau, the Planning Board, and Town Counsel.

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

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

VOTED: To submit the redlined version of the revised Small Wireless Facilities warrant article, and authorize Interim Town Manager Bilodeau to submit the Warrant Article, on behalf of the Select Board

Interim Town Manager Bilodeau mentioned that on Friday a Fairbank Center inspection indicated additional problems with the pool, which would cost approximately \$200,000 to address.

Board Member Roberts queried about the main differences between what was previously approved at Town Meeting and what was being asked for now. Ms. Pincus responded that "state of the art" audio/visual equipment included installation in several rooms, as specified by the approved article last year, and the recent request reflects including such "state of the art" equipment in all rooms. Ms. Pincus confirmed that such proposed updates would also provide hybrid remote programming for those who cannot participate.

Ms. Duran presented the list of approved equipment/wiring; she commented that newly proposed audio/visual enhancements would provide a different type of mechanicals.

Board Member Carty detailed the difference between Fairbank "users" (Park & Recreation, Council on Aging, Commission on Disability, and Sudbury Public Schools – administrative offices) and "individuals." He stressed that "individuals" should have made their requests public earlier in the process.

Board Member Kouchakdjian stressed the importance of "end users," those in the community who are intending to use the Community Center, as well as Park & Recreation, Council on Aging, Commission on Disability, and Sudbury Public Schools – administrative offices. Vice-Chair Dretler agreed with Board Member Kouchakdjian.

Chair Russo stated it would be essential to first vote to allocate \$13,460.00 for the completion of a design plan, in order to understand what funds would be needed to support the proposed audio/visual enhancements. He suggested that the \$13,460.00 could come from available ARPA funds.

Ms. Duran stated that completion of a new design plan would likely be completed in three to four weeks. She confirmed that inclusion of all additional wiring and equipment would be preferred during initial construction, but phasing could be considered.

Interim Town Manager Bilodeau noted that the proposed article could be put forward by other groups, and not necessarily the Select Board. Board Member Carty stated he would endorse ARPA funding for the \$13,460.00 design, providing the proposed Article was not presented by the Select Board.

Chair Russo read in the words of the motion. Board Member Kouchakdjian moved in the words of the Chair. Board Member Roberts seconded the motion.

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

VOTED: To authorize the Interim Town Manager to finalize the draft Warrant Article, and to include the article on behalf of the select Board; with the presentation to be approved by the full Select Board

Interim Town Manager Bilodeau confirmed she would go over the article language with Town Counsel.

COA Chair Jeff Levine, 42 Chanticleer Road, emphasized the project was a Town project, not a private project; and all granting possibilities would be explored.

COD Chair Kay Bell, 348 Old Lancaster Road, added that at the last COD meeting, the Commissioners voted unanimously that the Select Board submit this article.

### **Public Comment**

Resident and COA Chair Kay Bell mentioned previous ADA articles with little language specificity, which had passed at previous Town Meetings.

### **Vote to review and possibly approve the open session minutes of 9/27/22 and 11/1/22.**

9/27/22

Board Member Kouchakdjian motioned to approve the open session minutes of 9/27/22, as edited. Vice-Chair Dretler seconded the motion.

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

VOTED: To approve the open session minutes of 9/27/22, as edited

11/1/22

Board Member Kouchakdjian motioned to approve the open session minutes of 11/1/22, as edited. Board Member Carty seconded the motion.

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

VOTED: To approve the open session minutes of 11/1/22, as edited

**Upcoming Agenda items**

**February 7, 2022 Meeting**

- ARPA funds
- Order of Warrant Articles

**February 13, 2022 Meeting**

- Fairbank Community Center Audio-Visual Equipment Funding to be presented at Joint Meeting – Capital Night

**Future Meetings (February):**

- Peakham Road Speed Limit
- Select Board/Legislators Annual Meeting – Submission of Select Board questions
- Fairbank Community Center Audio/Visual Article
- Amendment to Select Board Financial Policies
- Select Board submission to Annual Town Report
- Fairbank Community Center dive well leak
- Executive Session – Executive Session Minutes Review
- Executive Session – Safety Concerns

Interim Town Manager Bilodeau requested that the Board consider increased incivility and hostile behaviors by Town Board/committee members. Select Board Members agreed to conduct such discussion at a February meeting. Chair Russo recommended this matter be initially discussed in Executive Session.

**Adjourn**

Board Member Kouchakdjian motioned to adjourn the meeting. Board Member Roberts seconded the motion.

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

VOTED: To adjourn the meeting

There being no further business, the meeting ended at 9:50 PM.





## SUDBURY SELECT BOARD

Tuesday, March 7, 2023

8

### MISCELLANEOUS (UNTIMED)

#### 8: 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

03/07/2023 7:00 PM

## POTENTIAL UPCOMING AGENDA ITEMS/MEETINGS

MEETING/EVENT	DESCRIPTION
<b>March 21</b>	Eversource pole petition utility hearing (Marlboro Road)
	Meet with Town Moderator re: Town Meeting process
	ATM Petition article discussion with resident Frank Riepe
<b>April 4</b>	Sign Annual Town Meeting warrant and send to print
<b>High priority items</b>	Select Board Annual Town Report submission
	Policy of interviewing for every committee (Carty)
	LS agreement
	Discussion on recent Board/Committee resignations
	MBTA communities discussion (with Planning Board)
	BFRT Advisory Task Force – possibly change name
	Voc Ed update (Lisa K.)
	Mass Central Rail Trail/DCR
	MWRA discussion
	Broadacres Property: next steps
	Official statement re: Eversource Transmission Line
	Official vote on extension of Town Counsel contract with KP Law
	Sewataro discussion – 50% design of Liberty Ledge
	Peakham Road speed limit
	Annual meeting with Legislators to respond to SB questions
<b>Date to be determined</b>	Remote Meeting Policy (Lisa K.)
	Capital Process
	Citizen Leadership Forum (Govt and how it works)
	Climate Emergency declaration & sustainability director
	Annual Legislative Update (after Town Meeting) with Sen. Eldridge and Rep. Gentile
	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)
	Pets in cemeteries
	Investment Advisory Committee
	Discussion on business and economic committee (Lisa K)
	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 on Bruce Freeman Rail Trail (BFRT) (March, June, September, December)
	Quarterly update on Key Performance Indicators (KPIs) projects to track (December, March, June, September)
	Solar Panels
	Subcommittee discussion (Executive)

Attachment8.a: Upcoming items 03.07.23 (5698 : Upcoming agenda items)

	Work Session with Town Counsel: Select Board/Town Manager Code of Conduct and other procedural training
<b>Standing Items for All Meetings</b>	Select Board requests for future agenda items at end of meeting
	Public Comments, continued (if necessary)



## SUDBURY SELECT BOARD

Tuesday, March 7, 2023

9

### MISCELLANEOUS (UNTIMED)

#### 9: 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

03/07/2023 7:00 PM



## SUDBURY SELECT BOARD

Tuesday, March 7, 2023

**CONSENT CALENDAR ITEM****10: Accept \$81.9K grant from Mass DEP****REQUESTOR SECTION**

Date of request:

Requestor: Sandra Duran, Combined Facilities Director

Formal Title: Vote to accept a grant and approve execution of an agreement by the Town Manager between the Massachusetts Department of Environmental Protection and the Town of Sudbury for funding in the amount of \$81,909.31 toward the installation of charging stations at selected areas of Town properties; and further, approve execution of contracts to be signed by the Town Manager with the approval of Town Counsel relative to infrastructure and construction as applicable between the installers and the Town.

Recommendations/Suggested Motion/Vote: Vote to accept a grant and approve execution of an agreement by the Town Manager between the Massachusetts Department of Environmental Protection and the Town of Sudbury for funding in the amount of \$81,909.31 toward the installation of charging stations at selected areas of Town properties; and further, approve execution of contracts to be signed by the Town Manager with the approval of Town Counsel relative to infrastructure and construction as applicable between the installers and the Town.

**Background Information:**

This grant resulted from the Energy Committee's funding request to the Department of Environmental Protection for the purpose of reducing greenhouse gas emissions to mitigate the impacts of climate change, to support adaptation to the impacts, and for administration of the program. Contractual arrangements for contractors to install the charging stations at the Flynn Building (4), the Police Station (2), and the Goodnow Library (4) will be required and initially funded by the Town through the Energy Committee's revolving fund.

Financial impact expected: Funded initially by the Energy Committee's revolving fund. Upon installation the initial revolving account funding attributable to the DEP grant will be replaced pursuant to the DEP repayment grant through the Climate Protection and Mitigation Expendable Trust (CMT).

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office

Pending

Town Manager's Office  
Town Counsel  
Select Board  
Select Board

Pending  
Pending  
Pending  
Pending

03/07/2023 7:00 PM



Commonwealth of Massachusetts  
Executive Office of Energy & Environmental Affairs

## Department of Environmental Protection

One Winter Street Boston, MA 02108 • 617-292-5500

Charles D. Baker  
Governor

Karyn E. Polito  
Lieutenant Governor

Bethany A. Card  
Secretary

Martin Suuberg  
Commissioner

October 20, 2022

Town of Sudbury  
278 Old Sudbury Road  
Sudbury, MA 01776

Dear Rami Alwan,

The Massachusetts Department of Environmental Protection (MassDEP) is pleased to announce that Town of Sudbury (Grantee) has been awarded a grant of \$81,909.31 to acquire five electric vehicle charging station(s) under the Massachusetts Electric Vehicle Incentive Program (MassEVIP) Public Access Charging (PAC) Program at the following location(s):

- An amount not to exceed \$26,049.50 for four ports at 278 Old Sudbury Rd, Sudbury, MA; and
- An amount not to exceed \$29,810.31 for two ports at 75 Hudson Rd, Sudbury, MA; and
- An amount not to exceed \$26,049.50 for four ports at 21 Concord Rd, Sudbury, MA.

Contract documents are attached. You will need to sign and return those that require signatures within **30** business days of receipt. The Grantee is authorized to proceed with the acquisition of the EV charging station(s) with the receipt of this approval letter. The contract documents include:

- *Contractor Authorized Signatory Listing*, **to be signed** by one of the parties specified on the listing
- *End User Agreement*, **to be signed** by an authorized signatory
- Acknowledgement form, **to be signed** by an authorized signatory

Please email scanned copies of documents requiring signatures to  
[MassEVIP.MassDEP@mass.gov](mailto:MassEVIP.MassDEP@mass.gov).

This information is available in alternate format. Contact Glynis Bugg at 617-348-4040.  
TTY# MassRelay Service 1-800-439-2370  
MassDEP Website: [www.mass.gov/dep](http://www.mass.gov/dep)  
Printed on Recycled Paper

Attachment10.a: MassDEP Grant Acceptance\_CMT PAC\_03.07.23 (5774 : Accept \$81.9K grant from Mass DEP)



MassDEP will execute the *Commonwealth of Massachusetts - End User Agreement* and email you a scanned copy for your records.

You have up to 6 months from the contract documents' execution date to make the EV charging stations operational. You have up to 60 days from the date the EV charging stations are operational to request payment by completing and submitting the *Payment Request Form* and required attachments. MassDEP will not authorize the payment until receiving a complete *Payment Request Form* and required attachments. Required attachments can include:

- Final invoices for EV charging stations with line items for individual EV charging station costs.
- Final invoices for EV charging stations installation costs.
- Photographs of installed EV charging stations. Pictures should clearly show parking spaces, ADA accessible EV parking spaces and EV designated signage.

Please email scanned copies of the of documents requiring signatures to:

[MassEVIP.MassDEP@mass.gov](mailto:MassEVIP.MassDEP@mass.gov).

You may begin to move forward with your project. However, grant funding is not guaranteed until there is fully executed contract, signed by both you and MassDEP. You may order equipment or hire a contractor but will not be reimbursed for any equipment delivered or work conducted before the effective date (i.e., the date of MassDEP's signature) on the contract.

Any work begun prior to a fully executed contract will be performed at your own risk.

The state's fiscal year (FY) begins on July 1st and ends on June 30th. Payment requests for any equipment that was delivered and/or installation work that occurred on or before June 30th must be submitted for payment no later than July 15th for payment to be processed - even if the entire project is not yet complete and the EV charging station is not yet operational.

No payment for equipment delivered or installation work completed through June 30 can be made if the payment request is received after July 15. All payments will be made directly to the grantee.

On behalf of Commissioner Suuberg, I want to congratulate Town of Sudbury for taking this important step towards making Massachusetts a leader in deploying electric vehicle charging equipment and helping the Commonwealth achieve its ambitious climate goals.

If you have any questions or comments regarding MasseVIP or the awarded grant, please contact us at [MassEVIP.MassDEP@mass.gov](mailto:MassEVIP.MassDEP@mass.gov).

Sincerely,



Christine Kirby  
Assistant Commissioner  
Bureau of Air and Waste

Attachments: *Contractor Authorized Signatory Listing*  
*End-User Agreement*  
*ADA Acknowledgement Form*



Commonwealth of Massachusetts  
Executive Office of Energy & Environmental Affairs

## Department of Environmental Protection

Charles D. Baker  
Governor

Karyn E. Polito  
Lieutenant Governor

Bethany A. Card  
Secretary

Martin Suuberg  
Commissioner

Grantees who are required to provide handicapped accessible parking spaces in their parking area as required by the 1991 or 2010 Americans with Disabilities Act (ADA) Architectural Design Standards and/or the rules and regulations of the Massachusetts Architectural Access Board (521 CMR) must meet the accessibility requirements for electric vehicle (EV) charging spaces as detailed in the *MassEVIP Public Access Charging (PAC) Program Requirements* at <https://www.mass.gov/doc/massevip-public-access-charging-requirements/download>.

Locations funded through the PAC program must have at least 5% of the site's EV charging spaces, but not less than one such space, be accessible to persons with disabilities. Accessible spaces must be equipped with appropriate access aisles and signage.

Accessible EV charging spaces may be used by anyone and must not be reserved for persons with disabilities. Do not install markings or signage restricting the space to those with an ADA accessibility placard.

**I affirm that any work performed using these grant funds will fully comply with the above requirements.<sup>1</sup>**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

<sup>1</sup> The Massachusetts Office on Disability (MOD) is available for assistance related to accessible parking. Please contact Jeffrey Dougan at [Jeff.Dougan@Mass.Gov](mailto:Jeff.Dougan@Mass.Gov) if you have any questions.

**COMMONWEALTH OF MASSACHUSETTS  
AGREEMENT BETWEEN MASSACHUSETTS  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
AND TOWN OF SUDBURY**

The Massachusetts Electric Vehicle Incentive Program (MassEVIP) Public Access Charging (PAC) program is funded through the Climate Protection and Mitigation Expendable Trust (CMT). The CMT was established in 2018 in concert with MassDEP regulation 310 CMR 7.74 (Reducing CO<sub>2</sub> Emissions from Electricity Generating Facilities) and 310 CMR 7.75 (Clean Energy Standard). Funds are generated for the CMT through the auction of CO<sub>2</sub> allowances under 310 CMR 7.74 and the submittal of alternative compliance payments (ACP) under 310 CMR 7.75. MassDEP administers the auction and collects the ACP payments. CMT funds support programs or projects that reduce greenhouse gas emissions to mitigate the impacts of climate change, to support adaptation to the impacts of climate change, and for the administration of the program.

This Agreement is entered into by the Commonwealth of Massachusetts, acting through MassDEP, and Town of Sudbury (Grantee) for the purpose of reducing NO<sub>x</sub> and greenhouse gas emissions in Massachusetts, and to electrify the Massachusetts transportation network., MassDEP is charged with the implementation of and oversight for the MassEVIP PAC Program. Through MassEVIP PAC, \$81,909.31 shall be allocated to Grantee for the procurement and deployment of five Level 2 MassEVIP-funded electric vehicle (EV) charging station(s) (“EV charging station(s)”). The funding consists of:

- An amount to not exceed \$26,049.50 for four ports at 728 Old Sudbury Rd, Sudbury, MA; and
- An amount to not exceed \$29,810.31 for two ports and installation at 75 Hudson Rd, Sudbury, MA; and
- An amount to not exceed \$26,049.50 for four ports at 21 Concord Rd, Sudbury, MA.

Attachment10.a: MassDEP Grant Acceptance\_CMT PAC\_03.07.23 (5774 : Accept \$81.9K grant from Mass DEP)

## Terms and Conditions

### 1. Agreement Duration/Timeline

- a) Grantee has up to 6 months after the effective date of this Agreement to make the EV charging station(s) operational.
- b) If Grantee wishes to make any changes to the information provided in Grantee's application regarding the EV charging station(s), Grantee shall notify MassDEP in writing and receive written approval from MassDEP prior to execution of any amended purchase agreement with the vendor(s) for the EV charging station(s).
- c) Grantee shall request MassDEP's approval of any extension of the 6 month timeframe by notifying MassDEP in writing at least 7 days prior to the end of the 6 month timeframe if the EV charging station(s) will not be operational within 6 months following the effective date of this Agreement. Grantee shall include documentation in any such request to show the reason for the delay, the efforts made by Grantee to avoid the delay, and a timeline by which the EV charging station(s) will be in service. Grantee's request for an extension will not be deemed granted unless approved in writing by MassDEP.
- d) Grantee shall operate the EV charging station(s) for a minimum of 3 full consecutive years following the date the EV charging station(s) are operational.

### 2. Hardware and Location Requirements

- a) Grantee shall install EV charging station(s) that:
  - i. are hard-wired Level 2 EV charging station(s);
  - ii. are UL listed (certified to Underwriters Laboratories, Inc. standards);
  - iii. Are able to charge EVs produced by multiple manufacturers;
  - iv. for charging stations that are equipped to accept payment, enable the payment option for all EV drivers without restrictions based on network membership or subscription (e.g., allow credit card payment without login); and
  - v. are new installations, and not ordered until after an approval letter is received from MassDEP.
- b) Grantee shall allow practical access to, and use of, EV charging station(s) by the general public for 24 hours per day, 7 days per week, at the location indicated in this Agreement. If the location has some access restrictions, the hours of access can be reduced, but not below a minimum of 12 hours per day, 7 days per week, as documented in writing. Upon request by MassDEP, Grantee shall provide such written documentation. For example, charging station(s) must not be in a parking area otherwise reserved only for specific users.
- c) Grantee shall have evidence of ownership of the location identified in application or evidence that installation is allowed on the property (e.g., written permission of owner and/or pertinent language in lease, license agreement, or easement, etc.), and provide such evidence to MassDEP upon request.
- d) The location at which the EV charging station(s) are installed shall be non-residential.

### 3. EV Charging Station Costs

- a) The grant amount listed on the first page of this Agreement will cover 100% of the cost of the EV charging station(s), including:
  - i. a console wired into the electrical supply;

- ii. a cable and connector to plug into the EV;
  - iii. cable management strategy (e.g., coil, retractable, etc.);
  - iv. mounting hardware, either pedestal or wall (Pedestal: hard-wired to a permanent pole or box. Wall: hard-wired to a wall and typically includes a mounting plate.);
  - v. separate payment module; and
  - vi. shipping/freight for covered costs.
- b) Only for locations where MassEVIP will fund infrastructure installation costs, the grant amount listed on the first page of this Agreement will cover 100% of the cost of the EV charging station(s) up to \$50,000 per address, including the items listed in Paragraph 3(a) above and
- i. upgrading the electrical supply;
  - ii. construction costs related to installation (including accessible ADA EV parking space); and
  - iii. signage and pavement painting.
- c) Grantee shall provide funds, either directly from Grantee or another source, to cover the remaining cost of the EV charging station(s), all the installation costs, and operating and maintenance costs for a minimum of 3 full consecutive years after EV charging station(s) is operational.
- d) Costs not covered include:
- i. shipping/freight for items not included in Paragraph 3.a) or Paragraph 3.b) above as applicable;
  - ii. land/parking space purchase or lease;
  - iii. software subscription;
  - iv. warranty;
  - v. taxes;
  - vi. internet connection or cell signal;
  - vii. planning or permitting for the project;
  - viii. bollards, curbs, wheel stops, setbacks, bumper guards;
  - ix. electricity consumption and demand charges;
  - x. preventative and corrective maintenance on EV charging station(s); and
  - xi. any other costs not listed in Paragraph 3.a) or Paragraph 3.b) above as applicable.
- e) Funding from multiple MassDEP EVIP programs cannot be combined for a single EV charging station.
- f) Funding from MassDEP EVIP programs cannot be combined with grants from the Massachusetts Green Communities Division for a single EV charging station and installation.
- g) MassEVIP grant combined with funding from other sources shall not exceed 100% of the cost paid for the EV charging station(s).
4. EV Charging Station Parking Requirements
- a) For each port installed, one parking space shall be designated for plug-in EV use only and marked clearly through visible signage, examples of which are provided in Attachment B. Grantee shall actively enforce this requirement. Grantee is encouraged to paint the pavement of the parking area to indicate the parking space is designated for plug-in EVs.

- b) The parking space(s) and EV charging station(s) shall be located such that the connector from each EV charging station can easily reach a plug-in EV parked in the associated parking space.
- c) Starting at the entrance of the parking area, directional signage to the EV charging station location(s) shall be installed.
- d) The EV charging station location(s) shall be designed to protect the EV charging station(s) from physical damage. Such protective measures may include curbs, wheel stops, setbacks, bumper guards, and bollards.
- e) The EV charging station parking space(s) and area around the EV charging station(s) shall be maintained, including snow removal and general cleaning.
- f) Grantees required to provide handicapped parking spaces in their parking area in compliance with the 1991 or 2010 Americans with Disabilities Act (ADA) Architectural Design Standards and/or the rules and regulations of the Massachusetts Architectural Access Board (521 CMR) shall have at least 5% of the site's EV charging spaces, but not less than one such space, be accessible to persons with disabilities. If 5% calculates to a fraction, round the value up to the next whole number. This requirement is per parking area and is based on the total of new and existing EV charging spaces. Accessible EV charging spaces funded by MassDEP may be used by any driver of a plug-in vehicle and shall not be reserved only for persons with disabilities. Items purchased and architectural changes made shall comply with the [Massachusetts Architectural Access Board's \(MAAB\) rules and regulations \(521 CMR\)](#) and/or the [2010 ADA Architectural Design Standards](#). MassDEP has provided guidelines on meeting the MAAB rules & regulations and the ADA standards in the [MassEVIP Public Access Charging Program Requirements](#) document.

##### 5. Payment Requests

Grantee shall submit the *Payment Request Form* no later than 60 days after the date the EV charging station(s) are operational. In general, payment should be requested one time, after the charging station(s) are operational and all required signage and pavement marking is complete, but Grantee may need to submit a Payment Request Form before the charging station(s) are operational due to a Massachusetts State Fiscal Year (FY) deadline. The Massachusetts State FY is from July 1st to June 30th and Grantee shall submit the Payment Request Form no later than July 15th following the end of the FY in which equipment was delivered and/or installation work occurred even if the EV charging station(s) are not yet operational. No payment for equipment delivered or installation work completed through June 30 can be made if the payment request is received after July 15. The grant payment will be based on the final invoice(s) for the EV charging station(s) and installation, as applicable, submitted by Grantee. The grant payment may be less than the total grant amount listed on page 1 of this Agreement and will not exceed the per street address grant amount listed on page 1 of this Agreement. MassDEP reserves the right to refuse payment if Grantee fails to submit timely documentation. Grantee may submit multiple payment requests if receiving a grant for multiple EV charging stations and the EV charging stations become operational at different times. Information required by *Payment Request Form* includes, without limitation:

- a) the dollar amount that is the subject of the payment request for the EV charging station(s) and infrastructure installation costs, if applicable;



- b) detailed cost invoices for the EV charging station(s) and infrastructure installation costs, if applicable, that are the subject of the Payment Request;
- c) photographs of all installed and operational EV charging station(s) that are the subject of the Payment Request, if applicable;
- d) date(s) when EV charging station(s) were operational, if applicable;
- e) photographs of relevant signage and pavement markings, if applicable; and
- f) address where payment should be mailed.

When a *Payment Request Form* is submitted before an EV charging station is operational, Grantee shall provide photographs of the installed station(s) once operational as well as photographs of the relevant signage and pavement markings. All required photographs shall be submitted within 60 days after the charging station(s) are operational.

Grantee agrees to provide MassDEP with any additional information requested by MassDEP as may be necessary to support a funding request.

If Grantee is subject to state public contracting laws, Grantee shall include with any payment request the following certification, "I hereby certify under the pains and penalties of perjury that Grantee has complied with all laws, regulations and other requirements applicable to the procurement and acquisition of the EV charging station(s) that are the subject of this Payment Request."

#### 6. Promotion of EV Charging Station(s)

- a) Grantee agrees to promote the EV charging station(s) to the general public via various marketing strategies throughout the minimum period of 3 full consecutive years specified in Paragraph 1. Availability of Public Access Charging shall be made known to the general public through various strategies that may include but are not limited to: Ride and Drive events, education on the proper operation of the EV charging station(s), flyers, internal/external newsletters and webpages, etc. Grantee shall provide proof of such promotion to MassDEP upon request.
- b) EV charging station(s) shall be registered on the United States Department of Energy's (DOE) Alternative Fuels Data Center Station Locator [http://www.afdc.energy.gov/fuels/electricity\\_locations.html](http://www.afdc.energy.gov/fuels/electricity_locations.html). Grantees are also encouraged to submit the location to other EV charging websites such as [www.PlugShare.com](http://www.PlugShare.com).
- c) Grantee is encouraged to conduct an EV "Ride and Drive" event at its location to provide consumers with the opportunity to test drive EVs and to also demonstrate how EVs function like traditional vehicles, and can reduce oil consumption, pollution, and fuel and maintenance expenses. Grantee is encouraged to utilize the following on-line resource when conducting a Ride and Drive event: <https://driveelectricweek.org/resources.php>.

#### 7. Insurance Coverage for EV Charging Station(s)

Adequate property and casualty insurance coverage for each EV charging station shall be provided by Grantee through third party coverage or self-insurance. Grantee shall provide proof of such coverage to MassDEP upon request.

#### 8. Training on the Operation and Maintenance of EV Charging Station(s)

Upon installation of the EV charging station(s), Grantee agrees to require all pertinent personnel to attend a training session on the operation and maintenance of the equipment.

#### 9. MassDEP Verification of EV Charging Station(s)

Grantee agrees to allow MassDEP access to the EV charging station(s) during normal business hours to verify the installation, maintenance, and use of the EV charging station(s).

#### 10. Data Reporting and Recordkeeping Requirements

For a minimum of 3 full consecutive years after the EV charging station(s) are operational, Grantee shall collect data on the operation, maintenance, and usage, e.g., hours of use, number of sessions, number of unique users, kilowatt hours charged, downtime, and maintenance costs, if available. Upon request by MassDEP and within a reasonable time, Grantee shall prepare and submit such data or records to MassDEP, in a format specified by MassDEP.

#### 11. EV Charging Station(s) and Electrical Infrastructure Maintenance Requirements

Grantee shall maintain the EV charging station(s) and land-based electrical infrastructure in order to provide proper electrical supply for the operation of the EV charging station(s) for the duration of the 3 full consecutive year in-service period. Grantee shall maintain such EV charging station(s) and infrastructure in accordance with the manufacturer's recommended procedures and specifications and agrees that it is responsible for any maintenance and repair work that is not covered under the scope of the manufacturer's warranty. If the electrical infrastructure fails such that proper electrical supply required for the operation of the EV charging station(s) is not provided, Grantee shall contact either the vendor that performed the installation of the EV charging station(s), if such vendor also performed work on the electrical infrastructure, or another vendor/electrician of Grantee's choice. Grantee shall ensure that all necessary repairs to EV charging station(s), electrical infrastructure and electrical supply are completed within 14 calendar days of Grantee having knowledge of failure. Grantee shall keep records of its maintenance efforts and will make those records available to MassDEP upon request.

#### 12. Noncompliance

In the event Grantee fails to comply with any requirements in this Agreement, the Commonwealth of Massachusetts and MassDEP shall, without limitation, have the right to require Grantee to return all or a portion of the VW Funds, such portion to be calculated *pro rata* based on the remaining portion of the required 3 full consecutive year in-service period.

The provisions of this paragraph shall in no way be construed to limit or prohibit the Commonwealth of Massachusetts or MassDEP from pursuing any other legal or equitable right, remedy, action or claim available under applicable federal or state laws and regulations for the failure of Grantee to meet any of its obligations under this Agreement.

#### 13. Notices, Submissions and Requests

Except as otherwise provided in this Agreement, all notices, submissions, and requests by Grantee shall be sent to [MassEVIP.MassDEP@mass.gov](mailto:MassEVIP.MassDEP@mass.gov).



14. Effective Date

The “Effective Date” of this Agreement is the date MassDEP signs the *Commonwealth of Massachusetts - Standard Contract Form*. The sequence of signing will be Grantee followed by MassDEP.

Attachment10.a: MassDEP Grant Acceptance\_CMT PAC\_03.07.23 (5774 : Accept \$81.9K grant from Mass DEP)

By accepting the grant funding, Grantee expressly agrees, through the execution of this Agreement, to be bound by the following Terms and Conditions. Grantee agrees that, from time to time as deemed necessary by MassDEP, to effectuate the goals and purposes of MassEVIP Fleets, MassDEP and Grantee shall amend this Agreement.

If signing electronically, I understand and agree that I will be held as legally bound, obligated, and responsible for the use of my electronic signature as I would be using my hand-written signature.

IN WITNESS THEREOF, the parties hereby execute this Agreement.

### **TOWN OF SUDBURY**

By:

Print Name:

Print Title:

Date:

### **COMMONWEALTH OF MASSACHUSETTS**

By:

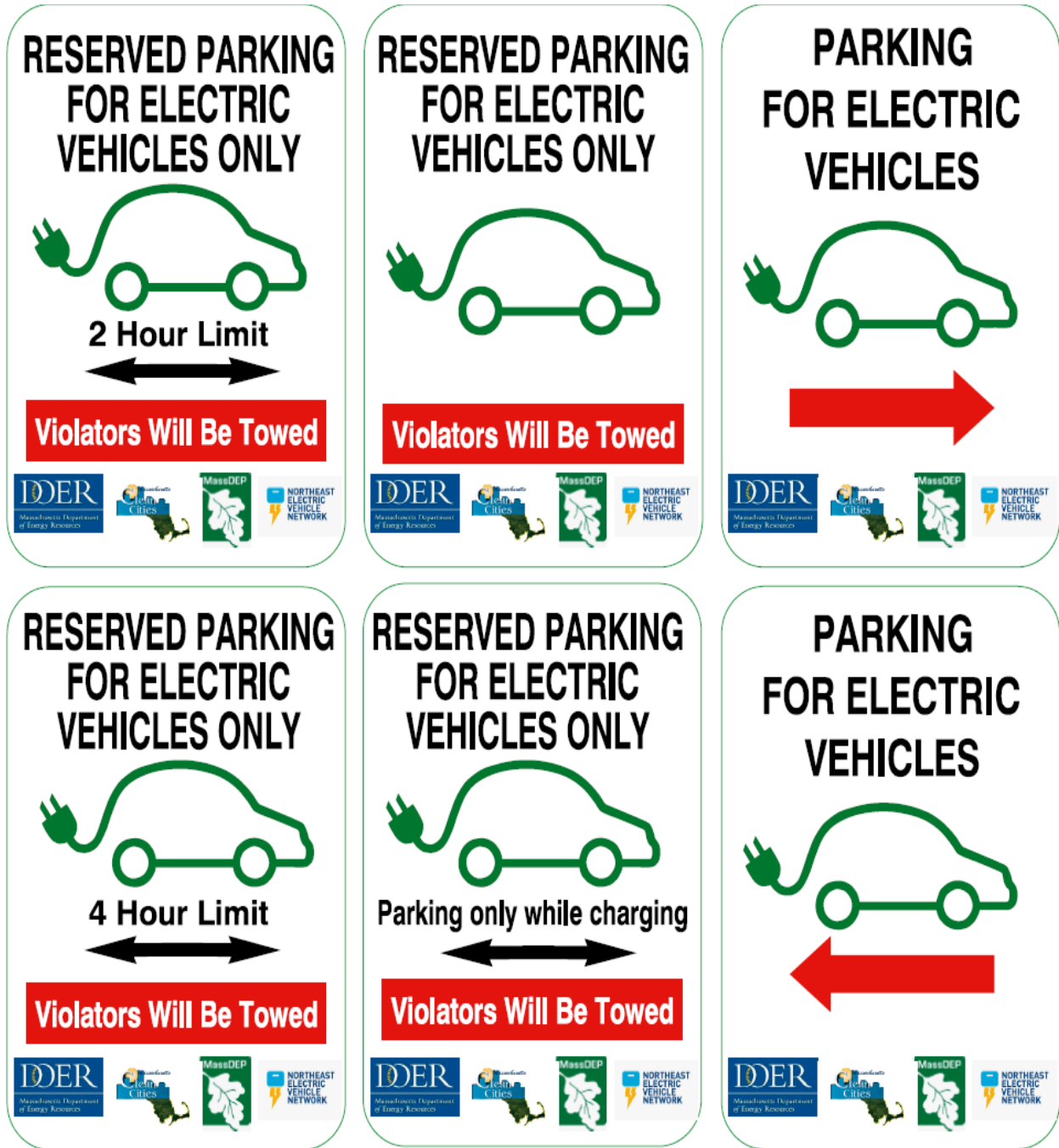
Glenn Keith, Director, Division of Air and Climate Programs  
Massachusetts Department of Environmental Protection

Date:

Attachment10.a: MassDEP Grant Acceptance\_CMT PAC\_03.07.23 (5774 : Accept \$81.9K grant from Mass DEP)

## Attachment A

### Example Parking Signage



**SUDBURY SELECT BOARD**

Tuesday, March 7, 2023

**CONSENT CALENDAR ITEM****11: Approve Ken Holtz appointment to BFRTTF****REQUESTOR SECTION**

Date of request:

Requestor: Conservation Coordinator Lori Capone

Formal Title: Vote to approve the appointment of Ken Holtz, 175 Landham Road, as the Conservation Commission's representative to the Bruce Freeman Rail Trail Task Force for a term expiring 5/31/23, to fulfill the term of Richard Morse, as requested by Lori Capone, Conservation Coordinator.

Recommendations/Suggested Motion/Vote: Vote to approve the appointment of Ken Holtz, 175 Landham Road, as the Conservation Commission's representative to the Bruce Freeman Rail Trail Task Force for a term expiring 5/31/23, to fulfill the term of Richard Morse, as requested by Lori Capone, Conservation Coordinator.

Background Information:  
attached appointment letter from Conservation Commission

Financial impact expected:

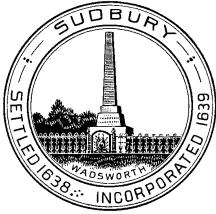
Approximate agenda time requested:

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

03/07/2023 7:00 PM



# Town of Sudbury

## CONSERVATION COMMISSION

275 Old Lancaster Rd.  
Sudbury, MA 01776  
Tel: 978-440-5471  
ConCom@sudbury.ma.us

February 28, 2023

Ken Holtz  
175 Landham Road  
Sudbury, MA 01776

Re: Appointment of Ken Holtz to the Bruce Freeman Rail Trail Task Force

Dear Ken,

At their meeting on February 27, 2023, the Conservation Commission voted unanimously to appoint you as their representative to the Bruce Freeman Rail Trail Task Force due to the recent resignation of Richard Morse. Please find enclosed your Appointment Form to the Bruce Freeman Rail Trail Advisory Task Force to fulfill Mr. Morse's unexpired term, ending on May 31, 2023.

Before assuming your official duties, you must take the oath of office before the Town Clerk or other Notary Public, and have your appointment registered at the Town Clerk's office.

We appreciate your service to the Town of Sudbury over the past years on the Conservation Commission and thank you for your commitment in this new capacity.

Thank you.

On behalf of the Conservation Commission,

*Lori Capone*  
Lori Capone  
Conservation Coordinator

cc: Town Clerk  
Select Board  
Planning Office  
Bruce Freeman Rail Trail Task Force

---

Commonwealth of Massachusetts

Middlesex, ss. \_\_\_\_\_  
(Date)

Then personally appears the above named \_\_\_\_\_ and made oath that that they would faithfully and impartially discharge all duties of said office.

\_\_\_\_\_  
Appointee (Signed in the Presence of Town Clerk/Notary Public)

\_\_\_\_\_  
Town Clerk/Notary Public



## SUDBURY SELECT BOARD

Tuesday, March 7, 2023

**CONSENT CALENDAR ITEM****12: Accept HOPEsudbury grant****REQUESTOR SECTION**

Date of request:

Requestor: Police Chief Scott Nix

Formal Title: Vote to accept a \$1,500 grant from HOPEsudbury to be applied toward Sudbury Police Department's Jail Diversion Program maintained through Advocates, as requested by Chief Nix.

Recommendations/Suggested Motion/Vote: Vote to accept a \$1,500 grant from HOPEsudbury to be applied toward Sudbury Police Department's Jail Diversion Program maintained through Advocates, as requested by Chief Nix.

Background Information:  
attached info on JDP program

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

03/07/2023 7:00 PM



## Advocates Jail Diversion Program | A Co-Responder Model

# ABOUT

## Program Need

**A** disproportionate number of individuals in the Massachusetts criminal justice system have behavioral health disorders. Police officers often receive little training and limited resources to respond to calls involving these individuals.

# 42%

OF INMATES IN THE COUNTY  
JAIL SYSTEM HAVE A FORM  
OF MENTAL ILLNESS

# 26%

HAVE MAJOR MENTAL  
ILLNESS

Massachusetts Sheriffs' Association, 2012 report

## Program History

Advocates launched the first Pre-Arrest Co-Responder Jail Diversion Program (JDP) in Massachusetts in 2003 at the Framingham Police Department. The model was successfully replicated in Marlborough (2008), Watertown (2011) and offered on a regional basis in Ashland, Sherborn, Holliston, and Hopkinton (2015).

## Individuals Served

Since 2003, police officers across all four Advocates JDP programs have referred over 16,000 individuals in need of services to Jail Diversion Program clinicians.

## The Model

The model pairs police officers with masters-level clinicians, who ride alongside officers on all calls involving individuals in a mental health or substance-related crisis. This co-responder jail diversion model is the only program in the Commonwealth that features a full-time clinician embedded in the police departments. They provide much needed de-escalation, crisis stabilization, assessment/evaluation services and on-the-job training.

Advocates Jail Diversion Program is also the only model operating in the Commonwealth that facilitates dual diversions — both from arrest and from emergency departments.

## Arrest Diversion

By providing treatment-based alternatives, clinicians are able to facilitate arrest diversions on the scene and in the moment. Individuals who are not able to be diverted (more serious crimes/mandatory arrests) also receive support, resources, and referrals while in police custody.

## Emergency Department Diversion

Because JDP clinicians are on-the-scene to respond immediately, they are able to reduce costly and unnecessary referrals to hospital emergency departments.

## Funding

The Advocates Jail Diversion Programs traditionally have launched using short term local philanthropic support. Once efficacy has been established, the Massachusetts Department of Mental Health (DMH) has provided long term grant funding.

## Advocates Jail Diversion Program

### A Co-Responder Model



Pre-Arrest Jail Diversion Programs were developed to provide police with immediate access to a full-time masters-level clinician for support. Here's what they have to say:



The Framingham Police would not be able to fulfil its mission of keeping Framingham safe without the Jail Diversion Program... The ability to immediately divert low-level offenders away from arrest- and into treatment- benefits everybody."

KENNETH FERGUSON, Chief of Police,  
Framingham Police Department



The police academy does not adequately prepare cops to respond to the mentally ill. Before the JDP, we were 'on our own out here.' In the JDP clinician, we have our own 'in-house' set of resources at our disposal."

TONY EVANGELOUS, Police Officer,  
Marlborough Police Department



"In the academy, you learn to shoot and drive fast but that's not the skill we need the most; we need to communicate with people better."

ANONYMOUS, Police Officer,  
Marlborough Police Department

# IMPACT

## Diversions and Cost-Savings

The average arrest diversion rates for individuals with a behavioral health condition range from **74% to 88%** across the four programs. Since 2003, 2,445 individuals have been diverted from arrest as a result of the on-scene response by JDP clinicians, which has resulted in estimated cost savings of \$4,890,000.<sup>1</sup>

Since 2003, across all four JDP programs, **1,572 individuals have been diverted from the hospital emergency departments** by the presence of a masters level clinician on scene, which has resulted in estimated cost savings of \$6,288,000.<sup>1</sup>

SINCE INCEPTION COST SAVINGS BY JDP	Arrest Diversions	Emergency Department Diversions
Framingham <i>Inception: 2003</i>	\$3,324,000	\$2,472,000
Marlborough <i>Inception: 2008</i>	\$1,076,000	\$1,976,000
Watertown <i>Inception: 2011</i>	\$382,000	\$1,620,000
Ashland Regional* <i>Inception: 2015</i>	\$108,000	\$220,000

\*Includes Ashland, Holliston, Hopkinton, and Sherborn

<sup>1</sup> Formula cited in "Massachusetts Department of Mental Health Report on Pre-Arrest Jail Diversion Programs", presented by Dr. Deborah Pinals, Assistant Commissioner for Forensic Services, Massachusetts State House, October 6th 2009.

## SINCE 2003

### TOTAL DIVERSIONS

# 4,017

INDIVIDUALS HAVE  
BEEN DIVERTED

### TOTAL COSTS SAVINGS

# \$11.2M

COST SAVINGS TO JDP  
PROGRAM COMMUNITIES

# CONTACT

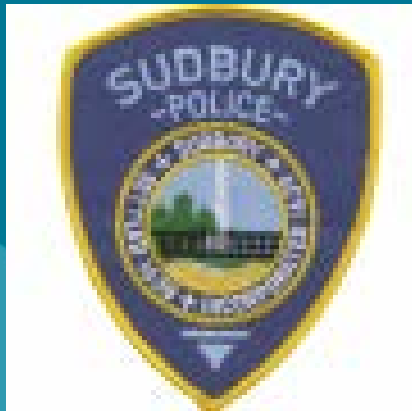
**Sarah Abbott, Ph.D.**  
Program Director  
SAbbott@Advocates.org  
(508) 532-5904

[www.Advocates.org](http://www.Advocates.org)



**Advocates Main Office**  
1881 Worcester Road  
Framingham, MA 01701  
(508) 628-6300





**If you are experiencing  
a mental health crisis,  
please call Psychiatric  
Emergency Services  
(PES) at 508-872-3333  
or 911.**

**For all non-emergency  
needs, please call  
978-440-5653**

## Co-Response Model

Advocates operates pre-arrest Co-Response Programs in multiple police departments across Massachusetts. These programs are founded on the understanding that by working together, clinicians and law enforcement can respond most appropriately to the needs of individuals in the community who are in crisis.

Advocates' award-winning Co-Response model requires extensive collaboration between the clinician and the patrol division. Our clinicians train and respond alongside police officers to help de-escalate the situation and stabilize the scene. The relationship between the police and these fully embedded clinicians has resulted in mutual understanding and respect for each other's roles.

Working in the field with Co-Response clinicians allows police officers the opportunity to divert from arrest and the emergency department when clinically appropriate. Police officers report a deep appreciation for the collaborative nature of the Co-Response model. Departments have observed a cultural shift in how police interact with individuals with mental health and substance use conditions.

**SUDBURY SELECT BOARD**

Tuesday, March 7, 2023

**CONSENT CALENDAR ITEM****13: Eagle Scout recognition****REQUESTOR SECTION**

Date of request:

Requestor: Scout leader

Formal Title: Vote to enter into the Town record and congratulate Savannah Lily Butler of Scout Troop 65 for having achieved the high honor of Eagle Scout.

Recommendations/Suggested Motion/Vote: Vote to enter into the Town record and congratulate Savannah Lily Butler of Scout Troop 65 for having achieved the high honor of Eagle Scout.

Background Information:  
attached email

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

03/07/2023 7:00 PM

**From:** Nereyda Rodriguez-Cooley <[nereyda@alum.mit.edu](mailto:nereyda@alum.mit.edu)>  
**Sent:** Saturday, February 4, 2023 11:22:40 PM  
**To:** Select Board  
**Subject:** Eagle Scout Recognition Letter

Dear Sudbury Selectboard Members,

The Scouts, Leaders, and Members of Sudbury Massachusetts Scout Troop 65, take great pleasure in announcing that:

Having completed the requirements for, and having been reviewed by  
 An Eagle Scout Board of Review on BOR, the following Scout  
 Was found worthy of the rank Eagle Scout

Savannah Lily Butler

The multiyear journey to the Eagle Scout Award is one of the most involved and transformative experiences a young person can have. They try new things through the merit badge program, develop confidence in the outdoors, practice leadership tactics, and plan, develop, and give leadership to a service project that benefits their community.

In honor of this achievement, would you be so kind as to send Savannah a letter of commendation or certificate to be presented to her? Savannah is the second scout in our young troop to have completed this great achievement.

Please address your letter or certificate in care to the following address: c/o Nereyda Rodriguez-Cooley, 191 Maynard Road, Sudbury, MA 01776. Letters and recognitions will be compiled and placed in a suitable keepsake album.

Thank you very much for taking the time from your extremely busy schedule to help this community and Sudbury Troop 65 recognize Savannah for achieving the rank of Eagle Scout.

We will invite you to the Eagle Court of Honor once a date and time have been set.

Sincerely,

Nereyda Rodriguez-Cooley  
 Committee Member  
 Sudbury BSA Scout Troop 65  
 978-218-2711  
[nrcooley@gmail.com](mailto:nrcooley@gmail.com)

Attachment13.a: Eagle\_scout\_email (5759 : Eagle Scout recognition)