

SUDBURY SELECT BOARD
TUESDAY NOVEMBER 28, 2023
7:00 PM, ZOOM

Item #	Time	Action	Item
	7:00 PM		CALL TO ORDER
			Opening remarks by Chair
			Reports from Town Manager
			Reports from Select Board
			Public comments
CONSENT CALENDAR			
1.		<i>VOTE</i>	Vote to accept donation of \$76.29 from Shain Hauptman of Sudbury Boy Scout Troop #63 to the Sudbury Senior Center to be used to support older adult programming.
2.		<i>VOTE</i>	To approve award of contract by the Town Manager upon receipt of a favorable and acceptable bid for cleaning services at the Fairbank Community Center for the period commencing December 18, 2023 through June 30, 2025, with an optional year extension, as requested by Sandra Duran, Combined Facilities Director.
3.		<i>VOTE</i>	Vote to accept a \$1650 donation from Farmers Daughter restaurant to be deposited to the Veteran's office gift account.
MISCELLANEOUS			
4.		<i>VOTE</i>	Interview Council on Aging (COA) candidate. Following interview, vote whether to appoint Brenda Erickson, 55 Hudson Road, #11B, to the COA for a term ending 5/31/2026.
5.		<i>VOTE</i>	Discussion on Camp Sewataro financials
6.			Discussion of 250th anniversary celebration of Sudbury's involvement in the Battle of Old North Bridge, April 19, 1775.

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. The Chair reserves the right to accept public comment on any item and may establish time limits.



SUDBURY SELECT BOARD
Tuesday, November 28, 2023

CONSENT CALENDAR ITEM

1: Accept donation to Senior Center

REQUESTOR SECTION

Date of request:

Requestor: Debra Galloway

Formal Title: Vote to accept donation of \$76.29 from Shain Hauptman of Sudbury Boy Scout Troop #63 to the Sudbury Senior Center to be used to support older adult programming.

Recommendations/Suggested Motion/Vote: Vote to accept donation of \$76.29 from Shain Hauptman of Sudbury Boy Scout Troop #63 to the Sudbury Senior Center to be used to support older adult programming.

Background Information:
attached letter

Financial impact expected:

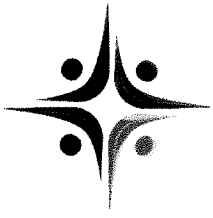
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

11/28/2023 7:00 PM



Sudbury Senior Center
Council on Aging
Town of Sudbury, Massachusetts

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

November 15, 2023

TO: Sudbury Select Board

CC: Town Manager Andrew Sheehan

FROM: Debra Galloway, Director, Sudbury Senior Center

RE: Donations to Sudbury Senior Center

The Sudbury Senior Center requests the Sudbury Select Board accept a generous donation from Shain Hauptman of Sudbury Boy Scout Troop #63 of \$76.29 to the Sudbury Senior Center Donation Account to be used to support older adult programming. The funds were in addition to 15 handmade birdhouses for older adult residents as a part of his Eagle Scout project.

Many thanks to Shain!

Thank you.

Attachment1.a: Memo to select board re donation from S Hauptman signed (6047 : Accept donation to Senior Center)



SUDBURY SELECT BOARD

Tuesday, November 28, 2023

CONSENT CALENDAR ITEM

2: Approve Fairbank cleaning contract

REQUESTOR SECTION

Date of request:

Requestor: Sandra Duran, Combined Facilities Director

Formal Title: To approve award of contract by the Town Manager upon receipt of a favorable and acceptable bid for cleaning services at the Fairbank Community Center for the period commencing December 18, 2023 through June 30, 2025, with an optional year extension, as requested by Sandra Duran, Combined Facilities Director.

Recommendations/Suggested Motion/Vote: To approve award of contract by the Town Manager upon receipt of a favorable and acceptable bid for cleaning services at the Fairbank Community Center for the period commencing December 18, 2023 through June 30, 2025, with an optional year extension, as requested by Sandra Duran, Combined Facilities Director.

Background Information:

Bid documents for Fairbank Community Center cleaning services with the exception of the pool have been developed by the Combined Facilities Director for the opening and use of the new building commencing December 18, 2023 through June 30, 2025, with an option to extend for an additional year.

Financial impact expected: budgeted item

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

11/28/2023 7:00 PM



SUDBURY SELECT BOARD
Tuesday, November 28, 2023

CONSENT CALENDAR ITEM

3: Accept donation from Farmers Daughter restaurant

REQUESTOR SECTION

Date of request:

Requestor: Caitlin Morris, Farmers Daughter manager

Formal Title: Vote to accept a \$1650 donation from Farmers Daughter restaurant to be deposited to the Veteran's office gift account.

Recommendations/Suggested Motion/Vote: Vote to accept a \$1650 donation from Farmers Daughter restaurant to be deposited to the Veteran's office gift account.

Background Information:

During Veterans Day weekend, Farmers Daughter had a special, and all proceeds from the special would go to Town of Sudbury's veterans. This was their way to do a little something for the community and our neighbors.

Financial impact expected:

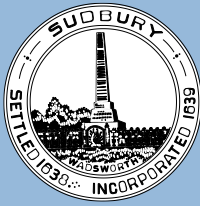
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

11/28/2023 7:00 PM



SUDBURY SELECT BOARD
Tuesday, November 28, 2023

MISCELLANEOUS (UNTIMED)

4: Interview COA candidate

REQUESTOR SECTION

Date of request:

Requestor: Debra Galloway

Formal Title: Interview Council on Aging (COA) candidate. Following interview, vote whether to appoint Brenda Erickson, 55 Hudson Road, #11B, to the COA for a term ending 5/31/2026.

Recommendations/Suggested Motion/Vote: Interview Council on Aging (COA) candidate. Following interview, vote whether to appoint Brenda Erickson, 55 Hudson Road, #11B, to the COA for a term ending 5/31/2026.

Background Information:
attached application and letter of recommendation from COA.

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

11/28/2023 7:00 PM

TOWN OF SUDBURY APPLICATION FOR APPOINTMENT

SELECT BOARD
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

FAX: (978) 443-0756
E-MAIL: selectboard@sudbury.ma.us

Board or Committee Name: COUNCIL ON AGING

Name: BRENDA A. ERICKSON

Address: 55 HUDSON ROAD 11 B

Email Address:

Home phone: 978-261-5067

Work or Cell phone:

Years lived in Sudbury: 17

Brief resume of background and pertinent experience:

OVER 40 YRS. IN THE TRAVEL BUSINESS -
SERVED ON MANY BOARDS + ADVISORY COMM -

Municipal experience (if applicable):

13 YEARS CALLAHAN SENIOR CENTER, FRAMMINGHAM

Educational background:

U MASS AMHERST

Reason for your interest in serving:

WOULD LIKE TO BE PART OF A TEAM FOR THE ENRICHMENT OF THE
SENIOR POPULATION.

Times when you would be available (days, evenings, weekends):

RETIRED NOW

Do you or any member of your family have any business dealings with the Town? If yes, please explain:

NO

BE (Initial here that you have read, understand and agree to the following statement)

I agree that if appointed, I will work toward furtherance of the committee's mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature Brenda A. Erickson

Date 3/30/23

Attachment4.a: Erickson_Brenda_2023_Redacted (6046 : Interview COA candidate)



Sudbury Senior Center
Council on Aging
Town of Sudbury, Massachusetts

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

November 14, 2023

Sudbury Select Board
Town of Sudbury
278 Old Sudbury Road
Sudbury, MA 01776

Dear Members of the Select Board,

The Board of the Sudbury Council on Aging has interviewed candidates for appointment to the Council on Aging to fill a Council on Aging vacancy. At their regular meeting on Monday, November 13, 2023, the Council on Aging unanimously voted to recommend Brenda Erickson to begin a new term as soon as approved by the Select Board. Please find her application enclosed with this letter. We would be very happy to welcome Brenda to the Sudbury Council on Aging.

Sincerely,

Debra Galloway, Director

for the Sudbury Council on Aging

Attachments: COA Application for Brenda Erickson

f:\coa board\membership\select board letter re board appointee to fill vacancy nov 2023.doc

Attachment 4.b: select board letter re board appointee to fill vacancy nov 2023 (6046 : Interview COA candidate)



SUDBURY SELECT BOARD
Tuesday, November 28, 2023

MISCELLANEOUS (UNTIMED)

5: Sewataro financials discussion

REQUESTOR SECTION

Date of request:

Requestor: Chair Dretler

Formal Title: Discussion on Camp Sewataro financials

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

11/28/2023 7:00 PM

CAMP SEWATARO, LLC
FINANCIAL STATEMENTS
AS OF SEPTEMBER 30, 2023
TOGETHER WITH
INDEPENDENT ACCOUNTANTS' REVIEW REPORT

Attachment5.a: Camp Sewataro Financial Statements 9-30-23 (6050 : Sewataro financials discussion)

CAMP SEWATARO, LLC

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Attachment5.a: Camp Sewataro Financial Statements 9-30-23 (6050 : Sewataro financials discussion)



INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To Management
Camp Sewataro, LLC
Sudbury, Massachusetts

We have reviewed the accompanying financial statements of Camp Sewataro, LLC (a sole member limited liability company), which comprise the statement of assets and liabilities—contractual basis as of September 30, 2023, and the related statements of revenues and expenses—contractual basis, and cash flows—contractual basis for the twelve months then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Managements' Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of Article 3 paragraph 3.2 of the contract between the Town of Sudbury, Massachusetts (a municipal corporation) and Camp Sewataro, LLC dated September 10, 2019 and subsequent amendments (the contract). Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountants' Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with the financial reporting provisions of Article 3 paragraph 3.2 of the contract. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements for them to be in accordance with the financial reporting provisions of Article 3 paragraph 3.2 and its subsequent amendments of the contract.

Basis of Accounting

We draw attention to Note A of the financial statements, which describes the basis of accounting. The financial statements are prepared in accordance with the financial reporting provisions of Article 3 paragraph 3.2 of the contract and subsequent amendments, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to comply with the financial reporting provisions of the contract referred to above. Our conclusion is not modified with respect to this matter.

Restriction on Use

Our report is intended solely for the information and use of the managements of Camp Sewataro, LLC and the Article 3 paragraph 3.2 of the contract with the Town of Sudbury, Massachusetts through its Board of Selectmen and is not intended to be, and should not be, used by anyone other than these specified parties.

Korbey Lague, PLLP

November 13, 2023

978.649.2155 OFFICE | 978.649.2160 FAX
1 PONDVIEW PLACE • TYNGSBORO, MA 01879

CAMP SEWATARO, LLC

STATEMENT OF ASSETS AND LIABILITIES - CONTRACTUAL BASIS
AS OF SEPTEMBER 30, 2023

ASSETS

	2023
Current Assets	
Cash	\$ 1,018,604
Total Current Assets	1,018,604
 Property & Equipment	
Office Furniture	7,697
Equipment	115,237
Vehicles	54,328
Total Property & Equipment	177,262
Less: Accumulated Depreciation	(99,290)
Net Property & Equipment	77,972
 Other Assets	
Intangible Assets	7,136
Accumulated Amortization	(475)
Total Other Assets	6,661
Total Assets	\$ 1,103,237

See accompanying notes and independent accountants' review report.

CAMP SEWATARO, LLC

STATEMENT OF ASSETS AND LIABILITIES - CONTRACTUAL BASIS
AS OF SEPTEMBER 30, 2023

LIABILITIES AND MEMBER EQUITY

	<u>2023</u>
Current Liabilities	
Accounts Payable	-
Accrued Expenses	<u>16,016</u>
Total Current Liabilities	<u>16,016</u>
Long Term Liabilities	
Total Long Term Liabilities	<u>0</u>
Total Liabilities	<u>16,016</u>
Members' Capital	
Members' Capital and Retained Equity	2,429,458
Member Draws	(1,652,860)
Net Income	<u>310,623</u>
Total Members Capital and Retained Equity (Deficit)	<u>1,087,221</u>
Total Liabilities and Members' Equity	<u><u>\$ 1,103,237</u></u>

Attachment 5.a: Camp Sewataro Financial Statements 9-30-23 (6050 : Sewataro financials discussion)

See accompanying notes and independent accountants' review report.

CAMP SEWATARO, LLC

**STATEMENT OF REVENUE AND EXPENSES - CONTRACTUAL BASIS
FOR THE TWELVE MONTH PERIOD BEGINNING OCTOBER 1, 2022
THROUGH SEPTEMBER 30, 2023**

	<u>2023</u>
Revenue	
Tuition Revenue	\$ 3,988,053
Refunds	<u>(2,874)</u>
Net Tuition Revenue	3,985,179
Selling, General and Administrative Expenses	<u>3,684,798</u>
Income (Loss) from Operations	<u>300,381</u>
Other Income (Expense)	
Misc. Income	10,238
Interest Income	<u>4</u>
Total Other Income (Expense)	10,242
Net Income (Loss) Before Taxes	310,623
Net Income (Loss)	<u><u>\$ 310,623</u></u>

Attachment5.a: Camp Sewataro Financial Statements 9-30-23 (6050 : Sewataro financials discussion)

CAMP SEWATARO, LLC

STATEMENT OF CASH FLOWS
FOR THE TWELVE MONTH PERIOD BEGINNING OCTOBER 1, 2022
THROUGH SEPTEMBER 30, 2023

	2023
Cash Flows from Operating Activities	
Net Income (Loss)	\$ 310,623
<i>Adjustments to Reconcile Net Income to</i>	
<i>Net Cash Provided by (Used in) Operating Activities:</i>	
Depreciation	23,137
(Increase) Decrease in:	
Prepaid Expenses	-
Increase (Decrease) in:	
Accounts Payable	(7,318)
Accrued Expenses	12,964
Net Cash Provided by (Used in) Operating Activities	339,406
Cash Flows from Investing Activities	
Purchases of Property and Equipment	(15,098)
Net Cash Provided by (Used in) Investing Activities	(15,098)
Cash Flows from Financing Activities	
Owners Draws	(534,120)
Net Cash Provided by (Used in) Financing Activities	(534,120)
Net Increase (Decrease) in Cash	(209,812)
Cash, at Beginning of Year	1,228,416
Cash, at End of Year	\$ 1,018,604

Attachment5.a: Camp Sewataro Financial Statements 9-30-23 (6050 : Sewataro financials discussion)

Note A - Summary of Significant Accounting Policies

This summary of significant accounting policies of Camp Sewataro, LLC (the Company) is presented to assist in understanding the Company's financial statements. The financial statements and notes are representations of the Company's management who are responsible for their integrity and objectivity. These accounting policies conform to generally accepted accounting principles and have been consistently applied in the preparation of the financial statements.

Business Activity

The Company is a Massachusetts, seasonal day camp for children in preschool through 8th grade. The camp provides diverse, structured outdoor-focused programming to foster social, and emotional learning, develop authentic friendships and exposure to nature.

Cash and Cash Equivalents

On September 30, 2023, cash consists of deposits in bank checking accounts; there are no cash equivalents.

Basis of Accounting

The Company has prepared the accompanying financial statements to present the assets, liabilities, revenues, expenses, and cash flows of Camp Sewataro, LLC pursuant to the provisions of Article 3 paragraph 3.2 of the contract dated September 10, 2019, as subsequently amended between Camp Sewataro, LLC and the Town of Sudbury Massachusetts. The contract specifies that Camp Sewataro, LLC prepare financial statements in which all assets are presented in accordance with accounting principles generally accepted in the United States of America and defines certain limitations expenditures to be used in the determination of net revenue to be used in the calculation of the management fee, and revenue share payments due to the Town of Sudbury.

Inventories

The company has no inventory.

Property and Equipment

Property and equipment are carried at cost. Depreciation of property and equipment is computed using straight-line and accelerated methods for financial reporting purposes at rates based on the following estimated useful lives:

	<u>Years</u>
Motor Vehicles	5
Machinery and Equipment	3 - 10
Furniture and Fixtures	3 - 10
Engineering Equipment	3 - 10
Buildings and Improvements	20 – 39

Note A - Summary of Significant Accounting Policies (Continued)

Property and Equipment (Continued)

For federal income tax purposes, depreciation is computed using the accelerated cost recovery system and the modified accelerated cost recovery system. Expenditures for major renewals and betterments that extend the useful lives of property and equipment are capitalized. Expenditures for maintenance and repairs are charged to expense as incurred.

Use of Estimates

The presentation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts and disclosures of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Advertising

The Company follows the policy of charging the costs of advertising to expense as incurred.

Limited Liability Company / Income Taxes

The financial statements include only those assets, liabilities, and results of operations which relate to the business of the Company. The financial statements do not include any assets, liabilities, revenue, or expenses attributable to the members' individual activities. The Company files its income tax returns on the accrual basis as a Schedule C for federal and state income tax purposes. As such, the Company will not pay any federal income taxes, as any income or loss will be included in the federal tax returns of the individual member. Accordingly, no provision is made for federal income taxes in the financial statements.

Fair Values of Financial Instruments

The Company is required to disclose estimated fair values for its financial instruments. The carrying amounts of financial instruments including cash, and accounts payable and deferred revenue approximated fair value as of September 30, 2023.

Compensated Absences

The company does not accrue for compensated absences due to the seasonal nature of its employment and operations.

Attachment5.a: Camp Sewataro Financial Statements 9-30-23 (6050 : Sewataro financials discussion)

CAMP SEWATARO, LLC
 NOTES TO FINANCIAL STATEMENTS
 For the 12 Month Period October 1, 2022, through September 30, 2023
 (See Accountants' Review Report)

Note A - Summary of Significant Accounting Policies (Continued)

Concentration of Credit Risk

The Company maintains cash balances at local financial institutions. The balances at times may exceed federally insured limits. Accounts that are held at local financial institutions are insured by the Federal Deposit Insurance Corporations (FDIC) up to \$250,000. As of September 30, 2023, Cash exceeded the FDIC insured limit by \$768,604

Revenue Recognition

The Company adopted Accounting Standards Update (ASU) No 2014-09, Revenue from Contracts with Customers (Topic 606) as of September 30, 2021. The ASU provides a single principles-based revenue recognition model with a five-step analysis of transactions to determine when and how revenue is recognized. The adoption of the ASU did not have an impact on the Company's results of operations.

Accounts Receivable

The Company's registration policy requires that all tuition be paid in full prior to the camper's attendance at the camp.

Subsequent Events

The Company's management has evaluated the subsequent events through November 13, 2023, the date on which the financial statements were available to be issued, and found no significant events requiring disclosure.

Note B- Intangible Assets

As of September 30, 2023, intangible assets comprised of legal fees associated with securing a trademark.

Note C – Accounts Payable

Accounts payable consist of trade accounts payable due under normal payment terms.

Note D – Accrued Expenses

The Company has the following accrued expenses on September 30, 2023:

Credit Card	<u>\$ 16,016</u>
Total Accrued Expenses	<u>\$ 16,016</u>

Note E – Long Term Contracts

On September 10, 2019, the Company entered into a long-term contract with the Town of Sudbury, a Massachusetts municipal corporation for a day camp operator and management of real property. Under the terms of this agreement, Camp Sewataro, LLC will manage the property located at 1 Liberty Ledge, Sudbury Massachusetts. The property consists of approximately 44.3 acres, various structures used for day-camp purpose's, together with tennis courts, basketball courts, swimming pool, a swimming pond, playing fields, horse riding stables and various other facilities used for day-camp purposes.

Control of the property will remain under the custody and control of the Town, acting by and through the Board of Selectmen. The term of the agreement is for three years beginning on September 10, 2019. The initial term may be extended for up to two (2) additional terms of five (5) years each by mutual written agreement of the Parties provided the Manger has substantially complied with all material terms and conditions of the agreement. Pursuant to the original agreement the contract was extended for an additional term of five (5) years (the extension term) commencing on September 10, 2022, and expiring on September 9, 2027.

Under the terms of the agreement, a management fee will be paid to the Town of Sudbury comprised on an annual fee and a variable revenue share payment as follows:

Annual Fee

An annual fee pursuant to the third amendment to the original contract dated September 10, 2019 has increased to \$200,000 per each year of the extension term, paid in equal installments of \$100,000 each due on or before May 1st and December 1st of each year of the renewal term. Beginning with the first payment due on May 1, 2024, the annual fee will be increased by 3% per year.

Revenue Share

The revenue share payment is due on December 15th of each year and is calculated for the contract year ending September 30, 2023 follows:

- 25.00% of the first \$1,000,000 of Net Revenue
- 33.33% of the Net Revenue above \$1,000,000

Attachment5.a: Camp Sewataro Financial Statements 9-30-23 (6050 : Sewataro financials discussion)

Note E – Long Term Contracts (continued)

Revenue Share (continued)

On April 12, 2022, The Town of Sudbury and Camp Sewataro, LLC entered the third amendment to the original contract dated September 10, 2019. The significant modifications to the agreement follow:

- Extending the contract period commencing on September 10, 2022, and terminating on September 9, 2027, an additional 5-year term.
- The annual fee increased to \$200,000 per year to be paid in two equal installments of \$100,000 each, due on May 1, 2023 and December 1, 2023, and on the same due dates for the subsequent extension period years.
- The annual fee will increase annually by 3% for each year after the first extension contract year ends September 30, 2023.
- The Revenue Share formula has changed to the following schedule commencing for the 2023 Camp Season as follows:
 - 25% of the first \$1,000,000 of Manager’s Net Revenue; plus
 - 33% of all Managers Net Revenue in excess of \$1,000,000

Other operational amendments were made to increase the number of campers allowed, expansion of the public access areas, expanded camp season, public events, water quality enhancements, public swimming, and limitations on the deductible amount of fees paid to professional consultants to advise on camp operations.

Net revenue for purposes of calculating the revenue share calculation is defined as all revenues and receipts received during the fiscal year minus reasonable, usual, and customary operating expenses associated with day camp operations, programmatic activities on the property or other events on the property. There are specific restrictive provisions on compensation to the sole member and other expenditures. As of September 30, 2023, the restrictive covenants of the contract have been met.

The revenue share calculation

Net Income (Loss) From Operations	\$ 310,623
Adjustments	
Revenue Share Fiscal Year End 9/30/2023	225,112
Less:	
2023 Manager Compensation Limitation	<u>(163,909)</u>
Net Income Available to Revenue Sharing	<u>\$ 371,826</u>
Revenue Share Factor	
25% of First \$1,000,000	\$ 92,956
33.33% of Net Revenue above \$1,000,000	0
Total Revenue Share Payment	<u>\$ 92,956</u>

Note F – Retirement Plan

The Company, by a Joinder Agreement with K & E Camp Corporation has elected to provide 401(k) safe harbor plan benefits that allow employees to defer up to elective deferral limits established each year by the Internal Revenue Service. The Company's matching contribution shall be allocated to eligible participants, except for the manager. The matching formula is as follows:

Rate One:

100% of the Participant's matched employee contributions that are not more than 3% of the Participant's compensation plus

Rate Two:

50% of the amount of the Participant's matched employee contributions that exceed 3% of the Participant's contributions but that do not exceed 5% of the participant's compensation.

As of September 30, 2023, the company's profit-sharing contributions related to the plan was \$17,627.

Attachment 5.a: Camp Sewataro Financial Statements 9-30-23 (6050 : Sewataro financials discussion)

SUPPLEMENTARY INFORMATION

CAMP SEWATARO, LLC

SCHEDULE OF SELLING, GENERAL AND ADMINISTRATIVE EXPENSES
FOR THE TWELVE MONTH PERIOD BEGINNING OCTOBER 1, 2022
THROUGH SEPTEMBER 30, 2023

	2023
Selling, General and Administrative Expenses	
Advertising	\$ 55,985
Auto Expense	8,409
Bank Charges	25
Camp Activities	136,521
Contract Services	80,376
Credit Card Processing	116,948
Depreciation & Amortization	23,138
Dues & Subscriptions	71,319
Employee Benefits	37,001
Insurance Expense	140,047
Rent & Revenue Share Paid to the Town of Sudbury	385,112
Office Expense	35,665
Payroll Processing	7,371
Pension Expense	17,627
Ponds and Pools	16,743
Professional Fees	69,924
Repairs & Maintenance	219,139
Salaries & Wages - Staff	1,691,068
Taxes - Other	160
Taxes - Payroll	189,262
Town Events	25,895
Transportation	285,757
Utilities	71,306
Total Selling, General and Administrative Expenses	\$ 3,684,798

Attachment 5.a: Camp Sewataro Financial Statements 9-30-23 (6050 : Sewataro financials discussion)



SUDBURY SELECT BOARD
Tuesday, November 28, 2023

MISCELLANEOUS (UNTIMED)

6: 250th anniversary celebration of Battle of Old North Bridge

REQUESTOR SECTION

Date of request:

Requestor: Andrew Sheehan Town Manager

Formal Title: Discussion of 250th anniversary celebration of Sudbury's involvement in the Battle of Old North Bridge, April 19, 1775.

Recommendations/Suggested Motion/Vote: Vote to establish a committee to plan Sudbury's events marking the 250th anniversary and to request an appropriation of funds at the May 2024 Annual Town Meeting to support such activities

Background Information:

Discussion of 250th anniversary celebration of Sudbury's involvement in the Battle of Old North Bridge, April 19, 1775. Sudbury militia responded to North Bridge in Concord on April 19, 1775. The Battle of Old North Bridge started the American War of Independence. The 250th anniversary of the Battle is in 2025

Financial impact expected:undetermined at this time

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

11/28/2023 7:00 PM

TOWN OF SUDBURY
SUDBURY 250 COMMITTEE
 Approved by the Select Board: xx/xx/2023

Mission:

The Sudbury Select Board established the Sudbury 250 Committee to plan for the commemoration of the 250th anniversary of the American Revolution. It is anticipated that many of the observances will take place in the late winter, early spring of 2025, although the Committee may plan later events, such as the July 4, 2026 observances.

The Committee will:

1. evaluate and make recommendations on how the Town should manage the commemoration of this historic event.
2. sponsor activities which commemorate and celebrate the place of Sudbury in the history of our nation.
3. ensure that all events are designed to involve and have outreach to all residents of Sudbury.

Duties:

The Committee will coordinate the Town's events with local, regional, state, and federal groups, committees, and agencies in producing the events. As part of its duties, the committee shall:

1. Develop a comprehensive plan for celebrating and promoting the 250th anniversary and other historical events leading to the founding of our country.
2. Develop and administer programs, a budget, and grant applications, and may make a request for funding as part of the Town budget process.
3. Appoint subcommittees, where necessary, to carry out specific tasks and in so doing may appoint members of the Committee and/or other representatives of the Town.
4. Identify opportunities for individuals or organizations to participate in celebrations of the anniversary.
5. Ensure that activities represent a commitment to diversity and inclusiveness, sustainability, accessibility and create opportunity at all levels and activities for citizen participation.
6. Hold public forums to solicit input, and shall provide periodic updates to the Select Board, no less often than on a quarterly basis.
7. File a summary report of committee activities and events with the Select Board on/or before December 31, 2024 and December 31, 2025.

Membership:

The Sudbury 250 Committee shall be appointed by the Select Board for the period of January 2024 through September 2026. Committee membership will be up to 9 individuals. Representatives may be selected from the following groups:

- Select Board member
- Town Manager or designee
- Sudbury Public Schools/Lincoln-Sudbury Regional High School educator
- Community members with expertise or interest in historical events of Sudbury
- Event planning and/or logistics expertise
- Community leaders with fundraising experience
- Business, Civic, or Community groups including literature, music, and the arts community

Commented [SA1]: Unsure what is intended. You have at large at the bottom of the list

- Up to four non-voting Associate members may be appointed

The Committee shall meet as needed, with more frequent meetings expected as the events approach. The Committee shall elect a Chair, Vice-Chair, and Clerk. A quorum shall consist of a majority of the full members presently serving, with associates being counted as part of the quorum to replace absent full members. If any full voting member is absent from three (3) consecutive regularly scheduled meetings of the Committee, their position may be deemed to be vacant and the position shall be filled by the Select Board.

The Committee shall be dissolved on September 30, 2026, unless continued by a vote of the Select Board.

Other Considerations

The Committee shall comply with the provisions of the Open Meeting Law (OML), the Public Records Law, the Conflict-of-Interest Law and all other laws and regulations of the Commonwealth, as well as all relevant bylaws and policies of the Town, including the Town’s Email Communication for Committee Members Policy.

Voting members may elect a Clerk who will ensure that full minutes and a list of members in attendance are kept of each meeting and promptly submitted to the Committee for approval, filing with the Town Clerk, and posting to the Town’s website. Meetings will be open to the public and recorded.

The Commission will keep minutes of all meetings and post minutes and other Commission materials on the Town’s website. The Commission will post notice of meetings on the Town’s website as well as at the Town Clerk’s Office.

DRAFT