



SUDBURY SELECT BOARD  
TUESDAY FEBRUARY 27, 2024  
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
<b>CONSENT CALENDAR</b>			
1.		<i>VOTE</i>	Vote to sign Annual Town Election Warrant for March 25, 2024, which must be posted and delivered to residents by March 18, 2024.
2.		<i>VOTE</i>	Vote to accept the resignations of Andrea Meggison, Nalini Luthra, and Nadja Lamaute, effective immediately, from the Diversity, Equity and Inclusion Commission (DEIC) and send a letter of thanks for their service to the Town.
3.		<i>VOTE</i>	Vote to reappoint Historic Districts Commission (HDC) member Anuraj Shah for a term expiring 1/1/29.
4.		<i>VOTE</i>	Vote to accept donation of two granite benches from the Thursday Garden Club to be installed in Town Center at the WWI Memorial garden and the Blue Star memorial at Grinnell Park.
5.		<i>VOTE</i>	Vote to accept grant from the Executive Office of Public Safety/Department of Fire Service in the amount of \$10,300.66, as requested by Fire Chief John Whalen.
6.		<i>VOTE</i>	Vote to approve award of a two-year contract with Dr. Megan Betts by the Town Manager as a sole source procurement for Medical Director Services for the Fire Department's Advanced Life Support Program in the amount of \$5,000 per year, as requested by Fire Chief John Whalen.
7.		<i>VOTE</i>	Vote to Grant a Special Permit to the National Brain Tumor Society, to hold the "National Brain Tumor Society Ride" on Sunday, May 19, 2024, from 9:00 A.M. through approximately 1:00 P.M., subject to compliance with conditions outlined by the Police and Fire Departments, DPW and Park and Recreation, subject to receipt of a certificate of liability.

*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.*

Item #	Time	Action	Item
8.		<i>VOTE</i>	Vote to authorize the Town Manager to execute the contract for the Hosmer House Historic Structure and Cultural Landscape Report with Architectural Preservation Studio, DPC.
<b>MISCELLANEOUS</b>			
9.		<i>VOTE / SIGN</i>	As the Licensing Authority for the Town of Sudbury, in accordance with MGL c138, s. 12, vote to approve a Change of Manager for TFD II, LLC d/b/a The Farmer's Daughter Sudbury, 534 Boston Post Road, Suite 201 from Patrick Kennedy to Chandra Gouldrup and a Pledge of License, as requested in an application dated January 18, 2024.
10.			Discussion and update on Goal 6: Advance design and construction of Phase 3A-CSX/Rt 20 of the Bruce Freeman Rail Trail; review letter of support for inclusion on the Transportation Improvement Program (TIP).
11.			Discussion of Town Meeting warrant article submission process.
12.		<i>VOTE</i>	Discussion regarding 2024 Annual Town Meeting: consent calendar, positions on articles; other.
13.		<i>VOTE</i>	Discussion and possible vote on Firearms Safety Business Use Bylaw public forum, including potential dates, time, venue, agenda, and related matters.
14.		<i>VOTE</i>	Discussion and vote on ARPA funding and request from Fire Chief John Whalen to reallocate \$50,000.
15.		<i>VOTE</i>	Discussion and possible vote on Diversity, Equity, and Inclusion Commission (DEI) Status and Mission
16.		<i>VOTE</i>	Act on request of the Sudbury Public Schools to authorize the Superintendent to submit to the Massachusetts School Building Authority statement of interest forms for the Nixon Elementary School and Haynes Elementary School relative to replacement of roofs.
17.		<i>VOTE</i>	Review the Select Board Winter 2024 Newsletter articles and approve for distribution.
18.		<i>VOTE</i>	Vote to review and possibly approve the open session minutes of 1/9/24.

*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, February 27, 2024

**CONSENT CALENDAR ITEM****1: Annual Town Election Warrant****REQUESTOR SECTION**

Date of request:

Requestor: Town Clerk Beth Klein

Formal Title: Vote to sign Annual Town Election Warrant for March 25, 2024, which must be posted and delivered to residents by March 18, 2024.

Recommendations/Suggested Motion/Vote:

Background Information:  
attached election warrant

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office Pending

Town Manager's Office Pending

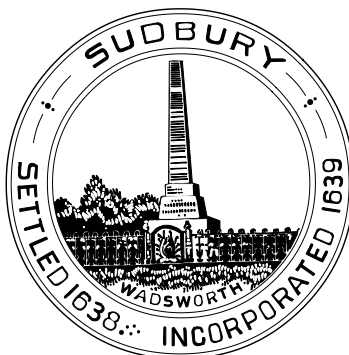
Town Counsel Pending

Select Board Pending

Select Board Pending

02/27/2024 7:00 PM

# Town of Sudbury Massachusetts



## 2024 OFFICIAL WARRANT ANNUAL TOWN ELECTION

Including Regional District School Committee

**Monday, March 25, 2024**

Polls Open 7:00 A.M. to 8:00 P.M.

Precincts 1, 2, 3 & 5 - Fairbank Community Center, 40 Fairbank Road

Precincts 4 & 6 - Sudbury Town Hall, 322 Concord Road

Select Board  
Sudbury, MA 01776

U.S. POSTAGE  
PAID  
Permit No. 4  
Sudbury, MA 01776  
ECRWSS

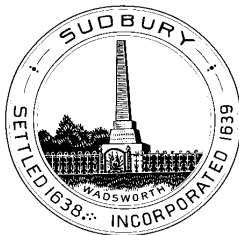
**POSTAL PATRON  
SUDBURY  
MASSACHUSETTS 01776**

**ANNUAL TOWN ELECTION**  
**Monday, March 25, 2024**

**\*\*NEW PRECINCTS IN SUDBURY—CHECK YOUR CENSUS\*\***

Attachment1.a: 2024 ATE Warrant.\_final (6055 : Annual Town Election Warrant)





Commonwealth of Massachusetts  
Middlesex, ss.

To the Constable of the Town of Sudbury:

GREETING:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Sudbury, qualified to vote in Town Elections, that voters residing in Precincts 1, 2, 3 and 5 should meet at the Fairbank Community Center and voters residing in Precincts 4 and 6 should meet at the Town Hall in said Town on Monday, March 25, 2024, at seven o'clock in the forenoon then and there to choose by official ballot in accordance with law, one Moderator, two members of the Select Board, one member of the Board of Assessors, two Goodnow Library Trustees, one member of the Board of Health, two members of the Park and Recreation Commission, two members of the Planning Board, and two members of the Sudbury School Committee all for three years. One member of the Park and Recreation Commission for one year and one member of the Sudbury Housing Authority for five years. Included as part of the Annual Town Election will be an election of two members for three years each to the Lincoln-Sudbury Regional District School Committee.

Polls will open at seven o'clock in the forenoon and will be closed at eight o'clock in the evening.

And you are required to serve this Warrant by posting an attested copy thereof at the Town Hall at least seven days before the time appointed for such election.

Hereof fail not and make due return of the Warrant by your doing thereon to the Town Clerk, at or before the time of election aforesaid.

Given under our hands this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**SUDBURY SELECT BOARD**

\_\_\_\_\_  
Janie W. Dretler

\_\_\_\_\_  
Lisa V. Kouchakdjian

\_\_\_\_\_  
Daniel E. Carty

\_\_\_\_\_  
Jennifer S. Roberts

\_\_\_\_\_  
Charles G. Russo

YOUR PRECINCT and or POLLING PLACE IN SUDBURY MAY HAVE CHANGED FOLLOWING THE 2020 FEDERAL CENSUS. Voters are encouraged to see their Annual Census or visit [www.sec.state.ma.us/wheredoivotema](http://www.sec.state.ma.us/wheredoivotema) to verify current precinct information.

**SUDBURY SELECT BOARD**

Tuesday, February 27, 2024

**CONSENT CALENDAR ITEM****2: Accept DEI resignations****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Vote to accept the resignations of Andrea Meggison, Nalini Luthra, and Nadja Lamaute, effective immediately, from the Diversity, Equity and Inclusion Commission (DEIC) and send a letter of thanks for their service to the Town.

Recommendations/Suggested Motion/Vote: Vote to accept the resignations of Andrea Meggison, Nalini Luthra, and Nadja Lamaute, effective immediately, from the Diversity, Equity and Inclusion Commission (DEIC) and send a letter of thanks for their service to the Town.

Background Information:  
attached resignation emails

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

02/27/2024 7:00 PM

**From:** Andrea Mendez-Meggison  
**Sent:** Thursday, February 8, 2024 9:33 PM  
**Subject:** Resignation

Good Evening - I am writing to tender my resignation from the SDEIC. Though it saddens me, I have started some professional endeavors that will prevent me from being able to participate in the commission. I stated my intent informally during the SDEIC December meeting but hesitated to formally resign until the Lived Experiences Report was completed. As of this evening, I have submitted the draft to Janine Taylor the Chair of the Lived Experiences sub-committee so that once they do meet again, the rest of the group can weigh in and provide feedback. I greatly appreciate the time I spent working with this amazing community and hope to be of service again one day in the future.

All my best,

Andrea Meggison

Attachment2.a: DEIC resignation (6141 : Accept DEI resignations)

**From:** [NALINI LUTHRA](#)  
**To:** [Select Board's Office](#); [Town Clerk](#); [Frank, Leila](#)  
**Cc:** [Diversity, Equity, and Inclusion Commission](#)  
**Subject:** Resignation from the commission  
**Date:** Thursday, February 22, 2024 11:22:55 AM

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Dear Sudbury Select Board,

I am emailing to submit my resignation from the Sudbury DEI commission effective immediately.

It has been a huge honor for me to be a part of the inaugural team on this commission, however due to a variety of demands on my time I no longer have the bandwidth to continue to give my best efforts.

I look forward to staying informed and involved and am sure the commission will make a huge difference in our community as they move forward.

I wanted to send this in advance of tonight's meeting to help manage the quorum.

Thank you again for this opportunity and please let me know if I need to do anything else to formalize my resignation

Best wishes

Nalini Luthra

Sent from my iPhone

Attachment2.b: Resignation from DEI (6141 : Accept DEI resignations)

**From:** [Nadja Lamaute](#)  
**To:** [Select Board's Office](#)  
**Subject:** Resignation from DEI  
**Date:** Thursday, February 22, 2024 3:53:48 PM

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Dear Select Board,

I am emailing to submit my formal resignation from the Sudbury DEI commission effective immediately.

Unfortunately, my daughter has been suffering from a progressive illness and it has become increasingly difficult to serve my position.

I look forward to staying informed and involved and am sure the commission will make a huge difference in our community as they move forward.

I wanted to send this in advance of tonight's meeting to help manage the quorum. Thank you again and I will miss all the members.

Sincerely,  
Dr. Nadja Lamaute

*"We shall not cease from exploration and the end of all our exploring will be to arrive where we began and to know the place for the first time." TS Elliot*

Attachment2.c: Resignation from DEI\_Lamaute (6141 : Accept DEI resignations)

**SUDBURY SELECT BOARD**

Tuesday, February 27, 2024

**CONSENT CALENDAR ITEM****3: Reappointment of HDC member****REQUESTOR SECTION**

Date of request:

Requestor: Adam Burney, Director of Planning &amp; Community Development

Formal Title: Vote to reappoint Historic Districts Commission (HDC) member Anuraj Shah for a term expiring 1/1/29.

Recommendations/Suggested Motion/Vote: Vote to reappoint Historic Districts Commission (HDC) member Anuraj Shah for a term expiring 1/1/29.

Background Information:

Attached recommendation letter from Historic Districts Commission

Financial impact expected:n/a

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office Pending

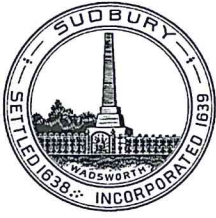
Town Manager's Office Pending

Town Counsel Pending

Select Board Pending

Select Board Pending

02/27/2024 7:00 PM



# Town of Sudbury

## Historic Districts Commission

HistoricDistricts@sudbury.ma.us

Flynn Building  
278 Old Sudbury Road  
Sudbury, MA 01776  
978-639-3387  
Fax: 978-639-3314  
[www.sudbury.ma.us/historicdistricts](http://www.sudbury.ma.us/historicdistricts)

February 6, 2024

Ms. Janie Dretler  
Chair, Sudbury Select Board  
278 Old Sudbury Road  
Sudbury, MA 01776

Dear Janie,

At its meeting of February 1, 2024, the Historic Districts Commission voted 4-0-1 to recommend the reappointment of Anuraj Shah as a member to the Historic Districts Commission.

**Ms. Trexler motioned to recommend to the Select Board reappointment of Anuraj Shah for another term to the Historic Districts Commission. Mr. Hagger seconded the motion. It was on motion 4-0-1; Trexler-aye, Hagger-aye, Wachs-aye, Iovanella-aye, Shah-abstain**

On behalf of the Historic Districts Commission,

  
Adam R. Burney, MPA  
Director of Planning & Community Development

Attachment3.a: SB Recommendation Letter - Shah 240201 (6142 : Reappointment of HDC member)



## SUDBURY SELECT BOARD

Tuesday, February 27, 2024

### CONSENT CALENDAR ITEM

#### 4: Bench donation from Garden Club

##### REQUESTOR SECTION

Date of request:

Requestor: Joy DiMaggio on behalf of the Thursday Garden Club

Formal Title: Vote to accept donation of two granite benches from the Thursday Garden Club to be installed in Town Center at the WWI Memorial garden and the Blue Star memorial at Grinnell Park.

Recommendations/Suggested Motion/Vote: Vote to accept donation of two granite benches from the Thursday Garden Club to be installed in Town Center at the WWI Memorial garden and the Blue Star memorial at Grinnell Park.

##### Background Information:

The Thursday Garden Club of Sudbury proposes to donate to the Town of Sudbury two (2) granite benches. These benches would be placed in Grinnell Park at Town Center at the WWI Memorial and garden and the Blue Star memorial and garden. The potential future installation of these benches will provide an opportunity for community members of all ages, to visit the park, sit, reflect and convene in our peaceful beautiful Historic Town Center.

The benches' dimensions are 48" long, 14" wide and 4" thick. The legs are granite. The legs will be anchored into the ground. The first bench will have 'Thursday Garden Club of Sudbury' engraved on the front panel. The bench located at the Blue Star, will not be engraved.

The benches will be placed to face each monument and adjacent to the benches space will be provided and made of compacted decomposed granite, for easy wheelchair accessibility. We have discussed ADA requirements of this project with Sandra Duran- Town of Sudbury- Combined Facilities Director and ADA Coordinator. Sandra Duran supports this installation. We also, have approval from the Park and Recreation Maintenance Department for this project. Finally, we have obtained approval from the Historic District for this installation.

The Thursday Garden Club of Sudbury will purchase the benches, pay for engraving and installation. The Park and Recreation Department will install a decomposed granite pad adjacent to the benches for ADA compliance.

The Thursday Garden Club of Sudbury has been in existence since 1951. One of our philanthropy goals is: Town of Sudbury beautification. We have maintained the gardens in Grinnell Park since 1951. We purchase and plant, and clean the gardens on a continuous bases through-out the year. We make sure the gardens are beautiful for Memorial Day, 4<sup>th</sup> of July and Veterans Day in particular. We very much hope that the Town will accept this donation of benches so that we can provide accessible seating in Grinnell Park.

Thank you for your consideration of this donation.

Sincerely-

Joy DiMaggio and Marcia Higgins

Thursday Garden Club of Sudbury- Co-Presidents

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

02/27/2024 7:00 PM



SUDBURY SELECT BOARD  
Tuesday, February 27, 2024

CONSENT CALENDAR ITEM  
5: Accept DFS grant

REQUESTOR SECTION

Date of request:

Requestor: Fire Chief John Whalen

Formal Title: Vote to accept grant from the Executive Office of Public Safety/Department of Fire Service in the amount of \$10,300.66, as requested by Fire Chief John Whalen.

Recommendations/Suggested Motion/Vote: Vote to accept grant from the Executive Office of Public Safety/Department of Fire Service in the amount of \$10,300.66, as requested by Fire Chief John Whalen.

Background Information:  
These funds will be used to purchase replacement firefighting gear for three (3) members of the Sudbury Fire Department. Attached is executed contract.

Financial impact expected:none

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
02/27/2024 7:00 PM	



# COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the [Standard Contract Form Instructions and Contractor Certifications](#), the [Commonwealth Terms and Conditions for Human and Social Services](#) or the [Commonwealth IT Terms and Conditions](#) which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.macomptroller.org/forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

CONTRACTOR LEGAL NAME: Town of Sudbury (and d/b/a):		COMMONWEALTH DEPARTMENT NAME: Department of Fire Services MMARS Department Code: DFS	
Legal Address: (W-9, W-4): 322 Concord Rd, Sudbury, MA, 01776		Business Mailing Address: P.O. Box 1025, Stow MA 01775	
Contract Manager: Chief John M. Whalen	Phone: 978-440-5311	Billing Address (if different):	
E-Mail: Whalenj@sudbury.ma.us	Fax: 978-440-5305	Contract Manager: David Clemons	Phone: 978-567-3179
Contractor Vendor Code: VC6000191996		E-Mail: David.Clemons@mass.gov	Fax: 978-567-3121
Vendor Code Address ID (AD001 (Note: The Address ID must be set up for EFT payments.))		MMARS Doc ID(s): CT-DFS-1000-2024FFEGRANT00000000	
		RFR/Procurement or Other ID Number: BD-94942	
<input checked="" type="checkbox"/> <b>NEW CONTRACT</b> PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> Department Procurement (includes all Grants - <a href="#">815 CMR 2.00</a> ) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget) <input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		<input type="checkbox"/> <b>CONTRACT AMENDMENT</b> Enter Current Contract End Date <u>Prior</u> to Amendment: ____, 20 ____. Enter Amendment Amount: \$ _____. (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.) <input type="checkbox"/> Amendment to Date, Scope or Budget (Attach updated scope and budget) <input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions, Contractor Certifications and the following Commonwealth Terms and Conditions document is incorporated by reference into this Contract and are legally binding: (Check ONE option): <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under <a href="#">815 CMR 9.00</a> . <input type="checkbox"/> Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or new total if Contract is being amended) <u>\$10,300.66</u>			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days __% PPD; Payment issued within 15 days __% PPD; Payment issued within 20 days __% PPD; Payment issued within 30 days __% PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle <input type="checkbox"/> statutory/legal or Ready Payments ( <a href="#">M.G.L. c. 29, § 23A</a> ); <input type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE OR REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) FY24 Firefighter Safety Equipment Grant Program. This contract is for funds awarded under the Department of Fire Services' FY24 Firefighter Equipment Grant, in accordance with the FY24 Grant Application, and attached Grant Agreement Scope of Work and Budget. Funds for this program will be disbursed on a reimbursement basis only.			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the Effective Date. <input type="checkbox"/> 2. may be incurred as of ____, 20 ____, a date <u>LATER</u> than the Effective Date below and <u>no</u> obligations have been incurred <u>prior</u> to the Effective Date. <input type="checkbox"/> 3. were incurred as of ____, 20 ____, a date <u>PRIOR</u> to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of <u>June 30, 2024</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <a href="#">801 CMR 21.07</a> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X:  Date: <u>2/17/24</u> (Signature and Date Must Be Captured At Time of Signature) Print Name: <u>ANDREW J. SULLIVAN</u> Print Title: <u>TOWN MANAGER</u>		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X:  Date: <u>2/12/24</u> (Signature and Date Must Be Captured At Time of Signature) Print Name: <u>Jon M. Davine</u> Print Title: <u>State Fire Marshal</u>	



# Commonwealth of Massachusetts CONTRACTOR AUTHORIZED SIGNATORY LISTING

This form is jointly issued and published by the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default form for all Commonwealth Departments when another form is not prescribed by regulation or policy.

## Signature for Corporation (C or S), Partnership, Trust/Estate, Limited Liability Company (must match Form W-9 tax classification)

Contractor Legal Name <b>Town of Sudbury</b>	Contractor Vendor/Customer Code (if available, not the Taxpayer Identification Number or Social Security Number) <b>VC8000191996</b>
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**INSTRUCTIONS:** Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

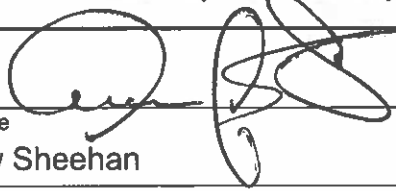
There are three types of electronic signatures that will be accepted on this form: 1) Traditional "wet signature" (ink on paper); 2) Electronic signature that is either: a. hand drawn using a mouse or finger if working from a touch screen device; or b. An upload picture of the signatory's hand drawn signature; 3) Electronic signature affixed using a digital tool such as Adobe Sign or DocuSign. Typed text of a name not generated by a digital tool, computer generated cursive, or an electronic symbol are not acceptable forms of electronic signature.

Authorized Signatory Name	Signature (Signature as it will appear on contract or other documents)	Title	Phone Number	Email Address
Andrew Sheehan		Town Manager	9786393385	sheehana@sudbury.ma.us

**Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.**

I certify that I am a responsible authorized officer of the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Please note you cannot self-certify your own signature as a single signer listed above.

Signature 	Date <b>2/7/24</b>
Print Name <b>Andrew Sheehan</b>	Phone Number <b>978-639-3385</b>
Title <b>Town Manager</b>	Email Address <b>sheehana@sudbury.ma.us</b>

A copy of this listing must be attached to the "record copy" of a contract filed with the department.

## Department of Fire Services and the Town of Sudbury FY24 Firefighter Equipment Grant Agreement Scope of Work and Budget

**Authorization:** This grant is awarded by the Executive Office of Public Safety through the Department of Fire Services' FY24 Firefighter Safety Equipment Grant program for the purchase of firefighter safety equipment in accordance with the Acts of 2020 chapter 151 2D, the Department of Fire Services Earmark and Grants policy and procedures, and CMR 815, 2.00 State Grant Regulations.

**Grant Project Description:** Purchase of firefighter safety equipment as listed in the budget section of this Scope of Work.

**Grant Manager:** The MA Department of Fire Services and the grantee will each assign a grant manager with respect to this Scope of Work. It is anticipated that the grant manager will not change during the period the Scope of Work is in force. In the event that a change is necessary, the party requesting the change will provide prompt written notice to the other. In the event a change occurs because of a non-emergency, two-week written notice is required. For a change resulting from an emergency, prompt notice is required.

The MA Department of Fire Services grant manager will work closely with the grantee to ensure successful completion of the grant, will consult with the grantee to develop the Scope of Work, will coordinate input as needed, and will review and approve deliverables, progress reports and authorize acceptance and compensation of deliverables.

The grantee's grant manager will serve as the interface between the MA Department of Fire Services and all grantee personnel participating in this program, will maintain the Scope of Work and Budget in consultation with the MA Department of Fire Services grant manager, will facilitate regular communication with the MA Department of Fire Services grant manager including status reports/updates and review of performance against the Scope of Work, and will work closely with the MA Department of Fire Services to ensure successful completion of the grant.

The grantee's grant manager is Asst. Chief Timothy Choate who can be reached at: 77 Hudson Road Sudbury, MA 01776, tel 978-440-5312, email: [choatet@sudbury.ma.us](mailto:choatet@sudbury.ma.us). The MA Department of Fire Services grant manager is David Clemons, Director of Operations, 1 State Road, Stow, MA 01775, tel 978-567-3179, email: [David.Clemons@mass.gov](mailto:David.Clemons@mass.gov).

**Budget:** The funds may not be used to serve as a match for a federal grant. The funds may not be used for construction and all applicable local and state procurement requirements must be adhered to in the use of the grant funds. The grant funds must be used to purchase the following approved firefighter safety equipment.



**Grant Award:**

Department	Description of allowable Equipment
Town of Sudbury	Coat (Structural) Pants & Suspenders (Structural)
<b>Total Award</b>	<b>\$10,300.66</b>

**Reimbursement Request Process:** The MA Department of Fire Services agrees to disburse funds on a cost reimbursement basis. All costs requested for reimbursement must be listed on the DFS Grant/Earmark reimbursement form. Appropriate supporting documentation for all non-salary costs must also be attached, including:

1. copy of invoice
2. proof of payment – cancelled check or similar other proof of payment documentation such as a copy of the City/Town warrant or invoice that is marked paid and signed as paid by the City/Town fiscal officer.

**Period of Performance:** Approved expenditures may not be made until a contract has been executed between DFS and the grant recipient. Expenses incurred prior to execution of a contract will not be eligible for reimbursement through this program.

Grant recipients must take delivery of equipment no later than June 30, 2024. Equipment delivered to the recipient after that date **will not** be eligible for reimbursement through this program unless approval for an extension has been already been granted in writing by the DFS grant manager.

Reimbursement requests must be submitted no later than July 26, 2024. DFS will only reimburse for costs incurred through the grant performance period, June 30, 2024.

**Grant Extensions:** Grant recipients may request a single performance period extension if extenuating circumstances beyond the control of the recipient (backordered equipment, supply chain disruptions, vendor errors, etc.) will prevent equipment from being delivered on or before June 30, 2024. Extensions for these purposes must be submitted to DFS by email no later than June 1, 2024. Approval of extension requests is at the sole discretion of DFS.

**Grant Monitoring:** The Department of Fire Services may conduct grant monitoring through either a desk-based review or on-site monitoring visits, or both, in order to obtain additional information or verify information related to grant spending, grant-funded activity, or grant award outcomes. Advance notice will be given prior to a site visit. Findings of non-compliance with

any portion of the terms of the FY24 Firefighter Safety Equipment Application, the executed Standard Contract Form, and the DFS Grant Agreement Scope of Work and Budget may result in a demand for funds to be returned to DFS.

**Changes in Scope of Work or Budget:** The grant project description and budget are fixed and any change would be a “material” change in the contract. “Material” changes to the project description (adding, deleting or altering items) or budget lines (deletions, additions or changes to items) will require both parties to execute a *Standard Contract Amendment Form*. Contract amendments may not be done retroactively and must be done prior to the grant end date.

**Records Management:** The grantee shall maintain records in accordance with 815 CMR 2.08. This regulation includes but is not limited to “... maintain records, books, files and other data as specified in a contract and in such detail as shall properly substantiate claims for payment under a contract, for a minimum retention period of seven years beginning on the first day after the final payment under a contract, or such longer period as is necessary for the resolution, of any litigation, claim, negotiation, audit or other inquiry involving a contract...”

Approved by:

  
Town of Sudbury

Andrew J. Sheehan  
Print Name and Title      Town Manager

Date

2/7/24

Approved by:

  
Department of Fire Services

David Clemons, Director of Operations  
Print Name and Title

Date

2/12/24

**SUDBURY SELECT BOARD**

Tuesday, February 27, 2024

**CONSENT CALENDAR ITEM****6: Approve contract for Medical Director Services****REQUESTOR SECTION**

Date of request:

Requestor: Fire Chief John Whalen

Formal Title: Vote to approve award of a two-year contract with Dr. Megan Betts by the Town Manager as a sole source procurement for Medical Director Services for the Fire Department's Advanced Life Support Program in the amount of \$5,000 per year, as requested by Fire Chief John Whalen.

Recommendations/Suggested Motion/Vote: Vote to approve award of a two-year contract with Dr. Megan Betts by the Town Manager as a sole source procurement for Medical Director Services for the Fire Department's Advanced Life Support Program in the amount of \$5,000 per year, as requested by Fire Chief John Whalen.

Background Information:

This contract (attached) will provide medical direction services for the Fire Department ALS Program.

Financial impact expected: budgeted

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

02/27/2024 7:00 PM



**AN INDEPENDENT CONTRACTOR AGREEMENT  
BETWEEN THE TOWN OF SUDBURY  
AND DR. Megan Betts MD, THE MEDICAL DIRECTOR**

This agreement is made and entered into this first day of February 2024 , by and between the Town of Sudbury ( the Town ), a municipal corporation acting by and through its Town Manager and Megan Betts, MD( the Medical Director ) hereinafter the parties to this agreement.

Whereas, the Sudbury Fire Department is licensed to provide pre-hospital medical services at the Advanced Life Support (ALS) level and the Town seeks to contract with the Medical Director;

Whereas, the Medical Director, a physician licensed and endorsed to practice medicine in the Commonwealth of Massachusetts, agrees to provide medical direction and oversight as described below to the Town;

Whereas, the services provided by the Medical Director are specifically for the provision of physician advisor services to the Town's Emergency Medical Service;

Now therefore, in consideration of the mutual covenants contained herein, the parties agree as follows:

**Article 1. ENGAGEMENT OF THE INDEPENDENT CONTRACTOR:**

The Town agrees to retain the services of the Medical Director to perform the duties and render services herein provided, and the Medical Director agrees to perform such duties and render such services.

It is agreed by the parties to this Agreement that the Medical Director is an independent contractor for the Town and is not an agent or an employee of the Town. The Medical Director shall make no representation that he/she is an agent or an employee of the Town, nor shall the Medical Director make any representations that are intended to bind the Town into any agreement, contract, duty, or obligation. As an independent contractor, the Medical Director is not entitled to any of the fringe benefits offered by the Town to its regular, full time employees, nor to any compensation, other than that specified herein in Article 5.

**Article 2. DUTIES:**

The Medical Director agrees to provide the following assistance to the ALS Program in the Town of Sudbury as follows;

Conduct Communications with the State Office of Emergency Medical Services

Participate in site visits, communications with the Fire Chief, ALS Coordinator, and Quality Assurance/Quality Improvement (QA/QI) Director

Provide input into QA/QI process/program

Chart reviews and necessary follow ups



Participate in QA/QI Program

Debrief with Medics/Nurses/MDs on specific issues

Provide skill review for Sudbury Fire personnel

Conduct monthly rounds at Metrowest Medical Center

Participate in community, regional and hospital meetings and initiatives (e.g. Region IV Medical Control Committee, Ambulance Committee, Region IV Board of Directors.)

Participate in evaluation and dissemination of new OEMS Protocols, Point of Entries, as pertinent

The Town agrees to;

Work with the Medical Director to provide optimal Advanced Life Support and Basic Life Support services to the Town.

Make available any and all trip records for review by the Medical Director

Provide a designee from the Sudbury Fire Department to assist the Medical Director in the collection and review of charts and data

### **Article 3. TERM OF AGREEMENT:**

The agreement shall become effective on February 1, 2024 and shall be in full force and effect for a period of two (2) years, expiring on January 31, 2026, unless earlier terminated as provided herein. At the expiration of this Agreement, if both parties agree, the Town shall renew this Agreement by providing at least thirty (30) days written notice to the Medical Director prior to the Agreement's expiration date.

### **Article 4. TERMINATION:**

Either party may terminate this Agreement by providing sixty (60) days prior written notice to the other party, with or without cause.

### **Article 5. COMPENSATION:**

The Town agrees to pay the Medical Director for professional services rendered under this Agreement at the annual amount of \$ 5,000, to be paid bi-annually in December and June upon receipt of an invoice.

The Town agrees that it has appropriated sufficient monies to pay the Medical Director for the first fiscal year of this Agreement. Continuation of services in subsequent fiscal years shall be contingent upon the appropriation of other availability of sufficient funds to support continued performance.



In the event sufficient funds are not appropriated or otherwise available after the first fiscal year, this Agreement shall be cancelled with no further liability to the Medical Director.

**Article 6. CONFIDENTIALITY:**

Each party to this Agreement, by virtue of entering into this Agreement, will have access to certain information of the other party that is confidential and constitutes valuable, special and unique property of the other party. Each party agrees that it will not at any time, either during or subsequent to the term of this Agreement, disclose to others, use, copy, or permit to be copied, without the other party's express prior written consent, except pursuant to its duties hereunder, any confidential or proprietary information of the other party, including, but not limited to, costs, prices, and treatment methods at any time used, developed or made by the other party, and which is not otherwise available to the public.

The Town shall not disclose to any third party, except where permitted by law or where such disclosure is expressly approved in writing, any patient or medical record information regarding a patient and the Town and its employees and agents shall comply with all federal and state laws and regulations, and all rules, regulations, and policies imposed by the Medical Director regarding the confidentiality of such information.

**Article 7. ACCESS TO RECORDS:**

Upon written request of the Secretary of Health and Human Services of the Comptroller General or any of their duly authorized representatives, the Town will make available those contracts, books, or documents, and records necessary to verify the nature and extent of the costs of providing services under this Agreement. Such inspection shall be available for up to four (4) years after rendering of such ambulance services. If the Town carries out any of the duties of this Agreement through a subcontract with a value of Ten Thousand Dollars (\$ 10,000) or more over a twelve (12) month period with a related individual or organization, the Town agrees to include this requirement in any subcontract. This section is included and pursuant to and it governed by the requirements of Public Law 96-499, sec 952 ( sec 1861(v)(1) of the Social Security Act) and the regulations promulgated thereunder. No attorney-client, accountant-client or other privilege will be deemed to have been waived by the Medical Director or the Town by virtue of this agreement.

**Article 8. MISCELLANEOUS PROVISIONS:**

This Agreement shall become effective upon the signing of the parties.

This Agreement shall constitute the entire agreement between the Town and the Medical Director and shall only be amended, changed or modified by a writing executed by both parties.

It is understood by the parties to this Agreement that the Town Manager has the authority to enter into this Agreement on behalf of the Town. A copy of such and approval shall be provided to the Medical Director upon request.

This Agreement shall be interpreted and construed in accordance with the laws of the Commonwealth of Massachusetts. If any provision of this Agreement is declared or found to be illegal, unenforceable or

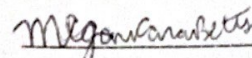


void then both parties shall be relieved of all obligations under that provision. The remainder of the Agreement shall remain in full force and effect.

All conditions, covenants, duties, and obligations contained in this Agreement can be waived only by written agreement. Forbearance or indulgence in any form or manner by a party shall not be construed as a waiver, nor in any way limit the legal or equitable remedies available to that party.

IN WITNESS WHEREOF, The Town of Sudbury, Massachusetts has caused this Agreement to be signed and executed on its behalf by its Town Manager, and the Medical Director has signed and executed this Agreement, both in duplicate, on \_\_\_\_\_, 2024.

\_\_\_\_\_  
Town of Sudbury  
By Andrew Sheehan, in capacity as  
Town of Sudbury Town Manager and  
Authorized agent of the Town



Dr. Megan Betts, MD  
The Medical Director

Dated: \_\_\_\_\_

Dated: 2/19/24

**SUDBURY SELECT BOARD**

Tuesday, February 27, 2024

**CONSENT CALENDAR ITEM****7: National Brain Tumor Ride 2024****REQUESTOR SECTION**

Date of request:

Requestor: Annie Zampitella, Conventures, on Behalf of National Brain Tumor Society

Formal Title: Vote to Grant a Special Permit to the National Brain Tumor Society, to hold the "National Brain Tumor Society Ride" on Sunday, May 19, 2024, from 9:00 A.M. through approximately 1:00 P.M., subject to compliance with conditions outlined by the Police and Fire Departments, DPW and Park and Recreation, subject to receipt of a certificate of liability.

Recommendations/Suggested Motion/Vote: Vote to Grant a Special Permit to the National Brain Tumor Society, to hold the "National Brain Tumor Society Ride" on Sunday, May 19, 2024, from 9:00 A.M. through approximately 1:00 P.M., subject to compliance with conditions outlined by the Police and Fire Departments, DPW and Park and Recreation, subject to receipt of a certificate of liability.

Background Information:

Financial impact expected:N/A

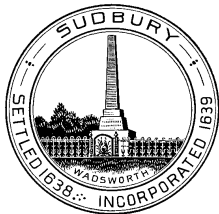
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office	Pending
Town Manager's Office	Pending
Town Counsel	Pending
Leila S. Frank	Pending
Select Board	Pending
Select Board	Pending

02/27/2024 7:00 PM



## 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)

### APPLICATION FOR A CHARITABLE WALK/RELAY PERMIT ON A PUBLIC WAY

Written permission to conduct a fundraising walk or relay race in any public street, public sidewalk or public way within the Town must be obtained from the Select Board prior to the event. The Chief of Police will determine the appropriate public safety requirements for this event and the cost of such special duty officers, if any required, will be borne by the applicant. The Town of Sudbury requires a Certificate of Insurance of no less than \$1,000,000, naming the Town as an additional insured. All cleanup from the event will be completed by the applicant within 8 hours after the stated ending time or applicant will be billed for the Town's cost to clean up. Application processing can take up to four weeks as approval from the Police, Building and Park & Recreation departments may be required prior to Select Board approval. Processing begins after all required materials are received, so please plan accordingly.

Organization Name \_\_\_\_\_

Event Name \_\_\_\_\_

Organization Address \_\_\_\_\_

Name of contact person in charge \_\_\_\_\_

Telephone Number(s) of contact \_\_\_\_\_ (cell) \_\_\_\_\_

Email address \_\_\_\_\_

Date of event \_\_\_\_\_ Rain Date \_\_\_\_\_

Starting time \_\_\_\_\_ Ending time \_\_\_\_\_

Route of the race/relay and portion of the road requested to be used (please indicate on map and attach to this application) \_\_\_\_\_

Anticipated number of participants \_\_\_\_\_

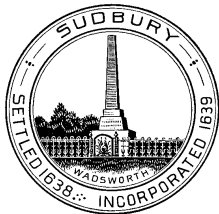
Assembly area (enclose written permission of owner if private property to be used for assembly) \_\_\_\_\_

Organization that proceeds will go to \_\_\_\_\_

Any other important information \_\_\_\_\_

*The undersigned applicant agrees that the applicant and event participants will conform to applicable laws, by-laws and regulations as well as any special requirement that may be made as a condition of the granting of permission pursuant to this application. I/we agree to hold the Town of Sudbury harmless from any and all liability and will defend the Town of Sudbury in connection therewith.*

Signature of Applicant Annie Zampitella Date 1/30/24

**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)

**CONTINUED: APPLICATION FOR A CHARITABLE WALK/RELAY PERMIT...****Application Checklist:**

- ☐ Application Form
- ☐ Map of Route
- ☐ Evidence of Certificate of Insurance (please see details above)

Please submit completed application and materials to:

Office of Select Board

278 Old Sudbury Rd.

Sudbury, MA 01776

Fax: 978-443-0756

Email: [SBadmin@sudbury.ma.us](mailto:SBadmin@sudbury.ma.us)



# National Brain Tumor Ride

## Course Map: 10-MILE RIDE



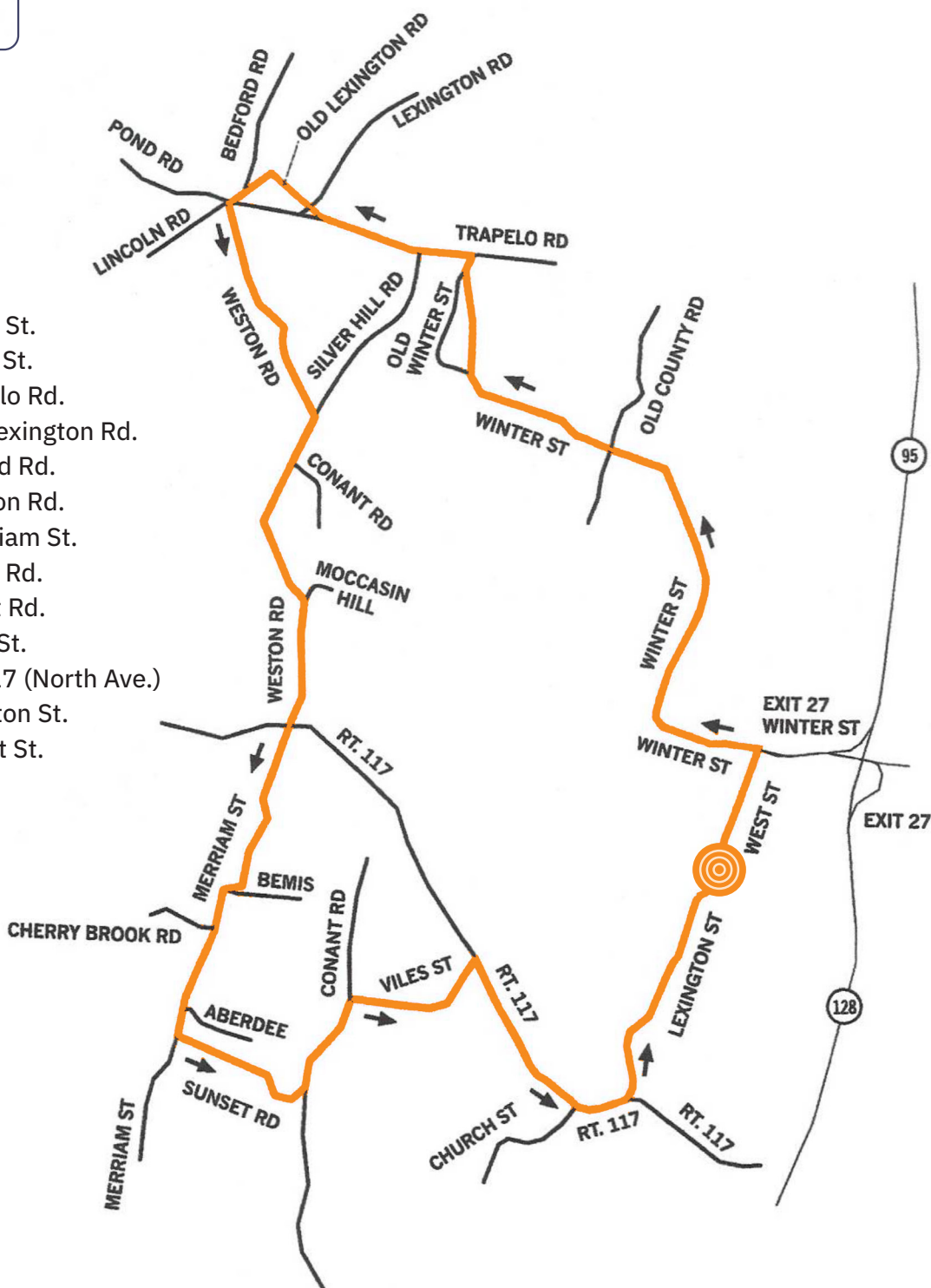
**START/FINISH**

200 West Street  
Waltham, MA

### TURN BY TURN

- Turn right onto West. St.
- Turn left onto Winter St.
- Turn right onto Trapelo Rd.
- Bear right onto Old Lexington Rd.
- Turn left onto Bedford Rd.
- Turn right onto Weston Rd.
- Stay straight on Merriam St.
- Turn left onto Sunset Rd.
- Turn left onto Conant Rd.
- Turn right onto Viles St.
- Turn right onto SR 117 (North Ave.)
- Turn left onto Lexington St.
- Go straight onto West St.
- End at 200 West St.

**END**



Attachment7.a: Brain Tumor Ride 2024 Application\_SB (6146 : National Brain Tumor Ride 2024)

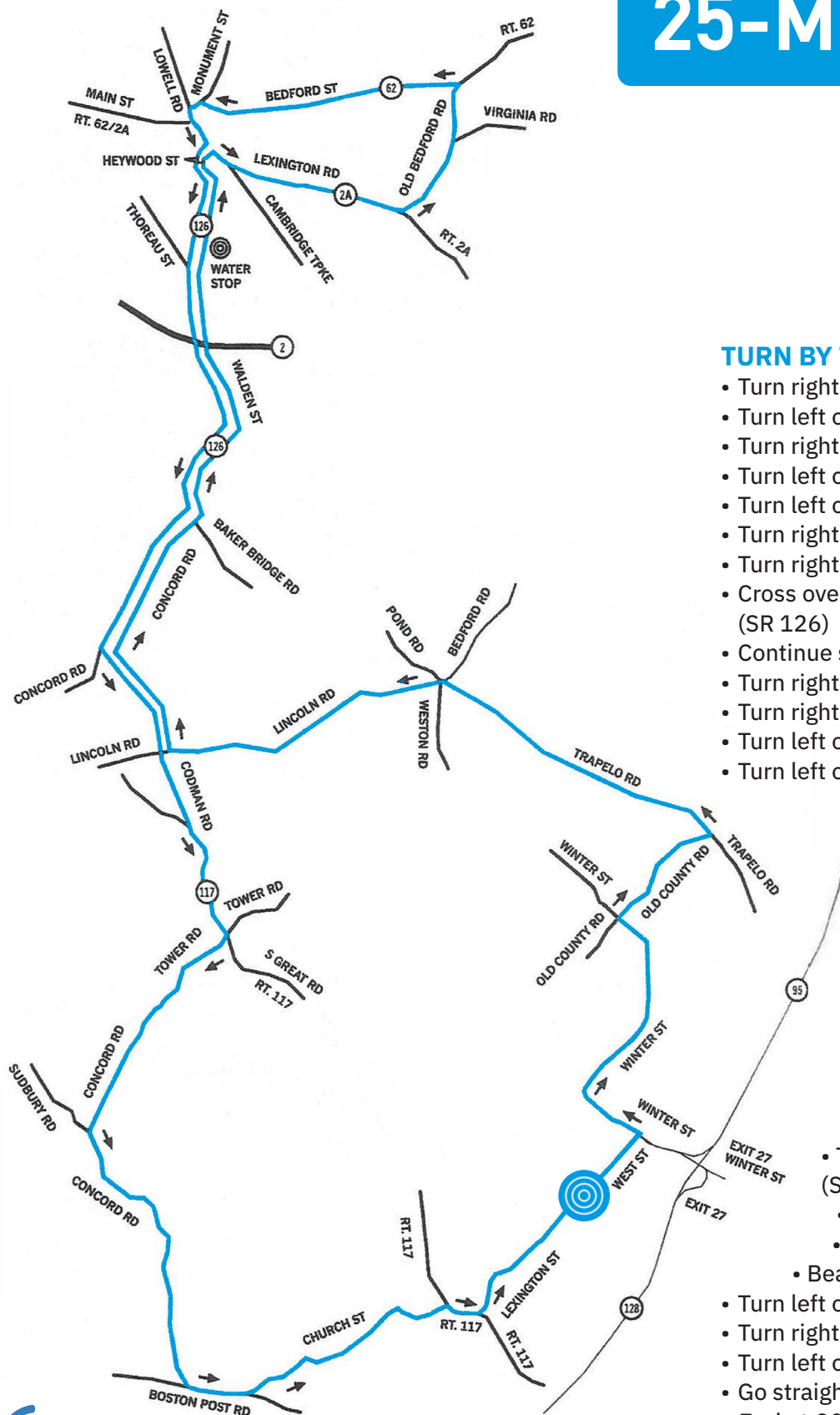


# National Brain Tumor Ride

## Course Map: 25-MILE RIDE



**START/FINISH**  
200 West Street  
Waltham, MA



### TURN BY TURN

- Turn right onto West St.
- Turn left onto Winter St.
- Turn right onto Old County Rd.
- Turn left onto Trapezo Rd.
- Turn left onto Lincoln Rd.
- Turn right onto Cadman Rd.
- Turn right onto SR 126 (Concord Rd.)
- Cross over Rt. 2 onto Walden St. (SR 126)
- Continue straight to Water Stop
- Turn right onto Heywood St.
- Turn right onto Lexington Rd. (Rt. 2A)
- Turn left onto Old Bedford Rd.
- Turn left onto SR 62 (Bedford St.)
- Go around Monument Square to Lexington Rd. (Rt. 2A)
- Turn right onto Heywood St.
- Turn left onto Walden St. (SR 126)
- Continue to Concord Water Stop
- Cross over Rt. 2 onto Walden St (SR 126)
- Turn left onto Cadman Rd.
- Turn left onto SR 117 (S Great Rd.)
- Turn right onto Tower Rd.
- Bear left onto Concord Rd.
- Bear left onto Boston Post Rd.
- Turn left onto Church St.
- Turn right onto SR 117 (North Ave)
- Turn left onto Lexington St.
- Go straight onto West St
- End at 200 West St.

**END**



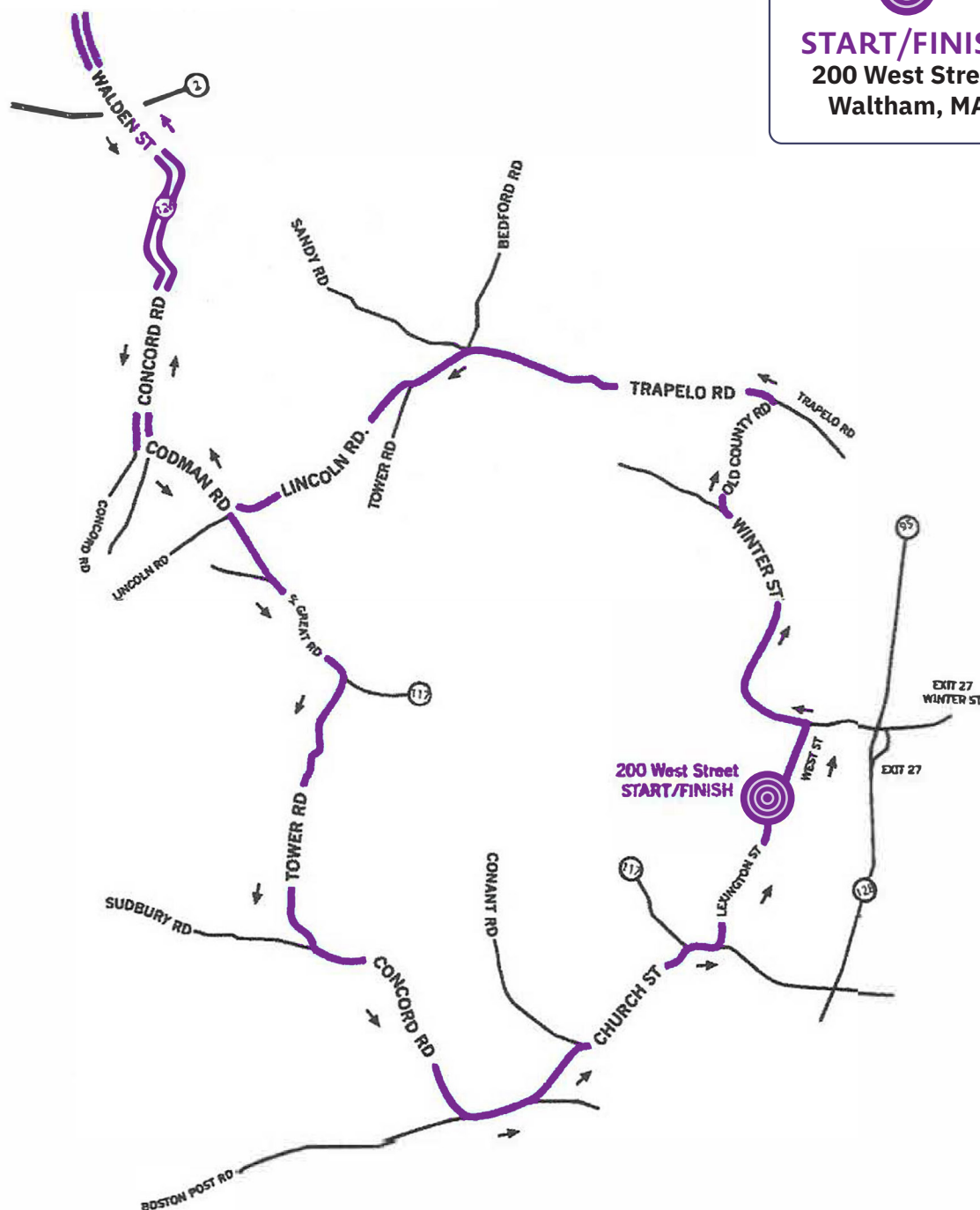
# National Brain Tumor Ride

## Course Map: 40-MILE RIDE

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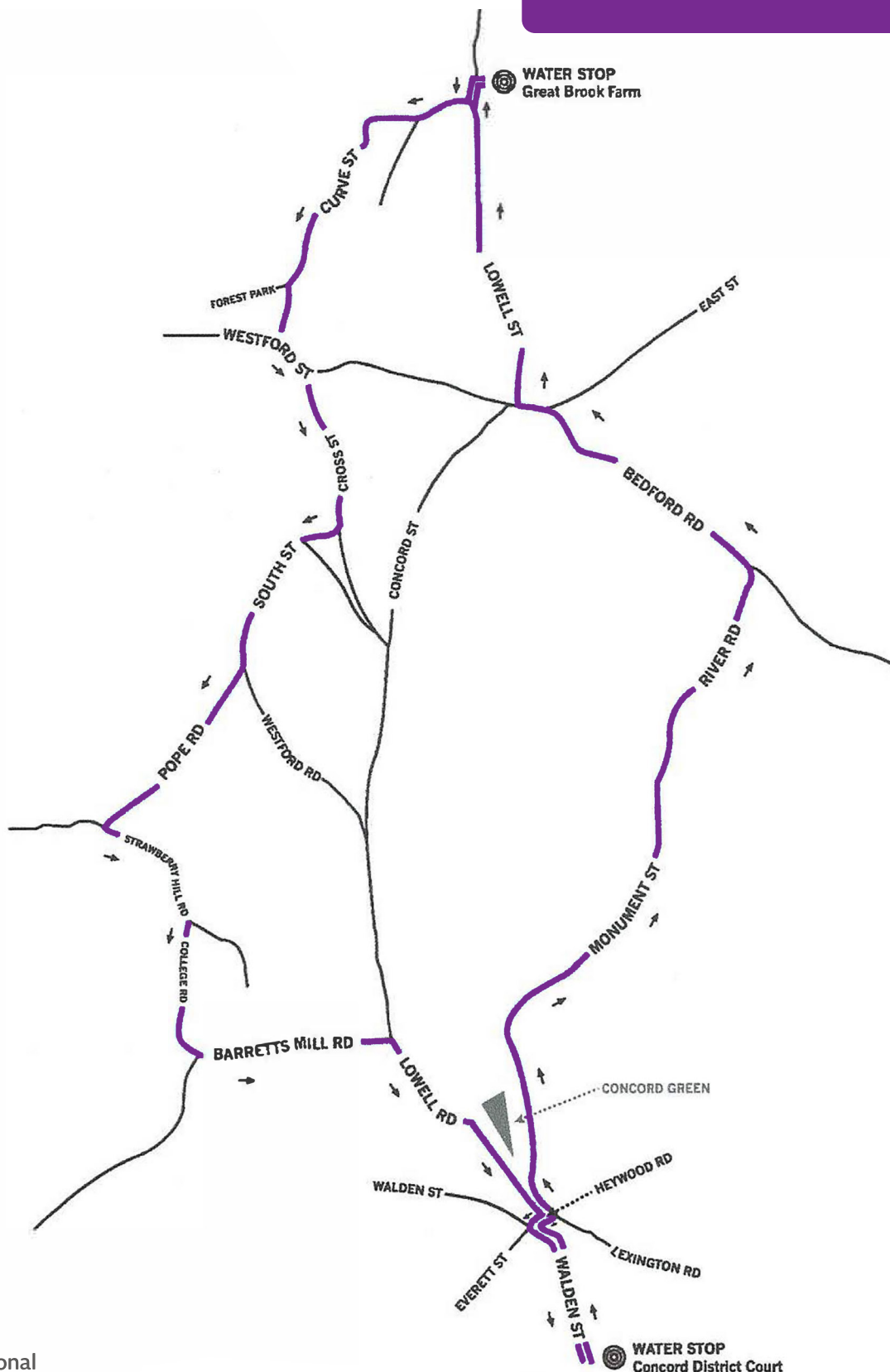


**START/FINISH**  
200 West Street  
Waltham, MA



# National Brain Tumor Ride

## Course Map: 40-MILE RIDE



CONT. FROM PREVIOUS PAGE

# National Brain Tumor Ride

## Course Map: 40-MILE RIDE

### TURN BY TURN

- 0.0 miles Turn RIGHT onto West St.
- 0.4 miles Turn LEFT onto Winter St.  
— Two (2) speed bumps
- 1.9 miles Turn RIGHT onto Old County Rd.
- 2.6 miles Turn LEFT onto Trapelo Rd.
- 4.3 miles Turn LEFT onto Lincoln Rd.
- 6 miles Turn RIGHT onto Codman Rd.
- 6.7 miles Turn RIGHT onto Concord Rd./  
Route 126 North  
— Changes to Walden St.
- 8.6 miles Cross Rt 2/2A

### 📍 9.3 miles: WATER STOP AT CONCORD DISTRICT COURT

- 9.7 miles Turn RIGHT onto Heywood St.
- 9.75 miles Turn LEFT onto Lexington Rd.
- 10.0 miles Bear RIGHT onto Monument St.  
at the Concord Green  
— Bear LEFT at first fork  
— Bear RIGHT at second fork to stay on  
Monument St  
— Changes to River Rd.
- 13.3 miles Monument St. becomes River Rd.
- 14.5 miles Turn LEFT onto Bedford Rd./Route  
225
- 16.2 miles Turn RIGHT onto Lowell St.  
(first turn off rotary)

### 📍 18.8 miles: WATER STOP AT GREAT BROOK FARM (on right hand side on Lowell Street)

- 19.0 miles Turn LEFT onto Lowell St.
- 19.1 miles Turn quick RIGHT onto Curve St.  
— Bear LEFT to stay on Curve St
- 21.2 miles Turn LEFT onto Westford St/Route  
225

- 21.5 miles Turn RIGHT onto Cross St.
- 22.5 miles Turn RIGHT onto South St.  
— May be unmarked
- 22.6 miles Turn RIGHT to stay on South St.
- 23.5 miles Turn LEFT onto West St.
- 23.6 miles Turn RIGHT onto Pope Rd.
- 25.0 miles Turn sharp LEFT onto Strawberry  
Hill Rd. - 25.9 miles Turn RIGHT onto  
College Rd.
- 26.8 miles Turn LEFT onto Barretts Mill Rd.
- 28.0 miles Turn RIGHT onto Lowell Rd.
- 29.0 miles Go straight past the Concord  
Green and through rotary onto Lexington Rd.
- 29.5 miles Turn RIGHT onto Heywood St.
- 29.6 miles Turn LEFT onto Walden St.  
— Changes to Concord Rd.

### 📍 30.0 miles: WATER STOP AT CONCORD DISTRICT COURT

- 32.5 miles Turn LEFT onto Codman Rd.
- 33.6 miles Turn LEFT onto S. Great Rd./Route  
117
- 34.25 miles Turn RIGHT onto Tower Rd.  
— Changes into Concord Rd.
- 35.6 miles Bear LEFT to stay on Concord Rd.
- 37.2 miles Turn LEFT onto Boston Post Rd.
- 37.6 miles Bear LEFT onto Church St.
- 38.9 miles Turn RIGHT onto North Ave./Route  
117 - 39.0 miles Turn LEFT onto Lexington  
St.  
— Five (5) speed bumps
- 40.0 miles Turn RIGHT into 200 West St.

**END**

# National Brain Tumor Ride

## Course Map: 62-MILE RIDE



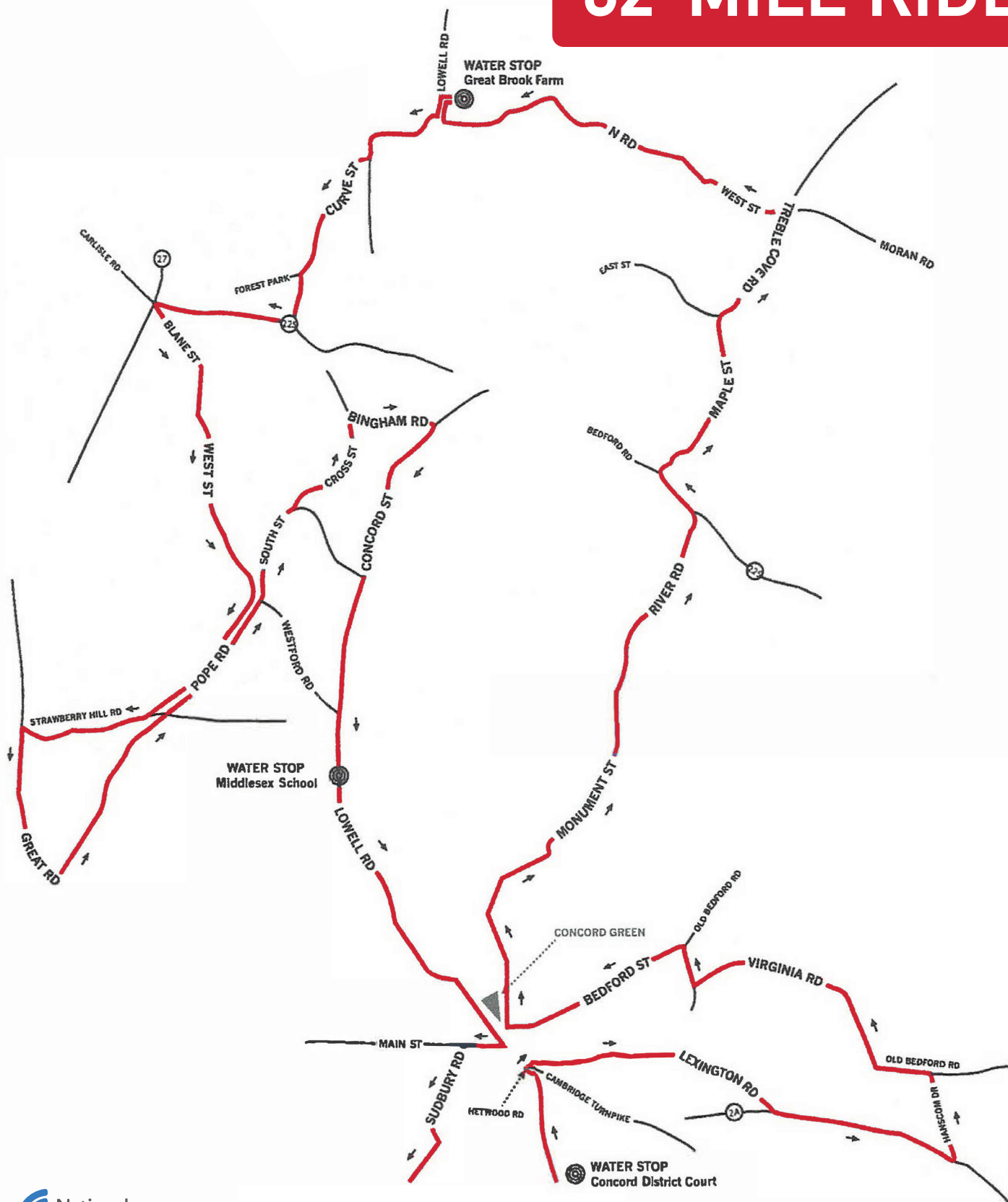
**START/FINISH**  
200 West Street  
Waltham, MA

CONT. ON NEXT PAGE



# National Brain Tumor Ride

## Course Map: 62-MILE RIDE



CONT. FROM PREVIOUS PAGE



# National Brain Tumor Ride

## Course Map: 62-MILE RIDE

### TURN BY TURN

- 0.0 miles Turn RIGHT onto West St.
- 0.4 miles Turn LEFT onto Winter St.
  - Two (2) speed bumps
- 1.9 miles Turn RIGHT onto Old County Rd.
- 2.6 miles Turn LEFT onto Trapelo Rd.
- 4.3 miles Turn LEFT onto Lincoln Rd.
- 6.0 miles Turn RIGHT onto Codman Rd.
- 6.7 miles Turn RIGHT onto Route 126N/Concord Rd.
  - Changes to Walden St.
- 8.6 miles Cross Route 2/2A

### 9.3 miles WATER STOP AT CONCORD DISTRICT COURT

- 9.7 miles Turn RIGHT onto Heywood St.
- 9.75 miles Turn RIGHT onto Lexington Rd.
  - Bear LEFT at first fork
- 10.9 miles Bear RIGHT at second fork to stay on Lexington Rd.
- 11.7 miles Turn LEFT onto North Great Rd./2A East
- 13.3 miles Turn LEFT onto Hanscom Dr.
- 14.2 miles Turn LEFT onto Old Bedford Rd.
- 14.6 miles Turn RIGHT onto Virginia Rd.
- 16.2 miles Turn RIGHT onto Old Bedford Rd.
- 16.7 miles Turn LEFT onto Bedford St./Route 62
- 18.1 miles Turn RIGHT onto Monument St.
  - Bear LEFT to stay on Monument St.
- 21.4 miles Becomes River St.
- 22.5 miles Turn LEFT onto Bedford Rd./Route 225
- 22.8 miles Turn RIGHT onto Maple St.
  - Bear RIGHT staying on Maple St.
- 24.1 miles Turn RIGHT to stay on Maple St.
  - Turns into Treble Cove Rd./North Rd.
- 25.0 miles Turn LEFT onto West St.
  - Turns into North (N) Rd.
- 27.7 miles Turn RIGHT onto Lowell St.

### 27.8 miles WATER STOP AT GREAT BROOK FARM (on right hand side on Lowell Street)

- 27.8 miles Exit water stop and turn LEFT onto Lowell St
- 27.9 miles Turn quick RIGHT onto Curve St.
  - Stay LEFT to stay on Curve St.
- 30.1 miles Turn RIGHT onto Westford St/Route 225
- 31.1 miles Turn sharp LEFT onto Blane St. before the traffic light
  - Turns into West St.

- 33.3 miles Bear RIGHT onto West St.
- 33.4 miles Bear RIGHT onto Pope Rd.
- 34.7 miles Turn RIGHT onto Strawberry Hill Rd.
- 35.7 miles Turn LEFT onto Great Rd/Route 2A/Route 119
- 36.8 miles Turn LEFT onto Pope Rd.
- 38.1 miles Cross Strawberry Hill Rd. continuing on Pope Rd.
- 39.4 miles Turn LEFT onto West St.
- 39.5 miles Bear RIGHT onto South St.
- 40.4 miles Turn LEFT towards Cross St.
  - May be unmarked
- 40.5 miles Turn LEFT onto Cross St.
  - 41.0 miles Turn RIGHT onto Bigham Rd.
- 41.7 miles Turn RIGHT onto Concord St.
  - Turns into Lowell St.

### 44 miles WATER STOP AT MIDDLESEX SCHOOL

- 46.7 miles Turn RIGHT onto Main St/Route 62 after passing the Concord Green
- 46.9 miles Bear LEFT onto Sudbury Rd.
- 47.6 miles Bear RIGHT to stay on Sudbury Rd.
- 47.9 miles Cross Rt 2/2A
- 49.3 miles Bear LEFT staying on Sudbury Rd.
- 50.0 miles Cross Rt 117, becomes Concord Rd.
- 52.4 miles Turn LEFT to stay on Concord Rd.
- 53.2 miles Turn LEFT onto Lincoln Rd. at Lincoln-Sudbury High School
- 54.0 miles Turn RIGHT onto Water Row
- 56.0 miles Turn LEFT onto Old Sudbury Rd./Route 27
- 56.9 miles Turn LEFT onto Glezen Ln.
  - Four (4) speed bumps
- 57.9 miles Bear Right to stay on Glezen Ln.
- 59.2 miles Becomes Sudbury Rd.
- 60.0 miles Becomes Concord Rd.
- 61.5 miles Turn LEFT onto Boston Post Rd.
- 61.9 miles Bear LEFT onto Church St.
- 63.1 miles Turn RIGHT onto Route 117 /North Ave.
- 63.3 miles Turn LEFT onto Lexington St.
  - Five (5) speed bumps
- 64.2 miles Turn RIGHT into 200 West St.

**END**

# National Brain Tumor Ride

## Course Map: ALL RIDES





# Brain Tumor Ride 2024

Sunday, May 19, 2024

## Department Feedback

Department	Staff	Date	Comments
Fire Department	Asst. Chief Choate	1/31/24	No issues with the FD.
Highway Department	Dan Nason	1/31/24	The DPW does not have an issue with this event assuming no resources (barricades, equipment or personnel) are needed from the department.
Park & Recreation	Dennis Mannone	1/31/24	All set
Police Department	Chief Nix	2/5/24	We are good with the event continuing assuming they follow same protocols/details from previous years.

**SUDBURY SELECT BOARD**

Tuesday, February 27, 2024

**CONSENT CALENDAR ITEM****8: Approve contract with Architectural Preservation Studio****REQUESTOR SECTION**

Date of request:

Requestor: Adam Burney Director of Planning &amp; Comm. Development

Formal Title: Vote to authorize the Town Manager to execute the contract for the Hosmer House Historic Structure and Cultural Landscape Report with Architectural Preservation Studio, DPC.

Recommendations/Suggested Motion/Vote: Vote to authorize the Town Manager to execute the contract for the Hosmer House Historic Structure and Cultural Landscape Report with Architectural Preservation Studio, DPC.

**Background Information:**

The Sudbury Historical Commission was awarded CPA funding at the May 2023 Annual Town Meeting for the purposes of hiring a consultant to perform a Historic Structure and Cultural Landscape Report for the Hosmer House and its grounds. After a wide solicitation Architectural Preservation Studio, DPC was chosen based on their response to the RFP, the Firm's qualifications, and the associated price for the proposed work.

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Financial impact expected:n/a

Approximate agenda time requested:

Representative(s) expected to attend meeting:

**Review:**

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

02/27/2024 7:00 PM

**CONTRACT**

**BETWEEN**

**THE TOWN OF SUDBURY, MASSACHUSETTS**

**AND**

**ARCHITECTURAL PRESERVATION STUDIO, DPC**

This Contract, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between the Town of Sudbury, a Massachusetts municipal corporation (hereinafter called “the Town”), and Architectural Preservation Studio, DPC (hereinafter called “the Consultant”) with the address 594 Broadway, Suite 919, New York, NY 10012 relates to performance of a Hosmer House Historic Structure Report/Cultural Landscape Report.

The Town and the Consultant mutually agree as follows:

1. **CONTRACT DOCUMENTS.** The Contract Documents consist of the following, and in the event of conflicts or discrepancies among them, they shall be interpreted on the basis of the following priorities:
  - 1) This Contract for procurement between the Town and the Consultant;
  - 2) Scope of Work (Attachment A);
  - 3) Consultant’s proposal and quotation attached hereto;
  - 4) Copies of all required certificates of insurance required under the Contract;

each of which is attached hereto. These documents form the entire Contract between the parties and there are no other agreements between the parties. Any amendment or modification to this Contract must be in writing and signed by an official with the authority to bind the Town.
2. **SCOPE OF SERVICES.** The Consultant will perform and carry out the project Scope of Work, a copy of which is attached and incorporated herein as Attachment A.
3. **TIME OF PERFORMANCE.** The services of the Consultant are to commence on the execution date of this Contract. The anticipated timeframe for overall completion of the Hosmer House Historic Structure Report/Cultural Landscape Report Study is within twelve months unless otherwise agreed. The Consultant hereby agrees that if it fails to carry on the work with reasonable speed or stops work without due cause, as determined in each case by the Town, the Town may terminate this Contract in accordance with the provisions hereof.
4. **COMPENSATION.** The Consultant is an independent contractor and is not an agent or employee of the Town. The Consultant’s fee for the Project work is \$107,730. The Consultant’s fee shall be considered to include all costs incurred by the Consultant with respect to the services provided herein, including, but not limited to, fringe benefits, travel, photographic and copying costs, and general costs of doing business.

- 5. METHOD OF PAYMENT.** The Consultant shall invoice the Town of Sudbury according to the following schedule:

Task 1 Initial Meeting and Progress Meetings	Cost Divided between Tasks 2-12
Task 2 Historical Research	\$15,530
Task 3 Existing Conditions Drawings	\$13,580
Task 4 Building Conditions Assessment	\$7,350
Task 5 Architectural Assessment	\$12,150
Task 6 Structural Assessment	\$5,330
Task 7 Landscape Assessment	\$10,530
Task 8 Building Treatment Recommendations	\$7,550
Task 9 Landscape Treatment Recommendations	\$10,860
Task 10 Order-of-Magnitude Cost Estimate	\$8,830
Task 11 Draft HSR/CLR	\$11,220
Task 12 Final HSR/CLR	\$4,800
Total Payments	\$107,730

Work products due must be submitted to and approved by the Town's Historical Commission before the Consultant's invoice is submitted. Upon receipt and approval of the invoice by the SHC Project Lead or designee overseeing the work of the consultant and the Town Manager, the Town shall pay one hundred percent (100%) of the amount so submitted for payment. Payment shall be made no later than thirty (30) days from the date of the invoice. The acceptance of final payment by the Consultant shall constitute a waiver of all claims by the Consultant under the Contract.

**6. TERMINATION.**

- (a) The Town may suspend the project work or terminate this Contract by providing the Consultant with ten (10) days written notice for the reasons outlined as follows:
  1. Failure of the Consultant to fulfill in a timely and proper manner its obligations under this Contract.
  2. Violation of any of the provisions of this Contract by the Consultant.
  3. A determination by the Town the Consultant has engaged in fraud, waste, mismanagement, misuse of funds, or criminal activity with any funds provided by this Contract.
- (b) In addition, the Town shall have the right to terminate this Contract if funds are not appropriated or otherwise made available to support the continuation of this Contract after the first year, if applicable.
- (c) The Town shall also have the right to terminate this Contract without cause, upon ten (10) days written notice to the Consultant. In the event that the Contract is terminated pursuant to this subparagraph, the Consultant shall be reimbursed in accordance with the Contract for all work performed up to the termination date.
- (d) The Consultant shall have the right to terminate this Contract if the Town fails to make payment within 30 days after it is due.

- 7. NOTICE.** All notices required to be given under this Contract shall be in writing and shall be effective upon receipt by hand delivery or certified mail to:

Town of Sudbury:

Town Manager  
Town of Sudbury  
278 Old Sudbury Road  
Sudbury, MA 01776

and Director of Planning and Community Development  
Town of Sudbury  
278 Old Sudbury Road  
Sudbury, MA 01776

Consultant:

Pamela Jerome, President  
Architectural Preservation Studio, DPC  
594 Broadway  
Suite 919  
New York, NY 10012

8. **OWNERSHIP OF DOCUMENTS.** Upon payment therefor to the Consultant, the Town shall be the owner of all plans, reports, specifications, electronic data, and computations created by the Consultant that relate to this Contract.
9. **STANDARD OF CARE.** The Consultant agrees to perform its work under this Contract, which the parties acknowledge consists solely of professional consulting and evaluation services, in accordance with the degree of skill and care exercised by similarly practicing professionals performing similar services under similar conditions.
10. **INSURANCE.** The Contractor shall maintain insurance in the amounts set forth below and shall name the Town as an additional insured with regard to liability coverage. Certification of said insurance coverage shall be forwarded to the Town prior to commencement of the work.

General Liability: \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$2,000,000 Annual Aggregate Limit.

Motor Vehicle Liability: At least \$100,000 per occurrence and \$300,000 aggregate.

The Town shall be named as an Additional Insured on the liability policies and the Contractor shall furnish proof of such insurance coverage to the Town at the time of execution of the contract.

11. **GOVERNING LAW.** The Consultant shall perform the work required under this Contract in conformity with requirements and standards of the Town and all applicable laws of the Commonwealth of Massachusetts, its political subdivisions, and the Federal Government.

This Contract and performance thereunder are governed by, and shall be interpreted and enforced in accordance with, the laws of the Commonwealth of Massachusetts, and shall be subject to all such laws and all other applicable by-laws and administrative rules, regulations and orders.

12. **BINDING AGREEMENT AND ASSIGNMENT OF INTEREST.** This Contract shall be binding upon the Town and the Consultant and the partners, successors, heirs, executors, administrators, assigns, and legal representatives of the Town and the Consultant. Neither the Town nor the Consultant shall assign, sublet, or transfer any interest in this Contract without the written consent of each other, and such consent shall not be unreasonably withheld.

**13. CERTIFICATE OF COMPLIANCE WITH MASSACHUSETTS TAX LAWS; NON-COLLUSION CERTIFICATION.** The undersigned Consultant certifies under the pains and penalties of perjury that the Consultant has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support, and its bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person (as used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals).

**Signed:**




---

Andrew J. Sheehan  
Town Manager  
Town of Sudbury

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Name: Pamela Jerome  
President,  
Architectural Preservation Studio, DPC  
Address: 594 Broadway  
Suite 919  
New York, NY 10012

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47-3388459  
IRS Tax Identification Number

Attachment8.a: Contract HH HSR CLR 1 24 2024\_PJsigned (6151 : Approve contract with Architectural Preservation Studio)

S

**ATTACHMENT A**

**SCOPE OF WORK  
TOWN OF SUDBURY**

**HOSMER HOUSE HISTORIC STRUCTURE REPORT/CULTURAL LANDSCAPE  
REPORT**

**PROJECT OBJECTIVES**

The purpose of this project is to prepare a combined Historic Structure Report/Cultural Landscape Report (HSR/CLR) for the ca. 1793 Hosmer House, a town-owned historic property. The Historic Structure Report/Cultural Landscape Report to be prepared is intended to (a) outline the history and significance of the property, (b) identify character defining historic features, (c) identify building deficiencies and maintenance issues, (d) outline appropriate treatments for features, building fabric, and landscaping; and (e) assist the SHC in strategic planning for Hosmer House operations and management. The purpose of the Cultural Landscape portion of the project is to identify historic features associated with Hosmer House and historic use of the property predating establishment of Heritage Park and not including the later park features.

**SCOPE OF WORK**

As outlined in the RFP under *V. Submission Requirements; Qualifications*, the Proposer (hereinafter “Contractor”) shall submit a technical work plan and project timeline addressing the tasks as outlined below. Additional details and modifications may be proposed for the Town’s consideration.

**Task 1 Initial Meeting and Progress Meetings:** The Contractor shall meet with a Steering Committee comprised of representatives of the Sudbury Historical Commission (SHC) and Town staff to review the scope of work, goals, schedule, and actions necessary to successfully complete the project. The Town shall provide available background information on the property from its files to the Contractor for its use.

The Contractor shall meet with the Steering Committee and SHC periodically throughout the project to review the status of work, findings, and recommendations. Through discussions with the Steering Committee and SHC, the Contractor shall identify and describe the existing and desired programming and use of Hosmer House and identify issues related to and in support of such use to be addressed in the combined HSR/CLR.

**Task 2 Historical Research:** A qualified project historian on the Contractor’s team shall undertake historical research in federal, state, and local repositories in order to obtain additional information, if available, on the historical development of the property, including both Hosmer House and its surrounding landscape. The Contractor’s research shall focus upon the historical evolution of the building(s) and site and their significance with respect to Sudbury Center, the Town, and the state. This historical research shall be summarized in a narrative to be included in the final historic structure report

document. The narrative is expected to provide important information for establishing preservation, conservation, and treatment recommendations for the property.

**Task 3 Existing Conditions Drawings:** The Contractor shall undertake a field survey of the Hosmer House property. An existing conditions site plan shall be prepared for the property showing building and site features including buildings, structures, walkways, roadways, paving, landscape features, drainage ways, and landscaping as appropriate. Topography is not required for this drawing unless already available. If helpful, the Town shall provide existing GIS mapping for the area to the Contractor in support of this effort.

The Contractor shall field measure Hosmer House in plan. Using these field measurements, the Contractor shall prepare existing conditions floor plans of the building at ¼-inch scale in AutoCAD. Building elevations and details shall be documented photographically and are not expected to be drawn.

**Task 4 Building Conditions Assessment:** The Contractor shall undertake a detailed visual field survey of Hosmer House. The purpose of the visual field survey shall be to prepare a conditions assessment of the building and its various components. The existing condition of roofs, exterior walls, interior walls and partitions, floors, doors, windows, finishes, and decorative elements shall be reviewed. The conditions assessment shall be used to prepare recommendations for the restoration, rehabilitation, and maintenance of the building's historic fabric. This existing conditions survey shall be limited to visible and accessible building fabric. No exploratory demolition is expected nor should be undertaken without the prior approval of representatives of the Town.

**Task 5 Architectural Assessment:** During the conditions survey noted above, the Contractor shall also assess the architectural and historical significance of the various building elements and fabric. Through the survey the Contractor shall seek to establish the chronology of architectural changes that have been made to the building over time. This information shall be coordinated with that provided during the historical research noted under Task 2 above.

The Contractor shall review each major architectural and decorative feature within the building and evaluate its historical significance and integrity. The Contractor will provide observed assessment of paint and paint colors as appropriate, however a detailed paint seriation study is not expected to be part of the current scope of work and may be undertaken at a future date. As part of the architectural assessment work, the Contractor will review the location, significance, and general condition of existing heating, plumbing, and electrical systems. The architectural assessment is expected to be important in the development of recommendations for treatment and interpretation.

**Task 6 Structural Assessment:** In coordination with the Contractor's conditions assessment, a general structural assessment shall be undertaken by a structural consultant experienced in work with historic buildings. The structural assessment shall include an overall review of the existing structural system in the buildings as evidenced by visual observation of exposed elements and existing finishes. As with the conditions assessment, no exploratory demolition is expected nor should be undertaken without the approval of representatives of the Town.

The structural consultant shall prepare a brief structural report noting conditions and preliminary recommendations which shall be included in the historic structure report. Information from the report



shall be incorporated into the Consultant's conditions assessment and treatment recommendations as appropriate. Detailed load calculations are not anticipated to be part of the proposed scope of work.

**Task 7 Landscape Assessment:** An assessment of the historic landscape of the Hosmer House property shall be undertaken by a qualified historical landscape architect experienced in the preparation of cultural landscape reports and treatment plans for historic landscapes. The approach and process for the landscape assessment shall be consistent with the principles outlined in the National Park Service's *A Guide to Cultural Landscape Reports*.

The purpose of the landscape assessment is the identification of historic landscape features associated with Hosmer House predating the construction of Heritage Park in 1975. The assessment shall seek to establish the chronology of landscape changes that have been made to the property up to 1975 and to identify surviving, remnant, and missing features from earlier periods of the property's history. This information shall be coordinated and informed with that developed through the historical research noted under Task 2 above, especially written descriptions, historic photographs, and other documentary evidence. If appropriate, period maps/diagrams shall be prepared to illustrate how the Hosmer House landscape changed during different periods of use. The layout and impact of features constructed for Heritage Park in 1975 shall be generally described but are not the primary focus of the cultural landscape report portion of this study.

**Task 8 Building Treatment Recommendations:** Based on the findings of the existing conditions assessment and other items of work noted above, the Contractor shall develop recommendations for the maintenance and treatment of the various building elements, features, fabric, and components at Hosmer House. Treatment recommendations shall take into consideration the significance, integrity, and condition of each feature. Recommendations for preservation, conservation, rehabilitation, restoration, and removal should be provided as appropriate. All recommendations shall be consistent with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*.

Recommendations addressing physical problems inclusive of potential climate change impacts identified during the field survey shall be prioritized and may include recommendations for additional investigations to expose and identify root causes as well as work that should be undertaken as early actions.

The Contractor shall consult with the SHC on ongoing management, programming, and use of Hosmer House and provide recommendations on any suggested modifications. Topics might include management processes as conducted through the SHC or Facilities Department, types of public programming and use appropriate to the building, use of the building for collections storage, and other topics of interest as may be raised by the SHC. Recommendations for building changes that might facilitate, support, and address desired uses shall be described and prioritized. Suggested early actions shall be provided.

**Task 9 Landscape Treatment Recommendations:** Based on the findings of the existing conditions assessment and other items of work noted above, the Contractor's historical landscape architect shall develop recommendations for the preservation, treatment, and maintenance of pre-1975 historic landscape features identified during Tasks 2 and 7 above. Recommendations may include restoration of unrecognized, neglected, or missing features as appropriate. All recommendations shall be consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidance for the Treatment of Cultural Landscapes.

**Task 10 Order-of-Magnitude Cost Estimate:** The Consultant shall prepare an order-of-magnitude cost estimate for the work items recommended for Hosmer House and property in the combined HSR/CLR.

**Task 11 Draft HSR/CLR:** Upon completion of the work noted in Tasks 1 through 10 above, the Consultant shall prepare a draft combined HSR/CLR for the Hosmer House property. The draft document shall be prepared in 8 1/2 x 11 inch format with accompanying colored photographs and drawings as appropriate. One electronic PDF of the draft report shall be provided to the Steering Committee for distribution, review, and comment by Committee members and the SHC. The SHC may choose to post the draft report on the Town website for public review and comment.

The anticipated table of contents for the combined HSR/CLR may include:

1. **Introduction** – background, purpose, and context for the study; review and recommendations for the overall management of Hosmer House;
2. **Historical Development and Significance** – overview of the historical development and significance of the Hosmer House building(s) and landscape;
3. **Architectural Conditions and Assessment** – overview of historic building features and materials including their identification, description, period(s), character, use, significance, and condition;
4. **Cultural Landscape Conditions and Assessment** – overview of historic landscape features and materials including their identification, description, period(s), character, use, significance, and condition;
5. **Building Treatment Recommendations** – recommendations and guidelines for the conservation, treatment, and maintenance of building features and materials identified in Task 8 above including any recommendations for changes with respect to restoration and adaptive reuse, if any;
6. **Landscape Treatment Recommendations** – recommendations and guidelines for the conservation, treatment, and maintenance of historic landscape features identified in Task 9 above including any recommendations for changes with respect to preservation and restoration, if any;

**Appendices:**

- A. Structural Assessment and Report
- B. Additional References

**Task 12 Final HSR/CLR:** Based upon assembled comments received from and approved by the Sudbury Historical Commission (SHC), the Contractor shall prepare a final HSR/CLR for the Hosmer House property with revisions addressing the comments of the SHC. Upon approval, the Contractor shall provide two (2) hard-copies and one (1) electronic copy of the HSR/CLR in PDF format to the SHC for distribution and posting on the Town website.



SUDBURY SELECT BOARD  
Tuesday, February 27, 2024

MISCELLANEOUS (UNTIMED)

9: The Farmers Daughter Change of Manager and Pledge of License

REQUESTOR SECTION

Date of request:

Requestor: TFD II, LLC d/b/a The Farmer's Daughter Sudbury

Formal Title: As the Licensing Authority for the Town of Sudbury, in accordance with MGL c138, s. 12, vote to approve a Change of Manager for TFD II, LLC d/b/a The Farmer's Daughter Sudbury, 534 Boston Post Road, Suite 201 from Patrick Kennedy to Chandra Gouldrup and a Pledge of License, as requested in an application dated January 18, 2024.

Recommendations/Suggested Motion/Vote: As the Licensing Authority for the Town of Sudbury, in accordance with MGL c138, s. 12, vote to approve a Change of Manager for TFD II, LLC d/b/a The Farmer's Daughter Sudbury, 534 Boston Post Road, Suite 201 from Patrick Kennedy to Chandra Gouldrup and a Pledge of License, as requested in an application dated January 18, 2024.

Background Information:  
Please see attached.

Financial impact expected:\$75 Application Fee

Approximate agenda time requested: 15 minutes

Representative(s) expected to attend meeting: Chandra Gouldrup, Owner The Farmer's Daughter

Review:

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

02/27/2024 7:00 PM



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

**APPLICATION FOR MULTIPLE AMENDMENTS**

**1. BUSINESS ENTITY INFORMATION**

Entity Name	Municipality	ABCC License Number
TFD II, LLC, DBA: The Farmer's Daughter	Sudbury, MA	23-013

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.

- 1 - Change of Manager to Chandra Gouldrup; and  
 2 - Pledge of License and Inventory to Eastern Bank (Lynn, MA) for refinance of existing loan from Fidelity Bank (Leominster, MA).  
 The business conducted by TFD II, LLC is operation of a restaurant on the premises.

**APPLICATION CONTACT**

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Chandra Gouldrup	Manager		

**2. AMENDMENT-Change of License Classification**

<input type="checkbox"/> <b>Change of License Category</b> All Alcohol, Wine and Malt, Wine Malt and Cordials	Last-Approved License Category	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
	Requested New License Category	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<input type="checkbox"/> <b>Change of License Class</b> Seasonal or Annual	Last-Approved License Class	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
	Requested New License Class	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<input type="checkbox"/> <b>Change of License Type*</b> i.e. Restaurant to Club *Certain License Types CANNOT change once issued*	Last-Approved License Type	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
	Requested New License Type	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>

**3. AMENDMENT-Change of Business Entity Information**

<input type="checkbox"/> <b>Change of Corporate Name</b>	Last-Approved Corporate Name:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
	Requested New Corporate Name:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<input type="checkbox"/> <b>Change of DBA</b>	Last-Approved DBA:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
	Requested New DBA:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<input type="checkbox"/> <b>Change of Corporate Structure</b> LLC, Corporation, Sole Proprietor, etc	Last-Approved Corporate Structure	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
	Requested New Corporate Structure	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>

**4. AMENDMENT-Pledge Information**

<input checked="" type="checkbox"/> <b>Pledge of License</b>	To whom is the pledge being made:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<input checked="" type="checkbox"/> <b>Pledge of Inventory</b>		
<input type="checkbox"/> <b>Pledge of Stock</b>		

Attachment 9.a: TFD Multiple Amendments Application 2024\_SB (6147 : The Farmers Daughter Change of Manager and Pledge of License)

## 5. AMENDMENT-Change of Manager

☒ **Change of License Manager**

### A. MANAGER INFORMATION

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

Proposed Manager Name Chandra Gouldrup Date of Birth 11/30/23 SSN 123-45-6789

Residential Address 1234 Main St, Anytown, CA 90210

Email chandra.gouldrup@gmail.com

Please indicate how many hours per week you intend to be on the licensed premises 40 Last-Approved License Manager Patrick Kennedy

### 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			

### 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
2013	present	Owner/Manager	The Farmer's Daughter	None; I am the Owner/Manager

### 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

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 [Signature]

Date 11/30/23

## 6. AMENDMENT-Change of Officers, Stock or Ownership Interest

☐ **Change of Officers/Directors**    ☐ **Change of Ownership Interest (LLC Managers/LLP Partners, Trustees)**    ☐ **Change of Stock (E.g. New Stockholder/ Transfer or Issuance of Stock)**

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input type="text"/>	<input type="text"/>	<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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input type="text"/>	<input type="text"/>	<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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input type="text"/>	<input type="text"/>	<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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input type="text"/>	<input type="text"/>	<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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input type="text"/>	<input type="text"/>	<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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input type="text"/>	<input type="text"/>	<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

Additional pages attached? ☐ Yes ☐ No

### 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

### MANAGEMENT AGREEMENT

Are you requesting approval to utilize a management company through a management agreement? Please provide a copy of the management agreement.

☐ Yes ☐ No



## 7. AMENDMENT-Change of Premises Information

☐ **Alteration of Premises:** (must fill out attached financial information form)

### 7A. ALTERATION OF PREMISES

Please summarize the details of the alterations and highlight any specific changes from the last-approved premises.

#### PROPOSED DESCRIPTION OF PREMISES

Please provide a complete description of the proposed premises, 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.

Total Sq. Footage	<input type="text"/>	Seating Capacity	<input type="text"/>	Occupancy Number	<input type="text"/>
Number of Entrances	<input type="text"/>	Number of Exits	<input type="text"/>	Number of Floors	<input type="text"/>

☐ **Change of Location:** (must fill out attached financial information form)

### 7B. CHANGE OF LOCATION

Last-Approved Street Address

Proposed Street Address

#### 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.

Total Sq. Footage	<input type="text"/>	Seating Capacity	<input type="text"/>	Occupancy Number	<input type="text"/>
Number of Entrances	<input type="text"/>	Number of Exits	<input type="text"/>	Number of Floors	<input type="text"/>

#### OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises. (E.g. Deed, lease, letter of intent)

Please indicate by what means the applicant has to occupy the premises

Landlord Name

Landlord Phone

Landlord Email

Landlord Address

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

**6. AMENDMENT-Change of Officers, Stock or Ownership Interest****6B. CURRENT OFFICERS, STOCK OR OWNERSHIP INTEREST**

List the individuals and entities of the current ownership. Attach additional pages if necessary utilizing the format below.

Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership

**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

**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

**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



## 8. AMENDMENT-Management Agreement

☐ **Management Agreement:** (must fill out all pages in section 8)

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

If yes, please fill out section 8.

☐ Yes ☐ No

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

**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.*

### 8A. 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
<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<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?

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

☐ Yes ☐ No

### 8B. EXISTING MANAGEMENT AGREEMENTS AND INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 8A, 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

**8. AMENDMENT-Management Agreement****8C. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE**

Has any individual or entity identified in question 8A, 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

**8D. PREVIOUSLY HELD MANAGEMENT AGREEMENT**

Has any individual or entity identified in question 8A, 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

**8E. DISCLOSURE OF LICENSE DISCIPLINARY ACTION**

Have any of the disclosed licenses listed in question 8B, 8C or 8D 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

**8F. 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:

## 9. FINANCIAL DISCLOSURE

Required for the following transactions:

- Change of Officers, Stock or Ownership Interest (E.g. New Stockholder/Transfer or Issuance of Stock)
- Change of Premises Information
- Pledge of License, Inventory or Stock

Purchase Price(s):

\$583,000 Business Term Loan (U.S. SBA Guaranteed) from Eastern Bank (Lynn, MA) to refinance existing loan from Fidelity Bank (Leominster, MA)

### 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
Total:	

### 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.
Eastern Bank (Lynn, MA)		U.S. SBA Guaranteed Loan - for Refinance	<input type="radio"/> Yes <input checked="" type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

### FINANCIAL INFORMATION

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

Loan from Eastern Bank (Lynn, MA) is a U.S. Small Business Association guaranteed loan. The proceeds will be used to refinance and pay off an existing loan from Fidelity Bank (Leominster, MA).

Attached is a copy of the signed U.S. SBA Promissory Note (Form 147) and the signed Pledge and Assignment of Liquor License and Alcohol Inventory by TFD II, LLC (Borrower) in favor of Eastern Bank (Lender). The loan was closed on November 20, 2023.

**APPLICANT'S STATEMENT**

I, Chandra Gouldrup the: ☐ sole proprietor; ☐ partner; ☒ corporate principal; ☒ LLC/LLP manager  
 Authorized Signatory

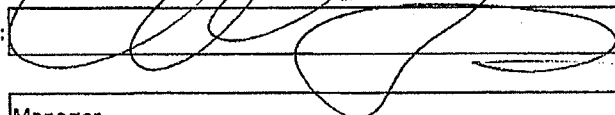
of TFD II, LLC, DBA: The Farmer's Daughter  
 Name of the Entity/Corporation

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:

1/18/24

Title:

Manager

**ADDITIONAL INFORMATION**

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

Attached is a signed copy of the U.S. SBA Promissory Note (Form 147) and the signed Pledge and Assignment of Liquor License and Alcohol Inventory by TFD II, LLC (Borrower) in favor of Eastern Bank (Lender). Both were executed as part of the loan closing on November 20, 2023.

Counsel for TFD II, LLC may be contacted at:

John Ruggieri  
Brooks & DeRensis, P.C.  
260 Franklin Street, Suite 700  
Boston, MA 02110  
Phone: 857-930-4828  
Email: jruggieri@bdboston.com



## ENTITY VOTE

The Board of Directors or LLC Managers of TFD II, LLC, DBA: The Farmer's Daughter  
Entity Name

duly voted to apply to the Licensing Authority of Sudbury, MA and the  
City/Town

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on November 20, 2023  
Date of Meeting

For the following transactions (Check all that apply):

- |  |   |   |   |
|--|---|---|---|
| <input 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 checked="" type="checkbox"/> Pledge of Collateral (i.e. License/Stock) |
| <input checked="" 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="text"/>                       | <input type="checkbox"/> Change of DBA  |

"VOTED: To authorize

Chandra Gouldrup, Manager

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

Chandra Gouldrup, Manager

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,

### For Corporations ONLY

A true copy attest,

Corporate Officer /LLC Manager Signature

Corporate Clerk's Signature

Chandra Gouldrop  
(Print Name)

(Print Name)

**ADDENDUM A****6. Change of Officers, Stock or Ownership Interest (Continued...)**

List all proposed 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

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



Name of Principal

Residential Address

SSN

DOB





Title and or Position

Percentage of Ownership

Director/ LLC Manager

US Citizen

MA Resident


☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB





Title and or Position

Percentage of Ownership

Director/ LLC Manager

US Citizen

MA Resident


☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB





Title and or Position

Percentage of Ownership

Director/ LLC Manager

US Citizen

MA Resident


☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB





Title and or Position

Percentage of Ownership

Director/ LLC Manager

US Citizen

MA Resident


☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB





Title and or Position

Percentage of Ownership

Director/ LLC Manager

US Citizen

MA Resident


☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB





Title and or Position

Percentage of Ownership

Director/ LLC Manager

US Citizen

MA Resident


☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB





Title and or Position

Percentage of Ownership

Director/ LLC Manager

US Citizen

MA Resident


☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ 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

**From:** [Zeng, Vivian](#)  
**To:** [Frank, Leila](#); [Golden, Patricia](#)  
**Subject:** RE: Farmer"s Daughter Feedback  
**Date:** Friday, February 16, 2024 12:49:51 PM

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The investigation is still ongoing but the owner Chandra has been extremely cooperative. Please feel free to move forward with this agenda item.

Thank you!

**Vivian Zeng, MPH, REHS, CP-FS**

Director of Public Health  
Sudbury Health Department  
275 Old Lancaster Road  
Sudbury, MA 01776  
P: (978) 440-5480  
F: (978) 440-5404

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## SUDBURY SELECT BOARD

Tuesday, February 27, 2024

**MISCELLANEOUS (UNTIMED)****10: Update on SB goal - BFRT phase 3A****REQUESTOR SECTION**

Date of request:

Requestor: Chair Dretler

Formal Title: Discussion and update on Goal 6: Advance design and construction of Phase 3A-CSX/Rt 20 of the Bruce Freeman Rail Trail; review letter of support for inclusion on the Transportation Improvement Program (TIP).

Recommendations/Suggested Motion/Vote: Discussion and update on Goal 6: Advance design and construction of Phase 3A-CSX/Rt 20 of the Bruce Freeman Rail Trail; review letter of support for inclusion on the Transportation Improvement Program (TIP).

Background Information:

Goal 6: Advance design and construction of Phase 3A-CSX/Rt 20 of the Bruce Freeman Rail Trail

Deliverables:

1. Receive MassDOT approval of the project's Scope/Workhours
2. Secure a signed contract with design consultant for the entire design process; and
3. Identify design funding (provide proof of Town vote/Chapter 90 approval/etc., indicating full funding has been secured).

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

02/27/2024 7:00 PM

February 21, 2024

Boston Region Metropolitan Planning Organization  
Central Transportation Planning Staff  
10 Park Plaza, Suite 2150  
Boston, MA 02116

**RE: Bruce Freeman Rail Trail Phase 3 Sudbury  
MDOT Project # 613319**

The Sudbury Select Board would like to express its support for inclusion of the Bruce Freeman Rail Trail Phase 3 in Sudbury (MassDOT Project #613319) on the Transportation Improvement Program (TIP) FFY 2025-2029. This project represents the final section of trail in the Town of Sudbury and completes 20 miles of the 25-mile rail trail envisioned many years ago by Representative Bruce Freeman of Chelmsford. With submittal of the 25% design plans anticipated in June 2024, and funding for the remaining engineering/design expected to be approved in May 2024, the Town anticipates having final Plans, Specifications and Estimates ready in time.

The Bruce Freeman Rail Trail in Sudbury has consistently been supported at Town Meeting, with approval of over \$2,230,000 over the past ten years toward study, design, and construction oversight (in addition to grants received from the MassTrails program, the Friends of the BFRT, and the Sudbury Foundation). The project continues to receive overwhelming support from residents, businesses, and landowners. We believe the Bruce Freeman Rail Trail will continue to be a popular and well-used amenity for Sudbury residents as well as the residents of neighboring communities especially because it is part of the regional transportation network, intersecting with the Mass Central Rail Trail in Sudbury and providing access to the Fitchburg commuter rail in West Concord. The trail expands bicycle and pedestrian connections within the community to schools, parks, recreation and open space areas, houses of worship, municipal facilities, and commercial areas.

The Town is currently working with Engineering/Design firm, Fuss & O'Neill, towards completion of the 25% design, with submittal expected in June 2024.

Thank you again for your consideration.

Sincerely,

Janie Dretler, Chair  
Board of Selectmen

Cc: Senator Jamie Eldridge  
Representative Carmine Gentile



**SUDBURY SELECT BOARD**

Tuesday, February 27, 2024

**MISCELLANEOUS (UNTIMED)****11: ATM warrant article submission process****REQUESTOR SECTION**

Date of request:

Requestor: Member Carty

Formal Title: Discussion of Town Meeting warrant article submission process.

Recommendations/Suggested Motion/Vote: Discussion of Town Meeting warrant article submission process.

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

02/27/2024 7:00 PM

**TOWN OF SUDBURY WARRANT ARTICLE FORM****ARTICLE \_\_\_\_****Instructions:**

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Select Board's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of the vote signed by its Clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article must be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

**ARTICLE TITLE: Electric Car Charging Stations for Goodnow Library**

To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$80,000, or any other sum or sums, to be expended under the direction of the Combined Facilities Director, for the purchase of electric car charging stations, associated design services, and installation services for the Goodnow Library, located at 21 Concord Road, and any other incidental and related expenses associated therewith; or act on anything relative thereto.

**Goodnow Library Trustees Report:** This project was in progress with approximately half of the funding coming from the Solar Energy Revolving Fund and the other half coming from government grants. Unfortunately, the government grants have fallen through. Currently the Solar Energy Revolving Fund has a balance of approximately \$1 Million dollars, so we are hoping that the full cost can be covered by the Solar Energy Revolving Fund, Free Cash, or within the Town Manager's Capital budget. Sudbury has been proactive with green energy initiatives and electric car chargers are a great next step.

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

Approved by: \_\_\_\_\_  
Town Counsel

**SUDBURY SELECT BOARD**

Tuesday, February 27, 2024

**MISCELLANEOUS (UNTIMED)****12: Discussion on 2024 ATM articles****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Discussion regarding 2024 Annual Town Meeting: consent calendar, positions on articles; other.

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

02/27/2024 7:00 PM

	Article Title	Sponsor/ Submitted by	Article Presenter	SB Position	FinCom Position	CIAC Position	CPC Position	Report SB position at ATM	Funding Source	Requested Amount	Required Vote	Consent Calendar
	<b>IN MEMORIAM RESOLUTION</b>		Dretler ?									
	<b>FINANCE/BUDGET</b>											
1	Hear Reports	Select Board	TBD						-		Majority	
2	FY24 Budget Adjustments	Select Board	Sheehan								Majority	
3	FY25 Budget	Town Manager	Sheehan						Levy		Majority	
4	FY25 Town Manager's Capital Budget	Town Manager	Sheehan						Levy	\$713,679	Majority	
5	FY25 Transfer Station Enterprise Fund Budget	Town Manager	Sheehan						Enterprise		Majority	Y
6	FY25 Pool Enterprise Fund Budget	Town Manager	Sheehan						Enterprise		Majority	Y
7	FY25 Recreation Field Maintenance Enterprise Fund Budget	Town Manager	Sheehan						Enterprise		Majority	Y
8	FY24 Snow & Ice Transfer	Town Manager	Sheehan						Free Cash		Majority	Y
9	Unpaid Bills of Prior Fiscal Years	Town Accountant	Keohane						Free Cash	\$0	Four-fifths	
10	Chapter 90 Highway Funding	DPW Director	Nason						State	-	Majority	Y
11	FY25 Stabilization Fund	Select Board	Carty						Levy	\$201,507	Majority	Y
12	FY25 Revolving Fund Spending Limits	Finance Director	Keohane						Fees	-	Majority	Y
13	Capital Stabilization Fund	Town Manager	Sheehan						Levy	\$250,000	Majority	Y
14	Revoke Opioid Settlement Stabilization Fund	Board of Health	Sheehan/ Zeng								Two-thirds	
15	Means Tested Senior Tax Exemption Extension	Board of Assessors									Majority	
	<b>MISCELLANEOUS</b>											
16	Acquisition of MBTA Buildings	Historical Commission	Sheehan/ Hagger								Two-thirds	
17	Swap Body Trucks w/Plow & Various Bodies - 2 of same vehicle	DPW Director	Nason						Free Cash	\$560,000	Majority	
18	Pickup Truck with Plow	DPW Director	Nason						Free Cash	\$120,000	Majority	
19	Town Wide Culvert and Drainage Reconstruction	DPW Director	Nason						Levy	\$625,000	Two-thirds	
20	DPW Roof Top HVAC Unit Replacements	Facilities Director	Duran						Levy	\$200,000	Majority	
21	DPW Salt Shed Vinyl Cover Replacement	Facilities Director	Duran						Levy	\$125,000	Majority	
22	Atkinson Pool Renovation	Facilities Director	Duran						Debt	\$2,350,000	Two-thirds	
23	SPS - School Classroom Instructional Equipment Replacement	SPS Committee								\$100,000	Majority	
24	SPS - Haynes Elementary School Dehumidification HVAC	SPS Committee							Free Cash	\$150,000	Majority	

	Article Title	Sponsor/ Submitted by	Article Presenter	SB Position	FinCom Position	CIAC Position	CPC Position	Report SB position at ATM	Funding Source	Requested Amount	Required Vote	Consent Calendar
25	LSRHS Lighting Control Replacement	LS School Committee	Stephens						Free Cash	\$144,585	Majority	
26	LSRHS Exterior Stairwell Replacement	LS School Committee	Stephens						Free Cash	\$130,965	Majority	
27	Amend General Bylaw, Art. XV, Building Permit Fees	Town Manager	Sheehan								Majority	
28	Amend General Bylaws, Art. XXII, Conservation Commission Fees	Town Manager	Sheehan									
29	Amend Zoning Bylaw: Codification - Additional Changes	Town Clerk	Klein									
30	Amend Zoning Bylaw: Section 6390A, Site Plan Review Lapse and Appeal Modification	Planning Board									two-thirds	
31	Amend Zoning Bylaw Article IX: Insert Section 4700C Multi-Family Overlay District (MBTA Zoning)	Planning Board										
32	Amend Zoning Bylaw Article IX: Insert Section 5600 Inclusion of Affordable Housing	Planning Board										
33	Amend Zoning Bylaw: Firearms Safety Business Use	Select Board	Russo									
	<b>CPC ARTICLES</b>											
34	Community Preservation Act Fund - Wayside Inn Road Bridge Reconstruction	CPC								\$400,000	Majority	Y
35	Community Preservation Act Fund - Bruce Freeman Rail Trail Phase 3	CPC								\$600,000	Majority	Y
36	Community Preservation Act Fund - Sudbury Housing Authority Allocation	CPC								\$450,000	Majority	Y
37	Community Preservation Act Fund - Sudbury Housing Trust Allocation	CPC								\$380,000	Majority	Y
38	Community Preservation Act Fund - Remediation of Water Chestnuts from Hop Brook Pond System	CPC								\$56,221	Majority	Y
39	Community Preservation Act Fund - Parkinson Field Driveway Design	CPC								\$100,000	Majority	Y
40	Community Preservation Act Fund - Community Garden	CPC								\$40,000	Majority	Y
41	Community Preservation Act Fund - Regional Housing Services Office (RHSO) Membership Fee	CPC								\$33,000	Majority	Y
42	Community Preservation Act Fund - Return of Unspent Funds	CPC								\$28,051.00	Majority	Y



ATM 2024 ARTICLES

	Article Title	Sponsor/ Submitted by	Article Presenter	SB Position	FinCom Position	CIAC Position	CPC Position	Report SB position at ATM	Funding Source	Requested Amount	Required Vote	Consent Calendar
43	Community Preservation Act Fund - General Budget and Appropriations	CPC								\$4,750,193	Majority	Y
	PETITION ARTICLE											
44	Amend General Bylaws, Chapter 20, by Adding "Disability"	Citizens Petition	Kay Bell									

**SUDBURY SELECT BOARD**

Tuesday, February 27, 2024

**MISCELLANEOUS (UNTIMED)****13: Discussion on Town Forum****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Discussion and possible vote on Firearms Safety Business Use Bylaw public forum, including potential dates, time, venue, agenda, and related matters.

Recommendations/Suggested Motion/Vote: Discussion and possible vote on Firearms Safety Business Use Bylaw public forum, including potential dates, time, venue, agenda, and related matters.

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

02/27/2024 7:00 PM

**SUDBURY SELECT BOARD**

Tuesday, February 27, 2024

**MISCELLANEOUS (UNTIMED)****14: ARPA discussion****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Discussion and vote on ARPA funding and request from Fire Chief John Whalen to reallocate \$50,000.

Recommendations/Suggested Motion/Vote: Discussion and vote on ARPA funding and request from Fire Chief John Whalen to reallocate \$50,000.

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Select Board Office Pending

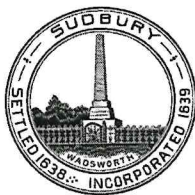
Town Manager's Office Pending

Town Counsel Pending

Select Board Pending

Select Board Pending

02/27/2024 7:00 PM



John M. Whalen  
Fire Chief

## TOWN OF SUDBURY

### Fire Department

77 Hudson Road  
Sudbury, MA 01776  
Tel. (978) 440-5311  
Fax (978) 440-5305

To: Andy Sheehan – Town Manager  
Sudbury Select Board

Subject: Fire Station #2 Project Funds

This memo is formal requested to utilize unused ARPA funds that were designated to cover additional cost for the Fire Station #2 addition project. I would like to request some of these funds be used to cover costs to enhance the original Fire Station #2 building. The following is a breakdown of items that would be purchased with the requested funding.

1. Eighteen open wire fire gear lockers to be installed in the old kitchen/dayroom area.
2. Rubber floor tiles to be installed in the old kitchen/dayroom area.
3. Replacement of the two front overhead doors for the apparatus bay.

Attached you will find a quote from our vendor that provides a cost estimate for the gear lockers, I am currently awaiting an overhead door quote from the Town's door vendor. I estimate a total project cost of not more than \$50,000.00. If you would like any additional information please let me know, thank you.

Chief John M Whalen

# FIREMATIC SUPPLY CO., INC.

23 Birch Street, Milford, Mass. 01757

978-514-4099

MDube@firematic.com

WebSite: www.firematic.com

## Quote



DATE	PAGE
2/14/2024	1

QUOTE NUMBER QT103330
--------------------------

EXPIRE DATE 6/30/2023
--------------------------

Quoted To	JOHN WHALEN SUDBURY FIRE DEPT. OLD SUDBURY ROAD SUDBURY, MA 01776
-----------	--

Ship To	SUDBURY FIRE DEPT. OLD SUDBURY ROAD JOHN WHALEN SUDBURY, MA 01776
---------	--

CUSTOMER NO.	CONTRACT NO.	PHONE NO.	SALESPERSON	CUSTOMER PO. NO.
3367	PSE01	(978)443-2239	MATT DUBE	

LINE NO.	ITEM NUMBER	DESCRIPTION	QTY ORDERED	UNIT PRICE	EXTENDED PRICE
1	GRORMSS320	SINGLE SIDED GEAR RACK, 3 SECTIONS X 20" WIDE	6	1,200.00	7,200.00
2	GROSP20	REAR PANEL	18	90.00	1,620.00
3	GRODKHO	DRY KWIK COAT HANGER	18	14.00	252.00
4	FREIGHT IN	FREIGHT FROM MANUFACTURER (TBD. FIREMATIC TO PREPAY AND ADD TO CUSTOMER INVOICE AT TIME OF SHIPMENT. AN INITIAL \$30 78"X48" PALLET CHARGE WILL APPLY)	1	1,230.00	1,230.00

Comments MA STATE BID# PSE01

Amount  
By:

10,302.00  
MATT DUBE

Attachment 14.a: Station #2 ARPA Funds Memo (6127 : ARPA discussion)

**Town of Sudbury**  
**ARPA Funds**  
**March 1, 2023, Rev. Jan. 10, 2024, Feb. 22, 2024**

Total Allotment:	5,875,013.78
Distributions Received as of 12/13/2022:	5,875,013.78
Final Distribution*	-

\* Final Distribution received 9/29/22

Select Board Allocations (as of 2/1/2024):

Project	Allocation	Expenditures	Unexpended	Leftover
ARPA Consultant (Powers & Sullivan) <i>voted \$40,000 on Jan. 4, 2022; Jan 2023 not needed</i>	-	-	-	40,000 not needed
Additional Social Worker Services	170,000.00	34,475.35	135,524.65	
Basic needs gift cards (Jail Diversion Prog., Senior Center, Social Work Dept)	20,000.00	19,585.95	414.05	
Mental Health Counselor	166,000.00	-	166,000.00	
Health - Nursing Services	50,000.00	20,161.20	29,838.80	
SPS: Summer academic program	520,000.00	445,743.96	74,256.04	
SPS: Social and Emotional Learning	420,000.00	309,053.20	110,946.80	
LSRHS: Ventilation system upgrades	100,000.00	67,619.00	32,381.00	
Fairbank Community Center: Water line replacement	131,431.18	131,431.18	-	2/28/2023 reallocated to FB contingency
Fire: Equipment	31,205.44	31,205.44	-	
Fairbank Community Center construction funding to provide contingency funds/other funding in light of higher project bidding results	1,868,568.82	1,868,568.82	-	
HOPEsudbury Community Resource Fund	75,000.00	75,000.00	-	
Police - Medical Equipment	9,500.00	-	9,500.00	
Health - Sudbury Community Food Pantry COVID-19 mitigation	100,000.00	100,000.00	-	
Fire Station #2 living/office addition increased project costs	766,500.00	-	766,500.00	233,500 Reallocated to Pool Dive Well
Health - Funds to hire a consultant/trainers to assist with development of the DEI Commission's mission and action steps.	15,000.00	-	15,000.00	
Housing - COVID Small Grant Program for deferred maintenance due to COVID loss of income, available to homeowners and small landlords (\$75k):	75,000.00	61,685.68	13,314.32	
Housing - Sudbury Rent Relief Program	-	-	-	Sudbury Rent Relief Program
Police - Body Camera/Cruiser Camera Program	150,000.00	148,116.55	1,883.45	

Attachment 14.b: ARPA Status Update 2024-02-23 AJS (6127 : ARPA discussion)



Consultant - Economic Development Consultant	35,000.00	-	35,000.00
Info Systems - Website - scan of all documents	35,000.00	-	35,000.00
Info Systems - Website - skilled web developer	40,000.00	13,400.00	26,600.00
Fire - Opioid impacts offset	12,500.00	-	12,500.00
Housing - Tenant rental assistance program for residents impacted by COVID (\$125k):	200,000.00	199,999.97	0.03
Park & Rec - 2021 Ford Transit Passenger Van	225,000.00	-	225,000.00
			-
Hybrid Meeting Equipment	78,000.00	78,000.00	-
FB Community Center AV Design \$	\$13,460.00	-	13,460.00
Atkinson Pool Dive Well Repair	\$276,000.00	-	276,000.00
Community Transit Grant Match	\$17,000.00	-	17,000.00
Total Allocated Projects (as of 2/1/2024)	5,600,165.44	3,604,046.30	1,996,119.14

\$233,500 from Fire St 2; \$42,500 from Unallocated

Unallocated (as of 2/1/24) 274,848.34

Allocated as of 2/1/2024	5,600,165.44
Expenditures as of 2/1/2024	3,604,046.30
Unexpended as of 2/1/2024	1,996,119.14

#### **Additional ARPA Requests - February 2024**

SPS classroom technology	100,000
Fire Sta. #3: additional roof funds	85,000
Fairbank scissor lift	36,500
250th anniversary celebrations	25,000
Employee/Volunteer Appreciation	10,000
Community Building. (Pride Day, Earth Day, Holiday Village, etc.)	10,000
<b>Total</b>	<b>266,500</b>

**SUDBURY SELECT BOARD**

Tuesday, February 27, 2024

**MISCELLANEOUS (UNTIMED)****15: DEI discussion****REQUESTOR SECTION**

Date of request:

Requestor: Chair Dretler

Formal Title: Discussion and possible vote on Diversity, Equity, and Inclusion Commission (DEI) Status and Mission

Recommendations/Suggested Motion/Vote: Discussion and possible vote on Diversity, Equity, and Inclusion Commission (DEI) Status and Mission

Background Information:  
attached mission statement

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

02/27/2024 7:00 PM

## TOWN OF SUDBURY

### SUDBURY DIVERSITY, EQUITY, AND INCLUSION COMMISSION

Original version approved by the Select Board: 11/17/20; Amended 04/06/21, 02/02/22

Latest version approved 09/27/22 (creation as ongoing Commission)

#### **Mission:**

The Select Board created the Sudbury Diversity, Equity, and Inclusion (DEI) Commission to support diversity and foster equity, inclusion, and belonging for every member of the Sudbury community, respecting all aspects of individuals' identities. The Commission will also critically consider intersections among these groups to facilitate learning, understanding, and unity.

The Commission shall consist of up to thirteen voting members and up to six non-voting Advisory members. The Commission shall make recommendations to the Sudbury Select Board on policies and programs to measure, promote, and increase diversity, equity, and inclusion of Sudbury's historically disenfranchised populations. The Commission will offer programming and promote awareness of various DEI subjects to help identify and eliminate conscious or unconscious bias and prejudice, reject discrimination, and build a more inclusive community where everyone feels a sense of belonging.

#### **Goals:**

The Commission will meet at least monthly and share a quarterly update with the Select Board which will then oversee the implementation of any recommended actions.

The Commission will focus on the following goals:

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

#### **Membership:**

The Sudbury, Diversity, Equity, and Inclusion Commission shall be appointed by the Select Board according to the following list and will be reflective of the diversity of the Sudbury community. All appointments are staggered over three (3) years. Members may be reappointed when their terms are complete.

The membership will be established through an open application process for all residents of the town and students or parents of students who attend school in Sudbury. The Select Board's Office will notify all residents and students of membership openings, including faith communities, local civic organizations,

Town boards, commissions, and committees, local media (print, digital, and social media) and any other outlet that can help reach the broadest range of residents and students.

At the first meeting following May 31<sup>st</sup> each year, the voting members of the Commission shall elect leadership (a Chair and Vice-Chair or Co-Chairs and a Clerk) from among its voting members. The Chair or Co-Chairs will schedule/run meetings and be the designated communications link(s) with the Select Board and Town Manager. Voting members may serve as communication liaisons to other Town committees, commissions, and boards.

Membership (voting members) will include:

- Sudbury residents, including students or parents of students attending Sudbury schools. Students or parents of students attending Sudbury schools may be residents of other municipalities (up to 13 members)
- Persons of color and individuals with diverse life experiences and non-traditional backgrounds are encouraged to apply.

Areas of expertise/experience for voting members may include but not be limited to:

- Business representatives
- Education
- Parent or caregiver
- Student
- Human Resources
- Immigration law
- Medical and Healthcare
- DEI practitioner
- Real estate/Affordable Housing
- Social Work

Advisory (non-voting members):

- Sudbury Police Chief or delegate from Sudbury Police Department.....(1)
- Town of Sudbury Town Manager or delegate.....(1)
- Sudbury Public School and/or Lincoln Sudbury Regional High School employee.....(1)
- One member nominated by the Sudbury Clergy Association.....(1)
- Commission on Disability Member.....(1)
- Select Board liaison.....(1)

The Commission consists of a group of voting members and a smaller group of Advisory members. Voting members must be available and willing to attend most scheduled meetings. They may draw upon the expertise of Advisory members, who will be requested to attend meetings and /or discuss topics for which their expertise is needed. 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 Commission for approval, filing with the Town Clerk, posting to the Town's website, and disseminating to the Advisory membership.

Meetings will be open to the public, recorded, and will include community wide surveys and discussion groups.

**Compliance with State and Local Laws and Town Policies:**

The members of the Sudbury Diversity, Equity, and Inclusion Commission are responsible for conducting their activities in a manner which follows all relevant state and local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, and Conflict of Interest Law, as well as all Town policies which affect Commission membership. In particular, all appointments are subject to the following:

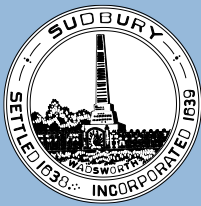
**The Code of Conduct for Select Board Appointed Committees**

**The Town's Email Communication for Committee Members Policy**

Anyone appointed to serve on a Town committee by the Select Board agrees that they will use the email communication in strict compliance with the Town of Sudbury's email policy and further understands that any use of email communication outside of this policy can be considered grounds for removal from the Commission by the Select Board.

**Use of the Town Website**

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.



## SUDBURY SELECT BOARD

Tuesday, February 27, 2024

**MISCELLANEOUS (UNTIMED)****16: SPS request re: Nixon and Haynes roofs****REQUESTOR SECTION**

Date of request:

Requestor: SPS Superintendent Crozier

Formal Title: Act on request of the Sudbury Public Schools to authorize the Superintendent to submit to the Massachusetts School Building Authority statement of interest forms for the Nixon Elementary School and Haynes Elementary School relative to replacement of roofs.

Recommendations/Suggested Motion/Vote: Act on request of the Sudbury Public Schools to authorize the Superintendent to submit to the Massachusetts School Building Authority statement of interest forms for the Nixon Elementary School and Haynes Elementary School relative to replacement of roofs.

Background Information:

Action requires **two** separate votes:**Vote #1**

Resolved: Having convened in an open meeting on February 27, 2024, prior to the SOI submission closing date, the Select Board of Sudbury, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated March 1, 2024, for the General John Nixon located at 472 Concord Rd. in Sudbury which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future:

Category 5. Replacement of school facility systems, specifically the roofs, due to poor condition and age.;

and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Sudbury Public Schools to filing an application for funding with the Massachusetts School Building Authority.

**Vote #2**

Resolved: Having convened in an open meeting on February 27, 2024, prior to the SOI submission closing date, the Select Board of Sudbury, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated March 1, 2024, for the Josiah Haynes Elementary Schools located at 169



Haynes Rd. in Sudbury which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future:

Category 5. Replacement of school facility systems, specifically the roofs, due to poor condition and age.;

and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Sudbury Public Schools to filing an application for funding with the Massachusetts School Building Authority.

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

02/27/2024 7:00 PM

**SUDBURY SELECT BOARD**

Tuesday, February 27, 2024

**MISCELLANEOUS (UNTIMED)****17: Winter 2024 Select Board Newsletter Articles Approval****REQUESTOR SECTION**

Date of request:

Requested by: Leila S. Frank

Formal Title: Review the Select Board Winter 2024 Newsletter articles and approve for distribution.

Recommendations/Suggested Motion/Vote:

Background Information:

Draft newsletter attached

Financial impact expected:N/A

Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting:

Review:

Select Board Office Pending

Town Manager's Office Pending

Town Counsel Pending

Select Board Pending

Select Board Pending

02/27/2024 7:00 PM

# FROM THE SELECT BOARD

Winter 2024

Town of Sudbury

## *Elections 2024: Your Vote Matters*

**BY DAN CARTY,  
SELECT BOARD**

2024 will be a busy year at the polls and at our Town Clerk's office. As of the writing of this article there will be no fewer than five voting opportunities for all registered voters of Sudbury (see 2024 Election and Town Meeting Schedule » Town Clerk ([sudbury.ma.us](http://sudbury.ma.us))). You may be asking "Why so many, and what are they all for?" Hopefully, this article answers those questions and others.

Let's start with the first two; The March 5 Presidential Primary and the March 25 Annual Town Election. Sudbury operates within the construct of its Bylaws and the very first entry there, Article I Section 1, stipulates that "The Annual Town Elections shall be held on the last Monday in March at such place and time as the Selectmen may determine." (see <https://sudbury.ma.us/clerk/2023-general-bylaws-articles-i-xxxix/>). Questions that may come to mind may be "Why this specific calendar event and why a Monday - aren't elections generally on Tuesday"? Research showed that our elections used to happen earlier in the month of March, but at the October 26, 1970, Special Town Meeting Article 2 was passed, setting the timing that is still followed today. Per that town meeting warrant "REPORT: The purpose of this article is to provide for the election of Regional District School Committee members to be held on the same day in both Lincoln and Sudbury. By so

doing, neither Town will be required to "impound" ballots and results." Also, from the 1971 Annual Town Report "Note: Members of the Lincoln-Sudbury Regional School District School Committee were elected for the first time in 1971 on an at large basis pursuant to the vote of the special Town Meeting of October 26, 1970 under Article 1 and subsequent passage by the General court of chapter 20 of the Acts of 1971." In short, our bylaws state that we have our town elections when we do in an attempt to sync up with our regional high school partner town Lincoln as filling the Lincoln Sudbury School Committee happens as an open election across both towns.

As for the Presidential Primary, dates in Massachusetts are set at the state level, so we have to hold those elections, essentially, when we are told to do so. Skipping to the last two planned events, the September 3 State Primary and November 5 State Election, those dates are also pre-determined and outside of the control of Sudbury. 2024 is a Presidential year, so we can expect state and national-level action at both the primary (September) and general (November) elections.

Right in the middle of that list is our Annual Town Meeting, which this year will begin on Monday May 6th at 7:30pm. Sudbury's primary legislative body is our town meeting. Sudbury uses what is called an "open town meeting" form of government, and they too are held when they are pursuant to our bylaws, specifically



# 2024 ELECTION CALENDAR

**MARCH 5** – PRESIDENTIAL PRIMARY

**MARCH 25** – TOWN ELECTION

**MAY 6** – TOWN MEETING

**SEPTEMBER 3** – STATE PRIMARY

**NOVEMBER 5** – STATE ELECTION

## *Elections 2024, Continued*

Article I Section 2: "The Annual Business Meeting shall begin on the first Monday in May at such place as the Selectmen shall determine...All sessions of the meeting shall begin at 7:30 P.M". Town meeting is not an election per se, rather it is an opportunity for all town voters to speak and be heard, to propose legislation of their own, and ultimately to vote on all matters before the town. Generally, town meetings last multiple nights. Recently the town adopted the use of electronic counting devices, so where in the past all voters raised a card signifying their vote, now there is some level of anonymity as buttons on handheld devices are clicked instead. The clickers also have added a level of efficiency which helps move the meeting along quicker. However, to answer a question that I often hear, voters must show up in person for their vote to be counted as remote or advance voting for Town Meetings are not permissible under state law.

To learn more about the Open Town Meeting form of government visit the state website here [Massachusetts law about town meetings](https://www.mass.gov/info-details/open-town-meeting).  
[Mass.gov](https://www.mass.gov).

I started off by saying that this year there will be no fewer than five voting opportunities for all registered voters of Sudbury. We always have our annual town meeting in May, but there can also be "Special" town meetings called, which we tend to call "Fall Town Meeting," much like the October 1970 one I mentioned earlier. Most recently we held a special town meeting in October of 2023 to approve, among other items, additional funding for the new Fairbank Center and to fund the labor agreement with our firefighters. In 2020 one was held in January at the behest of citizens; citizens can call their own special town meeting at any time by collecting 200 signatures.

*continued on page SB7.*

# FROM THE SELECT BOARD

## Firearm Safety in Sudbury

BY CHARLIE RUSSO, SELECT BOARD

To increase public safety, the Select Board plans to present the Town's first commonsense gun control zoning regulations at Annual Town Meeting in May 2024.

The new regulations would for the first time restrict where in Sudbury firearm shops are allowed to locate and install strict safety standards for any business to operate. Currently, Sudbury's Zoning Bylaws do not address firearms businesses, so no geographic or safety restrictions are in place.

### The Current State

Because firearms are not mentioned in the Zoning Bylaws, any application to operate a firearm business in town would be treated the same as any other business. This means a firearm retail shop permit application would be handled the same as a shoe shop or baby clothes shop application, with no difference in the level of scrutiny and requirements.

Firearms businesses applying to operate in Town might be classified as a retail store, light manufacturing, manufacturing, or some combination, depending on how the business operates. Today, those three uses are allowed "by right" in up to 7 of Sudbury's 10 zoning districts – representing every non-residential area in town.

This means Sudbury could end up with a firearm business in any of these zones, or any of the approximately 536 commercially zoned parcels in Town.

Right now, these businesses would NOT be subject to any special review or safety standards, with the Town having little legal justification to deny their operation. As an example, present day checks might include whether there are enough parking spaces available for the shop and a review of the building's exterior appearance.

### The New Bylaw

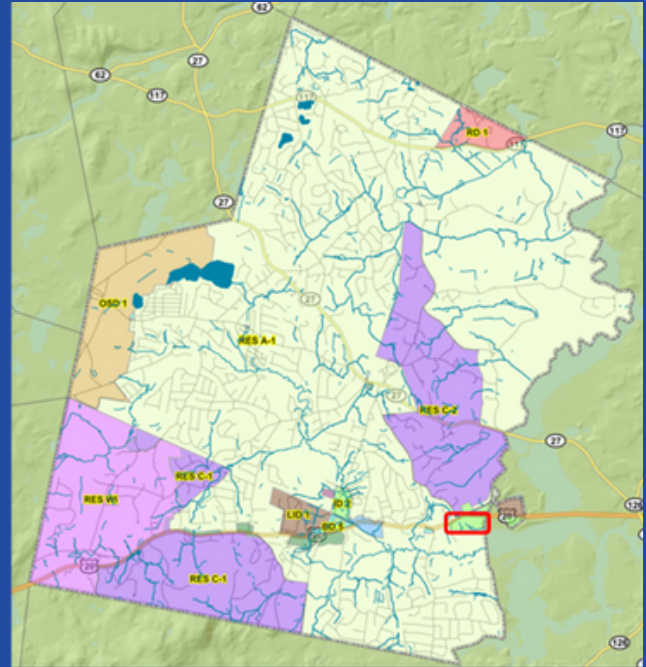
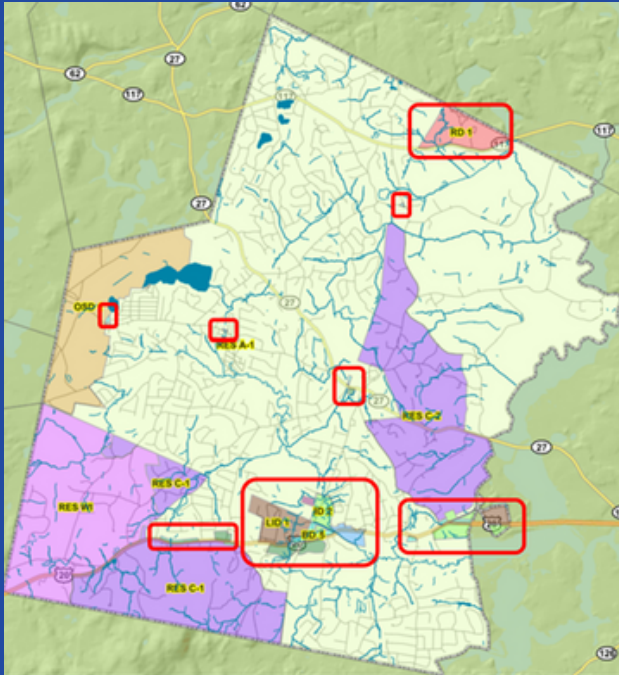
Adoption of the Firearm Safety Business Zoning Bylaw would restrict the operation of firearm businesses to only one zoning district, Industrial District, and only by special permit granted by a 4-1 or better vote of the Select Board. Special permits require businesses to meet far higher standards compared to "by right" permits. Special permits require a public hearing with abutter notification and empower the permitting authority with far greater ability to impose conditions, safeguards, and/or limitations on the time or use of a site, or even to deny an application for good cause.

	PRINCIPAL USE	A-RES	C-RES	WI	BD	LBD	VBD <sup>1</sup>	ID	LID	IP	RD
Before:	11. Retail stores and services not elsewhere set forth	N	N	N	Y	Y	Y	Y	Y	N	N
After:	11. Retail stores and services not elsewhere set forth	N	N	N	N	N	N	SB	N	N	N
Before:	1. Light manufacturing	N	N	N	Y <sup>2</sup>	Y <sup>2</sup>	Y <sup>2</sup>	Y	Y	Y	Y <sup>2</sup>
After:	1. Light manufacturing	N	N	N	N	N	N	SB	N	N	N
Before:	4. Manufacturing	N	N	N	N	N	N	Y	Y	Y	Y <sup>2</sup>
After:	4. Manufacturing	N	N	N	N	N	N	SB	N	N	N

The picture above shows how allowable uses by zone would change for firearm businesses in the Table of Principal Use Regulations after the passage of this bylaw.



## FROM THE SELECT BOARD

*Firearm Safety, Continued*

*These maps of Sudbury show within the red boxes where firearm businesses could potentially locate now (left) and where they would be able to locate after the Firearm Business Use bylaw is approved (right). The number of commercial lots where a firearm business could locate would be reduced from 500+ to 5. The number of eligible zoning districts would drop from 7 to 1. The number of geographic locations would drop from 8 to 1.*

This bylaw would limit two Firearm Businesses to locate in Sudbury at any given time. The bylaw aligns with similar bylaws approved in 8 nearby communities, follows a model law created by the [Gifford Law Center to Prevent Gun Violence](#), and includes regulations on best business practices and security to maintain safety for the general public. All other relevant state and federal regulations would still apply.

The bylaw would add a number of minimum requirements not currently in place, including:

- Reduces the locations available to firearms businesses to just 1 of 10 zoning districts instead of 7 of 10 available today
- Cuts the number of eligible parcels for firearm business locations from 500+ parcels across 7 zones down to 5 parcels in 1 zone
- Requires a minimum 250-foot offset from sensitive locations – schools, parks, churches, senior living centers, childcare centers, rail trails, liquor stores, and more
- Requires a security plan be submitted to and approved by the Sudbury Police Department
- Requires 24-hour video surveillance and video storage for 3 years
- Requires extensive after-hours lock up and secure storage requirements
- Allows additional site-specific conditions in consideration of abutters, public safety, or public good



## FROM THE SELECT BOARD

### *Firearm Safety, Continued 2*

The adoption of zoning restrictions to promote public safety has been endorsed by [Giffords Law Center to Prevent Gun Violence](#), [Massachusetts Coalition to Prevent Gun Violence](#), [Stop Handgun Violence MA](#), and [Newton Gun Violence Prevention Collaborative](#), among others.

Similar bylaws have been successfully implemented in Acton, Newton, Littleton, Wellesley, Plainville, Brookline, Dedham, and Westwood.

At Annual Town Meeting in May 2023, a citizens' petition requested a total ban of firearm shops. Town Meeting defeated this proposal, with 64% of residents voting against the ban (59-107) due to concerns about a lack of administrative detail, a clash with Constitutional rights, and the likelihood of a total ban triggering an expensive lawsuit. Submitting this bylaw keeps a promise made by the Select Board then to bring forward a similar, improved bylaw such as those implemented in nearby communities.

As noted by the petitioners last year, the so-called Littleton Gun Mill – a former mill building that recently hosted 80+ gun shops – is still being closed down, with the potential for those firearm businesses to relocate to nearby communities, such as Sudbury. Both Acton and Westford received inquiries from firearm businesses seeking to relocate to those communities and developed firearm business zoning bylaws as a result. The possibility of a Littleton firearm business seeking to relocate to Sudbury remains.

This new bylaw—discussed and revised extensively at eight different public Select Board meetings (from May 2023 through the end of January 2024) and edited by Town Counsel—addresses the concerns raised at the last Town Meeting, providing commonsense policies intended to promote public safety without infringing on individual or Constitutional rights. A dedicated public information forum is being organized and expected to take place in March. Sudbury will be an even safer place once this new bylaw is approved.

## *Gun Shops: A Community Conversation and Exercise in Democracy*

**BY LISA KOUCHAKDJIAN, SELECT BOARD**

The Town of Sudbury's tradition of Town Meeting is the oldest and purest form of Democracy: one person, one vote. Town Meeting is our legislature. This is our community's Superbowl! This is our World Series!

At Town Meeting in May, we decide issues together, as a community, that impact our daily lives. For those who may have moved here from other states, the way we make decisions here may seem very different. At Town Meeting residents themselves vote to decide our town's path forward.

## *Gun Shops, Continued*

One of the Select Board's roles is to decide what articles will go on the Town Warrant and be presented to the community for its consideration. The Select Board does not decide which articles should pass or not. Residents of Sudbury who attend Town Meeting will vote to approve or not approve articles on the Warrant.

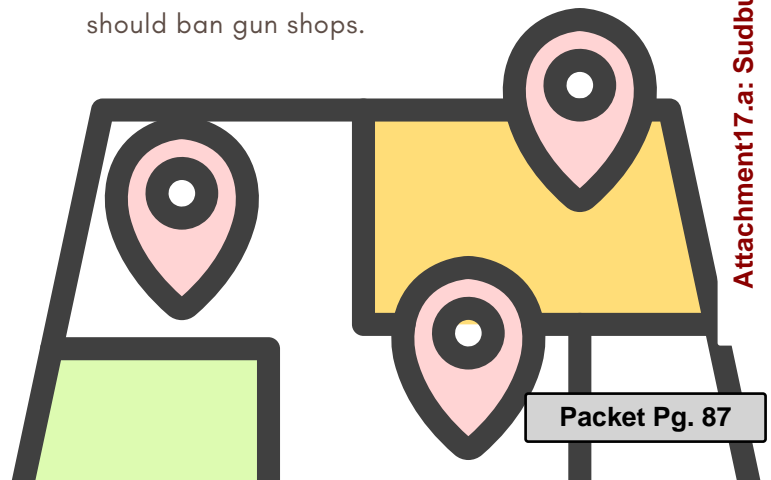
For several months, our Select Board has been discussing a potential zoning by-law that would permit gun shops to open in a designated section of our town. The Select Board has been considering this by-law since last Spring when a resident brought a citizens' petition for a gun shop ban to Town Meeting which did not pass by the required two-thirds vote.

At its meeting on January 31st, the Select Board voted 3-2 to place an article on the May 6th Town Meeting Warrant that would allow two gun shops to open in a specific part of town. Residents who attend Town Meeting in May will decide whether the Town of Sudbury will adopt this zoning by-law. The Select Board has agreed to conduct a town information session with the community. The date of this forum will be determined soon.

In Massachusetts, each town makes its own decisions regarding zoning. In other states around the country, such decisions are made on a county level, with some counties containing many, many towns. As a community, we have a lot of control and autonomy. With that right comes responsibility. Each of us, as residents and legislators at Town Meeting must be knowledgeable about the issues and cast our votes accordingly. At Town Meeting, we set our own path and our own destiny.

Community outreach is vitally important as we move forward and decide whether to adopt a zoning by-law that would allow two gun shops in Sudbury. Residents and community members, including our businesses, should attend community forums and ask questions. Since the Select Board is closely divided on the issue, community members should understand all perspectives to make an informed decision for our community. To pass, the by-law must receive a two-thirds vote at Town Meeting.

The issue of guns and gun violence is an emotionally charged matter that generates very strong feelings. For this reason, the Select Board rightly is providing an opportunity for people to share their positions and voice their opposition or concerns in an open and safe environment. Dialogue with the community is a must as this type of zoning by-law will have a lasting, direct impact upon the safety and livelihood of our residents and businesses. Once a zoning by-law passes, it is very difficult to overturn it. Some believe that this type of by-law will provide safety to the community because the town will limit where the gun shops go and will have oversight of them through the by-law. Others believe that allowing a gun shop does nothing but make it easier for a gun shop to open in Sudbury at a specific location in town, and that having no by-law would make it harder for a gun shop to open in Sudbury. Others believe our community should ban gun shops.



## *Gun Shops, Continued 2*

We do not have data to indicate whether the community would support or oppose a zoning by-law that would allow gun shops in Sudbury. The law on gun shops is evolving. But what we do know is that we will make this decision together in May at Town Meeting. It is important to hold ourselves to a high standard for discourse and being fully informed on this matter. Respectful discussions of this issue will help ensure voters are equipped to make an educated, well-reasoned decision.

That decision has the potential of being one of the most consequential decisions our community has faced in several years. Fortunately, Sudbury has experience making these types of decisions like when it banned marijuana shops. Let's take advantage of this opportunity to come together respectfully to make a decision that is in the best interests of our community. As the purest form of Democracy, Town Meeting gives us this right!

## *Elections 2024, Continued 2*

As of now, there is no fall Town Meeting planned for 2024, but that is always subject to change. As for Town Elections, again we always have our Annual in March, but depending on articles being voted, a follow-up election may be required for certain financial 'asks' like an override or capital exclusion. For example, in 2019 an election was held in June to approve the funding for the purchase of the Liberty Ledge/Camp Sewataro property that was approved at the May Town Meeting, and a similar election was held in 2018 for DPW Fuel Island, DPW vehicles, and repair of the Stearns Mill Pond dam, all having been approved at the May 2018 Annual Town Meeting. Last year, the override requested by Sudbury Public Schools was known in advance, and we were able to combine into our 'normal' March Annual Election. At the time of the writing of this article, none of the requests for our upcoming 2024 Annual Town Meeting should require a subsequent election. But, as is the structure of Town Meeting, any voter can suggest a change of funding source for any given article, which, if approved, could trigger a subsequent ballot vote via town election.

With multiple elections coming in 2024, voters may experience fatigue. To that I will simply say you have multiple opportunities for your voice to be heard and your vote to be counted, and your vote matters. Sudbury has about 13,500 registered voters and while Presidential elections draw well – the last 2 have had 89.73% and 84% voter turnout – our local election participation is much lower. Over the last 5 years we have averaged about 2865 voters for local elections, or 21.6% of those eligible, but looking just at our elections without an override on the ballot those numbers dip to 2271 and 17%. Town Meetings bring out significantly fewer still. For the same approximate 13,500 voters eligible, the last 5 Town Meetings I could find attendance data for had 251, 163, 706, 434, and 665 attendees. That's about 3 to 4% of our eligible voters making important decisions for the remaining 96 to 97%!

There are in-person and vote by mail options for our local, state, and federal elections (but not Town meeting!). For details, visit Sudbury's [2024 Election and Town Meeting Schedule](#).

**SUDBURY SELECT BOARD**

Tuesday, February 27, 2024

**MISCELLANEOUS (UNTIMED)****18: Minutes review and approval****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Vote to review and possibly approve the open session minutes of 1/9/24.

Recommendations/Suggested Motion/Vote: Vote to review and possibly approve the open session minutes of 1/9/24.

Background Information:

two drafts attached - one original and one with Dan Carty's edits

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

02/27/2024 7:00 PM

# SUDBURY SELECT BOARD

TUESDAY JANUARY 9, 2024

7:00 PM - ZOOM

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

Present: Chair Janie Dretler, Vice-Chair Lisa Kouchakdjian, Select Board Member Daniel Carty, Select Board Member Charles Russo, Town Manager Andrew Sheehan

Absent: Select Board Member Jennifer Roberts

The statutory requirements as to notice having been compiled with, the meeting was convened at 7:00 PM, via Zoom telecommunication mode.

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

## Call to Order

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

## Opening remarks by Chair

- Thanked the Dept. of Public Works for keeping the roads safe during the recent storms

## Reports from Town Manager

- Thanked DPW, Sudbury Police and Fire, EMTs and utility partners including Eversource for power restoration efforts during the last storm
- Thanked residents for their patience during the recent storms
- Mentioned the Governor had evoked modest budget cuts
- Confirmed ongoing work regarding the Sudbury operating and fiscal budget for FY25
- Governor will be unveiling the budget next week, as well as local aid to cities and towns

## Select Board Reports

### Vice-Chair Kouchakdjian

- Thanked DPW for efforts during recent storms
- Wished all a happy, healthy and prosperous 2024

### Board Member Carty

- Wished everyone a happy 2024
- State Transportation aid has been reduced, affecting ear marked funding for the Go Sudbury! program

### Board Member Russo

- Board Member officially joined the Select Board meeting at 7:07 PM; Russo-present
- Extended thanks to DPW for their contributions during the storms
- Advised residents to check storm drains in anticipation of bad weather
- He thanked the Goodnow Library for stocking “hot spot” devices for patrons; especially during utility outages such as he is experiencing currently at his home

### **Public comments**

Resident Kay Bell, 348 Old Lancaster Road, wished all a healthy and happy 2024. She commented about the vocational high schools in the area, and stressed that the vocational schools offer many competitive career offerings such as early childhood education, veterinary preparatory training, web design, biotech, the trades, cosmetology, engineering and food preparatory training. She thanked the Board for working to get Sudbury students into a vocational school.

Resident Len Simon, 40 Meadowbrook Circle, requested that the memo he submitted regarding gun safety be included in tonight’s Select Board meeting documentation. He commented about related Town zoning maps discussed at the Select Board meeting in December, 2023; and stated that such discussions might actually encourage and attract gun shop operators to Sudbury. He strongly recommended the Board consider the formation of a firearms subcommittee as well as a firearms public forum.

Resident Jack Ryan, 155 Ford Road, mentioned activities taking place on the BFRT in Concord and Acton; and hoped such activities on the BFRT in Sudbury would not be influenced by a gun shop in the proximity of the trail. He emphasized that the Select Board take time to consider this matter and to conduct a public open session on the topic.

### **Consent Calendar**

**#1 - Vote to accept a donation of \$5000 from the Jean Lind Teen Center to be used solely for Park and Recreation Teen programs.**

**#2 - Vote to approve execution by the Town Manager of an Agreement between the Town and Woodard and Curran in the amount of \$35,000 for Engineering Consulting Services to assist the Town of Sudbury with the APWA Self-Assessment Improvement and Evaluation Phase set forth in Appendix A dated November 29 2023, to be completed in its entirety by December 31, 2024, unless otherwise extended; and to act on anything relative thereto.**

Vice-Chair Kouchakdjian motioned to approve Consent Calendar Items 1 and 2, as listed on the Select Board meeting agenda of 1/9/24. Board Member Russo seconded the motion.

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

VOTED: To approve Consent Calendar Items 1 and 2, as listed on the Select Board meeting agenda of 1/9/24.



### **Vocational Education update**

Vice-Chair Kouchakdjian confirmed that she and Town Manager Sheehan recently visited Nashoba Valley Technical High School. She added the vocational schools have experienced an increase in enrollment and are currently not accepting new students.

Vice-Chair Kouchakdjian mentioned she would maintain contact with the five vocational schools on the Select Board list as well as monitoring new technical school programs, additions or construction.

Town Manager Sheehan noted that vocational education high schools are very much in demand and offer many “cutting edge” career programs. He agreed it was most challenging to secure a permanent vocational school partner. Town Manager Sheehan confirmed he has been in communication with administrators from these schools and will continue the search.

Board Member Carty asked if all of the five listed vocational schools had been contacted. Town Manager Sheehan responded in the affirmative.

Board Member Carty asked how many Sudbury students had been unable to secure vocational education placement.

Board Member Russo stressed the importance of the vocational education topic, and thanked Vice-Chair Kouchakdjian for drafting the Vocational Education memorandum. He recommended that written communications from the five vocational schools be included in the Select Board packet, and was also interested in knowing the number of Sudbury students who were not admitted to a vocational education school. Chair Dretler confirmed that all related informed being requested would be distributed to the Board Members.

Board Member Carty recommended that another Vocational education update be provided to the Board in approximately six months.

### **Fair Share Act update**

Town Manager Sheehan stated the Fair Share Act went into effect last year and supports areas of Education (Ch. 90) and infrastructure (particularly transportation). He provided specifics about the Sudbury allocation of Fair Share funds, acknowledging that this additional revenue is useful for the Town.

Board Member Carty understood that in order to utilize the Fair Share allocation, a vote must be taken at Town Meeting. Town Manager Sheehan confirmed that was the case.

Board Member Russo asked if the Fair Share allocation might provide a new baseline for budget planning. Town Manager Sheehan indicated that the allocation would not replace the Ch. 90 funding, and hoped it would continue to serve as supplemental funding.

### **Discussion of Sudbury General Bylaws, Article XXV, Capital Planning**

Town Manager Sheehan addressed the Sudbury capital planning process and suggested that the Board review the DLS (Division of Local Services) related recommend presented to the Board in 2020. Town Manager Sheehan mentioned the importance of eliminating inefficiencies.

Vice-Chair Kouchakdjian agreed with promoting planning efficiencies, and wished to be respectful of Town volunteers as well. Chair Dretler concurred that Board Members should re-examine the DLS report.

Board Member Carty recommended working through the current budget before making any capital planning modifications.

**Update on status and next steps on the proposed firearms business use zoning bylaw**

Present: Planning and Community Development Director Adam Burney, Town Counsel Lee Smith

Town Manager Sheehan reviewed edits made to the existing zoning bylaw.

Mr. Burney explained there were two possible locations in the industrial district which might be suitable for firearms business zoning. He referenced his related memo to Town Manager Sheehan dated December 28, 2023.

Board Member Russo asked about the two possible locations. Attorney Smith indicated that he wanted to examine the options and zoning aspects in further detail, before presenting any type of recommendation to the Board. Board Member Russo detailed that identification of such location and Special Permitting would help close the door to gun shop appeal and would help protect public safety. Board Member Carty agreed that if the Town decides not to take any action on this matter, gun shops could open without proper safeguards.

After robust discussion, Board Members agreed not to act or vote tonight in consideration of Board Member Roberts absence.

Vice-Chair Kouchakdjian expressed her concerns about creating a firearms zoning bylaw at this time. Attorney Smith commented that the Town could be sued in any circumstance. Board Member Russo mentioned that he would be fine to IP (Indefinitely Postpone) this topic at any time, but in the interests of protecting the public it might be wise to act sooner than later.

Board Member Russo motioned to continue the firearms zoning discussion. Board Member Carty seconded the motion.

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

VOTED: To continue the firearms zoning discussion

Vice-Chair Kouchakdjian suggested the Board consider having a Special Town Meeting to consider such a firearms article.

Town Manager Sheehan recommended specificity at the next meeting, including consideration of property setbacks and that Attorney Smith present 250' setbacks within the Sudbury ID District.

Chair Dretler confirmed the topic would be on the Select Board agenda for the January 23<sup>rd</sup> meeting.

**Discussion on potential 2024 Annual Town Meeting articles to be submitted by the Select Board, and also authorize the Town Manager to submit articles on behalf of the Select Board.**

Vice-Chair Kouchakdjian motioned to authorize Town Manager Sheehan to submit Annual town Meeting articles on behalf of the Select Board. Board Member Carty seconded the motion.

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

VOTED: To authorize Town Manager Sheehan to submit Annual Town Meeting articles on behalf of the Select Board

Board Member Carty suggested using \$17,000 of ARPA funding to match the grant for the Catch Connection transportation program. Chair Dretler agreed to put that item on the Select Board meeting agenda for the January 23<sup>rd</sup> meeting.

Members suggested conducting an ARPA update/status check in the near future.

**Discuss and possible vote to approve proposed 2024 Municipal Update Newsletter Schedule of Deadlines for Select Board assignment, submission and approval**

Vice-Chair Kouchakdjian motioned to approve the proposed 2024 Municipal Update Newsletter Schedule of Deadlines for Select Board assignment, submission and approval. Board Member Russo seconded the motion.

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

VOTED: To approve the proposed 2024 Municipal Update Newsletter Schedule of Deadlines for Select Board assignment, submission and approval

**Vote to review and possibly approve open session minutes of 11/28/23, 12/5/23 and 12/12/23**

11/28/23

Vice-Chair Kouchakdjian motioned to approve the Select Board open session minutes of 11/28/23, as edited. Board Member Carty seconded the motion.

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

VOTED: To approve the Select Board open session minutes of 11/28/23, as edited

12/5/23

Vice-Chair Kouchakdjian motioned to approve the Select Board open session minutes of 12/5/23, as edited. Board Member Carty seconded the motion.

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

VOTED: To approve the Select Board open session minutes of 12/5/23, as edited

12/12/23

Vice-Chair Kouchakdjian motioned to approve the Select Board open session minutes of 12/12/23. Board Member Carty seconded the motion.

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

VOTED: To approve the Select Board open session minutes of 12/12/23

### **Adjourn**

Vice-Chair Kouchakdjian motioned to adjourn the Select Board Meeting. Board Member Russo seconded the motion.

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

VOTED: To adjourn the Select Board Meeting

There being no further business, the meeting ended at 9:25 PM.

# SUDBURY SELECT BOARD

TUESDAY JANUARY 9, 2024

7:00 PM - ZOOM

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

Present: Chair Janie Dretler, Vice-Chair Lisa Kouchakdjian, Select Board Member Daniel Carty, Select Board Member Charles Russo, Town Manager Andrew Sheehan

Absent: Select Board Member Jennifer Roberts

The statutory requirements as to notice having been compiled with, the meeting was convened at 7:00 PM, via Zoom telecommunication mode.

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

## Call to Order

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

## Opening remarks by Chair

- Thanked the Dept. of Public Works for keeping the roads safe during the recent storms

## Reports from Town Manager

- Thanked DPW, Sudbury Police and Fire, EMTs and utility partners including Eversource for power restoration efforts during the last storm
- Thanked residents for their patience during the recent storms
- Mentioned the Governor had evoked modest budget cuts
- Confirmed ongoing work regarding the Sudbury operating and fiscal budget for FY25
- Governor will be unveiling the budget next week, as well as local aid to cities and towns

## Select Board Reports

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- Thanked DPW for efforts during recent storms
- Wished all a happy, healthy and prosperous 2024

### Board Member Carty

- Wished everyone a happy 2024
- State Transportation aid has been reduced, affecting ear marked funding for the Go Sudbury! program

### Board Member Russo

- Board Member officially joined the Select Board meeting at 7:07 PM; Russo-present
- Extended thanks to DPW for their contributions during the storms
- Advised residents to check storm drains in anticipation of bad weather
- He thanked the Goodnow Library for stocking “hot spot” devices for patrons; especially during utility outages such as he is experiencing currently at his home

### **Public comments**

Resident Kay Bell, 348 Old Lancaster Road, wished all a healthy and happy 2024. She commented about the vocational high schools in the area, and stressed that the vocational schools offer many competitive career offerings such as early childhood education, veterinary preparatory training, web design, biotech, the trades, cosmetology, engineering and food preparatory training. She thanked the Board for working to get Sudbury students into a vocational school.

Resident Len Simon, 40 Meadowbrook Circle, requested that the memo he submitted regarding gun safety be included in tonight’s Select Board meeting documentation. He commented about related Town zoning maps discussed at the Select Board meeting in December, 2023; and stated that such discussions might actually encourage and attract gun shop operators to Sudbury. He strongly recommended the Board consider the formation of a firearms subcommittee as well as a firearms public forum.

Resident Jack Ryan, 155 Ford Road, mentioned activities taking place on the BFRT in Concord and Acton; and hoped such activities on the BFRT in Sudbury would not be influenced by a gun shop in the proximity of the trail. He emphasized that the Select Board take time to consider this matter and to conduct a public open session on the topic.

### **Consent Calendar**

**#1 - Vote to accept a donation of \$5000 from the Jean Lind Teen Center to be used solely for Park and Recreation Teen programs.**

**#2 - Vote to approve execution by the Town Manager of an Agreement between the Town and Woodard and Curran in the amount of \$35,000 for Engineering Consulting Services to assist the Town of Sudbury with the APWA Self-Assessment Improvement and Evaluation Phase set forth in Appendix A dated November 29 2023, to be completed in its entirety by December 31, 2024, unless otherwise extended; and to act on anything relative thereto.**

Vice-Chair Kouchakdjian motioned to approve Consent Calendar Items 1 and 2, as listed on the Select Board meeting agenda of 1/9/24. Board Member Russo seconded the motion.

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

VOTED: To approve Consent Calendar Items 1 and 2, as listed on the Select Board meeting agenda of 1/9/24.



### **Vocational Education update**

Vice-Chair Kouchakdjian confirmed that she and Town Manager Sheehan recently visited Nashoba Valley Technical High School. She added the vocational schools have experienced an increase in enrollment and are currently not accepting new students.

Vice-Chair Kouchakdjian mentioned she would maintain contact with the five vocational schools on the Select Board list as well as monitoring new technical school programs, additions or construction.

Town Manager Sheehan noted that vocational education high schools are very much in demand and offer many “cutting edge” career programs. He agreed it was most challenging to secure a permanent vocational school partner. Town Manager Sheehan confirmed he has been in communication with administrators from these schools and will continue the search.

Board Member Carty asked if all of the five listed vocational schools had been contacted and if we have been told they are not accepting Sudbury as a member of their district. Town Manager Sheehan responded in the affirmative.

Board Member Carty asked how many Sudbury students had been unable to secure vocational education placement.

Board Member Russo stressed the importance of the vocational education topic, and thanked Vice-Chair Kouchakdjian for drafting the Vocational Education memorandum. He recommended that written communications from the five vocational schools be included in the Select Board packet, and was also interested in knowing the number of Sudbury students who were not admitted to a vocational education school. Chair Dretler confirmed that all related informed being requested would be distributed to the Board Members.

Board Member Carty recommended that another Vocational education update be provided to the Board in approximately six months.

### **Fair Share Act update**

Town Manager Sheehan stated the Fair Share Act went into effect last year and supports areas of Education (Ch. 90) and infrastructure (particularly transportation). He provided specifics about the Sudbury allocation of Fair Share funds, acknowledging that this additional revenue is useful for the Town.

Board Member Carty understood that in order to utilize the Fair Share allocation, a vote must be taken at Town Meeting. Town Manager Sheehan confirmed that was the case. I did not ask anything about Town Meeting. I did ask "Should we expect any additional direct payments to towns or is this it" and Andy answered [paraphrasing] "he wasn't sure but hopeful then added any education payments were likely to come in the form of grants". I also asked "should these funds be viewed as funds on top of budget or in place of budget" and Andy answered [paraphrasing] "this was an opportunity to lower taxes"

Board Member Russo asked if the Fair Share allocation might provide a new baseline for budget planning. Town Manager Sheehan indicated that the allocation would not replace the Ch. 90 funding, and hoped it would continue to serve as supplemental funding. this is the exact opposite of what Andy said. See my comment above.

### **Discussion of Sudbury General Bylaws, Article XXV, Capital Planning**

Town Manager Sheehan addressed the Sudbury capital planning process and suggested that the Board review the DLS (Division of Local Services) related recommend presented to the Board in 2020. Town Manager Sheehan mentioned the importance of eliminating inefficiencies.

Vice-Chair Kouchakdjian agreed with promoting planning efficiencies, and wished to be respectful of Town volunteers as well. Chair Dretler concurred that Board Members should re-examine the DLS report.

Board Member Carty recommended working through the current budget and let Town Manager Sheehan get one full budget cycle under his belt before making any capital planning modifications.

**Update on status and next steps on the proposed firearms business use zoning bylaw**

Present: Planning and Community Development Director Adam Burney, Town Counsel Lee Smith

Town Manager Sheehan reviewed edits made to the existing zoning bylaw.

Mr. Burney explained there were two possible locations in the industrial district which might be suitable for firearms business zoning. He referenced his related memo to Town Manager Sheehan dated December 28, 2023.

Board Member Russo asked about the two possible locations. Attorney Smith indicated that he wanted to examine the options and zoning aspects in further detail, before presenting any type of recommendation to the Board. Board Member Russo detailed that identification of such location and Special Permitting would help close the door to gun shop appeal and would help protect public safety. Board Member Carty agreed that if the Town decides not to take any action on this matter, gun shops could open without proper safeguards.

After robust discussion, Board Members agreed not to act or vote tonight in consideration of Board Member Roberts absence.

Vice-Chair Kouchakdjian expressed her concerns about creating a firearms zoning bylaw at this time. Attorney Smith commented that the Town could be sued in any circumstance. Board Member Russo mentioned that he would be fine to IP (Indefinitely Postpone) this topic at any time, but in the interests of protecting the public it might be wise to act sooner than later.

Board Member Russo motioned to continue the firearms zoning discussion. Board Member Carty seconded the motion.

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

VOTED: To continue the firearms zoning discussion

Vice-Chair Kouchakdjian suggested the Board consider having a ~~Special Town Meeting~~ **Town Forum** to consider such a firearms article.

Town Manager Sheehan recommended specificity at the next meeting, including consideration of property setbacks and that Attorney Smith present 250' setbacks within the Sudbury ID District.

Chair Dretler confirmed the topic would be on the Select Board agenda for the January 23<sup>rd</sup> meeting.

**Discussion on potential 2024 Annual Town Meeting articles to be submitted by the Select Board, and also authorize the Town Manager to submit articles on behalf of the Select Board.**

Vice-Chair Kouchakdjian motioned to authorize Town Manager Sheehan to submit Annual town Meeting articles on behalf of the Select Board. Board Member Carty seconded the motion.

It was on motion 4-0; Kouchakdjian-aye, ~~Dan~~ Carty-aye, Russo-aye, Dretler-aye

VOTED: To authorize Town Manager Sheehan to submit Annual Town Meeting articles on behalf of the Select Board

Board Member Carty suggested using \$17,000 of ARPA funding to match the grant for the Catch Connection transportation program. Chair Dretler agreed to put that item on the Select Board meeting agenda for the January 23<sup>rd</sup> meeting.

Members suggested conducting an ARPA update/status check in the near future.

**Discuss and possible vote to approve proposed 2024 Municipal Update Newsletter Schedule of Deadlines for Select Board assignment, submission and approval**

Vice-Chair Kouchakdjian motioned to approve the proposed 2024 Municipal Update Newsletter Schedule of Deadlines for Select Board assignment, submission and approval. Board Member Russo seconded the motion.

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

VOTED: To approve the proposed 2024 Municipal Update Newsletter Schedule of Deadlines for Select Board assignment, submission and approval

**Vote to review and possibly approve open session minutes of 11/28/23, 12/5/23 and 12/12/23**

**11/28/23**

Vice-Chair Kouchakdjian motioned to approve the Select Board open session minutes of 11/28/23, as edited. Board Member Carty seconded the motion.

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

VOTED: To approve the Select Board open session minutes of 11/28/23, as edited

**12/5/23**

Vice-Chair Kouchakdjian motioned to approve the Select Board open session minutes of 12/5/23, as edited. Board Member Carty seconded the motion.

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

VOTED: To approve the Select Board open session minutes of 12/5/23, as edited

12/12/23

Vice-Chair Kouchakdjian motioned to approve the Select Board open session minutes of 12/12/23. Board Member Carty seconded the motion.

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

VOTED: To approve the Select Board open session minutes of 12/12/23

**Adjourn**

Vice-Chair Kouchakdjian motioned to adjourn the Select Board Meeting. Board Member Russo seconded the motion.

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

VOTED: To adjourn the Select Board Meeting

There being no further business, the meeting ended at 9:25 PM.