

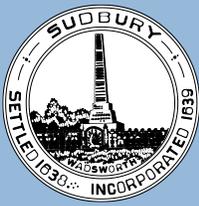
SUDBURY SELECT BOARD
TUESDAY NOVEMBER 19, 2024
7:00 PM, ZOOM

Item #	Time	Action	Item
	7:00 PM		CALL TO ORDER
			Opening remarks by Chair
			Reports from Town Manager
			Reports from Select Board
			Public comments
CONSENT CALENDAR			
1.		<i>VOTE</i>	Vote to approve a one-hour extension of the licensed closing hour and serving of alcoholic beverages for licensees who make application in advance to the Town Manager's Office: Lavender, 519A Boston Post Road on Wednesday, November 27, 2024 (Thanksgiving eve) and Tuesday, December 31, 2024 (New Year's Eve), on the condition that the kitchen remains open and food is served.
2.		<i>VOTE</i>	Vote whether to approve 1-day wine and malt license for a Holiday event at Date & Time, 5 Concord Road, on Thursday, December 5, 2024 from 6:30 PM to 9:00 PM, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.
3.		<i>VOTE</i>	Vote to accept the resignation of Diana Cebra, 20 Metacomet Way, from the Historical Commission, and send a letter of thanks for her service to the Town.
4.		<i>VOTE</i>	Vote to appoint Michael Hershberg, 5 Brooks Road, to the Earth Removal Board with a term ending 5/31/25.
5.		<i>VOTE</i>	Vote to confirm the Town Manager appointment of Peter Abair, 4 Blackmer Road, to the Historical Commission for a term to expire 5/31/25.
6.		<i>VOTE / SIGN</i>	As the Local Licensing Authority, vote on whether to approve the application of Logus Craft Beer and Wine, Inc d/b/a Franco's Craft Beer, 365 Boston Post Rd, for a Change of d/b/a from Sudbury Craft Beer to Franco's Craft Beer, under G. L. Ch. 138, s.15, Alexandre Alvarenga, Owner/Manager.
MISCELLANEOUS			

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
7.		<i>VOTE</i>	Interview two candidates for the Permanent Building Committee (PBC). Following interviews vote whether to appoint John Mann, 61 Willard Grant Rd., Sudbury, to serve as a member of the Permanent Building Committee for a term expiring on May 31, 2027, and whether to appoint Kathleen Bell, 348 Old Lancaster Rd., Sudbury, to serve as a member of the Permanent Building Committee for a term expiring on May 31, 2026, pursuant to the recommendations of the Permanent Building Committee at its meeting of October 1, 2024.
8.			Town Manager Sheehan to provide the Financial Condition of the Town
9.			Discussion of Camp Sewataro financials
10.		<i>VOTE</i>	ARPA update - return surplus ARPA funds and/or allocate ARPA funds
11.		<i>VOTE</i>	Discussion and possible vote on request for comments from Massachusetts Housing Partnership (MHP) on the Kanso Maynard 40B multifamily housing project (cont. from 11/6).
12.			Discuss potential 2025 Annual Town Meeting articles
13.			Discuss Select Board professional development
14.			Upcoming agenda items

These agenda items are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. Some items may be taken out of order or not be taken up at all. The Chair will strive to honor timed items as best as possible. The Chair reserves the right to accept public comment on any item and may establish time limits.



SUDBURY SELECT BOARD

Tuesday, November 19, 2024

CONSENT CALENDAR ITEM

1: Serving Extensions: Thanksgiving and New Year's Eve 2024

REQUESTOR SECTION

Date of request:

Requested by: Leila S. Frank

Formal Title: Vote to approve a one-hour extension of the licensed closing hour and serving of alcoholic beverages for licensees who make application in advance to the Town Manager’s Office: Lavender, 519A Boston Post Road on Wednesday, November 27, 2024 (Thanksgiving eve) and Tuesday, December 31, 2024 (New Year's Eve), on the condition that the kitchen remains open and food is served.

Recommendations/Suggested Motion/Vote: Vote to approve a one-hour extension of the licensed closing hour and serving of alcoholic beverages for licensees who make application in advance to the Town Manager’s Office: Lavender, 519A Boston Post Road on Wednesday, November 27, 2024 (Thanksgiving eve) and Tuesday, December 31, 2024 (New Year's Eve), on the condition that the kitchen remains open and food is served.

Background Information:

Feedback from Police Chief Nix: We have had no issues with their recent extensions. We are good with proceeding.

Financial impact expected:N/A

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

11/19/2024 7:00 PM



Town of Sudbury

Office of Select Board
www.sudbury.ma.us

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

APPLICATION FOR SERVING HOURS EXTENSION 2024

Please complete this application form and return to the Select Board's Office by **Tuesday, November 5, 2024**. You will be notified of request approval via email.

TO THE LICENSING AUTHORITY
SUDBURY, MASSACHUSETTS

Restaurant Name: Lavender

Restaurant Address: 519A Boston Post Road

Name of applicant: Tim Fong



Serving Hours Extension(s) Requested

Please check all that apply.

Night Before Thanksgiving: Wednesday, November 27, 2024

New Year's Eve: Tuesday, December 31, 2024

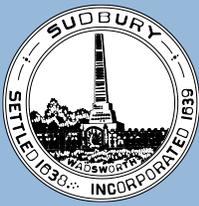
I hereby request a Serving Hours Extension(s) for the date(s) indicated above and attest that the kitchen will remain open and food will be served until the extended closing hour.

10/5/24
Date

Applicant Signature

Please submit completed application to:
SBadmin@sudbury.ma.us
Select Board's Office, 278 Old Sudbury Rd, Sudbury, MA 01776
Fax: (978) 443-0756

Attachment1.a: Lavender_2024 holiday hours extension_SB (6399 : Serving Extensions: Thanksgiving and New Year's Eve 2024)



SUDBURY SELECT BOARD
Tuesday, November 19, 2024

CONSENT CALENDAR ITEM

2: Date & Time Holiday Event 2024: One-Day Wine/Malt License

REQUESTOR SECTION

Date of request:

Requestor: Antoine Abeddy, Date & Time

Formal Title: Vote whether to approve 1-day wine and malt license for a Holiday event at Date & Time, 5 Concord Road, on Thursday, December 5, 2024 from 6:30 PM to 9:00 PM, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.

Recommendations/Suggested Motion/Vote: Vote whether to approve 1-day wine and malt license for a Holiday event at Date & Time, 5 Concord Road, on Thursday, December 5, 2024 from 6:30 PM to 9:00 PM, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.

Background Information:
attached application and dept feedback

Financial impact expected:

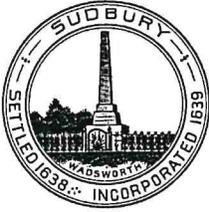
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

11/19/2024 7:00 PM



Town of Sudbury

Office of Selectmen
www.sudbury.ma.us

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

APPLICATION FOR ONE-DAY LIQUOR LICENSE

The responsible manager of an indoor or outdoor activity or enterprise in Sudbury is eligible to apply for a one-day liquor license for wine & malt only. All licensees must purchase their alcoholic beverages from a licensed Massachusetts wholesaler, manufacturer, winery shipment licensee, farmer brewery, farmer distillery or holder of a Special Permit issued by the ABCC.*

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

Name of Responsible Manager: Antoine Abeddy

Address of Responsible Manager: 5 Concord rd Sudbury, Ma 01776

Phone: [Redacted] Email: [Redacted]

Organization Name: DATE & TIME

Name & Purpose of Event: Holiday Event

Name(s) of Brewery/ Distillery/Winery/Wholesaler/Manufacturer to provide alcohol:
Horizon Beverage Company

License Type Requested: \$25 Wine & Malt One-Day License

Event Date: 12/05/2024 Event Time: 6:30 till 9:00PM

Event Venue: Date & Time Boutique

Event Address: 5 Concord rd Sudbury, MA01776

Documents Enclosed:

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

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

REC'D TOWN OF SUDBURY
OCT 30 2024 PM 1:47

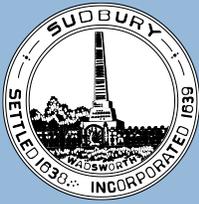
10/30/2024
Date

Antoine Abeddy
Applicant Signature

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

Date & Time Holiday Event – One Day Wine & Malt License
December 5, 2024
Department Feedback

Department	Staff	Date	Comments
Building Department	Andrew Lewis	11/15/24	We are waiting for a final electrical inspection and Final Construction Control Documents to close out the permit at Date & Time. With that said, I do think the building is safe. It has passed alarm and sprinkler inspections with the FD.
Fire Department	Chief Whalen	11/13/24	FD is all set with Date and Time and has no objections.
Health Department	Vivian Zeng	10/30/24	No issues with health
Police Department	Chief Nix	10/30/24	No issues with the event



SUDBURY SELECT BOARD
Tuesday, November 19, 2024

CONSENT CALENDAR ITEM
3: Historical Commission resignation

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to accept the resignation of Diana Cebra, 20 Metacomet Way, from the Historical Commission, and send a letter of thanks for her service to the Town.

Recommendations/Suggested Motion/Vote: Vote to accept the resignation of Diana Cebra, 20 Metacomet Way, from the Historical Commission, and send a letter of thanks for her service to the Town.

Background Information:
attached resignation letter

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

11/19/2024 7:00 PM

September 4, 2024

Beth R. Klein
Town Clerk
299 Old Sudbury Road
Town of Sudbury, MA 01776

Re: Sudbury Historical Commission

Dear Ms. Klein,

This is to inform you that effective immediately I am resigning from the Sudbury Historical Commission (SHC) one year early before my current three-year term, which ends in 2025. Since April, I have been a member of the three person SHC Project Steering Committee for the CPC Funded Hosmer House Collection Study. I am resigning because it is unacceptable that the SHC chairperson has been uncooperative and unprofessional in their interactions, since July, with the project consultant who has been professional and dutifully fulfilling their responsibilities under the contract.

It has been an honor to have served the Town of Sudbury on the Historical Commission, advocating for and doing the hands-on work of historic preservation for over ten years, after having served as a Hosmer House Docent for more than three years. I also volunteered during these years as a Master Gardener, working on Florence Hosmer's gardens, which are part of the Hosmer House property's historic cultural landscape.

The SHC's role under MGL Chapter 40 8D – is to advocate “for the protection, preservation, and development of the historical and archeological resources of the Town”. To protect and preserve what remains of Sudbury's historic buildings and sites – including those like Hosmer House that are town-owned - requires proactive advocacy and planning, preservation expertise, and constant dedication, vigilance and hard work on the part of the SHC. The SHC should be committed and attend to its responsibilities, however, there has been a lack of focus on these goals. Therefore, I feel that I can no longer serve on the commission.

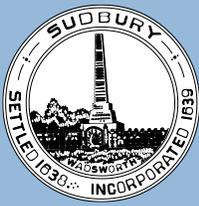
Sincerely yours,

Diana Cebra

Diana Cebra
20 Metacomet Way

cc:

Town Manager: townmanager@sudbury.ma.us
Assistant Town Manager: bilodeaum@sudbury.ma.us
Select Board: selectboard@sudbury.ma.us
Historical Commission - historical@sudbury.ma.us



SUDBURY SELECT BOARD
Tuesday, November 19, 2024

CONSENT CALENDAR ITEM

4: ERB appointment

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to appoint Michael Hershberg, 5 Brooks Road, to the Earth Removal Board with a term ending 5/31/25.

Recommendations/Suggested Motion/Vote: Vote to appoint Michael Hershberg, 5 Brooks Road, to the Earth Removal Board with a term ending 5/31/25.

Background Information:

Michael was appointed to the ZBA at the 9/24/24 meeting; however, the vote didn't include his 1-year appointment to the Earth Removal Board.

Financial impact expected:

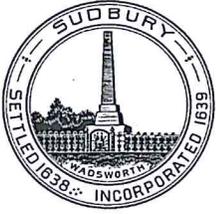
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

11/19/2024 7:00 PM



Town of Sudbury

Zoning Board of Appeals

appeals@sudbury.ma.us

Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776
978-639-3387
Fax: 978-639-3314
www.sudbury.ma.us/boardofappeals

September 10, 2024

Ms. Jennifer S. Roberts, Chair
Select Board
Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776

Re: Appointment of Michael Hershberg to the Zoning Board of Appeals and Reappointment to the Earth Removal Board

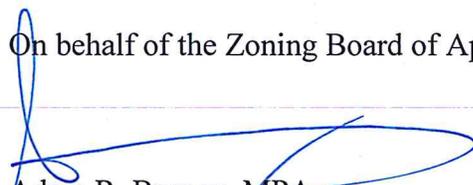
Dear Chair Roberts,

At their meeting on September 9, 2024, the Zoning Board of Appeals voted unanimously, 5-0, to recommend the Select Board appoint Michael Hershberg as a Member of the Zoning Board of Appeals with a term ending May 31, 2027, and as a Member of the Earth Removal Board with a term ending May 31, 2025.

Therefore, I am writing to recommend the Select Board appoint Mr. Hershberg to the Zoning Board of Appeals and the Earth Removal Board, and to request the Select Board consider this recommendation at an upcoming meeting.

Please do not hesitate to contact me if you have any questions about this candidate. Please advise if you think an interview with the candidate will be necessary. Thank you.

On behalf of the Zoning Board of Appeals,


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

cc: Zoning Board of Appeals
Earth Removal Board

Attachment4.a: Hershberg_ZBA_Appoint_Recommend (6427 : ERB appointment)

**TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT**

SELECT BOARD
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

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

Board or Committee Name: _____

Name: _____

Address: _____ Email Address: _____

Home phone: _____ Work or Cell phone: _____

Years lived in Sudbury: _____

Brief resume of background and pertinent experience:

Municipal experience (if applicable):

Educational background:

Reason for your interest in serving:

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

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

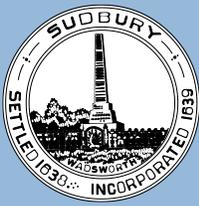
_____ (Initial here that you have read, understand and agree to the following statement)

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

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

Signature _____ Date _____

Attachment4.b: Michael_Hershberg.redact (6427 : ERB appointment)



SUDBURY SELECT BOARD
Tuesday, November 19, 2024

CONSENT CALENDAR ITEM

5: Historical Commission appt

REQUESTOR SECTION

Date of request:

Requestor: Town Manager Sheehan

Formal Title: Vote to confirm the Town Manager appointment of Peter Abair, 4 Blackmer Road, to the Historical Commission for a term to expire 5/31/25.

Recommendations/Suggested Motion/Vote: Vote to confirm the Town Manager appointment of Peter Abair, 4 Blackmer Road, to the Historical Commission for a term to expire 5/31/25.

Background Information:
attached application and email recommendation

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

11/19/2024 7:00 PM

Application Form

Profile

Peter _____ J _____ Abair _____
 First Name Middle Initial Last Name

Email Address

4 Blackmer Road _____
 Home Address Suite or Apt

Sudbury _____ MA _____ 01776 _____
 City State Postal Code

 Primary Phone Alternate Phone

Which Boards would you like to apply for?

Historical Commission: Submitted

Sudbury Residency

Years Lived in Sudbury

16

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on this board or commission?

I am very interested in the history of Sudbury. More generally, I have continued my studies in history since graduating with BA in History from BU. I'm very interested in the Historical Commission's mission and role in preserving the history of Sudbury, including its significant building assets.

Please describe your experience pertinent to this board/committee.

I was a member of the Sudbury Planning Board for six years. In that time, on occasion our work intersected with that of the Commission, as well as the Historic Districts Commission.

Do you have previous municipal experience? If so, in what capacity have you served?

I was a two-term, six-year member of the Sudbury Planning Board. I also served for two years as a member of the Sudbury Affordable Housing Trust.

Attachment5.a: Abair_Peter_2024 Historical Commission.red (6436 : Historical Commission appt)

What is your educational background?

Master of Public Policy & Administration, University of Massachusetts at Amherst Bachelor of Arts in History and International Relations, Boston University

MassEcon
Employer

Executive Director
Job Title

[Abair_Resume_-_2024.pdf](#)

Upload a Resume

Availability

When are you available to attend board/committee meetings? (Please select all that apply) *

- Weekday Mornings
- Weekday Evenings
- Weekends

Town Interest

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

No

Signature Confirmation

Check below to indicate that you have read, understand and agree to the following statement:

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

I Agree

Fill in your name below to confirm: I hereby submit my application for consideration for appointment to the Board(s) or Commission(s) indicated above.

Peter Abair

Attachment5.a: Abair_Peter_2024 Historical Commission.red (6436 : Historical Commission appt)

From: cldh7@aol.com <cldh7@aol.com>
Sent: Tuesday, October 15, 2024 11:13 PM
To: Sheehan, Andy <SheehanA@sudbury.ma.us>
Cc: Burney, Adam <BurneyA@sudbury.ma.us>; Perry, Beth <PerryB@sudbury.ma.us>
Subject: Fw: Application for Historical Commission appointment - Peter Abair

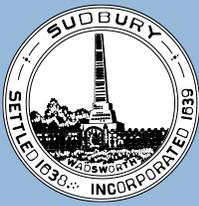
Andy,

The SHC received the attached application for Peter Abair. At our public meeting on 10/15/24, the SHC met with Peter and voted 5 -1 (abstain) to approve a motion to recommend his appointment as a full member to the SHC.

Thank you,

Chris Hagger
Chair - SHC

Attachment5.b: SHC Abair (6436 : Historical Commission appt)



SUDBURY SELECT BOARD

Tuesday, November 19, 2024

CONSENT CALENDAR ITEM

6: Sudbury Craft Beer d/b/a Change to Franco's Craft Beer

REQUESTOR SECTION

Date of request:

Requestor: Logus Craft Beer and Wine, Inc d/b/a Franco's Craft Beer

Formal Title: As the Local Licensing Authority, vote on whether to approve the application of Logus Craft Beer and Wine, Inc d/b/a Franco's Craft Beer, 365 Boston Post Rd, for a Change of d/b/a from Sudbury Craft Beer to Franco's Craft Beer, under G. L. Ch. 138, s.15, Alexandre Alvarenga, Owner/Manager.

Recommendations/Suggested Motion/Vote: As the Local Licensing Authority, vote on whether to approve the application of Logus Craft Beer and Wine, Inc d/b/a Franco's Craft Beer, 365 Boston Post Rd, for a Change of d/b/a from Sudbury Craft Beer to Franco's Craft Beer, under G. L. Ch. 138, s.15, Alexandre Alvarenga, Owner/Manager.

Background Information:
Please see application attached.

Financial impact expected:\$75 Application Fee

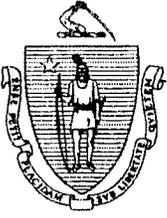
Approximate agenda time requested:

Representative(s) expected to attend meeting: Alexandre Alvarenga, Owner Sudbury Craft Beer

Review:

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

11/19/2024 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 AMENDMENT-Change of Business Entity Information

Change of Corporate Name

Change of DBA

- Payment Receipt (Req. for Chg of Corp Name only)
- Monetary Transmittal Form
- DOR Certificate of Good Standing (Req. for Chg of Corp Name only)
- DUA Certificate of Compliance (Req. for Chg of Corp Name only)
- Change of Corporate Name/DBA Application
- Vote of the Entity
- Business Structure Documents
 - If Sole Proprietor, **Business Certificate**
 - If partnership, **Partnership Agreement**
 - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

Change of Corporate Structure

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Corporate Structure Application
- Vote of the Entity
- Business Structure Documents
 - If Sole Proprietor, **Business Certificate**
 - If partnership, **Partnership Agreement**
 - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
LOGUS CRAFT BEER AND WINE, INC	SUDBURY	24-04

Please provide a narrative overview of the transaction(s) being applied for.

CHANGE DBA

APPLICATION CONTACT

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

Name	Title	Email	Phone
ALEXANDRE ALVARENGA	OWNER	[REDACTED]	[REDACTED]

2. CHANGES TO BUSINESS ENTITY INFORMATION

2a. Change of Corporate Name	Last-Approved Corporate Name:	[REDACTED]
	Requested New Corporate Name:	[REDACTED]
2b. Change of DBA	Last-Approved DBA:	SUDBURY CRAFT BEER
	Requested New DBA:	FRANCO'S CRAFT BEER & WINE
2c. Change of Corporate Structure	Last-Approved Corporate Structure	[REDACTED]
LLC, Corporation, Sole Proprietor, etc	Requested New Corporate Structure	[REDACTED]

Signature: [Signature]

Date: 10/24/2024

Title: OWNER

Attachment 6.a: Franco's Craft Beer d/b/a Change to Sudbury Craft Beer d/b/a Change of DBA_SB (6423 : Sudbury Craft Beer d/b/a Change to Franco's Craft Beer)

APPLICANT'S STATEMENT

I, Alexandre Alvarenga the: sole proprietor; partner; corporate principal; LLC/LLP manager
Authorized Signatory

of LOGUS CRAFT BEER AND WINE, INC
Name of the Entity/Corporation

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

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in t Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and beli 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.

Attachment 6.a: Francos Craft Beer_Change of DBA_SB (6423 : Sudbury Craft Beer d/b/a Change to Franco's Craft Beer)

Signature: [Handwritten Signature]

Date: 10/24/2024

Title: OWNER

ENTITY VOTE

The Board of Directors or LLC Managers of LOGUS CRAFT BEER AND WINE, INC
Entity Name

duly voted to apply to the Licensing Authority of SUDBURY and the
City/Town

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on 10/14/2024
Date of Meeting

For the following transactions (Check all that apply):

- Change Corporate Name
- Change Corporate Structure (i.e. Corp / LLC)
- Change of DBA
- Other _____

"VOTED: To authorize

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."

A true copy attest,



Corporate Officer / LLC Manager Signature

ALEXANDRE ALVARENGA
(Print Name)

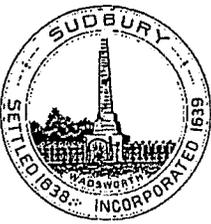
For Corporations ONLY

A true copy attest,

Corporation Clerk's Signature

(Print Name)

Attachment6.a: Francos Craft Beer_Change of DBA_SB (6423 : Sudbury Craft Beer d/b/a Change to Franco's Craft Beer)



THE COMMONWEALTH OF MASSACHUSETTS
Town of Sudbury

BUSINESS CERTIFICATE (DBA)

FILING **6.a**
New
Renewal _____
Issue Date _____

This certificate registers the name of your business as required under chapter 110, it offers no authorization regarding the legality of your business, nor does it complete your requirement to comply with local and state zoning ordinances. This does not trademark your business name.

In conformity with the provisions of Chapter 110, Section 5 of the Massachusetts General Laws, as amended, the undersigned hereby declare(s) that a business under the title of

Business Name: FRANCO'S CRAFT BEER AND WINE is conducted at

Business Address: 365 BOSTON POST RD in the Town of Sudbury, MA

Corporation Name (if applicable): LOGUS CRAFT BEER AND WINE, INC
by the following named persons.

TOWN CLERK
SUDBURY, MASS
OCT 29 PM 12:14

Owner/Officers of Corp. Name (Please Print)	Residence Address (Street, City, State and Zip Code)	Signature (Sign in Presence of Notary)
1. <u>ALEXANDRE ALVARENGA</u>	<u>479 NORTHBORO RD WEST UNIT 02 MARLBOROUGH, MA 01752</u>	
2.		
3.		

Description of Business: LIQUOR STORE
Phone Number: (508) 648-3028
Email Address: ALEXNUNESREALTOR@GMAIL.COM

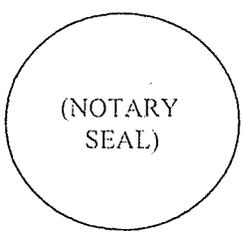
A certificate issued in accordance with this section shall be in force and effect for **four years from the date of issue** and shall be renewed each four years thereafter so long as such business shall be conducted and shall lapse and be void unless so renewed.

Commonwealth of Massachusetts

Middlesex ss.

On this 29 day of October, 2024, before me, the undersigned notary public, personally appeared Alexandre Nunes Alvarenga

who proved to me through satisfactory evidence of identification, which were MA Drivers license to be the person(s) whose name(s) is/are signed on the preceding document, and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of his or her knowledge and belief.



Lisa Ann Davis
(NOTARY Please Print Name)

(NOTARY Signature)

Notary Commission Expires:



Lisa Ann Davis
NOTARY PUBLIC
Commonwealth of
Massachusetts
My Commission Expires
5/8/2031

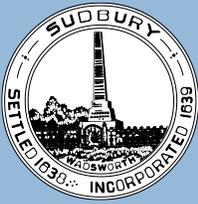
(TOWN CLERK/ ASSISTANT TOWN CLERK Signature)

Town Clerk Use Only: DBA Expiration Date: October 29, 2028

Attachment 6.a: Francos Craft Beer_Change of DBA_SB (6423 : Sudbury Craft Beer d/b/a Change to Franco's Craft Beer)

**Franco's Craft Beer – DBA Change 2024
Department Feedback**

Department	Staff	Date	Comments
Building Department	Andrew Lewis	10/30/24	The Building Department has no issue
Fire Department	Asst. Chief Choate	10/31/24	No issues
Health Department	Vivian Zeng	10/29/24	The Health Department is ok on this application
Police Department	Chief Nix	10/29/24	No issues



SUDBURY SELECT BOARD
Tuesday, November 19, 2024

MISCELLANEOUS (UNTIMED)

7: Interview/appoint two PBC candidates

REQUESTOR SECTION

Date of request:

Requestor: Elaine Jones and Craig Blake, co-chairs PBC

Formal Title: Interview two candidates for the Permanent Building Committee (PBC). Following interviews vote whether to appoint John Mann, 61 Willard Grant Rd., Sudbury, to serve as a member of the Permanent Building Committee for a term expiring on May 31, 2027, and whether to appoint Kathleen Bell, 348 Old Lancaster Rd., Sudbury, to serve as a member of the Permanent Building Committee for a term expiring on May 31, 2026, pursuant to the recommendations of the Permanent Building Committee at its meeting of October 1, 2024.

Recommendations/Suggested Motion/Vote: Interview two candidates for the Permanent Building Committee (PBC). Following interviews vote whether to appoint John Mann, 61 Willard Grant Rd., Sudbury, to serve as a member of the Permanent Building Committee for a term expiring on May 31, 2027, and whether to appoint Kathleen Bell, 348 Old Lancaster Rd., Sudbury, to serve as a member of the Permanent Building Committee for a term expiring on May 31, 2026, pursuant to the recommendations of the Permanent Building Committee at its meeting of October 1, 2024.

Background Information:

See letters of recommendation for membership attached together with candidate information. Mr. Mann was recommended by a unanimous vote of the Permanent Building Committee (PBC) and Ms. Bell was recommended by a majority vote of the PBC at its meeting of October 1, 2024.

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

11/19/2024 7:00 PM

TOWN OF SUDBURY APPLICATION FOR APPOINTMENT

SELECT BOARD
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

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

Board or Committee Name: _____

Name: _____

Address: _____ Email Address: _____

Home phone: _____ Work or Cell phone: _____

Years lived in Sudbury: _____

Brief resume of background and pertinent experience:

Municipal experience (if applicable):

Educational background:

Reason for your interest in serving:

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

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

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

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

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

Signature _____ Date _____

Attachment 7.a: Application-for-Appointment John Mann.redact (6425 : Interview/appoint two PBC candidates)

October 7, 2024

Jennifer Roberts, Chair
Sudbury Select Board
278 Old Sudbury Road
Sudbury, MA 01776

Re: Recommendation for Appointment to Permanent Building Committee – John Mann

Dear Chair Roberts and Select Board Members:

As you are aware, the Sudbury Select Board has the responsibility to appoint five out of the seven members of the Permanent Building Committee (PBC). The remaining two members are appointed by the Planning Board and the School Committee. Due to the request of PBC Member John Kraemer to not be reappointed by the Board to the PBC due to personal commitment concerns, the PBC has been entertaining applications to fill the vacancy that have been submitted by Sudbury residents wishing to oversee the design and construction of municipal buildings as a member of the PBC.

Past appointments by the Select Board to the PBC have all been made upon receipt of a recommendation from the PBC concerning the applicant's professional experience, technical expertise, willingness to be an active participant in the Committee and familiarity with the issues of interest to the Town and the Permanent Building Committee.

I am writing as PBC Co-Chair to inform the Select Board that the PBC has voted to recommend that the Select Board appoint John Mann to the PBC to fill the 3-year term vacancy on the Committee. Mr. Mann is a 3-year resident of Sudbury, residing at 61 Willard Grant Road. Based on the Committee's review of Mr. Mann's application and the Committee's interview of Mr. Mann, the PBC is of the opinion that Mr. Mann's 20+ years experience as a Licensed Construction Supervisor, his extensive experience working with engineers, architects and contractors and his stated enjoyment of problem solving construction related issues as part of a team, the PBC is of the opinion that Mr. Mann would be a significant resource to the Town and a valuable asset as a member of the PBC.

The PBC recommends that the Select Board appoint Mr. Mann to the PBC with a full 3-year term.

Thank you for your consideration.

Sincerely,

Elaine L. Jones, Co-Chair
Permanent Building Committee

Application Form

Profile

Kathleen _____ Bell _____
 First Name Middle Initial Last Name

Email Address

348 Old Lancaster Road _____
 Home Address Suite or Apt

Sudbury _____ MA _____ 01776
 City State Postal Code

 Primary Phone Alternate Phone

Which Boards would you like to apply for?

Permanent Building Committee; Commission on Disability and CERT

Sudbury Residency

Years Lived in Sudbury

9

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on this board or commission?

CERT: I would like to join the Community Emergency Response Team to be of assistance should a challenging event be visited upon us. If there is interest, I would like to explore having CERT meet a couple of times each year to stay updated on general practices and skills that will be needed in a Town emergency and to build cohesion among members to make the team as effective as possible if called to serve. COD: I would like use the knowledge and skills I acquired during the five years I served on the COD to support all aspects of expanding inclusion of persons with a disability. Sudbury has made strides in a positive direction toward being more welcoming and I believe I can help continue this process collaboratively and productively. PBC: I would like to bring another perspective to the Permanent Building Committee as a follower of their work for the last six years. Having and end user with a broad set of work and community service experience who is appreciative, but not directly involved in architecture and building trades, as part of the discussions and decisions of the PBC may enhance the processes and outcomes of that work. I recognize the complexity of the information and processes involved in taking a building project from concept through to execution.

Attachment 7.c: Kay Bell_red.2024 (6425 : Interview/appoint two PBC candidates)

Please describe your experience pertinent to this board/committee.

CERT: I got my FEMA basic training virtually, soon after the pandemic started. I assisted at several COVID vaccination clinics in Sudbury and other towns and have continued to assist the Health Department at flu clinics and activities like the hazardous waste collection events. Aside from a lifetime of creating and delivering education and training, where communicating and working very personally and well with students and clients is a must, I recently have become a Dementia Champion certified to help others understand how to work well with persons with dementia. During the years I worked in early childhood education I maintained CPR and First Aid certifications. I completed my latest CPR certification in April 2024. COD: For twenty-five years I created educational and instructional projects involving various media types for business and community groups. For ten years I worked in early childhood education, including working with children with disabilities and operating my own business in that field. Over 15 years I assisted with the care of two family members with the disabilities that came with aging. I, myself, have experienced temporary disability and have now acquired irreversible disability. This all makes me aware of the importance of inclusive design in the built environment and in policy, programs and services. I am a certified Advanced Community Access Monitor (2017 & 2023) and have attended 40+ related trainings offered by Massachusetts Office on Disability, New England ADA Center, Institute for Human Centered Design, and Great Lakes ADA Center (web accessibility center). PBC: Aside from being an end user/subject matter expert by making use of our town buildings, during the years I served on the Commission on Disability I participated in copious professional development opportunities. Many dealt with ADA Title II and MAAB 521 CMR as they relate to built environment specifications. In my personal life I have engaged in homeowner scale major renovations and additions to three homes, each with its unique conditions and requirements. My spouse and I developed our own designs and acted as owner-project managers ourselves. In all three projects we achieved very good outcomes with lasting value. Though the scale of those projects is not comparable to our Town building projects, the principles, trade-offs, and complications are very much the same. Those experiences are why I have been such an avid follower of the PBC's work for several years.

Do you have previous municipal experience? If so, in what capacity have you served?

Prior to coming to Sudbury I served on the Board of Directors of LexMedia, Inc., the cable access service, in Lexington as a founder and secretary for seven years. I was appointed to the Commission on Disability in August of 2017 and served through June 2023, my experience serving has been nearly six years. I have become versed in the workings of Sudbury committees and staff and how our town fits into the state governance and funding landscape.

What is your educational background?

BA University of Minnesota MA Norwich University, VT MEd University of Massachusetts

retired

Employer

Job Title

[Brief Resume Kay Bell Sud service.docx](#)

Upload a Resume

Availability

When are you available to attend board/committee meetings? (Please select all that apply) *

- Weekday Mornings
- Weekday Evenings
- Weekends

Town Interest

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

No.

Signature Confirmation

Check below to indicate that you have read, understand and agree to the following statement:

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

I Agree

Fill in your name below to confirm: I hereby submit my application for consideration for appointment to the Board(s) or Commission(s) indicated above.

Kathleen F Bell

Kay Bell

Sudbury MA | (817) 367-7380 | kaybell@mail.com

Dedicated, effective advocate for inclusion and full participation in Sudbury, with organizational and communication skills acquired through decades of professional work and community service in a variety of arenas seeks to serve Sudbury.

Education

University of Massachusetts, Master of Education, Instructional Design 1999

Vermont College, Master of Arts, Communications 1981

University of Minnesota, Bachelor of Arts, Women's Studies 1974

Relevant Certifications

FEMA Introduction to Incident Command Systems, ICS-100, September 2020

Advanced Community Access Monitor, Massachusetts Office on Disability 2017 & 2023

Dementia Champion 2022

Adult First Aid | CPR AED certification 2024

Community Service

MetroWest Center for Independent Living Board, current member

Sudbury Commission on Disability: 2018-2023, chair 2021-2023

Golden Tones Chorus Board of Directors: 2020-2023

LexMedia (Lexington nonprofit): Founding member, board secretary 2007 to 2014

Lexington Oral History Project: Chair and video producer 2000-2007

METCO Board of Directors 1998-2001

Lexington METCO Family Friends Coordinator 1993-1998

VISTA Volunteer 1975-1976

Women's Free School: founding member and program director 1972-1974

Professional Experience

Early Childhood Educator and Program Owner and Director 2003-2014

Remote Curriculum Teacher Trainer for Virtual High School 2000-2003

Media Production Instructor and Video Producer 1975-1999

Detailed resume available upon request

October 7, 2024

Jennifer Roberts, Chair
Sudbury Select Board
278 Old Sudbury Road
Sudbury, MA 01776

Re: Recommendation for Appointment to Permanent Building Committee – Kathleen Bell

Dear Chair Roberts and Select Board Members:

As you are aware, the Sudbury Select Board has the responsibility to appoint five out of the seven members of the Permanent Building Committee (PBC). The remaining two members are appointed by the Planning Board and the School Committee. Due to the resignation of PBC Member Nancy Rubenstein as a Select Board appointee, the PBC has been entertaining applications to fill the vacancy that have been submitted by Sudbury residents wishing to oversee the design and construction of municipal buildings as a member of the PBC.

Past appointments by the Select Board to the PBC have all been made upon receipt of a recommendation from the PBC concerning the applicant's professional experience, technical expertise, willingness to be an active participant in the Committee and familiarity with the issues of interest to the Town and the Permanent Building Committee.

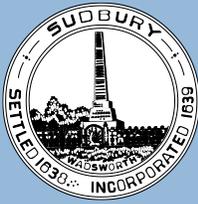
I am writing as PBC Co-Chair to inform the Select Board that the PBC has voted to recommend that the Select Board appoint Kathleen Bell to the PBC to fill the 2-year vacancy on the Committee. Ms. Bell is a 9-year resident of Sudbury, residing at 348 Old Lancaster Road. Based on the Committee's review of Ms. Bell's application and the Committee's interview of Ms. Bell, the PBC, by majority vote, is of the opinion that although Ms. Bell has limited building design and construction experience, her advocacy for the disabled residents of the Town, her intelligence and analytical ability and her proven dedication during the construction of the Fairbank Community Center to making the Community Center the best municipal facility that the Town's budget could afford, she would be a significant resource to the Town and a valuable asset as a member of the PBC.

The PBC recommends that the Select Board appoint Ms. Bell to the PBC to fill the 2-year term remaining on Ms. Rubenstein's appointment.

Thank you for your consideration.

Sincerely,

Craig Blake, Co-Chair
Permanent Building Committee



SUDBURY SELECT BOARD
Tuesday, November 19, 2024

MISCELLANEOUS (UNTIMED)

8: Financial Condition of Town

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Town Manager Sheehan to provide the Financial Condition of the Town

Recommendations/Suggested Motion/Vote:

Background Information:
see attached

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

11/19/2024 7:00 PM

FINANCIAL CONDITION OF THE TOWN OF SUDBURY

Andrew Sheehan, Town Manager
November 19, 2024

TOWN CHARTER

- Town Charter, Part IV, s. 10. Financial management responsibilities of the Town Manager
 - “to prepare, annually, a financial forecast of the town revenues, expenditures and the general financial condition of the Town.”
- Town Manager is “responsible for all the financial management functions of the Town” including preparing and submitting:
 - Operating budget
 - Capital improvement program

FINANCIAL CONDITION OF SUDBURY

- S&P Global Ratings: AAA/Stable as of 2/6/2024.
- OPEB Trust: \$16 million
- Stabilization Fund: \$5.9 million
- Capital Stabilization Fund: \$1.8 million
- Free cash certified: 10/24/2024 - \$7.27M
- GFOA Excellence in Financial Reporting Award for the FY2023 Audit Report (FY2024 audit currently in process)
- GFOA Distinguished Budget Presentation Award for the FY2025 Budget

WHAT IS A FINANCIAL FORECAST?

- Establishes a baseline: today's condition
- Makes certain reasonable assumptions of future conditions:
 - Revenues
 - Expenditures
- Provides an estimate of future conditions
- Identifies potential trends
- Early warning system

WHAT IS A FINANCIAL FORECAST?

- Forecast of projected revenues and expenditures: a useful tool for management to evaluate the financial condition and guide policy.
- Serves as an early warning system to detect future gaps between revenues and expenditures.
- Does not insulate a community from potential surprises or emergencies; allows the administration to plan for, consider, and correct potential issues.
- Like a weather forecast, the farther out one looks the less accurate the forecast.

WHY FORECAST?

- Good financial management practice
- Transparency: minimize surprises
- Bond Rating agencies look favorably
- Required by Charter
- Chart a course: “I can't change the direction of the wind, but I can adjust my sails to always reach my destination.” Jimmy Dean

FY2024 - BUDGET TO ACTUAL

8.a

REVENUES	Original Budget	Budget Adjustments	Final Budget	Actual Revenue	Adjustments	Total Revenue	Difference Budget	% Over/ Under
Real Estate & Personal Property	\$ 104,827,946	\$ -	\$ 104,827,946	\$ 105,107,791	\$ -	\$ 105,107,791	\$ 279,845	100.27%
Excise Taxes	3,530,000	-	3,530,000	4,758,116	-	4,758,116	1,228,116	134.79%
Tax Liens	-	-	-	207,570	-	207,570	207,570	0.00%
In Lieu of Taxes	41,000	-	41,000	12,116	-	12,116	(28,884)	29.55%
Intergovernmental	7,341,781	-	7,341,781	7,336,718	-	7,336,718	(5,063)	99.93%
Penalties and Interest	211,000	-	211,000	383,994	-	383,994	172,994	181.99%
Licenses and Permits	614,000	-	614,000	954,108	-	954,108	340,108	155.39%
Fines and Forfeitures	8,000	-	8,000	16,659	-	16,659	8,659	208.23%
Other Departmental Revenue	866,000	-	866,000	939,180	-	939,180	73,180	108.45%
Earnings on Investments	30,000	-	30,000	714,899	-	714,899	684,899	2383.00%
TOTAL REVENUES	\$ 117,469,727	\$ -	\$ 117,469,727	\$ 120,431,150	\$ -	\$ 120,431,150	\$ 2,961,423	102.52%
Transfers In	-	819,076	819,076	819,076	-	819,076	-	0.00%
Other Financing Sources	-	-	-	-	-	-	-	
TOTAL REVENUES & TRANSFERS	\$ 117,469,727	\$ 819,076	\$ 118,288,803	\$ 121,250,226	\$ -	\$ 121,250,226	\$ 2,961,423	102.50%

Attachment 8.a: 2024 Financial Condition and Forecast 11-19-24 (6410 : Financial

FY2024 - BUDGET TO ACTUAL

EXPENDITURES	Original Budget	Budget Adjustments & Transfers	Final Budget	Actual Expenditures	Encumbrances & Carryovers	Total Expenditures	Remaining	% of Budget
Education - Sudbury Public Schools (SPS)	\$ 44,126,163	\$ 232,380	\$ 44,595,343	\$ 44,029,867	\$ 443,123	\$ 44,472,990	\$ 122,353	99.73%
Education - LS Regional High School (LS)	28,936,600	-	28,936,600	28,537,698	-	28,537,698	398,902	98.62%
Education - Vocational	500,000	-	500,000	193,961	-	193,961	306,039	38.79%
General Government	3,784,346	41,183	3,827,090	3,557,359	39,076	3,596,435	230,655	93.97%
Public Safety	9,939,791	477,196	10,417,031	10,005,850	10,086	10,015,936	401,096	96.15%
Public Works	6,111,600	395,251	6,533,936	5,965,021	191,070	6,156,091	377,846	94.22%
Human Services	1,002,310	8,833	1,011,143	863,587	1,304	864,891	146,252	85.54%
Culture & Recreation	1,639,483	8,355	1,647,838	1,614,794	664	1,615,457	32,381	98.03%
Total Town Departments	\$ 96,040,293	\$ 1,163,198	\$ 97,468,981	\$ 94,768,136	\$ 685,323	\$ 95,453,459	\$ 2,015,522	97.93%
Reserve Fund	\$ 300,000	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000	0.00%
Town Debt Service	2,781,145	312,029	3,093,174	3,093,131	-	3,093,131	43	100.00%
Employee Benefits (Town and SPS)	15,217,231	(1,754,649)	13,462,582	12,917,567	-	12,917,567	545,015	95.95%
Property and Liability Insurance	513,586	-	513,586	484,891	-	484,891	28,695	94.41%
State and County Charges	-	240,638	240,638	260,525	-	260,525	(19,887)	108.26%
OPEB Trust Contribution (Town and SPS)	650,000	(650,000)	-	-	-	-	-	0.00%
Total Operating Budget	\$ 19,461,962	\$ (1,851,982)	\$ 17,609,980	\$ 16,756,114	\$ -	\$ 16,756,114	\$ 853,866	95.15%
TOTAL EXPENDITURES:	\$ 115,502,255	\$ (688,784)	\$ 115,078,960	\$ 111,524,249	\$ 685,323	\$ 112,209,572	\$ 2,869,388	97.51%
Transfer Out	10,100	4,283,063	4,293,163	4,293,163	-	4,293,163	-	100.00%
TOTAL EXPENDITURES & TRANSFERS	\$ 115,512,355	\$ 3,594,278	\$ 119,372,123	\$ 115,817,412	\$ 685,323	\$ 116,502,735	\$ 2,869,388	97.60%

Attachment 8.a: 2024 Financial Condition and Forecast 11-19-24 (6410 : Financial

FINANCIAL SUMMARY % CHG. (PROJECTIONS FY26 – FY28)

	FY24 Actual	FY25 Budget	FY26 Projected	FY27 Projected	FY28 Projected
<u>REVENUES</u>					
Real Estate/Personal Property Taxes	\$ 105,315,361	\$ 109,073,952	\$ 112,311,452	\$ 115,164,295	\$ 118,264,766
State Aid	7,349,362	7,695,442	7,890,000	8,006,000	8,124,000
MEDICAID Reimbursement	109,946	98,251	98,251	98,251	98,251
Local Receipts	7,656,482	5,575,000	6,171,000	6,414,000	6,427,000
Transfers	819,076	824,894	695,000	680,000	680,000
TOTAL REVENUES	\$ 121,250,226	\$ 123,267,539	\$ 127,165,703	\$ 130,362,546	\$ 133,594,017
<u>EXPENDITURES</u>					
Education - SPS	\$ 44,029,869	\$ 45,785,871	\$ 47,159,447	\$ 48,574,231	\$ 50,031,457
Education - LS	28,537,698	29,497,481	30,252,405	30,731,977	31,653,936
Education - Vocational	193,961	450,000	400,000	400,000	400,000
General Government	3,388,604	3,817,526	3,966,885	4,139,351	4,307,576
Public Safety	10,005,847	10,172,288	10,527,675	10,931,956	11,542,386
Public Works	5,965,018	6,370,755	6,485,431	6,682,041	6,895,908
Human Services	863,586	1,031,178	1,057,319	1,109,447	1,156,776
Culture & Recreation	1,614,791	1,716,739	1,798,816	1,871,866	1,931,070
Total Town Departments	\$ 94,599,374	\$ 98,841,838	\$ 101,647,978	\$ 104,440,869	\$ 107,919,109
Reserve Fund	\$ -	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Town-Wide Operating	168,756	191,205	216,618	228,185	242,406
Transfers	4,293,163	10,100	10,100	10,100	10,100
Debt Service	3,093,132	4,897,465	4,969,223	4,717,429	4,611,035
State & County Charges	260,525	310,312	320,397	330,810	341,561
Employee Benefits (Town and SPS)	12,917,567	15,925,519	17,124,579	18,387,091	19,781,766
Property & Liability Insurance	484,891	561,895	626,808	676,953	731,109
OPEB Trust Contr (Town and SPS)	-	650,000	650,000	650,000	650,000
<i>Capital (Operating Budget)</i>	728,525	1,578,697	1,300,000	1,300,000	1,300,000
TOTAL EXPENDITURES	\$ 116,545,933	\$ 123,267,031	\$ 127,165,703	\$ 131,041,437	\$ 135,887,086
Net Surplus / Deficit	\$ 4,704,293	\$ 508	\$ (0)	\$ (678,891)	\$ (2,293,069)

FINANCIAL SUMMARY % CHG. (PROJECTIONS FY26 – FY28)

Revenue	FY25	FY26	FY27	FY28
Real Estate & Personal Property	6.15%	2.97%	2.54%	2.69%
State Aid	1.41%	2.53%	1.47%	1.47%
Local Receipts	5.67%	10.69%	3.94%	0.20%
Ambulance Receipts & Other Transfers	13.83%	-15.75%	-2.16%	0.00%
Total	<u>3.70%</u>	<u>3.16%</u>	<u>2.51%</u>	<u>2.48%</u>
Expenditures	FY25	FY26	FY27	FY28
Education - SPS	3.22%	3.00%	3.00%	3.00%
Education - LS	1.94%	2.56%	1.59%	3.00%
Education - Vocational	-10.00%	-11.11%	0.00%	0.00%
Town Departments	4.69%	3.15%	3.77%	4.44%
Reserve Fund	0.00%	0.00%	0.00%	0.00%
Town-Wide Operating and Transfers	2.71%	13.29%	5.34%	6.23%
Town Debt Service	76.10%	1.47%	-5.07%	-2.26%
State & County Charges	29.30%	3.25%	3.25%	3.25%
Employee Benefits (Town and SPS)	4.81%	7.53%	7.37%	7.59%
Property Liability Insurance	9.41%	11.55%	8.00%	8.00%
OPEB Trust Contribution (Town and SPS)	0.00%	0.00%	0.00%	0.00%
Total Operating Budget	<u>5.06%</u>	<u>3.43%</u>	<u>3.08%</u>	<u>3.73%</u>
<i>Capital (Operating Budget)</i>	<i><u>-33.87%</u></i>	<i><u>-17.65%</u></i>	<i><u>0.00%</u></i>	<i><u>0.00%</u></i>
Total	<u>3.70%</u>	<u>3.16%</u>	<u>3.05%</u>	<u>3.70%</u>

Attachment 8.a: 2024 Financial Condition and Forecast 11-19-24 (6410 : Financial

FINANCIAL SUMMARY (PROJECTIONS FY26 – FY28)

There are many variables that could impact both revenues and expenditures for future years. This projection is intended to be used by Town Management for financial planning. Please be cautioned that these are projections and should not be relied upon by any resident, committee or commission.

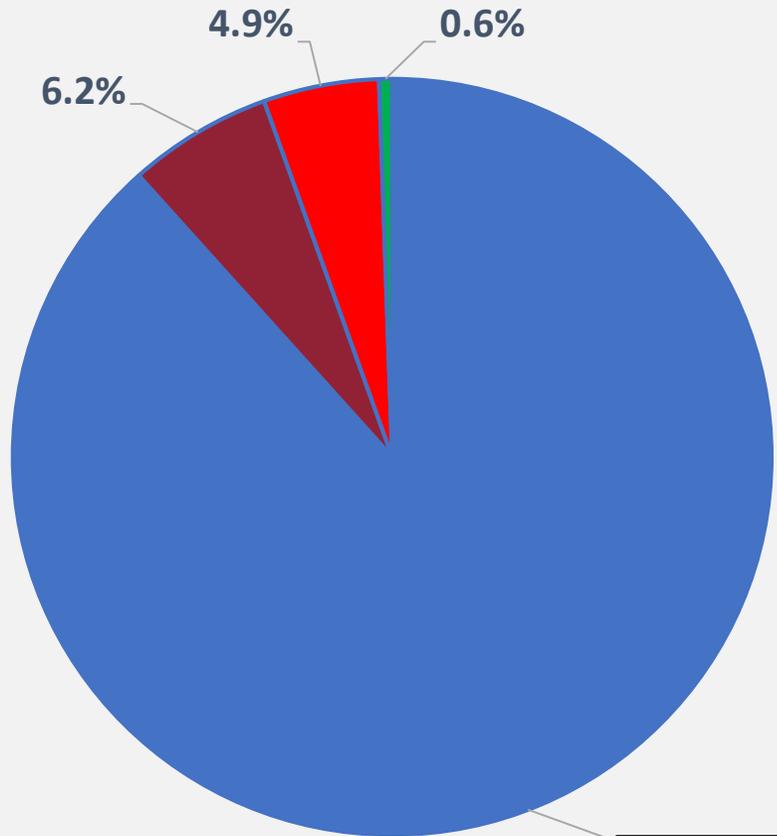
REVENUE FORECAST

- Revenue projections identify the funds that will be available
- Identify revenue trends and anomalies
- Massachusetts requires each community to adopt a balanced budget
 - Goal is a balanced budget at Annual Town Meeting
 - Revenue forecast is first piece of balanced budget

REVENUES

Four major categories of revenues:

- **Real Estate & Personal Property Taxes: 88.4%**
- **Intergovernmental Aid: 6.2%**
- **Local Receipts: 4.9%**
- **Other Available Funds: <1%**

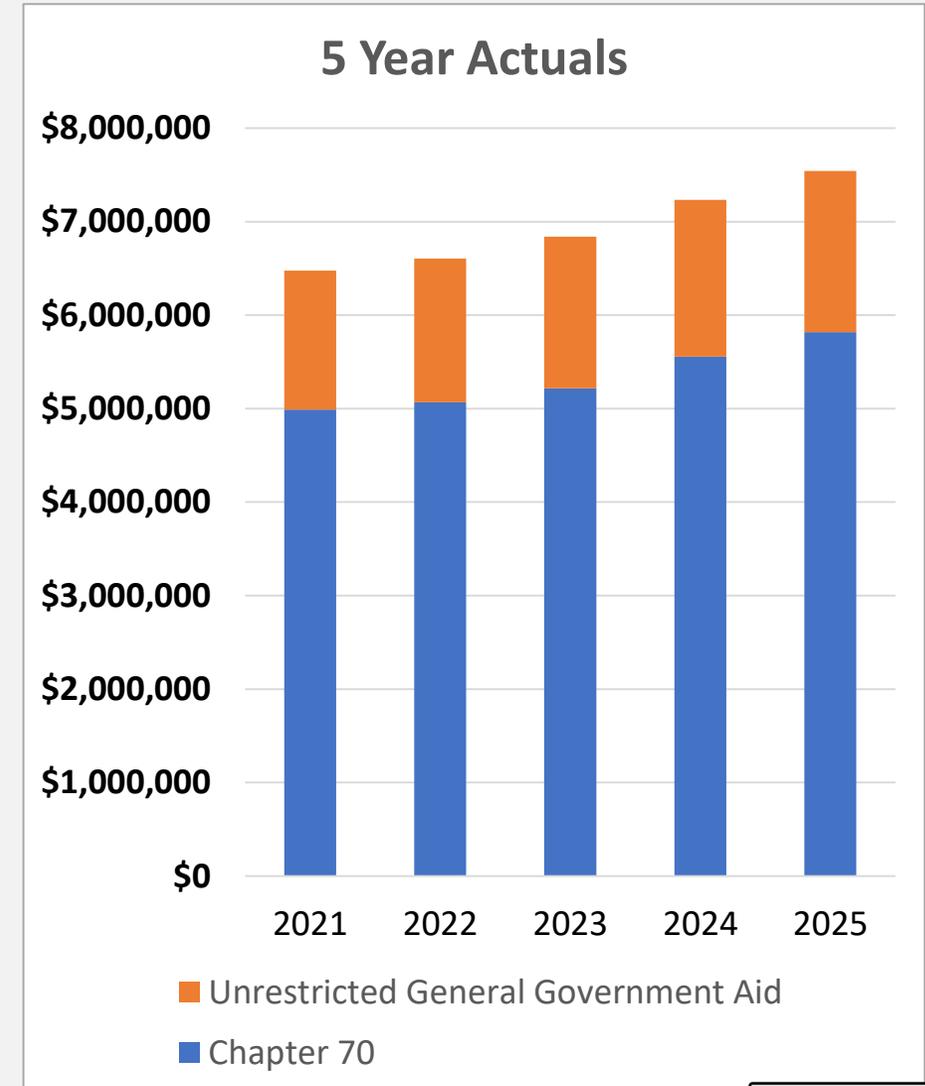


REAL ESTATE & PERSONAL PROPERTY TAXES

- 88.4% of revenues
- Largest portion of revenues
- The tax levy is the amount raised through property tax:
 - Increases 2 ½% annually + new growth: Proposition 2 ½
- Can raise more than 2 ½% through three mechanisms:
 - New Growth (Taxes attributed to the value of new construction and added permanently to the tax levy limit)
 - Debt/Capital Exclusions (Temporary increase to tax levy limit)
 - Operating Override (Permanent increase to tax levy limit)

INTERGOVERNMENTAL AID

- 6.2% of revenue
- Comprised of 2 main components
 - Chapter 70 Education Aid
 - Unrestricted General Government Aid (UGGA)
- Smaller aid categories: Libraries, Veterans, PILOT, etc.
- Varies from year to year
- First indication of State aid to cities and towns is in January
- Not settled until State budget is adopted: Summer 2025



LOCAL RECEIPTS

- 4.9% of revenues
- Locally generated revenue including but not limited to:
 - Motor Vehicle Excise Tax
 - Licenses & Permits
 - Meals and Lodging Excise Taxes
 - Penalties & Interest
 - Investment income
 - Payments in Lieu of Taxes (PILOT)
- Conservatively budgeted: mitigate for unanticipated fluctuations

OTHER AVAILABLE FUNDS

- Smallest revenue source: less than 1% of revenues
- Comprised of actual revenues already received: ambulance receipts and solar energy revolving fund
- Can vary from year to year

EXPENDITURE FORECAST

- Expenses include:
 - Education: SPS, LSRHS, Vocational
 - General Government
 - Public Safety
 - Public Works
 - Human Services
 - Culture and Recreation
 - Employee Benefits
 - Other and transfers
 - OPEB
 - Debt Service
 - Capital

WHAT DRIVES BUDGETARY INCREASES

- Fixed costs
 - Health and PC&L insurance, pension obligations, debt service
- Personnel
 - Unionized employees: 7 bargaining units
 - Non-union employees
 - New Positions
- Non-personnel contracts: fuel, utilities, materials, vendor costs
- Increased services: changes in priorities, population, demographics, state/federal mandates, and by-law changes.

EXPENDITURE FORECAST

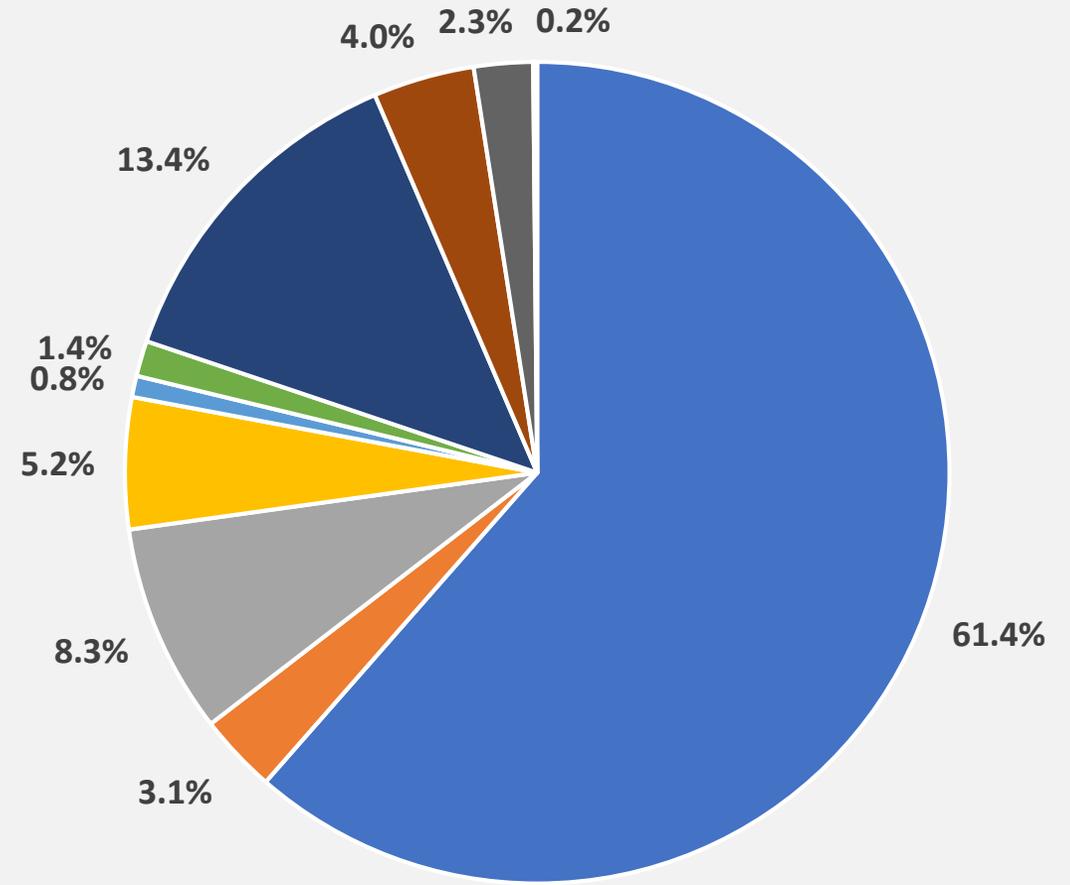
- The forecast reflects
 - Known contractual increases for services and personnel
 - Software licenses
 - Vendor contracts
 - Settled Contracts – DPW, Supervisors, Police Lieutenants & Sergeants
 - In Negotiations – Police Patrol, Firefighters & Engineers
 - In negotiations - SPS and LSRHS
 - Informed estimates for all other expenditures
 - Materials
 - Fuel
 - Services

EXPENDITURES (FY24 – FY26)

	FY24 Actual	FY25 Budget	FY26 Projected	Percentage Increase
Education - SPS	\$ 44,029,869	\$ 45,785,871	\$ 47,159,447	3.00%
Education - LS	28,537,698	29,497,481	30,252,405	2.56%
Education - Vocational	193,961	450,000	400,000	-11.11%
General Government	3,388,604	3,817,526	3,966,885	3.91%
Public Safety	10,005,847	10,172,288	10,527,675	3.49%
Public Works	5,965,018	6,370,755	6,485,431	1.80%
Human Services	863,586	1,031,178	1,057,319	2.54%
Culture & Recreation	1,614,791	1,716,739	1,798,816	4.78%
Total Town Departments	\$ 94,599,374	\$ 98,841,838	\$ 101,647,978	2.84%
Reserve Fund	\$ -	\$ 300,000	\$ 300,000	0.00%
Town-Wide Operating	168,756	191,205	216,618	13.29%
Transfers	4,293,163	10,100	10,100	0.00%
Debt Service	3,093,132	4,897,465	4,969,223	1.47%
State & County Charges	260,525	310,312	320,397	3.25%
Employee Benefits (Town and SPS)	12,917,567	15,925,519	17,124,579	7.53%
Property & Liability Insurance	484,891	561,895	626,808	11.55%
OPEB Trust Contr (Town and SPS)	-	650,000	650,000	0.00%
TOTAL OPERATING BUDGET	\$ 115,817,408	\$ 121,688,334	\$ 125,865,703	3.43%
<i>Capital (Operating Budget)</i>	\$ 728,525	\$ 1,578,697	\$ 1,300,000	-17.65%
TOTAL EXPENDITURES	\$ 116,545,933	\$ 123,267,031	\$ 127,165,703	3.16%

EXPENDITURES – FY25 BUDGET

- Education (61.4%)
- General Government (3.1%)
- Public Safety (8.3%)
- Public Works (5.2%)
- Human Services (.8%)
- Culture & Recreation (1.4%)
- Employee Benefits & Property Liability Insurance (13.4%)
- Debt Service (4%)
- Transfer, State Charges, OPEB, Capital, Reserve Fund (2.3%)
- Town-Wide Operating (.2%)



Attachment 8.a: 2024 Financial Condition and Forecast 11-19-24 (6410 : Financial

EXPENDITURES – FY25 BUDGET

<u>Department/Budget</u>	<u>FY25 Budget</u>	<u>% of Budget</u>
Education	\$ 75,733,352	61.4%
Employee Benefits & Property Liability Insurance	16,487,414	13.4%
Public Safety	10,172,288	8.3%
Public Works	6,370,755	5.2%
Debt Service	4,897,465	4.0%
General Government	3,817,526	3.1%
Transfer, State Charges, OPEB, Capital, Reserve Fund	2,849,109	2.3%
Culture & Recreation	1,716,739	1.4%
Human Services	1,031,178	0.8%
Town-Wide Operating	191,205	0.2%
Total	<u><u>\$ 123,267,031</u></u>	

FORECAST SENSITIVITY – BALANCE BUDGET

- Under the current projections and using similar budget guidance for FY26 - FY28 as was given for FY25, the projected budgets shows a deficit in FY27 of \$678K and FY28 of \$2.3M.
- The following chart shows the impact of a reduced Budget Guidance for FY27 and FY28 to address the deficits in FY27 & FY28.
- This guidance does not allow us to address any of the identified needs and is likely to result in service impacts

REDUCED GUIDELINES – BALANCE BUDGET

<u>REVENUES</u>	FY26 Projected	FY27 Projected	FY28 Projected
Real Estate/Personal Property Taxes	\$ 112,311,452	\$ 115,164,295	\$ 118,264,766
State Aid	7,890,000	8,006,000	8,124,000
MEDICAID Reimbursement	98,251	98,251	98,251
Local Receipts	6,171,000	6,414,000	6,427,000
Transfers	695,000	680,000	680,000
TOTAL REVENUES	\$ 127,165,703	\$ 130,362,546	\$ 133,594,017
<u>EXPENDITURES</u>			
Education - SPS	\$ 47,159,447	\$ 48,338,433	\$ 49,063,510
Education - LS	30,252,405	30,580,715	31,039,426
Education - Vocational	400,000	400,000	400,000
General Government	3,966,885	4,122,166	4,239,182
Public Safety	10,527,675	10,924,121	11,385,722
Public Works	6,485,431	6,674,430	6,814,678
Human Services	1,057,319	1,104,621	1,136,900
Culture & Recreation	1,798,816	1,863,418	1,898,694
Total Town Departments	\$ 101,647,978	\$ 104,007,904	\$ 105,978,112
Reserve Fund	\$ 300,000	\$ 300,000	\$ 300,000
Town-Wide Operating	216,618	228,185	240,276
Transfers	10,100	10,100	10,100
Debt Service	4,969,223	4,717,429	4,611,035
State & County Charges	320,397	330,810	341,561
Employee Benefits (Town and SPS)	17,124,579	18,362,723	19,755,106
Property & Liability Insurance	626,808	655,395	707,827
OPEB Trust Contr (Town and SPS)	650,000	650,000	650,000
<i>Capital (Operating Budget)</i>	<i>1,300,000</i>	<i>1,100,000</i>	<i>1,000,000</i>
TOTAL EXPENDITURES	\$ 127,165,703	\$ 130,362,546	\$ 133,594,017
Net Surplus / Deficit	\$ (0)	\$ 0	\$ (0)

Attachment 8.a: 2024 Financial Condition and Forecast 11-19-24 (6410 : Financial

REDUCED - BALANCE BUDGET % INCREASE

Revenue	FY26	FY27	FY28
Real Estate & Personal Property	2.97%	2.54%	2.69%
State Aid	2.53%	1.47%	1.47%
Local Receipts	10.69%	3.94%	0.20%
Ambulance Receipts & Other Transfers	-15.75%	-2.16%	0.00%
Total	<u>3.16%</u>	<u>2.51%</u>	<u>2.48%</u>
Expenditures	FY26	FY27	FY28
Education - SPS	3.00%	2.50%	1.50%
Education - LS	2.56%	1.09%	1.50%
Education - Vocational	-11.11%	0.00%	0.00%
Town Departments	3.15%	3.58%	3.19%
Reserve Fund	0.00%	0.00%	0.00%
Town-Wide Operating and Transfers	13.29%	5.34%	5.30%
Town Debt Service	1.47%	-5.07%	-2.26%
State & County Charges	3.25%	3.25%	3.25%
Employee Benefits (Town and SPS)	7.53%	7.23%	7.58%
Property Liability Insurance	11.55%	4.56%	8.00%
OPEB Trust Contribution (Town and SPS)	0.00%	0.00%	0.00%
Total Operating Budget	<u>3.43%</u>	<u>2.70%</u>	<u>2.58%</u>
<i>Capital (Operating Budget)</i>	-17.65%	-15.38%	-9.09%
Total	<u>3.16%</u>	<u>2.51%</u>	<u>2.48%</u>

OVERRIDE BUDGET - \$3M IN FY27

<u>REVENUES</u>	FY26 Projected	FY27 Projected	FY28 Projected	FY29 Projected	FY30 Projected
Real Estate/Personal Property Taxes	\$ 112,311,452	\$ 118,164,295	\$ 121,339,766	\$ 124,773,260	\$ 128,292,591
State Aid	7,890,000	8,006,000	8,124,000	8,286,480	8,452,210
MEDICAID Reimbursement	98,251	98,251	98,251	98,000	98,000
Local Receipts	6,171,000	6,414,000	6,427,000	6,427,000	6,427,000
Transfers	695,000	680,000	680,000	680,000	680,000
TOTAL REVENUES	\$ 127,165,703	\$ 133,362,546	\$ 136,669,017	\$ 140,264,740	\$ 143,949,801
 <u>EXPENDITURES</u>					
Education - SPS	\$ 47,159,447	\$ 48,574,231	\$ 50,031,457	\$ 51,532,401	\$ 53,078,373
Education - LS	30,252,405	30,731,977	31,653,936	32,603,554	33,581,661
Education - Vocational	400,000	400,000	400,000	400,000	400,000
General Government	3,966,885	4,139,351	4,307,576	4,436,803	4,569,907
Public Safety	10,527,675	10,931,956	11,542,386	11,888,658	12,245,317
Public Works	6,485,431	6,682,041	6,895,908	7,102,785	7,315,869
Human Services	1,057,319	1,109,447	1,156,776	1,191,479	1,227,224
Culture & Recreation	1,798,816	1,871,866	1,931,070	1,989,002	2,048,672
Total Town Departments	\$ 101,647,978	\$ 104,440,869	\$ 107,919,109	\$ 111,144,682	\$ 114,467,023
Reserve Fund	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Town-Wide Operating	216,618	228,185	242,406	249,678	257,169
Transfers	10,100	10,100	10,100	10,100	10,100
Debt Service	4,969,223	4,717,429	4,611,035	4,501,000	4,450,000
State & County Charges	320,397	330,810	341,561	351,808	362,362
Employee Benefits (Town and SPS)	17,124,579	18,387,091	19,781,766	21,067,581	22,436,974
Property & Liability Insurance	626,808	676,953	731,109	778,631	829,242
OPEB Trust Contr (Town and SPS)	650,000	650,000	650,000	650,000	650,000
Capital Expenditures	1,300,000	1,300,000	1,300,000	1,200,000	1,200,000
TOTAL EXPENDITURES	\$ 127,165,703	\$ 131,041,437	\$ 135,887,086	\$ 140,253,480	\$ 144,962,869
Net Surplus / Deficit	\$ (0)	\$ 2,321,109	\$ 781,931	\$ 11,260	\$ (1,013,068)

\$3M OVERRIDE – TAX IMPACT

Assessed Value	Current Residential Tax Bill	Estimated Residential Tax Bill	Annual Increase Residential	Current CIP Tax Bill	Estimated CIP Tax Bill	Annual Increase CIP
\$550,000	\$8,036	\$8,266	\$231	\$11,638	\$11,968	\$330
\$650,000	\$9,497	\$9,769	\$273	\$13,754	\$14,144	\$390
\$750,000	\$10,958	\$11,273	\$316	\$15,870	\$16,320	\$450
\$850,000	\$12,419	\$12,776	\$358	\$17,986	\$18,496	\$510
\$950,000	\$13,880	\$14,279	\$400	\$20,102	\$20,672	\$570
\$1,050,000	\$15,341	\$15,782	\$442	\$22,218	\$22,848	\$630
\$1,150,000	\$16,802	\$17,285	\$484	\$24,334	\$25,024	\$690
\$1,250,000	\$18,263	\$18,788	\$526	\$26,450	\$27,200	\$750
\$1,350,000	\$19,724	\$20,291	\$568	\$28,566	\$29,376	\$810
\$1,450,000	\$21,185	\$21,794	\$610	\$30,682	\$31,552	\$870
\$1,550,000	\$22,646	\$23,294	\$649	\$32,798	\$33,728	\$930

Sudbury Average House Value: \$1,082,000

FORECAST SENSITIVITY

There are many variables that could impact both revenues and expenditures for future years. This projection is intended to be used by Town Management for financial planning. Please be cautioned that these are projections and should not be relied upon by any resident, committee or commission.

IDENTIFIED NEEDS

- Human Resources: HR Coordinator
- Police Department: Sergeant
- Fire Department: Fire Inspector/Fire Prevention Officer
- Senior Center: Additional support staff, additional hours
- Goodnow Library: Program staff, additional hours
- Park & Recreation: Assistant Director
- Transportation/GoSudbury/CatchConnect
- Facilities: HVAC Technician, additional staff for Fairbank
- DPW: GIS Coordinator

Prepare for retirements and other transitions

LONG TERM SUSTAINABILITY

Challenge: Coalesce around a long term plan for sustainable operating and capital budgets

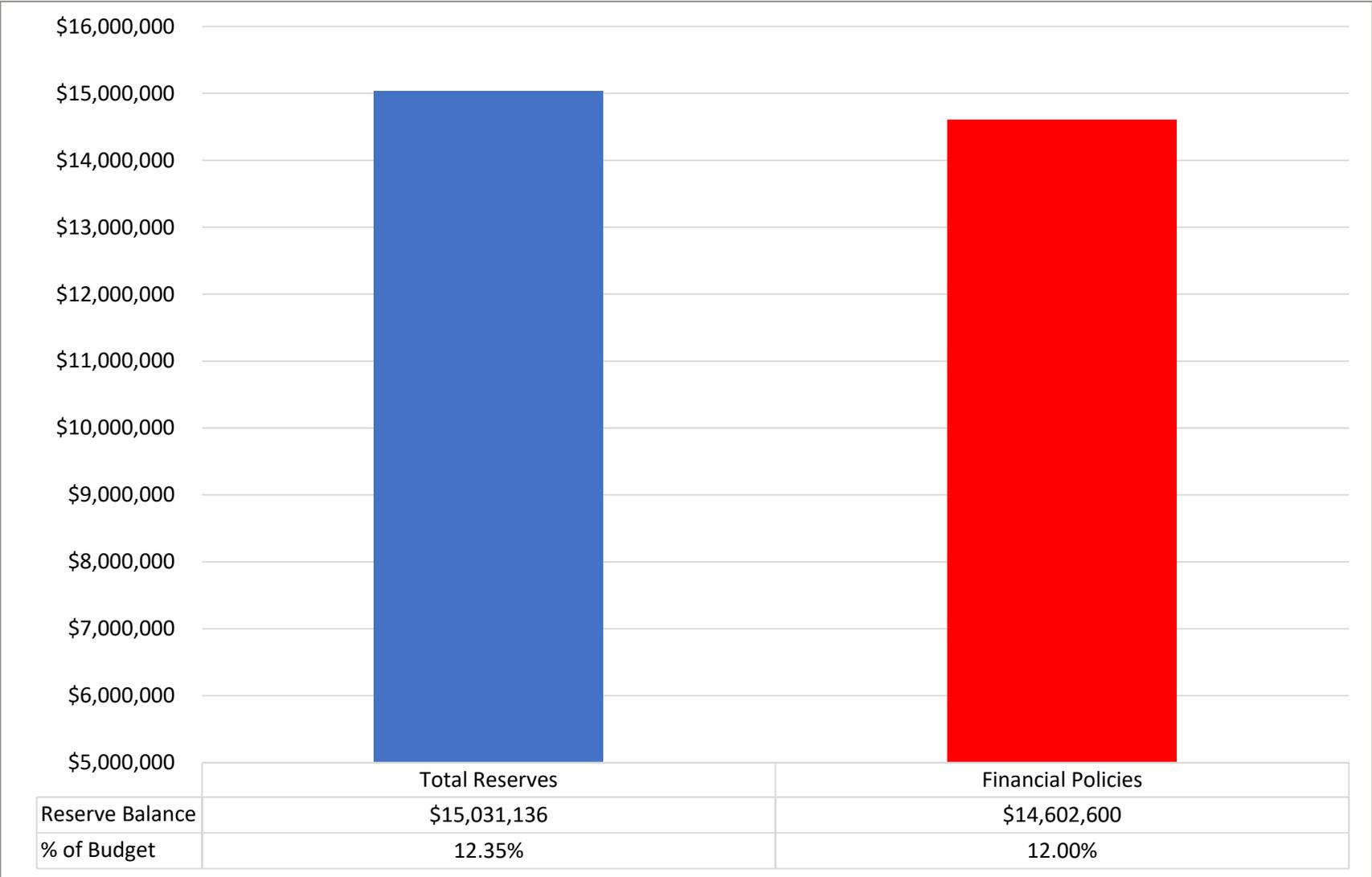
Chart a path that positions us to thrive as one community

“If you want to go fast, go alone; if you want to go far, go together.” African proverb

FINANCIAL POLICIES

- Maintain its reserves so as to have budgetary flexibility for unexpected events and significant disruptions in revenue-expenditure patterns, and to provide a source of available funds for future capital expenditures.
- Town will strive to maintain overall reserves in the level of 10-12% of the prior year General Fund Budgets.
- These reserves are comprised of the general stabilization fund, special purpose stabilization funds and free cash target.

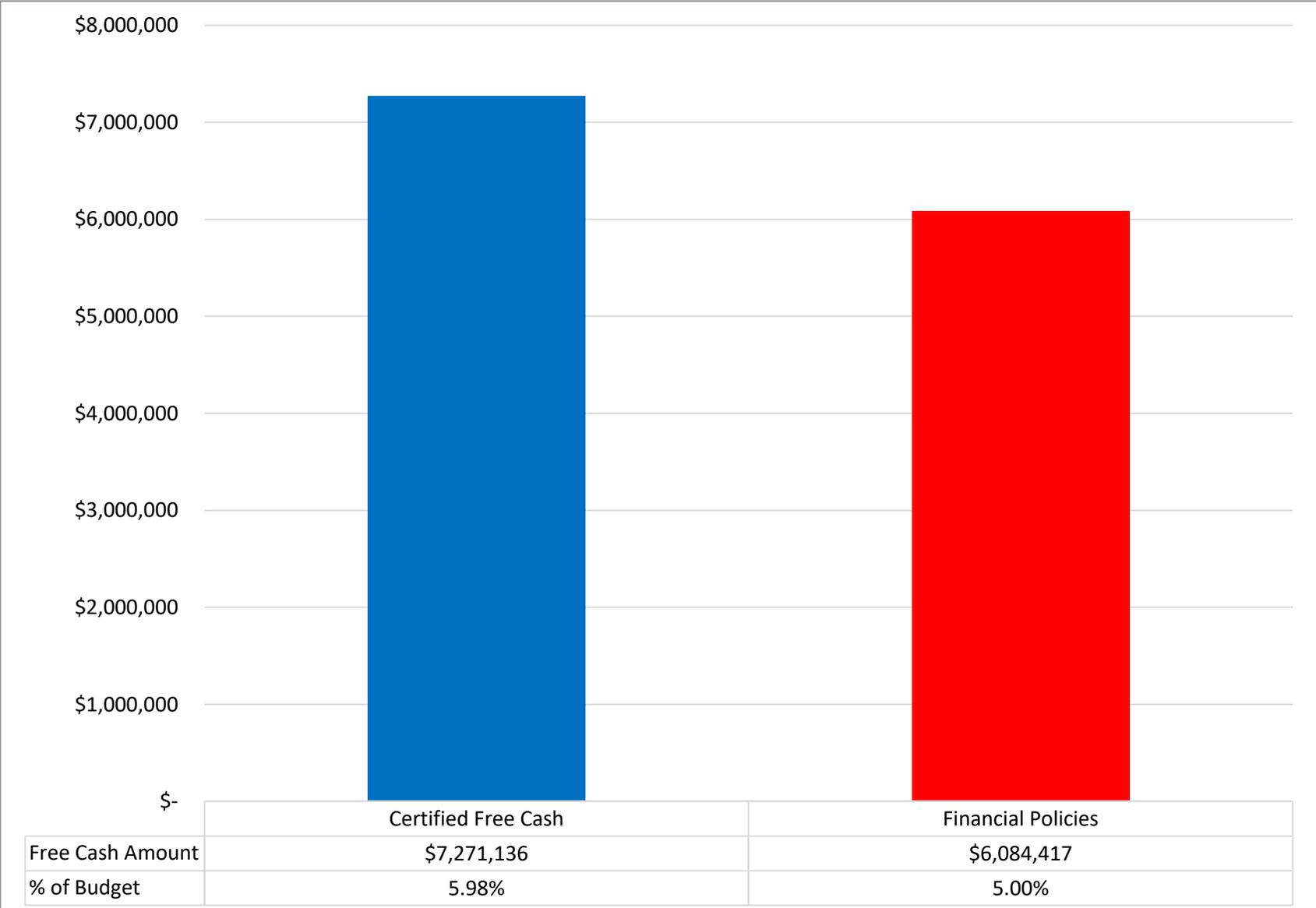
FINANCIAL POLICIES – TOTAL RESERVES



FINANCIAL POLICIES – FREE CASH

- Maintain free cash in the range of 3-5% of the prior years General Fund Budget.
- To achieve this, the Finance Director shall assist the Town Manager in proposing budgets with conservative revenue projections, and department heads shall manage their appropriation to produce excess income and budget turnback's.
- Any excess above 5% of the General Fund should be appropriated to reserves, to offset unfunded liabilities, or to set aside for existing debt.

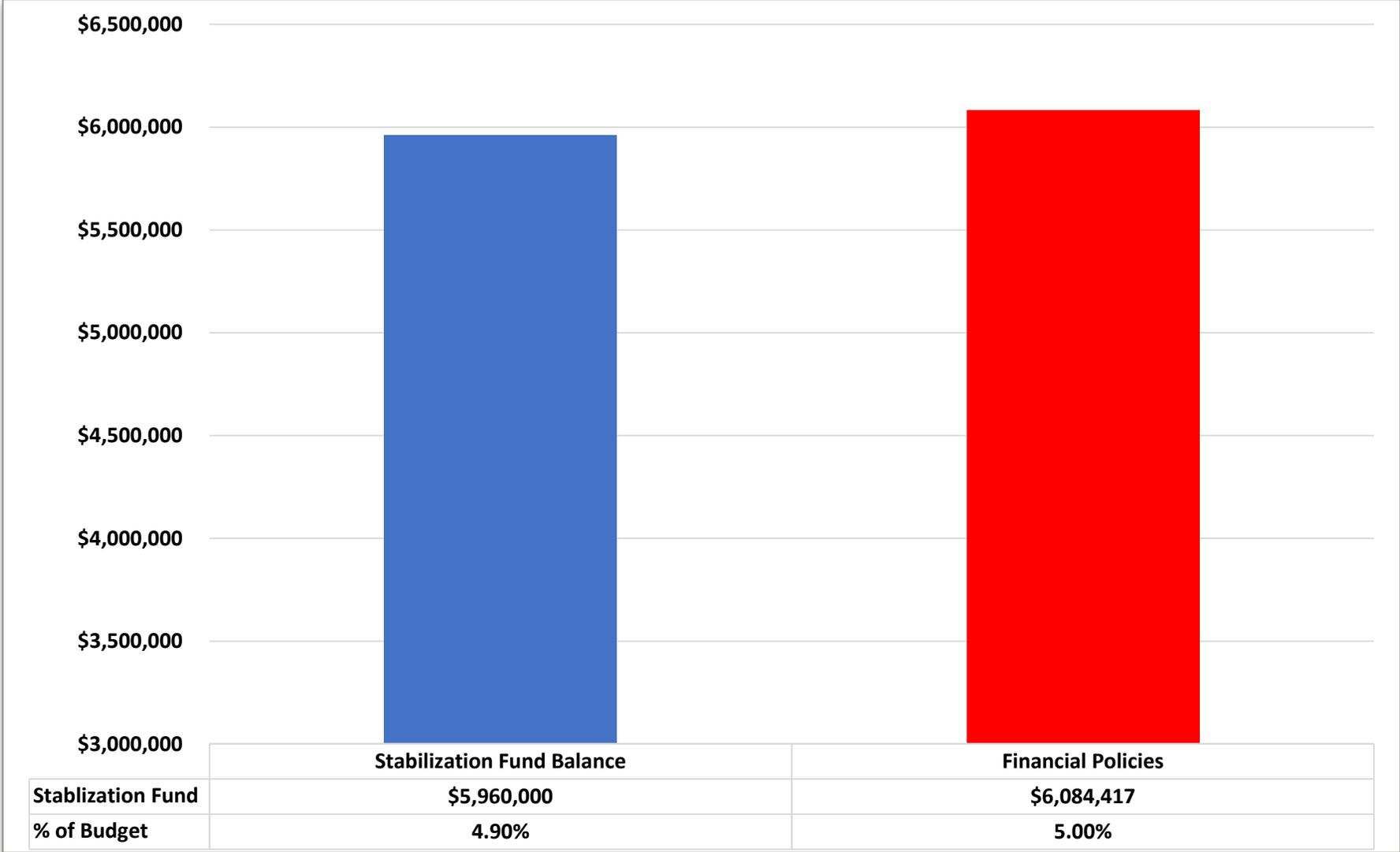
FINANCIAL POLICIES – FREE CASH



FINANCIAL POLICIES – STABILIZATION FUND

- Maintain a minimum balance of 5% of the prior years' General Fund Budget in its general stabilization funds.
- Withdrawals from general stabilization should only be used to mitigate emergencies or other unanticipated events that cannot be supported by the General Fund appropriations.
- When possible, withdrawals of the funds should only be limited to the amount available above the 5% minimum reserve target level, and should be limited to 1/3 of the general stabilization fund balance at one time.

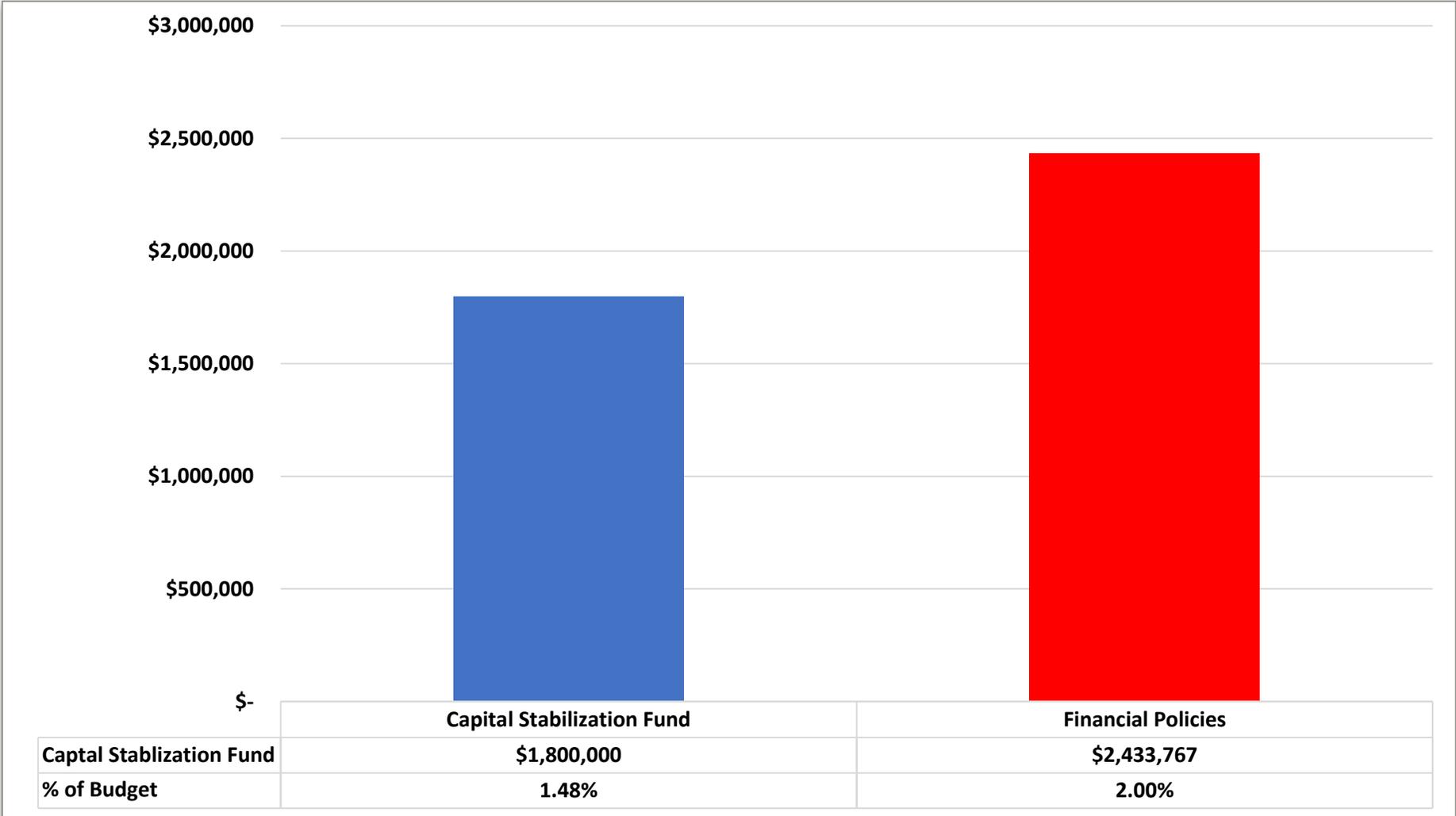
FINANCIAL POLICIES – STABILIZATION FUND



FINANCIAL POLICIES – CAPITAL STABILIZATION

- Maintain a minimum balance of 2% of the prior years' General Fund Budget in its capital stabilization funds.
- Target balance should be sufficient to cover the Town's cash outlay for capital.
- Withdrawals from the Capital Stabilization Fund should be avoided until the target balance has been achieved.
- Town will seek to make annual contributions to the fund until the target balance is achieved.

FINANCIAL POLICIES – CAPITAL STABILIZATION



LONG TERM SUSTAINABILITY

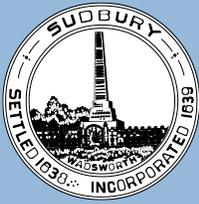
Challenge: Coalesce around a long term plan for sustainable operating and capital budgets

Chart a path that positions us to thrive as one community

“If you want to go fast, go alone; if you want to go far, go together.” African proverb

Thank you

Questions and discussion



MISCELLANEOUS (UNTIMED)

9: Sewataro financials

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discussion of Camp Sewataro financials

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

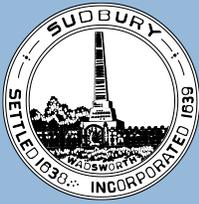
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

11/19/2024 7:00 PM



SUDBURY SELECT BOARD
Tuesday, November 19, 2024

MISCELLANEOUS (UNTIMED)

10: ARPA update

REQUESTOR SECTION

Date of request:

Requestor: Town Manager Sheehan

Formal Title: ARPA update - return surplus ARPA funds and/or allocate ARPA funds

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

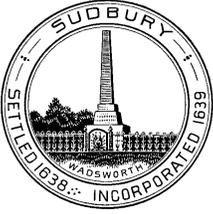
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

11/19/2024 7:00 PM



Andrew J. Sheehan
Town Manager

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

278 Old Sudbury Road
Sudbury, MA 01776-1843
Tel: 978-639-3381
Fax: 978-443-0756
Email: townmanager@sudbury.ma.us

MEMORANDUM

TO: Select Board
FROM: Andrew J. Sheehan, Town Manager
DATE: November 19, 2024
SUBJ.: ARPA Funding: Return of Funds and New Obligations

For the past several months we have been working with departments to close out ARPA-funded projects, identify funds that can be returned, and plan for the obligation of remaining available ARPA monies.

The US Treasury recently amended its guidance around “obligation”. As part of that guidance, it allows for inter-agency grant agreements whereby funds can be obligated to internal parties, such as Town departments or committees. This satisfies the obligation of funds by 12/31/24 which then must be expended by 12/31/26. Town Counsel prepared a sample agreement that we have modified for two internal partners, the Sudbury 250 Committee and Sudbury Transportation Committee. A vote of the Board is required to execute each of these grant agreements.

VOTE: Move to authorize the Town Manager to enter into an ARPA grant agreement with the Sudbury 250 Committee in the amount of \$25,000.

VOTE: Move to authorize the Town Manager to enter into an ARPA grant agreement with the Sudbury Transportation Committee in the amount of \$17,000.

Several prior obligations still have funds to be expended; these funds will be expended between now and December 31, 2026. This is consistent with US Treasury requirements.

Several other obligations are complete and unexpended funds need to be returned to the unallocated category. These include the following:

- Police Medical Equipment: \$6,232.64
- Park & Recreation Department van: \$14,467.50
- Fire Station #2: \$403,812.15

I recommend the Board take the following vote to deallocate these funds:

VOTE: Move to return the following ARPA funds totaling \$424,512.29 to the unobligated category so said funds can be obligated to other ARPA-eligible uses:

- Police Medical Equipment: \$6,232.64
- Park & Recreation Department van: \$14,467.50

- Fire Station #2: \$403,812.15

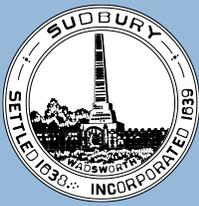
With the actions described herein, there is a balance of \$490,891.63 available to be obligated. I recommend the items on the following page listed in order of priority. As requested by the Board, I identified a number of other expenditures that are not able to be accommodated.

A vote of the Board is needed to obligate the remaining funds. A sample motion is:

VOTE: Move to obligate ARPA funds totaling \$492,000 as described in the Town Manager's memo dated November 19, 2024.

Sudbury Public Schools: Feasibility study for the Haynes School roof replacement project associated with MSBA Accelerated Repair Program	100,000.00
Planning & Community Development: Additional funds for Economic Development consultant	15,000.00
Camp Sewataro: Audit of financial statements	25,000.00
Conservation Department: Replace recently inoperable Land Management vehicle (F150 or similar)	50,000.00
Finance Department: Replace postage machine	15,000.00
Fire Department: replace life pack	64,000.00
Additional funds for GoSudbury and other transportation programs	135,000.00
Department of Public Works: Pick-up truck with plow; replaces 2015 F250	88,000.00
Total	492,000.00
Unallocated	490,891.63
Balance	(1,108.37)
Other items that were considered - no particular order	
DPW Engineering Division: Total Survey Station	55,000.00
DPW: Brush chipper; replaces 2004 Bandit Chipper	99,000.00
DPW Parks Division: Multi-use off-road tractor	32,500.00
Fire Department: replace life packs (FY27 and FY28 capital requests) @ \$64,000 each year	128,000.00
Conservation Department: Replace second Land Management vehicle	60,000.00
Total - other	374,500.00

Attachment 10.a: ARPA memo 2024-11-19 (6335 : ARPA update)



SUDBURY SELECT BOARD
Tuesday, November 19, 2024

MISCELLANEOUS (UNTIMED)

11: Maynard Kanso 40B

REQUESTOR SECTION

Date of request:

Requestor: Adam Burney

Formal Title: Discussion and possible vote on request for comments from Massachusetts Housing Partnership (MHP) on the Kanso Maynard 40B multifamily housing project (cont. from 11/6).

Recommendations/Suggested Motion/Vote: Discussion and possible vote on request for comments from Massachusetts Housing Partnership (MHP) on the Kanso Maynard 40B multifamily housing project (cont. from 11/6).

Background Information:

attached documents

Also refer to application: <https://www.townofmaynard-ma.gov/536/3854/Maynard-Kanso-40B-2024>

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

11/19/2024 7:00 PM



**Massachusetts
Housing
Partnership**

160 Federal Street
Boston, Massachusetts 0
Tel: 617-330-9955
Fax: 617-330-1919

October 28, 2024

VIA email: selectboard@sudbury.ma.us

Jennifer Roberts, Chair
Sudbury Select Board
278 Old Sudbury Road
Sudbury, MA 01776

Re: 182 Parker Street (the "Property")

Dear Ms. Roberts:

Please be advised that Massachusetts Housing Partnership ("MHP") has received a request for a determination of Project Eligibility from Maynard Kanzo LLC, (Avalon Bay Communities) for the subject Property. As currently proposed, the development will consist of two hundred (200) residential rental units, of which fifty (50) units would be affordable to households at eighty percent (80%) of median income. As set forth in an as-is appraisal performed by CBRE dated October 17, 2024, a portion of the Property is located in Sudbury. All buildings, site improvements and otherwise disturbed areas will be located on land located in the Town of Maynard.

Maynard Kanzo, LLC has requested this determination of Project Eligibility as it relates to MHP's Permanent Rental Financing Program, which provides for up to a 20-year fixed-rate first mortgage loan and requires the owner of the development to execute an Affordable Housing Restriction, filed with the Middlesex Registry of Deeds, which would remain in effect for a minimum of 30 years. The affordability program proposed by the applicant would meet MHP's minimum affordability requirements. Other funders, or the Town of Maynard, may require that the affordability requirements remain in effect after the initial 30- year term.

Detailed written comments on the proposal from Adam Burney, Director of Planning and Development for the Town of Sudbury were provided to MHP with the Town of Maynard's comments, received October 21, 2024. We would welcome any additional comments that you may have about this proposed development that would assist us as we consider the applicant's request.

The comprehensive permit regulations require subsidizing agencies such as MHP to make the findings as set forth on the attachment to this letter in order to make a determination of Project Eligibility; any comments you can provide relevant to these matters would be especially helpful.

Please send any comments to my attention within the next thirty (30) days at klacy@mhp.net.

Sincerely,

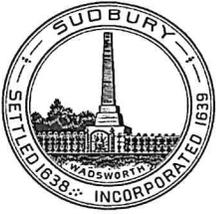


Katy Lacy, Senior Planner

cc: Adam Burney, Director of Planning and Community Development

760 CMR 56.04(4) Findings in Determination of Project Eligibility

- (a) that the proposed Project appears generally eligible under the requirements of the housing subsidy program, subject to final approval under 760 CMR 56.04(7);
- (b) that the site of the proposed Project is generally appropriate for residential development, taking into consideration information provided by the municipality or other parties regarding municipal actions previously taken to meet affordable housing needs, such as inclusionary zoning, multifamily districts adopted under M.G.L. c.40A, and overlay districts adopted under M.G.L. c.40R, (such finding, with supporting reasoning, to be set forth in reasonable detail);
- (c) that the conceptual project design is generally appropriate for the site on which it is located, taking into consideration factors that may include proposed use, conceptual site plan and building massing, topography, environmental resources, and integration into existing development patterns (such finding, with supporting reasoning, to be set forth in reasonable detail);
- (d) that the proposed Project appears financially feasible within the housing market in which it will be situated (based on comparable rentals or sales figures).
- (e) that an initial pro forma has been reviewed, including a land valuation determination consistent with the Department's guidelines, and the Project appears financially feasible and consistent with the Department's guidelines for Cost Examination and Limitations on Profits and Distributions (if applicable) on the basis of estimated development costs;
- (f) that the Applicant is a public agency, a nonprofit organization, or a Limited Dividend Organization, and it meets the general eligibility standards of the housing program; and
- (g) that the Applicant controls the site, based on evidence that the Applicant or a related entity owns the site, or holds an option or contract to acquire such interest in the site, or has such other interest in the site as is deemed by the Subsidizing Agency to be sufficient to control the site.



Town of Sudbury

Planning & Community Development Department

Adam R. Burney, MPA, Director

Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776
978-639-3387
Fax : 978-639-3314

www.sudbury.ma.us/pcd
BurneyA@sudbury.ma.us

27 September 2024

Katharine Lacy
Massachusetts Housing Partnership
160 Federal Street
Boston, MA 02110

RE: Kanso Maynard

Dear Ms. Lacy:

Town of Sudbury Staff has reviewed the materials submitted the Kanso Maynard Project proposed at 182 Parker St. by AvalonBay Communities, INC. Based on this review and a number of comments received from constituents the Town of Sudbury would like to formally submit the following comments, questions, and concerns relative to the information provided in the application for Site Eligibility.

- The proposed location of the project includes ~5.75 acres of land in the Town of Sudbury. This property is substantially comprised of wetlands, including a riverine system. The proposed development does appear to leave these areas in a natural state, which the Sudbury supports. Any development of alteration of these parcels would require, at a minimum, filing with the Sudbury Conservation Commission.
- In addition to the aforementioned parcels there is an extensive wetland system that surrounds the proposed development site. Over the past 5 or more years there has been consistent, if not increasing, beaver activity in this area creating a substantially more saturation and flooding than in previous decades. There is apprehension about the further removal of habitat, the behavior of wildlife as a result, and the impacts of that behavior on real property in Sudbury and Maynard.
- The groundwater is known to be extremely high in this part of Sudbury. Residents have consistently reported frequently finding flooded basements with increasingly extensive volumes of water. Sudbury residents and staff are concerned about the impacts the introduction of numerous foundations into the ground will have on groundwater elevations. Specifically, that the reduced storage capacity will increase hydrostatic pressure on existing foundation and exacerbate the existing flooding issues and potentially creating new flooding conditions.
- The stormwater management BMPs shown on the conceptual plans are located in close proximity to the wetlands systems on-site. Due to the existing topography Town Officials are concerned about these BMPs having appropriate groundwater separation. Without the

appropriate separation to groundwater and the potential of the basins to be located with the seasonal highwater levels the aforementioned flooding and beaver activity has the potential to be substantially increased causing significant property damage.

- With the amount of ledge noted on the conceptual plans the proximal location of parking, buildings, and other disturbed areas to the retained forested areas raises questions about the topographic and soil conditions in these areas. Will the site preparation for construction require blasting? If so what will be the impact of the blasting/clearing activity on mature trees on the adjacent slopes? As the project plans become more developed it is critical that the applicant account for the retention and protection of as many mature trees in the areas adjacent to blasting and/or land clearing to aid in management of stormwater.
- It is the understanding of Sudbury Staff that the Town of Maynard may not have adequate public water capacity to provide such to the proposed project. What are the project proponents plans to provide domestic and fire protection water to this project? Additionally, the Town of Sudbury is aware that the Sudbury Water District has limited capacity remaining under its existing withdrawal permits from DEP. Furthermore, any alteration, extension, or modification to the Sudbury Water District would require action by the Annual Meeting and could not be represented as a guaranteed source of water until such vote had been taken and certified.
- If the Sudbury Water District is willing/able to provide water to the proposed development it is important that the Town of Sudbury be aware of what impacts may result from such a decision. For instance, are there wetland impacts with the installation of water lines to service the project? Will the withdrawal of water from well sites in Sudbury have effects on the surrounding wetlands? Will the provision of water reduce the available water to existing customers, especially in times of drought? Where will the effluent from this water usage be discharged and will that result in a net decrease in water available in the Hop Brook Watershed, which is a Coldwater Fishery?
- The Town of Sudbury Fire Department (SFD) has a long-standing and beneficial mutual aid relationship with the Town of Maynard. In calendar year 2023 the SFD responded to approximately 200 calls at Maynard Crossing (less than 1 mile north of the proposed project locus). This does not include any other mutual aid calls in Maynard and the Maynard Crossing development is not yet complete. The addition of 200 units of housing poses a noteworthy potential for the number of calls for service that the SFD responds to in the Town of Maynard to increase exponentially. Without some provision (financial or otherwise) for the Town of Maynard and/or the SFD to increase their response capacity this increase has the probable outcome of overloading both communities' public safety response creating a life-threatening situation.
- With limited public transportation in the area of the proposed development the new residents will likely be heavily dependent on personal vehicles for access to employment, entertainment, healthcare, and other services around the region. The Town of Sudbury is concerned about the impacts this will have on travel routes within the Town that are already inundated with traffic at peak hours. Due to the location of the proposed development it is likely that the residents commuting to points east will have to travel one

of 2 routes (Rt. 27 or Rt. 117) that traverse Sudbury. This is true whether these folks are trying to access the MBTA Commute Rail stations in Concord and Framingham or if they are driving to their final destination. Sudbury Staff feels that it is critical that if the project moves forward any traffic analysis include the intersection of Maynard and Hudson Roads in Sudbury for consideration of mitigation, including the necessity of a traffic signal. Additionally, any traffic study should, at a minimum, examine the impacts of the eastbound traffic from the site on the Rt. 117 corridor through the Town of Sudbury and explore if any mitigation is necessary.

As mentioned above these concerns are based on the Town of Sudbury's review of the information provided as part of the Site Eligibility Application and Staff's knowledge of the community and its municipal operations. If Site Eligibility is granted and a full Comprehensive Permit Application is filed with the Maynard Zoning Board of Appeals it is likely that the Town of Sudbury will follow up with additional comments, questions, and concerns based on the more detailed and complete information submitted as part of this filing.

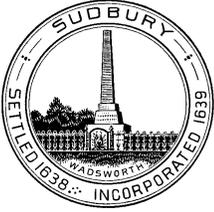
Thank you for the opportunity to outline the Town of Sudbury's concerns. It is the hope of staff that these items will provide insight into the significant challenges and potential flaws of locating a development of this nature on the proposed site.

Please do not hesitate to reach out to me if you wish to discuss any of these items or would like me to provide additional information.

Sincerely,



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



Town of Sudbury

Select Board
www.sudbury.ma.us/selectboard

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

Email: selectboard@sudbury.ma.us

November 19, 2024

Massachusetts Housing Partnership
 160 Federal Street
 Boston, Massachusetts 02110

Re: 182 Parker St., Maynard
 Kanso Maynard

Dear Ms. Lacy,

The Town of Sudbury Select Board appreciates the opportunity to comment on the Kanso Maynard Project proposed at 182 Parker St. by AvalonBay Communities, Inc., as part of the Massachusetts Housing Partnership's determination of Project Eligibility.

The Sudbury Select Board does not support this project as currently proposed. Evidence indicates that the development could increase flooding of existing homes and roads, impact the quality and quantity of the water supply, destroy natural habitat including damaging critical wetlands, and create multiple safety concerns. The safety concerns include traffic safety, and a too-high burden on both Sudbury and Maynard public safety departments, as well as flooding and water supply issues, which existing municipal budgets and infrastructure cannot safely accommodate. These issues are detailed in the memo provided by Sudbury Director of Planning and Community Development Adam Burney.

While the proposed housing would be built in the Town of Maynard, the development would include nearly 6 acres of land in the Town of Sudbury. Additionally, the impacts noted above would unquestionably have real, unavoidable, and negative impacts on Sudbury residents and their property. Please note:

- Currently, heavy precipitation can lead to flooding that makes some nearby roads in Sudbury, like Ironworks Road and Taintor Drive, impassable. This development and its impervious surfaces are expected to worsen these conditions.
- Currently, there are concerns that Maynard has inadequate water supply for this development. As Sudbury is nearing the withdrawal capacity of its own water supply, relying on Sudbury to subsidize water for this out-of-Town development is unwise for residents of both Towns.
- Currently, Sudbury provides a significant number – 200+ in 2023 – of mutual aid service calls in this area of Maynard. This may not be sustainable should another 200 units of housing be added to the area.

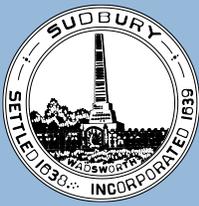
In sum, this development as proposed is infeasible, even accounting for significant subsidies from Sudbury in terms of water supply and public safety. These are resources we cannot commit

to external developments without endangering our own residents. It seems that should this proposal move forward, the public safety and water supply for residents of 82 Parker St. themselves would be in jeopardy. The only beneficiary in this case would be the private developer. Approving this project would be a mistake.

You should know that Sudbury supports the Massachusetts Housing Partnership's goals implementing innovative policy and financing solutions that provide affordable homes and better lives for the people of Massachusetts. This is evidenced by our 11.88% SHI level, a 2024 Town Meeting approval of the Chapter 40A so-called MBTA Communities Act, a 2020 Town Meeting approval of an Inclusionary Zoning bylaw, and a 2019 Town Meeting approval of a 40R district in North Sudbury. Sudbury has taken these actions to expand affordable housing opportunities in appropriately sized projects in appropriate locations. The proposed Kanso Maynard Project proposed at 182 Parker St. does not match these criteria. Please deny its determination of Project Eligibility.

Thank you for the opportunity to provide these comments,

Sudbury Select Board



SUDBURY SELECT BOARD
Tuesday, November 19, 2024

MISCELLANEOUS (UNTIMED)

12: ATM 2025 articles

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discuss potential 2025 Annual Town Meeting articles

Recommendations/Suggested Motion/Vote: Discuss potential 2025 Annual Town Meeting articles

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

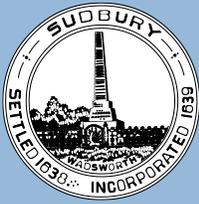
Review:

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

11/19/2024 7:00 PM

**MAY 5, 2025 ANNUAL TOWN MEETING
PRELIMINARY LIST OF ARTICLES TO BE CONSIDERED**

1. Trailside Drive/Bridle Path: extinguish pedestrian easement
2. Establish a Pension Stabilization Fund pursuant to GL c. 40, s. 5B and transfer from available funds a certain sum
3. Establish (revolving/special revenue/other) fund for Health Department Public Health Excellence grant
4. Establish Fairbank Community Center rental revolving fund
5. Amend General Bylaws, Chapter 68 Town Meetings, [for the purpose of efficiency and modernization]
6. Amend General Bylaws, Chapter 5, s. 5-3 Composition and Eligibility (of the Finance Committee) to clarify that Finance Committee members are prohibited from serving on other permanent boards/committees
7. Amend General Bylaws, Article 11 Capital Planning, consistent with the recommendations of the *Review of Capital Improvement Program*, April 2020, by the Division of Local Services
8. Adopt chapter 140 of the Acts of 2024 relative to tax titles
9. Adopt General Law Chapter 44, s. 63, sale or other disposal of realty; disposal of proceeds
10. Amend General Bylaws, Chapter 170-2, relative to fees for Weights & Measures to reflect increases in the Town's assessment



SUDBURY SELECT BOARD
Tuesday, November 19, 2024

MISCELLANEOUS (UNTIMED)

13: Select Board professional development

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discuss Select Board professional development

Recommendations/Suggested Motion/Vote: Discuss Select Board professional development

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

11/19/2024 7:00 PM

From: Dretler, Janie
Sent: Friday, November 1, 2024 1:22 PM
To: Roberts, Jennifer; Sheehan, Andy
Cc: Golden, Patricia
Subject: Professional Development for the Select Board

Hi Jen and Andy,

I would like to request that the Board receive Code of Conduct, Conflict of Interest, and Ethics training for the Select Board. My understanding is that KP Law can provide this training.

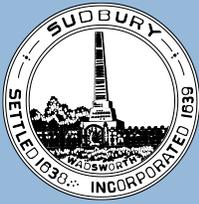
If you feel there needs to be a Board vote to request professional development, can this please be added to our agenda for discussion on Tuesday November 19?

Thank you very much.

Best regards,

Janie Dretler
Sudbury Select Board
Pronouns: she/her/hers ([Why pronouns?](#))

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



SUDBURY SELECT BOARD
Tuesday, November 19, 2024

MISCELLANEOUS (UNTIMED)

14: Upcoming agenda items

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Upcoming agenda items

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

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

11/19/2024 7:00 PM

POTENTIAL UPCOMING AGENDA ITEMS/MEETINGS

MEETING/EVENT	DESCRIPTION
Dec. 3	Annual Tax Classification Hearing
	Annual License Renewals
	Open Warrant and announce May 5, 2025 Annual Town Meeting; articles due by 12 Noon, Fri, 1/31/25
	Sudbury Farms Liquor license change of manager (public hearing)
Dec. 11, 7pm	Town Forum – hybrid meeting at Town Hall
Feb. 4, 2025	Accept Town Meeting articles submitted by 1/31
Feb. 20 (tentative)	Capital night to review ATM articles with FinCom and CIAC (to be confirmed)
Future items/date to be determined	Remote Meeting Policy
	Town Forum
	Sewataro audit and financials discussion
	FCC utilization and optimization
	Financial Policy review
	Facility condition assessment update
	Housing Production Plan (after planning board discussion votes)
	Combined Facilities working group update
	Economic Development Goal update
	ARPA update (every meeting through Dec. 2024)
	ADA transition plan
	Town Manager goals
	Curtis Middle School civics projects
	Quarterly meeting and update with key Select Board formed committees including Transportation Committee, DEIC, Sudbury 250 Committee, RTAC, E&S Committee, Cable Advisor, Memorial Day Committee, September 11 Committee. Other SB appointed committees include PBC, Ponds and Waterways, Housing Trust, HDC, ZBA, Traffic Safety Coordinating Committee, Board of Registrars, CIAC, COD, Cultural Council, Earth Removal Board, LARC, LEPC.
	Historical Commission follow-up re: Tercentenary Markers – discuss in late fall/winter
	KPI policy discussion follow up
	MWRA Expansion Study
	Liaison status update on LS agreement
	Broadacres Property: next steps
	Bike shuttle program
	Pets in cemeteries
	Quarterly review of approved Executive Session Minutes for possible release (February, May, August and November).
	Solar Panels
	Work Session with Town Counsel: Select Board/Town Manager Code of Conduct and other procedural training - Policy Subcommittee
	Mass Central Rail Trail: update on hand-off of the Eversource transmission line project to DCR for construction of MCRT

Attachment 14.a: Upcoming agenda.items 11.19.24 (6295 : Upcoming agenda items)

Wireless overlay district update