

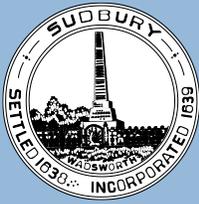
SUDBURY BOARD OF SELECTMEN
TUESDAY JULY 18, 2017
7:30 PM, TOWN HALL - LOWER LEVEL

Item #	Time	Action	Item
	7:30 PM		CALL TO ORDER
			Opening remarks by Chairman
			Reports from Town Manager
			Reports from Selectmen
			Citizen's comments on items not on agenda
TIMED ITEMS			
1.	7:35 PM		Chief Bill Miles to provide an update on construction planning for new Fire Station 2.
2.	8:00 PM		Discussion on Special Town Meeting Capital Articles. Jim Kelly, Facilities Director, to attend.
MISCELLANEOUS			
3.		<i>VOTE</i>	Vote on selection of Town Counsel.
4.		<i>VOTE</i>	Vote to approve sending letter to National Development requesting utility poles be placed underground along Route 20.
5.			Planning Board invited for discussion with Director of Planning and Community Development about Route 20 Complete Streets initiative involving potential utility line burial and wastewater conduit installation.
6.		<i>VOTE</i>	Request to authorize the Town Manager to sign the CrossTown Connect intermunicipal agreement, and request to allocate \$15,000 to fund this transportation pilot project from Sept. 2017 to August 2018, as requested by Sudbury Council on Aging/Deb Galloway. Alice Sapienza from COA to attend.
7.			Discussion on Landham Road Intersection improvement project.
8.		<i>VOTE</i>	Update on Septage Facility and potential vote to hire special town counsel.
9.			Discussion on future use of Melone property and next steps.

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.

Item #	Time	Action	Item
10.			Discussion on Marijuana Law and future Town Forum.
11.			Citizen's Comments (cont)
12.			Discuss future agenda items
CONSENT CALENDAR			
13.		<i>VOTE</i>	Vote to authorize the Town Manager to enter into a contract with Pros Consulting for \$50,000 for development of a feasibility study for the redevelopment of the Fairbank Community complex at 40 Fairbank Road.
14.		<i>VOTE</i>	Vote to appoint Greg Bochicchio, 36 Stearns Lane, to the Board of Registrars for a term ending 5/31/20, as requested by the Town Clerk.
15.		<i>VOTE / SIGN</i>	Vote to renew the Livery and Limousine License for AAA Limousine, Inc., 37 Union Avenue, and to approve rate schedule as provided, subject to approval of individual driver licenses and satisfactory vehicle inspections by the Police Dept., said licenses to expire on June 30, 2018.
16.		<i>VOTE</i>	Vote to appoint Madeline Gelsinon, 520 Concord Road, as a member of the Agricultural Commission for a term ending 5/31/20, as recommended by Laura Abrams, Chair.
17.		<i>VOTE</i>	Vote whether to appoint Election Officers for a one-year term, commencing August 15, 2017 and ending August 14, 2018, as recommended by the Democratic and Republican Town Committee Chairmen and the Town Clerk. Selectman Simon is requested to abstain from voting on the appointment of Gail-Ann Simon.
18.		<i>VOTE</i>	Vote to approve award of contract by the Town Manager to Tighe & Bond of Westwood, MA for a culvert management program as set forth in their Engineering Services proposal dated June 22, 2017, in the amount of \$34,900, as requested by the DPW Director.
19.		<i>VOTE / SIGN</i>	Vote to authorize the Town Manager to sign Memorandum of Understanding with the Town of Lincoln to cover cost of student transportation to Minuteman High School.
20.		<i>VOTE</i>	Vote to approve the regular session minutes of 6/27/17.

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.



SUDBURY BOARD OF SELECTMEN

Tuesday, July 18, 2017

TIMED ITEM

1: Update on Fire Station

REQUESTOR SECTION

Date of request:

Requestor: Fire Chief Bill Miles

Formal Title: Chief Bill Miles to provide an update on construction planning for new Fire Station 2

Recommendations/Suggested Motion/Vote: Chief Bill Miles to provide an update on construction planning for new Fire Station 2

Background Information:

Financial impact expected:

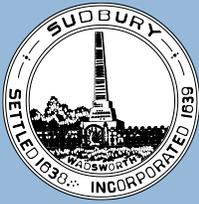
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Susan N. Iuliano	Pending
Board of Selectmen	Pending

07/18/2017 7:30 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, July 18, 2017

TIMED ITEM

2: Special Town Meeting Articles

REQUESTOR SECTION

Date of request:

Requestor: Jim Kelly, Facilities Director

Formal Title: Discussion on Special Town Meeting Capital Articles. Jim Kelly, Facilities Director, to attend.

Recommendations/Suggested Motion/Vote: Discussion on Special Town Meeting Capital Articles. Jim Kelly, Facilities Director, to attend.

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

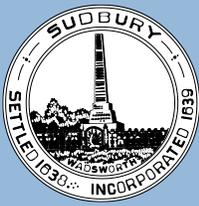
Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Susan N. Iuliano	Pending
Board of Selectmen	Pending

07/18/2017 7:30 PM

FY18 CAPITAL PLAN - SUMMARY - FALL

Area	Project	FY18 Dept. Request	TM Operating Capital	Debt Exclusion	Free Cash	CPA	Public Safety Mitigation
Facilities/All Buildings							
Sudbury Fire Department	Build new Fire station #2, 550 Boston Post Rd.	6,000,000		6,000,000			
SPS/Facilities	Design Funds for Nixon addition for administration offices	400,000					
LSRHS	Parking Lot (asphalt, sealing)	50,000			50,000		
LSRHS	Gym 4 Rubber Floor replacement	50,000			50,000		
LSRHS	Cooling Towers/major maintenance	110,000			110,000		
LSRHS	Replace Stadium Field Turf (Town Partnership)	500,000			500,000		
Recreation & Open Space							
SPS	Schools Playgrounds Improvements	292,592				292,592	
Facilities	Poured in place surfacing for SMILE playground at Haskell	125,000				125,000	
Total		7,527,592		6,000,000	710,000	417,592	
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Total		7,527,592	-	6,000,000	710,000	417,592	-

Strategic Committee Funding Recommendation



SUDBURY BOARD OF SELECTMEN
Tuesday, July 18, 2017

MISCELLANEOUS (UNTIMED)

3: Vote on Town Counsel

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote on selection of Town Counsel

Recommendations/Suggested Motion/Vote: Vote on selection of Town Counsel

Background Information:

Financial impact expected:

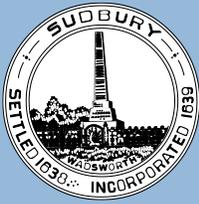
Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Susan N. Iuliano	Pending
Board of Selectmen	Pending

07/18/2017 7:30 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, July 18, 2017

MISCELLANEOUS (UNTIMED)
4: Natl Development letter re: poles

REQUESTOR SECTION

Date of request:

Requestor: James Kelly, Facilities Director

Formal Title: Vote to approve sending letter to National Development requesting utility poles be placed underground along Route 20.

Recommendations/Suggested Motion/Vote: Vote to approve sending letter to National Development requesting utility poles be placed underground along Route 20.

Background Information:
attached letter

Financial impact expected:N/A

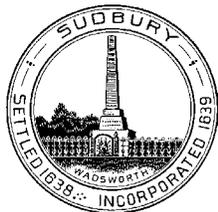
Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Susan N. Iuliano	Pending
Board of Selectmen	Pending

07/18/2017 7:30 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: selectmen@sudbury.ma.us

John J. O'Neill
National Development
2310 Washington Street
Newton Lower Falls, MA 02462

July 18, 2017

Dear Mr. O'Neill,

As you know, the Board of Selectmen has continued to be a strong proponent of your project, and we are excited to welcome our newest residents and retail establishments over the next year.

We wanted to bring to your attention an issue that has been concerning both the Board of Selectmen and town residents. Currently, the poles proposed for Route 20 along your project are being installed overhead. We would respectfully request that those poles be placed underground.

As you know, this is a beautiful town. We are proud of our history and our landscape. The Town has a by-law requiring new electrical services to be underground. At Town Meeting last year, we voted unanimously to explore relocating the poles in Sudbury to underground, and we are actively working on a study to complete that task. Unfortunately, your poles are not a new service, but instead are a re-location so the by-law did not apply.

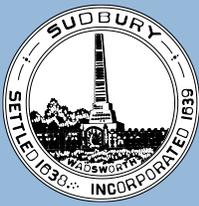
Due to the nature of your project and the amount of utilities being installed, we think this would be an ideal and cost effective time to take on this project.

In light of all of those facts, we are asking you to consider amending your plans to place your poles underground. It would be beneficial for both your project and for the Town. We appreciate your consideration of this matter.

I would respectfully request a meeting in regards to this matter.

Sincerely,

Robert C. Haarde
Chairman of the Sudbury Board of Selectmen on behalf of the Board



SUDBURY BOARD OF SELECTMEN

Tuesday, July 18, 2017

MISCELLANEOUS (UNTIMED)

5: Underground Utilities Discussion

REQUESTOR SECTION

Date of request:

Requestor: Chairman Haarde

Formal Title: Planning Board invited for discussion with Director of Planning and Community Development about Route 20 Complete Streets initiative involving potential utility line burial and wastewater conduit installation.

Recommendations/Suggested Motion/Vote: Planning Board invited for discussion with Director of Planning and Community Development about Route 20 Complete Streets initiative involving potential utility line burial and wastewater conduit installation.

Background Information:
materials to be provided separately

Financial impact expected:n/a

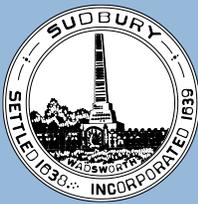
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

- Patty Golden Pending
- Melissa Murphy-Rodrigues Pending
- Barbara Saint Andre Pending
- Susan N. Iuliano Pending
- Board of Selectmen Pending

07/18/2017 7:30 PM



SUDBURY BOARD OF SELECTMEN

Tuesday, July 18, 2017

MISCELLANEOUS (UNTIMED)

6: Sign CrossTown Connect IMA and allocate funds

REQUESTOR SECTION

Date of request:

Requestor: Debra Galloway Senior Center Director

Formal Title: Request to authorize the Town Manager to sign the CrossTown Connect intermunicipal agreement, and request to allocate \$15,000 to fund this transportation pilot project from Sept. 2017 to August 2018, as requested by Sudbury Council on Aging/Deb Galloway. Alice Sapienza from COA to attend.

Recommendations/Suggested Motion/Vote: Request to authorize the Town Manager to sign the CrossTown Connect intermunicipal agreement, and request to allocate \$15,000 to fund this transportation pilot project from Sept. 2017 to August 2018, as requested by Sudbury Council on Aging/Deb Galloway. Alice Sapienza from COA to attend.

Background Information:
[see attached documents](#)

Financial impact expected:see att

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Susan N. Iuliano	Pending
Board of Selectmen	Pending

07/18/2017 7:30 PM



SUDBURY SENIOR CENTER

COUNCIL ON AGING

Town of Sudbury, Massachusetts

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

MEMORANDUM

TO: Town of Sudbury Board of Selectmen

FROM: Sudbury Council on Aging/Debra Galloway

DATE: July 10, 2017

RE: Intermunicipal Agreement/AARP Challenge Grant

The Sudbury Council on Aging/Sudbury Senior Center propose a pilot program to offer additional transportation options to Sudbury residents. The Town of Sudbury submitted a challenge grant proposal to the AARP Foundation to fund part of the cost of this pilot. This proposal follows the decision of the Sudbury COA and Senior Center to advocate for and to assist with Sudbury's application to become an all-age friendly town, as outlined in the AARP Age Friendly Community network description (See AARP attachment 1).

The proposal involves joining several communities to provide Transportation Management Services, through the CrossTown Connect agency. CrossTown Connect, a Transportation Management Association (TMA), along with TransAction Associates, Inc., (a transportation planner and provider) currently provide transportation in Acton, Maynard, Boxborough, Westford, Littleton, and Concord.

The pilot program includes provision of transportation services for all Sudbury residents (who do not have transportation), for socialization and recreation from 4-8pm; additional transportation for employment, child care and social service needs, targeting families in affordable developments; and short notice, accessible transportation options for any resident without available transportation. These services would supplement the scheduled van transportation currently offered by the Sudbury Senior Center with the MetroWest Regional Transit Authority (MWRTA).

The Sudbury Council on Aging/Sudbury Senior Center respectfully requests that the Sudbury Board of Selectmen sign the CrossTown Connect intermunicipal agreement delineating the responsibilities of both the Town of Sudbury and CrossTown Connect with regard to joining the transportation management system. (See Intermunicipal agreement attachment 2.)

Additionally, the Sudbury Council on Aging/Sudbury Senior Center respectfully requests that the Board of Selectmen allocate \$15,000 to fund this transportation pilot project from September

2017 – August 2018. The AARP grant award, should we receive it, will fund \$10,200 of these costs. (See AARP Community Challenge Grant proposal attachment 3.)

f:\bos\memo to selectmen transportation cost req.doc

Attachment6.a: memo to selectmen transportation cost req (2397 : Sign CrossTown Connect IMA and allocate funds)

INTERMUNICIPAL AGREEMENT

**for the Provision of
Transportation Management Services**

By and Between the:

- TOWN OF ACTON,**
- TOWN OF BOXBOROUGH,**
- TOWN OF CONCORD,**
- TOWN OF LITTLETON,**
- TOWN OF MAYNARD**
- TOWN OF STOW,**
- TOWN OF WESTFORD**

Attachment 6.b: CrossTown Connect Inter-Municipal Agreement (2397 : Sign CrossTown Connect IMA and allocate funds)

INTERMUNICIPAL AGREEMENT

THIS INTERMUNICIPAL AGREEMENT (the “Agreement”) is entered into this ___day of _____, 2013, by and among:

- The Town of Acton (hereinafter referred to as “Acton”), a Massachusetts municipal corporation with a principal place of business at the Town Hall, 472 Main Street, Acton, MA 01720, acting by and through its Board of Selectman;
- The Town of Boxborough (hereinafter referred to as “Boxborough”), a Massachusetts municipal corporation with a principal place of business at the Town Hall, 29 Middle Road, Boxborough MA 01719, acting by and through its Board of Selectman;
- The Town of Concord (hereinafter referred to as “Concord”), a Massachusetts municipal corporation with a principal place of business at the Town Hall, 22 Monument Square, Concord, MA 01742, acting by and through its Board of Selectman;
- The Town of Littleton (hereinafter referred to as “Littleton”), a Massachusetts municipal corporation with a principal place of business at the Littleton Town Offices, 37 Shattuck Street, Littleton MA 01460, acting by and through its Board of Selectman;
- The Town of Maynard (hereinafter referred to as “Maynard”), a Massachusetts municipal corporation with a principal place of business at the Maynard Town Offices, 195 Main Street, Maynard MA 01754, acting by and through its Board of Selectman;
- The Town of Stow (hereinafter referred to as “Stow”), a Massachusetts municipal corporation with a principal place of business at the Town Hall, 380 Great Road, Stow, MA 01775, acting by and through its Board of Selectman;
- The Town of Westford (hereinafter referred to as “Westford”), a Massachusetts municipal corporation with a principal place of business at the Town Hall, 55 Main Street, Westford MA 01886, acting by and through its Board of Selectman;

(each town or governmental unit a “Party” and all collectively the “Parties”).

RECITALS

WHEREAS, G.L. c. 40, § 4A, as amended, allows the Chief Executive Officer of a city or town, or a board, committee, or officer authorized by law to execute a contract in the name of a governmental unit to enter into agreements with one or more other cities, towns or governmental units to perform jointly activities or undertakings which any one of them is authorized by law to perform.

WHEREAS, G.L. c. 40, § 4A, as amended, sets forth requirements for and parameters of such intermunicipal agreements.

WHEREAS, the Parties collectively seek to provide coordinated, cross-town transportation management services (“TMS”) to further the public health, safety and welfare in their respective communities by creating more efficient transportation management and related services among residents and businesses; providing leadership in combining area resources to maximize mobility within and access to the communities; coordinating a network of transportation resources; enhancing the area’s economic vitality while mitigating traffic impacts; and making efficient use of public transportation resources.

WHEREAS, the Parties believe it is in their best interests to provide TMS by, among other things, coordinating and sharing dispatch and other administrative capabilities in connection with their current provision of transportation services; coordinating existing TMS such as community ride and elderly transportation services; contracting collectively with private entities to provide additional TMS; providing TMS to private entities and institutions within their communities in exchange for service fees; and seeking legislative reform or authorization to permit formation of an entity consisting of governmental, private, and institutional entities to offer TMS.

WHEREAS, each Party has authorized participation in the Agreement.

WHEREAS, the Parties have applied or will apply collaboratively for Local, State or Federal funding to provide TMS.

WHEREAS, the Parties agree to designate a Lead Party to streamline the administration of services under this Agreement;

NOW, THEREFORE, for adequate consideration the receipt and sufficiency are hereby acknowledged, pursuant to the authority contained in G.L. 40, § 4A, the Parties mutually agree as follows:

SECTION 1 - SCOPE OF SERVICES UNDER AGREEMENT

1.1 The Parties agree to coordinate and improve cross-town TMS in three phases as follows:

(a) Phase I: Coordination of Existing TMS

- Sharing and coordination of dispatch services for existing TMS
- Sharing and coordination of existing TMS such as community ride and elderly transportation programs
- Route coordination for existing TMS

(b) Phase II: “Soft” TMS

- Informational kiosks and brochure racks regarding transportation resources
- Assistance and advocacy to improve transit scheduling, including coordination with state and local transportation and planning agencies
- Transportation awareness events
- Transit pass purchase and management programs.
- Transportation management training for Parties and private and institutional entities
- Guaranteed ride home services for Parties and private and institutional entities

(c) Phase III: “Hard” TMS

- Shuttle services
- Vanpool Programs

1.2 The Parties will prepare a separate, detailed Scope of Services and Budget for each phase. The Scope of Services and Budget for each phase must be approved by a majority of the Parties. A Party voting to approve the Scope of Services and Budget for a phase shall be entitled to participate in the TMS for that phase and must pay its allocated share of the costs for the TMS to be provided in that phase as set forth in the Scope of Services for that phase. Any other Party shall not be entitled to participate in the TMS for that phase unless it expressly agrees in writing to pay its allocated share of the costs for the TMS to be provided in that phase as set forth in the Scope of Services and Budget for that phase, updated by actual experience at the time the other Party seeks to participate in the TMS for that phase.

1.3 The Parties will determine when and if to provide any or all of the TMS described in Sections 1.1 and 1.2, or any additional TMS and whether to provide those TMS directly or by contracting with one or more outside entities in accordance with applicable public procurement laws. Nothing in this Agreement shall preclude the Parties from providing additional or different TMS in any phase as they deem appropriate in a Scope of Services and Budget approved for that phase.

1.4 The Parties may provide services to a private or institutional entity situated in whole or in part within the geographic limits of one or more of the Parties; provided, however, that the Parties will require a fee to cover the expense of providing those services. That fee shall be approved by a majority of the Parties and set forth in a Memorandum of Understanding to be executed by the Lead Party and the private or institutional entity. The Parties shall assess such fees in compliance with all applicable laws regarding the assessment of fees for services by governmental units.

1.5 To facilitate and enhance their ability to provide TMS, the Parties may seek legislative reform or legislative authorization to form a new entity consisting of governmental, private, and/or institutional entities, or to add private and/or institutional entities as additional parties to this Agreement.

SECTION 2 – ORGANIZATION AND CONTRACTING AUTHORITY

2.1 Each Party, through its Board of Selectmen, shall each designate a representative (the “Representative”) and an alternate representative (the “Alternate”) duly authorized to act for the Party in all matters pertaining to this Agreement. Any decision required by this Agreement to be made by a majority or two-thirds (2/3) vote of the Parties shall be made in an open meeting of the Party Representatives in compliance with the provisions of the Open Meeting Law, G.L. c. 30A, §§ 18-25. A Party’s Representative may delegate to the Party’s Alternate responsibility to act at a meeting with respect to any particular matter or matters under this Agreement; otherwise, the Party’s Alternate may act in place of the Party’s Representative in the case of an absence, inability to act, or conflict of interest on the part of the Party’s Representative.

2.2 Each Party’s Representative shall designate a Point of Contact for the Party who shall act as the Party’s staff and perform or manage day-to-day activities for the Party arising out of this Agreement.

2.3 Each Party’s initial Representative, Alternate and Point of Contact shall be as follows; and each Party shall notify the other Parties in writing of any change in its Representative, Alternate or Point of Contact under this Agreement:

PARTY	REPRESENTATIVE	ALTERNATE	POINT OF CONTACT
Acton	Steven Ledoux Town Manager Town Hall 472 Main Street Acton, MA 01720 T: (978) 929-6611 F: (978) 929-6350 sledoux@acton-ma.gov		Doug Halley Health Director Town Hall 472 Main Street Acton, MA 01720 T: (978) 929-6632 F: (978) 264-9630 dhalley@acton-ma.gov

2.4 Acton is designated the Lead Party under this Agreement. The Lead Party may be changed prospectively by vote of at least two-thirds (2/3) of the Parties.

2.5 The Lead Party shall act for the Parties with respect to all grant applications to be submitted and gifts and grants received collectively by the Parties pursuant to this Agreement.

2.6 The Lead Party shall act as the Parties’ purchasing agent pursuant to G.L. c. 7, § 22B, for all contracts to be entered into collectively by the Parties pursuant to this Agreement. For any such contract requiring an appropriation by the participating Parties, final approval of

the contract must be obtained from the Representative of each participating Party. Any such contract made collectively by the Parties shall designate each Party's allocated share of the cost of said purchase, and each Party shall have sole responsibility for payment due the vendor for the Party's allocated share of such purchase.

2.7 All day-to-day correspondence and documents concerning this Agreement shall be directed to the applicable Lead Party care of its current Point of Contact.

2.8 As of the effective date of this Agreement, the Parties have submitted grant applications, plans, and other collaborative proposals, and have individually entered into the contracts or agreements concerning TMS identified in **Exhibit A** to the Agreement.

2.9 CHANGE ORDERS: The Parties acknowledge that it is conceivable that work may be undertaken beyond an approved Scope of Services pursuant to Section 1 of this Agreement which would deviate from the established Budget in the applicable Scope of Services. Except in the case of an emergency, any such change requiring an alteration to a Party's financial contribution under this Agreement shall require prior written approval by the affected Party's or Parties' Representative(s). Change orders that will not affect financial obligations may be approved by the Lead Party in its discretion.

SECTION 3 - COSTS AND FINANCING

3.1 APPORTIONMENT OF COSTS AND GRANT FUNDING: As applicable, costs incurred and grant funding received for TMS under this Agreement shall be apportioned (a) among the participating Parties in accordance with the approved Scope of Services and Budget for each phase under Section 1.2, and (b) otherwise among all Parties in accordance with the allocation set forth in **Exhibit B** which may be amended pursuant to a vote of at least two-thirds (2/3) of the Parties. However, the maximum financial liability of each Party under this agreement is as specified in that Party's authorizing vote to enter into this agreement. A copy of each Party's authorizing vote is attached in **Exhibit C** to this Agreement.

3.2 ADMINISTRATIVE COSTS: The Parties agree to reimburse the Lead Party, according to their allocated share pursuant to Section 3.1, to cover the reasonable administrative costs incurred by the Lead Party to administer this Agreement on behalf of all Parties, including, without limitation, the cost to prepare annual reports under Section 4.2 and to conduct an audit pursuant to Section 4.3. Individual Party costs, such as administration and legal expenses, incurred outside of the scope of this Agreement and specific to the needs of any one particular Party, will be borne solely by that Party.

3.3 Pursuant to G.L. c. 40, § 4A, as amended, any Party when duly authorized to do so in accordance with the provisions of applicable law, may raise money by any lawful means including the incurring of debt for purposes for which it may legally incur debt, to meet its obligations under this Agreement.

3.4 Pursuant to G.L. c. 40, § 4A, any funds received under the provisions of G.L. c. 44, § 53A, as amended, for contribution towards the cost of TMS, including interest thereon, may be expended in accordance with the provisions of that statute and any other applicable law.

3.5 All contracted invoices under this Agreement will be submitted to the Lead Party with a copy to each participating Party. Each Party shall timely pay its allocated share of the undisputed amount of each invoice, and shall provide a copy of said payment to the Lead Party. If a Party disputes any such invoice or its allocated share thereof, the Party shall immediately notify the Lead Party and the other Parties so that the dispute can be promptly resolved among the Parties or with the vendor as applicable. All bills and payrolls submitted for work done under this Agreement shall be plainly marked: PROVIDED UNDER AUTHORITY OF THE INTERMUNICIPAL AGREEMENT DATED [REDACTED].

3.6 On a monthly basis in arrears, the Lead Party shall invoice each other Party for that Party's allocated share of the Lead Party's administrative costs incurred under Section 3.2 to administer this Agreement on behalf of all Parties. Within 30 days of its receipt of that invoice, the invoiced Party shall reimburse the Lead Party for that allocated share of administrative costs. Any reimbursement received by a Party under this Agreement shall be credited on that Party's books to the account of estimated receipts, except funds received under G.L. c. 44, § 53A as set forth in Section 3.4 of this Agreement.

SECTION 4 – FINANCIAL SAFEGUARDS AND RECORDKEEPING

4.1 ACCESS TO RECORDS: The Lead Party shall keep a written record of its official proceedings concerning this Agreement, and shall at all times keep full and accurate financial records which shall be open at appropriate times to inspection by the Parties and by auditors so designated and by the Commonwealth. Such records shall include accurate and comprehensive records of grant funds authorized, services performed, costs incurred, and reimbursements and contributions received.

4.2 ANNUAL REPORTS: Annually, during the first week of **September**, the Lead Party shall provide to the other Parties a written summary of its actions on behalf of the Parties, including, but not limited to, grant funds received and disbursed, services performed, costs incurred, and reimbursements and contributions received, for the previous fiscal year ending with the immediate past June 30th.

4.3 AUDITS: On the written request of a majority of the Parties, the Lead Party shall arrange for an audit of records concerning the Agreement by an auditing entity approved by a majority of the Parties. The Lead Party shall provide a copy of any such audit report to all Parties. The Parties shall work cooperatively to resolve any issues raised by any such audit.

SECTION 5 – PERSONNEL AND EQUIPMENT

5.1 Pursuant to G.L. c. 40, § 4A, employees, servants, or agents of a Party while engaged in performing any service, activity, or undertaking under this Agreement shall be deemed to be engaged in the service and employment of that Party, notwithstanding the fact that such service, activity or undertaking is being performed in or for another governmental unit or units.

5.2 Pursuant to G.L. c. 40, § 4A, the vehicles or equipment of a Party while engaged in performing any service, activity or undertaking under this Agreement shall be deemed to be engaged in the service and employment of that Party, notwithstanding such service, activity or undertaking is being performed in or for another governmental unit or units.

SECTION 6 – REMEDIES

6.1 If a Party fails to timely pay its allocated share of any undisputed invoice, then after five days advance notice, any other Party or Parties may pay that amount and thereupon shall be entitled to recover from the defaulting Party reasonable costs and attorneys' fees to collect that amount from the defaulting Party. If a Party fails to timely reimburse the Lead Party for the Party's allocated share of the Lead Party's administrative costs incurred under Section 3.2 to administer this Agreement on behalf of all Parties, the Lead Party shall be entitled to recover from the defaulting Party reasonable costs and attorneys' fees to collect that amount from the defaulting Party.

6.2 If any participating Party fails to fulfill any material obligation or condition of this Agreement, the other Parties shall have the right to suspend the participation of the offending

Party by a vote of two-thirds (2/3) of the other Parties and by giving sixty (60) days' notice, in writing, of their intent to do so. Upon receipt of such notice, the Party shall have the right to prevent suspension by curing the default within thirty (30) days or by undertaking the cure within such time and diligently and continuously pursuing such cure to completion or within any additional time which may be granted, in writing, to the defaulting Party.

6.3 If any administrative board, commission or division of the state or federal government or any court materially impairs, alters, restricts or limits, directly or indirectly any Party's rights, powers or authority to perform under this Agreement, and such governmental action was not the result of any omission or action by that Party, it may suspend its participation in this Agreement by giving sixty (60) days written notice to the other Parties. The notice of suspension shall be given within ten (10) business days after the Party receives written notice of the action of decision of such agency, board, commission, division or court. It is the intent of this notice provision to give the other Parties as much advance notice as possible.

6.4 All Parties reserve the right, either in law or equity, by suit, and complaint in the nature of specific performance, or other proceeding, to enforce or compel performance of any or all covenants herein. Nothing in this Agreement shall deprive a Party of any remedy, power, or authority which it has at law or under its by-laws, except where expressly set forth in this Agreement or G.L. c. 40, § 4A.

6.5 Pursuant to G.L. c. 40, § 4A, notwithstanding any provisions of law or charter to the contrary, no governmental unit shall be exempted from liability for its obligations under this Agreement.

6.6 The responsibilities undertaken by the Lead Party designated under this Agreement are for the common goals of this Agreement and in no way does this Agreement relieve other Parties from their individual or joint legal obligations under this Agreement or under any applicable law or regulation.

SECTION 7 – MISCELLANEOUS

7.1 NO THIRD PARTY BENEFICIARIES: The Parties are the sole and exclusive beneficiaries of the Agreement, subject to its terms and to all applicable law. This Agreement shall not take effect until it has been executed by duly authorized signatories of all of the Parties.

7.2 TERM: The term of this Agreement shall be for a period of three five (3) years from the last signatory's date hereof, unless sooner amended or terminated as herein provided. The Agreement may be renewed in three year increments by an extension duly authorized by the Representatives of the Parties.

7.3 WITHDRAWAL: Any Party may withdraw from this Agreement upon sixty (60) days written notice to the remaining Parties pursuant to G.L. c. 40, § 4A, as amended. The withdrawing Party shall remain liable for all obligations undertaken by it or on its behalf pursuant to this Agreement prior to the effective date of its withdrawal, and the remaining Parties

shall be reimbursed for all services and expenses rendered to the withdrawing Party prior to the effective date of withdrawal.

7.4 AMENDMENT: No officer, official, agent, or employee of any of the participating Parties shall have the power to amend, modify or alter this Agreement or waive any of its provisions or to bind any of the participating Parties by making any promise or representation not contained herein, except by an authorized written amendment. Said amendment shall be executed in the same manner as this Agreement.

7.5 ADDITIONAL PARTIES: This Agreement may be amended by a vote of two-thirds (2/3) or more of the existing Parties to add any governmental unit within the meaning of G.L. c. 40, § 4A, including a city; town; regional school district; a district as defined in G.L. c. 40, § 1A; a regional planning commission, however constituted; a regional transit authority established pursuant to G.L. c. 161B; a water and sewer commission established pursuant to G.L. c. 40N or by special law; a county; or a state agency as defined in G.L. c. 6A, § 1, as an additional party.

7.6 ASSIGNMENT: This Agreement may not be assigned or transferred by any participating Party without the express written consent of at least two-thirds (2/3) of the other Parties with the same formalities as are required for the execution of this Agreement.

7.7 SEVERABILITY: If any provision, section, phrase or word contained in this Agreement is determined by a court of competent jurisdiction to be unenforceable, for any reason, or beyond the scope of the statutory provisions of G.L. c. 40, § 4A, as amended, then it is the intention of the Parties that the remaining provisions hereof shall continue in full force and effect.

7.8 TERMINATION: This Agreement may be terminated by majority vote of the Parties effective sixty (60) days after said vote and upon written notice from the Lead Party to all other Parties. Each Party shall remain liable for all obligations undertaken by it or on its behalf pursuant to this Agreement prior to the effective date of termination. The Lead Party shall be reimbursed for all reasonable administrative costs incurred for the benefit of all Parties to wrap up the terminated Agreement.

7.9 NOTICE: Any written notice required by this Agreement shall become effective (i) upon personal delivery thereof, including without limitation, by overnight mail or courier service, (ii) in the case of notice by United States mail, certified or registered, return receipt requested, upon receipt thereof; or (iii) in the case of notice by email, upon receipt thereof. Any written notice shall either be mailed certified mail, postage prepaid, or sent by overnight delivery service, email or by hand. Any written notice shall be directed to each Party' Representative and Point of Contact at the most recent addresses listed in Section 2.3 or in a subsequent notice provided hereunder changing the Party' Representative and Point of Contact.

SIGNATORS

IN WITNESS WHEREOF, the Parties have caused their proper representative on the day and year first above written to execute this Agreement:

[SIGNATURE PAGES AND EXHIBITS ATTACHED]

Attachment 6.b: CrossTown Connect Inter-Municipal Agreement (2397 : Sign CrossTown Connect IMA and allocate funds)

Signature Page

TOWN OF ACTON

By its Board of Selectmen:

DATE:

WITNESS

Attachment 6.b: CrossTown Connect Inter-Municipal Agreement (2397 : Sign CrossTown Connect IMA and allocate funds)

Signature Page

TOWN OF _____

By its Board of Selectmen:

DATE:

WITNESS

Attachment 6.b: CrossTown Connect Inter-Municipal Agreement (2397 : Sign CrossTown Connect IMA and allocate funds)

EXHIBIT A

List of prior grant applications, plans, and collaborative proposals, and prior contracts or agreements concerning TMS

Attachment 6.b: CrossTown Connect Inter-Municipal Agreement (2397 : Sign CrossTown Connect IMA and allocate funds)

EXHIBIT B**Parties' Cost Allocation****Annual Dues Structure for Private Entities**

>1000 Employees	\$7,500
500 – 999 Employees	\$5,000
250 – 499 Employees	\$2,500
<250 Employees	\$1,000
>300 Housing Units	\$7,500
200 – 299 Housing Units	\$5,000
100 – 199 Housing Units	\$2,500
50 – 99 Housing Units	\$1,000

Annual Dues Structure for Public Entities

Transportation Management Only	\$5,000
TMA with Dispatch Services	
Hours of Service	
>20 hours of service/day	\$12,000
10 – 20 hours of service/day	\$8,000
<10 hours of service/day	\$4,000
Monthly Ridership	
>750 average monthly ridership	\$3,000
500 – 750 average monthly ridership	\$2,000
250 – 499 average monthly ridership	\$1,000
0 – 249 average monthly ridership	\$500

EXHIBIT C

Parties' Authorizing Votes

Attachment 6.b: CrossTown Connect Inter-Municipal Agreement (2397 : Sign CrossTown Connect IMA and allocate funds)

Sapienza, 7.17

<http://www.aarp.org/livable-communities/about/info-2017/aarp-community-challenge.html>

AARP COMMUNITY CHALLENGE GRANT

Date:

Contact Person/Title: Alice Sapienza, DBA; Member, Sudbury Council on Aging

Name of Applicant Organization: Town of Sudbury, MA

Address: 40 Fairbank Road, Sudbury, MA 01776

Phone: 978 443 3055

Email: alicesapienza@verizon.net

Community Hosting Project: Town of Sudbury, MA

Total Population, Population 65+: Total population 2016 census, 18,400; 65+ population 2016 census, 2,683

Amount of Grant Request: \$10,200

Project Proposal Summary (249 words):

To *expand opportunities* and support *interaction across diverse residents*, Sudbury seeks Challenge grant funding for **pilot transportation services**: (1) transportation for employment, child care, social services (work hours, weekdays), targeting families in our affordable developments; (2) weekday short-notice, accessible options for unscheduled needs of any resident without available transportation; and (3) evening (until 8 PM) accessible service, for seniors, disabled, and families without transportation, who would like to socialize and/or attend town cultural and other activities.

Sudbury is a car-dependent town experiencing changing demographics of age and income. Between 2010 and 2016, the number of residents 65 years and older grew by more than 30%, not taking into account two age-restricted developments currently under construction. Moreover, about 11% of Sudbury households have incomes at or below 80% of AMI, with 2% of the population below poverty—and, there are two affordable developments under construction.

Options provided by the Council on Aging and the MetroWest Regional Transit Authority are now strained, and there will be new demand from housing developments noted above. Fixed schedules (9 AM to 4 PM) restrict attending evening events or dealing with unscheduled needs. As importantly, there is no provision for transportation associated with employment and child-care facilities for lower-income families without a car.

Sapienza, 7.17

After the period of this pilot service, the town of Sudbury will fund continuation of these services, as part of its commitment to all-age livability, and will modify them as needed going forward, based on evaluation of utilization data and customer feedback.

Your Organization Is: A municipality.

PROJECT NARRATIVE AND BUDGET

1. The community's *livable communities* activities to date (345 words):

Sudbury plans to submit an application for membership in the AARP Livable Communities network in the next several months—the result of nearly 3 years of research, meetings, and discussions. In 2014, a subcommittee of the Council on Aging was formed to investigate the topic of transportation. An earlier report had revealed that, despite their doing “better on many indicators of healthy aging..., [Sudbury residents’ access] to senior transportation, lifelong learning, and physical activity resources are limited.”ⁱ

In 2016, the subcommittee focused on what larger study the town might undertake as part of becoming more all-age friendly. Over the following months, we engaged in discussions with the Town Planner, Chair of the Board of Selectmen, and Town Social Worker. In May, we organized meetings to familiarize town leaders with the objectives and processes of a needs assessment, and to engage Town Departments (e.g., Fire, Police, DPW) interested in and willing to contribute to the goal of becoming a *livable community*. The results were unequivocally positive.

To date, examples of activities in support of that goal include:

- Community needs assessment focused on the eight livability aspects, to start 9/17, UMass Department of Gerontology as consultants (a needs assessment was also a stated goal of the Board of Selectmen)
- Assessment of the eight livability aspects of Sudbury, by members of the Council on Aging (each member of the CoA has become expert in her/his domain as well as the hub of a network of others responsible for/affected by that domain)
- Exploration of membership in a regional Transportation Management Association, Cross-Town Connect, because of the importance of this livability feature to the town
- Submission of a Title III-B proposal, for scheduled accessible van shuttle service, Monday and Wednesday from 9 AM -4 PM, targeting Sudbury’s older and disabled residents (the route will include pick-up/drop-off at residences, popular shopping and medical destinations, as well as connections to other transportation systems)
- Creation of informal task forces around livability aspects, such as the “pilot transportation study” group, which resulted in this Challenge grant proposal.

2. The Community Challenge project (345 words):

Transportation is a crucial factor affecting the livability of Sudbury for both seniors and other residents who may not be able to rely on their own car for employment, socialization, and community engagement, among other issues. As noted in the project summary, current options are strained and demand from two planned age-restricted developments will be difficult to meet. Fixed schedules constrain residents' ability to meet unscheduled needs or participate in community activities beyond 4 PM. And, there is no provision for transportation to local and regional retail and other employers, as well as to childcare services (especially when vouchers must be used). For residents of Sudbury's affordable developments, the latter are crucial (see section 3).

Becoming a *livable community* requires, among others, that Sudbury develop an infrastructure of transportation and ancillary services that reduce car-dependence and increase engagement as well as economic vitality across the age and economic continuum. **The Challenge project provides an opportunity to establish part of that infrastructure and to evaluate its effectiveness** (e.g., ridership, communication, routes, hours of service) in terms of being a livable community. Our goal is to address problems facing communities like Sudbury and, with Challenge support, create innovative, change-management solutions that can be shared nationally.

Cost of this project (\$10,200) includes:

- Fees to the Transportation Management Association providing dispatch, vehicles, drivers (CrossTown Connect)
 - Annual membership fee, including dispatch, under 10 hours/day service (\$5,500)
 - Monthly fee, \$1,100 (\$550 per month for 2 months)
- Operations and marketing oversight and program evaluation (costs based on similar Senior Center initiatives)
 - Part-time staff (\$3,000 for 3 months, 20 hrs/wk = \$12.50/hr)
 - Publicity: direct mail, onsite information meetings, creation/printing of brochures/fliers, etc. (\$600).

Announcements—town websites, Senior Center bulletin, town paper—**and focused marketing will begin when the award is announced in August; pilot services begin on 1 September and, for purposes of the grant, terminate on 30 October.** As noted, the town will continue services as part of its commitment to livability, modifying them as needed, based on evaluation of utilization data and customer and other stakeholder feedback.

3. Who Is Served? (326 words)

This pilot provides three key benefits: (1) transportation for employment, child care, and social services, targeting families in affordable developments; (2) short-notice, accessible options for any resident without available transportation; and (3) evening (until 8 PM) accessible service, for all residents without transportation, to socialize and/or attend town cultural and other activities.

Sapienza, 7.17

The economic vulnerability of about 200 families in affordable residences (not including two developments under construction) is illustrated by town agencies: (1) HOPE Sudbury (nearly 90% of grants to households with children, 50% to female heads of household), and (2) St. Vincent DePaul (about \$900/month to prevent eviction, in Sudbury and one contiguous town). Affecting vulnerability are employment and access to social services, which are themselves contingent on transportation. Hence, *transportation for work and childcare is key to expanding opportunities*. Potential employers in Sudbury include medical /dental services (42), restaurants (20), car service facilities (8), and grocery stores (3). Contiguous towns (Marlborough and Framingham) also offer employment potential.

There are now nearly a dozen age-restricted developments, with two developments under construction. In 5 of the former, people age 75+ account for half or more. Most senior residents (about 80%) are aging in place in single-family homes, although six “naturally occurring retirement neighborhoods” have been identified (nearly 1,500 residents 55+ live along 16 connecting roads).

For seniors, disabled, and families without transportation, there is no affordable/accessible way to socialize, attend cultural and other events, and engage with the community “after hours.” Dinner (20 eating establishments), evening lectures (library), movies (Maynard, 4 miles from Sudbury center), church suppers (Open Table), etc., are not easily available. Thus, *transportation for evening activities is key to interaction across diverse residents*.

As important in terms of livability, *short-notice, accessible options are key both to extending opportunities and interaction across diverse residents*. The town will also use this pilot to explore partnership opportunities with one or more local taxi companies. Providing this added flexibility and independence may also make the decision to give up driving more palatable to those for whom it is time.

4. **Community engagement (337 words):**

The Council on Aging and Director of the Senior Center have been involving town leaders over the past 2 years in discussions about *livable communities*. There is also an initiative of our Area Agency on Aging (BayPath) for communities to become dementia-friendly, and that has been incorporated in our definition of *livable* for the town. We chose to focus on **livability aspects** of Sudbury, because it became clear to us that ensuring an all-age and dementia-friendly Sudbury is a priority.

To engage older residents in the process, the Council on Aging, staff of the Senior Center, and Friends of Sudbury Seniors have become hubs of informal communication networks, giving information and receiving feedback about the concept of livability. The Town Social Worker has

Sapienza, 7.17

established contacts with resident services staff at age-restricted and affordable developments, and their input has been invaluable.

On a more formal basis, consultants conducting the Community Needs Assessment (beginning 9/17) will engage senior residents by the following activities:

- Community forums, to present initial demographic findings and to explore strengths, weaknesses, and suggestions with respect to the livability of Sudbury
- Distribution of a survey to a sample of 4,000 people; this questionnaire will include quantitative and open-ended questions addressing the domains of a livable community
- Focus groups, to listen to issues relating specifically to the livable domains, as well as to generate ideas for potential action
- Presentation of the findings, to key stakeholders and residents of the community.

Other planned outreach activities include: discussions at Board of Selectmen meetings (televised, and reaching a wide audience) and the Sudbury Foundation's monthly nonprofit coffee meetings; meetings at age-restricted and affordable developments throughout town; meetings at the library and Senior Center; and a series of articles for the town website and newspaper. Creating small groups to ensure the sustainability of livable initiatives is planned, based on the models of Boston and Brookline. At this time, the steering committee consists of the Town Planner and Social Worker, Director of the Senior Center, and members of the Council on Aging.

5. **Geographic community (345 words):**

This Challenge project is designed to be part of a number of interdependent experiments to improve the livability of Sudbury, particularly with regard to transportation. With its focus on *expanding opportunities for economic vitality and for enhanced interaction across diverse residents*, the pilot is not confined geographically but complements other services for seniors and offers two new services (employment/childcare transportation, and short-notice options).

Senior transportation is now provided by two accessible vans free-leased from Metrowest Regional Transit Authority (MWRTA) by the Council on Aging/Senior Center that provide week-day service 8:30 AM-3:30 PM (van 1) and 9:00 AM-4:00 PM (van 2). A recent pilot by an MWRTA vendor, Kiessling Transportation, consists of service between 7:00-8:30 AM and 4:00-7:00 PM, Tuesdays and Thursdays, within Sudbury and about 1 mile over the town line into Wayland, Framingham, and Marlborough.

Currently under review is a BayPath grant for a route along Route 20 from the Marlborough MWRTA bus terminus at Wayside Country Store to Wayland Town Center on a scheduled basis. The van would divert from Route 20 with two morning and afternoon route diversions to pick up and drop off senior residents in north, mid and south Sudbury. On Monday, riders could travel to

Sapienza, 7.17

Emerson Medical on Baker Avenue in Sudbury or Emerson Hospital in Concord. On Wednesday, riders could travel to shopping and other destinations along Route 20. Overall, these services allow residents to get to medical appointments at Emerson Hospital, to shop at grocery stores and other locations in, as well as to connect to the Marlborough bus or to some close Wayland destinations (such as the new Wayland Town Center plaza).

What is new about this Challenge project is provision of services for employment and childcare, for unanticipated needs, and for evening activities until 8 PM. Although there are (1) one large affordable development (and more than 60 affordable units under construction), (2) nearly a dozen age-restricted developments (with two under construction), and (3) six naturally occurring retirement neighborhoods in Sudbury, there is no geographic boundary for where the planned pilot transportation services may occur.

6. Capacity (340 words)

Three organizations will collaborate to execute the pilot services: CrossTown Connect, TransAction Associates, and the Town of Sudbury.

CrossTown Connect (CTC) is a Transportation Management Association comprising six community and nine private business partners. Launched in September 2013, the objective is to identify transportation gaps and provide solutions. Services consist of unified dispatch for four communities that operate eight door to door on-demand transportation and three fixed route shuttles. In May 2014, average monthly ridership for the four communities was 1,500. By March of 2017, average monthly ridership was 2,400. In total, door to door and fixed route services provide close to 5,000 trips per month. CTC has also worked effectively with multiple Regional Transit Authorities and Regional Planning Agencies, along with the Massachusetts Department of Transportation, to overcome the hard stop barriers inherent with different regional services (<http://www.crosstownconnect.org/>).

TransAction Associates, which provides the central dispatch and drivers for CTC, is a women-owned company specializing in transportation solutions throughout New England and communities nationally for more than 25 years. TransAction Corporate Shuttles, a daughter company, operates the Bedford, MA, “DASH and Dine” service, which may be a model for the Sudbury pilot (<http://www.bedforddash.com/dash-and-dine>). TransAction is recognized as an industry leader (<http://transactionassoc.com/>).

The **Town of Sudbury** contributes committed leaders who support this initiative for all residents: Town Manager, Board of Selectmen, Town Planner, Town Social Worker, Chiefs of Police and Fire, Senior Center Director, and Council on Aging, among others. Individuals have been involved in the preparatory studies, meetings, and networking that concluded with this pilot

Sapienza, 7.17

project. During the actual pilot, *change-management* will be the lens through which engaging stakeholders and supporting different behaviors on the part of customers of the pilot transportation services (e.g., not driving when necessary, valuing intergenerational activities, building employment skills) will be addressed.ⁱⁱ

The goal of these organizations is to create innovative change-management tactics for issues facing similar communities, which can be used nationally. Other desired outcomes of this pilot include new ridership, satisfied ridership, supportive private businesses, and practicable additions to current and future services.

7. Matching funds and in-kind support (122 words)

The largest “matching fund” involved in this project is the commitment by the Town of Sudbury to continue services beyond 30 October 2017—at a minimum, until the end of the CrossTown Connect annual contract (an additional \$5,500).

A second sizable resource is the in-kind support of town staff and members of the Council on Aging, who will contribute their time to the project voluntarily (one is already writing articles for publication in local venues). Finally, the Town Social Worker has been the lynchpin for engaging resident directors at affordable facilities and will be key to the marketing and behavior-change efforts. Moreover, she has offered the partial support by a social work intern, who will work with her in the fall.

8. Project budget

	Expense	Additional Information
Contracted services	\$5,500	CrossTown Connect annual membership fee
	\$1,100	CrossTown Connect ridership fee, 2 months
Staff costs	\$3,000	Operations, marketing, evaluation oversight
Supplies, printing, postage, etc.	\$600	Direct mail, onsite information meetings, creation/printing of brochures/fliers
Total request	\$10,200	

ⁱ Mass. Health Aging Community Data Profile: www.mahealthyagingcollaborative.org

ⁱⁱ The model we will be using is based on the work of JM Prochaska, JO Prochaska, and DA Levesque: A Theoretical Approach to Changing Organizations. *Admin & Policy in Mental Health*, Vol 28, # 4, 2001.

<http://www.who.int/ageing/age-friendly-world/en/>

Towards an Age-friendly World (WHO)

A key strategy to facilitate the inclusion of older persons is to make our world more age-friendly. An age-friendly world enables people of all ages to actively participate in community activities and treats everyone with respect, regardless of their age. It is a place that makes it easy for older people to stay connected to people that are important to them. And it helps people stay healthy and active even at the oldest ages and provides appropriate support to those who can no longer look after themselves.

Many cities and communities are already taking active steps towards becoming more age-friendly. A dedicated website, Age-friendly World, supports them in this endeavor by providing a one-stop-shop on age-friendly action at the local level: guides and tools, age-friendly practices and information on hundreds of city and community initiatives around the world. Browse the web site to learn more about what can be done to make your city or community more age-friendly.

Age-friendly in practice

Increasing numbers of cities and communities world-wide make commitments to become age-friendly, that is to better adapt their structures and services to the needs of their ageing populations. But what are they actually doing?

Browse the database to find out. The WHO Global Database of Age-friendly Practices provides a platform for experience exchange – by local communities, for local communities. It can be searched by country, community size, and domain of intervention.

What are age-friendly environments?

Age-friendly environments foster health and well-being and the participation of people as they age. They are accessible, equitable, inclusive, safe and secure, and supportive. They promote health and prevent or delay the onset of disease and functional decline. They provide people-centered services and support to enable recovery or to compensate for the loss of function so that people can continue to do the things that are important to them

<http://www.aarp.org/livable-communities/network-age-friendly-communities/info-2014/an-introduction.html>

AARP

As the U.S. population ages and people stay healthy and active longer, communities must adapt.

The AARP Network of Age-Friendly Communities helps participating communities become great places for all ages by adopting such features as safe, walkable streets; better housing and transportation options; access to key services; and opportunities for residents to participate in community activities.

Well-designed, livable communities promote health and sustain economic growth, and they make for happier, healthier residents — of all ages.

The AARP Network of Age-Friendly Communities is an affiliate of the [World Health Organization's Age-Friendly Cities and Communities Program](#), an international effort launched in 2006 to help cities prepare for rapid population aging and the parallel trend of urbanization. The program has participating communities in more than 20 nations, as well as 10 affiliates representing more than 1,000 communities.

In the U.S., more than three dozen communities representing more than a dozen states are enrolled in the AARP Network of Age-Friendly Communities. (Check out [The Member List](#).)

AARP's Role

AARP's participation in the program advances efforts to help people live easily and comfortably in their homes and communities as they age. AARP's presence encourages older adults to take a more active role in their communities and have their voices heard. Initiatives focus on areas such as housing, caregiving, community engagement, volunteering, social inclusion and combating isolation among older citizens.

AARP works with local officials and partner organizations around the country to identify communities for membership in the Age-Friendly Network. (See the article "[AARP Age-Friendly Communities Selection Criteria](#)" for details.) AARP then facilitates the community's enrollment and guides its representatives through the network's implementation and assessment process.

Combined with the resources provided by AARP — either through aarp.org/livable or the AARP [Public Policy Institute](#) — the AARP Network of Age-Friendly Communities program supports AARP's goal of being recognized by elected officials and others as a leading resource for how to improve the livability of communities for people 50+ and their families. The program emphasizes both the built and the social environment, and helps refine what it means for AARP to have a community presence. The AARP Network of Age-Friendly Communities program is a

tool that can be used by AARP staff and others to help local leaders prepare and ultimately change their communities to become great places for everyone to live.

The Benefits of Membership

Members of the AARP Network of Age-Friendly Communities become part of a global network of communities that are committed to giving their older residents the opportunity to live rewarding, productive and safe lives.

The benefits of membership include:

- Access to a global network of participating communities, as well as aging and civil society experts
- Access to key information about the program, such as the latest news and information about best practices, events, results, challenges and new initiatives
- Opportunities for partnerships with other cities, both domestic and international
- Mentoring and peer-review evaluation by member cities
- Public recognition of the community's commitment to become more age-friendly
- Speaking engagements at conferences and events hosted by AARP and promotion through AARP's media channels

There is no fee to join the AARP Network of Age-Friendly Communities.

The communities listed below, presented in alphabetical order by state and representing more than 56 million people, have joined the [AARP Network of Age-Friendly Communities](#).

Inclusion on this list does not mean that AARP is endorsing any of the following municipalities as a place to live. Nor does it mean that the community listed is currently "age-friendly."

What membership means is that the community's elected leadership has made the *commitment* to actively work toward making their town, city or county a great place for people of all ages. Membership in the network involves following [a multi-step process of improvement](#). A link to the community's age-friendly action plan has been added to this list if the town or city has reached [Step 2](#) of the [improvement process](#).

Massachusetts

- **Boston** (May 2014)
- **Dartmouth** (January 2016)
- **Martha's Vineyard** (July 2016)
- **New Bedford** (July 2015)
- **Newton** (February 2016)

- **North Adams** (January 2015)
- **Pittsfield** (January 2015)
- **Salem** (August 2015)

Towns, cities and counties seeking to enroll in the AARP Network of Age-Friendly Communities are required to submit a membership application, as well as a letter of commitment, which must be signed by the jurisdiction's highest elected official. (For example, the town's mayor, a county's administrator, etc.)

Both of these required documents should be provided to the AARP staff member with whom the community has been working. Communities that are working independently may submit their documents via email attachment to livable@aarp.org.

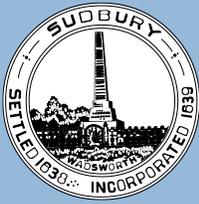
THE MEMBERSHIP APPLICATION

- [Application to join the AARP Network of Age-Friendly Communities and WHO Global Network of Age-Friendly Cities and Communities](#)

THE LETTER OF COMMITMENT

While there is some flexibility in how the letter can be worded, the following commitments must be addressed in the content of the letter.

1. Establishing mechanisms to involve older people
2. A baseline assessment of the age-friendliness of the community
3. The development of a community-wide action plan based on the findings of the assessment
4. Identification of indicators so progress can be monitored against the action plan



SUDBURY BOARD OF SELECTMEN
Tuesday, July 18, 2017

MISCELLANEOUS (UNTIMED)

7: Discussion on Landham Road Intersection

REQUESTOR SECTION

Date of request:

Requestor: Chairman Haarde

Formal Title: Discussion on Landham Road Intersection improvement project.

Recommendations/Suggested Motion/Vote: Discussion on Landham Road Intersection improvement project.

Background Information:
attached documents

Financial impact expected:n/a

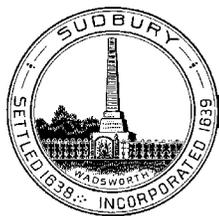
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Susan N. Iuliano	Pending
Board of Selectmen	Pending

07/18/2017 7:30 PM



Town of Sudbury

Public Works Department

275 Old Lancaster Road
Sudbury, MA 01776
(978) 440-5421; (978) 440-5451 fax
Daniel F. Nason, Director

ENGINEERING • HIGHWAY • PARKS & GROUNDS • TRANSFER STATION • TREES & CEMETERY

TO: Melissa Murphy-Rodrigues, Town Manager

FROM: Daniel F. Nason, DPW Director

RE: Update on Intersection Improvement Project at Route 20 and Landham Road

DATE: July 11, 2017

Sudbury Town staff recognize the significance of the Landham Road and Route 20 Intersection Improvement Project (the Project) for public safety and traffic control. Staff have advocated with MassDOT and the MPO staff encouraging the advancement of the project design and prioritization for TIP programming in 2017. This Memo provides some context on the Project, while the attached timeline of events and activities provides examples of some of our outreach and advocacy efforts. A number of supporting letters and email communications are also provided.

Background

Route 20 is a state road and while the Town of Sudbury began the project design process, MassDOT took over the design and is now the proponent for the project. They are responsible for the design and will cover the remaining design costs. Sudbury continues to coordinate with MassDOT and comments on design submissions. The 25-percent design was completed in October 2015 and MassDOT held the Design Public Hearing in May 2016.

The MassDOT project manager is Muazzez (MG) Reardon. In advance of the TIP season, the Town requested information on the project status from MG, as well as discussed how to advance the Project with the Project Development staff in District 3, namely Anne Sullivan, Sarah Bradbury, and Arthur Frost.

Town officials submitted an advocacy letter on February 16, 2017, to the Secretary of Transportation. The advocacy letter was answered in a letter dated March 30, 2017 (See attached.) This letter states MassDOT is in the process of working on 75-percent design.

Additionally, the Town contacted Green-Pedersen, Inc., (GPI) the engineer firm hired by MASSDOT to design the project, who provided:

- Comments received from the abutter whose property will be impacted by the project.
- Information on the MassDOT ROW Acquisition Process.
- MassDOT's Response to neighbor comments, dated May 2017.

The negotiations on ROW between MassDOT and the abutter appear to have caused delay in the design process. Additionally, there is a catch-22 with projects for which MassDOT is the proponent. The project manager does not prioritize projects until they are programmed on the TIP, and they do not get on the TIP unless the design advances. The next phase of the project is the 75-percent design, and GPI reports that MassDOT has not yet initiated the contract with the designer for this phase.

FFY 2018-2022 TIP Programming Process and Outreach

Town Staff began preparing for the TIP Programming season in January 2017 and participated in training sessions provided by MPO staff. Information and the MPO meeting schedule for the FFY2018-2022 cycle is available at the following link <http://www.ctps.org/tip-dev>.

The Project is “in the TIP Universe,” as it was in 2016, but not programmed on the TIP for construction funding. Although staff conducted early engagement with MassDOT, interfaced with MPO staff in person and by email, and attended and provided comments at MPO meetings, Sudbury missed the FFY 2018-2021 funding round. Town staff attended and advocated for the Project to be programmed at each of the following MPO Meetings: March 16, March 30, April 6, April 20, and May 25, 2017. Each time comments were made, the significant safety concern and high numbers of traffic accidents were stressed.

After the MPO meeting on March 30, 2017, the Town made additional effort to determine if the project could take advantage of a funding surplus identified in the FFY2018 TIP schedule. MPO’s Ali Kleyman, the MPO’s TIP Manager, emailed Beth Suedmeyer March 31, 2017: “In general, my approach to programming new projects was to try to help the MPO reach the targets they’ve set for their investment programs (bike/ped, complete streets, and intersections) as well as to make sure funding is spread among the different sub-regions. Intersection projects have generally been underrepresented in the TIP over the past 5 years, so the MPO seemed supportive of programming many of those.” On April 6, 2017, MassDOT indicated that they did not have confidence the State Highway ROW process could be completed to facilitate construction readiness in FFY 2018.

Unfortunately, although the Project was on one of three scenarios reviewed at the April 6, 2017 MPO meeting, it did not make the draft TIP list approved at that meeting. Staff continued to advocate for the Project, speaking in support of programming it at each MPO meeting until, and including, the May 25, 2017 meeting when the TIP was finalized and did not include the Project.

Recommendations Moving Forward

The Town will begin advocating again beginning in January 2018 for the 2019-2022 funding round; however, we feel that a number of steps should be made in advance of the next TIP cycle to ensure the Project is ready for programming as early as possible.

For projects where MassDOT is the proponent, it is our understanding that MassDOT indicates to the MPO the projects they recognize as priorities and what year a project will be ready for funding, prior to TIP scenario lists being prepared. We want to take action this fall to advocate for the Project and Route 20 Intersection Improvement Project to be included on MassDOT's priority list.

It is recommended the BOS send a letter to MassDOT asking the project be prioritized and that the 75% design and ROW work be advanced to a point where DOT is in a position to unquestionably recommend the project for funding in the next TIP cycle, FFY 2019 or beyond. To support this effort, we could ask the Town's emergency response personnel to provide an update on safety concerns and recent accidents at the intersection to demonstrate the ongoing need and concern. Legislative representatives could also be engaged on the subject.

Attachments:

- 2107 Timeline for TIP Advocacy
- Copies of significant communications with MassDOT and MPO staff during January – June 2017

Please feel free to contact me should you have any questions or comments.

Regards,
SUDBURY PUBLIC WORKS DEPARTMENT

Daniel F. Nason, Director

Landham Road and Route 20 Intersection Improvement Project

2107 Timeline for TIP Advocacy

The following timeline provides a summary of the Town of Sudbury efforts to date in 2017 to advance the Landham Road and Route 20 Intersection Improvement Project (the Project).

1/12/17

As part of TIP season preparations, Beth Suedmeyer reached out to MG Reardon, Project Manager at MassDOT, for information on the Project. MG indicated there were concerns with the neighbor, Mr. Delaney, following the 25% Design Public Hearing that they were working out. (Attached #1.)

1/24/17

Beth Suedmeyer, Meagen Donoghue, Dan Nason and Bill O'Rourke met with MassDOT District 3 (D3) staff to discuss the Landham Road and BFRT Projects. The meeting involved introductions of new Sudbury staff, overviews of project status, and preparations for getting the projects on the TIP. MG did not attend, and D3 staff were not well briefed on the status of the Project.

2/7/17

The TIP Universe of Projects was sent out by the MPO TIP Manager, Ali Kleyman. Landham Road was on the list, having been considered for programming in 2016, but it was not highlighted as a priority. The Town made plans to reach out to Ali Kleyman and MassDOT to request this Project be made a priority.

2/16/17

Bill O'Rourke sent an advocacy letter to MassDOT requesting the project be a made a Priority. (Attached #2.)

3/8/17

Beth Suedmeyer, Dan Nason, Bill O'Rourke requested and received the detailed TIP evaluation for the Project and discussed scoring and the need to get updated project design plans by email.

3/9/17

Dan Nason reached out to Arthur Frost, Project Development Manager at D3 about getting the Project on the TIP and Arthur responded that The Town should attend the March 16th MPO meeting and advocate for the Project. (Attached #3.)

3/16/17

Bill O'Rourke spoke in support of programming the Project in the FFY 2018-2022 TIP during the Public Comments section of the MPO Meeting.

3/17/17

The MAGIC subregion sent a letter advocating for Project programming. (Attached #4.)

3/29/17

The Project was included in First-Tier of Projects list of the MPO in preparation for the 3/30/17 MPO meeting.

3/30/17

MassDOT sent the Town a response to Bill O'Rourke's advocacy letter of 2/16/17. (Attached #5) Draft TIP Programming Scenarios (1a, 1b, and 2) were presented at the MPO Meeting. Landham Road was included in scenario 1b. A significant opportunity was identified for potentially getting the Project on the TIP for FFY 2018, as there was a surplus of funds (\$14 million) and few projects which could meet the advertising deadline for this year. Beth Suedmeyer advocated for programming the Project during the Public Comments section of the MPO Meeting.

Beth Suedmeyer asked MG Reardon to look into whether the Project could advertise (be ready for construction) in FFY 2018. (Attached email series #6.)

3/31/17

Beth Suedmeyer sent a coordination email to Ali Kleyman to make the connection between the MPO and Project Manager so they could determine if the Project design could be ready for FFY 2018. (Attached email series #7.)

4/6/17

MassDOT D3 sent an email to Ali Kleyman indicating that the MassDOT ROW section did not have assurances the Project could be ready for FFY 2018, and the Project cannot be recommended. (Attached email series #8.)

Beth Suedmeyer attended the MPO meeting and made comments in support of programming the Project during the Public Comments section of the MPO Meeting. The revised TIP Programming Scenarios were presented at the MPO meeting. The Project was included on one of three scenarios discussed, but not on the scenario approved for the draft TIP. Few revisions were discussed or made to the scenarios proposed by the TIP Manager. The MPO Board selected the scenario that kept the greatest number of projects in their original TIP year. For the draft list approved, the FFY2018 project gap was filled by reallocating funds for large multi-year projects to that year.

4/12/17

Ali Kleyman emailed Dan Nason to inform him the Project was not on the draft TIP list. (Attached #9.) Draft TIP list was then posted on 4/13/17.

4/20/17

Beth Suedmeyer read the Town Manager's letter advocating for the Project during the Public Comment section of the MPO Meeting. (Attached #10.)

5/15/17

The Town sent letter requesting the Project be included on the final TIP. (Attached #11.)

5/25/17

Beth Suedmeyer commented during the Public Comment section of MPO meeting advocating for programming of the Project if any changes are made to the TIP list. No revisions were made to the TIP list. The final TIP was approved, and the Project was not included.

6/29/2017

Upon request, the GPI Project Engineer sent Bill O'Rourke the abutter comments from May 2016 and MassDOT's responses to comments on May 11, 2017. (Attached #12.)

Suedmeyer, Beth

From: Reardon, Muazzez (DOT) <Muazzez.Reardon@dot.state.ma.us>
Sent: Thursday, January 19, 2017 11:42 AM
To: Suedmeyer, Beth
Cc: Sullivan, Ann (DOT); Frost, Arthur (DOT)
Subject: RE: 607249 Route 20 at Landham Rd Intersection Project

Hi Beth-

You probably know by now that Mr. Delaney has a lot of concerns. We are trying to address his concerns as much as we can; than we will move forward with the design.

MG

Muazzez G. Reardon, P.E. (ME,NH) | Project Manager | MassDOT – Highway Division
 Ten Park Plaza, Suite 6340 | Boston, MA 02116 | 857.368.9331 | muazzez.reardon@state.ma.us

From: Suedmeyer, Beth [mailto:SuedmeyerB@sudbury.ma.us]
Sent: Thursday, January 19, 2017 11:19 AM
To: Reardon, Muazzez (DOT)
Subject: RE: 607249 Route 20 at Landham Rd Intersection Project

Hi MG,

I'm glad to be able to work with you too! If we could discuss the project with you before Tuesday that would be great because we are meeting with Ann and Arthur at D3 on Tuesday to discuss construction funding. I'd like to have the DPW guys get up to speed on what has happened with design before this meeting on Tuesday.

Are you aware of whether MassDOT has considered the funding may come from statewide funds rather than MPO funds?

Thanks,
 Beth

From: Reardon, Muazzez (DOT) [mailto:muazzez.reardon@state.ma.us]
Sent: Thursday, January 12, 2017 5:54 PM
To: Suedmeyer, Beth <SuedmeyerB@sudbury.ma.us>
Subject: Re: 607249 Route 20 at Landham Rd Intersection Project

Hello Beth,

Happy New Year to you as well! I am so happy to work with you again. I know next week will not work out. Let me look at my schedule and get back with you on Tuesday.

Thanks,
 MG

On Jan 12, 2017, at 5:43 PM, Suedmeyer, Beth <SuedmeyerB@sudbury.ma.us> wrote:

Hi MG,

Happy New Year! I hope you are doing well! I am not sure if you heard that I am now working for the Town of Sudbury. The Planning and DPW staff here have had significant turn over, and we are trying to

get up to speed on the Landham Road Intersection Project. Would it be possible for us to set up a conference call with you? Please let me know your available Mondays through Thursdays, 9-2:30.

Thanks,

Beth

Beth Suedmeyer

Environmental Planner | Planning and Community Development Department | Town of Sudbury

suedmeyerb@sudbury.ma.us | 978-639-3363 | www.sudbury.ma.us/pcd



Town of Sudbury Public Works Department

275 Old Lancaster Road
Sudbury, MA 01776
(978) 440-5421; (978) 440-5451 fax
Daniel F. Nason, Director

ENGINEERING • HIGHWAY • PARKS & GROUNDS • TRANSFER STATION • TREES & CEMETERY

February 16, 2017

Ms. Stephanie Pollack
Secretary and Chief Executive Officer
Massachusetts Department of Transportation
10 Park Plaza, Suite 4160
Boston, MA 02116

RE: Support Letter for Intersection Improvements to
Route 20 and Landham Road, ID Number 607249
Sudbury, MA

Dear Secretary Pollack:

I am writing on behalf of the Town of Sudbury to express support for the TIP project entitled Intersection Improvements to Route 20 and Landham Road in Sudbury. This dangerous intersection has experienced 170 reported accidents in the past 10 years and in May 2011 there was an accident involving a fatality.

Sudbury has been advocating for improvements to this intersection including a Board of Selectmen priority-one vote on January 10, 2017. MassDOT's Project Review Committee approved the project for potential funding in July 2013 and the 25-percent design was submitted in October 2015. Since this time and because Route 20 is a state roadway Sudbury understands MassDOT has taken control of the project including all future design submissions.

Sudbury recently inquired on the status of the project and learned that other priorities have placed the project on hold. Sudbury requests that MassDOT make this project a priority again so that important public safety improvements can be made.

Thank you very much for your consideration of this project which is of utmost importance to Sudbury and its surrounding communities.

Sincerely,

William F. O'Rourke, P.E.
Town Engineer / DPW Deputy Director

Attachment: Location Map

cc. Melissa Rodrigues, Town Manager
Daniel Nason, Director of Public Works
Alexandra Klayman, Boston Region Metropolitan Planning Organization

Suedmeyer, Beth

From: Frost, Arthur (DOT) <Arthur.Frost@dot.state.ma.us>
Sent: Thursday, March 9, 2017 4:33 PM
To: Nason, Dan; Bradbury, Sarah (DOT)
Cc: ORourke, William; Suedmeyer, Beth; Sullivan, Ann (DOT)
Subject: RE: Landham Road TIP Progress, Sudbury

Follow Up Flag: Follow up
Flag Status: Flagged

Dan,

I asked Sarah Bradbury where things stood and her response is below. The Town should attend the Boston MPO meeting next week on Thursday and contact Ali Kleyman (contact info below) as soon as possible to advocate for their projects. A letter of support for Landham Road and the BFRT would be a good idea too. Sarah Bradbury 508-929-3809 attends the MPO meeting for the District and you may want to talk to her if you have more questions. My availability is very limited ahead of the Boston MPO meeting.

Alexandra Kleyman, AICP | TIP Manager
 CENTRAL TRANSPORTATION PLANNING STAFF
 857.702.3709 | akleyman@ctps.org
www.ctps.org/bostonmpo

Yan Park Plaza, Suite 2150 | Boston, MA 02116-1965
 Main: 617.702.3700 | Fax: 617.570.9192 | TTY: 617.570.9199



Sarah,
 Please fill Dan in if anything is left out.

Arthur

Arthur Frost | Project Development Engineer | Highway Division, District 3 | Massachusetts Department of Transportation
 403 Belmont St., Worcester, MA 01604 | phone 508.929.3837 | email arthur.frost@state.ma.us www.mass.gov/massdot

From: Bradbury, Sarah (DOT)
Sent: Thursday, March 09, 2017 4:06 PM
To: Frost, Arthur (DOT)
Cc: Sullivan, Ann (DOT)
Subject: RE: Landham Road TIP Progress, Sudbury

The MPO staff is starting the process of developing a draft 2018-2021 TIP.

At the March 16th MPO meeting the staff will present the evaluated projects being considered for programming in the new TIP.

Project proponents who want their projects to be considered for the 2018-2022 TIP she attend the next few MPO meetings and be prepared to make a comment to the MPO for their project.

Here is a link to the meeting agenda:

<http://ctps.org/calendar/day/2017-03-16>

From: Nason, Dan [<mailto:NasonD@sudbury.ma.us>]
Sent: Thursday, March 09, 2017 1:17 PM

To: Frost, Arthur (DOT)
Cc: ORourke, William; Suedmeyer, Beth; Sullivan, Ann (DOT)
Subject: Landham Road TIP Progress, Sudbury

Arthur,

It was great seeing you at MassDOT's Innovation and Tech Transfer conference in Worcester this week.

As a follow up to our conversation on Monday while we were leaving MassDOT's Boston Office, I would like to discuss the status of the Landham Road TIP and how we can move this project forward. I am available to come to your office in Worcester or we can set a conference call with you and Ann. Please shoot me some available dates and times in the coming weeks and your preference for a face-to-face meeting or simply a conference call.

Regards,

Daniel F. Nason, Director

Sudbury Public Works Department

275 Old Lancaster Road

Sudbury, MA 01776

t: 978.440.5409 f: 978.440.5404

e: nasond@sudbury.ma.us

 Please consider the environment before printing this email



March 17, 2017

David J. Mohler, Chair
Boston Region Metropolitan Planning Organization
10 Park Plaza, Suite 2150
Boston, MA 02116

Re: MAGIC regional transportation priorities and comments for the Draft FFY 2018-2022
Transportation Improvement Program

Dear Mr. Mohler,

I am submitting these comments on behalf of the Minuteman Advisory Group on Interlocal Coordination (MAGIC) subregion of the Metropolitan Area Planning Council (MAPC). MAGIC consists of 13 communities in the northwest area of the MAPC region: Acton, Bedford, Bolton, Boxborough, Carlisle, Concord, Hudson, Lexington, Lincoln, Littleton, Maynard, Stow, and Sudbury. In March 2017, MAGIC members provided input on the FFYs 2018-2022 Transportation Improvement Program (TIP).

With limited transit resources within our suburban region, we believe the MPO should give strong consideration to projects that offer healthy transportation options that reduce greenhouse gas emissions, and, provide multimodal connections to existing transit nodes, downtowns, and employment centers. The Minuteman Bikeway Extension (#607738) and Bruce Freeman Rail Trail (#608164) projects would add miles of new bikeway and pedestrian infrastructure, connecting trail sections toward building a regional network, and facilitating active transportation for MAGIC residents. We encourage these be included and funded in the TIP.

Municipal intersection improvements benefit the region, and can facilitate the flow of intermunicipal traffic and ease access to business districts and downtowns. The Kelley's Corner (#608229) project includes the rehabilitation of 1 mile of roadways surrounding and including the Route 111/Route 27 intersection, which will support easier commuting regionally and within Acton, and encourage bicycling and walking. Intersection improvements at Route 20 and Landham Road in Sudbury (#607249) will improve traffic flow through widening the roadway and introducing turning lanes. MAGIC believes both these projects to be important regional projects, and we encourage their prioritization in the TIP and funding.

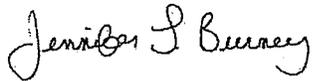
We appreciate the challenge of distributing transportation funds fairly and equitably. Taken together, these projects are essential to sustaining an equitable, economically healthy, and environmentally responsible region. We support keeping the projects included in the 2018-2022 TIP, in particular the MAGIC area projects summarized in this letter.

The list of projects in the table includes roadway projects that would relieve existing bottlenecks and improve safety, along with several projects that will improve bicycle, pedestrian, and transit mobility within our subregion. We appreciate the Metropolitan Planning Organization (MPO) giving strong consideration to the subregion's projects.

MAGIC Priorities for FFYs 2018-2022 TIP		
Project	ID #	Municipalities
Minuteman Bikeway Extension, from Loomis Street to the Concord Town Line	607738	Bedford
Bruce Freeman Rail Trail, Phase 2D	608164	Sudbury
Intersection Improvements at Massachusetts Avenue (Route 11) and Main Street (Route 27) (Kelley's Corner)	608229	Acton
Intersection improvements at Route 20 and Landham Rd.	607249	Sudbury (MassDOT)

Thank you for your continued support and thank you for this opportunity to comment.

Sincerely,



Jennifer Burney, MAGIC Chair
Lincoln Director of Land Use



Charles D. Baker, Governor
 Karyn E. Polito, Lieutenant Governor
 Stephanie Pollack, Secretary & CEO
 Thomas J. Tinlin, Administrator



March 30, 2017

APR 08 2017

William F. O'Rourke, P.E.
 Sudbury Town Engineer/DPW Deputy Director
 275 Old Lancaster Road
 Sudbury, MA 01776

Dear Mr. O'Rourke:

In response to your February 16, 2017 letter regarding the Sudbury Route 20 at Landham Road intersection improvement project # 607249, the 25% design plans have been approved and the design public hearing was held last spring. MassDOT is progressing toward the 75% stage of the design. At this time, MassDOT is working with the Boston Metropolitan Planning Organization (MPO) to identify funding for the construction of this project on the upcoming FFY 2018-2022 Transportation Improvement Program (TIP). I would encourage the Town of Sudbury to contact the Boston MPO and advocate for the construction funding of this project on the FFY 2018-2022 TIP.

Once again, thank you for contacting MassDOT regarding the Sudbury Route 20 and Landham Road intersection improvement project. If you need any additional information or I can be of any further assistance to you, please do not hesitate to contact my office.

Sincerely,

Thomas J. Tinlin
 MassDOT Highway Administrator

cc: David Mohler, Executive Director, Office of Transportation Planning
 Jonathan Gulliver, District Three Highway Director
 Marie J. Rose, P.E., Director of Roadway Project Management
 Alexandra Klayman, Central Transportation Planning Staff
 Melissa Rodriguez, Sudbury Town Manager
 Daniel Nason, Sudbury Director of Public Works

Suedmeyer, Beth

From: Suedmeyer, Beth
Sent: Friday, March 31, 2017 9:57 AM
To: Reardon, Muazzez (DOT)
Cc: Frost, Arthur (DOT); Sullivan, Ann (DOT)
Subject: Re: 607249 Route 20 at Landham Rd Intersection Project

Hi MG,

I attended the MPO meeting yesterday and during the meeting I asked Marie Rose if she knew if this project might be ready for FY 2018. Ali Kleyman, the MPO manager, had indicated there was only one or two projects ready to move into 2018, where there is a big deficit, I think because a Newton- Needham project moved out to 2019, as well as others.

After the meeting I spoke to Ali and she indicated I should definitely look into it further.

In order to connect the dots (sorry :), I could send an email to you and Ali, Arthur, Ann, and Marie.

Thanks!

-Beth

On Mar 31, 2017, at 8:24 AM, Reardon, Muazzez (DOT) <Muazzez.Reardon@dot.state.ma.us> wrote:

Hi Beth-

Who in MPO is initiating this? Please forward us the correspondence between town and MPO so we can follow up.

Thanks,

MG

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

From: Suedmeyer, Beth [<mailto:SuedmeyerB@sudbury.ma.us>]
Sent: Thursday, March 30, 2017 12:24 PM
To: Reardon, Muazzez (DOT)
Subject: RE: 607249 Route 20 at Landham Rd Intersection Project

Hi MG,

Can you estimate if you think that the Route 20 and Landham Road could possibly be ready to advertise in FFY 2018? I am not sure how complicated the ROW process will be. The MPO has surplus funds in 18.

Thanks.

Beth

From: Reardon, Muazzez (DOT) [Muazzez.Reardon@dot.state.ma.us]
Sent: Thursday, January 19, 2017 11:41 AM
To: Suedmeyer, Beth
Cc: Sullivan, Ann (DOT); Frost, Arthur (DOT)
Subject: RE: 607249 Route 20 at Landham Rd Intersection Project

Hi Beth-

You probably know by now that Mr. Delaney has a lot of concerns. We are trying to address his concerns as much as we can; than we will move forward with the design.

MG

Muazzez G. Reardon, P.E. (ME,NH) | Project Manager | MassDOT - Highway Division Ten Park Plaza, Suite 6340 | Boston, MA 02116 | 857.368.9331 | muazzez.reardon@state.ma.us <<mailto:muazzez.reardon@state.ma.us>>

From: Suedmeyer, Beth [<mailto:SuedmeyerB@sudbury.ma.us>]
 Sent: Thursday, January 19, 2017 11:19 AM
 To: Reardon, Muazzez (DOT)
 Subject: RE: 607249 Route 20 at Landham Rd Intersection Project

Hi MG,

I'm glad to be able to work with you too! If we could discuss the project with you before Tuesday that would be great because we are meeting with Ann and Arthur at D3 on Tuesday to discuss construction funding. I'd like to have the DPW guys get up to speed on what has happened with design before this meeting on Tuesday.

Are you aware of whether MassDOT has considered the funding may come from statewide funds rather than MPO funds?

Thanks,
 Beth

From: Reardon, Muazzez (DOT) [<mailto:muazzez.reardon@state.ma.us>]
 Sent: Thursday, January 12, 2017 5:54 PM
 To: Suedmeyer, Beth <SuedmeyerB@sudbury.ma.us<<mailto:SuedmeyerB@sudbury.ma.us>>>
 Subject: Re: 607249 Route 20 at Landham Rd Intersection Project

Hello Beth,

Happy New Year to you as well! I am so happy to work with you again. I know next week will not work out. Let me look at my schedule and get back with you on Tuesday.

Thanks,
 MG

On Jan 12, 2017, at 5:43 PM, Suedmeyer, Beth
 <SuedmeyerB@sudbury.ma.us<<mailto:SuedmeyerB@sudbury.ma.us>>> wrote:

Hi MG,

Happy New Year! I hope you are doing well! I am not sure if you heard that I am now working for the Town of Sudbury. The Planning and DPW staff here have had significant turn over, and we are trying to get up to speed on the Landham Road Intersection Project. Would it be possible for us to set up a conference call with you? Please let me know your available Mondays through Thursdays, 9-2:30.

Thanks,
 Beth

Suedmeyer, Beth

From: Suedmeyer, Beth
Sent: Friday, March 31, 2017 4:51 PM
To: Alexandra Kleyman
Cc: Reardon, Muazzez (DOT); Frost, Arthur (DOT); Sullivan, Ann (DOT); Nason, Dan; ORourke, William
Subject: RE: Route 20 and Landham Road Intersection Improvements, Sudbury - 607249

Hi Ali,

Thank you. I hope MassDOT can investigate project readiness, while you await budget clarification. If I recall, it appeared that there was an up to \$14 million surplus for FFY2018 in your MPO TIP scenarios yesterday, but I understand there is potential shifting that will occur.

Thanks and have a good weeknd!

Beth

From: Alexandra Kleyman [akleyman@ctps.org]
Sent: Friday, March 31, 2017 12:36 PM
To: Suedmeyer, Beth
Cc: Frost, Arthur (DOT); Sullivan, Ann (DOT); Reardon, Muazzez (DOT); Nason, Dan; ORourke, William
Subject: RE: Route 20 and Landham Road Intersection Improvements, Sudbury - 607249

Hi Beth,

Thanks for following up on this. In terms of programming this project in FFY 2018, I need to get some guidance from MassDOT before I know how much funding is actually available in that year. As soon as I get that information, I'll let you know.

In general, my approach to programming new projects was to try to help the MPO reach the targets they've set for their investment programs (bike/ped, complete streets, and intersections) as well as to make sure funding is spread among the different sub-regions. Intersection projects have generally been underrepresented in the TIP over the past 5 years, so the MPO seemed supportive of programming many of those.

Let me know if you have any other questions.

Best,

Ali

From: Suedmeyer, Beth [mailto:SuedmeyerB@sudbury.ma.us]
Sent: Friday, March 31, 2017 11:46 AM
To: Alexandra Kleyman
Cc: Frost, Arthur (DOT); Sullivan, Ann (DOT); Reardon, Muazzez (DOT); Nason, Dan; ORourke, William
Subject: Route 20 and Landham Road Intersection Improvements, Sudbury - 607249

Hi Ali,

I was happy to have the chance to discuss the Sudbury projects with you after the MPO meeting yesterday. I have been in touch with MassDOT District 3 staff and the Project Manager (Arthur, Ann, and MG, copied here) for the above referenced project today. They would like confirmation from you on the MPO's interest in potentially programming the project for FFY2018, if it could be ready. I indicated that the Town didn't know the details of project status and defers to MassDOT on this. They will check with their ROW staff to determine

if it may achieve readiness in time, if they hear the MPO might be interested in filling the FFY2018 gap with such a project. Please confirm.

Thank you.

Beth

Beth Suedmeyer
Environmental Planner | Planning and Community Development Department | Town of Sudbury
suedmeyerb@sudbury.ma.us | 978-639-3363 | www.sudbury.ma.us/pcd

Attachment 7.c: Attachment Communications on Landham Road 2017 (2402 : Discussion on Landham Road Intersection)

Suedmeyer, Beth

From: Sullivan, Ann (DOT) <Ann.Sullivan@dot.state.ma.us>
Sent: Thursday, April 6, 2017 8:56 AM
To: Alexandra Kleyman
Cc: Frost, Arthur (DOT); Suedmeyer, Beth; Reardon, Múazzez (DOT)
Subject: RE: Route 20 and Landham Road Intersection Improvements, Sudbury - 607249

Ali:

We asked our ROW section about the feasibility of being able to advertise this project in FY 2018. Unfortunately, they weren't able to give us any assurances that this was feasible. Without some level of confidence in being able to deliver on the ROW, we can't recommend the project for FY 2018.

Ann

From: Alexandra Kleyman [mailto:akleyman@ctps.org]
Sent: Wednesday, April 05, 2017 5:37 PM
To: Sullivan, Ann (DOT)
Cc: Frost, Arthur (DOT); Suedmeyer, Beth
Subject: RE: Route 20 and Landham Road Intersection Improvements, Sudbury - 607249

Hi Ann,

Just wanted to see if you were able to get any further insight into the readiness of this project.

Thanks,
 Ali

From: Suedmeyer, Beth [mailto:SuedmeyerB@sudbury.ma.us]
Sent: Friday, March 31, 2017 11:46 AM
To: Alexandra Kleyman
Cc: Frost, Arthur (DOT); Sullivan, Ann (DOT); Reardon, Muazzez (DOT); Nason, Dan; ORourke, William
Subject: Route 20 and Landham Road Intersection Improvements, Sudbury - 607249

Hi Ali,

I was happy to have the chance to discuss the Sudbury projects with you after the MPO meeting yesterday. I have been in touch with MassDOT District 3 staff and the Project Manager (Arthur, Ann, and MG, copied here) for the above referenced project today. They would like confirmation from you on the MPO's interest in potentially programming the project for FFY2018, if it could be ready. I indicated that the Town didn't know the details of project status and defers to MassDOT on this. They will check with their ROW staff to determine if it may achieve readiness in time, if they hear the MPO might be interested in filling the FFY2018 gap with such a project. Please confirm.

Thank you.
 Beth

Beth Suedmeyer
 Environmental Planner | Planning and Community Development Department | Town of Sudbury
suedmeyerb@sudbury.ma.us | 978-639-3363 | www.sudbury.ma.us/pcd

Suedmeyer, Beth

From: Alexandra Kleyman <akleyman@ctps.org>
Sent: Wednesday, April 12, 2017 6:36 PM
To: Nason, Dan
Cc: Suedmeyer, Beth
Subject: Intersection Improvements at Route 20 and Landham Road

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Dan,

I wanted to let you know that the MPO met last week to come to agreement on the draft programming of the FFYs 2018-22 TIP. There were some scenarios discussed at the meeting and posted on our website that you might have seen that included this Route 20 and Landham Road intersection improvement project in FFY 2022; however, with the list of projects that was finally agreed upon, there was not enough funding in FFY 2022 to include this project.

This is just the draft TIP and it will be released for the official 21-day public comment period on April 21st. I encourage you to continue to comment on these decisions in writing or in person at MPO meetings and to continue to advocate for your project to be funded in the TIP.

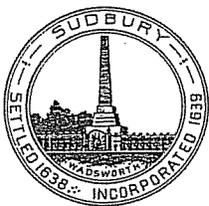
Please let me know if I can answer any questions.

Best,
 Ali

Alexandra Kleyman, AICP | TIP Manager
 CENTRAL TRANSPORTATION PLANNING STAFF
 857.702.3709 | akleyman@ctps.org
www.ctps.org/bostonmpo

Two Park Plaza, Suite 2150 | Boston, MA 02118-1968
 Main: 857.702.3700 | Fax: 617.570.9192 | TTY: 617.570.9193





TOWN OF SUDBURY

Office of the Town Manager

www.sudbury.ma.us

278 Old Sudbury Road

Sudbury, MA 01776-1843

978-639-3381

Fax: 978-443-0756

Email: townmanager@sudbury.ma.us

Melissa Murphy-Rodrigues, Esq.
Town Manager

April 20, 2017

Ms. Alexandra Kleyman
TIP Manager
Boston Region Metropolitan Planning Organization
State Transportation Building
10 Park Plaza, Suite 2150
Boston, MA 02116

RE: Programming Sudbury Projects FFY 2018-2022

Dear Ms. Kleyman,

On behalf of the Town of Sudbury, I am pleased to present this letter in support of the inclusion of the Bruce Freeman Rail Trail (BFRT), Phase 2D, Sudbury section (MassDOT Project 608164), placement on the Draft Transportation Improvement Program (TIP) for FY2018-2022. Sudbury is thrilled to see this important local, state, and regional project on the draft TIP list proposed for approval at today's MPO meeting.

The Town has been working for years to advance the construction of the BFRT and is currently preparing the 25% Design for submission to MassDOT this spring. The construction of 4.4 miles of rail trail will improve pedestrian facilities, provide bicycle accommodation, and offer healthy transportation options to reduce greenhouse gas emissions.

The Town has also prioritized the Intersection Improvements to Route 20 and Landham Road project (MassDOT Project 607249). This dangerous intersection has experienced 170 reported accidents in the past 10 years and in May 2011 there was an accident involving a fatality. Sudbury has been advocating for improvements to this intersection for a number of years. MassDOT's Project Review Committee approved the project for potential funding in July 2013 and the 25-percent design was submitted in October 2015. We would appreciate it also being considered for programming in the FFY2018-2022 funding cycle.

Please do not hesitate to contact me at rodriguesm@sudbury.ma.us or 978-639-3385 or Beth Suedmeyer, BFRT Project Manager, at suedmeyerb@sudbury.ma.us or 978-639-3363, if you have any questions or seek additional information.

Sincerely,

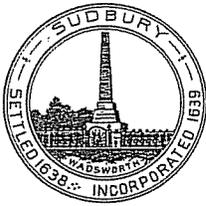
Melissa Murphy-Rodrigues, Esq.

Melissa Murphy-Rodrigues, Esq.
Town Manager

cc: Sudbury Board of Selectmen
Senator Jamie Eldridge

Attachment 7.c: Attachement Communications on Landham Road 2017 (2402 : Discussion on Landham Road Intersection)

Senator Michael Barrett
Representative Carmine Gentile
Secretary Stephanie Pollack, MassDOT
David Mohler, MassDOT OTP, Director
Jonathan Gulliver, District 3, Highway Director
Paul Steadman, District 4, Highway Director



Melissa Murphy-Rodrigues, Esq.
Town Manager

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

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

May 15, 2017

Boston Region Metropolitan Planning Organization
c/o Ms. Alexandra Kleyman, TIP Manager
State Transportation Building
10 Park Plaza, Suite 2150
Boston, MA 02116

RE: TIP Programming of Sudbury Projects FFY 2018-2022

Dear MPO Members and Ms. Kleyman,

I am writing to support the Bruce Freeman Rail Trail (BFRT) in Sudbury, Phase 2D (MassDOT Project 608164), for inclusion on the Transportation Improvement Program (TIP). On May 1, 2017, Town Meeting voted to appropriate an additional \$330,000 for the design of the BFRT in Sudbury. This will allow us to advance to the 75% design phase and brings the funding total approved at Sudbury Town Meetings for BFRT pre-design and design to over \$800,000 since 2005. This demonstrates tremendous Town support. The Bruce Freeman Rail Trail in Sudbury has been supported at Town Meeting since it was first proposed. In advance of the Town Meeting, the Board of Selectmen unanimously voted to support funding the design of the BFRT.

We believe the Bruce Freeman Rail Trail will be a popular and well-used amenity not only for Sudbury residents, but for the wider community as well, as it is part of a regional transportation network. The BFRT will connect schools, parks, recreation areas, houses of worship, municipal facilities, and commercial areas.

Sudbury is pleased to learn the BFRT, Phase 2D, is included on the final draft of the FFY 2018-2022 TIP and supports its inclusion on the final TIP to be approved by the Boston Metropolitan Planning Organization on May 25, 2017.

The Town has also prioritized the Intersection Improvements to Route 20 and Landham Road project (MassDOT Project 607249). This dangerous intersection has experienced 170 reported accidents in the past 10 years, and in May 2011 there was an accident involving a fatality. Sudbury has been advocating for improvements to this intersection for a number of years. MassDOT's Project Review Committee approved the project for potential funding in July 2013 and the 25-percent design was submitted in October 2015. We would appreciate it also being considered for programming in the FFY2018-2022 funding cycle.

Please do not hesitate to contact me at rodriguesm@sudbury.ma.us or 978-639-3385 or Beth Suedmeyer, BFRT Project Manager, at suedmeyerb@sudbury.ma.us or 978-639-3363, if you have any questions or seek additional information.

Sincerely,

Melissa Murphy-Rodrigues, Esq.

Melissa Murphy-Rodrigues, Esq.
Town Manager

cc: Sudbury Board of Selectmen
Senator Jamie Eldridge
Senator Michael Barrett
Representative Carmine Gentile
Secretary Stephanie Pollack, MassDOT
David Mohler, MassDOT OTP, Director
Jonathan Gulliver, District 3, Highway Director
Paul Steadman, District 4, Highway Director

ORourke, William

From: Johnson, Joseph <jjohnson@gpinet.com>
Sent: Thursday, June 29, 2017 1:18 PM
To: ORourke, William
Cc: Frost, Arthur (DOT); Sullivan, Ann (DOT); Reardon, Muazzez (DOT)
Subject: RE: Sudbury - Route 20 at Landham Road (607259) - Response to comments
Attachments: Sudbury - Response to Comments.doc; ROW Brochure.pdf

Hello Bill,

As requested, attached are the responses that were emailed to the abutter (below).

Thank you,

Joe

Joseph Johnson, P.E., PTOE
 Assistant Vice President / Senior Project Manager

21 Daniel Street, Second Floor, Portsmouth, NH 03801
 d +1 (603) 766-8245 | c +1 (603) 686-8276
 jjohnson@gpinet.com | www.gpinet.com



GPI

Engineering | Design | Planning | Construction Management

An Equal Opportunity Employer

From: Reardon, Muazzez (DOT) [mailto:Muazzez.Reardon@dot.state.ma.us]
Sent: Thursday, May 11, 2017 7:56 AM
To: randpdelaney@gmail.com
Cc: Frost, Arthur (DOT) <arthur.frost@state.ma.us>; Sullivan, Ann (DOT) <ann.sullivan@state.ma.us>; Johnson, Joseph <jjohnson@gpinet.com>
Subject: FW: Sudbury - Route 20 at Landham Road (607259) - Response to comments

Dear Mr. and Mrs. Delaney,

The design team has reviewed all your comments and concerns and developed the attached responses for your review. These comments have been received in written and electronic format following the Design Public Hearing held on May 17, 2016. There is some overlap between the concerns and responses, however, we wanted to make sure we answered all your questions.

Some of the concerns and responses are related specifically to compensation for impacts. This will be considered and established as part of the Right of Way process and won't begin until after Right of Way plans have been accepted. The process and rights will be explained at that time. As indicated in our responses, MassDOT's Acquisition Brochure has also been attached for your information.

We are available to meet with you, should you have any further questions or comments or would like clarification on our responses. Also, please be aware that, given the additional work associated with our responses, the design consultant will need to complete further survey.

Please feel free to contact me at (857) 368-9331 or by email at muazzez.reardon@state.ma.us.

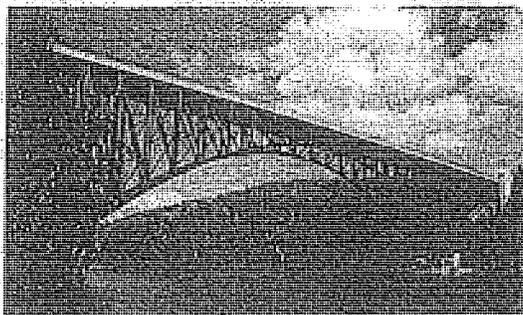
MG

This communication and any attachments are intended only for the use of the individual or entity named as the addressee. It may contain information which is privileged and/or confidential under applicable law. If you are not the intended recipient or such recipient's employee or agent, you are hereby notified that any dissemination, copy or disclosure of this communication is strictly prohibited and to notify the sender immediately.



Right of Way Acquisition and Your Property

A Guide for Property Owners



Prepared by the Massachusetts Right of Way Bureau

Massachusetts' transportation system is dependent on an extensive network of highways, bridges, and streets. As our cities and towns grow, it becomes necessary to make changes and improvements to our transportation system.

The Massachusetts Department of Transportation (MassDOT) is responsible for providing roads, highways and bridges that are safe for travel by vehicle, on foot, or by bicycle.

To serve this broad public interest, it is sometimes necessary to acquire land from private property owners. This brochure will provide you with basic information about the process of acquiring land and rights therein for public transportation projects. Hopefully, it will also provide the basis for understanding our process.

What are the definitions of some terms used in the process?

Eminent Domain

Eminent domain is the right of the Commonwealth to take private property for public use, including transportation purposes.

Right of Way

A right-of-way is publicly-owned area reserved for transportation purposes. Adjacent land from private owners may be required to construct, or reconstruct, highways or bridges within the right-of-way.

Easements

An easement is the right of MassDOT to use all or part of a property for a specific transportation purpose. Easements can be permanent or temporary (limited to a stated period of time).

Examples are a permanent easement for drainage and a temporary easement for the reconstruction of sidewalks and driveways. Title to the property remains in the name of the property owner.

Fee Taking

A fee taking means that MassDOT becomes the owner of the property acquired. The title to the acquired property transfers to MassDOT on the date of the recording of the Order of Taking at the Registry of Deeds.

Just Compensation

The compensation provided for property taken by eminent domain.

How are my property rights protected?

To provide uniform and equitable treatment for those whose property is acquired, and for persons displaced by such acquisitions, we are bound by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (amended in 1987), and Massachusetts General Laws, primarily Chapter 79. These serve as the foundation for the information discussed in this brochure.

MassDOT respects these fundamental property rights and is committed to treating all property owners with fairness and respect.

How can I comment on a proposed project?

Before altering an existing state highway, or laying out a new one, MassDOT will hold a public hearing.

At the public hearing, representatives of MassDOT will provide you with information about the proposed project. As part of the public hearing process you will have a chance to enter your comments and recommendations into the record.

All comments will be carefully considered before the project is finalized.

Who will contact me about the project?

If your property, or a portion of it, needs to be acquired, you will be contacted by a representative of the MassDOT Right-of-Way (ROW) Bureau to arrange a meeting. At the meeting, our representative will provide you with a right-of-way plan showing the impacts to your property and offer an overview of the project. They will also explain the acquisition process, review information relative to the property, and document any concerns you may have.

How will my property be valued?

The value will be determined by a qualified appraiser. The objective of the appraisal is to determine the estimate of Just Compensation.

The appraiser will contact you and will welcome any information you can provide regarding your property. You will be invited to accompany the appraiser on an inspection of the property. The purpose of the inspection is to determine and document the overall condition and physical features of the property, and to verify information about the property obtained from other sources.

How is the amount of the payment (Award of Damages) determined?

The Award of Damages is comprised of the appraised value and interest from the date the property is acquired to the date on which you are paid. In the event that there is a fee taking, a share of the real estate tax for the current year is also included.

How will I know how much I will be paid?

Approximately 4 to 6 weeks prior to approval by the Highway Administrator, you will receive a letter indicating our offer of Just Compensation. After you have received the letter, you will be contacted by a representative of the MassDOT Right of Way (ROW) Bureau to address any questions or concerns you may have regarding our offer. Once the Award of Damages has been approved by the Highway Administrator, you will be contacted again to arrange a meeting. At the meeting our representative will present you with the Award of Damages amount and explain your rights.

You will also be provided with a W-9 form (Request for Taxpayer Identification Number). The W-9 form must be completed by the owner or owners whose name(s) appear on the title deed as recorded at the Registry of Deeds. Payment cannot be made without receipt of a completed W-9.

What if I am not satisfied with the Award of Damages?

The Award of Damages is made without prejudice. This allows you to receive the Award of Damages while still maintaining your right to dispute the amount. This right is reserved for a period of three years from the date of the recording of the Order of Taking.

MassDOT provides for dispute resolution through the administrative settlement process. You can initiate this by providing documentation and information relative to the value of your property, including but not limited to, an appraisal for our

review. If resolution cannot be reached through the administrative settlement process, you can still bring a claim in court for additional monies at any time during the three year period.

When will I be paid?

If you have clear title to your property, payment will be issued within 60 days of the recording of the Order of Taking at the Registry of Deeds. The parties in interest to be named on payment checks are as follows:

- For acquisitions of permanent or temporary rights where the award of damages is less than \$10,000.00:

MassDOT may make payment directly to the property owner, absent deed deficiencies such as tax liens, or other encumbrances.

- For acquisitions of permanent or temporary rights where the award of damages is greater than \$10,000.00:

MassDOT may list all parties in interest on the check, unless discharges or releases are provided.

When will my property be acquired?

A Notice of Taking will be sent to you once the recording is made. The Notice of Taking explains what property was acquired, when it was acquired and how much you will be paid. A copy of a plan showing the property acquired will be enclosed.

What if the acquisition requires me to relocate?

If the acquisition of your property involves relocation, a MassDOT ROW representative specializing in relocation will meet with you to discuss the available benefits and procedures.

At Your Service

From your first notice to your final payment, you will be kept informed of all developments concerning the acquisition of your property. We are sincerely interested in offering assistance and understanding.

If you have additional questions, please contact:

For more information regarding the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, you may visit: www.fhwa.dot.gov/real_estate/publications/acl.cfm

For more information regarding Massachusetts General Laws, visit: malegislature.gov/Laws/GeneralLaws/PartI/TitleXIII/Chapter79

The Right of Way website can be found through: www.massdot.state.ma.us/highway/Departments.aspx

Attachment 7.c: Attachment Communications on Landham Road 2017 (2402 : Discussion on Landham Road Intersection)

Sudbury-Route 20 & Landham Road Project Intersection Improvements

Project File No. 607249

Response to Comments and Concerns

Comment 1 – Widen and lengthen the relocated driveway and provide larger turn radius.

Response 1 – The relocated driveway has been widened and lengthened to accommodate a passenger vehicle. Adjacent trees will be removed to ensure a single unit truck can also enter the property.

Comment 2 – Maintain the same size curb cut on the relocated driveway as existing.

Response 2 – The width of the relocated driveway has been revised to match the existing curb cut.

Comment 3 – Extend the existing parking area by 6 feet to allow enough space to park 2 cars.

Response 3 – The design has been revised as requested. A tree removal is required to facilitate this change.

Comment 4 – Provide a uniform surface equivalent to the existing surface by repaving the entire driveway and parking area.

Response 4 – The existing driveway will be reconstructed.

Comment 5 – Remove existing hedge and adjust grade where necessary to permit relocating fence forward toward the road at a higher elevation, level with the walkway.

Response 5 – The requested grading has been incorporated into the project. The design incorporates a permanent 8' fence on your property as you have requested.

Comment 6 – Extend (where necessary) grade at walkway level 4 feet to the north before sloping to the existing front yard level to facilitate relocating the entire front fence south to a point 3 feet from the walkway edge.

Response 6 – The requested grading has been incorporated into the project. Please note that this grading may have additional impacts to existing vegetative screening in the front yard. As noted in response 5, the design will incorporate an 8' fence.

Comment 7 – Replace the existing 6' fence with an 8' fence.

Response 7 – The existing 6' fence will be removed as part of the project. During construction, a permanent 8' fence will be installed on your property.

Comment 8 – Remove the first 21 feet of the existing driveway and replace with loam and seed.

Response 8 – This request is included in the proposed design.

Comment 9 – Replace the existing curb cut with curbing to prevent water flow from the road into the front yard.

Response 9 – This request is included in the proposed design.

Concern 1 – Providing adequate access for service trucks and adequate parking.

Concern Response 1 – The proposed driveway configuration accommodates a passenger vehicle while the limit of tree removal will accommodate a single unit truck to enter the driveway.

Concern 2 – Providing adequate substitute for the loss of screening.

Concern Response 2 – Landscaping to replace the loss of screening has been added to the design.

Concern 3 – Ensuring that no visually offensive glare from signal lighting occurs.

Concern Response 3 – The proposed signal heads will include louvers to 'aim' the signal indications at the appropriate areas. Also, there is technology available so that the area of visibility can be programmed so that the lights are only visible for a vehicle exiting your driveway.

Concern 4 – Ensuring that compensation covers necessary remediation costs, if any, that we bear.

Concern Response 4 – Legally compensable damages will be considered during the Right of Way process; however, this may or may not be exactly what the property owner is advocating for. This doesn't begin until after Right of Way plans have been accepted. The process and rights will be explained at that time. Please see attached brochure.

Following are responses to your questions that were sent electronically on the morning of May 17, 2016.

Question 1 - Why do the front trees need to be removed and is there an alternative that will preserve some or all of them?

Response - The trees called for removal are a result of the coordination with the overhead utility companies. Eversource requires that vegetation be cleared within 10' measured from center-of-pole to center-of-pole. The design includes a new 8' privacy fence as well as vegetative screening.

Question 2 - Is the position of the existing walkway changing?

Response - Directly in front of 206 Boston Post Road, there is a minor realignment of the sidewalk. The proposed location of the sidewalk can be staked in the field for your review.

Question 3 - Where are the telephone poles being relocated?

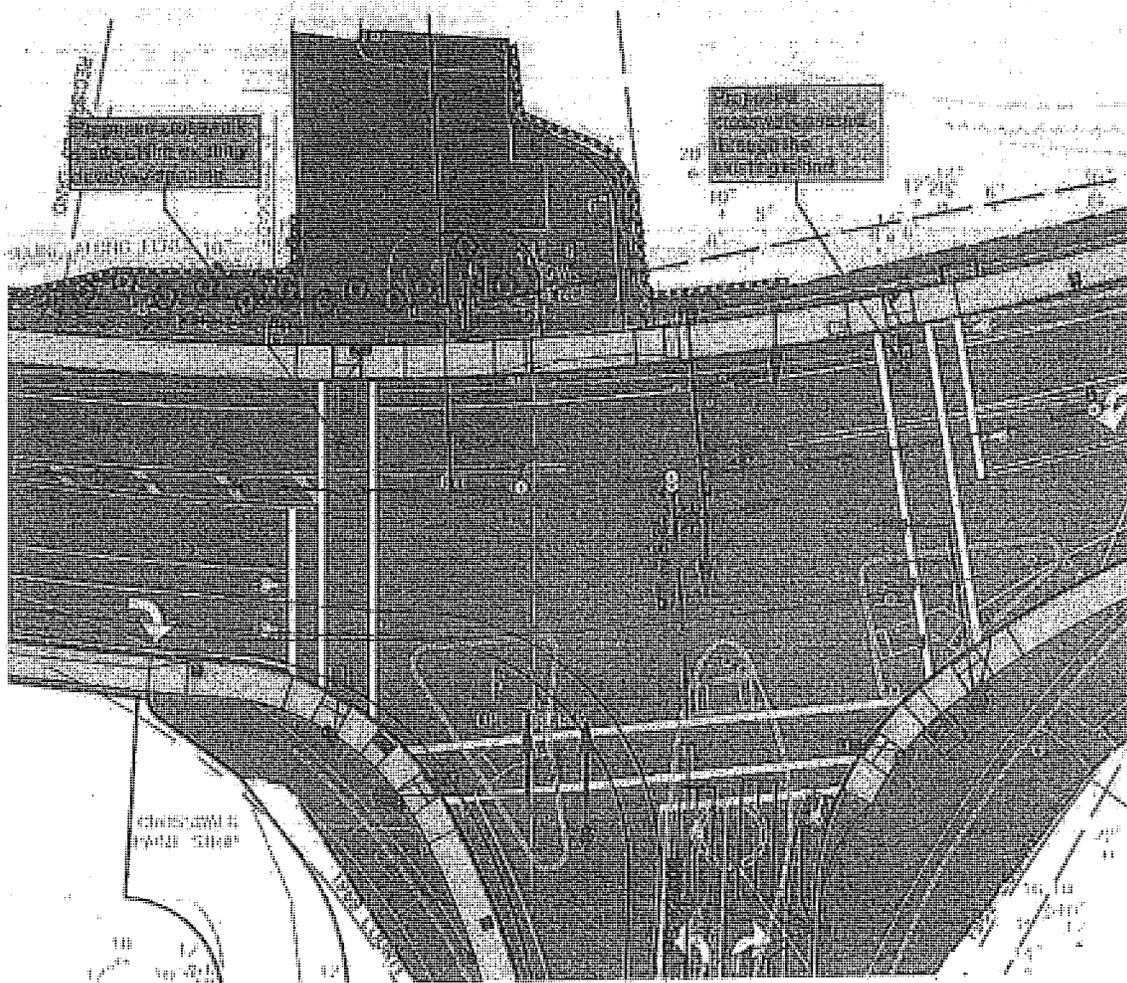
Response - The proposed utility pole locations can be staked in the field for your review.

Question 4 - Where is the north post for the traffic light?

Response - The traffic signal post located on the north side of Boston Post Road can be staked in the field for your review.

Question 5 - Where are the crosswalk(s)?

Response - The proposed crosswalk locations are shown on the following figure.



Question 6 – How will we exit with a signal at the intersection?

Response – The proposed traffic signal equipment will include a video camera that will detect vehicles exiting your driveway. Once a vehicle is 'detected' the traffic signal will initiate a signal phase that accommodates just your driveway and all other approaches will have RED signal indications.

Question 7 – Will there be any traffic lights or crosswalk lights pointed toward our house? If so, what can be done to prevent them from flashing into our front windows all night?

Response – There will be signal heads facing your property. The proposed signal heads will include louvers to 'aim' the signal indications at the appropriate areas. Also, there is technology available so that the area of visibility can be programmed so that the lights are only visible for a vehicle exiting your driveway. The crosswalk indications are mounted at a height of approximately 8' and should not be an issue particularly given the 8' privacy fence that will be located in front of your property.

Question 8 – Who does the work including removing vegetation, removing and adding paving and moving the fence - the State or a contractor and if a contractor, who hires them? This is important because we would need to establish costs and seek adequate compensation for anything that is our responsibility to arrange.

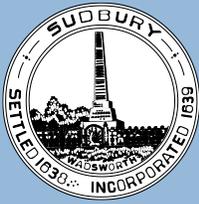
Response – Work done under the contract would be performed by the Contractor with MassDOT oversight. Legally compensable damages will be considered during the Right of Way process; however, this may or may not be exactly what the property owner is advocating for. This doesn't begin until after Right of Way plans have been accepted. The process and rights will be explained at that time. Please see attached brochure.

Question 9 – When and how do we pursue compensation for associated costs or loss of utility of our property?

Response – Legally compensable damages will be considered during the Right of Way process; however, this may or may not be exactly what the property owner is advocating for. This doesn't begin until after Right of Way plans have been accepted. The process and rights will be explained at that time. Please see attached brochure.

Question 10 – How often will we need to touch base with DOT for status so there are no surprises?

Response – At each design submission stage and periodically throughout construction.



SUDBURY BOARD OF SELECTMEN
Tuesday, July 18, 2017

MISCELLANEOUS (UNTIMED)

8: Septage Facility update

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Update on Septage Facility and potential vote to hire special town counsel

Recommendations/Suggested Motion/Vote: Update on Septage Facility and potential vote to hire special town counsel

Background Information:

Financial impact expected:

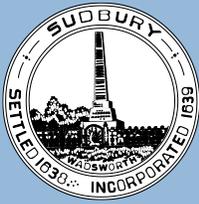
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Susan N. Iuliano	Pending
Board of Selectmen	Pending

07/18/2017 7:30 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, July 18, 2017

MISCELLANEOUS (UNTIMED)

9: Discussion on Melone Property

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discussion on future use of Melone property and next steps.

Recommendations/Suggested Motion/Vote: Discussion on future use of Melone property and next steps.

Background Information:

Financial impact expected:

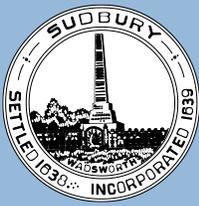
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Susan N. Iuliano	Pending
Board of Selectmen	Pending

07/18/2017 7:30 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, July 18, 2017

MISCELLANEOUS (UNTIMED)

10: Discussion on Marijuana Law and Town Forum

REQUESTOR SECTION

Date of request:

Requestor: Selectman Simon

Formal Title: Discussion on Marijuana Law and future Town Forum.

Recommendations/Suggested Motion/Vote: Discussion on Marijuana Law and future Town Forum.

Background Information:
Attached memo from Selectman Simon

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Susan N. Iuliano	Pending
Board of Selectmen	Pending

07/18/2017 7:30 PM

TOWN FORUM 2017

TOPIC: RECREATIONAL MARIJUANA LAW

WHY FOCUS ON THIS TOPIC? RECREATIONAL MARIJUANA LAW IS NEW TO MASSACHUSETTS AND SUDBURY.

WHAT IS THE CURRENT MEDICAL MARIJUANA LAW AND HOW DOES IT DIFFER FROM RECREATIONAL MARIJUANA LAW THAT WAS PASSED IN THE STATEWIDE REFERENDUM?

If Sudbury voted against the referendum, (5291 YES, 5518 NO, 131 BLANK) what are our rights and options?

THE FORUM IS INTENDED TO;

1. EDUCATE RESIDENTS ABOUT THE PROVISIONS ABOUT NEW LAW; WHEN IT WILL TAKE EFFECT, WHO HAS LOCAL POLICY MAKING AUTHORITY, WHAT POLICY OPTIONS ARE AVAILABLE, ENFORCEMENT, AND PENALTIES FOR VIOLATION OF THE NEW LAW.
2. EDUCATE RESIDENTS ABOUT MARIJUANA IN GENERAL SO THEY CAN PROVIDE INPUT AND FEEDBACK AND DIRECTLY TO THE SEVERAL TOWN BOARDS AND OFFICIALS WHO WILL HAVE RESPONSIBILITY FOR MAKING RECREATIONAL MARIJUANA POLICY DECISIONS, SUCH AS LICENSING OF ESTABLISHMENTS, LOCATIONS, HOURS OF OPERATION, OTHER RESTRICTIONS, AND IMPLEMENTING POLICY.
3. INFORM TOWN DEPARTMENTS AND STAFF, AND TOWN BOARDS ABOUT THE NEW RECREATIONAL MARIJUANA LAW.

QUESTIONS ABOUT MARIJUANA

- a. IS IT ADDICTIVE?
- b. IS IT HABIT FORMING?
- c. EFFECTS ON BODY?
- d. HOW IS IT LIKE ALCOHOL?
- e. HOW DOES IT DIFFER FROM ALCOHOL

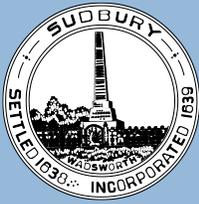
- f. DRIVING WITH MARIJUANA IN THE SYSTEM
- g. DRUG TESTING FOR MARIJUANA
- h. SPECIAL CONCERNS FOR YOUNG PEOPLE, I.E., UNDER 18 OR 21?
- i. EXPERIENCE ON OTHER STATES: COLORADO

PANELISTS

1. TOWN COUNSEL
2. DIRECTOR OF HEALTH DEPARTMENT, TOWN NURSE
3. CHIEF NIX
4. REP. GENTILE, SENATOR ELDRIDGE
5. MD / PHARMACOLOGIST

QUESTIONS AND ANSWERS:

- AUDIENCE – AT END OR AFTER EACH SPEAKER or AT END OF PROGRAM
- SUBMIT PRIOR TO FORUM
- SUBMIT DURING FORUM



SUDBURY BOARD OF SELECTMEN
Tuesday, July 18, 2017

MISCELLANEOUS (UNTIMED)

11: Citizen's Comments (cont)

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Citizen's Comments (cont)

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

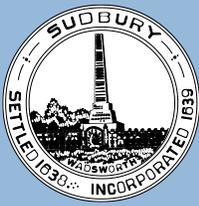
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Susan N. Iuliano	Pending
Board of Selectmen	Pending

07/18/2017 7:30 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, July 18, 2017

MISCELLANEOUS (UNTIMED)

12: Discuss future agenda items

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discuss future agenda items

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

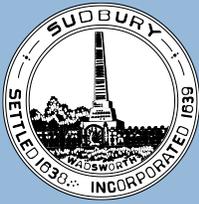
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Susan N. Iuliano	Pending
Board of Selectmen	Pending

07/18/2017 7:30 PM



SUDBURY BOARD OF SELECTMEN
Tuesday, July 18, 2017

CONSENT CALENDAR ITEM

13: Pros Consulting

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to authorize the Town Manager to enter into a contract with Pros Consulting for \$50,000 for development of a feasibility study for the redevelopment of the Fairbank Community complex at 40 Fairbank Road.

Recommendations/Suggested Motion/Vote: Vote to authorize the Town Manager to enter into a contract with Pros Consulting for \$50,000 for development of a feasibility study for the redevelopment of the Fairbank Community complex at 40 Fairbank Road.

Background Information:
attached memo from James Kelly, Facilities Director

Financial impact expected:\$50K

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Susan N. Iuliano	Pending
Board of Selectmen	Pending

07/18/2017 7:30 PM



TOWN OF SUDBURY

Facilities Department
978-440-5466

DATE: July 7, 2017
 TO: Melissa Murphy-Rodrigues, Town Manager
 FROM: James Kelly, Facilities Director
 RE: Design Services – Fairbank Community Center Task Force

As you are aware, the Fairbank Community Center Task Force Committee solicited a Request for Qualifications for designer services from consulting firms including consultants, master planners and registered architects to develop a feasibility study for the redevelopment of the Fairbank Community Complex at 40 Fairbank Road.

In response to the solicitation noticed in the Central Register on May 9, 2017, we received two proposals by the deadline of June 9, 2017. The two firms submitting proposals were Pros Consulting, Inc., 201 S. Capitol Avenue, Indianapolis, Indiana and Abacus Architects & Planners, 119 Braintree Street, Boston, MA.

Pros consulting is a 12 person firm established in 1995, they are a full service parks and recreation planning firm that focuses on services to government and non-profit agencies. Pros has extensive experience, completing over 200 feasibility studies and business plans with an emphasis on community recreation including multi-generation centers..

Abacus Architects & Planners is an eleven-person firm established in 1989, which employs three licensed architects. The firm has experience in feasibility studies and master plan studies for similar multi-generation centers.

The proposals were distributed to the review team consisting of John Beeler, Jim Marotta and Chris Morely on June 12, 2017. The review team met on June 19, 2017 to review the proposals and then again on June 27, 2017 at which time there was a decision made to interview the two firms via conference call scheduled for July 7, 2017 at the DPW conference room. Present for the interview were John Beeler, Jim Marotta and Chris Morely as well as staff members Jim Kelly, Facilities Director; Kayla McNamara, Park & Rec Director; and Debra Galloway, Council on Aging Director.

At the conclusion of the July 7, 2017 conference call, it was determined that both firms met the minimum qualifications and demonstrated that they were qualified in all rating criteria. It was determined that Pros Consulting was the most suited for this project and could work most efficiently on the project with its more current experience in park and recreational facilities with the blending of a community center. The review team believes that while both Park and Recreation and the Senior Center will utilize the Fairbank Community Center, the Park and Recreation use of space and programming requires a detailed financial analysis in conjunction with a rigorous review of local market conditions, and that Pros Consulting will be better able to provide this analysis and review.

Pros Consulting demonstrated, with their recent experience, a slightly better understanding of the distribution and value in terms of capital and operational expense of spaces within the facility.

The review team believes that the success of the Fairbank project hinges on the financial feasibility study. In their opinion, and from the information gathered during the review and interviews, Pros Consulting is more qualified for the financial analysis. Pros offers better experience in cost, value and revenues of park and recreation programming and with senior centers. The Sudbury Community Center will be heavily weighted with programming and membership fees of the Park and Recreation Department, and so the committee believes it is in the best interest of the Town to engage the services of Pros Consulting.

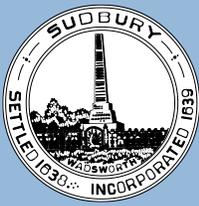
For these reasons, the representatives of the Fairbank Community Center Task Force Review Committee, with the concurrence of Facilities Director James Kelly, Council on Aging Director, Debra Galloway, and Park & Rec Director, Kayla McNamara, recommends that the design contract for the redevelopment of the Fairbank Community Center, as set forth in the advertised Request for Qualifications, be awarded to Pros Consulting Inc., 201 S. Capitol Avenue, Indianapolis, IN 46225, in the amount of \$50,000, for the following reasons:

- Scope of services offered and their appropriateness to the needs of the Town
- Recent experience and qualifications in projects similar in scope within the last five years
- References (minimum of five)
- Ability to work with Town personnel and Committees
- Ability to meet schedule given current workload
- Identity and qualifications of the consultants who should work on the project, including firms to conduct marketing analysis and prepare business plan
- Qualifications of the key personnel to be assigned to the project
- Time commitment of those key persons assigned to the project
- Financial stability of the firm
- Cost control experience
- Achievements demonstrating design excellence
- Demonstrated familiarity with the public bid construction process
- Expertise in funding sources for public recreational projects.
- Examples of municipal recreational projects the Consultant has completed a feasibility study, which in turn was successfully approved by the community by vote.
- Any other criteria deemed appropriate by the Fairbanks Community Center Study Task Force.

Upon your consideration of this recommendation, the Facilities Director will notify Pros Consulting Inc. and arrange for signing of the Agreement.

If you have any questions, please do not hesitate to advise.

James Kelly, Facilities Director



SUDBURY BOARD OF SELECTMEN
Tuesday, July 18, 2017

CONSENT CALENDAR ITEM
14: Board of Registrars Appointment

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to appoint Greg Bochicchio, 36 Stearns Lane, to the Board of Registrars for a term ending 5/31/20, as requested by the Town Clerk.

Recommendations/Suggested Motion/Vote: Vote to appoint Greg Bochicchio, 36 Stearns Lane, to the Board of Registrars for a term ending 5/31/20, as requested by the Town Clerk.

Background Information:

Financial impact expected:n/a

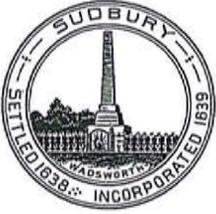
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Susan N. Iuliano	Pending
Board of Selectmen	Pending

07/18/2017 7:30 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: selectmen@sudbury.ma.us

May 22, 2017

VIA: Certified Mail and First Class Mail

Ms. Deanna Bisson
Republican Town Committee
52 Basswood Ave
Sudbury, MA 01776

Dear Chairman Bisson:

The appointment term of Republican Greg Bochicchio to the Board of Registrars expires on May 31, 2017. We are pleased to hear that Greg is willing to serve another term.

General Laws Chapter 51, s. 15, requires:

“Every such appointment shall be made in a town by the selectmen or the appointing authority from a list to be submitted to them by the town committee of the political party from the members of which the position is to be filled, containing the names of three enrolled members of such party resident in the town, selected by a majority vote at a duly called meeting, at which a quorum is present, of such committee; and every member of a board of registrars of voters shall serve until the expiration of his term and until his successor has qualified; provided, however, if the chairman of the town committee has not submitted such list to the selectmen or the appointing authority within forty-five days after a notification to said chairman by certified mail, the selectmen or the appointing authority shall make said appointment without reference to such a list.”

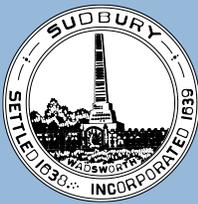
Would the Republican Town Committee please submit three recommendations to the Board of Selectmen for this appointment, in accordance with the above-stated statute? If you have any questions, please call.

Thank you for your assistance.

Sincerely,

Patricia B. Golden
Senior Admin. Asst. to the Town Manager

Cc: Town Clerk



SUDBURY BOARD OF SELECTMEN

Tuesday, July 18, 2017

CONSENT CALENDAR ITEM

15: Taxi & Limousine License Renewal 2017

REQUESTOR SECTION

Date of request:

Requestor: Darlene Brown, AAA Limousine

Formal Title: Vote to renew the Livery and Limousine License for AAA Limousine, Inc., 37 Union Avenue, and to approve rate schedule as provided, subject to approval of individual driver licenses and satisfactory vehicle inspections by the Police Dept., said licenses to expire on June 30, 2018.

Recommendations/Suggested Motion/Vote: *Vote to renew the Livery and Limousine License for AAA Limousine, Inc., 37 Union Avenue, and to approve rate schedule as provided, subject to approval of individual driver licenses and satisfactory vehicle inspections by the Police Dept., said licenses to expire on June 30, 2018.*

Background Information:

AAA Limousine, Inc has been in business for many years without issues; vehicles are inspected annually by the Police Department and drivers are registered with the State. Application is attached.

Financial impact expected:\$50 in licensing fees

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Susan N. Iuliano	Pending
Board of Selectmen	Pending

07/18/2017 7:30 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: selectmen@sudbury.ma.us

TAXI & LIMOUSINE LICENSE APPLICATION

Please complete the application form and return to the Selectmen's Office along with all required materials listed below by **Thursday, June 1, 2017**. You may attach additional pages if needed. Please note all licenses expire on June 30 of each year.

NAME: Darlene Brown

ADDRESS: 37 Union Ave
Sudbury, MA 01776

PHONE: [REDACTED] (C)

EMAIL: [REDACTED]

BUSINESS NAME: AAA Limousine, Inc.

BUSINESS ADDRESS: 37 Union Ave Sudbury, MA 01776

HOURS OF OPERATION: 24/7 by reservation

RATE SCHEDULE: sedan \$ 98 SUV \$ 98 3pass/4+ additional \$10.
Boston Logan/Airport

NAME, ADDRESS, D.O.B. AND DRIVER'S LICENSE NUMBER(S) FOR EACH DRIVER: see attached

PLEASE ENCLOSE THE FOLLOWING WITH YOUR APPLICATION:

- Copy of Registration for each Fleet Vehicle
- Proof of Auto Insurance for all Fleet Vehicles
- Proof of Worker's Compensation Insurance (Workers' Compensation Act requires local licensing authorities to withhold license renewals if the licensee has not provided evidence of its compliance with the Act's requirement to provide workers' compensation insurance for its employees. A copy of the policy or a certificate of insurance is satisfactory.)
- Tax Attestation Form (attached)
- \$50 Application Fee (Please make checks payable to Town of Sudbury)

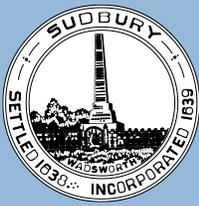
I hereby apply for a license to operate taxis and limousines within the Town of Sudbury.

Applicant Signature: AAA Limousine, Inc Darlene Brown Date: 6/26/17

Barry Brown 1

Elizabeth Brown

William glanton



SUDBURY BOARD OF SELECTMEN
Tuesday, July 18, 2017

CONSENT CALENDAR ITEM

16: Appointment to Agricultural Commission

REQUESTOR SECTION

Date of request:

Requestor: Laura Abrams, Chairman of Agricultural Commission

Formal Title: Vote to appoint Madeline Gelsinon, 520 Concord Road, as a member of the Agricultural Commission for a term ending 5/31/20, as recommended by Laura Abrams, Chair.

Recommendations/Suggested Motion/Vote: Vote to appoint Madeline Gelsinon, 520 Concord Road, as a member of the Agricultural Commission for a term ending 5/31/20, as recommended by Laura Abrams, Chair.

Background Information:
attached application and memo from Laura Abrams, chair.

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Susan N. Iuliano	Pending
Board of Selectmen	Pending

07/18/2017 7:30 PM

Golden, Patricia

From: Laura Abrams <mcbala3@gmail.com>
Sent: Wednesday, July 05, 2017 1:12 PM
To: Selectmen's Office
Subject: Madeleine Gelsinon application

It is my understanding that Madeleine Gelsinon has submitted an application to be appointed to the Agricultural Commission.

Madeleine reached out to all of the farmers along the proposed rail trail when she was on the Advisory Committee. She got to know the farmers and their concerns while being very professional not to take sides with the project.

I think she would make an excellent addition to the the Commission.

Sincerely,
Laura B. Abrams
Chair - Ag Com

Attachment16.a: Memo_AgComm_chair (2395 : Appointment to Agricultural Commission)

TOWN OF SUDBURY APPLICATION FOR APPOINTMENT

BOARD OF SELECTMEN
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

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

Board or Committee Name: AGRICULTURAL COMMITTEE

Name: Madeleine Gelsinon
Address: 520 Concord Rd., P.O. Box 162 Email Address: [REDACTED]
Home phone: [REDACTED] Work or Cell phone: [REDACTED]

Years lived in Sudbury: 40 Years
Brief resume of background and pertinent experience:

I teach fitness to the senior population and have been doing this for over 20 years now. I enjoy it and I will try to continue. Exercise is one of the best ways for seniors to continue a good quality of life.

Municipal experience (if applicable):
I was a member of the Rail Trail Advisory Committee for many years. I am also an election officer in the town.

Educational background:
I am a college graduate and at the age of 50 I went back and became a certified fitness instructor and as I said I have been doing this for over 20 years now.

Reason for your interest in serving:
One reason I am interested in serving on this committee is because when I was on the Rail Trail Advisory Committee, I was the liaison to the Agricultural Committee. I understand the needs of the committee and I know that I would work well with the members of the committee.

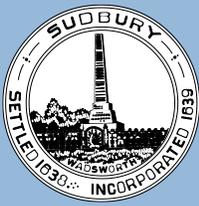
Available time: Most any time
I have been a citizen of Sudbury for many years and I have watched it grow into a suburban community. plain:
The reason I am interested in this committee is because we need to preserve the farm industry in our town. We are slowly losing much of the land in this town to developers or recreational interests.

MG (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 Madeleine Gelsinon Date 6-5-17



SUDBURY BOARD OF SELECTMEN
Tuesday, July 18, 2017

CONSENT CALENDAR ITEM

17: Annual Election Worker Appointments 2017-2018

REQUESTOR SECTION

Date of request:

Requestor: Town Clerk and Democratic and Republican Town Committee Chairmen

Formal Title: Vote whether to appoint Election Officers for a one-year term, commencing August 15, 2017 and ending August 14, 2018, as recommended by the Democratic and Republican Town Committee Chairmen and the Town Clerk. Selectman Simon is requested to abstain from voting on the appointment of Gail-Ann Simon.

Recommendations/Suggested Motion/Vote: Vote whether to appoint Gail-Ann Simon as an Election Officer for a one-year term, commencing August 15, 2017 and ending August 14, 2018, as recommended by the Democratic and Republican Town Committee Chairmen and the Town Clerk.

Vote whether to appoint Election Officers for a one-year term, commencing August 15, 2017 and ending August 14, 2018, as recommended by the Democratic and Republican Town Committee Chairmen and the Town Clerk.

Background Information:
Please see Election Worker lists attached.

Financial impact expected:N/A

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Susan N. Iuliano	Pending
Board of Selectmen	Pending

07/18/2017 7:30 PM

**Additional Election Workers to Appoint
2017-2018**

Last\First Name	Election Officer Type	Political Party	Precinct
Simon, Gail-Ann	Election Officer	Unenrolled	2

Attachment 17.a: Election Officers 2017 Vote 1 (2354 : Annual Election Worker Appointments 2017-2018)

**Election Officers
2017-2018
Democrat, Republican, Unenrolled**

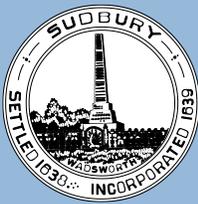
Last\First Name	Election Officer	Political Party	Precinct
Abrams, Susan F.	Election Officer	Democrat	4
Adelson, Paula E.	Election Officer	Democrat	
Angelosanto, Margaret M.	Election Officer	Democrat	3
Bausk, Jacqueline A.	Election Officer	Democrat	2
Bausk, Joseph D.	Election Officer	Democrat	2
Blatt, Judith	Election Officer	Democrat	2
Blatz, Beverly	Election Officer	Democrat	3
Boyce, Sheila J.	Election Officer	Democrat	3
Burkley, Elaine	Election Officer	Democrat	3
Cabral, Dorothy A.	Election Officer	Democrat	3
Cline, Sherrill	Election Officer	Democrat	4
DeBold, Carol	Election Officer	Democrat	5
Demerjian, Karen	Election Officer	Democrat	
Dziekhan, Michael W.	Election Officer	Democrat	5
Ehrmann, Debra D.	Election Officer	Democrat	3
Fridman, Eva Jane	Election Officer	Democrat	3
Gannon, Doris	Election Officer	Democrat	5
Gazza , Vera R.	Election Officer	Democrat	
Goldsmith, Howard	Election Officer	Democrat	3
Greene, Steven	Election Officer	Democrat	1
Gross, Judith S.	Election Officer	Democrat	1
Guild, Beverly B.	Election Officer	Democrat	3
Hollocher, Thomas C.	Election Officer	Democrat	4
Horka, Bonnie L.	Election Officer	Democrat	4
Kelly, Jr., Joseph	Election Officer	Democrat	2
Knapp, Lorraine S.	Election Officer	Democrat	3
MacLeod, Christel	Election Officer	Democrat	3
Marotta, Paul J.	Election Officer	Democrat	3
Merra, Judith A.	Election Officer	Democrat	3
Moeller, Jane	Election Officer	Democrat	1
Morgan, Ellen	Election Officer	Democrat	
Oldroyd, Dorothy	Election Officer	Democrat	1
Radoski, Liz	Election Officer	Democrat	5
Ragno, Nancy	Election Officer	Democrat	2
Rettman, Bonita	Election Officer	Democrat	5
Reutlinger, Eileen C.	Election Officer	Democrat	2
Rushfirth, Susan	Election Officer	Democrat	1
Sears, Dorothy M.	Election Officer	Democrat	2
Shulman, Carol	Election Officer	Democrat	
Signorino, Carolina	Election Officer	Democrat	5
Travers, Jo Susan	Election Officer	Democrat	3
Weinstein, Julie	Election Officer	Democrat	3
Barnes, Jr., Arnold A.	Election Officer	Republican	
Barnes, Sally S.	Election Officer	Republican	
Burke, Catherine	Election Officer	Republican	
Cerul, Roberta G.	Election Officer	Republican	
Coe, Martha J.	Election Officer	Republican	

**Election Officers
2017-2018
Democrat, Republican, Unenrolled**

Last\First Name	Election Officer	Political Party	Precinct
Conlin, Jeffrey	Election Officer	Republican	
Connor, George	Election Officer	Republican	
DeSantis, SantaJean	Election Officer	Republican	
Dufault, Tammie Rhodes	Election Officer	Republican	
Gelsonin, Madeleine R.	Election Officer	Republican	
Gray-Nix, Elizabeth	Election Officer	Republican	
Hullinger, Siobhan Condo	Election Officer	Republican	
Hunnewell, Betsy M.	Election Officer	Republican	
Lee, Chongfang	Election Officer	Republican	
MacLean, Marilyn A.	Election Officer	Republican	
McMorrow, Alice B.	Election Officer	Republican	
McMorrow, Maureen	Election Officer	Republican	
Murray, Lynn	Election Officer	Republican	
Reed, Walter A.	Election Officer	Republican	2
Rogers, Robert	Election Officer	Republican	
Roopenian, Kirsten	Election Officer	Republican	
Tate, Evelyn J.	Election Officer	Republican	
Thomas, Susan	Election Officer	Republican	
Wallingford, Elizabeth J.	Election Officer	Republican	
Anderson, Carolyn A.	Election Officer	Unenrolled	4
Barrett, Sarah	Election Officer	Unenrolled	1
Bennett, Joanne	Election Officer	Unenrolled	2
Bennett, Michael	Election Officer	Unenrolled	2
Burns, Joan H.	Election Officer	Unenrolled	
Cahill, Marie B.	Election Officer	Unenrolled	3
Clear, Declan	Election Officer	Unenrolled	2
Comstock, Rita	Election Officer	Unenrolled	2
Connelly, Maryann	Election Officer	Unenrolled	3
Corley, Mary G.	Election Officer	Unenrolled	2
Coyne, Timothy C.	Election Officer	Unenrolled	4
Cutler, Betsey	Election Officer	Unenrolled	3
DeMille, Sandra B.	Election Officer	Unenrolled	3
Derby, Janet	Election Officer	Unenrolled	3
Diefenbacher, Elizabeth	Election Officer	Unenrolled	3
Erbafina, Tina	Election Officer	Unenrolled	3
Ericson, Jeanne R.	Election Officer	Unenrolled	4
Fraize, Ellen	Election Officer	Unenrolled	4
Frazer, Virginia R.	Election Officer	Unenrolled	4
French, Mary Ellen	Election Officer	Unenrolled	2
Friedlander, Carlisle	Election Officer	Unenrolled	4
Friedlander, Thomas	Election Officer	Unenrolled	4
Garcia, Lydia	Election Officer	Unenrolled	2
Glaser, Marion	Election Officer	Unenrolled	2
Goldsmith, Barbara	Election Officer	Unenrolled	3
Graham, Jane	Election Officer	Unenrolled	5
Greenberg, Robert	Election Officer	Unenrolled	4
Greene, Ruth	Election Officer	Unenrolled	1

**Election Officers
2017-2018
Democrat, Republican, Unenrolled**

Last\First Name	Election Officer	Political Party	Precinct
Hawkins, Edward A.	Election Officer	Unenrolled	4
Hayes, Patricia	Election Officer	Unenrolled	4
Howard , Patricia B.	Election Officer	Unenrolled	2
Hutchinson, Don	Election Officer	Unenrolled	5
James, Erika	Election Officer	Unenrolled	4
Jennings, Donald	Election Officer	Unenrolled	2
Johnson, Ann Marie	Election Officer	Unenrolled	5
Johnson, Donna	Election Officer	Unenrolled	
Johnson, Sandra	Election Officer	Unenrolled	4
Kaufman, Phyllis	Election Officer	Unenrolled	3
Keenan, Karen M.	Election Officer	Unenrolled	2
Lee, Robert	Election Officer	Unenrolled	2
Longo, Joanne	Election Officer	Unenrolled	2
Maurer, Jeannette	Election Officer	Unenrolled	1
McCormack, Mary	Election Officer	Unenrolled	
Merra, Sam	Election Officer	Unenrolled	3
Nelson, Muriel N.	Election Officer	Unenrolled	4
Nikula, Elizabeth	Election Officer	Unenrolled	1
Nikula, John V.	Election Officer	Unenrolled	1
O'Connell, Antoinette J.	Election Officer	Unenrolled	3
O'Connor, Susan	Election Officer	Unenrolled	5
Reed, Judy Ann	Election Officer	Unenrolled	2
Regan, Karen	Election Officer	Unenrolled	4
Riggert, Ronald H.	Election Officer	Unenrolled	5
Royea, Marie	Election Officer	Unenrolled	1
Schiller, Christine D.	Election Officer	Unenrolled	2
Schow, Joan M.	Election Officer	Unenrolled	4
Scott, Mary	Election Officer	Unenrolled	4
Sklenak, Deanna	Election Officer	Unenrolled	2
Sonnenschein, DeBorah J.	Election Officer	Unenrolled	1
Swirsky, Gabrielle	Election Officer	Unenrolled	3
Thompson, Judith F.	Election Officer	Unenrolled	3
Travers, Thomas S.	Election Officer	Unenrolled	3
Tyler, Patricia	Election Officer	Unenrolled	2
Wallace, Linda M.	Election Officer	Unenrolled	4



SUDBURY BOARD OF SELECTMEN

Tuesday, July 18, 2017

CONSENT CALENDAR ITEM

18: Approve award of contract for culvert mgmt program

REQUESTOR SECTION

Date of request:

Requestor: Dan Nason, DPW Director

Formal Title: Vote to approve award of contract by the Town Manager to Tighe & Bond of Westwood, MA for a culvert management program as set forth in their Engineering Services proposal dated June 22, 2017, in the amount of \$34,900, as requested by the DPW Director.

Recommendations/Suggested Motion/Vote: Vote to approve award of contract by the Town Manager to Tighe & Bond of Westwood, MA for a culvert management program as set forth in their Engineering Services proposal dated June 22, 2017, in the amount of \$34,900, as requested by the DPW Director.

Background Information:

The requested proposal for development and implementation of a culvert management program includes mapping and inventory, inspection training, prioritization for repairs or replacement and preparation of a 5-yr. capital improvement plan. (see attached proposal)

Financial impact expected: Budgeted

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Susan N. Iuliano	Pending
Board of Selectmen	Pending

07/18/2017 7:30 PM



S50130-P001
June 22, 2017

Daniel Nason, Director
Department of Public Works
275 Old Lancaster Road
Sudbury, MA 01776

Re: **Proposal for Engineering Services
Culvert Management Program**

Dear Mr. Nason:

Tighe & Bond is pleased to provide the Town of Sudbury (Town) with this proposal to assist the Town developing and implementing an overall Culvert Management Program. As discussed at our meeting on March 21, 2017, we understand the Town is interested in developing a map and inventory of municipally-owned culverts, applying an "asset management approach" to prioritize culverts for repairs and/or replacement, and preparing a 5-year Capital Improvement Plan. The goal of this effort is to proactively couple culvert rehabilitation and replacement with other planned roadway and utility work to minimize project costs and optimize Town staff effort.

Scope of Services

We recommend the Town consider the following Scope of Services:

Phase 1: Culvert Inventory

Tighe & Bond completed a preliminary effort in GIS prior to our March 21, 2017 meeting to identify locations in Town that may have a culvert under a roadway. This preliminary effort identified approximately 110 potential culverts. We will complete the following tasks as part of the Culvert Inventory:

Task 1.1 "Desktop" Culvert Inventory: Tighe & Bond will build off the preliminary desktop inventory completed by preparing a mapbook that identifies likely locations of culverts. As part of creating the mapbook, we will identify locations beyond the previously identified 110 culverts that are also likely to have a culvert based on available mapping. We assume Town staff will provide a copy of Sudbury's available GIS mapping including drainage system mapping, most recent parcel boundaries, and other mapped utilities to support this effort. The draft mapbook will show locations of culverts on at a legible scale and can be taken into the field during fieldwork. Tighe & Bond will deliver a draft mapbook to the Town for input on locations of known culverts. We assume that Town staff will review the draft mapbook and provide information on known culvert locations and/or problem areas. Based on edits received at our meeting under Task 1.3, we will incorporate changes and finalize the mapbook.

Deliverables: Four hardcopies of draft and final mapbook along with one electronic PDF copy of each.

Task 1.2 Culvert Inspection Protocol and Field Forms: Tighe & Bond will develop a proposed culvert inspection protocol and field forms. The protocol will be based on the Worcester Polytechnic Institute Major Qualifying Project titled "Designing a Culvert Management System for the Town of Spencer, MA" and will be modified based on our professional opinion and any input from Town staff. The field forms will be based on publicly available references and Town staff input. Draft field forms will be created as paper-based

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forms and the final form will be developed in both paper and in tablet-based format using Esri's ArcGIS based collector and Survey 123 applications.

Town tablets will be used to load the field forms for the culvert inspections. Tighe & Bond will provide one user account for the duration of this project. If the Town is interested in continuing to use the tablets and application after the end of this project, a new user account will need to be purchased from Esri. The cost to purchase Esri ArcGIS Online user accounts and tablets are not included in this proposal.

Deliverables: Tighe & Bond will provide one electronic PDF copy of the draft protocol and the draft field form. Two hardcopies of the final protocol will be provided along with a PDF copy. We will also load the tablet-based application on the Town's tablets.

Task 1.3 Meeting: Tighe & Bond will coordinate a meeting with Town staff to review the draft mapbook, obtain input on culvert locations, discuss culvert inspection field forms and the culvert inspection protocol.

The Town will be responsible for inviting staff to attend the meeting. Tighe & Bond will prepare a meeting agenda and will distribute meeting summary to all attendees.

Phase 2: Culvert Mapping and Inspection Training

Tighe & Bond will provide training for Town staff on the culvert mapping and inspection field work protocol and completing the field forms. This training will consist of both classroom time and "on the ground" data collection. Our training program will review the protocol developed under Phase 1 and will include:

- Using tablets to update or create GIS mapping of culverts
- Inspection procedures
- Identifying and logging key culvert attributes on the field forms
- Needed photographs and measurements
- Site safety
- Data management

Tighe & Bond will provide an agenda for the Training Program along with an electronic copy of the training materials. We will also provide up to two (2) Tighe & Bond staff to accompany Town staff in the field for up to six hours on the same day as the classroom training to train staff on the culvert mapping and inspection procedures.

The Town will be responsible for scheduling the meeting time, providing a suitable meeting location, and inviting the necessary Town staff for the classroom and field instruction. The Town will also be responsible for providing four (4) tablets to support the training. Prior to the training, Tighe & Bond will coordinate with Town staff to add the appropriate Esri application and log in to ArcGIS online.

Phase 3: Field Work Assistance

Town staff will complete the culvert mapping and inspection field work. Based on discussions with Town staff, we assume two field personnel from the Town will be provided to complete the culvert mapping and inspections. We estimate this work can be completed over a six week period with Town staff performing the field work at least two days per week.

Tighe & Bond will provide the following support services to the Town:

- Assisting with field work scheduling
- Monitoring the on-going process of the program

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- Reviewing data collected in the field
- Addressing questions Town staff may have during the field work
- Inputting, if required, data collected on paper forms in the field to the Town's GIS mapping.

We have included approximately 46 hours in our fee for support services during the Town's field work effort.

Phase 4: Follow-Up Field Work

Tighe & Bond will provide two experienced staff to complete follow-up field work at high priority culverts that were deemed to have capacity, habitat, structural, or other issues during the Town staff's field work. This Phase will consist of Tighe & Bond's wetlands scientist and structural engineer completing a more thorough inspection of culverts. We assume staff can visit up to twenty (20) culverts, however, the number of culverts Tighe & Bond can visit will depend on actual conditions experienced in the field. The follow-up inspections will provide a clearer understanding of the condition of Sudbury's culverts and aid in the prioritization of culverts for maintenance, repair, and/or replacement. We assume Town staff will join in inspections if needed. We have included approximately 40 hours in our fee to complete to provide follow-up services in this phase

Phase 5: Risk-Based Prioritization and Capital Improvement Plan

At the conclusion of the culvert inspection field work completed under Task 3, Tighe & Bond will begin preparation of the Risk-Based Prioritization and Capital Improvement Plan (CIP).

We will review the data collected and recommend locations that are a high priority for follow up field work based on a preliminary consideration of probability of failure and consequence of failure (i.e. criticality) where a Structural Engineer and/or a Professional Wetlands Scientist's opinion will be necessary to estimate costs and a scope for replacement and/or repair work. We assume recommendations will be made via email and discussed during one conference call. The field work will be completed under Phase 4.

Based on information collected during Phases 1 through 4, Tighe & Bond will prepare a final culvert inventory and a five-year culvert CIP.

The final culvert inventory will consist of the following:

- A map book showing locations of culverts;
- GIS data including field inspection information collected and photographs;
- An overview map show culvert locations; and
- A photo log of culverts.

To develop the CIP, we will assign a criticality to each culvert. Criticality is essentially risk, which will be determined by combining the probability of failure with the consequence of failure. Probability of failure is a function of the culvert's condition and expected remaining useful life, while consequence reflects the impact of asset failure on the system. Consequence factors will be developed with input from Town Staff. Culverts will be ranked as having high, medium, or low criticality. Tighe & Bond will solicit input from Town staff on the drivers for prioritization, including consequence of failure, criticality of the culverts, aesthetics, sensitive habitats, etc. via one conference call.

For culverts ranked as having a high criticality, we will develop replacement costs, repair/rehabilitation costs, and costs for further evaluation. Cost will be based upon bid results for similar projects and collective industry knowledge. Costs will be for installed, in place work.

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Tighe & Bond will develop a written Capital Improvement Plan (CIP) which will include a summary of the work completed and a prioritized plan for needed replacements and repairs/rehabilitation. The CIP will incorporate Town staff and Tighe & Bond investigation notes to prioritize the repairs, maintenance, and/or replacement needs for each culvert in Town. The report will also recommend other non-capital utility improvements, such as additional staff training, improved data collection and tracking, and public outreach associated with successful implementation of the CIP. We will provide the Town with a draft CIP for review and comment. We will meet with Town staff to review the CIP and will incorporate any changes received into the final CIP.

Deliverables

- One (1) electronic and three (3) paper copies of the final culvert inventory.
- One (1) electronic and three (3) paper copies of the final culvert CIP.
- Updated GIS culvert mapping electronically

Schedule

Tighe & Bond is prepared to commence work upon execution of this agreement. We estimate completion of the Scope of Work prior to December 31, 2017.

Fee

Tighe & Bond will perform the services described above for a lump sum fee of **\$34,900.00**, invoiced monthly based on percentage complete. In the event that the scope of work is increased for any reason, the fee to complete the work shall be mutually revised by written amendment. The Town of Sudbury's "Agreement for Technical" Services as modified is part of this agreement.

For information purposes, the following fee summary provides the anticipated break out of the amendment. The summary is presented to provide the Town with a better understanding of the how the fee was developed. Invoices will be submitted based on the total project fee and not individual line item budgets.

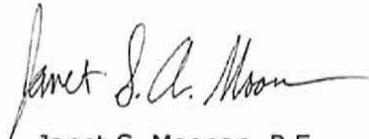
<u>Phase</u>	<u>Fee Summary Description</u>	<u>Budget</u>
1	Culvert Inventory	\$7,400
2	Culvert Inspection Training	\$5,500
3	Field Work Assistance	\$5,300
4	Follow-Up Field Work	\$5,200
5	Risk Based Prioritization and Capital Improvement Plan	\$11,500
	TOTAL FEE	\$34,900

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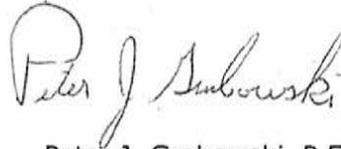
Thank you for the opportunity to provide this proposal to the Town of Sudbury. If this proposal is acceptable, please sign below and return one signed copy to our office as your authorization to proceed. If you have any questions or require any additional information, please contact Jennie at (781) 708-9826 or Adam Yanulis at (617) 680-3091.

Very truly yours,

TIGHE & BOND, INC.



Janet S. Moonan, P.E.
Project Manager



Peter J. Grabowski, P.E.
Vice President

Acceptance

On behalf of the Town of Sudbury, the scope, fee, and terms of this proposal are hereby accepted.

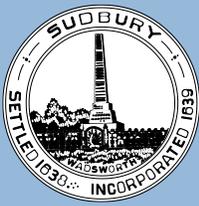
Authorized Representative

Date

Copy: William O'Rourke, P.E. Deputy Public Works Director / Town Engineer

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SUDBURY BOARD OF SELECTMEN
Tuesday, July 18, 2017

CONSENT CALENDAR ITEM

19: MOU for student transportation to Minuteman

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to authorize the Town Manager to sign Memorandum of Understanding with the Town of Lincoln to cover cost of student transportation to Minuteman High School.

Recommendations/Suggested Motion/Vote: Vote to authorize the Town Manager to sign Memorandum of Understanding with the Town of Lincoln to cover cost of student transportation to Minuteman High School.

Background Information:
attached MOU

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Susan N. Iuliano	Pending
Board of Selectmen	Pending

07/18/2017 7:30 PM

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into by and between: The Town of Lincoln, 16 Lincoln Road, Lincoln, MA 01773 and the Town of Sudbury, 278 Old Sudbury Road, Sudbury, MA 01776.

A. Purpose:

To provide morning and afternoon bus transportation for students of the towns of Lincoln and Sudbury who are enrolled in Minuteman High School, 758 Marrett Road, Lexington, MA 02421.

B. Roles and Responsibilities:

The Town of Lincoln will contract with Doherty's Garage, 161 Lincoln Road, Lincoln, MA 01773 to provide one morning bus route to Minuteman High School and one afternoon bus route from Minuteman High School for students enrolled in Minuteman High School and living in the towns of Lincoln, MA and Sudbury, MA. The daily cost for providing this bus transportation will be \$385. The Town of Lincoln's proportional costs will be determined by the number of students from the Town of Lincoln that are enrolled at Minuteman High School as of October 1, 2017 divided by the combined total number of students enrolled at Minuteman High School as of October 1, 2017 from the towns of Lincoln, MA and Sudbury, MA. The Town of Lincoln will issue invoices on a quarterly basis to the Town of Sudbury for their portion of transportation costs.

The Town of Sudbury will reimburse the Town of Lincoln, on a quarterly basis, for The Town of Sudbury's portion of the costs to provide morning and afternoon bus service to/from Minuteman High School for students enrolled in Minuteman High School and living in the towns of Lincoln, MA and Sudbury, MA. The Town of Sudbury's proportional costs will be determined by the number of students from the Town of Sudbury that are enrolled at Minuteman High School as of October 1, 2017 divided by the combined total number of students enrolled at Minuteman High School as of October 1, 2017 from the towns of Lincoln, MA and Sudbury, MA.

C. Timeframe:

This MOU will commence on the first day that students return for the 2017-2018 academic year at Minuteman High School, August 28, 2017 and ends on the last day of school for the 2017-2018 academic year at Minuteman High School, June 19, 2018. (The last day of school includes five snow days.)

This Memorandum of Understanding between The Town of Lincoln and the Town of Sudbury may be amended only by written agreement signed by each of the parties involved.

TOWN OF LINCOLN

Signature:  Date: 07/10/17

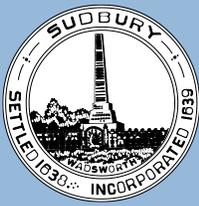
Timothy S. Higgins, Town Administrator
Town of Lincoln
16 Lincoln Road
Lincoln, MA 01773

TOWN OF SUDBURY

Signature: _____ Date: _____

Melissa Murphy-Rodrigues, Town Manager
Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776

Attachment 19.a: Minuteman MOU (2405 : MOU for student transportation to Minuteman)



SUDBURY BOARD OF SELECTMEN
Tuesday, July 18, 2017

CONSENT CALENDAR ITEM

20: Approve Minutes of 6/27/17

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to approve the regular session minutes of 6/27/17.

Recommendations/Suggested Motion/Vote: Vote to approve the regular session minutes of 6/27/17.

Background Information:
attached draft

Financial impact expected:none

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Melissa Murphy-Rodrigues	Pending
Barbara Saint Andre	Pending
Susan N. Iuliano	Pending
Board of Selectmen	Pending

07/18/2017 7:30 PM