

IN BOARD OF SELECTMEN
MONDAY, NOVEMBER 21, 1994

Present: Chairman Lawrence L. Blacker, John C. Drobinski, and Maryann K. Clark.

The statutory requirements as to notice having been met, the meeting was convened at 7:30 p.m. at the Fairbank Senior Center by Chairman Blacker.

Utility Petition #94-20 - Plympton Road

The Board convened a public hearing to consider Utility Petition 94-20 of Boston Edison Company and New England Telephone and Telegraph Company for location to install approximately 80 feet of conduit in Plympton Road, Sudbury.

Secretary Thompson reported that all abutters had been properly notified and a letter recommending approval, dated November 14, 1994, has been received from the Building and Wiring Inspectors.

On motion by Chairman Blacker, it was unanimously

VOTED: To approve Utility Petition 94-20 of Boston Edison Company and New England Telephone and Telegraph Company for Grant of Location to install approximately 80 feet of conduit in Plympton Road, Sudbury, as shown on Boston Edison Company Plan of: Plympton Rd. - Sudbury, dated October 17, 1994 and on New England Telephone and Telegraph Plan for Telephone Conduit, No. 94-13, dated November 14, 1994, as follows:

Plympton Road - northwesterly approximately 197 feet southeast of Bowen Circle,
a distance of about 80 feet

Minutes

It was on motion unanimously

VOTED: To approve the regular session minutes of November 7, 1994 as drafted.

Council on Aging Donation

It was on motion unanimously

VOTED: To accept \$95.75 in miscellaneous donations for deposit into the Council on Aging Van Donation Account and to authorize the Council on Aging to expend the same for purposes of operating and maintaining the Council on Aging vans.

Advance of Funds in Lieu of Borrowing - Chapter 90 Work - Morse Road and Wayside Inn Road

The Board acknowledged receipt of a report of advance of funds in lieu of borrowing, dated November 21, 1994, to recycle in place and pave portions of Morse Road and Wayside Inn Road.

On the recommendation of Treasurer and Collector Mary Ellen Dunn, it was on motion unanimously

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VOTED: In accordance with M.G.L. Chapter 44, Section 6A, to sign documents approving advancement of funds in lieu of borrowing for a "Chapter 90" Project request for work on Morse Road and Wayside Inn Road, in the amount of \$111,543, to be repaid to the General Fund June 30, 1995.

Carding Mill Building Lease

Upon review of a draft lease for the Carding Mill Building, Selectman Clark pointed out that because there are two persons stated to whom the premises will be leased, some of the wording should be changed.

On the recommendation of Selectman Clark, it was on motion unanimously

VOTED: To change the wording in the lease to reflect that there are two parties signing the lease as follows:

No. 1 Parties -Hereby leases to: Michael Stiller and Gregory Poole, jointly and severally, hereinafter called "TENANT",.....

No. 16 Breach -filed by or against *either* TENANT or if *either* TENANT is adjudged.....

With incorporation of the above changes, it was on motion unanimously

VOTED: To sign an agreement in conjunction with the Conservation Commission to lease the Carding Mill Building, 102 Dutton Road, to Michael Stiller and Gregory Poole for the term of December 1, 1994 through November 30, 1995.

Acceptance of Bid for Town Hall Alterations

Upon review of the bid form dated November 9, 1994 and attached addendum, and on the recommendation of the Building Inspector, it was on motion unanimously

VOTED: To accept a bid from sole bidder L.C.C. Builders, Inc. of Framingham dated November 9, 1994, in the amount of \$38,665 to perform alterations to the Town Hall in accordance with Town of Sudbury specifications.

1994 Town Report - Quotation to Print

The Board reviewed a communication dated November 16, 1994, from Administrative Assistant Janet Silva listing base quotations received for the printing of this year's Town Report.

Secretary Thompson reported that the quotes received are high this year, which makes it difficult to justify the expenditure of additional monies to print a colored cover with the new Town Flag for the 1994 Town Report. He estimates that a cover with two color runs would cost an additional \$500, which is less expensive than a full color cover page. He asked the Board's opinion regarding a cover with color and stated he would like to discuss this possibility with the Finance Committee, as it would require a transfer. The Board agreed.

On the recommendation of the Town Report Committee, it was on motion unanimously

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VOTED: To accept the quotation dated November 14, 1994 from Graphic Illusions/Crane Duplicating of Dennisport, MA, to print Sudbury's 1994 Town Report in accordance with Town of Sudbury specifications dated October 18, 1994, at the base price of \$60.40 per page for typeset pages and \$51.37 per page for camera-ready pages.

Department of Personnel Administration - Requisition for Police Reserve Officers

The Board acknowledged receipt of a communication dated November 8, 1994, from Police Chief Peter B. Lembo, to request the Department of Personnel Administration to replenish the Town's Reserve List for the position of patrolman.

Chairman Blacker asked how many names remain on the Reserve List and how many names should be on the Reserve List. Mr. Thompson responded that there are only two remaining on the list and that a total of five to seven is the norm.

On the recommendation of Police Chief Peter B. Lembo, it was on motion unanimously

VOTED: To file a requisition with the Department of Personnel Administration for a certification list from which to appoint five (5) Reserve Police Officers, and authorize the Executive Secretary to sign all related documents.

Great American Insurance Companies - Loss Prevention

On the recommendation of Executive Secretary Thompson, it was on motion unanimously

VOTED: To endorse the efforts and recommendations of Sudbury's Loss Prevention Consultant Charles J. Kovage, Jr., working under Great American Insurance Companies, as outlined in his communication dated November 2, 1994.

Town Manager Appointment - Proposed Screening Committee and Process

The Board reviewed a communication dated November 15, 1994, from Kathleen Precourt of the Blue Ribbon Committee relative to the proposed screening committee and process concerning the Town Manager appointment.

Chairman Blacker remarked that the only thing that has changed with regard to the process, is the timing to pick the screening committee, which will now occur on December 5, 1994 rather than late in November.

Executive Secretary Thompson stated the draft job description enclosed needed revision and expansion specifying the duties contained in the legislation.

On the recommendation of Secretary Thompson, it was on motion unanimously

VOTED: To acknowledge receipt of the information outlined for the Town Manager screening process and the job description, to agree with the concepts described therein, and to move forward to appoint the Screening Committee at the Board of Selectmen's next meeting date of December 5, 1994.

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Mass Highway Department - Widening of Rt 20 - Wingate at Sudbury

Present: Town Engineer I. William Place.

The Board acknowledged receipt of a communication dated November 4, 1994, from Mass Highway Department District # 3 Director Peter J. Donohue, responding to Mr. Michael R. Abend's October 20, 1994 letter regarding the widening of Route 20 on the south side of the location for Wingate at Sudbury. He stated it is the Mass Highway District # 3 opinion, after review, that the widening will not be necessary.

Mr. Thompson reminded that the Board agreed to not require Wingate Health Care to widen Route 20 if the State did not require it. After some discussion, there remained some doubt on the Board's part that a thorough investigation had actually taken place by the State.

On the recommendation of Secretary Thompson, it was on motion unanimously

VOTED: To relay a message to Wingate Health Care that, if upon completion of construction of the site the need arises to widen Route 20, the Town will request Mass Highway District # 3 and Wingate Health Care widen, to some extent, the south side of Route 20 at this location.

Realignment of Old County Road and Route 20

The Board acknowledged receipt of the following documents relative to the Continental Healthcare VI Limited Partnership - Wingate at Sudbury:

1. Communication dated November 4, 1994 to Mr. Willy Sclarsic, Wingate Health Care, from Mass Highway Department District # 3 Director Peter J. Donohue responding to and outlining comments relative to modifications to the driveways and realignment of Old County Road.

2. Communication dated November 16, 1994, from Mr. Willy Sclarsic, Wingate Health Care, to Town Engineer I. William Place, asking that a letter of support from the Town to Mass Highway Department be forwarded as requested in the above mentioned November 4, 1994 communication.

3. Communication dated November 14, 1994 from Mr. Willy Sclarsic, Wingate Health Care, to Mass Highway Department District # 3 Director Peter J. Donohue responding to the requests made by Mass Highway in their communication dated November 4, 1994.

On motion by Chairman Blacker, it was unanimously

VOTED: To send a letter to the Mass Highway Department supporting the concept of the proposed realignment of Old County Road and Route 20 and sidewalk plans by Wingate Health Care, Inc., and stating the Town shall accept responsibility for maintaining, and removing snow from, the sidewalk within the state layout, and that assessment or betterment charges will not be made to abutters for the sidewalk construction.

Non-Binding Public Opinion Advisory Question - Landfill Sticker Fee

Secretary Thompson reported that a non-binding public opinion advisory question to be placed on the March 1995 Ballot concerning Landfill sticker fees is being proposed in an effort to obtain community

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feedback as to what their preference may be when the Town starts operating a residential drop-off station at the Landfill when it closes.

A dummy number has been listed as an example, and is based on what the costs would be today, as determined by the Resource Recovery Committee. After much discussion of all the options-omitting numbers, including only one number, etc., the Board decided to postpone any decision since the Landfill is not slated to close for at least another year.

The question was raised if any information could be learned from a questionnaire at this point in time and would Town residents be inclined to hold the Town to the numbers stated even though they are estimates. Chairman Blacker stated he is inclined not to perform an opinion survey of Town residents, but set a policy and a fee at the appropriate time.

BUDGETS

Secretary Thompson explained that the purpose of the budget presentations is to allow the Selectmen time to review them and ask any questions they may have-it is informational at this time, and no vote will be taken tonight. The Executive Secretary stated that he would later provide the Board with a Budget Memo making recommendations for all those departments under the Selectmen.

Engineering Budget

Present: Town Engineer I. William Place, Finance Committee Chairman Karen Palmer, and Finance Committee Liaison Barbara Pryor.

Mr. Place explained the Performance Measurements in his department, noting that they are behind by several hundred in transferring deeds to the Assessor's maps. He added that when the GIS System is fully operable in 1997 that this figure should be down to zero. He said driveway permits are normally done within 24 hours, but the Department is also behind on these permits. The Engineering Department is also responsible for updating the Fire Map Books used by the Fire Department dispatchers. Mr. Place stated that these have not been updated for a couple of years, but sometimes changes are penciled in. This poses a safety issue for the Town, but has not been accomplished because of the cutbacks in the past few years.

Mr. Place pointed out the several ways that the Engineering Department has saved money for the Town which include projects at the Landfill, and the topography survey of the Melone property.

With regard to personnel, Mr. Place is asking that the secretarial hours be increased from 25 to 35 and that summer help be hired to supplement the survey crew. Additional expenses in the department include the use of the copier.

The major capital expense is for completion of the GIS system, noted Mr. Place, including training. Selectman Drobinski asked if the Highway Department's Pavement Management Program is integrated in the GIS System. Mr. Place indicated that it is not.

Ms. Pryor indicated that there may be some Engineering Department expenses that could be covered under the Pavement Management Program.

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Mrs. Palmer commented that there will be a meeting to discuss the GIS System on Thursday, December 1, 1994, at 7:30 p.m.

It was noted that Mr. Place is the appointed Project Manager for the overall GIS Program, and initially all the funds for this system were placed in his Department.

The Board requested the Town Engineer provide further written justification for the summer hire of an Engineering Aide.

Treasurer/Collector Department

Present: Town Treasurer/Collector Mary Ellen Normen Dunn.

Mr. Thompson remarked that the major increases in this Department's budget is for equipment.

Mrs. Dunn reviewed her incremental spending priorities as follows:

1. With regard to upgrading the security system, Mrs. Dunn stated she would like to see the alarm system in the Flynn Building which is now connected to the Police Department, be further defined to separate the Tax Department from the Assessors. This action would be beneficial to the Police Department in identifying which alarm may be sounding. She is also requesting a silent panic button for the safety of herself and her staff. At the present time, there is no means to reach outside help.

2. The upgrading of the work stations would provide proper height level to reduce ergonomic stress and worker safety related complaints.

3. Since the Department does much of its billing in-house, an up-to-date and relatively new laser printer is needed because of its frequent usage. The machine proposed has FAX and copier capabilities. Mrs. Dunn stated that the current equipment could be transferred to another department (the Assessors) and be available to the Tax Department as a back-up. With regard to a FAX machine, Mrs. Dunn noted that the more expensive, plain paper/laser printer machine is needed for the Department.

4. Ms. Dunn stated that a Nine Track Tape Drive is needed because the current one is not compatible with the Tax Collections server, and does not possess the proper connecting parts necessary for today's hardware requirements.

5. Additional file drawers in the office safe are also needed and a paper shredder has also been requested.

Chairman Blacker asked if the Town should consider leasing much of this equipment because obsolescence occurs so rapidly.

After a brief discussion about costs, Secretary Thompson requested that Mrs. Dunn prepare a brief summary of options available for costs on leasing equipment.

Mrs. Dunn said these requests are listed in order of priority. She added that there has been no request for Tax Title because there are still funds remaining due to the billing being changed to January.

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Debt Service

There was very little discussion of the Debt Service Budget except that Mrs. Dunn informed that the funding for Nixon and Noyes Schools is not yet confirmed for FY96.

Accounting

Present: Town Accountant James Vanar, Finance Committee Chairman Karen Palmer, and Finance Committee Liaison Steve Stolle.

Chairman Blacker asked if the Town should be accounting for depreciation on equipment. Mrs. Palmer responded that she has been analyzing various options but the Finance Committee does not yet have a position, because municipal government options are limited.

Mr. Vanar noted that he has been trying to compile a fixed asset budget, but because of time restraints has not been able to complete such a project. He said it is a good idea to have a fixed asset inventory.

The Accounting Department's two main requests include: 1) adding a new position for handling benefits, and 2) a new computer system. With regard to the new computer system, Mr. Vanar stated that he will soon be holding a pre-bid conference and following receipt of bids on November 23, 1994, he will be able to fine tune the numbers. This request ties in with total Town needs. He stated that his budget is in a tentative stage right now.

Mr. Thompson explained the necessity of an annual audit to Selectman Clark. This discussion led to a discussion regarding bond ratings and where the Town of Sudbury stood to request review for a AAA bond rating. Mr. Thompson opined that the Town will be ready in about two years.

Historical Commission

Present: Marilyn A. MacLean, Historical Commission Chairman, Finance Committee Liaison Barbara Pryor, and Finance Committee Chairman Karen Palmer.

Ms. MacLean began by saying that the Commission has provided a "level funded" budget and a "requested" budget. The Commission is concerned because of a large bill received for the manufacture of the cup plates that the Commission produces and sells every year and because the Wayside Inn has refused to sell the cup plates, which has resulted in fewer sales. According to Ms. MacLean, a letter was sent to the Innkeeper at the Wayside Inn explaining how the refusal to sell cup plates has hurt the efforts of the Commission.

She noted that the Hosmer House needs to be painted and she has submitted a proposal to the Building Department to be included in its budget.

The Commission has requested \$2500 for FY97 for the Old Homes Survey. Ms. MacLean informed that they had hoped to receive some funds from grant money from the State, but has heard that there are no State funds available. The Commission has submitted a grant request anyway.

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With regard to paying for the additional items listed for FY96, Ms. MacLean has requested funding as they do not know if they will be able to afford the expenses out of the Hosmer Fund--it will depend on cup plate sales. She also pointed out the list of expenditures that were covered by the Hosmer Fund in FY 94 shown on Page 8.

Secretary Thompson said he would talk with the Innkeeper at the Wayside Inn to at least encourage them to sell the cup plates through the holiday season.

Conservation Commission

Present: Conservation Commission Chairman Cheryl Baggen and Finance Committee Liaison Barbara Pryor.

Mrs. Baggen reported that the Commission wants to increase clerical hours from five to ten per week to allow the Conservation Coordinator more field time to work with developers and handle the new growth that is occurring, in order to comply with the requirements of state law.

Secretary Thompson mentioned the changes on the lease being signed by the Selectmen for the Carding Mill house. He also requested that the Commission submit a copy of filings in an effort to justify the additional clerical expense.

Gift of Land - Starview and Flintlock Drives

The Board acknowledged receipt of a communication dated October 27, 1994, from Attorney Craig A. Ciechanowski concerning a gift of land to the Town of Sudbury by Mrs. Fay W. Hamilton. The land is a vacant parcel located at the corner of Starview and Flintlock Drives and according to a letter dated 1982 from the Board of Health, the land is unbuildable.

The Conservation Commission recommended in a communication dated November 17, 1994, that the Town accept this gift and designate it as conservation land.

Chairman Blacker asked why the Town would want to take this parcel of land off its tax roles if it is unbuildable. Because further information was requested--taxes, abutters and location, it was on motion unanimously

VOTED: To table a decision to accept a gift of land to the Town located at Starview and Flintlock Drives, by Mrs. Fay W. Hamilton, until the next Board of Selectmen's meeting on December 5, 1994.

Group Health Insurance Premiums - Revised Rates

The Board reviewed a communication dated November 18, 1994, from Assistant Town Accountant Sue Petersen relative to revisions to the health insurance figures received from Arthur L. Bomengen, Insurance Administrators in a communication dated October 7, 1994.

Upon review, it was on motion unanimously

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VOTED: To amend the vote of October 11, 1994 for approval of group health insurance rates, with the following revised rates and the addition of rates for the Dental Plan, Harvard Senior Plan, and the Medicare Supplemental Plan:

<u>Active Employee Plans</u>	<u>Individual/Family Rate</u>	<u>% Contribution Town/Employee</u>
Healthflex	\$248.78/\$659.70	75% Town/25% Employee
Network Blue	\$231.30/\$613.50	90% Town/10% Employee
Harvard	\$164.97/\$437.19	80% Town/20% Employee
<u>Retirees (not eligible for Medicare)</u>		
Healthflex	\$248.78/\$659.70	50% Town/50% Employee
Network Blue	\$231.30/\$613.50	53.76% Town/46.23% Employee
Harvard	\$164.97/\$437.19	60% Town/40% Employee
Harvard Senior Plan	\$111.00	55.48% Town/44.52% Employee
Cook & Co. O.M.E.	\$138.00	50% Town/50% Employee
BC/BS Dental	\$16.64/\$45.77	75% Town/25% Employee

Employment Contract - Executive Secretary

Secretary Thompson explained that he had not brought his contract to the attention of the Board until now because of all the discussion and action taken to pass the Town Manager form of government, but that he would like the Board to approve his contract through June 30 to protect his vacation, etc. He pointed out that he eliminated item No. 12 on his previous contracts which concerns a six-month severability notice, which he believed to be protection for him should his contract be terminated. The Board discussed this and decided that a severability notice really does not apply. Mr. Thompson remarked that he could assume he has received a six-month notice from the time the Town Manager form of government was passed, should he not be appointed as Town Manager.

Selectman Clark pointed out the possibility of a technical problem with the overlapping of the Executive Secretary position, whose contract is good until June 30, 1994 and the Town Manager position that is supposed to be effective within six months of its passing which would be May 8. She expressed that she does not want the Town to have to pay for two identical positions for a two-month period.

On motion by Chairman Blacker, it was unanimously

VOTED: To renew an employment contract with Richard E. Thompson, Executive Secretary, for Fiscal Year 1994-95, without change except to incorporate the recently voted salary increase of 1% voted by the Board of Selectmen on October 11, 1994, effective July 1, 1994, and the deletion of item 12 noted above.

Department of Environmental Protection - Draft Consent Order

The Board acknowledged receipt of a communication received November 10, 1994 from the Department of Environmental Protection regarding the Sudbury Solid Waste Landfill - Draft Consent Order, asking for comments within 14 days, and a communication dated November 21, 1994 to the DEP from Town

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Counsel Paul L. Kenny requesting a delay in responding to the DEP until mid December due to a full work load.

MetroWest - Assessment

Selectman Clark gave the Board a copy of the proposed assessments for Sudbury and the various surrounding towns that belong in the MetroWest regional planning group, which is based upon MetroWest's adopted formula, \$2,000 per community with the remainder being pro-rated on a per capita basis.

Mrs. Clark commented that you get "more for your money" belonging to MetroWest and proposed that this assessment be included in the Selectmen's budget.

Dudley Road - Signs

Selectman Clark gave the Board a copy of a memo to Town Engineer I. William Place, dated October 31, 1994, concerning the addition of and relocation of proposed signs for Dudley Road. She mentioned that progress on correcting the signs to date has been noticeably slow.

Goodman's Hill Road Safety Issues

Selectman Clark referenced a letter received from Goodman's Hill Road residents dated November 19, 1994 requesting further changes to slow the traffic on Goodman's Hill Road to ensure the safety of its residents. Mrs. Clark praised Mrs. Anderson's efforts and commented that maybe the Town should be more proactive rather than reactive, and believes there should be further dialogue. She added that she thinks a "silent policeman" or speed bump on Goodman's Hill Road at Brewster Road might work well to slow down the traffic.

After much discussion, Selectman Drobinski remarked that he is not in favor of the use of speed bumps and noted that there are two outstanding issues with regard to traffic on Goodman's Hill Road. They are 1) Enforcement and 2) Ticketing someone for going 5 mph over the speed limit.

Chairman Blacker commented that he believes if speed bumps are placed on Goodman's Hill Road then residents on many other streets in Town would want the same thing done.

After further discussion, the Board referred the petition of November 19, 1994, to the Town Engineer and Police Chief for comment and input.

Mercury Tract of Land, Landham Road - U.S.F.W. Purchase

The Board acknowledged receipt of a communication dated November 17, 1994 from the Conservation Commission voicing their endorsement of the U.S. Fish & Wildlife Service's acquisition of the Mercury property off Landham Road and urging the Board of Selectmen to voice their support.

On the recommendation of the Conservation Commission, it was on motion

VOTED: To support the U.S. Fish & Wildlife Service's acquisition of the 34-acre Mercury property off Landham Road to preserve this site which is vital as a wildlife habitat and link among existing conservation properties, to provide flood control, and to further protection of the Sudbury River Valley; and to send a

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letter of support to the Department of the Interior. (Voting: Selectman Drobinski and Selectman Clark in favor.)

Note: For the record, Chairman Blacker, who is representing the owners of the Mercury Tract, did not participate in any of the discussion or vote regarding this support.

There being no further business, the meeting was adjourned at 10:30 p.m.

Attest: _____
Richard E. Thompson
Executive Secretary-Clerk