

IN BOARD OF SUDBURY SELECTMEN

TUESDAY, JANUARY 22, 2019

Present: Chairman Robert C. Haarde, Vice-Chairman Daniel E. Carty, Selectman Leonard A. Simon, Selectman Patricia A. Brown, and Town Manager Melissa Rodrigues.

Absent: Selectman Janie Dretler

The statutory requirements as to notice having been complied with, the meeting was convened at 7:00 p.m. in the Lower Town Hall.

Chairman Haarde called the meeting to order at 7:00 p.m.

Opening Remarks by Chairman

Chairman Haarde announced that Real Estate and Personal Property Taxes must be paid by Friday, February 1, 2019 to avoid late charges, and the deadline for submission of Town Meeting Articles is January 31st, 4:30 p.m. at the Selectmen's Office in the Flynn Building.

Reports from Town Manager

Town Manager Rodrigues stated that flu shots are still available at the Board of Health office. She recommended first calling the Board of Health Nurse, Phyllis Schilp, before going to the office for the flu shot, and reminded residents to bring their insurance cards.

Reports from Selectmen

Vice-Chairman Carty announced that Selectmen's January office hours are scheduled for Wednesday, January 30, at 9:00 a.m. at Pete's Coffee at Meadow Walk, and both he and Selectman Dretler would be present.

Vice-Chairman Carty stated that the Master Plan process commenced with the Master Plan Steering Committee kick-off meeting last Friday. He and Selectman Dretler are members of that Committee representing the Board of Selectmen. He thanked the Planning Board and staff for the work involved in the formation of the Master Plan Steering Committee.

Vice-Chairman Carty met with Cub Scout Pack 60 when, as part of their Scout requirements, they met with a public official to discuss a community topic. The topic discussed was Broadacres Farm, and the Scouts presented options for the use of the Farm:

- Skate Park
- Football Field
- Ice Rink
- Parking for Rail Trail
- Casino, which received the most discussion.

Vice-Chairman Carty recognized and thanked Lyn MacLean for her 37 years of service on the Historical Commission. Selectman Simon also thanked Lyn for her service to the Town, stating that she was instrumental in preserving Sudbury's heritage as Chairman of the Historical Commission. Selectman Brown also recognized Ms. MacLean for her many years of service.

Chairman Haarde also expressed his gratitude for the work done by Lyn MacLean. She was a friend of Florence Hosmer and worked with Ms. Hosmer to preserve the Hosmer House as the landmark that it is today. Ms. MacLean has helped preserve monuments to maintain the historical character of Sudbury. She will continue to volunteer with the Town.

Selectman Simon stated that there are a number of Town vacancies still available including a Board of Selectmen seat, and January 30 is the deadline for picking up nomination papers at the Town Clerk's office.

Selectman Brown attended the MMA Annual meeting last weekend, and shared that ClearGov representatives gave tribute to Town Manager Rodrigues' work which has been presented by ClearGov representatives as a finance model in Kentucky. Selectman Brown presented her MS4 toy duck souvenir from the MMA meeting, representing the "think blue" MA campaign to keep stormwaters clean. She would like to place the MS4 duck at various locations throughout Town, and asked for suggestions regarding possible display sites.

Vice-Chairman Carty announced that the Livable Sudbury presentation will be Tuesday, February 12, 6:30 p.m. at the Goodnow Library.

Public Hearing: CJ's Gourmet Pizza & Grill Restaurant License for sale of Wine & Malt Beverages

Present: Joanna Vozikis, Manager of CJ's Gourmet Pizza & Grill.

Selectman Simon asked Ms. Vozikis if she had ever operated an establishment which held a wine and malt license before, and asked if she was familiar with the respective regulations. Ms. Vozikis responded that she never maintained a wine and malt license with any establishments that she managed, and was not familiar with the Town's regulations. She stated that she would study and follow the prescribed regulations.

Selectman Simon stated that maintaining a wine and malt license was a very serious matter, and maintained that a full understanding of the laws should come before granting the license when considering all safety aspects. He also suggested that Ms. Vozikis speak to both Police Chief Nix and Health Director Bill Murphy at the Health Department.

Ms. Vozikis stated that she would do so, and fully understood the seriousness of the matter. Selectman Simon reiterated that anyone serving alcohol at the restaurant had to know all the regulations, and needed to be TIPS certified. He asked if any servers at CJ's had TIPS training, and Ms. Vozikis responded not.

Chairman Haarde asked Ms. Vozikis if she was planning to have all CJ's employees get the TIPS training. Ms. Vozikis responded that all employees, including herself, would be TIPS trained. Selectman Simon stated that the license should be contingent on TIPS training, with insurance in place. He added that hearings are held every two or three weeks, and after training is completed, he suggested that Ms. Vozikis come back before the Board of Selectmen for license approval.

Selectman Brown asked Ms. Vozikis when she thought the wine and wine license would be in place. Ms. Vozikis replied, that perhaps sometime in May, after TIPS Training is complete. Town Manager Rodrigues agreed that the training procedure could take several months. Selectman Brown agreed that all training must be in place before any alcohol is served at CJ's, and not before the license is issued stressing that the Police Department would agree.

Chairman Haarde inquired about the number of TIPS certificates needed at CJ's. Ms. Vozikis responded that three certificates would be necessary. Chairman Haarde stated that the Board would have to see the TIPS Certification for the three servers.

At 7:15 p.m., Chairman Haarde motioned to open the wine and malt licensing public hearing for CJ's Gourmet Pizza & Grill.

It was on motion unanimously

VOTED: To open the Public Hearing for the wine and malt licensing for CJ's Gourmet Pizza & Grill.

Selectman Simon commented that his preference was to delay the approval of the wine and malt license, until all terms were met: TIPS training for employees, careful review of all license regulations as well as Ms. Vozikis' meeting with Police Chief Nix and with Bill Murphy, Health Director. He reinforced that the license should be contingent on the conditions stated.

It was on motion unanimously

VOTED: To close the Public Hearing for the wine and malt licensing for CJ's Gourmet Pizza & Grill.

It was on motion, three in favor and one opposed. Haarde-Aye, Carty-Aye, Brown-Aye, and Simon-No.

VOTED: To approve the application, as the Local Licensing Authority, of CSJE Enterprises, Inc. d/b/a CJ's Gourmet Pizza & Grill, 29 Hudson Rd., Sudbury, for a Restaurant license for the Sale of Wine & Malt Beverages, under G.L. Ch. 138, s.12; Joanna Vozikis, Manager, contingent on TIPS Certification, of employees. The premises proposed to be licensed (i.e., 29 Hudson Road) is a one story, 1,375 square foot restaurant.

Selectman Simon emphasized that the primary reason for the conditional approval and his opposition as voted, was because the manager had no TIPS training experience, nor employment at a licensed establishment. Chairman Haarde affirmed that most owners/managers are TIPS certified, and this is very important. Selectman Brown suggested that Selectmen's office staff be informed of the proper sequencing involved in such licensing.

Sudbury Farms Change of Manager

Present: James Furber, Attorney for RBSBW; and Michael Pedranti, Manager of Sudbury Farms.

Mr. Furber stated that Sudbury Farms changes managers at times, and Mr. Pedranti is the new manager. Selectman Simon shared that Sudbury Farms has been a good neighbor for many years, and has been careful with the liquor license that they hold. He asked if Mr. Pedranti had related experience. Mr. Pedranti answered that he had such experience, and worked at the Roche Brothers store in West Roxbury for two years, and that store sells alcohol.

Selectman Simon asked if there had been any issues at that store. Mr. Pedranti replied that there had not.

It was on motion unanimously

VOTED: To approve a Change of Manager for RBSBW, Inc. d/b/a Sudbury Farms, 439 Boston Post Road; from Kevin Fry to Michael Pedranti, as requested in an application dated December 11, 2018.

Transition of Voting Machines

Present: Town Clerk Rosemary Harvell

Chairman Haarde stated that the existing voting machines have served the Town well over the years. Town Clerk Harvell stated that the existing machines have had many years of service, and will not be supported, and have not been manufactured in over a decade. Chairman Haarde asked the Town Clerk if she liked the Image Cast type of machine. Town Clerk Harvell affirmed that she did, and the ballot will remain a paper ballot, and the new

machines have the capability to sort write-ins, which the AccuVote machines cannot. She suggested that the transition in voting machines should be made before serious problems arise.

Vice-Chairman Carty queried about the eight new machines. Town Clerk Harvell stated that Sudbury may be adding another precinct, and along with increased early voting, this further necessitates the transition to new voting machines with the availability of a spare machine.

Selectman Simon mentioned he had worked as a Town election worker and confirmed that the Town Clerk trained him well. Six years ago, there was a mechanical failure with one of the voting machines, and counting had to be performed by hand. Town Clerk Harvell said her department managed during this emergency, but would prefer not to have to do that again. The current machines have covered some 53 elections, which is considerable. Selectman Simon agreed that the Town did not want that emergency to come up again, and voters would appreciate the new machines.

Vice-Chairman Carty asked if there would be enough time to train on the new machines before the March election. Town Clerk Harvell affirmed that there would be enough training time if the Board approved the transition at this meeting. Otherwise, the transition would have to occur at the next election.

Selectman Brown stated that she was happy to see that there was a two-year guarantee on the new machines, and asked what would happen to the old machines. Town Clerk Harvell replied that the old machines would be turned in for credit.

It was on motion unanimously

VOTED: To use Image Cast Precinct Voting Machine Bundles purchased from LHS Associates, at all elections, beginning at the March 25, 2019 Annual Town Election and to discontinue the use of the AccuVote Machines currently used. The Town Clerk will send notice to the Secretary of the Commonwealth's Election Division of the vote to change election equipment within 5 days.

Citizen's comments on items not on agenda

There were no citizen's comments.

Discussion on prioritization of capital projects

Chairman Haarde stated that Selectman Dretler asked that agenda items #3 and #4 be postponed until the next Board meeting when she will be in attendance.

Vice-Chairman Carty stated that it would not be wise to postpone item #4, because time is running short for capital funding consideration. Selectman Brown stated that item #4 is a more immediate concern, and this is the last meeting before the Town Warrant article deadline. Selectman Simon stated had no problem with discussing items #3 and #4 this evening.

Chairman Haarde stated that the Board would postpone discussion of item #3, and would discuss item #4 at this meeting.

Discussion on future use of Frost Farm House

Present: Elaine Saunders, Trustee of the Frost Farm, 150 North Road – Unit #20

Town Manager Rodrigues stated that the Frost Farm House lease will expire the end of January, and the house will then be vacant. The Town is preparing to perform the required inspections and get the building secured for the winter. Town Manager Rodrigues maintained that the Town is going forward, and the Frost Farm Housing Development Trustees contacted her and asked what the future holds for the Frost Farm House, which is the purpose of tonight's discussion.

Vice-Chairman Carty affirmed that the Town owns the Frost Farm House and the land on Frost Farm. The lease contract for the Farm House began some eleven years ago and has come to an end. He continued by saying that after that lease ended, the Town entered into a short-term lease. That lease is now expiring and a decision must be made regarding the Frost Farm House.

Ms. Saunders distributed a handout to the Board Members which included comments and a map of Frost Farm, delineating the two structures representing the Frost Farm House – the farm house and a storage shed. Ms. Saunders stated that the Condo Trustees and Association wanted to discuss the future of the Frost Farm House, and hoped that the Board would consider utilizing the farm house and shed as additional condos in keeping with the existing villa style homes. The trustees were proposing one to four separate condo units to replace what is currently there. The proposal would provide the Town with tax benefits, and the association would have similar homes on the site with additional condo fees.

Chairman Haarde stated that the proposal was worthy of consideration, and there appeared to be enough land for redevelopment.

Selectman Simon asked Town Manager Rodrigues if there are any special considerations associated with building new units on the site of the farm house.

Town Manager Rodrigues explained that the Farm House is situated on a non-conforming lot, would have to be reviewed by the legal department, and any demolition would require Historic Commission approval. Vice-Chairman Carty questioned the historical significance of the property, and stated that other than being built before 1940, there appeared to be no historical significance associated with the farm house. Town Manager Rodrigues replied that the property is on the state historical database, but agreed that there appears to be no historical significance.

Vice-Chairman Carty asked if the historical status on the database could be modified, and Town Manager Rodrigues responded that she thought it could. The Town zoning officer could review the property, and see if it would be easier to maintain and remodel the existing property. Vice-Chairman Carty asked Ms. Saunders how the trustees would regard renovating what was on the site. Ms. Saunders replied that the trustees would have to study what would be proposed, adding that the rooms within building are large which might make dividing into units difficult.

Selectman Simon would like to see if other options are available. The Frost Farm trustees might have to come back before the Board as he wished to hear from the Historical Commission and determine what the associated costs might be. No decision had been made regarding SPS office space options. Ms. Saunders commented that there was not much parking space on the site, and the building was on the condo association septic system.

Selectman Brown questioned the timeframes. Town Manager Rodrigues recommended that the Town not wait too long because winterizing had to be decided, and the Farm House had several open permits for work that was

never completed. Town Manager Rodrigues recommended revisiting the topic in February, and she would compose a memo which would include prospective costs.

Discussion on Town Hall project

Town Manager Rodrigues recommended that the Town Hall project not be included on the May Town Meeting warrant. With other major projects on the May Town Meeting warrant, the Town Hall project would not likely obtain funding. Vice-Chairman Carty had no issues with excluding the Town Hall project from this year's Town Meeting.

Selectman Brown stated that given the importance of other projects, the Town Hall project should wait. Town Manager Rodrigues stated that the Town Hall had some plumbing and heating difficulties recently, and suggested that a five-year maintenance plan be considered.

Selectman Simon felt that the Town Hall could incur more damage if renovation plans were postponed. Town Manager Rodrigues reiterated that the Town is currently involved with several other major capital projects, the Fairbank Center is in a state of major disrepair, and suggested that a Town Hall maintenance plan would be best at this time. Chairman Haarde agreed that it's wise to address the Town Hall project in the next two years.

Report from the Strategic Financial Planning Committee for Capital Funding (SFPCCF)

Present: Dan Carty, Chairman of Strategic Financial Planning Committee for Capital Funding, 15 Stonebrook Road; Thomas Travers, Member of the Strategic Planning Committee for Capital Funding, and CIAC member, 45 Old Framingham Road.

Vice-Chairman Carty stated that the SFPCCF was formed by the Board of Selectmen several years ago, and is not necessarily reflective of his own opinion on capital funding. The Mission Statement upholds that SFPCCF annually generates, evaluates and recommends short- and long-term financing strategies in connection with Sudbury's Capital Improvement Planning (CIP).

Vice-Chairman Carty reviewed various definitions which apply to CIP, particularly the definition of "Maintain Service/Upkeep – Completing this project is necessary to ensure level service for the upcoming fiscal year. This priority type may include projects that replace old or worn-out equipment, rehabilitate aging facilities, or facilitate a department's ability to meet increased service demands."

The Target of the Committee was read by Vice-Chairman Carty, "Establish a capital cost center and reliable funding at 2.5% of overall annual appropriations to maintain capital assets." The stated target reflects where the committee would like to see the Town with a separate cost center. He informed the Board that the possible funding options are:

- A do-nothing approach
- A reallocation of the current budgets, which would reduce amount of funding to one or more of the three existing cost centers – the Town, Sudbury Public Schools, and Lincoln-Sudbury Regional High School, and reassign money to the capital budget.
- Override/Stabilization Override, which would be a one-time Proposition 2 ½ Override for all or part of the amount either in the form of a "traditional" request or a stabilization request.
- Re-allocation of Retired debt outside of levy, so that as debt rolls of the books, and equal or less amount is then directed to the capital budget.
- Reduction of a CPA and Re-allocation to capital. Currently Sudbury pays a 3% surcharge for the Community Preservation Act (CPA) to provide funds for recreation, historical, housing and/or open space

preservation projects. Vice-Chairman Carty suggested that Sudbury could lessen the CPA surcharge and redirect that amount to capital.

- Use of free cash, which is one of the methods used to pay for maintaining capital assets. This is an uncertain method because the amount of free cash can be uncertain.
- New growth. To use all or part of annual new growth for Capital expenditures, and build up a capital cost center over time until it reaches the 2.5% threshold; and then return new growth distribution across all three cost centers.
- Capture of realized efficiencies. Vice-Chairman Carty explained that as cost center saves money, the funds could be directed towards capital, rather than going back into the cost centers.

Vice-Chairman Carty suggested that the Board consider two proposals, either individually or combined:

1. A \$2 million override, which could be a stabilization override or a regular override. He commented that this override would require an amendment to Free Cash, which might not be needed for capital maintenance, going forward.
2. Progressive funding of a 2.5% capital budget over time. Vice-Chairman Carty mentioned that these two proposals would take time, but might advance the probability of attending a goal, and would change the concept of Free Cash; he also emphasized that a smaller override of less than 2.5%, would be possible.

Vice-Chairman Carty outlined "Oversight: Assumptions:"

- Funding at 2.5% of operating appropriations.
- Five Year Capital Plan is updated annually by cost centers.
- New projects are outside the capital operating budget.
- Professional supervision of all construction projects provided.
- Capital operating budget is approved at the May Town Meeting.
- Excluded capital projects can be addressed at Special Town Meetings.

In consideration of the oversight proposal, Vice-Chairman Carty focused on which capital projects would be covered to include all capital projects proposed by the Town Manager, the three cost centers, citizen's petitions, town committees, Community Preservation Committee, and the Board of Selectmen should go through an oversight process requiring a by-law change. Vice-Chairman Carty reiterated that the capital operating budget is "all capital projects proposed under \$1,000,000 that replace or upgrade rolling stock, replace or upgrade equipment, maintain building systems and equipment, maintain open space or recreational facilities, replace or upgrade technological systems."

Vice-Chairman Carty asserted that the intent of the proposal is longevity and discipline when considering capital proposals, and included the following requirements:

- The Finance Committee and the Board of Selectmen must review and opine on all capital budgets.
- The Finance Committee must review in detail, all capital projects under \$100,000.
- The CIAC must review in detail, all capital projects over \$100,000 and issue a report to the Finance Committee and the Board of Selectmen.
- The Finance Committee, the Board of Selectmen, and the CIAC shall meet to discuss all capital projects included in the capital operating budget and the other excluded capital projects proposed.
- Vice-Chairman Carty stated that the timetable prescribed for May Town Meeting would require that in December and January, the Town staff would review all capital project requests to determine which capital requests they plan to propose for the budget, categorized in three groups:
 1. Group One, capturing projects for \$1 million, or excluded from the capital operating budget, and would be reviewed by CIAC.

2. Group Two, capturing projects under \$100 thousand that would be included in the capital operating budget and would be reviewed in detail by FinCom.
3. Group Three, capturing projects over \$100 thousand that will be included in the capital operating budget, and would be reviewed in detail by the CIAC.

Vice-Chairman Carty stated that CPC and Citizen Petitioners, should try to meet this timeframe, as well. He continued, by saying that in January, the Town staff would categorize the approved projects into three groups, and in January and February, FinCom, CIAC, and the Board of Selectmen would perform their review.

Vice-Chairman Carty detailed that in February the Town Manager would propose the chosen funding source for each capital project to the Board of Selectmen, and the Board would opine regarding the funding sources proposed. A joint meeting is scheduled for March 5 with BOS, CIAC and FinCom in order to compile findings, and in April Town Meeting articles would be finalized for May Town Meeting.

Vice-Chairman Carty outlined how capital projects would be funded:

- Capital Operating Budget
- Capital Exclusions
- Debt Exclusions
- Enterprise Funds
- Free Cash
- Outside private fundraising.
- Other – Grants, Donations, Trusts, etc.

In summary, Vice-Chairman Carty stated that the Town Manager's Operating Budget and the proposed capital operating budget would combine to 2.5% of operating budget appropriations. He stressed that a more predictable system would enable improved planning for capital projects, and would create a better timetable for department heads and review committees. The process could be adjusted to include Special Town Meetings in October, and that follow-up and review of projects after approval is essential.

Vice-Chairman Carty thanked all present and past members of SFPCCF for their time and efforts, adding that the Committee had met some 20 times since his membership. The Committee was recommending that the annual CIAC funding recommendations move from SFPCCF to the Town Manager, and that SFPCCF be disbanded.

Town Manager Rodrigues stated that the proposed timetable may be off. Vice-Chairman Carty stated that he would make those corrections reflecting the change in schedule.

Chairman Haarde thanked Vice-Chairman Carty for all his efforts with the SFPCCF Capital proposals and asked about Newington. Vice-Chairman Carty responded that the Newington concept has been active for 13 to 14 years, and reflects what people can afford for capital funding within a budget. The towns of Milton and Lexington are doing something similar, a process for combined debt and capital with a cap, and displaying that as town debt decreases with discipline, and more capital projects could be possible. Discussion on various aspects of the Newington model continued.

Selectman Simon thanked Vice-Chairman Carty and SFPCCF for all their efforts, and he had streamed the January 11th meeting, and attended the January 17th meeting, reviewed all Committee minutes. He had concerns about under-investing in capital and sustainability for the long term. There were inconsistencies in the proposal, and creation of separate cost centers would increase administrative expenses, and the Town charter would have to be changed.

Mr. Travers asserted that the Town has been struggling to meet the operating budgets and funding of major projects. The SFPCCF proposals were researched and analyzed at great length with the Committee working

diligently to make informed decisions, and that Selectman Simon's comments regarding the proposals were unjustified.

Town Manager Rodrigues stated that this year we were able to use extraordinary new growth and increase the budget by \$250,000 proving that the proposal can work at a slow and steady pace.

Chairman Haarde spoke of capital spending in recent years, the distribution of debt, and that Sudbury is very typical. He provided percentages of operating budget for capital over the past 8 years averaging 5.25% from 2012 to 2018. He agreed that the goal is to have a more predictable base, and ensure that the funding is more process-oriented.

Vice-Chairman Carty questioned what can be done that reflects a minimal impact on the taxpayer in Town. Chairman Haarde stated that his feeling was that the \$2 ½ million figure was too low, and felt that \$5 million was more realistic.

Town Manager Rodrigues suggested that the percentage be re-analyzed and then determine how to get to the 5% figure.

Selectman Simon suggested that the Division of Local Services (DLS) could come before the Board to help and provide financial analysis and recommendations. Chairman Haarde agreed with Selectman Simon's recommendation regarding DLS, and stated that to understand capital spending in Sudbury, there must be a review of all warrant articles presented, and maintained that the Town has not been underfunding capital.

A discussion regarding history of Town funding took place.

Selectman Simon stated that "we all want to do the right thing for the Town, and must be open to all suggestions," regarding the aspect of protecting and maintaining capital.

Selectman Brown stated that this is not a single proposal, and has two pieces, and the Board should decide sooner, rather than later, in order to be presented at May Town Meeting.

Chairman Haarde stated that the Board will have the discussion with DLS first, and review the proposal. The Board should address all capital spending, and work towards a solution like the town of Newington did.

Vice-Chairman Carty would not recommend an override at this time, and recognized that the last couple of years demonstrated an increased consciousness regarding the budget.

Chairman Haarde suggested that a capital stabilization fund be created for Town Meeting vote, including recommendations on how to fund it. Vice-Chairman Carty replied that funding could reflect a combination of new growth and an override. He recommended that Quarry North funding be allocated to the capital fund.

Selectman Simon recommended that it would make sense to present the capital stabilization funding at October Town Meeting or at 2020 May Town Meeting after hearing recommendations from DLS.

Vice-Chairman Carty recommended that the Board start implementing the gradual capital and debt proposal now, which might encourage more of a voter appetite later.

Resident Kirsten Roopenian, 45 Harness Lane, said that this was the first time she had seen this Capital presentation, and was concerned about some elements. A reduction in CPA contribution might not be the answer

as CPA funding has done much to improve the Town, and continues to do so. Vice-Chairman Carty responded that the proposal is not endorsing a reduction of the CPA charge, but was just presented it as an option.

Town Manager Rodrigues stated that taking action tonight was unwise, and that further explanation and information is needed.

Ms. Roopenian stated that May Town Meeting already has substantial projects such as the Fairbank Center and Camp Sewataro.

Selectman Brown suggested that SFPCCF modify the proposal slides to further emphasize the actual proposal.

Town Manager Rodrigues stated that she would include an article in the Town Meeting warrant to change the capital bylaw to state that all capital articles over \$100,000 will be reviewed by CIAC, and that she would also include an article repurposing the rolling stock capital stabilization account to the more general capital stabilization account.

Chairman Haarde suggested a \$1 million-dollar override and a progressive funding model. SFPCCF members Carty, Brown and Travers agreed with this suggestion.

Selectman Brown asked if SFPCCF should disband. Chairman Haarde stated that in order to disband, such action would have to be included on a future agenda. Vice-Chairman Carty said that SFPCCF would wait a bit to disband as they have scheduled meetings in February and March.

Topics for the Winter 2019 Board of Selectmen Newsletter

Town Manager Rodrigues stated that Selectman Dretler requested the topic of "Employee of the Year."

Selectman Simon will write an article on the "Melone Update."

Selectman Brown will cover both the "Capital Articles" and the "New Town Planner" topic.

Chairman Haarde agreed to write an article regarding "Park and Recreation Updates."

Vice-Chairman Carty will compose the article regarding "What's on May Town Meeting."

Citizens' comments (cont.)

Resident Kirsten Roopenian, 45 Harness Lane, advised that Camp Sewataro not be included at the May Town Meeting in consideration of Fairbank and Broadacres Farm Articles. She suggested that Camp Sewataro be on the Fall Town Meeting Warrant.

Discuss upcoming agenda items

Included on the proposed February 5th agenda were discussion and prioritization of capital projects, and appointment of Ursula Lyons to the Ponds and Waterways Committee. Other items on the agenda for February Board meetings include Frost Farm House options, Review of Town Manager Goals, and a Financial Report by the Town Manager. Town Manager Rodrigues will present the Town Budget on February 26th,

Other future agenda items include legislator presentations at the April 9 meeting, and a discussion with DPW regarding completion of the Sudbury Center stone wall at Grinnell Park.

Selectman Brown requested that the office forward the Town Manager Rodrigues 2018 goals and evaluation materials to the Board so that the Selectmen can complete and submit their Town Manager Evaluation Forms by March 1st.

Consent Calendar

Minutes Approval

It was on motion unanimously

VOTED: To approve the regular session minutes of 11/19/18, 11/27/18, and 12/4/18.

Acceptance of \$75,000 grant from the Sudbury Foundation

It was on motion unanimously

VOTED: To accept a grant in the amount of \$75,000 from the Sudbury Foundation to fund playground renovations at the Loring and Nixon elementary schools.

Historic Districts Commission appointment

It was on motion unanimously

VOTED: To reappoint Linda G. Hawes to the Historic Districts Commission for a term to expire January 1, 2024, as requested by Fred Taylor, HDC Chairman.

Historical Commission resignation

It was on motion unanimously

VOTED: To accept the resignation of Marilyn MacLean from the Sudbury Historical Commission, effective 1/8/19, and to send her a letter of thanks for her many years of service to the Town.

1-day All Alcohol license for fundraiser on Saturday, January 26, 2019

It was on motion unanimously

VOTED: To grant a 1-day All Alcohol license to Protect Sudbury, to accommodate a Winter Wonderland Social fundraiser on Saturday, January 26, 2019 from 7:00 PM to 12:00 AM at 96 Peakham Road, Sudbury, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.

There being no further business, the meeting adjourned at 10:25 p.m.

Attest: _____

Melissa Murphy-Rodrigues
Town Manager-Clerk