

IN BOARD OF SUDBURY SELECTMEN  
TUESDAY, AUGUST 6, 2019

Present: Chairman Daniel E. Carty, Selectman Janie Dretler, Selectman Jennifer Roberts, Selectman William Schineller, Town Manager Melissa Rodrigues and Assistant Town Manager/HR Director Maryanne Bilodeau.

Absent: Vice-Chairman Patricia Brown

The statutory requirements as to notice having been complied with, the meeting was convened at 7:00 p.m. at Police Station Conference Room, 75 Hudson Road.

**Opening Remarks by Chairman**

Chairman Carty announced that crews are working on the Bruce Freeman Rail Trail (the corridor from the Concord line to Union Ave.) during the next several weeks and will be collecting data and soil samples.

Chairman Carty stated several Town roadways are being resurfaced and more information can be found on the Town website under "2019 Road Management Program." Mosquito spraying is taking place tomorrow, August 7<sup>th</sup> between dusk and 11:30 p.m. in the areas of Landham Road, Woodside Road, Raymond Road, Nobscot Road, Goodman's Hill Road, Old Lancaster Road, Rice Road and Horse Pond Road.

Chairman Carty announced the Community Preservation Committee (CPC) is seeking a new member. He referred to the Town website for additional information.

**Reports from Town Manager**

Town Manager Rodrigues stated three Sewataro RFP bids are being reviewed with interviews taking place on Thursday. Town Manager Rodrigues detailed that she would be presenting RFP recommendations for the Board to authorize a contract to the chosen bidder.

**Reports from Selectmen**

Selectman Schineller detailed that he and other Board members discussed the Selectmen's Goals topic and he included related aspects in his Selectmen's Newsletter budgetary article. He recognized that Selectman Dretler was heading the Traffic Improvements topic.

Selectman Schineller mentioned the dollar ride transportation program in Town and thanked the Council on Disabilities and the Transportation Committee for contributions to the program. He thanked staff for their efforts with the Sewataro RFP.

Selectman Schineller stated that he and other Board members, including Town Manager Rodrigues, participated in the Broadacres site visit earlier today.

Selectman Roberts stated that she had nothing to report at this time and hoped everyone was enjoying their summer.

Selectman Dretler commented that she had no further comments in consideration of the full meeting agenda.

**Citizen's comments on items not on agenda**

There were no citizen's comments.

**Update from the Board of Health**

Present: William Murphy, Health Director and Inspector; Phyllis Schilp, Public Health Nurse; Bethany Hadvab, Town Social Worker; Carol Bradford, Board of Health member, and Linda Huet-Clayton, Board of Health member.

Mr. Murphy recommended that the Board of Health meet with the Board of Selectmen on an annual basis to provide Town health trends and updates. He acknowledged the services of Dr. John Curran (2015–2017) and Dr. Peter Hoenig (2017–current) who act/acted as Board of Health consulting physicians.

Mr. Murphy presented the Sudbury Board of Health Organizational Chart adding that the department reports to the three-member elected Board, with staff composed of the Director/Inspector, Nurse, Social Worker, Administrative Assistant, Senior Outreach worker, interns totaling 2,800 yearly hours, tax work-off program workers totaling 700 yearly hours, and Medical Reserve Corps volunteers totaling 300 yearly hours. He noted that Town Manager Rodrigues, Assistant Town Manager Maryanne Bilodeau and Finance Director Dennis Keohane have assisted him with the department budgeting process increasing the budget by \$20,000. Mr. Murphy stated the extra funding provided for the part-time hiring of a former health director to help with food inspections to assist with the growing needs of Town food establishments.

Mr. Murphy explained that 65% of his day is dedicated to septic and food-related inspections. Selectman Schineller inquired about the new MS4 regulations. Mr. Murphy responded he has been examining all related aspects including hazard mitigation and weather patterns.

Mr. Murphy detailed that there are some 21 to 22 Town health regulations and ten state regulations. He explained during his tenure as Health Director he has changed the tobacco regulations twice with much emphasis on the new wastewater regulations. He added there are no Town regulations in place for tattoo establishments and that area must be studied.

Mr. Murphy highlighted three important areas of improvement. He noted that efforts to improve effectiveness of well sites is ongoing with updating of GIS mapping. Secondly, he advocated for ability to scan documents and increase department space to help integrate with other Town departments, especially the Building Department. Thirdly, he stressed the importance of collection of health data.

Ms. Schilp outlined her primary responsibilities:

- Disease surveillance – including investigative aspects
- Emergency Planning – including EDS site management
- MRC Director – including shelter management and supervision of 55 volunteers
- Nursing – including managing interns (5 last year)
- Camp inspector – including the inspection of 19 camps and camp inspection tripled since 2015
- Screening Programs – including mammograms – yearly agreement with Dana Farber
- Health Education – including teaching CPR/FA at MRC, DPW and COA locations
- Vaccination Program - administration of Flu vaccines has almost doubled in three years

As Town Social Worker, Ms. Hadvab stated that her primary responsibilities focus on serving residents need for housing, fuel, clothing, health and medical needs. She detailed that currently she has 75 HOPEsudbury client assessments. She highlighted her other areas of service:

- Collaboration with first responders, Town staff, Housing developments in Town
- Financial Needs, including HOPEsudbury, Single Mothers Program, other community programs
- Education including suicide prevention, safe aging, homelessness.
- Basic Needs including housing, fuel, household goods, hygiene supplies, clothing and food.
- Case Management – assessment, crisis intervention and resource
- Chairs Meetings – Housing, Human Service Coalition, Homelessness Committee and Municipal LCSW Resource Development
- Resource Pages, website & social programs
- Managing Volunteers and Donations

Ms. Hadvab stressed that four of the biggest concerns in Sudbury involve senior needs, domestic violence, mental health and homelessness and housing.

Mr. Schineller asked how domestic violence connects with the Health Department. Ms. Hadvab responded that the referrals come from the clinician at Domestic Violence Network in Concord, HOPEsudbury, medical providers and neighbors.

Ms. Hadvab provided detail regarding HOPEsudbury 2018 grants and emphasized that 46% of those grant funds are used to pay rents.

Selectman Schineller asked where the office is housed, and Mr. Murphy responded in the DPW building. Selectman Dretler stated that she has been to the office and it is extremely small.

Selectman Roberts asked what the Board could do to help improve the situation. Ms. Hadvab responded that reinforcement of conditions and increased public awareness/education would be most beneficial. She announced that the Health Department will be part of a Symposium on Homelessness to take place on October 22, 2019.

Selectmen Dretler recognized that Town health needs increase with the Sudbury's increased senior population.

Selectman Roberts asked about current health threats. Mr. Murphy responded tick and mosquito-borne illnesses, and other diseases associated with warming weather trends.

Selectman Roberts suggested allocating additional space for Board of Health employees and inquired about newly purchased Town properties being a consideration for such housing. Town Manager Rodrigues replied that DPW is a good space for the Health Department and the new Town Manager will address expansion-associated budgeting aspects.

Selectman Dretler added that space for related office materials should be considered as well when planning for space. Town Manager Rodrigues affirmed that digitalization of health department files would be most helpful and consideration of amending space at the DPW building could be considered.

Selectman Dretler formally thanked the Board of Health and all in the Department for the important work they do for the Town. Board members agreed.

#### **Interview candidate for appointment to the Energy and Sustainability Committee**

Present: Resident Gary Bean

Mr. Bean informed the Board that he is interested in environmental issues, especially in consideration of climate change, and this appointment would provide him the opportunity to assume a leadership role. He was supportive of the actions of the Energy and Sustainability Committee, and included that he has been an election worker for the Town for the last 12 years.

Mr. Bean commented that he has a technical background with a focus on math, computers and scientific investigation.

Chairman Carty asked if Mr. Bean if he has attended Energy and Sustainability meetings, and Mr. Bean responded affirmatively. He stated that he would be very interested in assisting with public educational activities in order to promote the message of the Committee.

Selectman Schineller thanked Mr. Bean for bringing his expertise to the Town in this way and asked Mr. Bean about solar and energy efficiencies. Mr. Bean responded that he and the Committee would want to find access to resources and publicize them.

Selectman Schineller stated that he would like Mr. Bean to educate him on green energy concepts.

Selectman Roberts mentioned that she was in favor of educating the public in this important area. Mr. Bean mentioned MA Save which has offerings such as free LED light bulbs, programmable thermostats and energy evaluations of homes.

Selectman Roberts asked about the Energy committee website, and Mr. Bean provided the resource information.

Selectman Dretler thanked Mr. Bean for all his involvement with Sudbury, especially with the Fairbank Community Center, the voting process in Town and his energy efficiency advice. Mr. Bean stated that he is looking forward to an energy efficient Fairbank Center.

Chairman Carty expressed his interest in electric charging stations and possible creation of commercial electric stations.

Selectman Schineller motioned to approve the appointment of Gary Bean to the Energy Committee.

It was on motion unanimously

VOTED: To approve the appointment of Gary Bean, 3 Wilshire Street, to the Energy and Sustainability Committee for a term to expire 5/31/22.

#### **Interview applicant for appointment to the Council on Aging**

Chairman Carty stated that the appointment and interview of Venetia Kelly, 45 Beechwood Avenue, for a term to expire 5/31/22, would be postponed.

#### **Citizen's Comments (cont.)**

Present: Resident Anne Stone/Stone Farm, 554 Boston Post Road; Patrick McCarthy, Medford, MA, nephew of Ann Stone; and Michael Reilly, Hopkinton, MA., friend and attorney of Anne Stone.

Ms. Stone stated that she has been working the property at Stone Farm and is unable to continue. She confirmed that she has a developer willing to develop part of the property and retain the history of the land.

Mr. Reilly repeated that the family is happy to find a developer who will do a good job and retain the history of the property.

Mr. Reilly commented that the work has been very difficult for Ms. Stone and she is at a breaking point. He affirmed that Ms. Stone would continue to farm the 57 acres of the property which has been farmed by her family for nine generations. Mr. Reilly said that the developer would maintain the property, and that Ms. Stone did not want to undertake commercial farming. Mr. Reilly thanked the Board for their consideration.

#### **Vacant property at corner of Nobscot Road and Route 20**

Present: Sudbury Health Director William Murphy

Selectman Roberts stated that she and Town Manager Rodrigues have discussed the status and possible uses of the property and affirmed the property is an eyesore. The property is adversely affecting the character of the community especially in the commercial area. She commented that she requested inclusion of this topic tonight to promote Board and public awareness.

Town Manager Rodrigues explained that this was a priority project of former Chairman Bob Haarde and she had met with him and the property owner, Scott Mitchell, several times. She noted that Mr. Mitchell has been before the Planning Board several times, resulting in a series of denials – including a proposal for an oil change facility. She noted that the Town does not have a nuisance bylaw to enforce blight (acceptable upkeep).

Selectman Dretler noted that several years ago there was work going on at the property.

Mr. Murphy stated that there was a contaminating petroleum leak on the property in 1990 and the site has been treated and is getting cleaner, but probably will never attain 100% remediation. He noted that there are no use restrictions on the property.

Selectman Schineller asked about the contamination citation. Mr. Murphy responded that cleanup regulations were mandated by the state in 2014 and currently ground water is monitored, treated twice a year and associated reports are available online.

Selectman Dretler inquired about what was on the site previously. Town Manager Rodrigues responded that a gas station was there around 1990 and Mr. Mitchell purchased the property in 2005.

Chairman Carty detailed that when he was a member of the Planning Board in May 18, 2016 Mr. Mitchell proposed the installation of an oil changing station on the property which was denied, and would have required at least two use variances.

Town Manager Rodrigues stated that the owner is still interested in purchasing the neighboring properties.

Selectman Schineller stated that he reached out to the Garden Club and The Boy Scouts regarding beautification/improvement ideas for the property. Town Manager Rodrigues stated that she would contact Mr. Mitchell and inquire about the possibility of non-profit groups helping to improve the appearance of the site.

Chairman Carty suggested that the property would be a good spot for the Route 20 shuttle parking.

Selectman Roberts suggested that a pocket park would be an ideal use for the property and would be across the street from the Bruce Freeman Rail Trail. Town Manager Rodrigues said that she could inquire about Town purchase of the property, but stressed that the site needs further remediation.

Chairman Carty agreed that exploring options to improve the site would be beneficial. Town Manager Rodrigues commented that the Town does not have the tools to fight this situation as there are no applicable fining measures. Selectman Dretler stressed that there should be regulatory bylaws to control this situation. Mr. Murphy offered to find out if there were any ways to establish such regulatory bylaws.

Selectman Roberts asked if the Planning Board had alternative suggestions for the property. Chairman Carty responded that size is the limitation, but many things could be done on the site.

Selectmen Schineller and Roberts offered to explore the possibilities further.

### **Update on Citizens' Police Academy**

Present: Police Chief Scott Nix and Lt. Wayne Shurling

Chief Nix announced that Lt. Shurling would be conducting the first nine-week session Citizens' Police Academy to begin Wednesday, September 25<sup>th</sup>, 6:00 p.m. to 9:30 p.m. Lt. Shurling outlined the nine-week curriculum:

- Week #1 – Tours of Police facilities and Overview
- Week #2 – Constitutional Law/Criminal Law for the Layperson
- Week #3 - Use of Force
- Week #4 – Officer's Tools/Modules Used
- Week #5 – Motor Vehicle Law – DUIs, accidents
- Week #6 – Crime Scenes and related aspects
- Week #7 – First Aide/Emergencies – demonstrations
- Week #8 – Domestic Violence, Jail Diversion Program, Juvenile Law
- Week #9 – Participating citizens part of Academy situations

Selectman Dretler commented that she wrote about many of these related public safety aspects in her Selectmen's Newsletter article last year. She asked if the Police Academy sessions would be televised. Chief Nix responded not.

Selectman Dretler mentioned participant goals. Chief Nix responded the primary goal is to enhance community awareness.

Selectman Schineller asked about attendee age requirements. Chief Nix responded that attendees must be at least eighteen years old and background checks will be performed. Chief Nix also stated that a Police Academy for Kids would be considered.

Lt. Shurling mentioned that additional Police Academy detail and Academy applications could be found on the Town website.

### **Appoint Interim Town Manager**

Town Manager Rodrigues summarized the "Employment Agreement for Interim Town Manager Contract" and noted that two small additions were made by Town Counsel -- one involving civil action coverage and the FLSA exemption clause.

Selectman Schineller stated that the topic was discussed in Executive Session and highlighted that Ms. Bilodeau has experience serving as Interim Town Manager for Sudbury. Selectman Dretler thanked Ms. Bilodeau for coming forward and serving in this position again.

Selectman Schineller asked if Ms. Bilodeau would consider applying for the Town Manager position. Ms. Bilodeau replied that she would not, and was happy with her position as Assistant Town Manager.

Selectman Schineller moved to appoint Maryanne Bilodeau as Interim Town Manager, per the terms of the contract. Selectman Dretler seconded the motion.

It was on motion unanimously

VOTED: To Appoint Maryanne Bilodeau as Interim Town Manager

**Discussion on Fairbank Community Center building project**

Selectman Dretler announced there was one Fairbank meeting since the Board last met and the Town has a signed contract with the architect. A meeting is scheduled with the user groups and the architect next week and another meeting with the Fairbank working group is scheduled for the end of the month.

Selectman Schineller asked if the architect had been provided with a financial target/goal. Town Manager Rodrigues said not.

Selectman Roberts asked if the architect is aware of the history of the project. Selectman Dretler responded in the affirmative and explained that that all associated documentation has been provided to the architect. She stated that the project timeline is on track in preparation for May Town Meeting.

Selectman Roberts if there would be sufficient time for related discussion and public input. Selectman Dretler noted that appropriate guidance would be provided between now and the end of September. Selectman Schineller inquired about the assessed value of the Fairbank Center. Town Manager Rodrigues suggested referring to the Town website Patriots Property search for current assessed value of the property.

**Amend the Budget Strategies Task Force mission statement and reappoint current members**

Town Manager Rodrigues stated that Vice-Chairman Patricia Brown is very involved with the Budget Strategies Task Force and she might want to be present for this discussion. Chairman Carty recommended postponement of vote regarding Budget Strategies Task Force until Vice-Chairman Brown returns from vacation.

**Review draft Summer 2019 Board of Selectmen Newsletter and approve for distribution**

Selectman Schineller mentioned that he read the draft Newsletter and endorsed the submitted articles. Selectman Roberts stated that she had a productive and informative interview with Town Manager Rodrigues.

Selectman Dretler stated that her Newsletter article was most timely and heightened her awareness of the limitations in the Health Department. She stressed that employees in the Health Department work non-stop.

Selectman Dretler motioned to approve the 2019 Board of Selectmen Newsletter and its distribution. Selectman Roberts seconded the motion.

It was on motion unanimously

VOTED: To approve the 2019 Board of Selectmen Newsletter and its distribution.

**Discussion on Goal Setting**

Chairman Carty spoke of scheduling the goal-setting session and proposed methods to be utilized. Selectman Dretler stated that she and Town Manager Rodrigues recently discussed an appropriate goal-setting process and noted that last years' goal-setting session was somewhat confusing. Chairman Carty mentioned there are several multi-voting options that could be used. Town Manager Rodrigues suggested a one-color voting option used at a previous goal-setting session and consideration of an averaging voting concept.

Selectman Dretler suggested that adequate visioning take place before goal setting took place and stated that formatting by category with different goals for each action item could be considered.

Chairman Carty stated that a goal-setting session should take place before November and categories could be discussed at upcoming Board meetings.

Town Manager Rodrigues noted that the objective is to establish reasonable goals (goals that should be met within a year) and to collaborate collectively. Chairman Carty noted the importance of getting this process right.

Selectman Schineller mentioned the importance of defining topics, sizing and possible use of applicable software. He asked if a goal-setting session facilitator would provide some of their ideas as well. Town Manager Rodrigues confirmed that the facilitator provided their insight also, particularly at the goal-setting session two years ago. Chairman Carty mentioned that a facilitator is helpful and added that he was open to tweaking the multi-voting process. He recommended that board members concentrate on their own voting to avoid influence of other members.

Selectman Schineller commented that there is no requirement to vote in each category.

Selectman Roberts indicated she favored the averaging-ranking concept adding that she wanted to explore what other communities do. Town Manager Rodrigues suggested the formation of a goal-setting subcommittee to research what other towns might do and report to the Board. Selectmen Schineller and Roberts volunteered to provide subcommittee membership. Chairman Carty mentioned that Vice-Chairman Brown also might be interested.

Ms. Bilodeau mentioned the goal-setting session should be scheduled during the day to ensure essential participation with Town staff (department heads).

Ms. Bilodeau asked if the Board wanted to include a facilitator. The Board responded affirmatively. Chairman Carty recommended that the goal-setting subcommittee be formally established at the next Board meeting and asserted that he welcomed a fresh perspective.

### **Discuss upcoming agenda items**

The Board agreed to meet in executive session on August 20 at 4:00 p.m. to discuss authorization of the Camp Sewataro P&S, and then discuss the following in open session:

- Awarding of the Camp Sewataro Contract
- Town Manager Search Firms – and review of applicant interview questions
- Sewataro evaluations/interviews
- Goal-setting session
- Fairbank Community Center building update

The Board agreed to schedule a joint Executive Session with the Planning Board regarding Stone Farm during the week of August 26.

Other proposed future agenda items include: Selectmen Policies, Town Forum, DLS presentation, Bruce Freeman Rail Trail (BFRT) update, discussion on CSX, appraisal for the Rail Trail, Quarry North update in September and Tax Classification discussion prior to the Public Meeting vote.

Ms. Bilodeau provided suggestions regarding the Sewataro RFP selection process. A group discussion took place.

### **Consent Calendar**

Selectman Dretler motioned to approve Consent Calendar Items #15 through #22 with exception of Item #19, Fire Pumper, for further discussion. Selectman Roberts seconded the motion.

**Renew Livery and Limousine License for AAA Limousine, Inc.**

It was on motion unanimously

VOTED: 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 license to expire on June 30, 2020.

**Approve regular session minutes of 6/25/19 and 6/27/19**

It was on motion unanimously

VOTED: To approve the regular session minutes of 6/25/19 and 6/27/19.

**Appoint Sandy Lasky (as Council on Aging designee) to the Transportation Committee**

It was on motion unanimously

VOTED: To appoint Sandy Lasky (as Council on Aging designee) to the Transportation Committee for a term to expire 5/31/20.

**Grant a Special Permit to Doc Wayne Youth Services to hold the "1st Annual 5k and Fun Run" on Sunday September 29, 2019**

It was on motion unanimously

VOTED: To grant a Special Permit to Doc Wayne Youth Services to hold the "1st Annual 5k and Fun Run" on Sunday September 29, 2019, from 9:00 A.M. through approximately 11:00 A.M., subject to Police Department safety requirements, Proof of Insurance Coverage, and the assurance that any litter will be removed at the race's conclusion.

**Accept FY20 expenditure limits for Town Trust Funds**

It was on motion unanimously

VOTED: To accept the following expenditure limits for the Town Trust Funds for Fiscal Year 2020: Goodnow Library \$25,000; Rhodes Memorial \$600; Lydia Raymond \$100; Forrest Bradshaw \$100; Cheri-Anne Cavanaugh \$2,000; Raymond Scholarship \$1,000; Discretionary \$4,000; Sept. 11 Memorial \$2,000; Perpetual Care \$70,000, for a total of \$104,800, as requested by Dennis Keohane, Finance Director.

**Approve award of contract by the Town Manager to Bourgeois Wrecking & Excavation, Inc. for Demolition and Removal of Structure for property located at 148 North Road**

It was on motion unanimously

VOTED: to approve award of contract by the Town Manager to Bourgeois Wrecking & Excavation, Inc. for Demolition and Removal of Structure and Associated Salvage and Hazardous and Regulated Materials Abatement for property located at 148 North Road upon recommendation by the Facilities Director; and further to execute any documents relative to said contract.

**Authorize Town Manager to sign Memorandum of Understanding (MOU) with the Town of Lincoln to provide bus transportation for Lincoln and Sudbury students**

It was on motion unanimously

VOTED: To authorize Town Manager to sign Memorandum of Understanding (MOU) with the Town of Lincoln to provide bus transportation for Lincoln and Sudbury students enrolled in Minuteman High School. This commences September 5, 2019 and ends June 16, 2020. Total contract to exceed \$70,000.

**Approve award of contract by the Town Manager to Bulldog Fire Apparatus, Inc. to purchase a Fire Pumper**

Selectman Schineller inquired about the funding of the fire pumper. Town Manager Rodrigues replied that funding was authorized at the last Town Meeting with funds from free cash. She explained that the Town received two independent quotes on the pumper and chose the Bulldog Fire Apparatus, Inc. quote which was more attractive and less costly than what was anticipated.

Selectman Schineller asked if anything could go wrong with the contract. Town Manager Rodrigues replied likely not because the equipment is customized.

Selectman Schineller motioned to approve the fire pumper contract with Bulldog Fire Apparatus, Inc. Selectman Dretler seconded the motion.

It was on motion unanimously

VOTED: To approve award of contract by the Town Manager to Bulldog Fire Apparatus, Inc., 17 Winter Street, Woodville, MA 01784, for the purchase of one KME Model: Severe Service Custom Built Triple Combination Fire Pumper, as specified for the pre-payment option price of \$565,024, as recommended by the Fire Chief.

There being no further business, the meeting adjourned at 9:45 p.m.

Attest: \_\_\_\_\_

Melissa Murphy-Rodrigues  
Town Manager-Clerk