

IN BOARD OF SELECTMEN
DRAFT MINUTES
SEPTEMBER 19, 1963

Meeting convened at 7:30 p.m. In attendance: Chairman Edward F. Moynihan, Edward E. Kreitsek, Richard C. Venne, Phyllis Sampson.

1. Meeting with Personnel Board-Policewomen Salary: The Board of Selectmen met with William Hellman, Joseph Mahar, Albert Gale of the Personnel Board to discuss the establishment of pay for the policewomen who will provide traffic supervision for the children crossing at the Israel Loring School. The Selectmen and the Personnel Board concurred in the recommendation for compensation on a salary basis at the rate of \$22.50 per week based on a normal work week of five days, two duty shifts per day. The Police Chief is to assign schedules such that the crossings are attended during all periods that children are coming or going to school.

2. Meeting with Personnel Board - Executive Secretary Salary Increase: The Board of Selectmen discussed with the Personnel Board consideration of an increase in the salary of the Executive Secretary. At the vote of Town Meeting establishing this position a maximum salary of \$10,000 was approved. In the 1963 Budget the Finance Committee recommended and the Town voted an appropriation of \$5,200 for Executive Secretary's salary. The Selectmen, to date, have authorized an annual salary of \$3,700 for the Executive Secretary and requested consideration for an increase. In order to clarify items of discussion relative to the scope of the position, the Board of Selectmen will summarize the comments of the conversation in a brief to the Personnel Board and include specific recommendations for salary action to be taken in terms of job assignments.

3. Transfer of Location of Liquor License: The Board of Selectmen conducted a hearing on the application of Walter A. Dermon, Jr., President, and Virginia L. Dermon, Treasurer and Clerk, of du Robtrater, Inc. to transfer their Package Goods Store license for the sale of all alcoholic beverages from 361 Boston Post Road, Sudbury, to 513 Boston Post Road, Sudbury, in the Star Market building, which was advertised in the Fence Viewer September 5, 1963. Notices were sent to the following abutters:

Robie D. and Hazel R. Moulton, 53 Highland Avenue, Sudbury

Ralph E. Hawes, 27 Highland Avenue, Sudbury

Raytheon, Att. W. Livingston, R.E. Department, Lexington 73, Mass.

Gennaro Capoldi & Son, 206 Dexter Avenue, Watertown, Mass.

John Hancock Mutual Life Insurance Company, Inc., 200 Berkley St., Boston, Mass.

Mrs. Marion G. Mugar, 625 Mt. Auburn St., Cambridge 38, Mass.

Mr. Dermon stated that the intent of his request was stated in the application and represented in the floor plan of building that he had previously submitted to the Board of Selectmen. Upon call from the chairman, Mr. Moynihan, there was no comment, nor were there any objections from those attending the hearing. The Board asked Mr. Dermon what plans he had for this position of the building where the liquor license is now in force, and he indicated that he has a purchase and sales agreement with a local merchant to use it as a retail store. He was asked what disposition he planned for the permit for storage of gasoline at this site, and he indicated that if the transfer were granted it was his intention to terminate the permit for gasoline storage at the present site. The hearing was adjourned at 9:00 p.m. and, in addition to the selectmen and the petitioners, was attended by the town counsel, Mr. Alan Winsor. In a subsequent deliberation session, the Board of Selectmen voted to grant duRobtrater, Inc. permission to transfer the location of an All Alcoholics Beverage license from the present location of 361 Boston Post Road to the location of 513 Boston Post Road, in the Star Market building.

4. Boston Edison-Brace on Pole on Nobscot Road: The Board of Selectmen voted to approve the application of Boston Edison for the establishment of the push brace of a pole on Nobscot Road on land owned by the Town of Sudbury.

5. Minutes of September 3, August 8, August 14, August 16: The Board of Selectmen accepted the corrected minutes of September 3, 1963, August 8, August 14, August 16, 1963.

6. Town Engineer Request of Transfer of Salary Funds: The board referred the request for salary funds back to the Town Engineer with a request for the following information:

1.) An indication of the projects that have been conducted thus far this year that led to the expenditure of the existing funds, and

2.) An estimate by type of project of the work considered still to be done for which the transfer of funds will be applied.

7. Business Reception for Town Counsel: The board reviewed and approved the letters, schedule and arrangement of a planned business reception for the new Town Counsel, Alan Winsor. Invitations are being sent to chairmen of boards, committees and department heads and town officials. The reception will be held on Wednesday, September 25, in the lower Town Hall from 8 p.m. to 10 p.m.

8. Complaints About Farm Odors: Several calls received complaining about odors from Cavicchio's farm were referred to the Board of Health for investigation and report back to the Board of Selectmen.

9. Request of Maynard Board of Selectmen: The Selectmen of Maynard requested an appointment with the Selectmen of Sudbury and/or the Sanitary Disposal Committee to discuss the Maynard dump situation. The Board requests that the Maynard Board of Selectmen present a brief outline of the discussion material so that Sudbury representatives will be in position to provide information, recommendations or decisions.

10. Transfer of Funds: Report was noted and accepted from the Treasurer, Mr. Downing, suggesting the procedure for the transfer of funds from the Haynes Road School account to the Junior High School account. The comments were forwarded to the Permanent Building Committee who will have the final responsibility for implementing this.

11. Meeting with the Finance Committee/Sub-committee on Long Range Fiscal Planning: The Selectmen met with this committee. Represented were John Taft, Jack Swenson, Ronald Adolph and Lawrence Homan. The Sub-committee reviewed the intentions of the Finance Committee to conduct a study leading to an improvement in long range fiscal planning. This would include essentially four steps:

1.) Data gathering.

2.) Analysis of data.

3.) System of maintaining and upgrading the data.

4.) The derivation and use of a capital expenditure budget plan for each department of the Town.

It is hoped that such study and program may lead to balancing major capital expenditures so that the tax rate is held as stable as possible from year to year. The Selectmen agreed to endorse the intent and the procedures of this sub-committee and will provide all available assistance to them in their work. The sub-committee indicates that it is their intention not just to send out forms, but to visit with each department and to assist where needed in a development of a long range capital expenditure plan.

12. Custodian of Town Property: The Board of Selectmen accepted the resignation of Clifton F. Giles as Special Custodian of Town Property. It was moved and seconded and unanimously voted that Edward F. Moynihan be appointed Custodian of Town Property.

13. Special Counsel Assignments: The Board of Selectmen accepted, at his request, the unfinished business that had been assigned to John C. Powers as Special Counsel.
14. Removal of Abandoned Car: Received and accepted with approval the report from the Police Chief of his arranging to have the owner remove an abandoned car on Peakham Road.
15. Report of Finance Committee Relative to Transfer: Received a report of the Finance Committee relative to the transfer of funds from the Haynes Road account. Submitted a copy of this as information copy to the Town Counsel.
16. Minutes of September 9, 1963: It was moved and seconded and unanimously voted that the minutes of the meeting of September 9, 1963, which the Executive Secretary attended and took notes be signed for acceptance by Edward E. Kreitsek who prepared the minutes from the notes and was elected Clerk by the Selectmen upon the illness of the Executive Secretary.
17. Appointment of the Acting Town Accountant: It was moved and seconded and unanimously voted that the appointment of Phyllis Sampson to the position of Acting Town Accountant be extended to October 31, 1963.
18. Appointment of Representative of Traffic Study Committee: The Board of Selectmen accepted with thanks the nomination of Josiah Frost as representative of the Fire Department to serve on the Traffic Study Committee.
19. Request for Street Lights and Damaged Street Sign: Report was received from the Town Clerk that a sign is damaged on Stubtoe Lane, and a request has been received for the installation of street lights at the corner of Country Village Lane, Stubtoe Lane and Village Road. The Board requested that the Town Engineer, George White, inspect the location of the request for lights and report to the Board of Selectmen the circumstances affecting the need for street lights in this area and the condition of the sign on Stubtoe Lane that is allegedly knocked down.
20. Sanitary Disposal Committee's Comment on Brush Disposal Area: There was received from the secretary of the Sanitary Disposal Committee a letter making some suggestions relative to the Brush & Stump Disposal area proposed on the Ferguson property on the Boston Post Road. The Board advised this committee that it will take no final action until the decision and conditions of the Board of Appeals of Zoning have been expressed and then will meet with the Disposal Committee and other interested committees to determine that any resultant contract include all necessary protective clauses and conditions.
21. Appointments to Sanitary Disposal Committee: It was moved and seconded and unanimously voted that the following be appointed to the Sanitary Disposal Committee:
 - 1) Roger Potter, 2) Robert Wellman, 3) Carmen Pinto, 4) Henry Wohlrab.
22. Notification of Hearing of Earth Removal Board: The Selectmen received notice of an application to the Earth Removal Board for removal of peat and loam by Alton F. Clark on the property on Codjer Lane. The Selectmen requested that Mr. Clark meet with them next week, Sept. 26, to discuss in detail what this plan is and how it affects the Sanitary Landfill
23. Inquiry of Director of Civil Service Re Applicants for Promotion to Police Sgt: Inquiry from Civil Service relative to the performance record and regular duty of the applicants for police sergeant was referred to the Police Chief with the request that he submit a report to the Board of Selectmen so that they might respond to the state Civil Service

24. Inquiry of Civil Service Div. Re Leave of Absence of A.. Cabral: Received inquiry requesting clarification of the effective date of the leave of absence granted to Alfred Cabral, also referred to the Police Chief, with the request he advise us of the complete records he has that indicate the proper date of leave of absence.
25. Sign for Star Market: With favorable approval from the Planning Board, the Board of Selectmen voted to grant authorization to Star Market to erect the sign in the illustration submitted with the application, with a reminder that it must be non-flashing and non-flourescent and conform to Article 9, Section B(10) and E(2) of the Zoning By-laws and/or the Zoning Regulations
26. Public Hall License for the Town Hall: The corrective action having been taken, the Commissioner of Public Safety has issued a Public Hall license to Sudbury Town Hall.
27. Data Processing Investigation Committee: The Board met with four members of the Data Processing Investigation Com. composed of Ronald Denz (I will fill in the other names on these Monday). This committee discussed with the Selectmen many of the functions and activities of the Town in the areas of bookkeeping, accounting, billing, and assembling of data to provide some background for determining if data processing techniques are desirable, economical and helpful to the Town of Sudbury in conducting its clerical and administrative business. Members of this committee will speak with the employees and officials who use records and documents that may be candidates for data processing methods and will report back to the Selectmen with preliminary recommendations.
28. Authorization for Expenditure for Storage File for Fire Department: The Selectmen voted to authorize the Fire Chief to apply some of the savings gained in the recent remodeling of the wash room for the purchase of a storage file for records.
29. Appointment of Surveyor of Lumber and Measure of Wood: It was moved and seconded and unanimously voted to appoint Ralph Stone, Jr., to this position.

Respectfully submitted,

Clifton F. Giles
Executive Secretary