

**IN BOARD OF SELECTMEN
MONDAY, JULY 27, 1998**

Present: Chairman John C. Drobinski, Maryann K. Clark and Kirsten D. Roopenian, Selectmen.

The statutory requirements for notice having been met, the meeting convened at 7:30 p.m. at the Senior Center, 40 Fairbank Road.

Minutes

It was on motion unanimously

VOTED: To approve the minutes of July 20, 1998 as is, and July 13, 1998, with the following amendments: 1) amend page 10, paragraph 6 to state "the new Weston Septage Treatment Plant"; 2) in addition to the vote on page 21, add ", reserving, however, to the Selectmen the vote on members for this committee."; and 3) in the third paragraph of the Cable Television Committee section on page 22, the second sentence was amended to state, "She added there is future potential of future property values being affected by the availability of high speed Internet access."

Council on Aging Donations

It was on motion unanimously

VOTED: To accept \$218.12 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.

Cable Television Committee Appointment

It was on motion unanimously

VOTED: To appoint Margaret R. Fredrickson to the Cable Television Committee for a term of one year to expire April 30, 1999.

Election Officer Appointments

It was on motion unanimously

VOTED: To appoint election officers for the year expiring August 15, 1999, in accordance with recommendations of the Democratic and Republican Town Committee Chairmen and the concurrence of the Town Clerk.

United Nations Day

It was on motion unanimously

VOTED: To proclaim October 24, 1998, as United Nations Day in the Town of Sudbury, in celebration of the 53rd anniversary of the United Nations and the 50th anniversary of the Universal Declaration of Human Rights.

Contract Approvals

It was on motion unanimously

VOTED: To approve the following contracts: 1) by the DPW, under collective purchase by the Greater Boston Police Council and other Mass. political subdivisions, in accordance with MGLc 7, s.22B, with Liberty Chevrolet, Inc., to furnish a new 1998 Chevrolet Truck Chassis Cab for \$28,519; and 2) by the Goodnow Library with Minuteman Library Network for FY99 membership fee in the amount of \$21,418.54.

Town Permitting Process

Present: Town Planner Jody Kablack.

Town Manager Ledoux stated streamlining the Town Permitting Process is one of the high priority goals of the Selectmen, and he had asked the Town department heads to form a new task force to work toward this goal. He stated Town Planner Jody Kablack was the Chair of this task force and she was here to give the Board a status report.

Town Planner Kablack submitted a Permit Streamlining memo to the board outlining the initial items discussed at the task force's first meeting. She explained the preparation and organization of guidelines would be initially difficult, as each department currently has their own permit guidelines. She stated the task force, as a whole, determined that early education and intervention will be extremely helpful to applicants and each department, making the application process more helpful and convenient.

Town Planner Kablack stated one of the ideas suggested at the first meeting was placing application forms in a convenient, accessible location, or, when possible, put the forms on the Internet. She stated Technology Director Mark Thompson would be working on this in the near future. Selectman Roopenian suggested putting an organizational chart on the Internet, which will help applicants through each stage of the process. Town Planner Kablack also stated the League of Women Voters offered to help create a brochure or a mini-guide book describing how to get through the permitting process by department. She mentioned the Building Inspector, Jack Hepting, suggested adding a direction phrase such as "you may need the following permits....." at the end of the one page application given out at the Building Department. Selectman Roopenian agreed with this idea and stated this type of form could act as a routing slip for an applicant.

Ms. Kablack stated the task force would like to revise the Selectmen's Site Plan Regulations to require pre-application meetings, including permits for modifications and additions. She stated the task force would put together specific formal language for the Selectmen to vote. Town Manager Ledoux mentioned they would be inviting someone who has gone through this revision process in the past to speak with the task

force. In addition, he stated the task force would be talking about other application intricacies, using CVS as an example, such as an applicant taking over other buildings and septic system issues.

Town Planner Kablack discussed the incohesiveness of the Town's current bylaw and using new forms of zoning other than the traditional. She opined that a study project of this nature might need a consultant because of the zoning issues and suggested that money be appropriated for this study. Selectman Clark also questioned the status of the codification process and Selectman Roopenian stated there might be a need to appropriate additional funds for codification.

Ms. Kablack and the Board discussed the need to address different forms of uses during the site plan special permit review process. Selectman Clark stated each case will have unique items to consider and used the TJ Max expansion as an example. Selectman Roopenian suggested revising this process to more fully comply with state law. Ms. Kablack also discussed the Planning Board becoming the permit granting authority and asked the Selectmen if they would forward their comments to the Planning Board for their August 10 meeting. Selectman Clark disagreed with transferring this authority to the Planning Board because of the residential/commercial policy issues. Chairman Drobinski stated the previous Board voted to keep its authority and stated he believed the current task force is moving in the right direction.

Land Use Priorities Committee – Mission Statement

Present: Town Planner Jody Kablack and Sigrid Pickering.

Town Manager Ledoux submitted a draft of the Land Use Priorities Committee Mission Statement to the Board. Selectman Clark stated she thought it was excellent and handed out copies of edits she made to the draft to Town Manager Ledoux and the Board.

During a review of the draft, Selectman Clark questioned the definitions of "key developable parcels" and "undeveloped parcels" and the Land Use Priorities Committee's role in the evaluation process of all remaining land, including Chapters 61, 61A and 61B lands. Town Manager Ledoux explained a developable parcel would be a parcel like the Meachen Property. Chairman Drobinski stated the idea was not only to consider open space parcels, but key parcels that have already been developed, which the Town could purchase; and further explained a parcel that is already developed could be redeveloped and therefore, redefined. Selectman Roopenian also questioned the definition of "real" property and Selectman Clark stated there was "personal" property and "real" property and explained the Town did not have jurisdiction over personal property.

The Board further discussed the criteria the Committee will utilize to evaluate the priority ranking of existing properties, determining which sites meet specific long range Town needs. Selectman Clark suggested one need should be "to preserve and protect open space for conservation and recreation purposes as set forth in and ranked by the Open Space Plan, 1995 – 2002, supplementing and expanding said plan." Selectman Roopenian added the Conservation Commission has the ability to rank open space with the Open Space Plan and believes using this plan exclusively would inhibit the Land Use Priorities Committee to rank properties from a different perspective and a different scale; essentially their own criteria. Chairman Drobinski stated he preferred not to tie the criteria into one purpose. Selectman Clark suggested using the Open Space Plan as a starting point for this new Committee. Chairman Drobinski clarified that the Open Space Plan is based upon Conservation and Recreation uses and that the new Committee could go beyond those uses to consider a different set of criteria. As an example, Chairman Drobinski explained that the

Meachen Property or the Weisblatt Property have a high Conservation ranking, but did not think the Conservation ranking system should be a primary guideline for the Land Use Priorities Committee.

Selectman Clark disagreed and stated she believed the open space Conservation and Recreation work has been done. However, as far as items such as community activities and Town School use is concerned, she stated there are many other uses to consider and an inventory of all the available, undeveloped properties should be made. Selectman Roopenian stated she was concerned about two different committees using the same criteria and felt the Land Use Priorities Committee should be able to develop their own ranking system. Selectman Clark disagreed. Sigrid Pickering stated some of the prioritization has to do with perceived availability of the land. She stated the needs of the Land Use Committee are broader than the Open Space Plan and will be timely needs. Ms. Pickering brought an example of a Water Shed Plan from the Town of Medfield to give to the Board. Chairman Drobinski read the additional criteria Selectman Clark wrote on the draft, which stated "to protect natural resources, including water resource" and then suggested adding to the open space clause, "utilizing the Open Space Plan". The Board agreed.

Further discussion led to defining the word "capital" in connection with long-term Town project needs and goals. Selectman Clark suggested using the term "real property" rather than "capital" as she believed long-term capital needs are the responsibility of the FinCom. Town Manager Ledoux asserted he used the term "capital" in relation to Town Departments preparing long-term development goals. For example, the School Department or the Police Department could, in 15 years, build a new school or Police Department, capital items for which the Land Use Priorities Committee should keep in mind. Selectman Roopenian stated she understood Selectman Clark to say the construction and financial needs would be assessed separately from determining the land or space to be used and Selectman Clark agreed.

Selectman Clark stated the appointment term for the Land Use Committee should not be an indefinite term. She stated Hopkinton chose to appoint members for three years and the Board all agreed this term would be too long. After a brief discussion, the Board agreed to a one-year term for Land Use Committee Members. It was also determined that the Council on Aging will be added to the list of representatives and that the Board of Health, Assessors and Highway also is added at ex-officio. Chairman Drobinski suggested the Board reserves the right to add to the list and the Board concurred. Chairman Drobinski added that a developer could be part of the required four citizens-at-large and Ms. Pickering suggested that an expert in conveyance also be added to this list. Selectman Clark suggested large landowners, conservationists and a land trust be added to the list of representatives.

Selectman Roopenian stated she believes the Town needs to use all the information that is available regarding property and priority needs and, because of the urgency, the Town has to be specific about land use priority needs in Town. She explained, as each parcel becomes available, the Selectmen have a 120-day turn-around time, which is typically not a sufficient amount of time to make such a purchase or commitment. Selectman Roopenian also expressed there is a fiscal responsibility to be ready at Town Meeting and for the Town to plan financially in advance, especially if the Town does not have an idea about the property or what the priorities are. If the property does become available, she stated, the Town could immediately be in agreement that this property is on the Town's priority list and take steps to approve purchase.

It was on motion unanimously

VOTED: To adopt a Land Use Priorities Committee Mission Statement, as follows:

Mission Statement

The Town of Sudbury is concerned that as the Town continues to develop there will be less opportunity to obtain real property to meet long-term municipal needs and to preserve the character of Sudbury.

Therefore, the Board of Selectmen shall establish the Land Use Priorities Committee. The Land Use Priorities Committee shall evaluate all remaining land in Sudbury (including Chapter 61, 61A and 61B lands, open space, and undeveloped parcels) for use by the community.

The Committee in their evaluation shall determine the priority ranking of existing properties and determine which sites meet specific long range Town needs.

The following needs shall be considered:

- to preserve the character of Sudbury so defined by the SPC.
- to provide alternative housing
- to preserve and protect open space for conservation and recreation purposes, utilizing the Open Space Plan
- to provide for community activities
- to preserve for future town/school use
- to enhance municipal revenue
- to protect natural resources, including water resources

The Committee shall meet with Town Boards and Departments to determine their long-term real property project needs.

The goal of the Committee is to target critical parcels for appropriate action by the Town. The Committee shall be appointed by the Board of Selectmen and report its evaluation findings in writing to the Board.

The Committee shall be appointed for a one-year term and shall consist of the following:

A representative of:

- Conservation Commission
- Council on Aging
- Finance Committee
- Lincoln-Sudbury Regional District School Committee
- Park and Recreation Commission
- Planning Board
- Sudbury Chamber of Commerce
- Sudbury Housing Authority
- Sudbury School Committee
- Sudbury Water District
- four citizens-at-large.

And as ex-officios, a representative of:

- Board of Assessors
- Board of Health
- Department of Public Works

Historic Districts Commission

Present: William Schirmer and Edwin Blackey, members, and Steven Goldberg, applicant, Historic Districts Commission (HDC).

Appointment

After a brief discussion and welcome, it was on motion unanimously

VOTED: To appoint Steven Goldberg, replacing Burton H. Holmes (resigned December 6, 1994), to the Historic Districts Commission for the remaining term, expiring on January 1, 2000.

Joint Discussion

Chairman Drobinski addressed the Commission and inquired about their main concerns. Mr. Blackey stated the Commission's main concerns were working with individual homeowners, Chapter 40, Acts of 1963, which the Commission would like the Selectmen to review, and the lack of a professional architect as a member.

Chairman Drobinski stated the bylaw needed to be changed and Mr. Blackey agreed. Selectman Clark questioned Mr. Blackey on how the Commission gets a privately owned antique house listed on the National Register. Mr. Blackey explained an individual goes through an application process with the National Preservation Trust, which includes creating a map of the buildings and property. Chairman Drobinski asked if this process began with an individual or the community. Mr. Blackey replied the Town would first need to create a District, such as the Sudbury Center Historic District, which was formed in 1963. Mr. Blackey stated the advantages of creating a District would be for protection against desecration, financial benefits for restoration or opening up a historical property to charge admission. He mentioned the only disadvantage might be additional insurance costs. Mr. Blackey relayed the biggest challenge facing the Commission was determining the appropriateness of improvements, to make sure individual homeowners are in keeping with Sudbury and New England designs.

Mr. Blackey stated Sudbury was the only Town, which did not have a museum for artifacts. Chairman Drobinski responded there have been serious conversations about turning the Loring Parsonage into a museum after the Flynn Building renovations were completed. Mr. Blackey commented the Historical Society would like to get started as soon as possible, even if it was on a small scale. He also mentioned the Historical Society has agreed to do five or six lectures a year. The Board agreed to hold a budget discussion and Selectman Roopenian also suggested using space at the Town Hall. Mr. Blackey stated as soon as people in Town know that a museum will be established they will give items to be displayed.

Mr. Blackey asked the Selectmen if they would review Section 4 of the HDC special legislation because the Commission would like, as mentioned before, to add an architect. He believed the Board might have the ability to appoint another person to the Commission. Chairman Drobinski replied the Board would review the Special Act and stated on behalf of the Board, the Historic Districts Commission's work is appreciated.

Park and Recreation Commission

Present: Recreation Director Patricia Savage, Park and Recreation Commission Chairman Peter Buxton and Director of Public Works I. William Place.

Accept Donation

It was on motion unanimously

VOTED: To accept the following donations to be deposited into the Park and Recreation Revolving Fund and expended under the direction of the Park and Recreation Commission to provide scholarships for the following summer programs: a) \$100 from the Women's Soccer Team, in recognition of Peter Buxton's contributions to adult soccer; and b) \$100 matching donation from Peter Buxton.

Joint Discussion

Patricia Savage thanked Steve Ledoux for enabling her to maintain the Atkinson Pool as a successful facility. She stated, however, the facility is getting older and some items need to be replaced. She mentioned she tried to incorporate some of these maintenance costs in the budget and stated the funds for major repairs come out of retained earnings. Chairman Drobinski questioned whether or not there was a group like the Friends of the Library that could help out. Ms. Savage stated a group entitled Friends of Park and Recreation is available. Selectman Roopenian asked if there were any grants available. Ms. Savage replied that grant writing would help and there are some funding sources for maintenance.

Ms. Savage explained the waiting list for Camp Sudbury is very long and if the facility were larger, they would have twice as many attendees. Based on the indoor space and the number of people as it stands now, she pointed out how little gymnasium space was available. Chairman Drobinski asked if there was extra space available at any of the school facilities and Ms. Savage replied that teachers are reluctant to give up classroom space, even for specialty camps. The Board then discussed possible alternative spaces to use such as the cafeteria and computer rooms at Curtis. Chairman Drobinski suggested a computer camp.

Chairman Peter Buxton handed out a Sudbury Park and Recreation Commission 1998 Objectives and Initiatives list to the Board. He stated a continued goal of the Commission was to keep the pool self-sufficient and to find funds to keep up with the maintenance and refurbishing on the 12-year-old facility. Town Manager Ledoux suggested Chairman Buxton meet with Ms. Savage and the Town Accountant to review options.

Ms. Savage stated Kathy Zito has oversight and provides leadership and direction at the new skateboard facility. Also addressed by Ms. Savage were the full range of needs and availability of playing fields for Town programs such as Baseball, Softball, Lacrosse and Soccer over the next three years. She stated the teams will be growing and that she has already met with DPW Director Bill Place to discuss field maintenance and enhancement issues. Ms. Savage stated Mr. Place has a first draft of the identified needs and a planned work schedule.

Mr. Buxton explained to the Board that the Park and Recreation Commission will be assuming the responsibility for leadership and management of Heritage Park, ensuring the park will be a highlight of the community. He stated the Commission reviewed the Land Use Reports regarding Heritage Park and discovered the Heritage Park Sign is still 20ft. behind the trees facing Concord Road. He stated the

Commission met with the Sudbury Historical Commission and the Landscape Committee to develop a two-year plan to significantly improve Heritage Park. He also spoke of developing a Green Team as a method to improve care and maintenance and as a way of participating with various Town committees and citizen groups.

Selectman Roopenian suggested contacting high school students to help with field maintenance because she has seen that accomplished in Wayland. Ms. Savage commented she has also tried to get the wood shop programs at the school to build benches. Selectman Roopenian mentioned she noticed there was tremendous parental involvement in the Town of Framingham and witnessed parents clearing and redrawing lines on the field between every game. Ms. Savage stated she would meet with Bill Place in the near future to forecast funding requirements. Chairman Drobinski suggested they also meet with the Finance Committee.

Board of Selectmen and Town Manager Reports

Selectman Clark stated she attended a meeting at the new Weston Septage Aquatic Facility which was very festive. She mentioned Weston had exhausted all their septage options because of the Town's disapproval. She stated nine businesses got together and made this septage facility private using modern technology, which was a dire necessity for the Town.

Town Manager Ledoux updated the Board by stating one appraisal had arrived for the Weisblatt Property.

Selectman Roopenian stated she was happy with the joint Board of Selectmen meeting with Wayland and Chairman Drobinski concurred. Selectman Roopenian has received committee reports from Representative Susan Pope. She mentioned there were remaining questions relative to funding and that Representative Pope will send the Town information on the legislative session. Selectman Roopenian stated the Town would ask for additional funding for Senior Initiatives in relation to Clause 18. She stated seniors have moved forward with their legislation and that she will continue to work with Ruth Griesel and Representative Pope to try and get this legislation passed at the next session.

Town Manager Ledoux stated he and Finance Director Maureen Valente made a presentation to both Standard & Poor's and Moody's in connection with borrowing funds for the school department and the Weisblatt Property. He stated that Moody's gave the Town a MIG1 rating, which is the highest rating for short-term borrowing and an AA2 rating for long term borrowing. He stated Standard & Poor's gave the town a SPH rating, which is the highest for short term rating and mentioned he would know the long term rating the next day. Town Manager Ledoux stated five years would be considered short term and his sense was that an AA or an AAA rating would be best for the Town because of the interest rates. He also sensed a more positive outcome from Standard & Poor's because Moody's did not have experience rating analysts for the state of Massachusetts.

The Board received a letter dated July 23, 1998, from Fire Chief Michael Dunne requesting the Board of Selectmen to send a letter to the Wayland Board of Selectmen to express our gratitude for the assistance of the Wayland Fire Department during the past few months. The letter stated they had responded the fires at Sky Restaurant, Papa Gino's and 15 Griscom Rd. They have also provided service with their Quint in responses to Wingate Nursing Home and Waters Manufacturing, as well as providing ambulance service while our ambulance was out of service in June for 4 days.

It was on motion unanimously

VOTED: To send a letter to the Wayland Board of Selectmen to express Sudbury's gratitude for the assistance of the Wayland Fire Department on several occasions.

There being no further business to come before the Board, the meeting was adjourned at 9:50 p.m.

Attest: _____

Steven L. Ledoux
Town Manager-Clerk