

IN BOARD OF SELECTMEN
MONDAY, JUNE 24, 2002

Present: Chairman Lawrence W. O'Brien, Kirsten D. Roopenian and John C. Drobinski, Selectmen.

The statutory requirement for notice having been met, the meeting was convened at 7:30 p.m. in the Town Hall, 322 Concord Road.

Opening Remarks

Chairman O'Brien encouraged residents to participate in the development of a mini Master Plan review, examining the Town's current status. Interested parties should contact the Town Planner or the town website for additional information.

Chairman O'Brien announced that, beginning in August, the Selectmen's meetings will be held on Tuesday evenings, one day later than the schedule indicates. This would give the Selectmen an additional day to review materials before the meeting.

Minutes

It was on motion unanimously

VOTED: To approve the minutes of the regular and executive sessions of June 10, 2002, as well as the following special sessions: May 10, 2000, May 30, 2000, July 25, 2000, October 6, 2000, June 8, 2001, July 11, 2001 (exec. Session), December 14, 2001, February 9, 2002, April 1, 2002, April 2, 2002, May 16, 2002, and May 23, 2002, as drafted.

Council on Aging Donations

It was on motion unanimously

VOTED: To accept \$100.50 in miscellaneous donations to be deposited into the Van Donation Account, and to authorize the Council on Aging to expend said funds for the purpose of operating and maintaining the Council on Aging vans.

Grant for Youth -- The Sudbury Foundation

It was on motion unanimously

VOTED: To accept a grant from The Sudbury Foundation in the amount of \$5,000 to be separately accounted for and used to defray costs for FY03 programming for Sudbury youth organized by the Town Youth Coordinator and expended under the direction of the Town Manager.

Earth Decade Committee Composter Donations

It was on motion unanimously

VOTED: To accept donations totaling \$1,980 collected by the Earth Decade Committee as proceeds from the sale of composting bins, to be deposited into the gift account established by vote of the Selectmen on May 6, 2002.

Walkway Easement – 201 Peakham Road

It was on motion unanimously

VOTED: To accept, on behalf of the Town a Walkway Easement granted by Franco and Brenda Musser Castino, 201 Peakham road, dated June 7, 2002, and shown on Lot 33 on “Plan of Land in Sudbury, Mass., Owner: Westbrook Trust, Southborough, Mass. Survey by: Colburn Engineering, Hudson, Mass., March 10, 1970, Revised March 31, 1971”.

Youth Commission – Resignation

It was on motion unanimously

VOTED: To accept the resignation of John C. Ollquist, dated June 13, 2002, from the Youth Commission.

Board of Appeals – Appointment

It was on motion unanimously

VOTED: To appoint Board of Appeals Associate Member Stephen M. Richmond as a full member of the Board of Appeals and Associate Member of the Earth Removal Board for a term to expire April 30, 2005, replacing Lauren S. O’Brien, as requested by the Board of Appeals in a communication dated June 6, 2002.

Land Use Priorities Committee – Resignation/Appointment

It was on motion unanimously

VOTED: To accept the resignation of Elizabeth D. Eggleston, dated June 9, 2002, from the Land Use Priorities Committee as the Planning Board representative, and to appoint Christopher Morely to fill this vacancy for a term to expire April 30, 2003, as requested by the Planning Board in a letter dated June 6, 2002.

Livery and Limousine License – AAA Limousine

It was on motion unanimously

VOTED: To renew Livery and Limousine License of AAA Limousine, Inc., 37 Union Avenue, in accordance with application dated June 17, 2002, and to approve the rate schedule set forth therein (unchanged from the previous year), subject to approval of individual driver licenses and satisfactory inspection of vehicles by the Police Department.

Cable Television License – Change of Control (AT&T Corp.)

Present: Elizabeth Graham, Director of Government Affairs, AT&T Broadband; Jeff Winston, Chair, Martin Greenstein, Cable Television Committee.

At 7:50 p.m. Chairman O’Brien convened a Public Hearing in accordance with M.G. L. Ch. 166A, Section 7 and 207 CMR 4.01 et. seq., of the Board of Selectmen, as issuing authority, to consider approval of an application for change of control of the existing cable television license for the Town of Sudbury from

AT&T Corp. to AT&T Comcast Corp. based upon the managerial, technical, financial and legal ability of AT&T Comcast Corp. to operate the cable system pursuant to AT&T Corp.'s existing license.

The following new information was received: (1) response, received May 2, 2002, from AT&T in answer to questions raised on April 22, 2002, dated May 1, 2002, plus CTV Form 200 – Financial Balance Sheet for Year Ending December 31, 2001, CTV Form 300 – Statement of Revenue & Expenses Part A Income Statement for Year Ending December 31, 2001, and CTV Form 400 – Statement of Ownership; and (2) letter, dated June 18, 2002, from Rob Travers, Manager of Government Affairs, AT&T, stating AT&T has every intention of completing the I-Net construction (Town buildings and schools) and would like to draw up a license amendment reflecting an agreement between AT&T and the Town.

Chairman O'Brien briefly reviewed the current status of discussions, reminding attendees of the varying comments in previous meetings.

Ms. Elizabeth Graham, Director of Government Affairs, AT&T Broadband, stated the cutover to the new system was completed last week. She stated there are a few exceptions or places that were passed over, and stated further she would get that list to the Cable Advisory Committee within the next couple of days. She noted that many exceptions were due to private roads (no access) or other difficulties. It is a technical list that needs to be "cleaned up" and brought up to date. Ms. Graham stated informational letters were left at non-subscriber homes, informing them of services offered.

Ms. Graham stated the I-Net for Town buildings and schools is complete, although all of the equipment has not yet been delivered.

Selectman Roopenian stated she had received some complaints regarding customer service and outages and asked about proper procedure. Ms. Graham responded customers should begin with customer service at AT&T, and if still not satisfied, contact the Cable Advisory Committee. The Committee will then forward complaints to herself or Rob Travers, if necessary.

Ms. Graham stated that when 100% of the fiber has been installed, it will be like "flipping a switch" as all services will be available to all customers in Town. It will begin with the change in channel lineup, followed by communicating to all customers of increased services available.

Mr. Jeff Winston, Chairman, Cable Television Committee, stated the committee, as well as some residents, feel customer service can be greatly improved. He noted customer service contact was outsourced to a company out of the area, who was generally not knowledgeable about current situations.

Mr. Winston expressed concern about the availability of equipment promised in license renewal. He opined this issue to be resolved shortly. Ms. Graham responded that, to her knowledge, the equipment is available, but that it just cannot all be delivered to the Town quickly, given that the current level of upgrade is AT&T's focus at this time.

Mr. Winston expressed concern about the list of homes being "passed by" and stated he has been requesting the list for weeks. He claimed the lack of compliance on these homes may constitute a breach of contract on the license, and expressed concern for approving the change of control while this issue is unresolved. He suggested the Board hold their decision until he gives them the go-ahead regarding breach, based on whether he receives the list.

Ms. Graham reiterated her earlier comment that this list is a “work in process” as it constantly changes. She noted the exception list includes any home that is not included, whatever the reason may be. She noted she has been working with Mr. Travers to determine what each home’s situation is, as the list is set up by pole numbers, and the specific reason for pass is not included.

Discussion followed as to whether the Board should hold their decision until close of business on Wednesday, to await notification from the Cable Advisory Committee. Chairman O’Brien recalled that the change of control on the license, in itself, does not include a specific percentage of performance. Ms. Graham concurred, and noted that, if the Board votes down the change of control, that decision can be appealed to the FCC.

Town Manager Valente suggested the Board approve the change of control, subject to advice to the contrary, such advice coming from the Cable Television Committee indicating non-approval. Mr. Winston suggested having a deadline of Wednesday, June 26, and promised to submit a report of some sort by that time. Selectman Drobinski expressed concern that a decision to enter litigation would be made by a group other than the Selectmen. Ms. Valente stated she would contact the Board Thursday morning with the Cable Television Committee’s recommendation.

Ms. Graham reminded the Board the change of control issue at hand deals only with the merger of the two companies, and not the conditions of the license. Conditions of the license will remain the same, no matter which company is the license holder.

It was on motion unanimously

VOTED: To approve the change of control of the existing cable television license for the Town of Sudbury from AT&T Corp. to AT&T Comcast Corp, subject to receiving word from the Town Manager that no recommendation has been received to the contrary by close of business (5 p.m.) on Wednesday, June 26, 2002.

Site Plan #01-362M – Sudbury Farms

Present: Jody Kablack, Town Planner.

At 8:35 p.m. Chairman O’Brien reconvened a Public Hearing relative to Site Plan application SP01-362M of Sudbury Farms for the purpose of considering an extension to the time limit for site plan consideration received from the applicant. This matter has previously been heard on February 11, March 11, April 22, and May 20, 2002.

The Board reviewed a letter, dated June 19, 2002, from Bruce Ey, Schofield Brothers of New England, Inc., requesting an extension to August 30, 2002 and continuation of the hearing on August 12, 2002. Mr. Ey explained the existing 1776 Plaza sign, which needs to be moved to allow changes requested by the Town, cannot be removed without approval of the owners, and that discussion is ongoing. Mr. Ey stated the applicant has agreed to elimination of 4 planting squares and three large landscaped islands, the addition of seven 5’ x 5’ landscaped islands with a 3” caliper deciduous tree, re-striping the parking area including moving two light poles, and the installation of a 6’ wide walkway along the frontage at the time one is added to the abutting parcel.

Jody Kablack, Town Planner, briefly updated the Board on the discussion the applicant is having with Cail Realty regarding the 1776 Plaza sign, as well as other improvements agreed upon. She indicated the process is moving forward.

Selectman Roopenian asked about the Coffee Hut. Ms. Kablack responded the Coffee Hut is not involved in this site application, aside from the striping of parking spaces around it.

Chairman O'Brien asked about moving the curb cut for the entrance farther away from the railroad tracks, possibly making the left hand turn legal. Ms. Kablack noted that Mass. Highway has indicated that, if the curb cut were moved further east, they would not allow a left hand turn out of it as it would be too close to the intersection. She noted further Mass. Highway does not consider left hand turns out of the existing entrance to be illegal, though the Sudbury Police Department disagrees. Ms. Kablack stated Roche Bros. has agreed to post a "suggestion" sign indicating that drivers wishing to travel west on Route 20 use the traffic lighted intersection at Sudbury Crossing. She stated further Roche Bros. rejected moving the curb cut if left hand turns would be declared illegal. Ms. Kablack stated she would ask Mass. Highway to walk the site to get more specific comments on this matter.

It was on motion unanimously

VOTED: To approve the extension of the time limit for site plan consideration of Site Plan Application 01-362M to August 30, 2002, and continue the public hearing to Tuesday, August 13, 2002, at 8:30 p.m. [The Selectmen's schedule has been amended to Tuesday meetings instead of Mondays, beginning in August.]

Site Plan 02-367 – Willow Hill School

Present: Thomas Peterman, McManus Peterman Architects, Inc.; Sandy Brock, Judith Nitsch Engineering; Judith Vaillancourt, property owner; Jody Kablack, Town Planner; Michael Dunne, Fire Chief; I. William Place, Town Engineer/DPW Director.

At 8:45 p.m. Chairman O'Brien convened a Public Hearing to consider Site Plan Application #02-367 of Willow Hill School for approval of a Site Plan, in accordance with Town of Sudbury Zoning Bylaw Article IX. 6000, Section 6300, Site Plan Review, to demolish one of its three buildings and replace it with an addition connecting the remaining two buildings for classrooms, offices and a new gymnasium, construct a three-bay garage, build an athletic field, and modify entrance and exit, driveway and parking area, with associated landscaping, lighting, and septic system improvements, on property located at 98 Haynes Road, owned by Willow Hill School, zoned Residential A1.

Notice of the Public Hearing was posted and advertised in the *Sudbury Town Crier* on May 30 and June 6, 2002. Abutters within 300 feet according to the Assessors were provided written notice by first class mail. Boards and officials were notified and requested to report to the Selectmen. The following application documents and reports have been received:

1. Application dated May 3, 2002 for site plan approval with accompanying plans entitled, "Willow Hill School Facility Improvements" by McManus/Peterman Architects, Inc., dated April 19, 2002, containing 22 sheets including cover sheet, and "Drainage Calculations for the Willow Hill School Sudbury, MA", by Judith Nitsch Engineering, Inc., dated April 19, 2002.
2. Application for a Public Way Access Permit, dated May 1, 2002, for revised entrance and exit.

3. Report from the Building Inspector dated June 13, 2002, opining this application meets requirements of zoning bylaw intensity regulations and criteria for site plan review, noting this use is exempt under MGLc 40A, s.3, and commenting the Building Department has no objections to the proposal, and the plan addresses current inadequacies such as too few parking and pickup spaces for school buses and appears to be an improvement overall.
4. Report from the Town Engineer/Director of Public Works, dated May 20, 2002, commenting:
 - a. Signature blocks for Selectmen, and Building Inspector/Town Engineer need to be added to the plans.
 - b. Stopping sight distance should be noted at the two entries to Willow Hill School.
 - c. The 18' wide driveway can be narrowed to 14' in accordance with Zoning Bylaw Sections 3143 and 3145.
 - d. The applicant should be required to install a walkway along the entire length of frontage.
 - e. There will be no increase in the rate of runoff as a result of the proposed development. However, there will be an increase in the volume of runoff from .01 to .06 acre feet.
5. Report from the Town Planner to the Planning Board describing the proposal and making the following recommendations and comments:
 - a. Overall the proposal is good, including the scale and architecture of the construction, placement of the addition on the site, and improvements to parking and traffic circulation.
 - b. Proposal meets most of the standards under Zoning Bylaw 2130, Exempt Uses, except as follows:
 - Section 3144 requires parking for non-residential uses to be behind or to the side of buildings; however, given the environmental constraints located behind the buildings, in front of the buildings is the only logical place to create the necessary parking, and the parking lot will be substantially below the existing grade of Haynes Road and hidden behind a 4-8 foot retaining wall and landscaping.
 - Section 3424 requires dumpsters to be located no less than 10 feet from any adjacent residential property line and to be screened from view of public ways and adjacent properties. The dumpster is not currently located on the Site Plan, but a logical place would be beside the proposed garage on the eastern side of the building. Fencing may be required around the dumpster to shield it from adjacent residential property to the north. Dumpster and screening need to be shown on the site plan.
 - Section 3531 requires a vegetative buffer between non-residential and residential uses. Although this use is not categorized in Section 3531, it is recommended that a 20-foot wide buffer be maintained between the proposed garage and the neighboring property. Proposed grading is not shown on the site plan on the north side of the garage. The extent of grading, and the ability to maintain a 20-foot wide buffer should be determined at this time.
 - Parking for the school is not based on the parking calculations found in the Zoning Bylaw, which require 1 space per staff person, plus 1 space for each 5 persons of the rated capacity of the largest auditorium, plus 1 space per student vehicle which can be expected at maximum use time on the premises. Parking has been calculated by the applicant to include 25 staff spaces, plus 14 other spaces (39 total). The application states it is anticipated that only 1 student will drive himself to school, that the gymnasium contains no seating, and current staff levels are at 19.
 - Concerning the Public Way Access Permit application, the Town Planner notes sight distance issues which need to be reviewed.
 - c. It is recommended to require a walkway be constructed along the entire frontage of this property to provide a safe place for pedestrians, a portion of which will require approval from the Conservation Commission.
 - d. The Plan is not stamped by a Registered Land Surveyor or Registered Professional Engineer, as required, and the property line of the parcel is not shown on the Plan.

- e. Concerning the circulation pattern within the site, the southern-most access should be labeled One Way Traffic, In Only, and she questions if the northern access is proposed to be two-way. Signage should be indicated on the Plan.
 - f. Proposed lighting should be better indicated on Sheet L-1. Will there be exterior lighting other than that shown?
 - g. Existing and proposed impervious surface and building coverage figures should be added to Sheet C-101.
 - h. Sight distance calculations must be added to the Plan.
6. Report from the Design Review Board, dated June 4, 2002, stating the Board unanimously approved the design proposal without reservation at its meeting of May 22, 2002.
7. Report from the Conservation Commission, dated June 18, 2002, attaching an Order of Conditions issued for the Willow Hill School reconstruction and noting that (1) no work on the sports field was included in the final proposal submitted to the Conservation Commission and further development of the field will require specific establishment of the 200' riverfront area and meeting the performance standards for new work in this area, (2) the new septic system and stormwater management system are significant improvements over the existing conditions, and (3) further mitigation offered by Willow Hill School includes a perpetuity conservation restriction from the centerline of the perennial stream to the eastern property boundary - essentially 2/3 of the campus.
8. Report from the Fire Chief, dated May 15, 2002, commenting:
- a. Access appears to be adequate given that the building will be fully sprinklered.
 - b. The Fire Department is working with the architect/applicant to locate the fire alarm box and control panels for easy access by the Department.
 - c. There is a fire hydrant close by; therefore, an additional hydrant will not be required on the property.
9. Report from the Health Director, dated June 19, 2002, stating that complete, detailed septic system design plans need to be submitted to the Board of Health for evaluation, the proposed garage adjacent to the septic system leaching area does not meet the required 10-foot offset for a slab foundation, and design calculations show a 2000-gallon septic tank which is not adequate for the 1575 gallons per day design flow.
10. Report from the Police Safety Officer stating that, provided the School does not expand student enrollment drastically, this remodeling is a big improvement, as it should eliminate traffic problems on Haynes Road.
11. Letter dated June 21, 2002, received June 24, from the Town Engineer/DPW Director, relative to the relocated entrance and exit, advising: 1) the sight distance should be located on the site plan, 2) limited sight distance will prevent vehicles from exiting safely, and use of crossing guards when school is let out should continue, 3) removal of all vegetation along the shoulder of the road 10 feet back from the edge of pavement and northerly approximately 170 feet from the main entrance, and 4) further examination of the site may be necessary to improve stopping sight distance.
12. Plan revisions received June 21, 2002, of Sheets C-102 & C-103, revised May 14, 2002, received under cover letter from McManus Peterman dated June 20, 2002, deleting the proposed athletic field in accordance with Conservation Commission approval received May 20. The letter requested approval by the Selectmen of this plan as Phase I and the original plan dated April 19, 2002, subject to further Conservation Commission approval, as Phase II.

Jody Kablack, Town Planner, briefly reviewed information received from the applicant, as well as Town boards and commissions.

Mr. Thomas Peterman, McManus Peterman Architects, Inc., briefly reviewed the proposed improvements to the school campus, utilizing various drawings for illustration. He stated the parcel is about 26 acres in size. The existing three buildings consist of a 19th century farmhouse containing administrative offices, Phoenix – a building of very small, inadequate classrooms, some without windows, and Porter -- a building with art/science rooms along with the gymnasium/cafeteria room. The current parking lot contains parking spaces for 19 vehicles. He noted the driveway does not have sufficient space for any number of cars to attempt entry as they may extend out into the roadway. Sight distance is also minimal. The proposed improvements include connecting two existing buildings with a gymnasium and classrooms, and demolishing the third building (Phoenix) toward the front of the property. In that space, the driveway and parking areas will be relocated, allowing for a longer entry, eliminating the potential for cars to be queuing up in the roadway, and relocating the entrance 75 feet from the present one. All areas of the buildings will be made handicapped accessible.

Mr. Peterman noted that traffic flow will be one-way looping around the parking area and out a second opening. He noted there is not enough room in front of the existing building (one that will be retained) to allow two lanes of traffic to pass, and maintain the landscape buffer along the front of the property. For this reason, they opted to exit all traffic through a separate exit.

Mr. Peterman stated a three-bay wood frame garage will house maintenance equipment, a small workshop, as well as the dumpster. The building is 25 feet from the property line.

Mr. Peterman stated that, due to the way the property slopes, the buildings will not appear to be quite as large as they might seem. The entryway to the front building will be remodeled, to facilitate easy entry by handicapped individuals, as well as to serve as a receiving area for visitors. The addition containing the new gymnasium will appear barn-like with a cupola as accent. Proposed materials are wood siding, asphalt shingle roof, windows to match as closely as possible to existing windows and other materials.

Mr. Peterman stated both exterior lighting and landscaping will be upgraded to meet requirements, predominantly to illuminate entrances and parking areas, and to provide appropriate vegetative screening.

With regard to a sidewalk along the frontage of the property (Haynes Road), Mr. Peterman expressed concern for the expense of it, grading issues, stone walls that would have to be removed, mature trees to be removed, utility poles relocated (or walkway placed well onto school property). He noted persons using the sidewalk would also have to cross both the entrance and exit to the school campus, which could prove hazardous. He suggested the opposite side of the street to be a more appropriate place for the sidewalk.

Tim McCann, Haynes Road, asked if the wetlands area would be for Conservation or used for sports fields. Chairman O'Brien responded that a portion of the parcel will likely be designated under Conservation Restriction to be preserved in its natural state. Mr. Peterman illustrated the specific area on the drawing. The remaining space, he clarified, might be suitable for a small athletic field, but that it would not be regulation size. That space, he stated further, is not in the plans at the present time, as there is much more work to be done determining wetlands buffers and such, and the applicant did not wish to hold up the construction of the building improvements. Even a small field would require encroaching upon the wetlands.

Selectman Drobinski asked what a typical motorist might see approaching the campus [after improvements and construction]. Mr. Peterman responded that mature trees currently block much of the area from view, and opined visibility to be limited to a brief glance while driving by.

Selectman Drobinski remarked the gymnasium seemed fairly large for the size of the school. Mr. Peterman stated the size is necessary to give students more space for physical education classes and the ability to have sporting events with other schools. He added that the second floor of the gymnasium area will contain classrooms for art and science, allowing more classes to be in session at the same time, alleviating present scheduling difficulties. He noted there is not a significant increase in the space, but that the space will be divided.

Sandy Brock, Judith Nitsch Engineering, stated the septic system is based on a maximum of 80 students, though there is a current enrollment of 56 students plus staff.

With regard to sight distance [Town Engineer's memo], Ms. Brock stated they went out to measure the area involved. She stated, because of the elevation and curve of the road upon exiting the campus, the sight distance is 163 feet. That distance would be 195 after the driveway is relocated. She stated vegetation can also be modified.

Regarding the Town Engineer's comment about driveway width, Ms. Brock stated the 18' driveway is consistent with National Fire Protection Association standard. She noted if the Fire Chief agrees that 14' is acceptable to get fire equipment in and out of the site, the applicant has no problem amending the width of the driveway. Ms. Brock noted, however, that further inside the parking area, the lane would have to remain at 18' to allow for easy turning radius of vans. She stated most students arrive in passenger vans.

Chairman O'Brien asked how the driveway widths would be impacted after snowstorms, prior to snow removal. Ms. Brock stated snow removal would be critical in the turning areas, and noted the plan does take into account snow accumulation. Mr. Peterman indicated on the drawings where snow piles are anticipated.

Mr. Peterman noted the dumpster will be inside the garage building which will be screened with plantings. He stated the lot line is 25 feet from the building, and the applicant has no intention of altering the grade, thereby having no affect on the abutter.

Chairman O'Brien questioned the potential to increase enrollment to 80 students and asked if that is a future intention of the applicant. Ms. Judith Vaillancourt, owner, stated that the application was written for the 56 students and added that, with the demolition of buildings/classrooms, there is not a significant increase in classrooms. They are aiming for a classroom limit of 8 students per classroom. There is no intention to increase enrollment. Students are referred primarily through their public school districts. Ms. Vaillancourt stated the present classroom size is approximately 256 sq. ft., and the improvements will increase the size of the classrooms somewhat. She stated much of their operation is based on compliance with State law.

Ms. Vaillancourt stated one-third of the students are supported by their parents, while the other two-thirds are funded by their school district. She stated the school operates under a non-profit status, and the student tuition is determined by the state. In order to make improvements, they had to file a budget noting proposed changes, and the State approves/disapproves those figures, and sets a new tuition rate. Changes include additional staff, as well as construction costs. Responding to Chairman O'Brien's question, she stated the construction is estimated at \$5 million.

Chairman O'Brien asked if this school releases around the same time as the Haynes School, just down the road. Ms. Vaillancourt stated they do, allowing for extracurricular activities. She opined their present difficulties are due to the queuing up on the road more than simultaneous student release from the two schools.

Jody Kablack, Town Planner, stated that, while the athletic field is not included under the Order of Conditions from the Conservation Commission, it is part of the Site Plan review, under a "phased in" basis. She noted the proposed changes are a tremendous improvement to the existing facility. With regard to the sidewalk, she suggested a site visit with the Town Engineer to determine feasibility and placement, as well as assess tree removal and proximity to the stone wall. Ms. Kablack stated an existing sidewalk stops approximately 150 feet from the property line, coming from the Haynes School. She noted the sidewalk would not extend any further past the Willow Hill School.

Chairman O'Brien suggested compiling a list of questions to be forwarded to the applicant. He announced to abutters there will be no further notice, and asked them to contact the Selectmen's office if they have questions or concerns.

It was on motion unanimously

VOTED: To continue this matter until July 8, 2002, at 8:30 p.m.

Town Forum

At 9:38 Chairman O'Brien convened Town Forum. Reporting to the Board this evening are the Assistant Town Manager, Fire Chief, DPW Director, Town Clerk, Building Inspector and new Park and Recreation Director.

Assistant Town Manager Wayne Walker announced there have been many applications submitted for various job openings throughout Town. This provides a large applicant pool from which to choose. Positions recently filled or being recruited are Documentation Coordinator to assist the Town Clerk, Park and Recreation Director, Office Supervisor for Building Department, Data Collector in Assessors Office, Accounting Clerk, Civil Engineer, Aquatics Facility Director and Assistant Building Inspector, as well as a part time secretary for the Finance Committee.

Mr. Walker updated the Board on insurance issues, emphasizing Town staff is investigating various matters in order to reduce the ever increasing costs.

Ms. Barbara Siira, **Town Clerk**, stated there is now a full staff in the Town Clerk's office and praised the skills of both long time and new employees. Regarding dog licensing, she noted only 100 dogs remain on the unlicensed list, with owners coming in steadily. Ms. Siira stated the office has spent quite some time certifying signatures on various petitions, as well as processing absentee ballots and preparing for the primary and regular elections. She noted that a training session for election workers will be held sometime in July.

I. William Place, **DPW Director**, updated the Board on road improvement projects for the summer, in addition to crosswalk painting and walkway repairs/construction. He reported a grant has been received for the construction of a paint shed, a place where people can bring unwanted paint, swap or dispose of it. He stated he would like to develop an informational brochure that realtors can distribute to new residents, informing them of the transfer station and related services.

Mr. Jim Kelly, **Building Inspector**, expressed his gratitude to retired Building Inspector Jack Hepting for teaching him a lot about Sudbury, Carol Duff, Office Supervisor, Building Department, and to the Assistant Town Manager Wayne Walker for assisting him with the transition from Assistant Building Inspector to Building Inspector. Mr. Kelly stated that of the new residential building permits issued, most of those are for tear-down and rebuild, and noted that a great deal of remodeling and additions is taking place. Inspections are ongoing at the Star Market/Shaws location on Route 20. He stated he has been working with the Technology Department to put the building permit applications online via the Town website, along with Frequently Asked Questions regarding popular building projects such as deck or shed construction.

Dennis Mannone, **Park and Recreation Director**, in office since June 10, introduced himself to the Board. He briefly described his previous job experience and expressed gratitude for the opportunity presented by the Town of Sudbury. He briefly reviewed summer programs and noted that registrations will begin shortly.

Fire Chief Michael Dunne stated a new ambulance will be needed next year as they continued to use one that should have been retired. Recent rains have prevented dry areas and potential hazard areas. He stated they will soon have a full staff again. They have applied to the FCC for permission to relocate a transmitter for the dispatch system; he expects approval soon. He stated they have been attending numerous conferences regarding terrorism preparedness.

Reports concluded at 10:24 p.m. Refreshments were served.

Legislative Bill H-4716

The Board reviewed a letter, dated June 18, 2002, from I. William Place, Town Engineer/DPW Director, urging their support of Producer Take Back Campaign and the adoption of the attached resolution. The resolution would require manufacturers to take back CRTS and other hazardous household products, bearing the cost of disposal instead of the residents. Mr. Place stated the current charge to residents is \$20 per unit.

It was on motion unanimously

VOTED: To vigorously support Bill H-4716 and to send a letter of support to the appropriate individuals.

Legislative Bill H-4717

The Board reviewed the text for House of Representatives Bill H-4717, an act relating to mercury reduction and education. This proposed action has the support of the Earth Decade Committee and has been endorsed by MASSPIRG, as stated in an accompanying email, dated June 19, 2002.

After discussion, the Board agreed to postpone this matter to their meeting on July 8, allowing time to gather more information. It was suggested to ask the DPW Director for input on potential costs and/or any compliance problems.

September 11th Memorial

Town Manager Valente asked the Board to think about whether the Town should establish any permanent memorial to those Sudbury residents who perished on September 11, 2002. The Board reviewed

a concept document suggesting some general activities. Ms. Valente stated HOPEsudbury would like to be involved in this townwide observation. The Board indicated their approval of this idea.

No Parking Signs

Town Manager Valente stated that No Parking signs on Thompson and Bishop (near the High School) were approved by the Safety Officer and installed by DPW, even though it is the Selectmen who are authorized to enact Traffic Rules and changes to signage. She suggested holding a public meeting at the July 22 meeting so that the public may air their thoughts and concerns. She expressed concern that this matter be resolved by September and school opening. Following discussion, the Board directed the Town Manager to schedule the meeting.

West Nile Virus Hearing

Town Manager Valente reported the Conservation Commission is planning to hold a public hearing on the West Nile virus and has asked the Board to co-host the event. The Board of Health has also been asked to co-host. After discussion, the Board asked the Town Manager to convey their support to the ConCom.

Sudbury Day Committee

Town Manager Valente asked the Board to consider establishing a committee designed to organize and plan an annual Sudbury Day event on September 21 for 2002. Activities would take place around the Town Hall, Heritage Park and Noyes School area and in conjunction with the No Place for Hate Committee. She stated the Sudbury Cultural Council actively supports this effort. Ms. Valente stated four residents have already expressed interest in serving on such a Committee. She asked that any other interested individuals contact the Selectmen's office, and they may check the Town website very soon for additional information.

It was on motion unanimously

VOTED: To establish holding an annual Sudbury Day in the Town of Sudbury, the date for each year to be set by the Sudbury Day Committee. The date for this year is tentatively set for September 21, 2002, rain date of September 22.

It was further on motion unanimously

VOTED: To establish a Sudbury Day Committee.

Melone Master Plan (Borrow Pit)

Town Manager Valente and the Board reviewed a draft document outlining a committee, and their tasks, in planning for the future of the Borrow Pit (former Melone property). Discussion followed. It was suggested to add the Sudbury Housing Authority, Council on Aging, and the Sudbury Water District on the distribution list for information, and possibly, to participate. Ms. Valente asked the Board to forward any further comments to her.

It was on motion unanimously

VOTED: To establish a Borrow Pit Master Plan Ad Hoc Committee, members to be appointed by the Town Manager.

Executive Session

At 11:36 p.m. it was on motion unanimously by roll call

VOTED: To go into Executive Session to discuss possible land acquisition and an update on litigation matters. (Chairman O'Brien, aye, Selectman Roopenian, aye, Selectman Drobinski, aye).

There being no further business to come before the Board, the meeting adjourned at 11:55 p.m.

Attest: _____
Maureen G. Valente
Town Manager-Clerk