

IN BOARD OF SELECTMEN
TUESDAY, JULY 25, 2006

Present: Chairman William J. Keller, Jr., Vice-Chairman John C. Drobinski, Selectman Lawrence O'Brien, and Maureen Valente, Town Manager

The statutory requirements as to notice having been complied with, the meeting was convened at 7:30 p.m. in the Lower Town Hall, 322 Concord Road.

Opening Remarks

Chairman Keller noted how busy the new Cutting Field is with many summer sports activities.

Selectman O'Brien mentioned that Haskell Field has also been busy this summer as the location of the popular concerts held on Monday evenings at 7:30 p.m. Concert details are listed on the Town website.

Chairman Keller also announced that the deadline for voter registration for the September 18 primary is August 30. All unenrolled or designated independent party voters must declare a party in order to cast a ballot for the September 19 primary. If desired, voter status can be returned to an independent or unenrolled designation immediately following the primary vote.

Town Forum - Trustees Goodnow Library

Present: Bill Talentino, Director, Barbara Pryor, Carolyn Anderson, Trustees of Goodnow Library

At 8:00 p.m., Chairman Keller convened Town Forum and welcomed Bill Talentino, Director of the Trustees of Goodnow Library.

Mr. Talentino presented an enlightening update of the Library's activity in the past year. In FY06, 327,000 items were circulated, an increase of 11,000 over the previous year. As part of the Minuteman Library Network, Goodnow Library borrowed 28,000 items from the Network and in return, lent an additional 24,000 titles. He noted that requests for meeting space, use of computers, and use of the wireless resources continued to increase in FY06. The Library was also able to integrate more information technology and web access into its systems with the help of Mark Thompson, Sudbury's Technology Administrator.

Mr. Talentino noted that book discussion groups continue to be popular. He also is very enthusiastic about the level of community participation in the areas of children and young adults. Goodnow Library services approximately 200,000 visitors a year. A grant from The Sudbury Foundation has also enabled a Sudbury archives project to be planned for the next three years. The project will concentrate on the Town's history from 1850-1900. Plans are also being pursued to better link the Library archives as a resource to complement local school history activities and curriculum.

Mr. Talentino distributed a handout to the Board which highlights information available on the Goodnow Library webpage. A tremendous amount of time and effort has been invested in the website design, and it is viewed as a digital branch of the library. Many new databases have been added including the "Homework Help Page" and the "Looking For A Good Book Page." Feedback has been very positive to the website. Town Manager Valente suggested that this handout could be included in the Town's Welcome Packet for new residents. Selectman O'Brien also suggested the Library Webpage handout could be disseminated on the scroll board of Channel 8.

The Trustees of Goodnow Library are developing a five-year strategic plan which will enhance the Library's importance to the Town. Ms. Pryor presented a few examples of the specificity level delineated within the Library strategic plan, regarding services to be pursued relating to the building, collections, technology, staffing and funding. The draft strategic plan has been submitted to the Town Manager for comments and, once it is refined, the Trustees would like to present it to the Board and Finance Committee for additional review.

Mr. Talentino reported that attention has also been directed to building maintenance issues in FY06. Shelving units have been added and painting repairs have been scheduled.

An item for future consideration is a radio frequency, self check-out system which would free-up staff to serve customers in other ways. Mr. Talentino was impressed with such a system which he saw in operation on a recent visit to the Norfolk Library.

In order to better serve Town needs, the FY06 goals included completion of a needs assessment and the distribution of a community survey. Formal collection of the survey data will be completed in September. Mr. Talentino shared some preliminary survey findings with the Board. The survey was completed and returned by an astounding 38% of the residents who received it. 76% of responders noted using the Library at least once a month and 73% reported using it once a week. 85% of responders rated the level of service provided by the Library as very good or excellent. When areas of dissatisfaction were noted, it was primarily due to a desire for more evening and weekend hours of operation. Mr. Talentino expressed extreme gratitude to the many volunteers and staff who make the volume of Library activity possible with their countless hours of dedication. He also thanked the other Town offices and Friends of the Library who help extend and enhance the Library's good work for the community.

Chairman Keller stated that the Goodnow Library is a highly valued Town asset. He always finds Library personnel extremely helpful and enthusiastic in providing assistance. He encouraged everyone to visit the Library and/or its website. Chairman Keller also noted how helpful the SAT practice exams are on the website, which can save families money otherwise spent on preparation courses.

Vice-Chairman Drobinski concurred that the Library is a unique Town experience. However, he did caution the Trustees to examine closely a potentially unsafe fence between the Library and Dunkin' Donuts.

Selectman O'Brien reminded everyone of the remaining Tennessee Williams film series hosted by the Library on Wednesday nights with free popcorn! Film details can be found on the Library website. He also encouraged the Trustees to pursue an endowment fund which could accept charitable donations as part of its long-term funding plans.

At 8:30 p.m., Chairman Keller thanked the Trustees for their presentation.

Town Forum - Sudbury Historical Commission

Present: Lyn Maclean, Co-chair, Sudbury Historical Commission, and member, Jim Hill

At 8:30 p.m. Chairman Keller welcomed Lyn Maclean, Co-chair of the Sudbury Historical Commission to the Town Forum.

Ms. Maclean reviewed for the Board many of the special events held at Hosmer House this past year. She also discussed a few of the works in progress. Some of the events mentioned were the Wayside Inn Militia

Day and Sudbury Day. There was also a very successful four-day Open House held with the theme of "Favorite Movies of Bygone Years" which was organized by Win Fitzgerald.

Memorial Day was a very busy time at Hosmer House with the hosting of the Pictorial Tribute and Veterans Memorabilia coordinated by Veterans' Agent, Peter Harvell. The display was very well received, and there are plans for another veterans' exhibit next year.

In April, there was a very well attended, informative talk by Helen Marie Casey which focused on the paintings of Florence Hosmer. There was also a vibrant Art Display during the 4th of July Open House.

Further, Ms. Maclean reported the Commission successfully worked with the Community Preservation Committee and Town Counsel to establish policy language to prohibit metal detectors at the Military Training Field area.

Other ongoing projects include the relocation of the Hearse House, restoration of Hosmer House paintings and frames, and the refurbishment of Historic District signs for Routes 20 and 27.

Jim Hill provided the Board with an update of the Hearse House project. Mr. Hill has worked with DPW Director/Town Engineer, Bill Place, regarding location approval. Mr. Place has offered to do the new foundation for the House which will be moved back to its original location. Mr. Hill has also worked with Art Richard regarding electricity placement and alarm systems. In response to a question from Selectman O'Brien, the Hearse House dimensions were given as 162 inches by 170 inches. Once relocated, plans are to house a real vintage hearse (of which there are possibly two in Sudbury).

Mr. Hill also provided an update on the restoration of Hosmer House. A structural engineer will be consulted regarding the support needed. By the end of next week, the ceiling will be removed to expose the original beams.

In addition, Mr. Hill reported that restoration has not begun on the ironwork or the Loring Parsonage. On both projects, the Commission is working with the Town Manager and Town Counsel regarding bid proposals.

Chairman Keller asked for additional clarification regarding the request from the Sudbury Historical Commission that a developer be allowed to store loam on the Military Training Field site. The Commission consulted the Mass. Historical Commission which concluded that the ground would not be further disturbed by this activity. The Commission was advised that an archaeological dig would be prohibitively expensive. Vice-chairman Drobinski questioned this conclusion and will provide the Commission with possible options for completing the archeological dig within a reasonable budget. It was also posed as to whether the person storing the loam could finance the archaeological dig. Everyone agreed that the overall goal is to have the area seeded as soon as possible to develop a park-like area that can be beautified and utilized by the Town.

At 8:55 p.m., Chairman Keller thanked the Commission for its report.

Town Forum - Sudbury Cultural Council

Present: Bill Nicholson, Chair, Sudbury Cultural Council

At 8:55 p.m. Chairman Keller welcomed Bill Nicholson, the Sudbury Cultural Council Chair.

Mr. Nicholson distributed to the Board a one-page report and appendix from the Sudbury Cultural Council which described the Council's purpose and accomplishments this year. The Council is established to oversee the disbursement of funds granted to Sudbury by the Massachusetts Cultural Council (MCC). These funds are used to enhance Town cultural events.

Mr. Nicholson reported the Council received 20 grant applications, and it was able to fund six of those projects this year. MCC funds have diminished greatly from \$10,000 awarded in the past to only \$2500 available this year. Town Manager Valente believes this amount is determined by State formulas. Mr. Nicholson noted that occasionally grantees do not complete their projects. Therefore, funds that are not disbursed can be carried over to another year for reallocation, allowing other programs to be funded.

Vice-chairman Drobinski asked if other Town groups can donate to the Council's efforts to promote greater visibility. Town Manager Valente answered affirmatively. Mr. Nicholson commented that, in the past, it has not been part of the Council's charter to solicit funds. He noted, however, that the Council has discussed possibly doing so in the future.

Selectman O'Brien agreed that the Council would benefit from additional funding and more promotion. He encouraged the Council to be sure the grant awards are advertised in the local newspaper, on Channel 8 and the Town website, as well as in Library and Community Center flyers so that the Town will be aware of the great programs endorsed by the Council and available to the community. He suggested the Council could work with the Town to avail itself of many venues for cultural events. Mr. Nicholson added that an open meeting is planned by the Council to promote its purpose and charter. Town Manager Valente recommended advertising this meeting on the Town website. A goal this year is to establish a funding strategy.

Mr. Nicholson asked the Town Manager if Town Counsel would approve fees being charged for the grant programs, which could help augment funds. Ms. Valente responded that fees usually are returned to the General Fund. She and the Board encouraged the Council to work with Town staff to develop the appropriate mechanisms to enhance its efforts.

Selectman O'Brien also noted that the summer concert series, funded by the Council, has been very popular. He encouraged everyone to attend the remaining two concerts. Ms. Valente added that these concerts are organized by the Parks and Recreation Department.

Vice-chairman Drobinski offered to provide the Council with suggestions of local companies which could be canvassed for contributions. He will forward the list to the Town Manager to share with the Council.

At 9:15 p.m., Chairman Keller thanked Mr. Nicholson and the Council for its report and the valuable service it performs for the Town.

Town Forum - Design Review Board

Present: Frank Riepe, Design Review Board Chair

At 9:15 p.m., Chairman Keller welcomed Frank Riepe, Design Review Board Chair. Mr. Riepe explained that the Board reviews sign applications for commercial properties and site plans that come before the Board of Selectmen and provides feedback to the Zoning Board of Appeals. The Board has had increased activity this year due to the many proposed 40B developments.

Mr. Riepe also reported that the Board will be spending time reviewing the sign bylaws and recommending revisions for improvement. Self-illuminating signs, in particular, will be addressed, since

there have been problems in the past with the present bylaw guidelines. The Board hopes to prepare a warrant article by next winter which will revise the bylaw.

In response to a question from Vice-chairman Drobinski, Mr. Riepe stated that the experience has been positive with the 40B developers for which he credited the actions of the Board of Appeals.

As an architect, Mr. Riepe noted for the Board how difficult it is at times to meet the goal of providing affordable housing while being able to maintain the streetscape aesthetics which will fit in with the surrounding neighborhood. He opined it would be far more preferable for the Town to have predetermined areas which have been specifically designated for potential affordable housing development. Selectman O'Brien assured him that such a plan is presently being developed by this Board along with the Planning Board, Zoning Board of Appeals and the Housing Authority.

Mr. Riepe noted that the Design Review Board presently has full membership with five active members.

Town Forum - Historic Districts Commission

Present: Frank Riepe, Historic Districts Commission member

Mr. Riepe explained that the Historic Districts Commission is charged with reviewing and approving plans for any alterations to structures within the Historic Districts. He reported that in most cases property owners are very cooperative. A problem occasionally arises when new owners are unaware that their property is within the Historic District. It would be helpful to the Commission to implement a way to ensure disclosure of this information at the time of purchase by the lawyers or brokers. Town Manager Valente mentioned that money has been allocated for a mailing to notify those within the Historic Districts. Mr. Riepe will check to see if the mailing has occurred. Ms. Valente also will research whether Historic Districts designation can be shown on tax bills so that properties can be clearly designated as such.

Mr. Riepe noted that even small home improvements such as painting, erecting fences, or replacing windows can miss following the appropriate guidelines since a building permit is not required for these small improvements. If anyone within the Historic Districts has questions regarding policies and procedures to be followed for painting or any other home improvement, they should contact Dev Glaser in the Board of Selectmen's Office to set a time to appear at a Historic Districts Commission meeting. Proposals will be considered by the Commission upon completion of an application, payment of a small fee, and presentation of relevant sample materials, photographs of the property, and renovation plans. He reinforced that the Commission works very hard to balance respect for the property owners request with the requirements of the Historic Districts.

In closing, Mr. Riepe expressed his strong commitment to the importance of maintaining a sense of Sudbury's 368-year history in the Town's landscape. Thus, in a rapidly changing time, each construction decision must be thoughtfully considered within that unique historical context.

At 9:34 p.m., Chairman Keller thanked Mr. Riepe for his two insightful reports.

Cheri-Anne Cavanaugh Trust Fund - Donation

It was on motion unanimously

VOTED: To accept a \$25 donation from Donna Barrett and Bette Moreno in memory of Anna R. Allen, to

be deposited into the Cheri-Anne Cavanaugh Trust Fund, and to authorize expenditure at the discretion of the Town Social Worker, through the Board of Health.

Democratic and Republican Election Officers -Appointments

It was on motion unanimously

VOTED: To appoint the entire slate of Election Officers with the exception of Teller, Lauren S. O'Brien, for a one-year period commencing August 15, 2006 as recommended by the Democratic and Republican Town Committee and Sudbury Town Clerk.

Selectman O'Brien recused himself from the vote to appoint his wife, Lauren S. O'Brien, as Teller to avoid a conflict of interest.

It was on motion

VOTED: To appoint as an Election Officer, Lauren S. O'Brien, as Teller, for a one-year period commencing August 15, 2006 as recommended by the Democratic and Republican Town Committee and Sudbury Town Clerk.

Minutes

It was on motion unanimously

VOTED: To postpone the vote to approve the regular and executive session minutes of July 11, 2006 until the next Board of Selectman meeting so that minor revisions can be further clarified.

Wayside Inn - Right of First Refusal and Mass. Historical Commission Amendment to Certification

Present: Fred Pryor, The Trustees of the Wayside Inn Corporation

Mr. Pryor addressed the Board to verify that The Trustees of the Wayside Inn Corporation met on June 6, 2006, at the Wayside Inn and voted affirmatively for the Right of First Refusal and for the Mass. Historical Commission Amendment to Certification as presented to the Board. Minutes from the meeting are not yet completed. Mr. Pryor assured the Board that the minutes will be forwarded to the Town Manager and the Board of Selectmen as soon as they are available.

Mr. Pryor also responded to questions regarding whether the Town has equal standing with the Mass. Historical Commission in hypothetical situations presented to him.

It was on motion unanimously

VOTED: To accept the Right of First Refusal executed by The Trustees of the Wayside Inn Corporation for the Wayside Inn property based upon the testimony provided, and required by the Community Preservation Committee as a condition to the CPA funding for FY07 and as approved by the Community Preservation Committee and Town Counsel; and to confirm such information upon receipt of the minutes of the June 6, 2006 meeting of The Trustees of the Wayside Inn Corporation.

It was on motion unanimously

VOTED: To accept and approve the Massachusetts Historical Commission Amendment to Certification based upon the testimony provided, and required by the Community Preservation Committee as a condition to the CPA funding for FY07 and as approved by the Community Preservation Committee and Town Counsel, subject to receipt of the vote of The Trustees of the Wayside Inn Corporation as recorded in The Trustees of the Wayside Inn Corporation June 6, 2006 meeting minutes.

Walkway Easement - 381 Maynard Road

Town Manager Valente distributed an updated sketch of the easement to the Board.

It was on motion unanimously

VOTED: To accept a walkway easement granted by John C. Cutting and H. Rebecca Cutting of 381 Maynard Road, Sudbury, shown on "Plan Showing Proposed Walkway Easement over Land of John C. Cutting and H. Rebecca Cutting, Arboretum Way, Sudbury, MA," dated February 22, 2006, drawn by the Town of Sudbury Engineering Department and to send a communication of gratitude and acknowledgement to the Cutting family for this offer which will result in many public safety benefits for the community.

North Road Sudbury Meadows Parcel - Pari Holdings, LLC

At 7:46 p.m., Town Manager Valente briefly reviewed for the Board that this open space deed was granted in connection with the proposed 40B development. She also distributed to the Board an updated sketch of the parcel. Town Counsel and the Conservation Commission have reviewed the proposal and are satisfied with the request since there are few other uses for the land due to the extent of wetlands.

It was on motion unanimously

VOTED: To accept a parcel of land for conservation purposes granted by Pari Holdings, LLC, said land consisting of 3.39 acres and shown as "Open Space" on a plan entitled "Definitive Subdivision Plan of Land of Sudbury Meadows in Sudbury, Massachusetts," prepared by Sullivan Connors and Associates, dated October 19, 2005, last revised February 6, 2006, recorded as Plan No. 267 of 2006, pursuant to the Comprehensive Permit for Sudbury Meadows located on North Road as approved by the Conservation Commission and Town Counsel.

Reports From the Board of Selectmen

Selectman O'Brien reported that he and Town Manager Valente attended a meeting with the Groton Board of Selectmen on Monday, July 24, 2006, to provide them with useful information regarding a Town Manager form of government. Groton is contemplating changing its form of town management and invited Sudbury's input in its decision-making process.

In addition, Selectman O'Brien and Planning Director Jody Kablack are scheduled to attend a Master Plan Committee meeting in Lincoln on Wednesday, July 26, 2006.

Selectman O'Brien mentioned a potentially unsafe situation on Horse Pond Road, where children have been playing near an open-poured, concrete foundation construction site. He asked if it were possible, as part of a demolition construction permit, to require that the site be fenced off as a safety precaution until there is a safe structure in place. Town Manager Valente will research the options available with the DPW Director to ensure public safety.

Vice-Chairman Drobinski reported he attended a well-run and very successful golf tournament sponsored by Sky Restaurant on July 24, 2006 to benefit Lincoln-Sudbury Regional High School's scholarship fund.

Reports From the Town Manager:

Boiler - Flynn Building

Town Manager Valente updated the Board that bids have been received for the Flynn Building boiler replacement and are being reviewed.

It was on motion unanimously

VOTED: To approve award of contract to the lowest eligible responsible bidder for Heating System Renovations at the Flynn Building as recommended by Town Counsel.

In response to a question from Selectman O'Brien, Ms. Valente confirmed that boiler repairs are also underway at the Senior Center. These repairs should result in considerable savings next winter. The Town Manager also reported that the Town will begin reviewing bids for a new gas contract in August.

Lincoln-Sudbury School Committee Meeting

Ms. Valente reported receiving a call from Superintendent John Ritchie informing her of a School Committee meeting which will be held on August 1 at 7:30 p.m., in Conference Room A, where the community field project will be discussed briefly. It was requested and agreed that the project will be scheduled for a Board of Selectmen after it is more fully developed.

Vice-chairman Drobinski requested that Ms. Valente notify the Community Preservation Committee of this meeting at Lincoln-Sudbury Regional High School so that representatives may attend. Chairman Keller stated he will suggest to Lincoln-Sudbury Regional High School that this portion of their meeting could be recorded/televised, as community interest in this project is high.

Code of Conduct and Email Communications Policies

Town Manager Valente related to the Board that the newly-approved Code of Conduct and Email Communications policies have been posted on the Town website and were sent to all elected Boards along with a request that they consider also adopting these policies. To date, the Trustees of the Goodnow Library and the Sudbury K-8 School Committee have favorably responded to the Town Manager. Next week, notification of the newly-approved policies will also be sent to the Board of Selectmen appointed groups. Ms. Valente commented that many Towns have yet to establish such policies, and commended Sudbury for being one of the first to do so.

Annual Truck Day

Town Manager Valente reported over 400 people attended the Annual Truck Day which was held on Wednesday, July 19, 2006, at the Goodnow Library. Ms. Valente thanked the Town and Library staffs who worked tirelessly to make the event such a big success.

Vice-chairman Drobinski added that Truck Day presents to residents a good experience and feeling of service from the Fire and Police Departments as well as the DPW.

Selectman O'Brien enthusiastically reported having a tour of the new Town fire engine. He was amazed at the wide array of features and capabilities of this truck versus its predecessor. Ms. Valente echoed his sentiments.

Local Emergency Planning Committee (LEPC) Meeting

Town Manager Valente received a notification from the League of Women's Voters announcing that the topic for their fall meeting will be emergency planning. Plans are to ask Richard Simon, LEPC Director, to be a speaker and the meeting will likely be televised on Channel 8.

The Board asked Ms. Valente to convey to the League of Women's Voters that they think this is a great idea and that the Town will lend its support to help make the meeting a success.

Selectman O'Brien announced Fire Chief Ken MacLean conducted an excellent presentation at the recent LEPC meeting and suggested it should be filmed for viewing in the future.

Conservation Commission - Appointments

Town Manager Valente shared with the Board the two candidates she has recommended for re-appointment to the Conservation Commission. Both candidates are worthy, long-time residents of the community.

It was on motion unanimously

VOTED: To endorse the re-appointment of Greg Topham and Parker Coddington as a member of the Conservation Commission, for a three-year term to expire on April 30, 2009, as appointed by the Town Manager.

Officer Al Hutchinson - Condolences

Town Manager Valente sadly announced that Police Officer Alan Hutchinson's brother passed away at the age of 47. Mr. Hutchinson was a respected member of the Bellingham community. The Board signed a sympathy card which Ms. Valente will send to Officer Hutchinson and his family on behalf of the Town.

Board of Selectmen's Meeting - August 15, 2006

Town Manager Valente asked the Board to review their calendars as soon as possible to determine if it will be necessary to cancel the August 15 meeting and postpone all agenda items to the September 5, 2006 meeting. Chairman Keller has already reported a potential conflicting commitment. The meeting on August 15 will need to be cancelled if another Board member is also unable to attend. Please notify the Town Manager of any foreseen conflicts as soon as possible.

Executive Session

At 9:55 p.m., Chairman Keller announced the close of the regular meeting and it was on roll call unanimously

VOTED: To go into Executive Session for the purpose of discussing litigation.

Chairman Keller announced regular session would not reconvene following Executive Session.

There being no further business, the meeting adjourned at 9:55 p.m.

Attest: _____
Maureen G. Valente
Town Manager-Clerk

IN BOARD OF SELECTMEN
TUESDAY, APRIL 11, 2006
EXECUTIVE SESSION
(8:35 P.M - 9:00 P.M.)

Present: Chairman William J. Keller, Jr., Vice-Chairman John C. Drobinski, Selectman Lawrence O'Brien, and Maureen Valente, Town Manager

MCAD CASE - Conservation Office Employee

Ms. Valente updated the Board on the Conservation Office employee case and the settlement conference attended by Wayne Walker, Assistant Town Manager.

MCAD CASE - Fire Department Employee

Ms. Valente updated the Board regarding the Fire Department case and reviewed the disputed facts of the case. Wayne Walker, Assistant Town Manager, will attend settlement discussions. Ms. Valente reviewed the settlement options available. Chairman Keller requested that a copy of any settlement offer(s) be sent to him.

It was on motion unanimously

VOTED: To authorize the Town Manager, or a designee, to accept any settlement offer recommended by the insurer and counsel as long as the settlement includes a full gag order and no admittance of wrongdoing by the Town or any Town employee.

There being no further business, the meeting adjourned at 9:00 p.m.

Attest: _____
Maureen G. Valente
Town Manager-Clerk