

IN BOARD OF SUDBURY SELECTMEN
TUESDAY, FEBRUARY 24, 2009

Present: Chairman Lawrence W. O'Brien, Vice-Chairman William J. Keller, Jr., Selectman John C. Drobinski, and Assistant Town Manager Wayne R. Walker

Absent: Town Manager Maureen G. Valente

The statutory requirements as to notice having been complied with, the meeting was convened at 7:35 p.m. in the Lower Town Hall, 322 Concord Road.

Opening Remarks

At 7:35 p.m., Chairman O'Brien opened the meeting. He announced that census forms were recently mailed to residents by the Town Clerk's Office. He urged citizens to verify the information listed and to return the forms as instructed. Failure to respond to the mailing could result in removal from the voting list.

Chairman O'Brien also announced that dog licenses can be obtained in the Town Clerk's Office prior to the March 31, 2009 deadline. Rabies vaccination evidence must be provided at the time of application. After March 31, there will be a late fee assessed for each dog.

On behalf of the Town Manager and Board, Chairman O'Brien invited the community to attend a retirement reception for Police Chief Peter Fagden on March 3, 2009 at Grange Hall from 5:00 -7:00 p.m.

The Earth Decade Committee will host a "Sustainable Sudbury" discussion at the Sudbury Senior Center on March 10, 2009, featuring a speaker from the State Department of Energy.

Chairman O'Brien urged Sudbury citizens to access the *SudburyTV.org* website for Comcast and Verizon listings of upcoming Town meetings which can be viewed on computer.

Chairman O'Brien noted that the new state law regarding trench digging goes into effect March 1, 2009. Residents are encouraged to contact the Department of Public Works, the Board of Health or the Building Inspector to ensure compliance.

Chairman O'Brien will attend a Sudbury Public Schools collective bargaining Executive Session meeting on February 25, 2009. Further, he encouraged residents to acquaint themselves with candidates for offices, noting there are three contested Town races. On March 12, 2009, there will be a Candidate's Night at the Goodnow Library. Both Town School Committees have vacant positions, and Chairman O'Brien noted the importance of these elected offices, since 75% of the Town's \$70 million-dollar budget is devoted to the public schools.

Assistant Town Manager Wayne Walker was welcomed to the meeting to cover the duties of Town Manager Valente, who is ill this evening.

It was on motion unanimously

VOTED: To appoint the Assistant Town Manager, Wayne R. Walker, as Secretary and Clerk Pro Tem, in the absence of Town Manager Maureen Valente, for the February 24, 2009 Board of Selectmen's meeting.

Selectman Drobinski stated that the last week has been quiet, following a busy budget season.

Vice-Chairman Keller offered congratulations to the Lincoln-Sudbury Regional High School Girl's Swim Team for winning the State Championship and to the Boy's Swim Team which placed second. Assistant Town Manager Walker noted that the girl's team beat Gardner High School, the reigning champions for the past 12 years.

CORE Program – Status Reports

Present: CORE members William Talentino, Finance Director Andrea Terkelsen and Assistant Town Manager Wayne Walker

At 7:45 p.m., Chairman O'Brien briefly summarized the genesis of the CORE program, initiated by Town Manager Valente, and funded by a grant from The Sudbury Foundation. The CORE Steering Committee consists of members of Sudbury's Senior Management Team and Sudbury Public Schools' Superintendent John Brackett, Director of Business and Finance Mary Will and Personnel Director Kenneth Storlazzi.

Assistant Town Manager Wayne Walker reported that the Program has concluded its first phase, with the assistance of an outside consultant to assess consolidation, outsourcing, regionalization and evaluation options to achieve better operational and budget efficiencies. Mr. Walker stated that the group established a Steering Committee, which met several times to identify issues to be further researched by task forces working with the assistance of consultants. The three task forces identified were: 1) facilities planning, management and maintenance; 2) municipal finance and human resource collaboration for Town and schools; and 3) the assessment of operations of the Department of Public Works.

Facilities Task Force member William Talentino identified the group's members, including Town and school representatives and facilitators. The Task Force met four times over a four-month period, reviewing the operation, data-gathering and organizational structure of the Town's facilities management groups in comparison to three other communities. Attention was also given to energy-savings options. Mr. Talentino reported the top three recommendations of the Task Force are: 1) to consolidate efforts to create a joint management group for Town and school buildings; 2) to expand the data base of the identified buildings and to coordinate capital improvement project information; and 3) to appoint an advisory committee reporting to the Town Manager which would track energy use in identified buildings.

Mr. Talentino commended Building Inspector Jim Kelly for establishing a computerized profile for each public building which notes repairs, service contracts and energy use. He also mentioned that Sudbury's Permanent Building Committee may also be a resource for further projects and research.

Finance Director Andrea Terkelsen reported that she and other members of the Finance and Human Resource Task Force have met with Sudbury Public School counterparts to identify short and long-term initiatives to reduce job duplication through consolidated efforts. The group also reviewed technologies which could benefit systems quicker and less expensively. Recommendations from the group included: 1) implementing a procurement card system with Commerce Bank to make purchases more quickly; 2) introducing additional online credit card payment systems to process bus fees and recurring payments similar to what the schools have instituted with the lunch card program; 3) integrating the accounting system of new modules for the MUNIS purchase order system; 4) reviewing Town and school payroll and human resource reports to eliminate duplication, resulting in a possible savings of \$15,000 in FY10; and 5) implementing an online human resources website for the Town and schools to address retirement and contract questions.

Ms. Terkelsen emphasized that, although the Town and Schools have an ongoing working relationship, the CORE program has provided an excellent forum to further brainstorm new ideas and refine systems. She stated it is hoped that the Lincoln-Sudbury Regional High School Finance Group will also participate in

future discussions. The Board was pleased to hear that the Town is transitioning more and more to online services.

Assistant Town Manager Wayne Walker reported on behalf of the Department of Public Works (DPW) Task Force. He stated that the group reviewed current DPW practices, with an emphasis on the evaluation of fields and grounds maintenance, customer service inquiries and special projects. Recommendations from the Task Force which worked with consultants included: 1) creating an enterprise fund to be funded by user groups for fields and grounds maintenance (an article for this has been submitted for the 2009 Town Meeting); 2) continuing to record each customer service call for all DPW divisions on the spreadsheet created; and 3) creating a multi-department planning and review team to better assess the costs of special projects.

Mr. Walker stated that the CORE members have been pleased with the accomplishments of the first phase of the program. Following a thorough review of the consultants first-phase reports, the Steering Committee will determine how to proceed with a second phase.

Chairman O'Brien noted that the cost-saving initiatives recommended by this program are timely due to the local and national economy and will help to relieve the personal property owner's burden. Selectman Drobinski agreed that such efforts send a positive message to the community regarding expense reductions. Vice-Chairman Keller concurred, stating that ultimately such efficiencies also improve services.

Public Hearing: (Continued) Sudbury Research Center, LLC

Present: Project Engineer Michael Aveni and Vice President Ernest Agresti, Sudbury Research Center and Director of Planning and Community Development Jody Kablack

At 8:32 p.m., Chairman O'Brien opened the Public Hearing regarding the Site Plan Modification Application #SP01-361, submitted by Sudbury Research Center, LLC, f/k/a Cummings Properties, LLC, to increase the number of reserved parking spaces from 110 to 118 and to permit two changes to the Order of Conditions, for property located at 142-144 North Road, Assessor's Map C11-300, zoned Research District which was continued from February 10, 2009. Selectman Drobinski recused himself from the discussion.

Director of Planning and Community Development Jody Kablack briefly reviewed new materials added to the file since the Board's last meeting, including: a letter from Sudbury residents Leonid and Zinaida Gruman dated February 9, 2009 addressing traffic concerns; an email message from Sudbury resident Muriel Nelson dated February 10, 2009 regarding traffic, trash and parking issues; a memorandum from the Design Review Board dated February 12, 2009 approving the architectural and landscaping designs, including the location of the trash compactor, and requesting that temporary leasing signage be removed; an email message from Project Manager Michael Aveni dated February 16, 2009 and a Draft Decision dated February 24, 2009.

Chairman O'Brien and Vice-Chairman Keller stated that they had visited the site during evening hours to evaluate the lighting plan, which seems adequate and appropriate. However, Chairman O'Brien noted there is presently a mix of white and yellow lights in the front of the building, which he believes should be installed as consistently white. Chairman O'Brien opined that additional plantings may be needed to better conceal the back loading-dock area. Sudbury Research Center representatives, Michael Aveni and Ernest Agresti, concurred. Ms. Kablack noted that condition #8 of the Draft Decision suggests that another row of arborvitaes be planted to conceal the view of the compactor.

Since the Board's last meeting, Ms. Kablack further stated that new traffic controls have been installed on the site to improve sight distances and public safety. Chairman O'Brien asked if a painted crosswalk would

be helpful once the trail entrance is resolved. Ms. Kablack responded that this suggestion will be taken under consideration in late spring, when visitor needs can be better determined.

Ms. Kablack highlighted underlined revisions to the Draft Decision on page 3. An additional revision to the first sentence of condition #13 was requested as follows: "Prior to further issuance of occupancy permits for any future tenants," In response to a question from Vice-Chairman Keller regarding the concerns of the Frost Farm neighbors, Ms. Kablack stated that she believes their concerns have been appeased.

It was on motion

VOTED: To close the Public Hearing regarding the Site Plan Modification Application #SP01-361, submitted by Sudbury Research Center, LLC, f/k/a Cummings Properties, LLC.

It was also on motion

VOTED: To approve the Site Plan #SP01-361 Decision for Sudbury Research Center, LLC, f/k/a Cummings Properties, LLC, to: 1) modify condition 15 to extend the timeframe to submit noise level data on the new HVAC system to June 30, 2009; 2) modify condition 17 to waive construction of eight additional parking spaces and correspondingly increase the number of approved reserved parking spaces to 118; 3) eliminate condition 19 requiring the recording of a defined access easement within the property; and 4) modify the site plan and elevations to include a loading area/compactor, for property located at 142-144 North Road, Assessor's Map C11-300, zoned Research District, as requested by Jody Kablack, Director of Planning and Community Development.

Ms. Kablack clarified that the Board has been provided with a copy of the Decision for signature this evening and that the applicant may record the Decision tomorrow.

Endorsement of Minor Site Plan - Raytheon Company

Present: Director of Planning and Community Development Jody Kablack

Selectman Drobinski recused himself from the discussion.

Ms. Kablack noted that there have been no revisions related to this application since the Board's last meeting.

It was on motion

VOTED: To approve the minor Site Plan Decision SP#09-001 for Raytheon Company, to accommodate a wastewater treatment facility upgrade, mandated by the Massachusetts Department of Environmental Protection, for property located at 528 Boston Post Road, Assessor's Map K07-0013, zoned Limited Industrial District (LID#1).

Minutes

It was on motion unanimously

VOTED: To approve the regular and executive session minutes of February 10, 2009, subject to the correction in the last line on page 1 of the regular minutes to read that "...there have been 12 override votes in the last 20 years,"

Willow Hill School - One-Day Wine and Malt Beverages License

It was on motion unanimously

VOTED: To grant a one-day Wine and Malt Beverages License to Deborah G. Driskell, representing the Willow Hill School, to be exercised on Saturday, April 4, 2009, from 6:00 p.m. to 10:00 p.m. at the Willow Hill School, 98 Haynes Road, to accommodate a fundraising dinner event, subject to receipt of a Certificate of Liability.

Knights of Columbus - One-Day Wine and Malt Beverages License

It was on motion unanimously

VOTED: To grant a one-day Wine and Malt Beverages License to Bill Kneeland, 41 Pennymeadow Road, representing the Knights of Columbus Council #5188 of Sudbury, to accommodate a fundraising dinner event on Saturday, March 14, 2009, from 6:30 p.m. to 11:00 p.m. at Our Lady of Fatima Church, Concord Road, subject to receipt of a Certificate of Liability.

Election Officer - Resignation

It was on motion unanimously

VOTED: To accept the resignation of Judith Deutsch, 41 Concord Road, as an Election Officer, as requested by the Town Clerk's Office on February 9, 2009, and to send a letter of appreciation for her service to the Town of Sudbury.

Sudbury Fire Department – Grant

It was on motion unanimously

VOTED: To accept, on behalf of the Town, an Assistance to Firefighters Grant of \$49,780, awarded to the Sudbury Fire Department, the first United States department to successfully request and receive funding, for the purchase of a Zimek disinfection unit, said funds to be expended under the direction of the Fire Chief, as requested by Fire Chief MacLean in a memo dated February 16, 2009.

Lavender Restaurant – Extension of Closing Hour and Serving Request

Present: Tim Fong, Lavender Restaurant Manager

Lavender Restaurant Manager Tim Fong briefly explained his request to extend the closing and alcohol-serving hours Monday through Thursday for special events. Mr. Fong noted that food will be available and served during the extended hours.

Selectman Drobinski referenced a concern noted by the Board of Health that the increased hours comply with the septic design flow guidelines. Chairman O'Brien requested that Mr. Fong inform the restaurant's landlord of the necessary requirements.

It was on motion unanimously

VOTED: As the Licensing Authority for the Town of Sudbury, to approve the extension of the closing hour and serving of alcoholic beverages and weeknight Karaoke entertainment at Lavender, 519A Boston Post

Road from midnight until 1:00 a.m. as requested in a letter dated February 9, 2009, from manager Tim Fong.

2009 Annual Town Meeting Warrant

The Board was in previous receipt of a Draft 2009 Annual Town Meeting Warrant for review. A few revisions were suggested to Assistant Town Manager Walker for incorporation to the document.

Vice-Chairman Keller questioned whether the Board had voted at its last meeting to support the Stormwater Bylaw Article 19. Selectman Drobinski stated that he is awaiting responses from Ms. Kablack regarding the intent of a few aspects of the bylaw's language. The Board concluded that if Selectman Drobinski achieves closure on those questions, then the Board will support Article 19 for the final printing of the Warrant.

It was on motion unanimously

VOTED: To approve the 2009 Annual Town Warrant, subject to incorporations of the revisions recommended this evening.

Walker Realty LLC – Conservation Restriction

Assistant Town Manager Walker distributed to the Board copies of a new site plan for review. Chairman O'Brien opined that this Conservation Restriction completes what was originally proposed to the Board.

It was on motion unanimously

VOTED: To accept the Conservation Restriction granted by Walker Realty LLC, dated January 22, 2009, on a total of 2.28 acres of the 4.51 acres for property at 307 Boston Post Road, Sudbury, as shown on "Conservation Restriction Plan," dated January 22, 2002, prepared by LandTech Consultants

There being no further business, the meeting adjourned at 9:15 p.m.

Attest: _____
Wayne R. Walker
Assistant Town Manager - Clerk Pro Tem