

IN BOARD OF SUDBURY SELECTMEN
TUESDAY, OCTOBER 22, 2013

Present: Chairman John C. Drobinski, Vice-Chairman Charles C. Woodard, Selectman Lawrence W. O'Brien, Selectman Robert C. Haarde, Selectman Leonard A. Simon and Town Manager Maureen G. Valente

The statutory requirements as to notice having been complied with, the meeting was convened at 7:36 p.m. in the Lower Town Hall, 322 Concord Road.

Opening Remarks

At 7:36 p.m., Chairman Drobinski opened the meeting. He announced the Police Department will sponsor a Drug Disposal event on Saturday, October 26, 2013 from 10:00 a.m. to 2:00 p.m.. He recognized the Park and Recreation Department for attaining National accreditation status. Chairman Drobinski also announced the next Selectmen's Office Hours will be November 7, 2013 from 9:00 am to 10:00 a.m. at the Sudbury Senior Center. He welcomed Boy Scout leader John Hardwick to the meeting, who introduced three scouts from Troop 60, who are working to attain their Citizenship and Community Service Badges.

Reports from the Town Manager

Town Manager Valente announced the Goodnow Library Foundation held a successful fundraising event last week to raise money for renovations to the children's room. The group also thanked Facilities Manager Jim Kelly for his assistance. Ms. Valente also reported a groundbreaking ceremony was held for the new operations center of the Metrowest Transit Authority, which provides many services to the Town, including covering the costs for the Council on Aging (COA) van and driver. She thanked COA Director Deb Galloway and Assistant Town Manager Maryanne Bilodeau for their work with the regional authority. Ms. Valente stated the Sudbury Historical Society held a successful tag sale on the lawn of Town Hall. She encouraged the community to support the Recreation Department-sponsored Fun Run family-oriented 5K event, noting information is available on the Town website. Ms. Valente also encouraged the community to support the upcoming HOPE Sudbury telethon, emphasizing there is a need in Town for what the organization provides.

Town Manager Valente commended the Park and Recreation Commission and its Director Nancy McShea for becoming the first accredited department in the State. She and Chairman Drobinski and Planning Director Jody Kablack met with the Mayor of Marlborough to begin discussions regarding possible joint wastewater treatment ventures. Ms. Valente also stated she and staff met with NStar regarding storm preparation strategies. Ms. Valente believes NStar is working to improve responsiveness based on prior feedback.

Reports from the Board of Selectmen

Vice-Chairman Woodard stated he and Chairman Drobinski met with Sudbury resident Dan DePompei to discuss organizational parameters for the Town's first Town Forum, which will be reported later tonight. He also attended the Finance Committee last night to hear information from Sudbury Public Schools regarding projected declining enrollments. Vice-Chairman Woodard and Selectman O'Brien also attended a joint meeting with the Lincoln Board of Selectmen and the Lincoln-Sudbury Regional High School (L-SRHS) Committee regarding the school's technology needs. He reported the L-SRHS technology needs are urgent, given that current systems are nearly ten years old and antiquated by today's standards. Recommendations were made to hire a consultant to verify the estimated financial need and to begin communications with the Capital Improvement Planning Committee (CIPC) for potential funds.

Selectman Haarde stated the Fairbank Committee met recently with an architect to discuss the Town's needs for a Community Center. He also reported the work of the Route 20 Sewer Steering Committee and the Citizens' Advisory Committee (CAC) is progressing well, discussing numerous project impacts and possibilities.

Selectman O'Brien met last week with Council on Aging representatives regarding budget presentations. He also met with Director of Planning and Community Development Jody Kablack and others regarding potential cell tower sites in Town.

Selectman Simon stated he attended the Goodnow Library fundraising event, as did Chairman Drobinski. He also attended a Board of Health meeting where revisions to the sale of cigarettes in Town were discussed, which would include no sales to be made in pharmacies. Selectman Simon reported the Town Counsel Search Committee has met four times and a Request for Proposal (RFP) has been prepared, which will be reviewed by the Board later tonight. He also mentioned the Park and Recreation Commission is working on an exciting proposal, which re-evaluates the Davis and Parkinson Fields for expanded use, which will also be discussed by the Board tonight.

Joint Meeting with the Sudbury Finance Committee – Budget Discussion

Present: Finance Committee Chairman Doug Kohen and Finance Committee members Bob Stein, Susan Berry, Mark Minassian, Andrew Sullivan, Joan Carlton and Finance Director Andrea Terkelsen

At 7:56 p.m., Chairman Drobinski welcomed the Finance Committee to this joint meeting with the Board of Selectmen to discuss goals for the coming year.

Finance Committee Chairman Doug Kohen stated he has had early discussions with Chairman Drobinski and Vice-Chairman Woodard, and he thought it would be helpful for the two Boards to meet early in the year to better coordinate strategic financial goals for the Town. Mr. Kohen stated the Finance Committee has identified three primary goals: 1) working on longer-term planning for capital projects, other-post employment benefits (OPEB) and the operational budget, 2) evaluation of cost center allocations to determine if the relative needs of the cost centers are changing, and whether past budget allocations of approximately 50% for SPS, 25% for the Town and 25% for L-SRHS should be altered, and 3) working on transparency and communication. He believes these goals are similar to the priorities discussed by the Selectmen.

Chairman Drobinski stated the Board will soon be finalizing its goals for the year, but he believes the Board supports these goals. He supports the Committee's idea to restart the budget working group as a way to align priorities for one Town budget.

Vice-Chairman Woodard believes the budget working group would be very helpful in the process, and he believes the cost allocations should be examined. He noted the need of all cost centers is not growing at 2.5%.

Selectmen O'Brien stated he looks forward to continuing these discussions this year.

Selectman Simon stated he believes joint discussions are very helpful to the budget process. Town Manager Valente concurred, stating it is important to share information.

Mr. Kohen stated the Committee is finalizing its letter to the cost centers on guidelines for development of the FY15 budget, and hopes to issue it next week.

Town Manager Valente stated February 25, 2014 has been identified as a date for the next joint meeting of the Board and the Finance Committee.

Citizen's Comments

At 8:08.m., Chairman Drobinski noted no citizen has requested time tonight to comment to the Board.

OARS – Update and Contribution

Present: OARS Executive Director Alison Field-Juma and OARS Staff Scientist Sue Flint

At 8:46 p.m., Chairman Drobinski welcomed OARS Executive Director Alison Field-Juma to the meeting to update the community on the organization's work.

Ms. Field-Juma stated the mission of the group is to protect and enhance the natural and recreational features of the Assabet, Sudbury and Concord rivers, tributaries and watersheds and to increase public awareness. She distributed copies of assorted related handouts to the Board.

Ms. Field-Juma and Ms. Flint presented a PowerPoint presentation highlighting the work of the group. With the use of maps, they noted several projects, including water chestnut removal and mapping, the Annual River Cleanup, biomass monitoring, river passage clearing, native brook trout and climate change studies, sustainable water management and conducting Water Wise Workshops and Junior River Ranger programs for children.

Ms. Field-Juma stated education and science-based advocacy initiatives are also a priority for the group. She stated the organization has developed a good collaboration with Sudbury, and she encouraged the community to access more information on the www.oars3rivers.org website, and to become involved in their initiatives.

Chairman Drobinski thanked the group for its work, particularly for the education programs it provides for the Town's youth.

Selectman O'Brien asked how the group's work varies from that done by SUASCO, which Ms. Field-Juma explained.

Selectman Simon asked for clarification of low impact development stormwater management techniques, which Ms. Field-Juma explained.

Right of First Refusal – 233 Concord Road - Discussion

Present: Director of Planning and Community Development Jody Kablack

At 9.10 p.m., Chairman Drobinski opened a discussion regarding the Town's opportunity to exercise its Right of First Refusal (ROFR) option regarding 233 Concord Road. The Board was previously in receipt of copies of an "Exhibit A Notice of Intent to Sell Land Classified Under M.G.L. Chapter 61A" from Stephen and Sharon Booma for 233 Concord Road, the Purchase and Sale Agreement for \$325,000 and accompanying addendums and map, a letter to the Selectmen from the Sudbury Conservation Commission dated September 17, 2013, recommending the Town exercises its ROFR, an email from Director of Planning and Community Development dated August 28, 2013, an email from Sudbury Historic Districts Commission Chair Linda Hawes dated September 6, 2013 and a memorandum from Ms. Hawes dated October 5, 2013 with accompanying minutes of the Commission's September 26, 2013 meeting, comments from Sudbury resident Susan Doherty dated September 9, 2013, letters from Sudbury residents Suzanne E. Kellogg dated

September 23, 2013 and Cynthia Rodrigues dated October 8, 2013, and emails from Sudbury residents Jill and Stefan Gross dated September 8, 2013, Frances and Edward Shashoua dated September 9, 2013, Sherry Weiland dated September 11, 2013, James Casey dated October 4, 2013, Andrea Jewett dated October 11, 2013, Beth Whitlock dated October 3, 2013 and a letter from Holly and Gonzalo Leon dated October 7, 2013, all recommending the Town exercises its ROFR, an email from Sudbury Valley Trustees Director of Land Preservation Christa Collins dated October 4, 2013, stating the SVT would likely not be able to fundraise for the small lot at this time, an email from Park and Recreation Director Nancy McShea dated September 12, 2013, stating the Commission voted unanimously to not recommend any recreational use for the property, an email from the Board of Assessors dated September 26, 2013, taking no position on exercising the ROFR, but stating it considers the \$325,000 offer to be consistent with neighborhood land values, assuming the lot is buildable, a letter from the Planning Board dated October 17, 2013 recommending the Town considers purchasing the parcel for open space and maintaining the property as a meadow, presentation comments made by Susan Doherty to the Planning Board on October 9, 2013 and accompanying related excerpts from the Town's Master Plan, the Historic Districts Commission Guidelines, and the Conservation Restriction to Sudbury Valley Trustees, Inc. Emmons Property, Sudbury.

Ms. Kablack summarized the correspondence received to the file. She stated the offer is for an approximate 2.2 acre parcel which was originally part of 16 acres. Ms. Kablack referenced the plan, noting the property is within the Historic District, and it is contiguous to other open space, including a Conservation Restriction held on approximately 35% of the back of the property. She explained that there are wetlands on the property, and that it is likely an acre for one eligible building lot remains. Ms. Kablack stated abutters have been very interested in preserving the property, and many are in attendance tonight. She also provided some history regarding criteria and ranking systems developed by the Land Use Priorities Committee in 2002 for purchasing property, and how Chapter 61A parcels are referenced in the 2009 Open Space Plan.

Chairman Drobinski explained that, if the Board of Selectmen recommended purchase of the property, it would need to submit a project proposal to the Community Preservation Committee (CPC) which would need to recommend the project to Town Meeting for Community Preservation Act (CPA) funding.

Sudbury resident Jennifer Baker, 257 Concord Road, addressed the Board and read comments prepared by Sudbury resident Amy Mastrobattista, 253 Concord Road, which express the sentiments of the neighbors and abutters in attendance tonight. Ms. Baker stated the parcel is the only meadow which remains in the Town Center, and it has remained undeveloped for 375 years. She summarized comments from several Town entities which support the Town exercising its ROFR to preserve the property, which is also the preference of the neighbors. Ms. Baker stated Gordon and Fiona Hamersley hired an arborist to opine on the long-term maintenance the property would require, and Keith Funston has contacted the Sudbury Valley Trustees (SVT) regarding assistance with private funding. She noted that, if the Town purchases the property, and if it is unable to maintain it, the neighbors have agreed to be responsible and pay for maintenance. Ms. Baker emphasized purchasing the property is consistent with goals stated in the Town's Master Plan and with the rationale used to purchase 15 Hudson Road, it would be eligible for CPA funds, neighbors are willing to fundraise, and it is the right thing for the Town to do. She emphasized open space is important for residents, and it is why she chose to move here a year ago. The abutters believe allowing the land to be developed will erode the neighborhood's character, and they urge the Board to preserve the property.

Sudbury resident Gordon Hamersley, 260 Concord Road, has lived in Sudbury for 20 years, and he has seen much of the scenic vistas of the Town erode over time. He lives in an historic home, in an historic district, because he appreciates the traditions these properties symbolize. Mr. Hamersley believes Sudbury has lost a lot of the historic character it once had, which he now seeks out traveling through sections of Lincoln and Concord. He noted this property is in an important location, and traffic studies have suggested,

22 cars a minute pass this property at certain times of the day. Mr. Hamersley urged the Board to purchase the property and to preserve the parcel in its current and pristine condition.

Sudbury resident Keith Funston, 269 Concord Road, stated the neighbors have discussed future maintenance to ensure the land remains as a meadow. He stated the Hamersleys hired a certified arborist, John Platt, who created a management plan to help keep the site as a meadow. Mr. Funston stated that, if the Town purchases the property, and if it is unable to maintain it, the neighbors have agreed to be responsible and pay for the maintenance. He also has talked with SVT representatives, who have expressed interest in holding the private endowment which would be established to maintain the parcel in perpetuity.

Sudbury resident Carol Wolfe, 667 Concord Road, paraphrased the words of a Sudbury Planning Board member, who described the property as small, but a significant and visible property. Ms. Wolfe urged the Board consider these factors. She also emphasized development at this location would diminish the historic context of the abutting Parsonage.

Sudbury resident Bob Stein, 7 Thompson Drive, addressed the Board as a citizen, and not as a member of the Finance Committee. Mr. Stein views the property as a small parcel, and since it is within the Historic District, he believes the Sudbury Historic Districts Commission would ensure any new home would be built in conformity with the neighborhood. He believes there is not an excess of CPA funds available for projects this year. Mr. Stein does not believe the limited CPA funds should be used to purchase a small property, which would have no beneficial impact on the Town. He stated student enrollments are projected to be declining, and thus he believes the development of a single home would not be financially detrimental to the Town. In closing, Mr. Stein stated he is opposed to the Town exercising its ROFR.

Sudbury resident Cynthia Rodrigues, 252 Concord Road, supports the Town purchasing the property to preserve it. She is troubled by all the construction which has occurred around Town, and she often wonders what has happened to the quaint, historic Town she once knew. Ms. Rodrigues emphasized the proposed plan is not for a home which would be consistent with others in the neighborhood, but rather, it is a 6,000 square-foot, five-bedroom house. She believes construction of this type will diminish the scenic character of the road.

Chairman Drobinski stated the Board is not voting its position tonight. Town Manager Valente stated the Board has until December 19, 2013 to make its intentions known. However, if CPA funds are to be requested, the Board would need to submit a project proposal to the CPC by November 1, 2013. Chairman Drobinski asked the Board to consider whether it wants to submit a bookmark for a CPA project.

Selectman O'Brien asked if Ms. Kablack could provide the Board with CPA financial information prior to its next meeting. Ms. Kablack stated she would provide this information. She further stated the CPC had reviewed the financials at its last meeting. Currently, there is approximately \$2.7 million in CPA reserves in the bank, and another \$2 million is expected in revenue from local receipts. There is an anticipated debt service of \$1.2 million, and after subtracting the required 10% for housing and historic, there is approximately \$400,000 available this year for new projects, without using reserve funds. Town Manager Valente suggested it would also be important to review what other projects are under consideration, such as Park and Recreation projects and the renovation of Town Hall.

Selectman Simon stated these types of decisions are difficult because the Town would like to do everything, but resources are limited. Chairman Drobinski concurred that these decisions are difficult, noting that once a property is let go, it is gone forever.

Selectman O'Brien stated that, in the past, the Town has made open space purchases which benefit the community and/or connect to other open spaces. In his opinion, this property provides a nice view, but he sees it as a buildable lot.

Town Manager Valente stated she would like to see more details regarding the proposed long-term maintenance needed for the property because that could be problematic for the Town to handle. Ms. Kablack requested the Town be given a copy of the report prepared by John Platt for the Hamersleys.

At 9:52 p.m., Chairman Drobinski thanked everyone for their input, and he closed the discussion.

Police Department - Liquor Serving Rules and Regulations Discussion

Present: Sudbury Police Chief Scott Nix

At 9:52 p.m., Police Chief Nix updated the Board on the revisions he made to the draft liquor serving rules and regulations policy. The Board was previously in receipt of copies of a revised draft "Town of Sudbury Office of Selectmen Alcohol Rules and Regulations." In addition, copies of a draft "Alcohol Rules & Regulations Acknowledgement Receipt" were distributed to the Board tonight for review.

Police Chief Nix stated he hopes the draft can be voted by the Board tonight so as to include the new rules and regulations with renewal materials sent to all licensees in November. He stated he views the material as a document in process, which can be amended in the future.

Selectman Haarde stated he had revisions to the draft, which he had not yet discussed with Chief Nix. He referenced the last sentence of the "Overview" section on Page 1, stating he believes the language is too broad. Selectman Haarde believes there would need to be something of a very serious nature to compel the Board to deviate from the regulations.

Chairman Drobinski believes the definition of public safety should be broad to ensure it can encompass any circumstance which the Board deems appropriate.

Selectman Simon suggested, and the Board concurred, the sentence be revised to read "The Board ... general guidelines, when in the judgment of the Board of Selectmen, it is warranted in the interest of public safety."

Selectman Haarde suggested, and the Board concurred, the fourth paragraph on Page 2 be clarified to state "Violations of regulations will be reported to the LLA/Board of Selectmen ...these guidelines."

Selectman Haarde suggested a revision be made to Section A under the heading "Violations" on Page 2 to reflect that all infractions should be brought to the attention of the Board. He is concerned that a designated representative might not deem it necessary to inform the Board of something it should know. Vice-Chairman Haarde believes strongly that the Board, and not some other entity, should decide what the definition of consistent acts is. In response to a comment from Selectman Haarde, Chief Nix clarified that Section B under the same heading was intended to address notification of a Public Hearing. Selectman Haarde noted how and who will decide whether a Public Hearing is held has changed, because now it will require a vote.

Regarding Section A on Page 2, a discussion ensued as to which infractions should be brought to the attention of the Board. Selectman Haarde believes this is one of the Board's most important responsibilities, and it should know about all infractions. Selectman Simon stated he does not feel the need to know about a first-time offense requiring a warning because he trusts the Police Department to handle those situations appropriately. He suggested advising licensees of the new rules, emphasizing the Board's negative position

towards repeat patterns of infractions. If a pattern develops, he believes the Board should be informed. Vice-Chairman Woodard concurred, stating the Board should place its trust in the Police Chief and the Police Department to do their jobs appropriately. Chairman Drobinski noted the Board's overall responsibility is to care for many aspects of public safety, and the Board puts its confidence in the Police Chief and his Department. Selectman Haarde stated he has faith in Chief Nix, however the Board is creating these regulations and it needs to be responsible for them. Chief Nix suggested he would ask designees to email him regarding any infractions. He emphasized he wants to encourage, and not inhibit, an environment and relationship with licensees where they will feel comfortable asking the Department for assistance and reporting infractions. Selectman Haarde emphasized he does not want to "leave the door open" for others to deem/interpret what is a violation and/or what the Board should or should not know. Selectman O'Brien stated he does not think there is a need to micro-manage these details. Selectman Haarde expressed frustration with what he perceives as a reluctance to include his revisions in the document in a similar fashion as comments from others were incorporated. Selectman O'Brien stated other Board members simply have different points of view about the revisions offered.

Selectman Haarde asked if the Board is satisfied with the look-back period noted on Page 3, noting it will be important to monitor this over time. The consensus of the Board was it seems appropriate at this time. Selectman Haarde suggested, and the Board concurred, that Section F. under the heading "Disciplinary Remedies/General Approach" on Page 3 be revised to reflect the written explanation shall be provided to the LLA.

The Board next discussed the last section of the document, "Food Service." Town Manager Valente stated it is not the place of Town staff to determine what snack/food items are appropriate to be served. Selectman O'Brien suggested licensees be required to offer a certain number of items from their menu during the hours alcohol is served. Chief Nix stated he will ask licensees what they plan to offer for food items.

It was on motion

VOTED: To approve the Town of Sudbury Office of Selectmen Alcohol Rules and Regulations, as amended tonight, to be included in liquor license renewal packages to be given to licensees this year.

Selectman Haarde voted in opposition to the motion.

Chief Nix stated he would also recommend setting consistent ending hours of operation for establishments.

Selectman Haarde asked if this recommendation would increase the license hours of operation to 1:00 a.m. for licensees who have not requested this revision to their license. Chief Nix responded affirmatively. Selectman Haarde asked the Police Chief if the suggested changes make it easier or harder for someone to get intoxicated in Sudbury. Chief Nix stated he believes it will be harder. Selectman Haarde stated he hopes Chief Nix is correct. However, he believes the suggested changes make it easier for patrols by the Police Department, but he questions if it also makes serving and consumption of alcohol easier. From a public safety standpoint, Selectman Haarde does not believe this is the proper direction for the Town to take, and he went on record stating he does not like the potential consequences of some of the suggested changes.

Town Manager Valente suggested this topic be discussed as an agenda item at a future Board meeting.

Minutes

It was on motion unanimously

VOTED: To approve the regular session minutes of October 1, 2013.

Commission on Disability - Resignation

It was on motion unanimously

VOTED: To accept the resignation of Renee Bordner, 75 Witherall Drive, as a member of the Commission on Disability (a Town Manager appointment approved by the Board), as requested in her email of October 7, 2013, and to send a letter of thanks for her service to the community.

Board of Selectmen's Draft 2014 Meeting Schedule

Chairman Drobinski removed this item from the Consent Calendar, and the Board deliberated it separately.

Selectman O'Brien noted he has a conflict with the proposed January 14, 2014 date.

Vice-Chairman Woodard noted he has a conflict with the proposed March 25, 2014 date.

The consensus of the Board was that the meeting schedule be approved as presented, since a five-member board can accommodate a member being absent from a meeting.

It was on motion unanimously

VOTED: To approve the Board of Selectmen's 2014 Meeting Schedule as reviewed tonight.

Police Station Construction Project – Internal Borrowing

Selectman Haarde asked why internal borrowing is being considered for funding which was approved at Town Meeting as a debt exclusion. Town Manager Valente noted this strategy has been utilized before by the Town. She explained the process allows Finance Director Terkelsen more time to assess if other appropriations can be combined into a more comprehensive bond before June 30, 2014. The internal borrowing helps the Town with timing to reduce costs in the short-term, with money which is available in the bank. Town Manager Valente emphasized the funds would be returned to the Stabilization Fund before June 30, 2014.

It was on motion unanimously

VOTED: To approve and sign documents for internal borrowing from the Stabilization Fund to start the Police Station construction project (ATM 2013, Article #16) as requested by Andrea Terkelsen, Finance Director.

Goodnow Library – Donation

Selectman O'Brien stated the Library was a special place for Mr. Lopater, and the Library and Town are appreciative of this generous donation.

It was on motion unanimously

VOTED: To accept, on behalf of the Goodnow Library, a one-time donation of \$10,000, from the Hans and Mavis Lopater Foundation to be expended at the rate of \$1,000 per year on books for the Library, under the direction of the Goodnow Library Trustees and Director, as requested in a letter dated August 28, 2013 from Barbara Freedman Wand, Trustee of The Hans and Mavis Lopater Foundation.

Macot Realty Trust – Gift

It was on motion unanimously

VOTED: To accept a \$2,500 gift from Macot Realty Trust, satisfying condition #10 of the site plan approval for Methods Machines, granted by the Board of Selectmen on February 12, 2013, toward the construction of a walkway along Union Avenue, said funds to be expended under the direction of the Director of Public Works.

Mahoney Farms LLC – Gift

It was on motion unanimously

VOTED: To accept a \$4,000 gift from Mahoney Farms LLC, satisfying condition #28 of the special permit approval for the Mahoney Farms Senior Residential Community development, granted by the Planning Board on June 22, 2005, towards the purchase of a police cruiser radio, said funds to be deposited into an account and expended under the direction of the Police Chief.

Conservation Commission – Confirm Members

It was on motion unanimously

VOTED: To confirm the following Conservation Commission members as designees to the following committees: Beth Armstrong to the Ponds and Waterways Committee for a term expiring 5/31/16; Robert Elkind to the Land Acquisition Review Committee for a term expiring 5/31/15; Thomas Friedlander to the Community Preservation Committee for a term expiring 5/31/16; and Greg Topham to the Route 20 Sewer Citizens' Advisory Committee for a term expiring 6/30/14.

Town Counsel Search Committee – Board of Assessors' Liaison

It was on motion unanimously

VOTED: To confirm Liam Vesley as the Board of Assessors' liaison to the Town Counsel Search Committee for a term ending 5/31/14.

Town Counsel Search Committee – Vote Search Committee Timeline

The Board was previously in receipt of copies of a draft 2013 Town Counsel Search Timeline dated October 17, 2013 and a draft Request for Proposals For Town Counsel Services.

Selectman Simon stated the Committee has met four times. The Committee believes it has drafted a comprehensive Request for Proposal (RFP), which covers areas of expertise, fees, and availability for services provided. If the RFP is approved tonight, the Committee will proceed to advertise the RFP on the Town website and in appropriate legal and municipal venues. He believes the timeline presented and the RFP are ready for implementation.

Vice-Chairman Woodard noted the start date in the RFP is July 1, 2014, but the current Town Counsel contract expires December 31, 2013. He assumes the current contract will be extended, and the intention is for current Town Counsel to cover the 2014 Town Meeting, which he believes is a good idea.

Selectman Simon stated the Committee thought this was the best approach to provide continuity for the Town, and time for the new Town Counsel to become familiar with how things are handled. He also summarized what is planned for the interview process.

VOTED: To approve the Request for Proposal and Search Committee timeline as recommended by the Town Counsel Search Committee, and to authorize the Search Committee to advertise this information appropriately.

Strategic Financial Planning Committee for Capital Funding - Approve Membership

The Board was previously in receipt of copies of a memorandum from Patty Golden dated October 18, 2013 noting proposed Committee membership and the Mission Statement.

Town Manager Valente reviewed the proposed members, stating the one position not filled is for a citizen-at-large. It has been suggested the Committee should discuss what expertise it would like the citizen to have.

Vice-Chairman Woodard asked who will represent the Capital Improvement Advisory Committee (CIAC), since no one was listed. Town Manager Valente stated Tom Travers and Jeff Barker should be added to the list.

It was on motion unanimously

VOTED: To approve the Mission Statement and Composition for the Strategic Financial Planning - Capital Funding Committee, as amended tonight, and to approve as members Chuck Woodard and Larry O'Brien from the Board of Selectmen, Bob Stein and Andrew Sullivan from the Finance Committee, Tom Travers and Jeff Barker from the Capital Improvement Advisory Committee, Town Manager Valente, Assistant Town Manager Maryanne Bilodeau, Town Finance Director Andrea Terkelsen, Lincoln-Sudbury Regional High School Finance Director Glenn Fratto, Sudbury Public Schools Finance Director Mary Will, Facilities Director Jim Kelly, Kevin Matthews from the LSRHS School Committee, and Robert CG Armour from the Sudbury School Committee.

Strategic Financial Planning Committee – Other Post-Employment Benefits – Approve Membership

The Board was previously in receipt of copies of a memorandum from Patty Golden dated October 18, 2013 noting proposed Committee membership and the Mission Statement.

Chairman Drobinski reviewed the proposed members, stating the one position not filled is for a citizen-at-large. It has been suggested the Committee should discuss what expertise it would like the citizen to have.

It was on motion unanimously

VOTED: To approve the Mission Statement and Composition for the Strategic Financial Planning – OPEB Committee, as amended tonight, and to approve as members Chuck Woodard and Larry O'Brien from the Board of Selectmen, Bill Kneeland and Mark Minassian from the Finance Committee, Town Manager

Valente, Assistant Town Manager Maryanne Bilodeau, Town Finance Director Andrea Terkelsen, Lincoln-Sudbury Regional High School Finance Director Glenn Fratto, and Sudbury Public Schools Finance Director Mary Will, Kevin Matthews from the LSRHS School Committee, and Lucie St. George from the Sudbury School Committee.

Sudbury Purple Heart Town – Proclamation

The Board was previously in receipt of copies of an email from Commander Leo David Agnew dated October 7, 2013, the draft proclamation and the homepage of the Department of MA Military Order of the Purple Heart website. Chairman Drobinski stated the Town is proud of all who serve our country.

It was on motion unanimously

VOTED: To sign a proclamation making Sudbury a Purple Heart Town, honoring the service and sacrifice of our nation's men and women in uniform who served to protect the freedoms enjoyed by all Americans, as requested by the Department of Massachusetts Military Order of the Purple Heart.

State of the Town Forum – Update

At 9:53 p.m., Chairman Drobinski opened a discussion regarding plans for the first Town Forum, and he thanked Sudbury resident Dan DePompei for his input. The Board was previously in receipt of copies of an email from Vice-Chairman Woodard dated October 9, 2013.

Vice-Chairman Woodard stated he and Chairman Drobinski met with Mr. DePompei to discuss recommendations for the Town Forum. He reviewed the recommendations to conduct the meeting on an evening in January 2014, and that it be moderated by the Board's Chairman for the first year. Topics will vary from year to year, and the format will be similar to Lincoln's, allowing time for questions and answers from the public. This year's topic is suggested to be the Selectmen's Goals. Participation will be from chairs of Town committees and boards and Town senior staff. The location for the first year will be Town Hall. Vice-Chairman Woodard stated information would be available in advance of the Forum on the Town website.

Selectman O'Brien asked if the Forum would be televised. The consensus of the Board was that it should be televised, and there should be options available for the public to submit questions in advance and/or by email during the Forum.

Chairman Drobinski stated January 15 and January 22, 2014 have been identified as possible dates for the Town Forum.

Boston Region Metropolitan Planning Organization – Municipal Elections - Discussion

At 11:00 p.m., Chairman Drobinski opened the discussion regarding the Municipal Elections to the Metropolitan Planning Organization (MPO). The Board was previously in receipt of copies of a memorandum from Metropolitan Area Planning Council Executive Director Paul Regan dated October 7, 2013, and accompanying ballot and candidacy information. Chairman Drobinski stated he would plan to vote, on behalf of the Town, by absentee ballot.

It was on motion unanimously

VOTED: To allow the Board's Chairman to vote for 2013 Metropolitan Planning Organization (MPO) seats open as indicated in the ballot received from the Metropolitan Area Planning Council, dated October 7, 2013.

Town Center Project – Engineering Design Services Contract with VHB

The Board was previously in receipt of copies of a memorandum from Director of Planning and Community Development Jody Kablack dated October 17, 2013 and a memo to Bill Place from Vanasse Hangen Brustlin (VHB) dated October 11, 2013.

It was on motion unanimously

VOTED: To authorize the Town Manager to sign a contract with Vanasse Hangen Brustlin (VHB) for engineering design services related to the Town Center Project.

Board of Selectmen's FY14 Goals – Schedule a Meeting

The Board was previously in receipt of copies of a memorandum from Town Manager Valente dated October 17, 2013, encouraging the Board to finalize its goals. She stated the Board might want to further discuss the rail trail and affordable housing as goals, as suggested respectively by Selectman Simon and Vice-Chairman Woodard.

It was on motion unanimously

VOTED: To schedule a meeting on October 29, 2013 at 8:00 a.m. in the Flynn Building to finalize the Board of Selectmen's FY14 goals.

Community Preservation Act - Project Submissions by the Board of Selectmen to the Community Preservation Committee

The Board was previously in receipt of copies of a memorandum from Town Manager Valente dated October 18, 2013, reminding the Board of the November 1, 2013 deadline to submit project proposals to the Community Preservation Committee (CPC) for Community Preservation Act (CPA) funding consideration. She also reminded the Board to consider any projects to be submitted to the Capital Improvement Advisory Committee.

Selectman Simon suggested the Board bookmark an article for the 25% design project of the Bruce Freeman Rail Trail for approximately \$175,000.

It was on motion unanimously

VOTED: To bookmark a Town Meeting article for the 25% design project of the Bruce Freeman Rail Trail for approximately \$175,000, and to develop a draft project submission for the Community Preservation Committee for this project.

Chairman Drobinski asked the Board if it wished to consider a bookmark for the purchase of 233 Concord Road, or any other projects at this time.

Town Manager Valente stated the renovation of Town Hall project is not going forward this year.

Selectman O'Brien stated he is inclined to not recommend the Town exercises its Right of First Refusal for 233 Concord Road. The consensus of the Board was to review additional CPC information prior to taking its position.

Board of Selectmen – Schedule Meetings with Conservation Commission and Park and Recreation Commission

The Board was previously in receipt of copies of a memorandum from Town Manager Valente dated October 18, 2013. Town Manager Valente suggested a joint meeting and site visit be scheduled with the Conservation Commission and Park and Recreation Commission to discuss a potential recreation project, which would require the Board's approval to proceed. This would also need to be confirmed by Town Meeting and would require a Town Meeting appropriation for funding.

Town Manager Valente briefly described the proposal to deed up to 24 acres of Town-owned property behind Ti-Sales (the Parkinson land), to become conservation land under the direction of the Conservation Commission, as mitigation for two recreation field projects: the expansion of Davis Field and development of the front section of Parkinson land currently used for recreation purposes, including constructing a field and an adequate driveway into the site.

It was on motion unanimously

VOTED: To instruct the Town Manager to schedule a joint meeting with the Conservation Commission and Park and Recreation Commission to discuss potential recreation projects.

Sudbury Housing Authority – Requested Letter of Support

The Board was previously in receipt of copies of a letter from the Sudbury Housing Authority (SHA) to the Board dated October 16, 2013 and a letter from SHA sent to the Joint Committee on Housing dated October 1, 2013. Chairman Drobinski stated SHA is requesting a letter of support from the Board regarding the position taken by the SHA in opposition to the proposed housing authority reform legislation encouraging regionalization rather than local authority.

It was on motion unanimously

VOTED: To instruct Town staff to draft a letter on behalf of the Board, as requested by the Sudbury Housing Authority, to support the position taken by the Sudbury Housing Authority in opposition to the proposed housing authority reform legislation.

There being no further business, the meeting adjourned at 11:18 p.m.

Attest: _____
Maureen G. Valente
Town Manager-Clerk