

IN BOARD OF SUDBURY SELECTMEN  
TUESDAY, JANUARY 14, 2014

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

Absent: Selectman Lawrence W. O'Brien

The statutory requirements as to notice having been complied with, the meeting was convened at 7:37 p.m. in the Lower Town Hall, 322 Concord Road.

**Opening Remarks**

At 7:37 p.m., Chairman Drobinski opened the meeting, and he thanked the Public Works and Public Safety Departments for their work during recent storms. He announced the Town Election will include 13 open positions. The deadline for candidates to file intentions is February 6, 2014, and papers must be filed by February 10, 2014. Chairman Drobinski encouraged residents to complete and return the Town Census to the Town Clerk's Office. He also announced the deadline for dog licenses is March 31, 2014. The Board of Health will sponsor a Rabies Clinic on January 25, 2014 from 10:00 a.m. to 12 noon at Especially for Pets. Chairman Drobinski also reminded residents that the deadline to submit articles for the Annual 2014 Town Meeting is January 31, 2014 at 5:00 p.m. The Conservation Commission is in need of new members, and he encouraged anyone interested to access more information on the Town website.

**Reports from the Town Manager**

Town Manager Valente reported the Police Department is working to fill open officer positions. She summarized the lengthy interview process and time required for training at the Police Academy. The Department experienced several water leaks and broken pipes at the current Station during the recent frigid weather. Police Chief Nix is appreciative of the assistance received from the Combined Facilities Director Jim Kelly and the Facilities Department.

Town Manager Valente highlighted the two grants on tonight's agenda received from The Sudbury Foundation, and she thanked them for supporting the Town's requests. She stated the Department of Public Works (DPW) has used 40 pieces of equipment to attend to the reported 26 inches of snow this season in Town. The Department has used much of its salt and sand budget for the year, and time will tell if a deficit-spending situation will occur this year.

Town Manager Valente reported working to finalize the budget. At this time, it appears as if the budget will be within the suggested 2½ % growth guidelines. The Town staff is also busy beginning work on drafting articles for the Annual 2104 Town Meeting, some of which will be presented at the next Board meeting.

**Reports from the Board of Selectmen**

Vice-Chairman Woodard stated he will report the recommendations of the Strategic Financial Planning Committee later tonight. He encouraged the community to participate in the Town's first Town Forum on Thursday, January 23, 2014 at 7:00 p.m. at Town Hall, either in person or by emailing questions in advance, using the link on the Town website. The Forum will also be televised. Vice-Chairman Woodard also stated he and Selectman Simon attended a recent Eagle Scout Ceremony.

Selectman Haarde attended the Fairbank Building Committee meeting where the architect's report was heard and discussed. More information will be forthcoming at a later date. However, at this time, it would

appear as if a new roof for the building is not advised due to the structural integrity of the building. He also attended a Park and Recreation Commission meeting which was well attended. Selectman Haarde stated different user groups shared their visions for plans for Davis Field. He also attended the historic service at the Sudbury United Methodist Church conducted by Cardinal O'Malley.

Selectman Simon stated he and Chairman Drobinski will conduct Board of Selectmen's Office Hours on January 21, 2014 at the Flynn Building. He encouraged citizens to utilize this forum to be heard on issues of interest and concern. Selectman Simon stated he found the Eagle Scout ceremony inspiring as an example of the good things Sudbury youths are achieving and accomplishing. He also attended the Sudbury Historical Society's kick-off for the Town's 375<sup>th</sup> Celebration. He noted the historical presentation given by Hal Cutler, stating it is important to remember Sudbury's past as the Town moves forward. Selectman Simon attended an Energy and Sustainability Committee meeting where the ESCO project was discussed. He also attended a Conservation Commission meeting last week and the Town Counsel Search Committee meeting. Selectman Simon stated the Search Committee has reviewed three firms and reviewed several responders to the Town's Request for Proposals, and a report will be forthcoming at a later date.

Chairman Drobinski stated a meeting was held with the State Department of Environmental Protection (DEP) to be sure there were no obstacles to working collaboratively with Marlborough regarding a Route 20 sewer system, and no objections were raised.

### **Citizen's Comments**

At 7:56 p.m., Chairman Drobinski recognized Sudbury citizen Andrew Sullivan, 28 French Road.

Mr. Sullivan distributed copies of correspondence regarding the Iron Horse Preservation Society, Inc. related to rail trails. He stated he has communicated with the Board previously, and he hopes this information is helpful for the Board to keep an open mind regarding the type of trails to be built in Sudbury. Mr. Sullivan urged the Board to further research the benefits of greenway construction as opposed to full-build construction according to State standards. He believes the greenway option could provide the Town a usable resource sooner, and at a much lower cost.

Chairman Drobinski thanked Mr. Sullivan for his comments. He encouraged Mr. Sullivan to attend the Town Forum when this issue will be discussed as one of the Board's goals for the year.

### **Capital Funding Committee Draft Report**

At 8:00 p.m., Chairman Drobinski asked Vice Chairman Woodard as the Strategic Financial Planning Committee for Capital Funding's Chair to present its Draft Report. The Board was previously in receipt of copies of a memorandum from Vice-Chairman Woodard dated January 10, 2014 and copies of the slide presentation for tonight.

Vice-Chairman Woodard stated the Selectmen's FY14 goals included the creation of this Committee to develop a capital finance funding program and action steps. He stated a Town must maintain its assets. The Committee was formed to evaluate and report on short-and long-term strategies and options to ensure adequate funding for the capital needs of the Town, Sudbury Public Schools (SPS) and the Lincoln-Sudbury Regional High School (L-SRHS). Vice-Chairman Woodard described the composition of the Committee, which had members from all three cost centers.

Vice-Chairman Woodard stated the Town and SPS capital assets total approximately \$98,436,310, and those of L-SRHS are approximately \$65,924,258. He displayed charts which presented the Historical Capital

Spending for the past ten years, and he explained how the data was reflected. Vice Chairman Woodard stated the Committee had a basis to work with of the inventory of Town assets, which had been compiled by members of the three costs centers in the Strategic Financial Planning report delivered to the Board, Finance Committee and Capital Improvement Advisory Committee in April 2013. The Report is available on the Town website.

Vice-Chairman Woodard presented a chart reflecting the Projected Capital spending for the next ten years. He explained the Committee presented the information including major projects, such as the Town Hall/Fairbank building projects, the Route 20 Sewer project and the new Police Station Construction, which are difficult to predict regarding timing, but showed them separately for clarity.

Vice-Chairman Woodard explained the difference between items covered by the capital budget and the operating budget. He stated the operating budget covers day-to-day operations, and budget growth is limited to 2 ½% per year without approval from taxpayers. He further stated the capital budget covers the purchase of capital equipment, buildings, building improvements, etc. All capital items require approval from taxpayers, which is granted with capital and debt exclusions, with limited exceptions for small items purchased from the \$300,000 capital budget within the operating budget.

Vice-Chairman Woodard reviewed a slide reflecting Sources of Cash Funding, noting auditors and AAA bond agencies recommend maintaining 5%-7% of the fiscal year budget in reserves. He highlighted the Committee tried to keep the total tax impact on capital spending excluding major new projects below the FY14 level as an objective. The Committee also tried to recommend options which would avoid significant year-to-year swings in the tax impact of the capital budget for residents.

Vice-Chairman Woodard emphasized tonight's presentation includes draft recommendations which are still evolving. He further emphasized the recommendations relate to funding capital requests, and they are not an endorsement of the specific projects. He noted some projects may take more or less time to complete and may take more or less money to complete.

The Committee concluded the Town has been under-spending on capital projects for the past ten years, due to large increases in property taxes for new school construction and budget difficulties due to the economy. The Committee believes the Town is at the point where it needs to begin to increase the capital budget to avoid long-term damage to Town assets.

Vice-Chairman Woodard presented the Committee's Capital Funding Policy Recommendations for FY15, which included: to continue the "capital budget within the tax levy" for small items; to use in FY15 a portion of Free Cash for the large backlog of rolling stock needs (\$558,000), several key Town and SPS facility needs (\$440,000) and Sudbury's share of the L-SRHS network needs (\$500,000) if recommended by the Capital Improvement Advisory Committee (CIAC); to create a Rolling Stock Stabilization Fund to purchase stock and to discontinue leasing; to use a capital exclusion to pay for public safety equipment (fire truck and ambulance); to consider a capital exclusion for those projects the CIAC determines should not be deferred; and to use a debt exclusion to bond the Police Station project. He stated it is suggested that an article be submitted for the 2014 Town meeting to create the Rolling Stock Stabilization Fund, and to fund it in the future with \$400,000 each year.

Vice-Chairman Woodard also presented the Committee's Capital Funding Policy Recommendations for Post FY15, which included: to continue the "capital budget within the tax levy" for small items; to fund the Rolling Stock Stabilization Fund with \$400,000 per year; to use capital exclusions to pay for occasional large rolling stock purchases (fire trucks); to generally use capital exclusions to pay for small projects and to consider financing some of the 2016-2018 bulge of smaller projects over a period not to exceed ten years; to

generally try to reserve debt usage for large projects; and to use debt exclusions to bond large projects over the term permitted by State law.

Vice-Chairman Woodard presented charts reflecting the Budget Impact of Historical Capital Spending (which included existing debt), the Impact on the Average Tax Bill, the Budget Impact of Projected Capital Spending and the Impact of the Projected Spending on the Average Tax Bill. He noted the figures have been presented in constant (today) dollars.

Vice-Chairman Woodard reviewed action steps for the Board, including approval of the recommended Capital Funding Policy and submission of articles for the 2014 Town Meeting. He also stated the Committee's report will be presented to the Finance Committee.

Chairman Drobinski thanked Vice-Chairman Woodard and the Committee for the thoughtful report presented. He also stated it is beneficial because all three cost centers worked together to develop the report.

Selectman Haarde asked if the Committee tracked a maintenance budget within the capital budget. He believes it is important to have a preventative maintenance budget. Selectman Haarde also stated the report represents good work done by the Committee, and he asked for the members to be acknowledged.

Vice-Chairman Woodard listed the names of Committee members, many of whom were present tonight. He stated the Committee did not track a maintenance budget, but he agrees that this is an important planning aspect.

Selectman Simon thanked the Committee for presenting the information in a useful and discernable manner. He believes the Town has an obligation to maintain its assets. Selectman Simon stated he appreciates the recommendations made by the Committee, which allow for an evenness and predictability for taxpayers regarding costs. He also agrees with the recommendation to preserve the Town's bonding ability, when needed, for larger projects.

Vice-Chairman Woodard asked Town Manager Valente to explain the Department of Public Works Mining Fund and the Frost Farm Funds, which might be able to be used to help fund the capital budget recommendations.

Town Manager Valente stated the Mining Fund was established in 2003 and was voted by Town Meeting from 2003-2009. The Revolving Fund was ceased in 2009, and the current balance is approximately \$1,100,000. She explained this money cannot be used until Town Meeting votes for what purpose it is to be used. Town Manager Valente stated the Frost Farm Fund was developed in 2002, and it has a current balance of approximately \$307,000. The purpose of these funds are limited to affordable housing by the State.

Vice-Chairman Woodard stated he thought it would be useful to broach these funds in a public meeting. He opined it might be helpful to delay using the DPW Mining Fund for a year to determine if the money would be needed for the Melone property.

Selectman Haarde advised the Board that discussions of these funds seem significant enough to merit being noticed in advance as agenda items to allow interested parties an opportunity to provide feedback.

Selectman Simon stated he views mentioning these funds as being related to tonight's discussion regarding capital project funding and resources.

At 8:46 p.m., Chairman Drobinski closed the discussion.

**Minutes**

It was on motion unanimously

VOTED: To approve the regular session meeting minutes of December 17 and December 18, 2013, and the December 18, 2013 Executive Session meeting minutes.

**Student Awareness Fire Education (S.A.F.E.) – Grant**

It was on motion unanimously

VOTED: To accept a 2014 Student Awareness Fire Education (S.A.F.E.) grant of \$7,704 from the Commonwealth of Massachusetts Dept. of Fire Services to the Sudbury Fire Department, said funds to be used at the discretion of the Fire Chief.

**Goodnow Library – Blacker Memorial Fund – Donations**

It was on motion unanimously

VOTED: To establish, on behalf of the Goodnow Library, the Blacker Memorial Fund, and accept donations totaling \$245, said funds to be expended under the direction of the Goodnow Library Trustees and Director.

**September 11th Memorial Trust Fund – Expenditure Limit**

It was on motion unanimously

VOTED: To approve the expenditure limit of \$300 for the September 11th Memorial Trust Fund for fiscal year 2014, as requested by Andrea Terkelsen, Treasurer/Collector.

**Conservation Commission – Resignation**

It was on motion unanimously

VOTED: To accept the resignation of Parker Coddington, 29 Plympton Road, from the Conservation Commission, effective immediately, as noted in a letter dated December 17, 2013, and to send a letter of thanks for his service to the Town.

**Sudbury Celebrates 375/Sudbury Day Committee – Resignation**

It was on motion unanimously

VOTED: To accept the resignation of Susan Rushfirth, 48 Harvard Drive, from the Sudbury Celebrates 375/Sudbury Day Committee, as noted in an email dated November 20, 2013, and to send a letter of thanks for her service to the Town.

**Historic Districts Commission – Appointment**

It was on motion unanimously

VOTED: To approve the reappointment of Linda G. Hawes, 38 King Philip Road, to the Historic Districts Commission for a term to expire January 1, 2019.

**Goodnow Library – Award Contract for Cleaning and Light Maintenance Services**

It was on motion unanimously

VOTED: To approve the award of contract by the Town Manager for cleaning and light maintenance services for the Goodnow Library for FY14 (1/1/14 through 6/30/14) to Jani-King of Boston, Inc., Burlington, MA, together with any subsequent renewals thereof, as approved by Town Counsel.

**The Sudbury Foundation – Grant**

Selectman Haarde asked for clarification regarding the leadership training course, which Town Manager Valente provided. She stated the course is conducted by a consultant who works with mid-level managers.

Selectman Simon publicly thanked The Sudbury Foundation for the grants, noting it is beneficial to the Town to prepare mid-level managers to become Department Heads and to nurture professional development.

Chairman Drobinski stated The Sudbury Foundation has a history of generosity to the Town which is to be applauded.

It was on motion unanimously

VOTED: To accept, on behalf of the Town, a grant of \$15,000 from The Sudbury Foundation, as outlined in a letter dated December 30, 2013, from Marilyn Martino, Executive Director, for the purpose of a leadership training course for town department heads, said funds to be expended under the direction of the Town Manager.

**The Sudbury Foundation - Grant**

It was on motion unanimously

VOTED: To accept, on behalf of the Town, a grant of \$18,000 from The Sudbury Foundation, as outlined in a letter dated December 20, 2013, from Marilyn Martino, Executive Director, to enable the Council on Aging to continue to fund the Senior Volunteer Coordinator position, said funds to be expended under the direction of the Town Manager.

There being no further business, the meeting adjourned at 8:51 p.m.

Attest: \_\_\_\_\_  
Maureen G. Valente  
Town Manager-Clerk