

IN BOARD OF SUDBURY SELECTMEN
TUESDAY, FEBRUARY 23, 2016

Present: Chairman Patricia A. Brown, Vice-Chairman Susan N. Iuliano, Selectman Charles C. Woodard, Selectman Leonard A. Simon, and Town Manager Melissa Rodrigues

Absent: Selectman Robert C. Haarde

The statutory requirements as to notice having been complied with, the meeting was convened at 7:40 p.m. in the Lower Town Hall, 322 Concord Road.

Opening Remarks

At 7:40 p.m., Chairman Brown opened the meeting.

Reports from the Town Manager

Town Manager Rodrigues reminded residents the Presidential Primary Election will be held March 1, 2016 from 7:00 a.m. to 8:00 p.m. She also stated there will be an Open House at Sudbury's Town Hall on March 16, 2016 from 5:00 to 7:00 p.m., regarding the EverSource Transmission Line Project.

Reports from the Board of Selectmen

Selectman Simon stated 13 of the 16 Minuteman Regional Vocational School District member towns have voted to approve the proposed new Regional Agreement. The results of the last three towns to vote should be known by this Thursday morning. Selectman Simon also announced there will be a Public Forum regarding the Fairbank Community Center plans on April 14, 2016, and attendees will have the opportunity to tour the current facility.

Vice-Chairman Iuliano announced Board of Selectmen Office Hours will be February 25, 2016 from 9:00 a.m.-10:00 a.m. in the Thompson Room at the Flynn Building, and she and Selectman Woodard will be in attendance. She also encouraged residents to attend the Sudbury Housing Trust's Public Workshop regarding the Town's Housing Production Plan on February 29, 2016 from 6:30 p.m. to 9:00 p.m. at the Goodnow Library.

Citizen's Comments

At 7:43 p.m., Chairman Brown announced there were no citizens who requested comment time and that there would be another opportunity for citizens to request time later on the agenda.

Proclamation – STARS

Present: Sudbury resident Geoff Phillips

At 7:44 p.m., Chairman Brown opened a discussion regarding a request for the Board's support of a proclamation regarding Students Thinking and Acting Responsibly in Sudbury (STARS) program, and she welcomed Sudbury resident Geoff Phillips, the requestor, to the Meeting. The Board was previously in receipt of copies of a draft "Proclamation February 23, 2016."

Selectman Woodard provided a brief history for this request. He explained Mr. Phillips have previously presented a request for support of a resolution focused on child safety regarding drugs. The Board had suggested it might support something that had broader reach through an existing program. Selectman Woodard stated he and Mr. Phillips met to discuss ideas, and Mr. Phillips suggested a public endorsement of the STARS program. Selectman Woodard shared this idea with Police Chief Nix and Superintendent Anne

Wilson, who were pleased to have this program publicized. Selectman Woodard stated he and Mr. Phillips urge the Board to approve the draft Proclamation.

Mr. Phillips stated he believes the proclamation speaks to many of the dangers facing children today, and he believes it is important for the Board and Town to add its voice in support of Sudbury's youth.

Selectman Woodard read aloud the draft Proclamation.

It was on motion unanimously

VOTED: To sign a proclamation for the Students Thinking and Acting Responsibly in Sudbury (STARS) program, as requested by Sudbury resident Geoff Phillips.

Joint Meeting with the Sudbury Finance Committee – Presentations of Annual 2016 Town Meeting Articles 13, 14, 16, 17, 18, 19, 21, 22, and 23

Present: Finance Committee Chairman Susan Berry and Finance Committee members Jeff Barker, Adrian Davies, Jose Garcia-Meitin, Bryan Semple, and Joan Carlton, Combined Facilities Director Jim Kelly, and Fire Chief Bill Miles

At 7:50 p.m., Chairman Brown welcomed the Finance Committee, and she opened a joint meeting with the Board of Selectmen to hear presentations regarding several articles submitted for the Annual 2016 Town Meeting (ATM). Chairman Berry similarly opened the Finance Committee's joint meeting with the Selectmen. The Board was previously in receipt of copies of Warrant Articles 13, 14, 16, 17, 18, 19, 21, 22, and 23. In addition, copies of an updated list of "ATM 2016 Articles" dated February 22, 2016 and all the numbered Warrant articles and the PowerPoint slides for Town Manager Rodrigues' presentation tonight were distributed to the Board. Chairman Brown stated there will be another joint meeting of the Board and Finance Committee on March 7, 2016 where the Capital Improvement Advisory Committee (CIAC) will share its position on these articles, and thus no positions on the articles will be taken tonight.

ARTICLES 14A and 14B - Fire Chief Bill Miles provided information to the Boards regarding Article 14A - Purchase of a Fire Department Ambulance – FY17 Capital Exclusion and Article 14B. Purchase of Fire Department Ladder Truck – FY17 Capital Exclusion. He explained the request is for \$265,000 for the purchase of a new ambulance and associated equipment and \$875,000 for the purchase of a new ladder truck/pumper combination and associated equipment. He displayed photographs of the existing and the proposed new equipment. Chief Miles stated the ambulance was in service from 2008 to 2015 and has 105,000 miles on it and needs extensive repairs. He also stated the existing ladder truck would be approximately 18 years old by the time the Town takes ownership of a new replacement. Chief Miles emphasized, that given the nature of the equipment's use, it must always be in working condition and ready to perform.

Finance Committee member Adrian Davies asked what would happen to the 2008 Ambulance. Chief Miles stated it would likely be a trade-in. Due to proposed new developments in Town, he also stated the Town may need to consider owning three ambulances in the future.

Finance Committee member Bryan Semple asked how much a used ambulance is worth. Chief Miles stated approximately \$10,000, but it is difficult to estimate a trade-in value for approximately two years from now, which is the time estimate for receipt of a new ambulance.

Regarding Article 14B, Chief Miles displayed photographs of the existing and the proposed new ladder truck, and he explained how it is used as first-line equipment, and there is no reserve ladder truck. He

explained the new truck would have a 103-foot ladder, and he emphasized the extra reach and height provided can be critical when there is a fire to suppress. Chief Miles stated a trade-in value for the used ladder truck is estimated at approximately \$50,000.

Selectman Simon asked if the proposed new ladder truck would be able to access the new developments proposed by Sudbury Station LLC and National Development. Chief Miles stated development plans are reviewed carefully regarding access. Selectman Woodard noted Chapter 40B developments must comply with fire public safety regulations.

Mr. Semple stated the new ladder truck proposes a significant increase in capability, and he asked what the difference in cost is for a piece of equipment similar to what the Town currently has. Chief Miles stated he was not certain of the variance, but he noted this equipment is expensive, and he estimated the enhanced capacity may only cost approximately \$100,000 more, which he believes would be a good value for the Town.

Mr. Semple asked if there is a tally being kept of extra costs which may be incurred by the Town for future developments. Town Manager Rodrigues stated fiscal impact studies are being prepared by both Chapter 40B developers to be presented to the Town for review.

ARTICLE 13 - Through a PowerPoint presentation, Town Manager Rodrigues presented her FY17 Capital Operating Budget. She explained the Budget was developed and recommended by Town staff, and projects may include items from all three cost centers. Town Manager Rodrigues stated the budget is increasing almost 3%, by \$11,250, and she explained the items included are less than \$50,000 in one year, or less than \$100,000 over multiple years. She presented the FY17 recommended capital amounts by departments and by item for an approximate total of \$404,000. Town Manager Rodrigues stated \$50,000 has been budgeted for various Town building improvements, \$50,000 for school floor replacements which have not been replaced in 10-15 years, \$27,000 for the Haynes phone system, which has aging hardware and cannot be repaired, \$50,000 for Town carpet replacements in Goodnow Library and other buildings, \$50,000 for a Fire Station tight tank, which is currently a Department of Environmental Protection (DEP) standard, \$50,000 for a bobcat loader, which is used year-round, \$31,000 to replace the sidewalk paving roller, which was purchased in 2005 and is in need of repairs totaling \$5000, \$46,000 for Fire Car 3 replacement, which is used by the shift commander, and \$50,000 to replace 15 conventional hard-wired master boxes with new wireless radio boxes in Town buildings. She displayed photographs of some of the floor and carpet replacements made in recent years at the schools and examples of some of the current and proposed equipment upgrades.

Chairman Berry asked how long it will take to install the radio boxes. Chief Miles stated \$50,000 was appropriated last year, and with this year's \$50,000, the boxes could be replaced in the Town's 15 buildings by the end of next year. He also stated all businesses in Sudbury have been notified they will need to upgrade their radio boxes.

ARTICLES 16, 17, 18, 19, 21, 22, 23 - Combined Facilities Director Jim Kelly provided information to the Boards regarding **Article 16 – School Rooftop HVAC Unit Replacement**. He stated the article requests \$75,000 to replace the rooftop HVAC unit at either the Curtis Middle School or the Loring School. He explained both systems are approximately 16-18 years old, and they are near the end of their useful life. Mr. Kelly displayed pictures of the existing unit at the Loring School, and he stated repair calls have increased.

Mr. Kelly also presented information regarding **Article 17- Town and Schools Parking Lots, and Sidewalks Improvements**. He explained the driveways, sidewalks and parking lots at the Town facilities

and Sudbury Public Schools (SPS) are in need of major repair. Mr. Kelly showed slides of improvements made in the past two years at the Curtis School and the Goodnow Library and pictures of failing pavement and sidewalks. He stated the article requests \$150,000 for the DPW to continue the improvements, noting he is cognizant of financial limitations for taxpayers.

Mr. Kelly presented information regarding **Article 18- Nixon School Crosswalk Traffic Signal**, noting the article requests \$25,000 to install a solar-powered crosswalk traffic signal at the intersection of Concord Road/Morse Road, and the driveway entrance to the Nixon School. He stated he believes this will be a safe improvement, which is less costly than the originally planned \$85,000 traffic light. Mr. Kelly explained the crosswalk will also be reconfigured and there will be new signage. He displayed a picture of the current relevant area at the Nixon School.

Mr. Kelly presented information regarding **Article 19 – Town and School Security and Access Controls**. He explained residents supported an article last year to begin implementation of new security and access controls in the SPS, the Flynn Building and the Goodnow Library. Mr. Kelly stated the article requests \$195,000 to continue the installation of electronic card access and exterior security cameras at Curtis, Haynes, Noyes, Nixon and Loring Schools and the Flynn Building, Goodnow Library, the Fairbank Community Center and Atkinson Pool.

Mr. Kelly presented information regarding **Article 21- Schools Maintenance Garage**. He stated the article requests \$95,000 for the construction of a new metal building maintenance garage for the Sudbury Public School Department. Mr. Kelly stated it is possible it might be located on the Nixon School property. He also noted the final design is yet to be determined, but preliminary plans suggest a possible 32'x62' building.

Mr. Kelly presented information regarding **Article 22- DPW Cold Storage Garage Addition**. He explained the article requests \$225,000 to construct a shed roof addition off the back side of the DPW garage located at 275 Old Lancaster Road. Mr. Kelly explained this would add approximately 6,370 square feet for vehicle storage, which will protect more pieces of equipment and Town assets. It will also save time from clearing the vehicles of snow and it will prolong the life of the equipment by being under cover. He noted the DPW garage was originally intended to be 10,000 square feet larger than what was eventually built.

Mr. Kelly presented information regarding **Article 23- DPW Underground Fuel Storage Replacement**. He noted the article requests approximately \$250,000 to remove the current gas and diesel underground storage tanks and replace them with above ground tanks with an updated fuel tracking system. Mr. Kelly stated the current tanks and systems are approximately 21 years old, and their 20-year warranty has expired. In addition, they have begun to need significant repairs. He noted it is difficult to find antiquated parts for service and the current fuel tracking system is not compatible with current technology.

Regarding Article 23, Selectman Simon stated he assumed having the tanks above ground would help prevent water and soil contamination. Mr. Kelly confirmed this to be true, but he noted even above ground equipment requires maintenance, but problems would be more easily detected. He also stated there will be a lot of new stormwater management permitting regulations with which to comply. Selectman Simon asked if any underground leaks have occurred, and Mr. Kelly stated none have been detected.

Regarding Article 17, Selectman Woodard asked if any work is planned for Lincoln-Sudbury Regional High School (L-SRHS). Mr. Kelly stated L-SRHS was part of the process, but no projects are proposed for the High School.

Chairman Berry asked if it can be assumed that recurring requests will appear each year for replacement of HVAC units and parking lots and sidewalks. Mr. Kelly stated it is likely and it is probably the cheapest way to keep up with a maintenance program.

Mr. Davies asked how these projects would be funded. Mr. Kelly stated they would all be capital exclusions. Selectman Woodard explained there is not Free Cash available to defray the costs, and that all the projects would be handled as a one-year exclusion, except for the fire truck, which would be covered over five years.

Chairman Brown requested Town Manager Rodrigues' and Mr. Kelly's presentation slides be posted to the Town website. She also asked if there is quantifiable information which could be presented at Town Meeting regarding how much is saved by keeping equipment under cover. Mr. Kelly stated the CIAC made a similar request, and he will try to address this, including quantifying staff time.

Mr. Davies asked if, over time, replacement of HVAC units should be part of the operating budget. Mr. Kelly stated it might be considered sometime in the future. Selectman Woodard noted that, if the item were in the operating budget, it would only have to be approved by Town Meeting and not also on the Ballot. Mr. Kelly stated presenting the article as a capital exclusion is a lot of work, but he believes it provides transparency for the public.

Mr. Semple stated he had submitted questions regarding the articles in advance of the Meeting, and he asked if Mr. Kelly was prepared to address them. Mr. Kelly stated he was prepared to address them. Mr. Semple asked if there have been repair costs for the HVAC unit proposed to be replaced, stating he is unsure that enough specific information has been provided to justify the expenditure. Mr. Kelly explained there have been costly repairs in recent years. He further explained it would be determined this summer which unit is in most need of replacement. Mr. Semple stated he would like to take his time asking questions about the articles because they total approximately \$1 million for capital projects. He later stated there is not enough rationale presented in the HVAC article as to why it is needed now when the unit is still functioning. Mr. Kelly stated the Town does not want to be in the situation where it is performing a reactionary maintenance plan following an equipment failure.

Mr. Semple asked if parking lots are handled as maintenance projects in the operating budget in other communities. Mr. Kelly stated replacing a parking lot, or portions of one, is a major improvement project, which includes many complex components. Selectman Woodard explained projects of this magnitude would not be able to be accommodated in the operating budget, and the character of the project is of a capital nature.

In the interest of time, Chairman Berry suggested Mr. Semple's questions could possibly be addressed at the March 7, 2016 meeting. Selectmen Woodard noted tonight's joint meeting was to consolidate presentations for both groups, but no one is being asked to vote on the articles tonight.

Mr. Semple questioned whether a building is being constructed for the School Maintenance Garage which will deteriorate in 15 years. He asked why the equipment cannot be stored at the DPW Building. Mr. Kelly stated there is no room at the DPW facility, as shown in the pictures shared tonight. He believes it is more appropriate to store the equipment at one of the Schools.

Mr. Semple asked if space at the DPW garage has always been a problem. Mr. Kelly stated the building was probably built too small, and space has been a problem since 2012.

Regarding Article 23, Mr. Semple asked if it is typical for towns to have their own fuel system. Fire Chief Miles stated this is customary because public safety needs access to fuel 24 hours a day and seven days a week.

Selectman Woodard asked Mr. Semple to email the Board his questions.

Regarding the HVAC replacement unit, Vice-Chairman Iuliano clarified Mr. Kelly has identified the most problematic units, based on their current condition and age, and that his selection is not random. Mr. Kelly confirmed this to be accurate, noting the article provides some flexibility for the Town to replace the piece of equipment which is most needed.

At 8:55 p.m., Chairman Brown stated the Board would take positions on the articles following the CIAC presentation at its March 7, 2016 meeting, and she suspended the joint discussion with the Finance Committee to next take agenda item #4 out of order.

Joint Meeting with the Sudbury Finance Committee – FY17 Budget and Other Issues Discussion

Present: Finance Committee Chairman Susan Berry and Finance Committee members Jeff Barker, Adrian Davies, Jose Garcia-Meitin, Bryan Semple, and Joan Carlton

At 9:35 p.m., Chairman Brown resumed the joint meeting with the Finance Committee and opened a discussion regarding the FY17 budget. Finance Committee Chairman Susan Berry distributed copies of a spreadsheet entitled “General Operating Capital and Available Sources/Uses” to the Board and Committee members tonight.

Ms. Berry reviewed that the Finance Committee, based on preliminary revenue figures, gave guidance last fall to the three cost centers that their cumulative growth, combined, could be no more than 2.6%. She stated each cost center presented a budget with growth of 2.6%, but Sudbury Public School (SPS) indicated it would need to eliminate four to five full-time equivalents (FTEs) for approximately \$325,000 to meet the 2.6% goal. In addition, Ms. Berry stated there was a shift in the assessment the Town will pay for the Lincoln-Sudbury Regional High School, resulting in approximately a \$390,000 increase over what the number and percentage were in FY16. She explained the three cost centers were asked to come to the joint Finance Committee and Budget Strategies Task Force (BSTF) meeting on February 10, 2016 with suggestions of how to further close this gap. Ms. Berry stated L-SRHS adjusted its circuit breaker reimbursement assumption for next year and it reduced its anticipated transportation increase from 5% to 3%, which resulted in a \$156,000 reduction to its budget and a reduction of \$133,000 to Sudbury’s assessment. She further stated Town Manager Rodrigues and her team contributed another \$133,000 in budget reductions from a variety of accounts. In addition, Ms. Berry explained SPS contributed \$55,000 from a one-time savings in benefits and a reduction in its Technology line item. Following the February 10th meeting, Town Manager Rodrigues stated adding \$55,000 to the Local Aide line item would be prudent.

Ms. Berry stated the Finance Committee discussed all the information provided, and it voted 6-2 to recommend a no override budget of \$90,943,226, as presented in tonight’s handout. She explained the budget gives SPS back the money for its Technology line item, includes an additional \$125,000 toward the amount needed to ensure there are no FTE cuts and a \$12,000 reduction in the Minuteman assessment. Ms. Berry further stated some Committee members are concerned about the impact in future years of FTE additions to the Town and L-SRHS. She explained how the calculations to cover the SPS potential FTE reductions were derived. Ms. Berry highlighted the Committee’s recommended budget includes a contingency to review the SPS out-of-district costs at its April 11, 2016 meeting, with the possibility of adding up to another \$100,000 from Free Cash if it is needed for the out-of-district tuition. She stated the budget as voted results in about a 1.9% increase in the Town’s budget, a less than 2.1% increase in the L-SRHS budget, and a 2.8% increase in

the SPS budget. Ms. Berry thanked the representatives from the three cost centers who worked together to develop the budget.

Vice-Chairman Iuliano asked where the Committee stands on funding the Other Post Employment (OPEB) obligation. Ms. Berry stated it was discussed as to whether the amount should be lowered in FY17-FY19, but all three cost centers decided to keep it at two-thirds this year.

Selectman Woodard noted this was the first year the Budget Strategies Task Force worked with the Finance Committee, and he believes it was a meaningful change for the three cost centers to work together to develop a budget for the entire Town.

Chairman Brown asked how the Task Force assisted the budget process this year, and whether there will be a report drafted at some point. Chairman Berry stated the Finance Committee plans to discuss how the process worked at a later date, noting that, personally, she believes it helped the discussions. Chairman Brown asked if the budget has been posted, and Chairman Berry stated it will be published in the Warrant.

At 9:48 p.m., Chairman Brown formally adjourned the Joint Meeting with the Finance Committee.

Comprehensive Annual Financial Report - Town Auditors - Audited Financial Statements FY ending June 30, 2015, including the CAFR Financial Statements

Present: Finance Director Andrew Vanni and CliftonLarsenAllen Principal Dan Sullivan

At 8:55 p.m., Chairman Brown took this agenda item out of order, and she welcomed Dan Sullivan from the Town auditing firm, CliftonLarsenAllen, LLP to the meeting along with Town Finance Director Andrew Vanni. The Board was previously in receipt of copies of the "Town of Sudbury, Massachusetts Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2015," "Town of Sudbury, Massachusetts GAO and OMB A-133 Reports for the Fiscal Year Ended June 30, 2015," and the "Town of Sudbury, Massachusetts Management Letter June 30, 2015."

Mr. Vanni presented the following financial data: Stabilization Fund Balance \$4,300,405, Free Cash \$1,190,989, Transfer Station Retained Earnings \$114,892, Pool Enterprise Retained Earnings \$3,098, Field Maintenance Retained Earnings \$125,523, and Unfunded Pension Liability \$48,635,848.

Mr. Sullivan explained the audit was performed by CliftonLarsenAllen, LLP, and he provided a brief review of the audit reports. He noted the Town completed its fourth Comprehensive Annual Financial Report (CAFR), which was also submitted for a Government Financial Office Association (GFOA) award. He noted the Town has received the prestigious GFOA Award in the past, and he recognized the significant amount of work involved by the Town's finance and management team to produce the CAFR Report. Mr. Sullivan stated this is his first year as principal for Sudbury. He referred to pages 26-29 of the CAFR Report, noting Statements of Net Position and Statements of Activities are presented.

Mr. Sullivan noted GASB 68 was implemented, which resulted in recognition of the long-term obligation for pension benefits as a liability. He explained Sudbury is part of the Middlesex County Retirement system, and there was a restatement of the 2014 net position from \$97 million to a 2015 \$48.65 million unfunded retirement system liability.

Mr. Semple thought the restatement decrease from \$97 million to \$48.5 million for the unfunded liability was perhaps good news. Selectman Woodard later clarified this is only for the pension liability and it does not include the Other Post Employment Benefit (OPEB) liability of an additional \$45 million.

Mr. Sullivan highlighted information from the financial statements, by reviewing several key accounts and provided dollar figures and/or percentage comparisons to the previous fiscal year. He stated the net investment in capital assets was \$75.1 million, which was an increase of \$7 million from the previous year, and the Restricted Net Position was \$18.3 million, which increased by \$1.8 million from the previous year. Mr. Sullivan noted pages 30-33 of the CAFR Report focus on the General Fund and Community Preservation Funds. The General Fund balance was approximately \$16,542,773, and the restricted balance was approximately \$5,140,867 million. Mr. Sullivan stated the unassigned fund balance of the General Fund totaled \$7,158,149, or 8.0% of total revenues, compared to a ratio of 10.00% last year. He stated Sudbury has an outstanding bond rating. Referencing page 32 of the CAFR Report, he noted there was a \$(1,221,314) net change in fund balances. Mr. Sullivan briefly reviewed pages 30-32 of the CAFR Report, noting the Community Preservation Act (CPA) Fund balance was \$5,134,450. He also briefly reviewed the Enterprise Funds balances and comparisons to last year. Mr. Sullivan referenced footnotes on pages 57 and 59 of the CAFR Report regarding the Town's long-term debt, noting there was some refunding of bonds done in FY15, which lowered the debt by approximately \$707,000 over the next six years. He stated the Town's percentage of debt service to its General Fund expenditures is a manageable 3.5%. Mr. Sullivan referred to pages 60-62 of the CAFR Report and Footnote 12, which reflects information regarding the OPEB liability.

Mr. Semple asked what percentage of debt is considered a concern, and Mr. Sullivan stated a double-digit percentage would be a concern. Mr. Semple also asked for further clarification regarding the net OPEB liability noted on page 60, which Mr. Sullivan provided.

Selectman Woodard explained the OPEB liability obligation is based on a number of assumptions and he also briefly summarized the impact of the discount rates. He offered to discuss this topic further with Mr. Semple at a future time.

Mr. Sullivan next reviewed the Management Letter and recommendations provided, including that Town management should revisit its capital assets accounting procedures and document procedures to ensure all significant capital activity is reported, implement policies and procedures to ensure the issuance of State Aid Anticipation Notes are properly coordinated with the timing of related projects, and that the Town continues to implement a risk assessment and monitoring program. Mr. Sullivan next summarized the findings from the Federal Awards Program report, noting there were no compliance or control issues identified. He explained why this Report is required, based on the total amount spent by the Town from Federal grant funds, which in FY15 was \$944,000.

Chairman Brown concluded the discussion to resume the Joint Meeting with the Finance Committee.

Later in the Meeting, at 9:48 p.m. and following the conclusion of the Joint Meeting with the Finance Committee,

It was on motion unanimously

VOTED: To accept the audited financial statements for the Town of Sudbury for the fiscal year ending June 30, 2015. Said statements include Sudbury's Comprehensive Annual Financial Report, Management Letter, and GAO and OMB A-133 (single audit) reports.

Town Election Warrant

At 9:49 p.m., Chairman Brown opened a discussion regarding the Town Election Warrant. The Board was previously in receipt of copies of the 2016 Official Warrant Annual Town Election March 28, 2016.

Selectman Woodard referenced amended language regarding the first Ballot Question submitted by Ralph Tyler, and a copy of the suggested language was circulated to the Board.

It was on motion unanimously

VOTED: To sign the Town Election Warrant as modified with the additional language reviewed tonight, which must be in the hands of residents by Monday, March 21, 2016.

Annual Town Meeting Articles – Presentation Discussion

At 9:51 p.m., Chairman Brown opened a discussion regarding the presentation of the Annual Town Meeting (ATM) articles to be sponsored by the Selectmen. Copies of an updated list of “ATM 2016 Articles” dated February 22, 2016 and all the numbered Warrant articles were distributed to the Board tonight.

Town Manager Rodrigues explained Articles 28, 29, and Articles 30, and 34 sponsored by the Facilities Director, have been requested to be withdrawn.

Selectman Woodard suggested the Board should take a position and make a presentation supporting the Planning Board zoning changes for the former Raytheon property to be submitted during the Special Town Meeting within the Annual Town Meeting. Chairman Brown stated she would like time to consider the suggestion.

Selectman Simon noted it is uncertain whether Article 35 regarding Minuteman will go forward. Town Manager Rodrigues stated Minuteman requested the placeholder article be submitted by all its member towns.

Vice-Chairman Iuliano asked why Articles 28 and 34 were being withdrawn, and Town Manager Rodrigues provided the rationale.

Chairman Brown noted the Board has until March 22, 2016 to formally withdraw an article.

Following a brief review of the relevant articles, it was on motion unanimously

VOTED: To have Selectman Simon present Article 1, Selectman Haarde present Article 2, Selectman Woodard present Articles 3, 12 and 32, Chairman Brown present Article 26, and Vice-Chairman Iuliano present Article 27.

Executive Session Minutes - Release

At 10:02 p.m., Chairman Brown opened a discussion regarding the release of a few Executive Session Meeting Minutes.

Town Manager Rodrigues stated Town Counsel and Director of Planning and Community Development Jody Kablack have reviewed the Executive Session Meeting Minutes of January 27, 2011 and February 15, 2011, and they believe all matters have been addressed.

Selectman Simon asked if a Board member can now vote to release the minutes if they were not a Board member at the time the Meeting Minutes were taken. Chairman Brown explained the Executive Session Meeting Minutes in question were already approved by the Board at the time the January 27, 2011 and February 15, 2011 Sessions occurred. She stated this Board can now vote to release the already approved minutes.

It was on motion unanimously

VOTED: To release the previously approved Executive Session Meeting Minutes of January 27, 2011 and February 15, 2011.

Citizens' Comments – Continuation

Chairman Brown announced no citizens had requested time for comments tonight.

Sudbury Station LLC Comprehensive Permit – Next Steps

At 10:05 p.m., Chairman Brown opened a discussion regarding next steps for the Sudbury Station LLC Comprehensive Permit, and she referenced the copies of the memorandum from Director of Planning and Community Development Jody Kablack to the Zoning Board of Appeals (ZBA) dated February 17, 2016, which the Board had previously received.

In her memo, Ms. Kablack stated the Comprehensive Permit application was filed with the Town Clerk on January 29, 2016, and she summarized the documents submitted. She explained the ZBA has 180 days from the date of its first hearing to complete its hearing and then another 40 days after the close of the hearing to vote its decision, which should be approximately September 6, 2016. Chairman Brown stated she assumed the Board would like to submit its own comments on the proposed development. She also suggested the Board should have its own point person to follow this project. Chairman Brown further noted there are many documents, including a 187 page traffic study, posted on the Town website.

Selectman Woodard stated the Selectmen should send their own letter to the ZBA. Vice-Chairman Iuliano concurred, and she volunteered to work on a draft for the Board's review.

Vice-Chairman Iuliano stated that, based on discussion at the ZBA Meeting last night, it seemed as if massing and density issues may be discussed earlier in the hearing process, possibly on April 25, 2016. She suggested the Board might want to submit its letter of comments before this meeting. Chairman Brown noted last night's ZBA Meeting was recorded for later viewing on SudburyTV.

The consensus of the Board was Vice-Chairman Iuliano would develop a draft letter to be circulated to Board members, who will then return any comments or suggestions to Town Manager Rodrigues.

Selectman Simon referenced a concern broached by the Sudbury Historical Commission regarding whether there are any historical artifacts at the proposed site location which could impact the granting of a Comprehensive Permit. He stated Ms. Kablack asked the developer to fund an estimated \$20,000 for an analysis, but the developer refused responsibility for a site evaluation. Selectman Simon believes it would be a prudent investment by the Town to pursue an evaluation regarding historical artifacts on the property. Town Manager Rodrigues stated the Town does view this as a priority, and it has reached out to the Massachusetts Historical Society for guidance. Vice-Chairman Iuliano stated Ms. Kablack was going to

further research the estimate cost for an evaluation. Selectman Simon asked Town Manager Rodrigues to obtain an update from Ms. Kablack and the developer as to when the evaluation can be done.

Chairman Brown stated she thought it was important to share Ms. Kablack's memo and for the Board to understand the likely Public Hearing schedule and the deadlines which must be met.

Future Board of Selectmen Agenda Items - Discussion

At 10:20 p.m., Chairman Brown opened a discussion regarding future agenda items. She noted National Development will likely present its Fiscal Impact Report and the Department of Environmental Protection (DEP) Determination information at the Board's March 8, 2016 Meeting.

Selectman Simon asked if the Board could receive copies of Selectman Haarde's letter to the DEP which prompted their response. Town Manager Rodrigues stated she would request a copy of the letter.

Chairman Brown stated the Board's letter of comments to the ZBA regarding Sudbury Station would also be discussed on March 8, 2016 and the Board will vote the FY17 Budget. She further stated there would be an update regarding the results of votes by the member towns of the Minuteman Regional School District and the next steps needed.

National Brain Tumor Society – “Boston Brain Tumor Ride” - Special Permit Request

It was on motion unanimously

VOTED: To grant a Special Permit to the National Brain Tumor Society to hold the “Boston Brain Tumor Ride” on Sunday, May 15, 2016, from 7:45 a.m. through approximately 2:45 p.m., subject to compliance with conditions outlined by the Police and Fire Departments, DPW and Park and Recreation, subject to receipt of a certificate of liability.

Sudbury Housing Trust – Resignation

It was on motion unanimously

VOTED: To accept the resignation of Peter Abair, 14 Dawson Drive, from the Sudbury Housing Trust and to send a letter of thanks to him for his service to the Town.

Minutes

It was on motion unanimously

VOTED: To approve the Regular Session Meeting Minutes of February 2, 2016.

Knights of Columbus – One-Day Wine & Malt License

It was on motion unanimously

VOTED: To grant a one-day Wine & Malt license to William E. Kneeland, Jr., to accommodate a Knights of Columbus fundraiser on Saturday, March 12, 2016 from 6:30 p.m. to 10:30 p.m. at Our Lady of Fatima Parish Hall, 160 Concord Road, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.

Special Permit - Joyce Endee Productions

It was on motion unanimously

VOTED: To grant a Special Permit to Joyce Endee Productions to hold an Autumn Arts and Crafts Festival on September 10-11, 2016, from 10:00 a.m. to 4:00 p.m. at the Wayside Inn, subject to conditions and permits required by the Fire, Police, Health and Building Departments.

National Multiple Sclerosis Society – Special Permit – “Bike MS Minuteman Ride”

It was on motion unanimously

VOTED: To grant a Special Permit to the National Multiple Sclerosis Society to hold the “Bike MS Minuteman Ride” on Saturday, July 16, 2016, from 9:00 a.m. through approximately 3:00 p.m., subject to Police Department safety requirements, proof of insurance coverage and the assurance that any litter will be removed at the race conclusion.

Election Officer

It was on motion unanimously

VOTED: To appoint Sudbury registered voter, Susan Rushfirth, Democrat, of 48 Harvard Drive, as an Election Officer for a term to expire on August 14, 2016, as recommended by the Town Clerk.

Pending Legislation – Divestment of State Retirement Funds from Fossil Fuel

It was on motion unanimously

VOTED: To authorize Chairman Pat Brown to sign a letter to our State legislators regarding pending legislation proposing divestment of State retirement funds from fossil fuel companies.

Emergency Notification Services – Renew Contract – Blackboard Connect, Inc.

It was on motion unanimously

VOTED: To authorize the Town Manager to approve the renewal of the current contract with Blackboard Connect, Inc. for emergency notification services at a cost of \$34,500 for three years, (\$11,500/year) as recommended by Mark Thompson, Technology Administrator.

There being no further business, the meeting adjourned at 10:28 p.m.

Attest: _____
Melissa Murphy-Rodrigues
Town Manager-Clerk

Documents & Exhibits

1. Vote whether or not to sign STARS proclamation, as requested by resident Geoff Phillips

Attachments:

- 1.a STARS proclamation 022316_update
- 2. Joint meeting with Finance Committee to consider 2016 Town Meeting Articles. Jim Kelly, Combined Facilities Director, to present articles 16, 17, 18, 19, 21, 22, 23. Fire Chief Bill Miles to present article 14, and Town Manager Melissa Rodrigues to present article 13.

Attachments:

- 2.a item2_articles
 - 2.b Ambulance Ladder Truck FY 17- Fire Chief - Split
 - 2.c REV_Ambulance Ladder Truck -rev
 - 2.d FY17TMcapoppresentation [Read-Only]
 - 2.e Capital Projects FY17
 - 3. Discussion of FY17 budget with Finance Committee
- Attachments:**
- 3.a FinCom_handouts
 - 4. Vote to accept the audited financial statements for the Town of Sudbury for the fiscal year ending June 30, 2015. Said statements include Sudbury's Comprehensive Annual Financial Report (CAFR), Management Letter, and GAO and OMB A-133 (single audit) reports. Andrew Vanni, Finance Director, and Dan Sullivan, CPA, Principal, CliftonLarsenAllen, will attend.

Attachments:

- 4.a auditor_report1
- 4.b auditor_report2
- 4.c Sudbury 2015 CAFR - Signed
- 5. Vote to sign the Town Election Warrant which must be in hands of residents by Monday, March 21, 2016.

Attachments:

- 5.a ATE Warrant rev4
- 6. Discussion of Presentation of Town Meeting warrant articles. Schedule presenters, etc.
- 7. Vote to release the previously approved Executive Session minutes of Jan. 27, 2011 and Feb. 15, 2011

Attachments:

- 7.a 01-27-11 Exe
- 7.b 02-15-11 Exe
- 8. Continuation of Citizen's Comments, as needed
- 9. Discuss and identify next steps regarding the Sudbury Station Comprehensive Permit

Attachments:

- 9.a PCD Comments Sudbury Station_edited
- 10. Discuss upcoming agenda items
- 11. Vote to Grant a Special Permit to the National Brain Tumor Society, to hold the "Boston Brain Tumor Ride" on Sunday, May 15, 2016, from 7:45 A.M. through approximately 2:45 P.M., subject to compliance with conditions outlined by the Police and Fire Departments, DPW and Park and Recreation, subject to receipt of a certificate of liability.

Attachments:

- 11.a Brain Tumor Ride 2016_BOS

- 11.b BTR_Course Maps Combined
- 11.c Brain Tumor Ride Approvals 2016

12. Vote to accept the resignation of Peter Abair, 14 Dawson Drive, from the Sudbury Housing Trust and to send a letter of thanks for his service to the Town.

Attachments:

- 12.a SHT - Abair resignation

13. Vote to approve the regular session minutes of Feb. 2, 2016.

Attachments:

- 13.a BOS 2-2-16 JAK

14. Vote to grant a 1-day Wine & Malt license to William E. Kneeland, Jr, to accommodate a Knights of Columbus fundraiser on Saturday, March 12, 2016 from 6:30 PM to 10:30 PM at Our Lady of Fatima Parish Hall, 160 Concord Road, subject to the use of a TIPS-trained bartender and a receipt of a Certificate of Liability.

Attachments:

- 14.a St. Patricks Day Dinner_BOS
- 14.b 2016 Knights of Columbus St Patricks Day Dinner

15. Vote to grant a Special Permit to Joyce Endee Productions to hold an Autumn Arts & Crafts Festival on September 10-11, 2016, from 10:00 am to 4:00 pm at the Wayside Inn, subject to conditions and permits required by the Fire, Police, Health and Building Departments.

Attachments:

- 15.a 2016 JE Wayside Craft Fest
- 15.b 2016 Wayside Arts and Crafts Festivals Approval

16. Vote to grant a Special Permit to the National Multiple Sclerosis Society, to Hold the "Bike MS Minuteman Ride" on Saturday, July 16, 2016, from 9:00 A.M. through approximately 3:00 P.M., subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the race's conclusion.

Attachments:

- 16.a Bike MS - Minuteman Ride 2016_BOS
- 16.b 2016 Bike MS Approvals

17. Vote to appoint Sudbury registered voter, Susan Rushfirth, Democrat, of 48 Harvard Drive, as an Election Officer for a term to expire on August 14, 2016, as recommended by the Town Clerk.

18. Vote to authorize Chairman Pat Brown to sign a letter to our state legislators regarding pending legislation proposing divestment of state retirement funds from fossil fuel companies.

Attachments:

- 18.a DivestmentDraft_02.23.16
- 18.b Pages from 2014 ATM Warrant

19. Vote to authorize the Town Manager to approve the renewal of the current contract with Blackboard Connect, Inc. For Emergency Notification services at a cost of \$34,500 for three years (\$11,500/year) as recommended by Mark Thompson, Technology Administrator.

Attachments:

- 19.a Town of Sudbury - MT and 2016 Con Ren OF 3 Yrs (020816)_BlackboardConnect