

IN BOARD OF SUDBURY SELECTMEN
TUESDAY, OCTOBER 18, 2016

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

The statutory requirements as to notice having been complied with, the meeting was convened at 7:32 p.m. in the Lower Town Hall, 322 Concord Road.

Opening Remarks

At 7:32 p.m., Chairman Iuliano opened the meeting. She thanked Town staff who coordinated preparations for a very busy week, including tonight's Meeting and last night's Special Town Meeting.

Reports from the Town Manager

Town Manager Rodrigues announced the Board will hold a meeting on October 26, 2016 at Lincoln-Sudbury Regional High School at 7:00 p.m. with Eversource representatives regarding the proposed transmission line project. She also reminded residents property taxes are due November 1, 2016 and that tomorrow is the last day to register to vote in the Presidential Election. Town Manager Rodrigues stated she will hold Office Hours on November 10, 2016 in the Silva Conference Room of the Flynn Building from 11:00 a.m. to 12 noon. She also announced the Board of Selectmen's Office Hours are scheduled for October 27, 2016 from 7:30 p.m. 8:30 p.m. at the Goodnow Library Community Room. Town Manager Rodrigues also stated a household Hazardous Waste Day is scheduled for November 5, 2016 from 9:00 a.m. to 1:00 p.m. at the DPW facility at 275 Old Lancaster Road.

Reports from the Board of Selectmen

Selectman Simon extended sympathies to the family who lost their son last week.

Citizen's Comments

At 7:35 p.m., Chairman Iuliano announced no citizens have requested comment time tonight.

Sudbury Cable Access Corporation - Discussion and Accept FY16 Financial and Operating Reports

Present: Sudbury Access Corporation (SAC) Board of Directors President Jeff Winston, SAC Executive Director Lynn Puorro and SAC Board members Marty Greenstein, Donna Fayed and Terry Lockhart

At 7:40 p.m., Chairman Iuliano took this agenda item out of order, and she welcomed Jeff Winston and Lynn Puorro to the meeting to update the community on the activities of the Sudbury Cable Access Corporation (SAC). The Board was previously in receipt of copies of the "Sudbury Access Corporation FY 2016 Financial & Operating Reports dated October 10, 2016," which provide details on notable accomplishments during the past year, the IRS Form 990 for July 1, 2015 to June 30, 2016 and the "Sudbury Access Corporation Reviewed Financial Statements for the Years Ended June 30, 2016 and 2015 (with Independent Accountants' Report Thereon)." She also mentioned these reports are available online.

Mr. Winston provided a brief summary of the formation of Sudbury TV in 2008, noting the independent 501(c)3 SAC corporation was established later on, to be contracted with the Town, when both Verizon and Comcast became carriers in Sudbury. Mr. Winston explained SAC is essentially funded by the cable companies to provide cable-related services to the Town.

Mr. Winston stated the past year was an important one because operations transitioned from analog to all digital, high-definition equipment. He reported aging equipment has been replaced with modern, more

reliable digital systems and the Town network has been upgraded. In addition, Mr. Winston stated Verizon has updated their link from the SAC studio to the Verizon head end to digital. He stated SAC developed a capital replacement plan a few years ago, and the switcher and streaming equipment has been replaced this year. Mr. Winston further reported no major capital replacements are anticipated for the next few years.

Ms. Puorro displayed a PowerPoint slide listing Town meetings covered by SAC. Ms. Puorro stated meeting coverage was expanded in the past year to also include taping of Planning Board, Zoning Board of Appeals, Conservation Commission and the Fairbank Community Center Task Force meetings.

Chairman Iuliano stated the work of SudburyTV's staff and SAC is greatly appreciated.

Mr. Winston stated a fifth employee has recently been hired to meet the requests for services. He displayed a slide of statistics entitled, "Summary of Sudbury TV VOC Viewing 7/1/15-6/30/16." Mr. Winston stated SAC knows residents are watching programs because it is able to track viewing patterns by program. He believes the programming provides a useful purpose in Town.

Selectman Simon stated he has watched some of the available programs, and he thanked the staff for its expanded coverage. He believes the taping of more meetings enhances the Town's transparency efforts, and it also helps residents and Board members keep abreast of what issues and concerns are being discussed by other boards/committees. Selectman Simon stated this helps the Town work better as a whole.

Selectman Brown noted SAC plans to expand its training component. Mr. Winston stated training is available to the public, and workshops are also offered.

Vice-Chairman Woodard asked a few questions regarding the financials provided. Mr. Winston explained the contractor expenses have decreased because one contractor was recently converted to being salaried and full-time. Mr. Winston also explained that he believes a portion of SAC's savings is invested in mutual funds, which resulted in approximately \$11,000 in gains this past year.

Selectman Haarde asked how long meetings remain available on the SudburyTV website. Ms. Puorro stated that, currently, they go back to January 2016. It was also noted anyone interested in viewing a meeting prior to January 2016, can ask Sudbury TV to access its archives. Selectman Haarde asked if indexing is being considered. Mr. Winston and Ms. Puorro stated they could propose some indexing options to their vendor.

In response to a comment by Chairman Iuliano, Mr. Winston stated SAC does not believe it has reached its capacity for providing services because it has increased staffing to meet demand.

SAC Board of Directors Vice-President Terry Lockhart stated the upgrades completed with the server now allow for two live programs to be aired simultaneously, and streaming can be done on both channels.

Mr. Winston stated SAC is much more comfortable doing live-programming since the upgrades have been completed.

It was on motion unanimously

VOTED: To accept the "Sudbury Access Corp. FY 2016 Financial & Operating Reports" dated October 10, 2016, as required by its contract.

Board of Selectmen FY17 Goals – Discussion and Possible Vote

At 8:08 p.m., Chairman Iuliano opened a discussion regarding the Board's FY17 goals. The Board was previously in receipt of copies of a revised spreadsheet listing the FY17 Goals. She suggested Selectmen liaisons should be assigned tonight for each goal.

Selectman Brown asked if the priority levels assigned to each goal as "High" or "Medium" are sufficient, or, if the Board wished to further prioritize the goals.

Chairman Iuliano noted some goals are high priorities for the short-term and others may be high priorities for the long-term.

Selectman Simon stated further prioritization could be done at a later time, if needed. He further stated it is not the intent of the Board to micromanage staff.

Selectman Brown stated staff may need the Board's help to prioritize the goals.

Vice-Chairman Woodard stated it is part of the Town Manager's evaluation process for her to help the Board with achieving its goals. Town Manager Rodrigues stated she and Town staff would reach out to the Board when assistance is needed.

Chairman Iuliano read aloud each of the 24 goals, asking if any revisions were needed for the spreadsheet descriptions and who wished to be the Board's liaison.

Regarding Goal #1 – the Bruce Freeman Rail Trail (BFRT), Vice-Chairman Woodard suggested Selectman Simon should be the liaison. Selectman Brown disagreed with the suggestion. Selectman Simon stated he would be pleased to serve as the Board's liaison, since he believes he has followed the issue closely and is the most familiar with it. Selectman Brown disagreed with Selectman Simon's statement that he knows more about the BFRT than anyone else on the Board. She stated she believes it is a problem if Selectman Simon makes statements about policies in public presentations, as if he is speaking for the Board, which have not been discussed by, or voted by, the Board. Selectman Brown stated she had a problem with this being done in the past. Selectman Simon stated public presentations could be discussed at another time, but a liaison could be designated tonight.

Chairman Iuliano made a motion, which was seconded by Vice-Chairman Woodard, to designate Selectman Simon as the liaison for the BFRT Goal #1 and to discuss at a separate time liaison roles and public statements made by liaisons.

Selectman Haarde suggested the Board should have the discussion now regarding what does being a liaison entail and mean. Chairman Iuliano stated she believes this could be a complicated discussion, and she recommended it might be easier to prepare some draft notes to facilitate a future discussion. Vice-Chairman Woodard stated the role of a liaison may vary depending on the goal and different processes, and he does not think one "cookie-cutter" liaison definition will fit all situations. Selectman Haarde agreed that there is probably not one liaison definition which applies in all situations. However, he further stated he does not believe a liaison should speak for the Board on something which has not been discussed or voted by the Board.

Chairman Iuliano stated the Board could probably agree that public statements on behalf of the Board need to be discussed first with the Board, and she withdrew her previous motion.

The Board proceeded to review each goal, making a few edits to descriptions for Goal #2 - Capital Planning, Goal # 7- Recreation Facility Master Plan and Goal #18 - Lincoln-Sudbury High School Agreement.

Regarding Goal #2, Selectman Haarde stated some residents question why the Town does not include capital items in its budget. He noted that, if the capital items were included in the budget, then a Proposition 2 ½ override would likely be requested, and, it appears to be a “damned if you do, damned if you don’t” situation.

Vice-Chairman Woodard stated the Town’s \$400,000 capital budget each year is woefully inadequate. He believes the Town needs to develop a capital plan which voters will accept, and which will allow the Town to keep up with its infrastructure needs.

Sudbury resident Bob May, 98 Maynard Farm Road, addressed the Board regarding Goal #7 – Recreation Facility Master Plan. Mr. May believes work on Goal #7 should be dovetailed with work on Goal # 5 – Fairbank Community Center. He is concerned that, if Park & Recreation is not ready with a long-term plan, work on the Fairbank goal will be challenging. Mr. May emphasized the need for integrated long-range planning for all of Sudbury. He mentioned senior citizens are expected in the future to represent 30% of the Town’s population. Mr. May questioned whether good solutions can be reached, with different groups planning for different overall numbers.

Vice-Chairman Woodard stated there are assumptions which need to be made about the future from a variety of groups. He agrees the Town should academically agree on what the assumptions should be, however, he is uncertain as to how to achieve this.

Mr. May suggested the Town should reach out to local universities for help in developing 5, 10, and 20-year plans. Mr. May urged the Board to consider setting broad parameters for planning to help avoid inconsistent assumptions being reached.

Town Manager Rodrigues stated the Metropolitan Area Planning Council (MAPC) completed buildout studies in 2001 and 2015. She will try to access this information for the Board.

The consensus of the Board was that the prioritization of the goals as currently noted on tonight’s spreadsheet was acceptable as presented.

Selectman Brown asked if the Board is comfortable with letting Town staff decide which goals should be worked on. Chairman Iuliano stated she envisions the work to be done in an interactive manner. Town Manager Rodrigues concurred, stating Town staff would reach out to the Board liaisons assigned to the goals, as needed.

The Board designated a member as a liaison for each of its FY17 goals as follows: Selectman Simon as the Board’s liaison for Goals #1, #10, #16, #19, and #23; Vice-Chairman Woodard as the Board’s liaison for Goals #2, #3, #6, #11, #14 and #21; Chairman Iuliano as the Board’s liaison for Goals #4, #9, #15, and #18; Selectman Brown as the Board’s liaison for Goals # 5, #12, #13, #22 and #24; and Selectman Haarde as the Board’s liaison for Goals # 7, # 8, #17, and #20.

It was on motion unanimously

VOTED: To approve the Board of Selectmen’s FY17 Goals #2-24, and their liaison assignments, as reviewed and edited tonight.

It was further on motion

VOTED: To approve the Board of Selectmen's FY17 Goal #1 for the Bruce Freeman Rail Trail, and the designation of Selectman Simon as the Board's liaison.

Selectman Brown opposed the vote.

Town Manager Evaluation Subcommittee - Discussion and Possible Vote

At 7:35 p.m., Chairman Iuliano took this agenda item out of order, and she opened a discussion regarding the possible formation of a Town Manager Evaluation Subcommittee. Copies of a handout entitled, "Town of Sudbury Evaluation Process for the Town Manager" were distributed tonight. Chairman Iuliano explained the new process calls for Town goals to be set by October 15th each year followed by setting of annual goals within this context with the Town Manager. She suggested a Board subcommittee of two Selectmen should be established to help draft the Town Manager's goals and to compile the Selectmen's individual evaluations into a composite evaluation.

Selectman Simon asked if the subcommittee meetings would be open to the public, and he was told they would be. Selectman Simon stated he would be happy to serve on the subcommittee. Selectman Brown stated she was also willing to serve.

It was on motion unanimously

VOTED: To designate Selectmen Simon and Brown to serve on the Board of Selectmen's Town Manager Evaluation Subcommittee.

FY18 Budget Process – Discussion

At 8:55 p.m., Chairman Iuliano took this agenda item out of order, and she opened a discussion regarding the FY18 Budget Process. The Board was previously in receipt of copies of the proposed budget-related draft calendar items from October 2016 to April 2017.

Chairman Iuliano stated the immediate focus of the draft budget-related calendar is on the Finance Committee completing its budget guidance letter for the cost centers by the targeted October 28, 2016 date. She highlighted there has been preliminary discussions regarding how to create a non-override budget because the early numbers indicate a tax override may be needed.

Vice-Chairman Woodard stated it is early in the budget process, and although it appears as if an override might be needed, he is not sure if this recommendation will make it to Town Meeting. He emphasized this will be a tough budget year,

Selectman Brown stated she believes that only the Selectmen can decide whether an override budget goes on the ballot for voters.

Chairman Iuliano also stated there has been some discussion about each cost center requesting its own override.

Vice-Chairman Woodard stated further discussions about separate override requests should happen earlier rather than later in the budget process to determine if this is a good idea. However, he emphasized that, at the end of the day, the Town has one budget.

Town Manager Rodrigues stated she anticipates a difficult budget year.

Finance Committee Chair Susan Berry stated the Finance Committee would prefer to know sooner rather than later if the Selectmen wish to place a tax override on the March 2017 Town Election ballot. Selectman Brown suggested the Board should discuss this at its next Meeting.

Town Manager Rodrigues stated she recently drafted a memorandum describing how the possible tax override process would work. She further stated she would provide the Board with copies of this memo.

In response to a question from the Board, Ms. Berry stated there has been some public confusion regarding who makes the decision for a tax override. She believes it is the Selectmen. She further stated the issue of separate cost center override requests will be discussed with the Budget Review Task Force at this Friday's meeting.

January 2017 Town Forum – Planning and Discussion

At 9:20 p.m., Chairman Iuliano opened a discussion regarding planning for the January 2017 Town Forum.

Vice-Chairman Woodard stated he thinks it would be helpful to have a major Forum topic be budget-oriented. He believes the budget process and options need to be explained to voters periodically so they can make more informed choices and know what the financial challenges are. Vice-Chairman Woodard stated he is willing to prepare and present a type of tutorial on the budget decision-making processes. He further stated he could share his presentation with the Board prior to the Forum.

Vice-Chairman Woodard suggested a potential date of Saturday, January 21, 2017 from 10:00 a.m. to 12:30 p.m. The consensus of the Board was this date could work well with the budget process.

Town Manager Rodrigues suggested possibly using some of the data from ClearGov as a tool.

Selectman Haarde suggested preparing a survey for the Forum regarding whether capital items should be budgeted or not. He opined some will choose to fund the capital items in the budget and not have a tax override, but this would result in cutting services, and in a Town like Sudbury, this would inevitably mean cuts at the Schools.

Chairman Iuliano suggested possibly setting aside 30 minutes at the Forum for citizens to pose any issues/questions they wish.

Vice-Chairman Woodard stated he will think of a few other possible Forum topics, and he will work with Town Manager Rodrigues to prepare a draft list for the Board's review.

Eversource – Discussion regarding October 26, 2016 Meeting

Selectman Brown recused herself from this agenda item, and she exited the Hall for the duration of the discussion.

Chairman Iuliano opened a discussion regarding the upcoming October 26, 2016 meeting at L-SRHS at 7:00 p.m. with Eversource representatives about its proposed transmission line project. She asked the Board for input regarding the timing and process for the meeting. Chairman Iuliano stated Eversource will provide an initial presentation on the condition that it will hear multiple comments from citizens, but not have to

respond to each one individually. She explained Eversource plans to hear several comments from the public and they will have representatives on hand to address anticipated concerns. Chairman Iuliano suggested having citizens line-up to speak at standing microphones in the side aisles. Town Manager Rodrigues stated she and Chairman Iuliano will finalize the logistics of the room.

Selectman Haarde stated it would be his preference for this Meeting to be conducted more as a community meeting allowing for as much input from the public as possible, and the Board could help to channel the best points made to Eversource and jump in, only if needed. Selectman Simon concurred.

Town Manager Rodrigues reported Eversource cancelled recent meetings scheduled in Hudson and Stow. However, she stated the company confirmed next week's meeting in Sudbury. In response to a question from the Board, Town Manager Rodrigues stated Eversource anticipates filing its proposal with the State Board in November or December, and it has stated it would provide Sudbury with a PowerPoint presentation of its filing.

The consensus of the Board was that speakers should be given a time limit of three minutes, and that Chairman Iuliano should run the meeting.

Selectman Simon recommended putting a notice on the Town website in advance of the meeting, describing how the meeting will be structured.

Chairman Iuliano stated she expects the meeting to be well attended, and she displayed a flyer distributed by *Protect Sudbury*.

Citizens' Comments – Continuation

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

Future Board of Selectmen Agenda Items - Discussion

Selectman Brown returned to the Meeting.

At 9:48 p.m., Chairman Iuliano opened a discussion regarding future agenda items.

It was noted the Town's Environmental Planner Beth Suedmeyer will attend the November 1, 2016 Board Meeting to discuss the Bruce Freeman Rail Trail 25% Design public meetings conducted by VHB.

Selectman Simon stated he has been approached by citizens concerned about the number of signs on Route 20 and the unattractive aesthetics of donation collection boxes. He suggested this be a future agenda item to discuss compliance and aesthetic issues.

Selectman Brown asked if the Board should take a more proactive approach to solicit input regarding the Board's recent change to how its Meeting Consent Calendar items are handled. Selectman Simon suggested possibly discussing how the Board's Meetings could be enhanced as a Town Forum topic.

Minutes

Vice-Chairman Woodard and Chairman Iuliano each submitted a typographical correction to be made, (both on Page 7), and Selectman Brown requested a minor change of wording on Page 8.

It was on motion unanimously

VOTED: To approve the Regular Session Meeting Minutes of October 4, 2016, as amended tonight.

Election Officers - Appointments

It was on motion unanimously

VOTED: To appoint Sudbury registered voters Joanne Longo of 33 Winter Street, Edward A. Hawkins of 16 Indian Ridge Road, both registered as Unenrolled Voters, Julie Weinstein, Democrat, of 10 Alta Road and Lillian Bennet, Student, 17 years of age of 10 Bedford Lane, Lincoln, MA as Election Officers for terms to expire on August 14, 2017, as recommended by the Town Clerk.

Strategic Financial Planning Committee for Capital Funding - Appointment

It was on motion unanimously

VOTED: To appoint Susan Berry, Finance Committee representative, to the Strategic Financial Planning Committee for Capital Funding for a term to expire May 31, 2017, and to accept the resignation of Adrian Davies from the Strategic Financial Planning Committee for Capital Funding.

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

Attest: _____
Melissa Murphy-Rodrigues
Town Manager-Clerk

Documents & Exhibits

1. Discussion and question of voting to accept Sudbury Access Corp (SAC) FY16 Financial and Operating Reports as required by their contract. Lynn Puorro and Jeff Winston to attend.

Attachments:

- 1.a SAC_FY2016 report
- 1.b MA Tax Return 063016

2. Discussion and possible vote on revised Selectmen's Goals

Attachments:

- 2.a Copy of 17goalsmmr10.13.16 sni edits

3. Discussion and possible vote on Town Manager Evaluation subcommittee

4. Discussion of FY18 budget process

Attachments:

- 4.a FY 17 Finance Calendar_10.13.16

5. Discussion of January 2017 Town Forum and special subject forums

6. Discussion of Oct. 26 Eversource meeting

7. Citizen's Comments (Cont)

8. Discuss future agenda items

9. Vote to approve the regular session minutes of 10/4/16.

Attachments:

9.a BOS 10-4-16_draft_minutes

10. Vote to appoint Sudbury registered voters, Joanne Longo of 33 Winter Street, Edward A. Hawkins of 16 Indian Ridge Road both registered as Unenrolled Voters, Julie Weinstein, Democrat, of 10 Alta Road and Lillian Bennett, Student, 17 years of age of 10 Bedford Lane, Lincoln MA as Election Officers for terms to expire on August 14, 2017, as recommended by the Town Clerk.

11. Vote to appoint Susan Berry, Finance Committee representative, to the Strategic Financial Planning Committee for Capital Funding, for a term to expire May 31, 2017, and to accept the resignation of Adrian Davies from the Strategic Financial Planning Committee for Capital Funding.