

## IN BOARD OF SUDBURY SELECTMEN

TUESDAY, JANUARY 8, 2019

Present: Chairman Robert C. Haarde, Vice-Chairman Daniel E. Carty, Selectman Leonard A. Simon, Selectman Patricia A. Brown, Selectman Janie Dretler, and Town Manager Melissa Rodrigues.

The statutory requirements as to notice having been complied with, the meeting was convened at 7:00 p.m. in the Lower Town Hall.

Chairman Haarde called the meeting to order at 7:00 p.m.

### **Opening Remarks by Chairman**

Chairman Haarde announced that the Annual Town Election will take place on Monday, March 25, 2019 and there are 15 seats open: two for the Board of Selectmen, one for the Board of Assessors, two for the Library Trustees Board, one for the Board of Health, two for the Park and Recreation Commission, two for the Planning Board, one for the Sudbury School Committee, one for the Sudbury Housing Authority, and three for the LSRHS School Committee – two members for three years, and one member for one year to complete a term created by a vacancy.

Chairman Haarde detailed that the last day for filing intentions to run for office and present signatures is Wednesday, January 30<sup>th</sup>, and nomination packets are available for pickup at the Town Clerk's Office. Those wanting to run for LSRHS seats should contact Donna Cakert, Registrar at the High School. The 2019 Annual Town Meeting Warrant is open, and the deadline for submission of articles is Thursday, January 31, 2019, 4:30 p.m., at the Selectmen's Office.

Chairman Haarde mentioned that Eversource drone surveys are being conducted, and that snow plowing and snow removal procedures are in place. He recommended that residents mark their driveways and perimeters. Chairman Haarde advised everyone to be careful during storms, consider the Town clean-up crews on the roads, and use safety precautions.

Chairman Haarde stated that he participated in the temporary LSRHS School Committee vacancy selection meeting, where four highly qualified candidates were interviewed. He announced that the temporary vacancy has been filled by Dr. Candice Miller, and this appointment will be valid until the Annual Town Election in March.

### **Reports from Town Manager**

Town Manager Rodrigues thanked the Assabet Regional Technical High School students who built the book shed at the Transfer Station. She announced the installation of GPS in all Town snow vehicles which is a valuable tool for the Town.

### **Reports from Selectmen**

Vice-Chairman Carty explained the proposal for later school openings at the SPS and LSRHS has gained momentum, and the Sudbury Public Schools School Start Time Subcommittee is holding a Forum on the subject on Thursday, January 31<sup>st</sup> at 7:00 p.m. at the Curtis Middle School Auditorium. The Forum will be led by Dr. Chun Lim, a cognitive neurologist at Beth Israel Deaconess Hospital, and Assistant Professor at Harvard Medical School. Research has shown that adolescents require more sleep, and Dr. Lim will be discussing the most recent medical research supporting this concept. Weston has established a later start time for the Middle School and High School students. Chairman Haarde agreed with the findings, and thought that Weston started class at 8:30 a.m. and questioned the effect on busing and sports. He stated that the towns will find a way to effectively incorporate this schedule change.

Selectman Dretler added that the Town of Wayland is also considering changing the school schedule.

Selectman Simon distributed his "Board of Selectmen Policies" dated January 8, 2019, and asked the BOS Subcommittee to review the handout. The document was presented in three parts: liaison assignments, committee assignments, and obligation of members of the Board of Selectmen to support articles voted at Town Meeting. He suggested that the Board discuss these topics at a future meeting.

Selectman Brown stated that CPC has met for final hearings, and is in support of all projects before the Selectmen with the exception of Town Hall Renovations and Camp Sewataro. These are still outstanding because specifics have not yet been presented to CPC.

Selectman Dretler stated that it was Dr. Candice Miller, (rather than Hall, as had been stated) who was appointed to the temporary LSRHS position. Chairman Haarde acknowledged the correction.

Selectman Dretler stated that the Master Plan Subcommittee will have its first meeting on January 18. She visited the Open Table, a food pantry in Maynard. The Open Table serves Sudbury residents and is seeking volunteers.

**Citizen's comments on items not on agenda**

Resident Chris Hagger, 233 Nobscot Road, and Chairman of the Sudbury Historical Commission, said that four new members have been appointed to the Commission - two full members and two alternate members. He hoped these members could officially be sworn in before next week's Commission meeting, and appreciated the Board's consideration.

**Approve the application of Nala Prosperity Inc., d/b/a Riceberry, 621 Boston Post Road, for a Restaurant License for the Sale of All Alcoholic Beverages**

Present: Lanlalit Soares, Manager of Riceberry

Ms. Soares stated that Riceberry took over the former Paani Restaurant location and will be serving Thai food and alcohol.

Selectman Simon stated that this application reflects an all-alcohol license, and has been approved by other Town officials. Ms. Soares confirmed the statement. Selectman Simon stressed that the Town views the alcohol license seriously in regards to community safety, and recommended that all Riceberry employees review the regulations for serving alcohol.

Vice-Chairman Carty stated that he was looking forward to the opening of Riceberry and that one all alcohol pouring license would remain available after the license was issued to Riceberry. Town Manager Rodrigues confirmed that there was one remaining alcohol pouring license for a restaurant.

Selectman Dretler stated that the Health department noted repair and upgrade at the restaurant before opening could take place. Ms. Soares stated that the repairs and upgrades are minimal. Town Manager Rodrigues confirmed that opening is pending all conditions being met.

Chairman Haarde motioned that the Public Hearing be opened in regard to Riceberry.

It was on motion unanimously

VOTED: To open the Public Hearing for the all-alcohol license at Riceberry.

Resident Maya El Asmar, 625 Boston Post Road, stated that her home is an abutter to the restaurant. She is concerned about the rebuilding of the fence between her property and Riceberry, and asked if the fence could be installed before the alcohol license is issued. Vice-Chairman Carty questioned where the fence was originally

located. Ms. El Asmar answered that the original fence was behind the restaurant, between the two properties and ran along the side of the restaurant property. Last year the snow removal company damaged the fence, and the fence was taken down last spring in order to construct a new fence and a retaining wall.

Ms. Soares stated that the fence is the responsibility of the landlord. Vice-Chairman Carty said that he was familiar with the area, and the building where the Riceberry restaurant is to be located. Any alcohol would likely be consumed with dinner, and he did not think that the alcohol license should be contingent on the installation of the fence. Chairman Haarde stated that the Board could send a letter to the landlord to suggest that the fence be installed in an expedient fashion.

It was on motion unanimously

VOTED: To close the Public Hearing regarding the all-alcohol license for Riceberry.

It was on motion unanimously

VOTED: As the Local Licensing Authority, vote to approve the application of Nala Prosperity Inc., d/b/a Riceberry, 621 Boston Post Road, Sudbury, for a Restaurant License for the Sale of All Alcoholic Beverages, under G. L. Ch. 138, s.12, Lanlalit Soares, Manager. The premises proposed to be licensed (i.e., 621 Boston Post Road) will be a one story, 900 square foot restaurant.

### **Discuss Town Manager Goals**

Town Manager Rodrigues stated that she updated her 2018 goals on page 28 of the Selectmen's packet with corresponding outcomes including:

1. Submittal of budget to Government Finance Officers Association for Distinguished Budget Presentation Program. Outcome was a completed budget based on GFOA guidelines, and she is awaiting announcement of awards.
2. Finish MCPPO designation, requiring three 3-day seminars and successful completion of testing after each seminar. Outcome: Completion of the first 3-day seminars, with successful passing of both exams.
3. Cleargov Open Checkbook. Outcome: Continued work with Cleargov for project to be presented this year.
4. Review organization chart to look for efficiencies with the goal being to find ways to expand and assist facilities department. Outcome: Working through the budget process and implementing small amounts of overtime, and expanding roles in the facilities department and improving services.
5. Update Personnel policies and procedures handbook, implementing new policies, with goal of completing the entire handbook. Outcome: To release a new handbook, pending finalization of union negotiations and mediations.
6. Find ways to increase and enhance citizen participation at Town Meetings. Outcome: Continuation of warrant article of the day, created flyers for important warrant articles, implementation of flashvote to determine interest in articles, utilization of electronic signs and initiated available babysitting.
7. Software - final implementation of purchasing software. Outcome: Software is now operational, streamlining processes and allowing for electronic applications. Project is funded in FY19 budget, and IT is currently working with departments to upload permit requirements.
8. Work with the Board of Health regarding proper implementation of bottle and bag bylaws. Outcome: Worked with Board of Health to secure additional funding for education and inspections through both the Town Budget and the Sudbury Foundation. Utilized educational tools such as Town website, bags and bottle giveaways, business visits and booths at Town events.
9. Clarify and streamline Capital Planning. Outcome: Ongoing, working with Committee to create types of capital and definitions for those capital types. Worked with Finance Director and created a more

streamlined capital document. At Town Meeting, streamlined process by increasing threshold for CIAC review. Increased Town Manager's Capital Budget funding.

10. Work with various committees and commissions regarding master plans.

Town Manager Rodrigues outlined the Town Manager Goals for 2019 (which are the goals of BOS) on page 29 of the packet including:

1. Fairbank. Work with Town Staff and other interested parties to create a lower cost plan for the Fairbank Community Center and present that plan at May Town Meeting. Also explore other resolutions as needed.
2. Final implementation of Permitting Software. Working with IT to finalize the implementation of the new Town permitting software to include an online payment option.
3. Completion of MCPPO certification. The goal is to successfully complete final class for MCPPO Certification and necessary exams. She is now certified as a Town purchasing agent.
4. Cleargov. Continue to work with Cleargov to evaluate new features and implement those features this year as they become available. Town Manager Rodrigues described the interactive dashboard system.
5. Town Center. Continue to work toward protecting the land in town center including working with developer on permitting, and working with the Board of Selectmen to finalize future plans and protections for the property.
6. Cemetery. Work with DPW on plan to create future cemetery space, including increased number of plots and access. Town Manager Rodrigues added that there are plots available for two years only.
7. Work with various committees and commissions regarding master plans including town-wide fields and senior needs.
8. Continue to work on funding sources for routine capital as well as finding capacity for large projects. Town Manager Rodrigues stated that these funding plans will be presented within the next couple of weeks.
9. Implementation of Complete Streets. Town Manager Rodrigues added that the Complete Streets discussion will be included on the Board's January 22 agenda, and her 2019 goal is to complete the project.
10. Work with staff regarding implementation of the Municipal Vulnerability Preparedness Plan and Hazard Mitigation plan grants, which were a result of the major Sudbury storms last year.

Vice-Chairman Carty stated that he assumed that by the end of 2019 the outlined Town Manager's projects would be complete with the exception of the Complete Streets which he thought might not be possible. He inquired about the open checkbook aspect of Cleargov. Town Manager Rodrigues explained that a version of the concept was rolled out last year, and each expenditure will now be extended to enable viewing of each transaction, and the report would be updated quarterly.

Selectman Brown stated that the update of 2018 Goals was most useful especially in consideration of the Town Manager Evaluation Process, and affirmed that she agreed with Town Manager Rodrigues' goals for 2019. Selectman Brown suggested that a Cleargov training session be provided for the Board. Vice-Chairman Carty stated that Cleargov provided a great example of transparency to the public, and stressed that the program had come a long way as a management tool.

Selectman Simon thanked Town Manager Rodrigues for presenting the 2018 and 2019 Town Managers Goals, and emphasized that the Town Manager's Capital planning goal is very important, as capital is one of the major challenges for the Town. He mentioned the possible capital funding of the Fairbank Community Center, Town Sewer, and Town Hall renovation. He hoped to discuss this area further, and asserted that while it is interesting to discuss additional capital projects, it is not always feasible in consideration of more important ongoing projects.

The Board agreed that the stated ten goals reflected a reasonable number of goals. Chairman Haarde congratulated Town Manager Rodrigues on achieving her 2018 goals.

**Comprehensive Wastewater Management Plan (CWMP)**

Present: Dan Nason, DPW Director, Rosemary Blacquier and Scott Medeiros of Woodard & Curran. Mr. Nason stated that the sewer topic was determined to be one of the Board's goals in 2019. Mr. Nason referred to the distributed "Town of Sudbury Wastewater Planning Update," as composed by the Department of Public Works and Woodard & Curran.

Ms. Blacquier of Woodard & Curran stated that she received the call from Mr. Nason. The team reviewed all reports/studies done by the Town over the years, but had not been officially filed with Mass. Environmental Protection Agency (MEPA). All the previous studies recommended a sewer system for the Rte. 20 business district for economic and environmental reasons.

Ms. Blacquier met with DEP (Department of Environmental Protection) officials as Sudbury is part of the Northeast Region of the Massachusetts DEP. Those officials looked favorably on the Sudbury atmosphere for wastewater planning. The work done to date has not been officially filed with the regulators at MEPA (Massachusetts Environmental Policy Act Office) or with DEP. This work focuses on the Route 20 Business District. The Comprehensive Wastewater Management Plan (CWMP) looks at the whole town and outlines a 20 or 30-year plan. Ms. Blacquier outlined the CWMP Project Goals:

- \*Review Town-wide Wastewater Issues
  - Provide Support to all areas
- \*Review Environmental Impacts
  - Raymond Road Aquifer Example
- \*Review Potential for Economic Development
  - Relief of Residential Tax Burden
- \*Coordinate Planning with Town Departments – 20 Year Planning Period
  - Planning Board
  - Board of Health (which is the Board providing jurisdiction)
- \*Develop & Implement a Comprehensive Public Outreach Program

Ms. Blacquier stressed that a proposed CWMP would be written to meet the Towns' needs giving the highest priority to the Route 20 Business District, and would coordinate with the Planning Board and the new Master Plan as well as with the Board of Health and the Conservation Commission. Ms. Blacquier mentioned that Sudbury qualifies for low interest loans and grants to cover the associated costs over a 20 or 30-year period. She explained that the State Revolving Funds (SRF) Program funds most of the wastewater projects in the state. A newer option, the Mass Work Program, allows for a lower loan rate of borrowing up to 30 years. She maintained that Sudbury does qualify for the plan since Sudbury is a Housing Choice Community.

Ms. Blacquier presented the CWMP Project Benefits – The Comprehensive Wastewater Management Plan and Environmental Impact Report:

- \*Evaluates Wastewater Practices Town-Wide
- \*Provides Environmental Resource Preservation & Protection
- \*Promotes Town-Wide Economic Development including the businesses on Rte. 20, and the impact on the tax base.
- \*Coordinates with local and regional planning goals
- \*Provides a comprehensive public outreach/education program

\*Leverages qualifications for state loans and grants. She added that the Rte. 20 business area would be perfect for the MA Works program, in consideration of job creation and economics.

Ms. Blacquier then explained the Project Scope – Update Work to Meet MassDEP Guidelines.

\*Kick-off Meeting

- Town Administration & Departments
- MassDEP

\*Review and Update

- Areas of Wastewater Study
- Wastewater Flows and Loads
- Previous Sites Recommended for Wastewater Treatment & Discharge

\*Prepare Draft Report for Town Review

\*Strategize State Filings through the MEPA office

\*Prepare Draft and Final Environmental Filings

Ms. Blacquier provided a draft Project Budget and Timeline including a budget of \$500,000 in a timeframe of 22 months. She reiterated that a State Revolving Budget Plan (SRP) was approved for Sudbury.

Mr. Medeiros stated the importance of involving all sections of Town in this plan, and the benefit of utilizing some previous work done by the Town.

Chairman Haarde stated that it was beneficial that previous studies might be used, and this sounded like the right way to formalize the project.

Vice-Chairman Carty mentioned that the loan rate of 1.5% appeared to be favorable and very competitive. He asked about other similar-sized towns going through the wastewater process. Ms. Blacquier responded that the towns of Acushnet, Weston, and most similarly the town of Tyngsboro. Mr. Nason stated that he would like to hear more about these other communities.

Vice-Chairman Carty further inquired about Mass Work grants. Ms. Blacquier replied that there were no grants at the planning stage, but SRF was the most popular plan, and recommended starting with an interim loan (similar to a bridge loan).

Mr. Medeiros suggested it would be wise to coordinate the Complete Streets Project with a sewer plan for Route 20 from a planning prospective.

Selectman Simon stated that previous sewer studies in the Town concentrated on the Route 20 business district only. Mr. Medeiros responded that the Route 20 business area and the area of the Raymond Road Aquifer area were the prime focus areas.

Selectman Simon thanked Ms. Blacquier and Mr. Medeiros for their information and Wastewater presentation, and asked about the cost of such a plan. Ms. Blacquier stated that the cost would be dependent on the results of associated studies. The Community Septic Betterment Program, which examines communities that remain primarily on septic, with sewer provision in specific areas, could be utilized in this case. Selectman Simon said that the Septic Betterment Program sounds interesting, but the Town has major capital needs with dilapidated buildings which needed to be addressed, and might cost up to \$50 million. He stressed that unless there was a public health emergency, the Board has to maintain established priorities first. At this time the Town did not have an appetite for a sewer plan when other more pressing issues are present.

Selectman Brown thanked Mr. Nason and the representatives from Woodard & Curran for their review of previous Town studies and Town Meeting decisions. This issue has been discussed for a long time with the recurring theme of tax benefit to the Town, but an estimate of what relief might bring is never identified. She would like to see a similar community that has created a wastewater management plan so she could see what the result looked like. Selectman Brown verified that the plan could be also used to devise solutions to septic issues in unsewered areas far from Route 20.

Mr. Nason stated that a CWMP may help prevent a wastewater emergency, and in such a possible emergency state, there might not be available funding or grant opportunities available.

Selectman Brown spoke of the Sewer Enterprise Fund aspect adding that it is not a tax incentive, and public outreach must be realistic when considering this fund.

Selectman Simon stated that a sewer program would encourage additional numbers and sizes of businesses, making Sudbury more commercial. He would want to know how residents felt about this increase in business before considering a sewer plan project.

Selectman Brown added that the Town has voted “no” about this proposal before, and she wanted to be absolutely sure that this project would be the will of the residents before going forward.

Selectman Dretler favored the idea of CWMP and wondered how it dovetailed with the Master Plan for the Town. She questioned what the impact to the Town would be, and what revenue would really be realized. The Board will need to prioritize the current projects before them. If the CWMP was successful, maybe the sewer implementation on the Route 20 business district could help to bring in additional revenue to pay for future capital projects.

Town Manager Rodrigues stated that the CWMP proposal was presented at tonight’s meeting as a BOS 2018 goal for presentation at May Town Meeting, and the Board must decide by January 31<sup>st</sup> if the goal is to proceed.

Vice-Chairman Carty would like to hear from the Planning Board regarding this topic. Town Manager Rodrigues will ask Planning Board Chairman, Stephen Garvin, to provide comment.

Selectman Simon asked what a Town Meeting warrant article would look like for a proposed sewer project. Town Manager Rodrigues replied that a proposed article would take the form of an RSF bond vote of up to \$500,000.

Mr. Medeiros stated that he appreciated the infrastructure issue in Sudbury, but in this case, he felt that the created financial model would provide payback and considerable revenue. He concluded that going forward with this plan is a final opportunity for the Town to assess the whole picture.

### **Camp Sewataro**

Town Manager Rodrigues met with the Community Preservation Committee (CPC) which agreed to fund the Camp Sewataro appraisal which would examine if there is any buildable land on the site. The appraisal will be completed shortly. She is working on how to get a Sewataro feasibility study done, and has contacted several agencies in this regard. Town Manager Rodrigues explained that Mr. Taylor’s representative said that an RFP would be out in the next two to three weeks. Town Manager Rodrigues suggested that the Board put a placeholder on Sewataro for Spring Town Meeting.

Vice-Chairman Carty stated that CPC could issue funding of \$5,000 for the Sewataro appraisal, but could not fund a feasibility study for the site. Town Manager Rodrigues confirmed that, and she was getting feasibility

estimates. Town Manager Rodrigues stated that any closing on the Sewataro property would take place after this summer at the earliest.

Vice-Chairman Carty inquired about public procurement. Chairman Haarde noted that there would be greater flexibility if the Town did not use CPC funding.

Town Manager Rodrigues mentioned that like Broadacres Farm, Sewataro was a unique situation, and the proposed appraisal would be confidential until further along in the process.

Resident Michelle Meal, 164 Greystone Lane, asked about the accessibility aspect, and if it was possible for the Town to purchase Sewataro and lease the land. She further inquired if the Town ever purchased land in order to preserve the land, and lease it to receive revenue. Town Manager Rodrigues responded that the Town does have other leased property, and could purchase Sewataro and lease the land. She added that handicapped accessibility was mandated only if the property was open to the public, but not if leased privately, the Town might not have to follow the accessibility regulations.

Selectman Simon noted that the Town could suffer loss with such leases. Town Manager Rodrigues stated that she has seen good and bad results when a Town leases property that it owns. Selectman Simon mentioned that Sudbury could follow the model of the new sports facilities center in Wellesley. Town Manager Rodrigues stated that such a concept could be explored as a "triple net lease" saying that a more detailed financial discussion would be necessary. Town Manager Rodrigues recommended keeping the Sewataro topic on the agenda.

#### **2019 Board of Selectmen Newsletter Schedule of Deadlines**

It was on motion unanimously

VOTED: To approve the proposed 2019 Board of Selectmen Newsletter Schedule of Deadlines.

#### **Deed restrictions and proposals for 40 acres in Town Center**

Selectman Simon suggested that it might be best to delay the Town Center land discussion for a couple of weeks, and inquired about the timing of a deed restriction.

Chairman Haarde stated that he just wanted to ensure that restrictions do get assigned. Town Manager Rodrigues stated that it might be preferable to first have a discussion with the state. Town Manager Rodrigues suggested that a visioning session take place with interested Town Boards and all department heads.

Selectman Simon requested that a map of the proposed 40 acres be included.

Selectman Dretler stated that she wanted the feasibility study back from Sewataro, before discussing the Town Center land.

#### **Citizens comments (cont.)**

There were no citizens comments.

#### **Discuss upcoming agenda items**

Town Manager Rodrigues stated that Camp Sewataro will be included on upcoming agendas. Items for the January 22 Board meeting include: Frost Farm residents present to discuss the future of Frost Farm, Senior Livability Study presentation, Capital Planning discussion (as recommended by Vice-Chairman Carty), the Town



Hall Renovation project, and prioritization of other Town projects will be discussed. Vice-Chair Carty mentioned that the Selectmen office hours to be conducted by himself and Selectman Dretler will be announced.

For inclusion on the February 5<sup>th</sup> Selectmen's meeting agenda was the discussion of SPS space. Town Manager Rodrigues stated that she will be meeting with the SPS subcommittee. Selectman Brown also recommended discussion of LS funding of \$250,000 as a Town Meeting placeholder.

Selectman Brown recommended that a future agenda item for early spring would be a discussion with Dan Nason, DPW Director, regarding the wall completion along Grinnell Park.

### **Consent Calendar**

#### **Authorize the Town Manager to submit 2019 Annual Town Meeting articles on behalf of the Board of Selectmen**

It was on motion unanimously

VOTED: To authorize the Town Manager to submit 2019 Annual Town Meeting articles on behalf of the Board of Selectmen.

#### **Accept donations totaling \$725 for 2018 Sudbury Tree Lighting**

It was on motion unanimously

VOTED: To accept the following donations: \$75 from Cruise Planners (Carol Rice); \$100 from Martha Welsh, Agent, New York Life Insurance; \$200 from Spencer Financial (Bill Spencer); \$250 from Ti-Sales (Marty Mazzella) and \$100 from Berkshire Hathaway Stephan Home Services (Louis Stephan), totaling \$725 to be used for the 2018 Sudbury Tree Lighting. Said funds to be expended under the discretion of the Town Manager.

#### **Approve appointments of Marjorie Katz and Taryn Trexler to the Historical Commission, and approve appointments of Fred Taylor and Fred Bautze as associate members**

It was on motion unanimously

VOTED: To approve the Town Manager appointments of Marjorie Katz, 66 Austin Road, and Taryn Trexler, 253 Concord Road, to the Historical Commission for a term expiring 5/31/22. Also vote to approve the appointments of Fred Taylor, 38 Cider Mill Road, and Fred Bautze, 482 Peakham Road, as associate members to the Historical Commission for terms expiring 5/31/22.

#### **Approve the appointment of Lisa Kouchakdjian to the Commission on Disability**

It was on motion unanimously

VOTED: to approve the Town Manager appointment of Lisa Kouchakdjian, 30 Meadowbrook Circle, to the Commission on Disability for a term to expire 5/31/22.

#### **Approve the regular session minutes of 10/15/18, 11/6/18, and 11/13/18**

Selectman Simon noted that the mentioned voting results in the 10/15/18 minutes, required modification.

It was on motion unanimously

VOTED: To approve the regular session minutes of 10/15/18, 11/6/18, and 11/13/18, with modification to the 10/15/18 minutes.

**Approve award of contracts by the Town Manager through 6/30/19 for Park & Recreation programs which may exceed \$25,000**

It was on motion unanimously

VOTED: To approve award of contracts by the Town Manager through 6/30/19 for Park & Recreation programs which due to actual enrollment may exceed the \$25,000 Board authorized threshold and those usual to program activities exceeding the award threshold; said contracts to be included in the listing submittal to the Board of Selectmen for all contracts requiring Board advance approval which are executed by the Town Manager during said period.

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

Attest: \_\_\_\_\_

Melissa Murphy-Rodrigues  
Town Manager-Clerk

**BOARD OF SELECTMEN  
POLICIES**

**FROM:** Len Simon  
**TO:** Town Manager, Board of Selectmen  
**Date:** January 8, 2019

**LIAISON ASSIGNMENTS**

The liaison assignments shall be allocated evenly among Board of Selectmen members, and shall be based on a member's areas interest.

**COMMITTEE ASSIGNMENTS**

The committee assignments shall be allocated evenly among Board of Selectmen members, and shall be based on a member's areas interest.

**OBLIGATION OF MEMBERS OF THE BOARD OF SELECTMEN TO SUPPORT ARTICLES VOTED AT TOWN MEETING**

Each member of the Board shall be aware of and respect the votes and decisions of Town Meeting as reflected in articles voted by Town Meeting. Each member of the Board shall support articles voted by Town Meeting in letter and spirit, in the fullest sense, even if the Board member's own view is different from the Town Meeting article voted. Each member of the board shall refrain from speaking and/or voting against the will of the town as expressed in Town Meeting articles voted.