

IN BOARD OF SELECTMEN
DECEMBER 2, 1991

Present: Chairman David A. Wallace, John C. Drobinski and Judith A. Cope.

The statutory requirements as to notice have been met, the meeting was convened at 7:30 p.m. by Chairman Wallace at the Fairbank Senior Center.

Engineering Budget

Present: I. William Place, Town Engineer; Richard F. Brooks, Finance Committee.

Mr. Place stated in order to have level funding, the Engineering Department will have to eliminate the Engineering Aide III position and cut back the hours of the clerical staff from 35 to 25 hours per week. Mr. Place further stated that the clerical is shared with the Planning Board and the Landfill, mostly for answering phones and taking messages, and in order for the Engineering Department to run efficiently, it requires 35 hours of clerical time.

In addition, the Engineering Department has reduced sick buy back because of eliminating the engineering aide position and they have also cut back on their clothing allowance.

Mr. Place expressed concern that too many cuts prohibit the Department from delivering the services that are required by the Town, and the Department will have to prioritize work requests. Mr. Place suggested he may have to approach the union to negotiate a salary reduction to enable the Department to keep people on the staff.

Executive Secretary Thompson stated he has reviewed the Landfill Budget to determine if some of the figures with regard to time spent by the Engineering Department at the Landfill may change. Mr. Place stated that the Engineering Department has the equivalent of one full time person allocated to the Landfill.

Richard Brooks, Finance Committee liaison for the Engineering Department, asked if Mr. Place had ever done an approximation of division of labor for the Department. Mr. Place replied that he had not but would do so before the Engineering Department presents its budget to the Finance Committee.

It was agreed that the \$15,000 capital expenditure appropriation included for FY92 should be deleted as funding was via a Town Meeting article.

Law Budget

Present: David W. Fitts, Finance Committee.

Executive Secretary Thompson stated the Law budget includes Town Counsel's retainer fee and the expenses of the Counsel's office. In order to level fund the Law Budget, cuts were made in general and legal expenses; however, Labor Relations Counsel was not reduced.

Secretary Thompson said he and the Board of Selectmen will meet with the Labor Relations Counsel and may change the format in dealings relative to collective bargaining. He further stated there is no way of knowing what this expense will be. Two members of the Board of Selectmen will be attending the Middlesex County Selectmen's Association meeting where collective bargaining will be discussed and will hopefully come back with some ideas to share and discuss with Richard Murphy.

Selectman Cope expressed concern with regard to why Elaine Jones', secretary to legal counsel, hours were not reflected directly in the Law budget. It was noted in the budget that she spent 50 per cent of her time devoted to working for Town Counsel, but that secretarial services for Town Counsel is budgeted and funded entirely in the Selectmen's budget.

Executive Secretary Thompson stated Ms. Jones has never been asked to log her time and because she works for both the Selectmen and the Town Counsel, her time varies depending on demand, estimating 40 - 60 per cent for Legal work.

Selectman Cope stated that Ms. Jones' hours for Legal secretarial services should be reflected in the Law Budget and requested that she keep better track of her division of time and put it in writing.

Upon recommendation of Chairman Wallace it was agreed Town Counsel secretarial services would be omitted from the Law Budget for now and it was suggested Ms. Jones try to keep better track of her allocation of time for future reference.

Reserve Fund Transfer - Law Department

Executive Secretary Thompson recommended a Reserve Fund Transfer in the amount of \$20,000, for Law Account 503-256 for payment of legal services rendered and outlined in a communication to the Board of Selectmen, dated November 22, 1991, from Paul L. Kenny, Town Counsel; the balance in the Account being needed for upcoming legal services rendered by Assistant Town Counsel, remaining litigation fees and expenses and Labor Counsel for remainder of the year.

Executive Secretary Thompson stated that this transfer amount is approximately the total amount that Unisys has cost the Town thus far. Secretary Thompson further stated that Town Counsel charges for Unisys are for the time period up to the conclusion of the October Special Town Meeting.

It was on motion unanimously

VOTED: To approve Reserve Fund Transfer Request No. 92-3 for Law Account 503-256, Legal Expense, in the amount of \$20,000.

Treasurer/Collector Budget

Present: Treasurer and Collector Mary Ellen Dunn, David W. Fitts, Finance Committee.

In order to achieve level funding in the Treasurer/Collector Department, Treasurer/Collector Mary Ellen Dunn has outlined the following:

1. Savings from the bid process for the new computerized collection system recently installed. The system is running very well, and Ms. Dunne stated the third quarter will show its efficiencies.
2. A ten-hour/week shortage of staff. The Assistant Tax Collector is now only working 28 hours a week and the Assistant Treasurer 32 hours a week. Ms. Dunn would like to have them work full time, thus eliminating the need for a part-time, inexperienced person to fill in.
3. General expense reductions which include (1) banking services such as payroll accounts, depository services, and vendor accounts. These cuts will result in the Town having to look at compensating balancing, which is keeping a minimum amount of money on deposit in the bank in exchange for services free of charge; possibly reducing interest earnings, and (2) combined mailings for tax bills, thus a reduction in tax envelopes, etc. Ms. Dunn suggested twice a year mailings--one in December for tax bills due in February and May; and July for tax bills due in August and November.

Debt Service

Ms. Dunn stated that we are approaching the five per cent of the operating budget cap (as recommended by the Five-Year Fiscal Planning Group) on the operating budget for debt service with addition of the Unisys purchase.

Accounting Budget

Present: Jim Vanar, Town Accountant; David W. Fitts, Finance Committee.

The Accounting Department has tapped its maintenance agreements on the computer system to achieve level funding. Mr. Vanar states the system has been operating very cost effectively since 1984, and they have had no problems with it. He estimates it costs about \$4,000 a year to operate and the Regional school shares in this cost.

Unclassified Budget

Executive Secretary Thompson stated the amount of \$20,000 shown for unemployment compensation is \$20,000 less than the figure proposed by Jim Vanar, Town Accountant, and Terri Ackerman, Budget and Personnel Officer. Mr. Thompson recommended the amount as shown, knowing that it will have to be reviewed again with the Finance Committee. He further stated it is difficult to budget unemployment compensation until all budgets have been reviewed.

The Unclassified Budget has been mostly estimated for now and what cannot be estimated has been level funded, according to Secretary Thompson.

Selectman Cope expressed concerns with regard to items listed in the Unclassified Budget that might be included in appropriate related budgets for the purposes of accountability. Secretary Thompson responded by saying it would be difficult to do. He stated the Finance Committee has always tried to break it down to show the differences between the school and Town in these

major expenditure items and to keep in view the magnitude and growth of these items to control the same.

Selectman Cope questioned the feasibility of covering Town Counsel and the Plumbing Inspector with Health Insurance; asking why the Town could not hire a regional plumbing inspector and eliminate that group insurance cost. Mr. Thompson responded that this may be possible in the near future because area administrators in conjunction with MetroWest and the MAPC are now studying the issue.

Police Budget

Present: Police Chief, Peter Lembo.

To achieve level funding in the Police Department budget, Police Chief Peter Lembo, stated the Department will be holding vehicles another year instead of trading them. Chief Lembo stated the Department normally trades cars every year. A transfer is recommended from the Expense Account into the Capital Equipment Account in order to purchase two unmarked cars in FY 93.

Further cuts to achieve level funding would be the elimination of one patrolman and one dispatcher in the Department. Chief Lembo stated a total of about \$99,000 would have to be cut from the Department to level fund the budget.

Executive Secretary Thompson stated that further cuts made in the Police Department may result in serious ramifications relative to public safety because this department must operate 24 hours a day.

Building Budget

Present: Building Inspector, Jack Hepting.

To achieve level funding, the Building Department would have to cut more than \$11,000 from the request column according to Building Inspector, Jack Hepting. The following two major items would be most impacted:

1. Utilities in the amount of \$3500 - The figures indicated are actual figures averaged over a three-year period. Mr. Hepting stated because these are actual figures, the Town could experience a shortfall of funds and need to request a transfer of funds from the Finance Committee or shut down some of the buildings for a day or so.

2. Building Maintenance and Repair in the amount of \$8912 - Mr. Hepting stated that 25 per cent of the Department's budget should be allocated for general maintenance; instead it is 20% of the level funded budget.

Executive Secretary Thompson noted that prior year expenditures have come close to meeting the actual budgeted maintenance amounts.

Further cuts would include the Hosmer House, which according to Mr. Hepting, always seems to be underfunded; and Fairbank Center which will require more maintenance in the future.

In addition, further cuts to achieve level funding include eliminating the part-time file clerk in the Department and a decrease in the amount budgeted for heating oil. Mr. Hepting is hoping the new boiler in the Town Hall will prove to be very fuel efficient.

Executive Secretary Thompson recommended the Board consider increasing the fee for the Sealer of Weights and Measures for the Town from \$1500 to \$1650. Selectman Cope suggested Secretary Thompson check with Wayland and Weston regarding their fee structure before the Board grants an increase. Secretary Thompson concurred and stated he would come back to the Board with a final memo.

Selectman Cope inquired as to a decision with regard to retaining a regional plumbing inspector. Executive Secretary Thompson noted that the Metropolitan Area Planning Council (MAPC) has been conducting a survey of 14 towns in the South Middlesex area in an effort to improve relations and consolidate services for the towns. Selectman Cope feels the Town of Sudbury may save money by having a regional plumbing inspector. Secretary Thompson stated he would check into this matter as soon as time permits.

Mr. Hepting stated two other concerns that need to be taken into consideration with regard to funding: (1) The Hosmer House is in need of a new roof. Secretary Thompson suggested the Town set up a Foundation for funding and use it for maintenance. The Sudbury Historical Commission has applied to the Sudbury Foundation for a grant for funds to install a basement floor, and other needed renovations. (2) The Loring School will require \$500,000 just to put it back in normal operating condition. Mr. Hepting suggests the Town sell this property in lieu of spending thousands of dollars renovating it.

Subject to changes noted above, all of the above budgets were accepted for submission to the Town Accountant with the understanding the Selectmen would conduct a later review for final approval.

Minutes

The Board approved the Executive Session minutes of November 18, 1991 as drafted.

Council on Aging - Donations

It was on motion unanimously

VOTED: To accept \$154.50 in miscellaneous donations for deposit into the Council on Aging Van Donation Account; and to authorize the Council on Aging to expend the same for purposes of operating and maintaining the Council On Aging vans.

Holiday Hours - Town Offices

It was on motion unanimously

VOTED: To close Town Hall offices with the exception of Police and Fire Departments, on December 24, 1991, at Noon; and to stay open the full day of December 31, 1991.

Amendment to G.L.c. 138, s. 33 - Sale of Alcoholic Beverages

In addition to voting on the above amendment, Selectman Cope questioned if the Board was voting on the sale of alcoholic beverages on Sundays during the holiday season. Executive Secretary Thompson stated that decision was under the Police Chief's jurisdiction and since no one has requested to the Board for such, it was decided to wait and see.

It was on motion unanimously

VOTED: To allow the sale of alcoholic beverages by common victuallers and retail package stores during the polling hours of the Town Election on December 9, 1991, in accordance with the amendment to G.L.c.138, s. 33.

And it was further,

VOTED: To grant permission to Alcoholic Beverages Restaurant and Club License Holders to extend serving hours on December 31, 1991, New Year's Eve, to 2:00 a.m. on January 1, 1992.

Eagle Scout Recognition

The Board is in receipt of communications dated November 15, 1991, from Paula S. Kates, Advancement Chairman of Boy Scout Troop No. 63 announcing advancement of Scout James DePompei to the rank of Eagle Scout; and communication, dated August 13, 1991, from Fire Chief, Michael Dunne, commending Jim DePompei for his time and job well done for refurbishing fire alarm boxes throughout the Town. In response to the above communications, it was on motion unanimously,

VOTED: To send a letter of congratulations to Eagle Scout recipient James DePompei.

Metropolitan Area Planning Council

It was agreed at the Selectmen's meeting on November 25, 1991, that Executive Secretary Thompson would contact David C. Soule, Executive Director of MAPC for direction in responding to the November 12, 1991 communication received from the MAPC concerning the Transportation Improvement Program.

In a conversation with Mr. Soule, a recommendation was made by Executive Secretary Thompson to draft a letter to the MAPC including the following relevant information:

1. The Board of Selectmen has supported the METROPLAN 2000 in the past and will continue their support in the future.
2. The listed projects in TIP are still the Board's top priority and the Board is desirous of having the Rt. 20 project stay in TIP as it appeared last year.

3. Reference the Board's past letter of May 2, 1991, regarding intersections and ask that the TIP be amended accordingly to eliminate the intersection improvements.

The Board concurred.

Selectman Cope requested Secretary Thompson to footnote that MetroWest supports the Board's request. Ms. Cope further suggested Secretary Thompson to copy the letter to the Planning Board in order that they may send a letter of support as well.

License Renewals

Executive Secretary Thompson reported that, according to a new state requirement, licensees must comply and verify that they have Worker's Compensation insurance for their employees before licenses are issued.

Selectman Cope asked about the outstanding tax bills owed. Executive Secretary Thompson recommended the Board not condition its vote on payment of taxes because there is no one amount owed exceeding \$500.

Following review of reports from the Building Inspector, dated December 2, 1991, and the Fire Chief, dated December 2, 1991, recommending approval of the license renewals, it was on motion unanimously

VOTED: To renew Alcoholic Beverages, Common Victualler, Entertainment, Automatic Amusement Device, and Second Hand Motor Vehicle licenses which expire December 31, 1991, for Calendar 1992, as listed on "LICENSEE LIST - Renewals for Calendar 1992", which is attached and incorporated herein as part of these minutes; and to forward the appropriate renewal forms to the Alcoholic Beverages Control Commission where applicable; said license shall be held until payment of the required license fees and compliance relative to any/all outstanding health, safety or zoning violations; said licenses shall also be subject to all previous restrictions.

Annual Town Report - Inclusion of Vital Statistics

With regard to responses received relative to inclusion of vital statistics in the Town Report, Executive Secretary recommended the Board vote to delete vital statistics from the Town Report because of the cost of printing extra pages and further on the recommendation of Jean MacKenzie, Town Clerk in a communication to the Board, dated September 27, 1991.

Selectman Cope stated she does not treat the responses from the Town lightly, and shares their concerns.

Selectman Drobinski suggested the Town might still save money if the statistics were printed in small print. Executive Secretary Thompson responded by saying the costs for typesetting would still exist even for a couple less pages and the small print may not be as legible and readable as it should be.

It was on motion unanimously

VOTED: To eliminate Vital Statistics from the Annual Town Report, with the stipulation that a notation be inserted in the 1991 Report informing residents

that a copy of the statistics may be picked up free of charge from the Town Clerk's office.

Appointment - Wild and Scenic Rivers Study Committee

The Board accepted notification of Frances Clark's withdrawal of application to serve on the Sudbury, Assabet, and Concord Rivers Wild and Scenic Rivers Study Committee. She had been one of the two persons nominated by the Board for a single Federal appointment.

In an effort to send the nominated persons to a reception for prospective members of this Committee on December 14, Deborah Montemerlo, Conservation Coordinator, requested the Board nominate another person for the appointment before December 14 if possible.

Executive Secretary Thompson recommended the Board ask for the Conservation Commission's input before nominating anyone; table further action until the December 16, 1991 Selectmen's meeting and send a copy of the invitation to nominee L. Michael Meixsell as soon as possible in order that he may be able to attend.

Planter - Hudson and Concord

Selectman Cope received a call from Sudbury citizen, Joyce Bostder, asking how she might help make the planter in the island at Hudson and Concord look better. Ms. Cope responded that she may do whatever she thought would make it more attractive. Selectman Cope asked Mr. Thompson to look into getting rid of the Rotary sign on the planter in the Town Centre.

Emergency 911 Wayland Conference

In response to Selectman Cope, Executive Secretary Thompson stated that he would report to the Board on December 16 concerning the E911 conference to be held in Wayland on December 4, 1991; he and both Chiefs will attend.

Melone Property

Selectman Drobinski reported that he had conversation with Bob Leupold with regard to the 21E issue concerning the Melone purchase, and that Mr. Leupold is following up with Town Counsel, Paul Kenny. Mr. Drobinski stated there is one issue that yet needs to be resolved concerning who signs off on the application. We may need to hire an outside consultant to do so.

Lincoln-Sudbury School Committee Vacancy

Chairman Wallace reported he participated in interview of two candidates for the Lincoln-Sudbury Regional School Committee to fill the vacancy created by JoAnn Frazer, and a decision is being made on the evening of December 3, 1991.

Letter of Best Wishes

Executive Secretary Thompson reported that Wayside Inn Trustee Dan Coolidge is very ill and received the Board's consent to send their best wishes along with the Conservation Commission's to Mr. Coolidge.

Stow Board of Selectmen

Executive Secretary Thompson reported he received a call from the Board of Selectmen in Stow with regard to the Air National Guard proceeding with plans to move to the Sudbury Annex. Secretary Thompson will keep the Board informed and is waiting to receive a copy of their material.

Executive Session

At 9:45 p.m. it was on motion by roll call unanimously

VOTED: To go into Executive Session to discuss holiday gifts from the Discretionary Fund.

(Chairman Wallace, aye; Selectman Drobinski, aye; Selectman Cope, aye).

Chairman Wallace announced that open session would not be reconvened.

The meeting was adjourned at 10:00 p.m.

Attest:

Richard E. Thompson
Executive Secretary-Clerk

LICENSEE LIST
Renewals for Calendar 1992

BUSINESS

TYPE OF LICENSE

YBF, Inc.
d/b/a Kappy's Distributors
474 Boston Post Rd.

AA Package

Sudbury Super Market, Inc.
d/b/a MacKinnon's Liquors
5 Concord Rd.

AA Package

Roche Bros. Supermarkets, Inc.
d/b/a Sudbury Farms
439 Boston Post Rd.

W&M Package

Matt Garrett's of Sudbury, Inc.
d/b/a Matt Garrett's
120 Boston Post Rd.

AA Restaurant
Common Victualler (hrs. restricted)
Entertainment
Automatic Amusement Devices

99 West, Inc.
d/b/a "99"
694-8 Boston Post Rd.

AA Restaurant
Common Victualler
Entertainment

Philip Magiannis
d/b/a Philip's Pizza
447 Boston Post Rd.

AA Restaurant
Common Victualler
Entertainment

Wayside Inn Corp.
d/b/a Longfellow's Wayside Inn
72 Wayside Inn Rd.

AA Restaurant
Common Victualler/Innkeeper
Entertainment

Coach House Inn, Inc.
d/b/a Coach House Inn
738 Boston Post Rd.

AA Restaurant
Common Victualler/Innkeeper
Entertainment

Sierras, Inc.
d/b/a Sierras
470 North Road

AA Restaurant
Common Victualler
Entertainment

Bullfinch's, Inc.
d/b/a Bullfinch's
730 Boston Post Rd.

AA Restaurant
Common Victualler
Entertainment

Ho-Tai Sudbury, Inc.
d/b/a Lotus Blossom
394 Boston Post Road

AA Restaurant
Common Victualler
Entertainment

Rosa West, Inc.
d/b/a Rosalie's of Marblehead
8 Village Green, 29 Hudson Road

AA Restaurant
Common Victualler
Entertainment

Joanne M. Frate, Owner/Manager
d/b/a Donacesca Ristorante
Italiano
385 Boston Post Rd.

AA Restaurant
Common Victualler (hrs. restricted)
Entertainment

Papa Gino's of America, Inc.
d/b/a Papa Gino's
104 Boston Post Rd.

W&M Restaurant
Common Victualler
Entertainment

American Legion #191, Inc.
676 Boston Post Rd.

AA Club
Common Victualler
Entertainment
Automatic Amusement Devices

Alden Merrell Corp.
d/b/a Alden Merrell Cheesecake Co.
447 Boston Post Rd.

Common Victualler (hrs. restricted)

Daniel and Bertha Oliveira
d/b/a The Bagel Baker
621C Boston Post Rd.

Common Victualler

The Charcuterie, Inc.
d/b/a The Charcuterie
525 Boston Post Rd.

Common Victualler
Entertainment

D'Angelo, Inc.
d/b/a D'Angelo Sandwich Shops
435 Boston Post Rd.

Common Victualler

Friendly's
457 Boston Post Rd.

Common Victualler
Entertainment

Marrone's Bake Shop
418 Boston Post Rd.

Common Victualler

Sudbury Pizza
426 Boston Post Rd.

Common Victualler

Pastel Pizza
730 Boston Post Rd.

Common Victualler

Ithipol Pathumwam
d/b/a Thai Avenue
621A Boston Post Road

Common Victualler

Northeast Recreation Co.
d/b/a Sudbury Bowladrome
136 Boston Post Rd.

Common Victualler
Automatic Amusement Devices

USED CAR CLASS II AND III LICENSEES

Colony Leasing Corp.
103 Boston Post Rd.

Used Car Class II
(Conditioned; license period
coincides with Special Permit)

Station Road Auto Body & Garage
40 Station Rd.

Used Car Class II
(Special Permit)

Automotive Diagnostic Ctr.
100 Boston Post Rd.

Used Car Class II
(Special Permit)

Mosher Auto Body
34 Station Rd.

Used Car Class III

11/12/91