

IN BOARD OF SELECTMEN
NOVEMBER 18, 1991

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

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

Conservation Commission - Appointment

Present: Mr. Steven Roderick, candidate for appointment.

In a memo to the Board of Selectmen dated November 5, 1991, the Conservation Commission, following its search to replace Muriel Plonko, former member on the Commission, voted, in their meeting held on November 4, 1991 to recommend Mr. Steven Roderick be appointed to the Commission. Mr. Roderick has been a Sudbury resident for three years and is a Biology teacher at Lincoln-Sudbury High School.

Selectman Cope expressed Commission member Frances Clark's wishes that she could have been able to attend the meeting in support of Mr. Roderick and belief that his background and experience will be an asset to the Commission.

It was on motion unanimously

VOTED: To appoint Steven Roderick of 18 Stubtoe Lane, to the Conservation Commission for a term to expire April 30, 1993.

Minutes

It was on motion unanimously

VOTED: To approve the regular session and the executive session minutes of November 4, 1991, and the executive session minutes of October 15, 1991, as drafted.

Sign on Town Common Announcing Voter Registration and Election Dates

In response to a request by the Town Clerk dated November 4, 1991, it was on motion unanimously,

VOTED: To authorize use of the Town Common to place a sign announcing voter registration and election dates, with the concurrence in each instance of the Executive Secretary.

Council on Aging - Van Donation

It was on motion unanimously

VOTED: To accept \$125.00 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.

Sherman Bridge Signs - Communication with Laurie Schecter

With regard to the communication dated November 4, 1991, from Laurie Schecter for the "Friends of Sherman's Bridge" requesting "stop" and "yield" signs at either end of the bridge and a heavy commercial vehicle restriction on Lincoln Road, it was noted the Selectmen's office had forwarded communication, dated November 8, 1991, to Ms. Schecter regarding the Board of Selectmen's vote on October 8, 1991, on Article VII, Section 12.1, adding the new heavy vehicle restriction on Lincoln Road.

With regard to her request for "stop" and "yield" signs, the Board is in receipt of a communication dated November 12, 1991 to Ms. Schecter from Laurinda T. Bedingfield, District Highway Engineer, stating that in accordance with provisions of Chapter 689 of the Acts of 1986, the posting of regulatory signs is the responsibility of the town and must follow the provisions in the Manual on Uniform Traffic Control Devices. The District Highway Engineer cautioned against use of unwarranted traffic control devices and suggested the posting of warning signs if warranted when the bridge is opened.

Selectman Cope expressed her concerns that signs might be a target for vandalism and preferred not to make a decision for signs until the bridge is constructed.

Executive Secretary Thompson recommended that the Board communicate to the Highway Surveyor, Robert Noyes, that the Board concurs with the communication dated November 12, 1991 from the District Highway Engineer.

It was on motion unanimously

VOTED: To refer the communications of Laurie Schecter and the District Highway Engineer regarding the posting of signs for Sherman's Bridge to the Highway Supervisor, Robert Noyes, for his comments.

Town Report Bid - D. Irving Publishing Company

In accordance with a memo dated November 15, 1991, from Patricia Huston, Chairperson for the Sudbury Town Report Committee, for printing of the Annual Town Report, it was on motion unanimously

VOTED: To accept the low bid of D. Irving Publishing Co., 16 River Street, Braintree, MA, dated October 31, 1991, for printing the Sudbury 1991 Town Report on recycled paper at the price of \$56.75 per page for pages to be typeset and \$54.95 per page for camera-ready pages, per specifications dated October 1, 1991.

The Board of Selectmen wishes to express in the report that they support recycling.

Scope of Services - Town Counsel

After review of the second draft of the General Scope of Services, Town Counsel, on recommendation of Selectman Cope, it was agreed to change or reword Paragraph H, Page 2 to read, "Town Counsel should review minutes (including those of executive sessions) of meetings of each major Board in

Town that has legal exposure to identify legal issues and to provide the Boards with appropriate advice in advance of potential legal problems (eliminating the word all before meetings).

On the recommendation of Executive Secretary Thompson it was on motion unanimously

VOTED: To approve the second draft of Scope of Services for Town Counsel, subject to further changes recommended by Mr. Elfman, in which case, Secretary Thompson would telephone the Board for comment.

Petition for Change in Manager - Sudbury Super Market, Inc.

With regard to a petition, dated November 12, 1991, for a change in manager of the Sudbury Super Market, Inc., and being in possession of the necessary (a) application form 997, (b) vote of the corporation's directors, (c) proof of citizenship, (d) Change of Manager Form A, and (e) record check, it was on motion unanimously

VOTED: To approve a petition for change in manager for the Sudbury Super Market, Inc., d/b/a MacKinnon's Liquors, 5 Concord Road, from John S. MacKinnon, Sr. to Michael S. MacKinnon, the change being necessitated by the death of John S. MacKinnon, Sr. on April 29, 1991.

Letter to Editor - Special Town Election

Pursuant to Town Counsel review, the Board reviewed the draft Letter to the Editor concerning Unisys and the Special Town Election to be held December 9, 1991.

It was on motion unanimously

VOTED: To approve the draft Letter to the Editor concerning Unisys and the Special Town Election.

Permanent Building Committee - Appointment

On the recommendation and unanimous vote by the Permanent Building Committee at its meeting on November 12, 1991, it was on motion unanimously

VOTED: To appoint Warren E. Boyce, Supervisor of Town Buildings, to the Permanent Building Committee for a term to expire April 30, 1992, filling the unexpired term of Theodore Athanas, who recently resigned, subject to review by Town Counsel.

Act Relative to Home Heating Oil Tanks

Relative to the question of supporting passage of An Act Relative to Home Heating Oil Tanks, the Board expressed concern with regard to funding of the proposed Residential Underground Storage Removal Fund. The Board would like to see broader based collection of monies in the fund, but is in support of the concept.

On the recommendation of Executive Secretary Thompson, it was on motion unanimously

VOTED: To support the petition before the State Legislature for An Act Relative to Home Heating Oil Tanks, amending Chapter 21J of the General Laws, by responding to the State Legislature in support of the concept, but expressing concern that the fund should include a broader based collection of monies.

Sudbury's Bylaws Relative to Home Heating Oil Tanks

Secretary Thompson stated he has been in conversation with Fire Chief Michael Dunne. Chief Dunne has been evaluating the Bylaws of Lincoln and regulations of Carlisle and would like some direction from the Board on the course of action to take. Upon review and discussion, it was decided that the Board would like to see Chief Dunne draft an Article for Town Meeting which he could support and the Board of Selectmen would submit it.

Sudbury Village Project

With regard to the communication, dated November 6, 1991, received by Selectman Cope from the Sudbury Representative, Ursula Lyons, to the Metropolitan Area Planning Council, relative to the Sudbury Village Project it was on motion unanimously

VOTED: To support the proposal that the Sudbury Village Project (SVP) receive the official endorsement of the Metropolitan Area Planning Council (MAPC) and that it be formally included in the MetroPlan 2000.

Inclusionary Zoning Study Committee

At the request of Jo-Ann Howe, Executive Director of the Sudbury Housing Authority, in a memo dated October 25, 1991, it was on motion unanimously

VOTED: To appoint Peter B. Endicott, 14 Stonebrook Road, Sudbury, to the Inclusionary Zoning Study Committee.

N.B. The above vote was taken subject to the legalities of same relative to the issue of residency. It was confirmed following the meeting that Mr. Endicott is still a resident of Sudbury and the appointment valid.

Middlesex County Selectmen's Association Fall-Winter Meeting

Selectmen David Wallace and Judith Cope expressed their intent to attend this function at the Ramada Inn, Woburn, MA on December 4, 1991.

Selectmen's FY93-501 Budget

Present: Janet Silva, Administrative Assistant to the Board of Selectmen.

Executive Secretary Thompson recommended that the Board not vote on the budget the first go around, rather approve it for submission only to the Town Accountant. It was agreed the Executive Secretary would prepare a recap on all departments with recommendations, following review of all budgets.

With regard to the Level Fund Request Column, as explained by Janet Silva, in order to meet the Finance Committee's voted amount of \$218,614, cuts were made to reduce Budget & Personnel Officer's hours from 4 days to 3 days

(21 hrs.) per week, and eliminate the Switchboard Operator/Receptionist position.

To meet the Finance Committee's budget request for an additional 5% reduction (\$10,931), two choices were presented: 1) an across-the-board salary decrease, or 2) further reduce the budget for the Budget and Personnel Officer.

There ensued a discussion of the ramifications of these cuts, during which Mrs. Silva expressed the hope that a change in the telephone system could be made to alleviate the situation if the Switchboard Operator budget is lost, and that a study is underway concerning same.

With regard to the MetroWest Growth Management Committee, a budgeted amount of \$3,836 has been added to the budget because of the Board's desire to continue participation in this organization.

Selectman Cope stated she would like to see MAGIC continue but Sudbury cannot financially contribute to both MAGIC and MetroWest, and she would like to set up a meeting with the Board of Selectmen and MAGIC to discuss the same. The Executive Secretary will do so.

Concerning the Executive Secretary's salary and contract items, the Board agreed to further discuss the same during his performance review to be scheduled some time in December.

It was on motion unanimously

VOTED: To accept the FY93 budget for Selectmen's Account 501, incorporating rewording of a footnote on Page 10, for transmission to the Town Accountant, the budget being subject to further review at a later date.

Town Space Plans

Executive Secretary Thompson reported he had a meeting with all the occupants of the Flynn Building to discuss the space plans and relocation possibilities within the building. Secretary Thompson stated that, in a conversation with Town Counsel, Paul Kenny, a new act called the New Americans Disabilities Act will be going into effect in January, 1992. In view of this information, Secretary Thompson stated, that to partially comply with this Act, their objective should be to have a chair lift installed in the Flynn Building for the first floor only. The space plans presented tonight envision such a lift. Secretary Thompson further stated that the Flynn Building, Loring Parsonage and the Town Hall, because of their age and construction, will never be totally handicapped accessible without major costly renovations.

Secretary Thompson offered suggestions for changes that include moving the Tax Collector/Treasurer's offices to the offices previously occupied by the Sudbury Visiting Nurse Association. This move would merge all the offices together where Treasurer/Collector Mary Ellen Dunn would have more control over the operations, and the additional space would accommodate all the new hardware and software used by the Department, as indicated on Blueprint of Flynn Building, First Floor, dated November 18, 1991.

There has been concern with regard to the security of the location of the copying machine and the mailing machine. The space previously occupied by the Collector's office would be used as a non-smoking lounge and a copy and mailing room. In addition, according to the Sudbury Bylaws with regard to accommodating smokers as well as non-smokers, a smoking lounge would be located where the Treasurer's office is at present, with a wall being knocked down to make the room larger. In a conversation with Martha Lynn, Town Social Worker, it was decided that she would occupy the former office of the Sudbury Visiting Nurse Association Director, as indicated on Blueprint of Flynn Building, First Floor, dated November 18, 1991.

From a conversation with Jody Kablack, Town Planner, the Executive Secretary related to the Board her wishes to have an office and recommended the space now being occupied by the Credit Union not only be used for added storage space for the assessors, but also office space for Ms. Kablack. Secretary Thompson recommended that the Credit Union move to space in the Town Hall, as referenced on Flynn Building Blueprint, Second Floor, dated November 18, 1991, and Town Hall Blueprint, dated November 18, 1991.

In addition, Secretary Thompson stated he would like to see the Town Hall used more frequently for various functions and meetings, and possibly re-establish the kitchenette that was once there, as referenced on Town Hall Blueprint, dated November 18, 1991.

Selectman Cope expressed her wishes to eliminate smoking completely in any Town building. She stated that the Sudbury Bylaws contradict themselves in that they do not allow smoking in any Town building; however, they provide that a designated smoking space be provided if there are smokers in the building. There was a consensus to request Town Counsel review pertinent regulations and the Sudbury Bylaw regarding smoking in Town buildings and the necessity of providing a smoking area, and to report back in time to amend Sudbury's Bylaw if desired.

With regard to the Nixon School relative to relocating Town Offices at that location, Secretary Thompson stated that since a decision has not been reached by the School Committee regarding its needs, the Town will have to wait for that decision.

The Selectmen expressed agreement with Executive Secretary Thompson's recommendations for changes in the Town Hall and Flynn Building, as indicated on the plans dated November 18, 1991; subject to Town Counsel's review of smoking regulations before walls are knocked down for a smoking area.

Five-Year Capital Improvement Plan

It was on motion unanimously,

VOTED: To approve Selectmen's Five-year Capital Expenditure Plan for submission to the Long Range Planning Committee, as drafted by the Executive Secretary, with the understanding that the item of Town Space Plans is included to keep the project active but needs reworking and the Executive Secretary will continue discussions which are now ongoing with the Long Range Planning Committee.

Executive Session

At 10:00 p.m. it was on motion unanimously

VOTED: To go into Executive Session to discuss collective bargaining, Discretionary Fund matters, and transactions in real property. (Chairman Wallace, aye. Selectman Drobinski, aye. Selectman Cope, aye.)

Chairman Wallace announced that public session would not reconvene immediately following Executive Session.

Attest: _____
Richard E. Thompson
Executive Secretary-Clerk