

IN BOARD OF SELECTMEN
MONDAY, NOVEMBER 26, 1979

Present: Chairman Robert J. Hotch, William J. Cossart and John E. Murray.

The statutory requirements as to notice having been fulfilled, the meeting was called to order at 7:00 p.m. by Chairman Robert J. Hotch.

Grievance - Local 315, International Brotherhood of Police Officers (IBPO)

Present: John A. Longo, President of Local 315 (IBPO); and Officer Patrick Manzo.

Executive Secretary Richard E. Thompson stated that the matter of responding to a grievance dated October 11, 1979, from John A. Longo, President, and Peter S. Langmaid, Vice-President, Local 315, International Brotherhood of Police Officers, concerning reimbursement of educational costs to Patrick Manzo, had been discussed by the Board in October and again on a subsequent date, at which time it was agreed to pay Officer Manzo for those courses which he took, with the exception of four for which there was some discrepancy in the record.

Consequently, Officer Manzo obtained a letter dated November 7, 1979, from Robert K. Massey, Jr., Staff Assistant, explaining that instructors are allowed to establish their own policies regarding course requirements, grading and attendance within certain school guidelines; and another letter from one of Officer Manzo's instructors indicating that he had made these special arrangements with Officer Manzo and Officer Manzo had satisfactorily passed the course.

Mr. Thompson stated that Town Accountant John H. Wilson is now willing to reimburse Officer Manzo for this course, based on the letters received from the college, and is willing to process the remaining three courses upon receipt of three similar verifications.

Selectman Cossart questioned the discrepancies of record concerning information the Town Accountant received from the college which indicated that special arrangements had not been made for Officer Manzo.

Mr. Wilson confirmed that he had been told by the registration office that there was no record in Officer Manzo's file indicating that special arrangements had been made.

Officer Manzo stated that he had been asked to obtain letters of verification, and had later been told by the Selectmen's office that the two letters he had obtained were sufficient.

The Executive Secretary apologized for Officer Manzo's inconvenience and clarified that the two letters Officer Manzo had obtained appeared to be sufficient at the time, but that it was up to the Town Accountant to make the final decision.

Officer Manzo expressed his opinion that the Town Accountant was handling this transaction too personally.

Chairman Hotch stated that it was the Town Accountant's job to carefully look into every monetary transaction.

Following further discussion it was the consensus of the Board to authorize the reimbursement payment of the one course taken by Officer Manzo substantiated by Mr. Massey's comments, on behalf of the college, and the conclusive statement by Professor Blunt that Officer Manzo had received a "C" grade in his course; further, it was agreed that Officer Manzo would have to obtain three letters of verification pertaining to each individual course, which would be submitted to the Town Accountant for reimbursement payments for the remaining three courses Officer Manzo took.

Mr. Wilson stated that he had received confirmation from the State Bureau of Accounts that this payment would not have to be handled as an unpaid bill because there were excess funds in the educational reimbursement account at the close of the fiscal year.

Renewal of Annual Licenses

Executive Secretary Richard E. Thompson stated that an application had been received for Friendly's and following a brief discussion, it was on motion by Selectman Murray unanimously

VOTED: To renew and approve the following licenses for Friendly's: Common Victualler and Weekday Entertainment.

Mr. Thompson stated that the Board at its meeting on November 19, 1979, had held approval of renewal licenses (Restaurant All-Alcoholic Beverages, Common Victualler, Weekday Entertainment and Weekday Automatic Amusement Devices) for the establishment of Sudbury House, Inc., due to reservations by the Fire Department and the Board of Health. Mr. Thompson referenced the following communications:

- from the Health Director, dated November 20, 1979, listing several unsanitary areas requiring additional attention, and stating that he would be making a re-check in two weeks;

- from the Fire Chief, dated November 23, 1979, indicating that the Department had re-checked the premises but that there were still several deficiencies.

Following discussion it was a consensus to continue to hold all license renewals for Sudbury House, Inc, until the establishment has fully corrected the violations noted in the Board of Health's letter of November 20, 1979, and the Fire Chief's letters of November 16, and 23, 1979.

Mr. Thompson explained that if the all-alcoholic beverages license is not renewed for Sudbury House, Inc., during the month of November, a hearing will be required in order for the same to be issued later. The Board authorized the Executive Secretary, at his request, to schedule a hearing for the third week of December, in anticipation of compliance by Sudbury House, Inc., rather than waiting until notification of compliance, to expedite proceedings.

Selectmen's Schedule of Action - Street Acceptances for 1980

It was on motion by Chairman Hotch unanimously

VOTED: To accept the schedule for Selectmen's action relating to street acceptances for 1980, prepared by Town Counsel under date of November 19, 1979.

Assistant Town Counsel Thomas M. French pointed out that the orders of taking for street acceptances must be recorded within 30 days of the close of Annual Town Meeting.

Transfer Request - Sealer of Weights and Measures

On the recommendation of the Executive Secretary, it was on motion by Chairman Hotch unanimously

VOTED: To approve Transfer Request #0849, dated October 5, 1979, from the Reserve Fund to Account 340-18, Sealer of Weights and Measures, in the amount of \$500, for the hiring of a Sealer of Weights and Measures starting January 1, 1980, based on 200 hours per year at \$5/hour.

Dog License Mail Order Form/Talent Search Registration Form - Warrant Page

During discussion relative to requests from the Town Clerk and the Talent Search Committee for space in the Annual Town Meeting Warrant for a dog license mail order form and a Talent Search registration form, the Executive Secretary pointed out that the mail order form would be a good way to warn dog owners of the change in the Law (beginning 1980) requiring evidence of rabies shots prior to the issuance of a dog license; also, that the Talent Search Committee has been allowed space in the Warrant in the past for a registration form.

Following discussion it was on motion by Chairman Hotch unanimously

VOTED: To approve requests from the Town Clerk and the Talent Search Committee for a page or half page each depending on available space in the 1980 Annual Town Meeting Warrant for the following: a. a dog license mail order form; and b. a talent search registration form.

Home Heating and Energy Conservation Lecture

The Board expressed support of a communication dated November 16, 1979, from the Cooperative Extension, Northeast Regional Extension Service, offering a free lecture on home heating and energy conservation at the request of the Selectmen for the community, and directed the Executive Secretary to coordinate the arrangements for and advertising of the same, on behalf of the Selectmen.

Department of Public Utilities Case 18153

Executive Secretary Richard E. Thompson reported relative to disposition of Public Utilities Case #18153 - Sudbury's request for extended local service, and suggested that Chairman Hotch make an announcement of the same during Town Fathers Forum.

Selectman Murray added that the decision was based on the number of telephones in the Town of Sudbury to arrive at a rate; however, in their research they found similar areas (i.e. in Rhode Island) whose rates were less than ours and they intend to investigate the same. Selectman Murray also pointed out that there are telephones in Sudbury with Maynard and Wayland exchanges, and that will be eliminated in 1980.

Mr. Thompson added that that will tie in with the new switching system the Town is supposed to have sometime between 1980-83.

The Selectmen concurred that before commenting further, they would consult with Town Counsel. Selectman Cossart requested Mr. Thompson to notify Mrs. Simon; Mr. Thompson stated that he had done so.

Articles for 1980 Annual Town Meeting Warrant

Street Acceptances

Executive Secretary Richard E. Thompson stated that Woodberry Road (connected to Forest Street) has been added to the main list of street acceptances; that Allan Avenue had been petitioned, as expected, and that an appropriation of \$2,500 will be required.

Following discussion it was on motion by Selectman Murray unanimously

VOTED: To approve and sign three separate street acceptance articles for the 1980 Annual Town Meeting Warrant, under the December 3 closing date, as follows:

1. Street Acceptances for part or all of the following roads:
Ames Road, Cedar Creek Road, Clifford Road, Colonial Road, Deer Pond Road, Forest Street, Land's End Lane, Lee-Anne Circle, Maynard Farm Road, Murray Drive, Newton Road, Pokonoket Avenue, Stone Root Lane, Whispering Pines Road and Woodberry Road;
2. Street Acceptance - Allan Avenue; and
3. Street Acceptance - Oak Street.

Amend Zoning Bylaw - Permitted Uses in Various Zones

The Board authorized Town Counsel to draft a bookmark article to amend the zoning bylaw, dealing with permitted uses in various zones pertaining to restaurants, for review by the Selectmen.

Amend Zoning Bylaw - Site Plan Approval Procedure

The Board agreed to further discuss an article to amend the zoning bylaw relative to site plan approval procedure at its next meeting.

Town Report - Amend Article III,2

The Board tabled discussion of an amendment to Article III,2 relative to distribution of the Town Report for the purpose of receiving comment from the Town Report Preparation Committee relative to the same.

The following articles were discussed following the Town Fathers Forum:

Create New Bylaw under Section 6N of Ch. 40, Allowing the Town to make Repairs to Private Ways

Executive Secretary Richard E. Thompson informed the Board that the Town Meeting of 1977 had accepted section 6N of Chapter 40 of the General Laws, but that a change in said General Law requires that the Town must accept its own bylaw under section 6N of Chapter 40 relative to Temporary Repairs on Private Ways, which is the purpose of this article submitted by the Highway Surveyor. The Board accepted the article and will further discuss the same at a later date with the Highway Surveyor.

Personnel Bylaw: Classification and Salary Plan

This article will be submitted as a bookmark article, if not received from the Personnel Board.

Personnel Bylaw: Personnel Administration Plan

It was a concurrence that if this article is not received from the Personnel Board by Friday, November 30, it will be submitted as a bookmark article.

The meeting recessed at 8:00 p.m. for a coffee break; the meeting was called back to order at 8:10 p.m.

Town Fathers Forum

At 8:10 p.m. Chairman Hotch convened the 131st Session of the Town Fathers Forum, a copy of which is attached and made part of these minutes.

At 9:10 p.m. the meeting was recessed for coffee and conversation; the meeting was called back to order at 9:30 p.m.

Current Items of Interest

Selectmen's Schedule for Reviewing Budgets

The Board accepted a schedule for reviewing budgets, as prepared by the Executive Secretary.

Finance Committee Meeting

The Board was informed by the Executive Secretary that the Finance Committee will be meeting on December 6 at 8:45 to discuss the Selectmen's non-monied articles. Later in the evening the Board agreed to meet at 8:00 p.m. instead of 8:45 p.m. to accommodate a Finance Committee meeting with the Permanent Building Committee.

Communication from Estelle Simon

The Board reviewed a letter dated November 20, 1979, from Estelle Simon, relative to complaints involving her dogs and pending District Court appeals action. It was the consensus of the Board not to take any action at this time on the letter.

Town Clock

The Board authorized the expenditure of \$200 from the Town General Building Maintenance Account to replace the motor on the Town Clock, as requested by Albert St. Germain, Keeper of the Clock. With the replacement of the motor, the clock will chime each hour.

Meeting with Town Accountant

Present: John H. Wilson, Town Accountant.

Executive Secretary Richard E. Thompson stated that Town Accountant John H. Wilson has received a definite job offer for \$10,000 more than he is currently earning as an employee of the Town of Sudbury.

The Board reviewed comparative data, and other information submitted by the Executive Secretary including:

- Salaries 1979-80 of Sudbury Town Officials;
- duties and accomplishments of John H. Wilson, Town Accountant, August 6, 1973 through November 23, 1979. In the past it had been suggested by Mr. Wilson that some of these jobs be broken down into monetary amounts;
- administrative staff support cost of certain towns; and
- suggested Town Accountant's salary range which, if endorsed by the Selectmen, would satisfy Mr. Wilson to remain with the Town if approved at the 1980 Annual Town Meeting.

Chairman Hotch pointed out that, should the Selectmen endorse the suggested salary schedule for 1980-81, it would still have to be approved by the Town Meeting, and hopefully endorsed by the Finance Committee and the Personnel Board.

Selectman Murray stressed the point that the Selectmen should determine:

1. what salary is appropriate, and is affordable by the Town, for a Town Accountant; and
2. what salary is appropriate for John Wilson, as Town Accountant, as well as for additional duties performed over and above those of a Town Accountant, for which he has not been reimbursed during his past years of service to the Town. Selectman Murray continued to say that Mr. Wilson appears to be an assistant to the Executive Secretary, at times, and that perhaps his title should be changed to reflect an increase in salary comparable to his duties.

Selectman Cossart suggested to resolve the matter that the Town have two job titles: Town Accountant and Town Accountant/Assistant Executive Secretary - keeping the current salary rate for the Town Accountant and creating a new salary range for the Town Accountant/Assistant Executive Secretary. Mr. Cossart's reason for this suggestion was to enable the Town to revert back to the Town Accountant's present salary and job description if it became necessary for a new hire in that position only.

Chairman Hotch expressed his opinion that the additional duties being performed by Mr. Wilson justify an increase in salary, and that it should not be necessary to add another title.

Selectman Murray disagreed; he said the Town Meeting would be more responsive to an increase if there were another title to go with it. Selectman Murray also pointed out that it will be difficult to justify more than a 7% increase without documentation of additional responsibilities.

Following further discussion it was on motion by Selectman Cossart

VOTED: To retain the current position of Town Accountant at the present salary of \$22,470;

and it was further

VOTED: To create a new position of Town Accountant/Assistant Executive Secretary in the 1980-81 Classification and Salary Plan, to accommodate John H. Wilson, with the following salary range:

<u>Start</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Maximum</u>
21,105	22,161	23,270	24,432	25,654	26,937	28,284

and Mr. Wilson going to Step 4 as of July 1, 1980.

(Selectmen Murray and Cossart in favor, Selectman Hotch opposed.)

Chairman Hotch expressed strong support for the new salary scale, but was not in favor of a dual title.

There being no further business to come before the Board, the meeting was adjourned at 10:20 p.m.

Attest:

Richard E. Thompson
Executive Secretary-Clerk