

IN BOARD OF SELECTMEN  
THURSDAY, APRIL 21, 1983

Present: Chairman John E. Murray, Anne W. Donald and Myron J. Fox.

The statutory requirement as to notice having been fulfilled, the meeting was called to order at 7:30 p.m. by Chairman Murray.

Utility Petition 83-3 - Hudson Road (Revised)

Present: Joseph D. Bausk, New England Telephone; and Leslie Ann Strong, 200 Hudson Road (arrived late).

In conformity with General Laws, Chapter 166, Sections 21 and 22, the Board considered Utility Petition 83-3 Revised of New England Telephone and Telegraph Company for permission to lay and maintain, and a location for, such a line of conduits and manholes, with the necessary wires and cables therein, under the following public way of the Town:

Hudson Road - on the southerly side approximately 85 feet easterly from the intersection of Saxony Drive, conduit beginning at existing pole #40 and running westerly approximately 85 feet thence, crossing Saxony Drive approximately 55 feet and continuing on approximately 42 feet and turning southerly to private property thence, conduit running from existing pole #42 located approximately 114 feet westerly from Saxony Drive and running easterly approximately 25 feet and turning and running southerly to private property, also a conduit connection from existing pole #41 to private property.

Executive Secretary Richard E. Thompson stated that previously utility petition 83-3 had been tabled by the Board at a hearing on March 7, 1983, in order that Mr. Joseph D. Bausk, New England Telephone and Telegraph Company, and the abutters, John W. and Karen W. Mitchell could meet and determine a mutually agreeable location for the proposed service terminal; and a new, revised petition 83-3 Revised had been submitted under cover letter dated March 28, 1983, from New England Telephone indicating mutual agreement.

Mr. Thompson further stated that all appropriate abutters and Town officials had been properly notified and that a favorable report had been received from both the Wiring and Building Inspectors, dated April 14, 1983.

It was on motion by Selectman Donald unanimously

VOTED: To approve revised Utility Petition #83-3, as described above, and as shown on a plan entitled, "Plan for Proposed Conduit Location to Accompany Petition of New England Telephone and Telegraph Company", dated March 24, 1983.

Mrs. Leslie Ann Strong, 200 Hudson Road, arrived after the petition had been approved and discussed with Mr. Bausk a concern regarding the same; before leaving she responded to the Board that her concern had been satisfactorily addressed by Mr. Bausk.

Minutes

It was on motion by Selectman Fox unanimously

VOTED: To approve the minutes of the Regular Session of April 11, 1983, as amended, and the Executive Session of that date as drafted.

Certificate of Appointment - Town Clerk

It was on motion by Selectman Donald unanimously

VOTED: To authorize the Chairman of the Board of Selectmen to sign a Certificate of Appointment/Election, to be filed with the State Division of Public Records, certifying that Jean M. MacKenzie was elected to the office of Town Clerk in accordance with Massachusetts General Laws, Chapter 41, section 19A.

Summer Meeting Schedule

It was on motion by Selectman Fox unanimously

VOTED: To approve a summer meeting schedule dated April 21, 1983, for the Board as drafted by the Executive Secretary.

Liaison Assignments 1983-84

Following a brief discussion, it was on motion by Selectman Donald unanimously

VOTED: To approve Board of Selectmen liaison assignments for 1983-84, as amended.

License Renewals - Sudbury Bowladrome, Inc.

Following a brief discussion it was on motion by Selectman Donald unanimously

VOTED: To renew the following licenses of Sudbury Bowladrome, Inc., 136 Boston Post Road:

- a. License to operate twenty-four bowling alleys on weekdays from 8:00 a.m. to 12:00 midnight and on Sundays from 9:00 a.m. to 11:00 p.m.; and six pocket billiard tables on weekdays from 8:00 a.m. to 12:00 midnight for the year commencing May 1, 1983; said license to be issued upon receipt of fees by the Town Clerk;
- b. License for Public Entertainment on Sunday to operate six pocket billiard tables from 1:00 p.m. to 11:00 p.m. commencing May 22, 1983, through May 14, 1984, subject to approval by the Department of Public Safety; and
- c. Licenses for Public Entertainment on Sunday to operate Automatic Amusement Devices (2 pinball and 4 coin-operated computer games) from 1:00 p.m. to 11:00 p.m. commencing June 26, 1983, through June 18, 1984, subject to approval by the Department of Public Safety.

Utility Petition 83-5, Pantry Road

Present: Carole Clinton, Boston Edison Company; George Sharkey, abutter.

In conformity with General Laws, Chapter 166, Sections 21 and 22, the Board considered Utility Petition 83-5 of Boston Edison Company for permission to lay and maintain, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, under the following public way of the Town:

Pantry Road - On the northwesterly side, approximately 760 feet southwest of Haynes Road, a distance of about 5 feet - conduit - connection to existing Pole 14.

Executive Secretary Richard E. Thompson stated that all appropriate Town officials and abutters had been notified and that an affirmative joint communication had been received from the Wiring and Building Inspectors, dated April 14, 1983.

Ms. Carole Clinton of Boston Edison stated that the petition is for underground conduit to provide electric service to a new home on Pantry Road.

Abutter George Sharkey expressed his opposition to the proposed utility petition on the basis that part of the trench (which he stated had been laid already prior to approval) had been placed on his property, that the pole is not five feet (as Mrs. Clinton had indicated in response to his question), but eight feet, from the property line with 27 feet of conduit (not five feet) angled from the pole.

Ms. Clinton commented that the trench had been laid and the wires are in place but not connected and will not be until approval is granted.

Town Counsel responded to the Selectmen that they are authorized to approve only that portion of the utility petition to be installed on public property, and that if encroachment on private property were the case, it did not necessarily affect approval.

Mr. Sharkey stated that to eliminate the question of whether the conduit is on his property, Boston Edison could use pole 15 rather than pole 14. Ms. Clinton stated that the pole nearest pole 14 is 280 feet away and is pole #12. Mr. Sharkey cited three instances, one questionable he said, where utility poles are not in the public way but on his property and guy wires are attached to his trees.

Following comments by the Board, it was on motion by Selectman Fox unanimously

VOTED: To table to no later than May 2, at 7:30 p.m., Utility Petition 83-5 of Boston Edison Company, as described above, to allow Ms. Clinton an opportunity to take Mr. Sharkey's concerns back to the Utility Company (and the customer (private buildier/owner abutting his property)) for resolution of the same, especially the question of confirming the exact number of feet of conduit which is to be in the public way.

The Executive Secretary was directed by the Board to notify Mr. Sharkey of the next scheduled (continued) hearing on UP83-5.

Site Plan 83-254 - Carolyn J. Mugar, Sudbury Plaza, Boston Post Road

Present: Building Inspector Joseph E. Scammon; Fire Chief Michael Dunne; Chairman Richard O. Bell, Conservation Commission; James R. Walsh, V.P. for Carolyn Mugar, and Mark J. Brennan, Engineer Herrick H. Spicer, Mugar Group, Bill Wong and Dong P. Wong, Pacific Gate Restaurant; Paul C. and Harris Sandler, Astro Paint; Ralph E. and Agness A. Hawes, abutters; and approximately six interested residents and Town officials.

In accordance with Article XI, Section V, Paragraph A of the Sudbury Bylaws, the Board considered site plan 83-254 of Carolyn J. Mugar, Sudbury Plaza Shopping Center, located on Boston Post Road, Limited Business District #2, for the construction of a new building.

Executive Secretary Richard E. Thompson stated that all appropriate Town officials and abutters had been notified and noted receipt of the following communications:

- from the Board of Health, dated April 15, 1983, conditioning approval on the following: 1) two existing leaching fields are to be renovated; 2) the septic system is to be designed for 4,515 gallons per day; 3) both Brigham's and Pacific Gate are to be eliminated from the Sudbury Plaza complex; and 4) the design flow is 3,975 gallons per day based on five gallons per one hundred square feet for dry goods stores only;
- from Fire Chief Michael Dunne, dated April 19, 1983, opposing the plan presented and suggesting a plan which would modify nineteen parking spaces in front of the building to allow for a fire lane, by deleting eight spaces and leaving five spaces, four handicapped spaces and two ramps;
- from the Planning Board, dated April 15, 1983, recommending approval, subject to recommendations by the Town Engineer including approval by the Board of Health and granting of an Order of Conditions by the Conservation Commission, the installation of speed humps on the access road to Nobscot Road for speed control and safety, and an opportunity to review the planned architectural features of the building and make recommendations accordingly;
- from the Building Inspector, dated April 15, 1983, requiring that a total of eleven handicapped parking spaces be designated for the over-all parking area in the complex and be so indicated on the plan;
- from the Conservation Commission, dated April 7, 1983, indicating that a Wetlands Protection Act hearing is necessary because the site of the construction has big wetland value and is a short distance from two Town well sites; indicating that the required fill and impervious surface must be evaluated and that IEP of Wayland will be retained to help determine the impacts this project will have on downstream water quality;

(Chairman Richard O. Bell of the Conservation Commission was present and stated that the Wetlands Protection Act Hearing held on April 14, 1983, had been continued to May 11.)

- from the Town Engineer, dated April 11, 1983, recommending approval conditioned on the following: 1) that two additional handicapped parking spaces be provided together with a ramp at the northerly end of the proposed building; 2) requesting clarification of the intended ground cover planting on the 3:1 slope areas since these should be hardy enough to resist erosion; 3) suggesting a serious potential for traffic problems and therefore recommending the use of an off-duty police officer to assist traffic during peak hours; and 4) Board of Health approval relative to sewage disposal and the granting of an Order of Conditions by the Conservation Commission for work done in conjunction with the Wetlands Protection Act.

Mr. Thompson stated for the record that the petitioner had previously requested that the Selectmen waive the scale requirement under the Selectmen's Rules and Regulations, and that permission had been granted allowing the petitioner to submit a plan in the scale of 1"=40' rather than 1"=20'.

During a presentation on behalf of the Mugar Group, Vice President James Walsh gave the following details:

Construction will be on approximately two acres for six-seven retail, "dry" tenants on a 23,125 square feet area. There is sufficient parking in this area and on the entire center to conform with the Town Bylaws. The zoning also complies. They have been working with Town officials and Departments since October, 1982 to identify any concerns. This proposal is 6,500 square feet smaller (or approximately a 23-24% reduction) than the original plan due to the recommendation of the Conservation Commission based on concerns regarding Town wells, the quality of water that would flow through the site and the impact that filling this two acres and disturbing the wetlands would have on the quality of water that would flow out through the culvert. They employed the services of Boston Survey Consultants to specifically address the water quality issues. At this point, they began formulating a plan for a proposal which would effectively not reduce the filtering ability of the remaining land. He explained drainage on the site, commenting additionally on an area (see April 21 letter from The Mugar Group to the Board) of a 3:1 slope, which, he stated, in order to comply with the Conservation Commission, they will have to retain more of for the required filtering capacity and, therefore, it will be reduced to a 1:1 slope with the use of a heavier-type soil.

NOTE: This will be changed on the plan if the Conservation Commission approves.

They are in accordance with the Fire Chief's suggestions that the eight spaces in the center of the parking area in front of the new building be designated as a fire lane, that two additional handicapped spaces be added (for a total of twelve in the entire complex), that one ramp be added; five spaces would remain in the front of the new building.

NOTE: In response to Selectman Murray, Mr. Walsh stated that the plan would be amended accordingly.

Responding to Selectman Fox, Mr. Walsh stated that this fifteen acre parcel owned by Carolyn Mugar is taxed as three separate parcels - one being nine acres, one, 7/10 acre, and the third, five acres.

Mr. Walsh went on to report that no additional curb cuts are planned for the State highway. He displayed another plan showing the area that would be altered by the above proposal. He showed where the fire hydrants are to be placed, stated that the building would be fully sprinklered and that the facade and exterior area designed consistent with the current building. In order to keep to a minimum the adverse environmental factors which come from the parking lot - heavy metals, oils, etc. - additional catch basins will be placed with traps. (Heavy metals will sink to the bottom and oil will float on the top.) They are considering as part of the package to commit themselves to a schedule for sweeping the parking lot and pumping these traps to minimize and mitigate those adverse elements from getting into this area. Regarding the leaching field: plan to replace two leaching fields at a cost of approximately \$40,000. Two septic systems would be operating within a time, resting the third system for six to eight months, and at a designated time, the pumping system would be switched to allow one to rest and refurbish/regenerate itself. The cost of the entire project is estimated at One Million Dollars.

Conservation Commission Chairman Richard O. Bell stated that the Commission has had a Wetlands Protection Act hearing (continued to May 11); that their main concerns are pollution prevention, that there is the same filtering action after construction as there is now, that there are no restaurants in the complex, and assurance that in ten years they do not propose to construct on another two acres.

Fire Chief Michael Dunne stated his letter expressed his concerns, and that Chief Lembo had expressed some reservations about the entrance from Route 20.

Abutter Ralph Hawes, Sr., asked that his message be related to the appropriate persons at Star Market regarding the noise at night by delivery trucks; he further stated that during an east wind, there is a great deal of flak from the ventilators on the roof. He had no opinion regarding the site plan. Mr. Walsh stated he would be happy to forward those concerns.

Mrs. Leslie Ann Strong of 200 Hudson Road commented on the serious traffic and safety problem existing now and stated her opposition to any further construction for retailing which will further increase the traffic on Route 20 in Sudbury. She asked what type of stores are planned there, and commented that she has seen stores come and go in Town. Mr. Walsh stated that there probably will be a large space (approximately 9,000 square feet) user on the end (health and beauty aid operation); the remaining 14,000 square feet will be for various uses.

Chairman Murray stated he felt The Mugar Group should address the Town Engineer's recommendation to hire an off-duty policeman for traffic control. Mr. Walsh stated that this does not present a problem for them if it would help solve Sudbury's traffic problem and that those hours can be designated by Acting Police Chief Lembo. Selectman Murray commented that this would not solve traffic problems but would help from a safety point of view.

Selectman Fox had several concerns which he felt The Mugar Group should address prior to site plan approval; he suggested that all agree to an extension in order that they can report back to the Board at a subsequent hearing on the following:

- the issue of traffic. Mr. Walsh stated that he would submit to the Board an analysis on traffic prepared for them by Anderson-Nichols.
- the conclusion on the Conservation Commission's continued hearing relative to the wetlands.
- an updated plan.

Abutter Patricia White questioned the access road remaining at its present width taking into account the traffic increase which will be generated by additional retail stores and suggested a "bottleneck" situation could develop as well as a visibility problem, after construction of the building and the continuation of the access road behind it, which she suggested possibly could be avoided by the use of an island; she also suggested speed humps on the road. There was a lengthy discussion and the applicant was asked to address this additional traffic issue at a subsequent hearing.

Relative to Selectman Fox's mention of the State widening on Route 20, Mr. Thompson commented that it would not be significant insofar as this area is concerned since the major widening is proposed on a portion of Route 20 from the Police Station to Nobscot Road (does not include the Plaza area).

Selectman Fox asked for an explanation of "dry use". Mr. Walsh stated that the restriction prohibits such uses - restaurants, car washes, beauty parlors - that would affect the numbers of gallons of water used per square feet requirement. (See Board of Health letter dated April 15, 1983.)

Ms. Marge Wallace asked that the Police Chief attend a subsequent hearing or submit traffic statistics, including accidents, in the area of Route 20, Dudley Road and Nobscot Road.

Mr. Thompson pointed out that the applicant should consider and so inform the Board regarding what their intentions are for snow removal since the area being altered/constructed upon is the area generally used for dumping the snow which is removed from the present parking area.

Selectman Donald stated her concern regarding the entrance situation with the addition of the access road which will go behind the building and enter the traffic flow at the entrance/exit to/from Route 20. There was some discussion regarding the use of an island or traffic lines to keep traffic in line at that intersection or widening the curb cut. It was noted that fire trucks would not be able to make the turning radius around an island to the new building.

It was agreed that The Mugar Group's engineer should speak to Town Engineer, James V. Merloni, on the matter.

Selectman Donald added her concerns regarding the wetland involved and her reluctance to see it built upon.

Mr. Thompson responded to Selectman Fox that there has been communication between The Mugar Group and the Sudbury Water District concerning water/wetlands concerns of this site plan.

Upon agreement by the applicant (Mr. Walsh) at the conclusion of discussion, it was on motion by Selectman Fox unanimously

VOTED: To continue by mutual consent to May 16 at 8:00 p.m., site plan 83-254 of Carolyn J. Mugar for Sudbury Plaza shopping center, Boston Post Road, for the purposes of having The Mugar Group address the concerns raised during discussion this evening, and, accordingly, submit a corrected site plan.

#### Recruitment Program - Fire and Police Division of Personnel Administration

The Board was in receipt of a communication dated April 8, 1983, from the Commission Against Discrimination relative to conducting a minority/female recruitment program for the Fire Fighter and Police Officer Division of Personnel Administration's examinations and Sudbury's equal opportunity and affirmative action performance for calendar year 1983.

Executive Secretary Richard E. Thompson noted for the record that the Sudbury Fire Department is not Civil Service, but in the past, through advertising and campaigning for the Fire Department the Town has enlisted female and minority applicants. He asked the local press present this evening to be cognizant of the examination dates for the Department of Personnel Administration's exams - Saturday, June 25 for Fire Fighters and Saturday, October 1 for Police Officers - and advertise the same.

Following a brief discussion, it was on motion by Chairman Murray unanimously

VOTED: To acknowledge receipt of the above-referenced communication and to pledge to continue in the commitment to act affirmatively to employ minorities and women.

#### Local 2023 Contract (Fire)

Present: Fire Chief Michael Dunne.

In consideration of a communication dated March 24, 1983, from Fire Chief Michael Dunne regarding a change in the contract with Local 2023, and a related communication dated March 30, 1983, from Labor Relations Counsel Richard W. Murphy, the Board directed the Executive Secretary to draw up the necessary papers for signing which will amend the contract by deleting Article VIII, section 2.

#### Visit Sudbury, Ontario, Canada

Chairman Murray commented on the nice weekend shared with visitors from Sudbury, Ontario, Canada, especially the reception at the Wayside Inn. He stated that Sudbury, Ontario would like to have a guest from Sudbury, Massachusetts, join



them in their centennial celebrations on June 25 and again on July 3 (marathon). Board members indicated an interest in one of them traveling to Sudbury, Ontario, Canada, for the celebration. Executive Secretary Richard E. Thompson stated that he would look into the expenses of such a weekend and get back to the Board.

#### Chapter 90 Project Request

It was on motion by Selectman Donald unanimously

VOTED: To sign a Chapter 90 Project Request form for Dutton Road drainage and street relocation under Agreement #30593, #30821 and #29640, and a related Environmental Punch List.

#### Agricultural Preservation Restriction Application Form - Stone Property

It was on motion by Selectman Donald unanimously

VOTED: To sign an application under the Agricultural Preservation Restriction Act, Chapter 780 of the Acts of 1977, Stone property, 554 Boston Post Road.

Responding to Selectman Fox, Mr. Thompson stated that by signing said application the Town would not be committing itself to any sum of money except possibly some legal costs; the Conservation Commission would be contributing, however, \$10,000 from the conservation monies.

#### Space Needs - Town Hall Departments

Present: Town Clerk Jean M. MacKenzie.

Town Clerk Jean M. MacKenzie vehemently expressed her desire to be heard on the subject of Town Hall renovations and space requirements. At her request the Board allowed the Executive Secretary to review the status of the same to date, although the subject was not on the agenda.

The Executive Secretary informed the Board that the Accounting and Treasurer's office relocation was completed a month ago. Mr. Thompson continued that certain unexpected repairs to the front entryway to the Town Hall and ladies' restroom are now underway, estimated to cost between \$1,000-1,500, and are necessitated because of a steam leak in the entry area adjacent to the restroom; that renovations for the Tax Collector's office are near completion; that he had spoken to Assessor Dave Collins regarding the temporary re-location of the Assessors' office to the vacated office of Accounting Secretary Dottie Roberts; and the Building Inspector is working on cost estimates for partitioning off the lower Town Hall. In the Flynn Building, the Building Inspector has begun the cleaning and painting of all restrooms and is dealing with the possibility of moving the switchboard to the second floor.

Following Mr. Thompson's review and during a lengthy discussion, Mrs. MacKenzie made the following points, summarized as follows:

- She felt that because of a lack of communication between the Board of Selectmen and herself (being the new Town Clerk of three weeks), they did not realize her desire to remain in her present office and not be moved to the lower Town Hall.

Selectman Murray stated that the Selectmen have had public meetings, have discussed where all the offices were going, that plans have been passed around, and that all Town officials and Departments were given an opportunity to give input.

- She stated that she did not require additional space, and that it was important for her to remain where she is because of the inter-communication required by her office and the other offices in the Town Hall.
- She felt the lower Town Hall was not conducive to protecting valuable documents and books such as are stored in the Town Clerk's office, and that an area that large would be more suitable for the Fire Department's needs. (She also preferred seeing the Assessors moved to the lower Town Hall rather than the Town Clerk,)

- Mrs. MacKenzie also felt that access to the Town Clerk's office would be very difficult for handicapped people, especially during voter registration when many handicapped people are served by the Town Clerk's office. She briefly suggested a plan for the relocation of the Fire Department to the lower Town Hall and into the old Accounting Office.

Selectman Murray told Mrs. MacKenzie that he felt she came into the Selectmen's meeting tonight with a chip on her shoulder. He stated that the Selectmen have never refused to put an item on the agenda requested by anybody involved with Town Government and further stated that he resented the fact that Mrs. MacKenzie indicates tonight that there is some kind of subterfuge. He stated he resented the implication that the Selectmen are out to do something to the Town Clerk or the Town Clerk's office.

- Additionally, Mrs. MacKenzie objected to the fact that, in her opinion, the painting of the offices in the Town Hall has stopped and not all the offices have been painted. (Mr. Thompson explained that the painting had not stopped but that work was being done in one office at a time to clean each in its own turn.)

Selectman Donald stated she did not understand why Mrs. MacKenzie had not submitted her suggestion(s) to the Board, either as a citizen of the Town or in her capacity as Assistant Town Clerk. Selectman Donald further stated that she felt Mrs. Mac Kenzie would agree that it is impossible to close down all Town offices and paint every office at once; that perhaps the steps taken are not being done in the order she would desire, but they seem to be the most efficient ones to those who had to make those decisions. Additionally, Selectman Donald stated that the fact Mrs. MacKenzie had not been approached yet is because that step has not been reached; that the Town Clerk's office is not the subject, at this instant, in front of those people who are handling the moves.

Mr. Thompson informed the Board that any delay and attention in addressing the Town Clerk's office was done so at the request of the previous Town Clerk because of the pending Election and Annual Town Meeting (completed one week ago).

- In conclusion Mrs. MacKenzie stated her opinion that moving the Town Clerk to the lower Town Hall would not be in the best interest of serving the Town.

Selectman Murray stressed that the Selectmen are very well aware of the problems associated with offices in the lower Town Hall, especially the heating problem, but that these plans are strictly temporary - they do not solve the Town's problems, and in his opinion, all Town offices should be under one roof. He commented that the Town Hall was built for a Town of approximately 3,000 people and the Town has outgrown this facility.

After much discussion, in conclusion Selectman Fox suggested that:

- In the future when Mrs. MacKenzie would like to have a subject discussed she should follow the correct procedure in having the same placed on the agenda; this would eliminate unnecessary criticism since, in this instance, it appears the Town Clerk and the Board of Selectmen all have the Town's best interest in mind; and
- He suggested that Mrs. MacKenzie forget any "heresay" and that she submit her plan for "office space" in writing for the Board's consideration.

#### Town Funds

Present: Town Treasurer Chester Hamilton.

Town Treasurer Chester Hamilton asked the Selectmen to support his request to all Town departments to delay, if possible, any large expenditures of funds until the receipt of second payment of taxes for FY82 and further asked that the Board keep him updated on the latest situation with the certification of the Town's assessed valuations. Executive Secretary Richard E. Thompson responded that he would talk to Mr. Hamilton tomorrow and update him as he had updated the Board earlier this evening.

#### "Happy Hour" Sign

The Board acknowledged receipt of a communication dated March 28 from Susan Williamson of Weston relative to a "Happy Hour" sign posted at Winchester's of Sudbury on the Boston Post Road and the Executive Secretary's response to the same dated April 21, 1983.

#### Temporary License - First Parish of Sudbury

It was on motion by Selectman Fox unanimously

VOTED: To grant a temporary license for the sale of wines and malt beverages only, to be drunk on the premises, to the First Parish of Sudbury, Peg Goddard, Chairman, Fund-Raising Dance to be held at the First Parish Church, Saturday, May 7, 1983, from 7:30 p.m. to midnight, and to waive the customary fee.

There being no further business to come before the Board, the meeting was adjourned at 10:30 p.m.

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

Richard E. Thompson  
Executive Secretary-Clerk