

IN BOARD OF SELECTMEN
MONDAY, AUGUST 27, 1984

Present: Chairman Anne W. Donald, Myron J. Fox and Josiah F. Frost.

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

Sign Tax Anticipation Notes

Present: Town Treasurer Chester Hamilton and Town Clerk Jean M. MacKenzie.

In accordance with a communication dated August 20, 1984, from Town Treasurer Chester Hamilton, dated August 20, 1984, it was on motion by Chairman Donald unanimously

VOTED: To sign Tax Anticipation Notes totaling \$3,000,000, to be dated September 10, 1984, and due December 14, 1984, as follows:

Essexbank	6.06%	250M
BayBank Middlesex	6.12%	1,500M
Bank of New England	6.18%	500M
First National Bank of Boston	6.19%	250M
Guaranty First Trust Co.	6.25%	500M

Utility Petition 84-31 - Blacksmith Drive

Present: Carole McManus, Boston Edison; and abutter James F. Phalen, 9 Blacksmith Drive.

In conformity with General Laws, Chapter 166, Sections 21 and 22, the Board considered joint Utility Petition 84-31 of Boston Edison Company and 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:

Blacksmith Drive - southeasterly approximately 290 feet east of Willard Grant Road, a distance of about 8 feet - conduit.

Executive Secretary Richard E. Thompson stated that all appropriate abutters had been notified and that a joint, favorable report had been received from the Wiring and Building Inspectors, dated August 21, 1984.

Mrs. Carole McManus of Boston Edison explained that the Stones, who live at 15 Blacksmith Drive, are renovating their home following fire damage and have requested underground electrical service; the reason for the petition is for eight feet of conduit in the public way.

Abutter James F. Phalen had no concerns following Mrs. McManus' explanation.

It was on motion by Selectman Frost unanimously

VOTED: To approve Utility Petition 84-31 of Boston Edison Company and New England Telephone and Telegraph Company, as described above, and as shown on plans entitled, "Boston Edison Company Engineering and Construction Dept., Plan of Blacksmith Drive, Sudbury, Showing proposed location of customer conduit", and "Plan For Conduit Location To Accompany Petition of New England Telephone and Telegraph Company", dated August 1, 1984, and August 14, 1984, respectively.

Appointment - Insurance Advisory Committee (IAC)

Present: Applicant Wendy K. Roberts.

During an interview with Wendy K. Roberts relative to her appointment to the IAC, discussion focussed on the following insurance-related concerns of the Town:

- Dealing with the problem of the rising cost of medical insurance in general. (Executive Secretary Richard E. Thompson pointed out that an insurance consultant, Betterley Consultants, would probably be hired by the Town, and that this firm would make the final recommendations on Town insurance coverage alleviating any possible issue of IAC members being in conflict of interest.) Selectman Fox suggested that the Board request assistance from the IAC relative to the issue of rising Blue Cross/Blue Shield rates, how the Town could deal with employees who are "double dipping", and whether Town employees should be encouraged to subscribe to HMOs to possibly eliminate the necessity of Blue Cross/Blue Shield being offered by the Town. Mr. Thompson commented that the Board's agenda for September 10th includes discussion of a proposal of Claims Monitoring Services, Inc., for Sudbury to go partially self-insurance on Blue Cross/Blue Shield, only, not including HMOs - estimated savings to be \$45,000 plus.

- Increasing the membership of the IAC. The Board agreed that, since this is a Selectmen-appointed committee, it would be within its jurisdiction to increase the number of members. The Selectmen were particularly interested in Mrs. Roberts' background in health insurance and felt her expertise in this area would be very beneficial to the IAC.

Accordingly, it was on motion by Selectman Fox unanimously

VOTED: To appoint Wendy K. Roberts, 15 Wake Robin Road, to the Insurance Advisory Committee, for a term to expire April 30, 1985, thereby increasing the number of members on the IAC to six plus two ex-officio members.

Performance Review - Director of Finance & Administration/
Town Accountant James Vanar

Present: Town Accountant James Vanar.

In accordance with the Selectmen's Performance Review Policy, the Board met with Town Accountant James Vanar.

Executive Secretary Richard E. Thompson noted for the record that he had held a performance review with Mr. Vanar on August 1; he commended Mr. Vanar for a job well done, and recommended a 10% salary increase over last year.

The Board acknowledged receipt of a June 27, 1984, report from the Town Accountant explaining the "team" accomplishments of the accounting office over the past year, the re-organization of his department, and the most important activity of his department - that being the purchase of a new computer system for the Town.

On that subject, and responding to Selectman Fox, Mr. Vanar stated he did not anticipate the need to expand the computer equipment, that there is enough storage on this new system to tie in other smaller departments, that funds have already been budgeted to do so with the tax office.

There was discussion on the subject of regionalization, which the Selectmen favored; Mr. Vanar stated he had approached Wayland in the past relative to time sharing. During this discussion the Board directed the Executive Secretary to send a communication to surrounding towns to remind them that Sudbury is still interested and asked that Mr. Vanar continue conversing with Wayland on the subject. Selectman Fox added that the Massachusetts Municipal Association could probably add some assistance in this area.

Chairman Donald expressed support of the Town Accountant's FY85 projects; Mr. Vanar expressed optimism for improved Town services with the accomplishment of his objectives.

Responding to Selectman Fox, Mr. Thompson stated that the recommended salary increase for Mr. Vanar is approximately 1% higher than the other department heads.

At the conclusion of discussion, it was on motion by Selectman Fox unanimously.

VOTED: To set the FY85 salary, retroactive to July 1, 1984, for the individually-rated position of Director of Finance & Administration/Town Accountant James Vanar at \$34,026, which is a 10% increase over last year.

And it was further

VOTED: To approve the evaluation sheet with objectives for FY85, prepared by the Executive Secretary.

On the subject management level salaries in general, Mr. Thompson stated that the Finance Committee had discussed with Jim Vanar the feasibility of having a consultant evaluate the same for the Town of Sudbury. Mr. Vanar stated he would report back to the Selectmen after assessing gaps or disparities in Town management-level salaries.

During a lengthy discussion and responding to questioning and concerns raised by Russell Kirby, 244 Boston Post Road, that citizens are not fully advised at Annual Town Meeting regarding certain salary line items, the Board agreed that the Finance Committee should provide an explanation as to how salaries for four individually-rated positions (the Town Accountant, the Executive Secretary, and the Police and Fire Chiefs) are actually set during performance reviews which take place after 1 with a clear explanation of how the salary adjustment (unclassified account) line item is used.

During a lengthy discussion, Town Treasurer Chester Hamilton agreed with Mr. Kirby that more explanation is needed at ATM, and that in his opinion it is discriminatory to set four individually-rated positions at a higher rate than the inference, for example, at the 84ATM, that salaries would be raised 3.8%, and at a higher rate than settled union contracts.

With reference to comments by Mr. Hamilton about the Town Clerk and the Tax Collector appealing to ATM for their salary increase, Selectman Fox commented that elected officials know what the salary is going to be when they run for office. Selectman Fox added that perhaps it should also be explained in the Warrant why these four particular positions have been dealt with differently, pointing out how much these people could be making in private industry.

Mr. Joseph Clark, 29 Meadow Drive, added his comments as to why he agreed with the Town Treasurer and Mr. Kirby; namely, that in his opinion there appeared to be big discrepancies in salaries of certain officials in Sudbury compared to lower ones in surrounding towns.

Performance Review - Town Engineer James V. Merloni

Present: Town Engineer James V. Merloni.

In accordance with the Selectmen's Performance Review Policy, the Board met with Town Engineer James V. Merloni and reviewed with him his report dated July 26, 1984, summarizing the major activities and most significant accomplishments completed by the Engineering Department during the past year.

Executive Secretary Richard E. Thompson noted for the record that he had held a performance review with Mr. Merloni on August 1, 1984, and he reviewed with the Board the general evaluation sheet which he had prepared as a result of that meeting with Mr. Merloni setting forth a recommended salary increase for FY85 based on the Sudbury Supervisory Association contract settlement, the Town Engineer's performance over the past year, and a longevity increase effective December 2, 1984.

The Board commended Mr. Merloni for a fine job.

During discussion and responding to Selectman Fox, Mr. Merloni stated that, with Proposition 2½ constraints, he is unable at this time to resurrect the student co-operative program which requires between \$12,000-15,000 funding. There was some discussion regarding the availability of grant money for this purpose, and it was noted that the Governor had just passed new legislation which would give eligible cities and towns money to hire staff for a brief, i.e., one-year, time, and the Board directed Mr. Thompson and/or Mr. Merloni to look into the same. Mr. Thompson pointed out, however, that during the budget process and collective bargaining it was agreed to reinstate the co-op program once a lower grid engineering vacancy exists.

Aside from his submitted report, Mr. Merloni added the following comments:

- He is involved in the State's Route 20 widening project and also is working with the State relative to the installation of traffic signalization at the Sudbury Crossing intersection with Union Avenue.

- The Hydrogeological Study and Report on the Landfill site has been started by the hired firm of Anderson-Nichols with the support of the Highway Department.

- The Town Engineer stated his opinion that many of the dangerous intersections around Town could be easily and inexpensively corrected, and that this is a high priority for him this coming year.

At the conclusion of discussion, it was on motion by Selectman Frost unanimously

VOTED: To set the FY85 salary, retroactive to July 1, 1984, for the individually-rated position of Town Engineer James V. Merloni at \$39,095, which represents the Sudbury Supervisory Association contract increase of 5% plus a 3% merit increase, 2% longevity, and placement in Step 5 of the new contract; effective December 2, 1984, he will receive a 1% longevity increase for a salary increase to \$39,478.

And it was further

VOTED: To approve the evaluation sheet with objectives for FY85 prepared by the Executive Secretary.

Performance Review - Fire Chief Michael Dunne

Present: Fire Chief Michael Dunne.

In accordance with the Selectmen's Performance Review Policy, the Board met with Fire Chief Michael Dunne.

The Board acknowledged receipt of a communication received June 15, 1984, from the Fire Chief outlining his activities and accomplishments for the past year and objectives for the coming year.

Executive Secretary Richard E. Thompson noted for the record that he had held a performance review with Chief Dunne on June 29, and he reviewed with the Board the general evaluation sheet he had prepared as a result of that meeting with the Chief setting forth a recommended salary increase including longevity for FY85 based on the Chief's performance over the past year.

Chairman Donald stated she was impressed with the recognition the Chief had received from his fellow professionals. The following appointments of Chief Dunne were noted in the Chief's June 15th communication:

- President, Central Massachusetts Fire Chief's Association;
- Appointment by the State Director of Civil Defense - Fire District 14 Mutual Aid Coordinator;
- Elected to the Board - Massachusetts Fire Chief's Association; and

- Board of Directors - Massachusetts Fire Prevention Association.

Chief Frost expressed support, on behalf of the Selectmen, of the Chief's request for funding in FY85 or sooner of a microcomputer.

On question from the Selectmen, Chief Dunne noted that there is a good chance of the Fire Chief's office moving into the Town Hall when offices there relocate to the Flynn Building in the very near future.

At the conclusion of discussion, it was on motion by Selectman Frost unanimously

VOTED: To set the FY85 salary, retroactive to July 1, 1984, for the individually-rated position of Fire Chief Michael Dunne at \$37,171, which is a 5% increase over last year and includes 4% longevity.

And it was further

VOTED: To approve the evaluation sheet with objectives for FY85 prepared by the Executive Secretary.

Appointment - Municipal Co-ordinator (Right-to-Know)

After discussion with Chief Dunne, it was on motion by Selectman Fox unanimously

VOTED: To appoint Health Director Michael Sullivan as Municipal Coordinator to meet the requirements of G.L., Ch.111F (enacted by Ch.470 of the Acts of 1983), the so-called Right-to-Know legislation, and to appoint Fire Chief Michael Dunne as Mr. Sullivan's alternate (Acting Municipal Coordinator).

The Board respectfully requested that the Chief assist Mr. Sullivan as much as possible noting that the responsibilities of this position could be quite extensive.

Warrant/State Primary Election

It was on motion by Chairman Donald unanimously

VOTED: To sign the Warrant for the September 18, 1984, State Primary Election, to be held at the Peter Noyes School, Precincts 1, 2, 3 and 4, during the hours of 7:00 a.m. to 8:00 p.m.

Later in the evening, Selectman Fox suggested that Mr. Thompson contact the Town Clerk and the League of Women Voters requesting that, in an attempt to get local people to vote, the community billboards should be used to publicize the Election.

Schedule Public Hearing/FY85 Tax Classification

In accordance with a communication dated August 21, 1984, from the Board of Assessors, and following a brief discussion, it was on motion by Selectman Fox unanimously

VOTED: To schedule a public hearing on September 10, 1984, at 8:15 p.m. to determine for FY85 what percentage of the local tax levy will be borne by each class of real and personal property and for setting the residential factor.

Executive Secretary Richard E. Thompson stated that the public hearing would be properly advertised and that appropriate Town officials would be so notified.

Women's Federation/Expansion Plan

The Board acknowledged receipt of a memorandum, dated August 22, 1984, from Assistant Town Counsel Thomas M. French offering his legal opinion, in response to an August 9 communication from the Massachusetts State Federation of Women's Clubs, that it will be necessary for said Women's Federation to file a site plan application for its planned building addition and establishment of headquarters on its land off Dutton Road; also, noting that the Federation has filed for a special permit with the Board of Appeals under Bylaw, s.IX,I,E, for "education and environmental purposes".

Note for the record that Selectman Fox left the room while the above discussion took place due to possible conflict of interest; Selectman Fox is attorney for the Massachusetts State Federation of Women's Clubs for matters not involving the Town.

Appointment/Hazardous Waste Coordinator

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

VOTED: To appoint Health Director Michael Sullivan as Hazardous Waste Coordinator and Fire Chief Michael Dunne as alternate Hazardous Waste Coordinator, and to respectfully request that these two Town officials share the responsibilities of this job as much as possible.

Amend Vote/Sanitary Landfill

On advice of the Executive Secretary relative to use authorization of the Sanitary Landfill, it was on motion by Selectman Fox unanimously

VOTED: To amend the Board's vote of July 23, 1984, to delete the authorization for brush and stump disposal at the Sanitary Landfill.

Report of Joint Meeting/Raytheon Site Plan 84-281

Chairman Donald briefly updated the Board on a joint meeting on August 21 with local Town officials and boards and representatives of Raytheon Company for a general discussion of the Town's concerns with respect to Raytheon's site plan application #84-281 for property located at 528 Boston Post Road. This meeting was scheduled at the request of the Planning Board and with the

cooperation of Raytheon who requested a thirty-day extension to September 24 of its application in order to accommodate this request.

Selectman Donald stated that discussion focussed on the two alternatives suggested by Raytheon to improve, and have a lesser impact on, the traffic on Route 20 - one being the establishment of a left-hand turning lane on the west-bound lane of Route 20 to permit the queuing of vehicles waiting for a left-hand turn onto Nobscot Road, and a public access road from Raytheon directly onto Union Avenue. Selectman Donald stated that the Selectmen's office would be involved in trying to coordinate approval from the State and certain abutters.

Later in the evening, Selectman Fox directed that a copy of the article entitled, "Microwave link to cancer rate probed", which was in The Middlesex News, August 17, be sent to Raytheon Company and the Board of Health for their information and response at the September 24th scheduled site plan hearing.

Sign Police Contract/Local 315

On the question of signing a contract agreement with Police Department Local 315, International Brotherhood of Police Officers, for the period July 1, 1984, through June 30, 1986, Executive Secretary Richard E. Thompson suggested that the Selectmen come into the office to sign it since there is one page dealing with injury leave that still needs to be prepared. Mr. Thompson responded to the Selectmen that he would send them a copy of that page for their information.

Appointment - Parking Clerk

On the recommendation of Police Administrative Assistant Peter Lembo and following a brief discussion, it was on motion by Selectman Fox unanimously

VOTED: To appoint Police Officer Jeffrey F. Gogan as Parking Clerk.

Selectman Fox asked for clarification on the miscellaneous items listed in the monthly police reports and Mr. Thompson stated he would respond in writing.

Minutes

It was on motion unanimously

VOTED: To approve the minutes of the Regular Session of August 13, 1984, as corrected, and the Executive Session of that date, as drafted.

MAPC/Water Meeting

Selectman Fox stated that the Planning Board has scheduled a water supply project meeting on September 11 with the MAPC, and that he had suggested to Mr. Phelps, Chairman of the Planning Board, that, unless the Master Plan up-date was completed and reviewed by everyone before that time, perhaps the meeting should be postponed. Selectman Fox suggested that, at its September 10th meeting, the Board should decide who will represent the Board at this meeting (or rescheduled meeting) with the MAPC.

Suburban Coalition Meeting

The Board was in receipt of information, including an agenda, from Superintendent of Schools Joseph D. LoPresti relative to the Suburban Educational Coalition Meeting to be held on Wednesday, October 3, 1984, at Wayland High School.

It was agreed a member of the Board would attend.

Seat Belts

The Board was in receipt of a communication from Registrar Alan A. Mackey, Registry of Motor Vehicles, requesting that Sudbury join with the Governor and other city officials throughout the Commonwealth of Massachusetts requiring Town employees to use seat belts.

During discussion Selectman Fox commented that, from a positive point of view, this could reduce the liability risk to the Town by avoiding the case where an employee, injured while in a vehicle on Town business, was not wearing his seat belt.

It was noted that many Town vehicles do not have seat belts and Selectman Frost suggested that Mr. Thompson send a letter to all department heads asking what the cost to his department would be to install seat belts in Town vehicles if the Selectmen should endorse the Governor's request. The Executive Secretary responded that he would discuss the same at the department heads meeting scheduled for September 11. The Board concurred.

After further discussion it was apparent that a majority position did not exist to support the proposal at this time.

Right-to-Know Legislation

Relative to implementing the new Right-to-Know legislation, Ch. 470 of 1983 (G.L., c.111F, new) by September (that portion of the law that relates to cities and towns as administrator only, not employer, becomes effective in April), the Board directed that a communication be sent to all department heads requesting a listing of any hazardous materials which their employees may be subjected to in the workplace.

Mr. Thompson stated he would discuss the subject with Health Director and Hazardous Waste Co-ordinator, Michael Sullivan, as well as, with Fire Chief Michael Dunne, who is the alternate Hazardous Waste Co-ordinator.

Selectman Frost added that the Town would be receiving from the State Department of Labor various information on the law, i.e., pamphlets, posters, etc.

Quadrupeds of North America

The Board was in receipt of a communication, dated August 24, 1984, from the Clerk for the Ancient Documents Committee, Jean M. MacKenzie, indicating the consensus of that Committee that, although Viviparous Quadrupeds of North

America are rare and highly valuable volumes, they are of no historical value to the Town.

Additionally, the Board received a communication from Town Counsel, dated August 24, 1984, stating his opinion that, according to the material provided by the Library Trustees, it appears the Quadrupeds of North America were purchased with library trust funds; further, that the funds derived from the sale of the books should be held by the Selectmen and the Town Treasurer, pursuant to the provisions of Ch. 180 of the Acts of 1911 and made available for library purposes without action by Town Meeting.

Transfer Request/Police

In accordance with a recommendation from the Finance Committee (meeting of August 23) it was on motion by Selectman Fox unanimously

VOTED: To approve Transfer Request No. 3, dated August 27, 1984, from the Reserve Fund to Account No. 320-41 Police Travel, in the amount of \$2,300, to pay for mileage for police officers to attend the Northeast Regional Police Institute; said vote to supersede the Board's vote of August 13, 1984, approving Transfer Request No. #1, dated August 7, 1984, a police line item transfer (from Account 320-12 Police Overtime to Account 320-41 Police Travel) for the same purpose and for the same amount.

Note: The Finance Committee felt the money in the overtime account will be needed later due to salary negotiations and, therefore, recommended this transfer be from the Reserve Fund.

Cherry Sheet

The Board noted receipt of three communications (all dated August 17) from Commissioner Ira A. Jackson, State Department of Revenue, and FY85 Cherry Sheet Revisions and explanations for the Town and the Regional School District.

It was on motion by Selectman Fox unanimously

VOTED: To direct the Executive Secretary to forward a letter of appreciation to Governor Dukakis, the Massachusetts Municipal Association, Senator Atkins and Representative Lucile Hicks for their efforts in getting extra money for Sudbury and for getting the Cherry Sheet information to the Town early.

There being no further business to come before the Board, the meeting was adjourned at 10:40 p.m.

Attest:

Richard E. Thompson
Executive Secretary-Clerk