

IN BOARD OF SELECTMEN  
MONDAY, OCTOBER 22, 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.

Appointment/Conservation Commission

Present: Conservation Commission Chairman Gordon D. Henley and applicant J. Stephen Yeo.

In accordance with a request from the Conservation Commission, dated October 16, 1984, and following discussion with the applicant, it was on motion by Selectman Fox unanimously

VOTED: To appoint J. Stephen Yeo, 24 Barnet Road, to the Conservation Commission, to fill the position vacated by Frank A. Scofield, for a term to expire April 30, 1987.

Utility Petition 84-40/Sunset Path

The Board was in receipt of a petition and plan from Boston Edison Company requesting confirmation of the locations of eight existing utility poles (with guy wires and anchors) on Sunset Path, commencing on the northerly side from a point approximately 23 feet west of Thunder Road.

Executive Secretary Richard E. Thompson noted receipt of a joint communication, dated October 19, 1984, from the Wiring and Building Inspectors, recommending approval.

The Board reviewed a plan entitled, "Plan of Sunset Path, Sudbury, Showing Existing pole locations", dated August 16, 1984. Selectman Fox asked Mr. Thompson to confirm that the poles are not too close to the paved way.

It was on motion by Selectman Frost unanimously

VOTED: To approve Utility Petition 84-40 of Boston Edison Company for confirmation of eight existing pole locations in Sunset Path, as shown on the above-noted plan.

One-Day Auctioneer's License/Sudbury Co-operative Pre-School

Following a brief discussion, it was on motion unanimously

VOTED: To approve the issuance of a one-day Auctioneer's License to Paul Bernstein, 65 Flanigan Drive, Framingham, Massachusetts, to conduct the Sudbury Co-operative Pre-School annual auction on Friday, November 16, 1984, at Ames Hall, Memorial Congregational Church, Concord Road, Sudbury, as requested by James Lowell, Sudbury Co-operative Pre-School, Inc., for fundraising purposes, and to waive the fee for said license.

Insurance Matters

Present: Town Accountant James Vanar.

With respect to subjects contained in a recent letter received by the Board from the Insurance Advisory Committee (IAC), dated October 12, 1984, Executive Secretary Richard E. Thompson and Town Accountant James Vanar commented as follows:

- Mr. Vanar stated that the IAC now had a copy of the Police Professional Liability policy for its analysis in order to comment back to the Board of Selectmen;

- The IAC feels it is not necessary to retain consultants, Betterley Associates, on an annual basis for a \$1,000 annual fee because it feels the IAC is competent enough to do the job. Mr. Thompson commented that he had responded to one member of the IAC in the past that conflict of interest need not be a concern since all final recommendations regarding insurance selection would be made by said consultant, and that he and the Town Accountant will continue to review the issue of conflict if a consultant is not used for this purpose and report back to the Board;

- The Town Accountant stated that Sudbury and Wayland each pay \$3,000 annually for insurance coverage for the Wayland/Sudbury Septage facility. Selectman Donald questioned the coverage; Selectman Fox, the cost. The Town Accountant was directed to consult with the Town Accountant of Wayland relative to the specifics of insurance coverage and his opinion regarding whether the cost might be lower if under public bid, and report back to the Board.

MMA/MSA Annual Meeting

The Board was in receipt of a Massachusetts Municipal Association (MMA) package of information dated October 11, 1984, for its consideration prior to the annual meeting of the Massachusetts Selectmen's Association (MSA) and the MMA business meeting to be held October 26-28, 1984 (a special session sponsored by the MMA for County Advisory Board Chairmen, members and other interested local officials will be held on Saturday, October 27th from 4:45-5:30 p.m.).

Following discussion, it was on motion by Selectman Fox unanimously

VOTED: To support Items 1-5 of the MMA legislative package - MMA business meeting agenda - "A. Adoption of MMA Legislative Policy Package" (Chairman Donald will vote on behalf of the Selectmen on Section "B" based on the Selectmen's individual input); and to vote as individuals on the articles presented on the Annual Statewide Town Meeting Warrant for the MSA meeting.

The Board discussed the workshops they planned to attend which are taking place Friday, October 26, and Saturday, October 27.

Transfer Requests

a. Process Parking Tickets

Present: Police Administrative Assistant Peter Lembo.

With input from Sergeant Lembo and following a brief discussion, it was on motion by Selectman Fox unanimously

VOTED: To approve Transfer Request #10, dated October 17, 1984, from the Reserve Fund to Account #320, 84STM, Article 1, in the amount of \$500 to be applied to the cost of implementing a contract for, printing, and processing parking tickets, and as further explained on the numbered transfer.

b. Town Building Maintenance

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

Executive Secretary Richard E. Thompson explained the need for the request for a Reserve Fund transfer of \$4,000 to Account 340-32, Town Building Maintenance as follows:

- of the balance remaining (\$44,597.64 as of September 30, 1984) in the Town Building Maintenance Account, approximately \$40,000 will be needed for utilities to the end of FY85;

- a \$10,000 appropriation under 82STM, Article 1, to move Town offices has been depleted: these funds were used for renovations (interior painting) to Town Hall, the move of the Assessors' and the Collector's office to the Flynn Building, general maintenance and renovations of other office space in the Flynn Building, and the move of the Town Accountant to Nixon School (the latter as part of the long-term goal of having all Town offices located at Nixon by 1986);

- the move of Town offices to the Flynn Building and necessary repairs to the chimney at Loring Parsonage ended up costing more than anticipated; the upcoming move of the Treasurer to Nixon School and of the Fire Chief to the Town Hall were not anticipated to take place this soon and therefore no money was appropriated;

- \$4,000 is therefore being requested to pay for renovations to new offices for the Treasurer and the Assistant Treasurer at Nixon School (approximately \$3,000) to accommodate having all financial operations in one place as soon as possible, and to renovate the Town Hall area vacated by the Collector's office for the Fire Chief's office (approximately \$1,000);

The Town Clerk stated it was her understanding that 82STM, article 1, did not include the move of Town offices to Nixon School. Also, Mrs. MacKenzie questioned the omission in the transfer request for the renovation of the office at Town Hall vacated by the Assessors which is to be used by the Clerk's office, and informed the Board that she had heard from the Supervisor of Town Buildings that funds for the renovations of the area in the Town Hall to be used by the Fire Chief's office would come from the Fire Department budget.

Responding to the Town Clerk, Mr. Thompson stated he felt the money appropriated under article 1 of the 82STM could be used for the Town Accountant's offices at Nixon School and that he would follow that up with the Town Accountant; that the Assessors' office had been repainted and needs only minor repairs where shelving had been removed; Selectman Fox indicated that information regarding budgeting procedures should be confirmed by the Town Clerk through the Executive Secretary's office, and not with the Supervisor of Buildings, in the future.

Responding to Selectman Fox regarding the \$3,000 cost of renovations for the Treasurer's office, Mr. Thompson explained that the Treasurer will be moving into a large classroom area which will be divided into three rooms and a corridor. Two of the rooms will be offices for the Town Treasurer and the Assistant Treasurer, and the third room will be used by the School Department for the storage of permanent records. Mr. Thompson stated that \$3,000 is approximately 75% of the total (approximate \$4,200-4,300) cost; the School Department will contribute 25% of the total cost.

Town Treasurer Chester Hamilton stated he should have had the courtesy of having been consulted about his move (he has seen no plans to date); he objected to any portion of the renovations benefitting the School Department being paid through the Building Department budget and emphasized that more security than he would need for his office would be required for a room which is for storing permanent school records.

Mrs. MacKenzie explained that, because of the records management program, i.e., microfilming of Town records, there is now excess space in the upper Town Hall vault which, she stated, could be used by the School Department for the storage of the permanent records. She also suggested the alternative of the School Department using the records room at the Flynn Building.

Mr. Thompson stated he would relay that information to Superintendent Joseph D. LoPresti.

Following further discussion, it was on motion by Selectman Fox unanimously

VOTED: To approve Transfer Request No. 11, dated October 19, 1984, from the Reserve Fund to Town Building Maintenance, Account 340-32, in the amount of \$4,000, as noted above, with the following amendment to the wording on the original transfer: "Voted to amend this request by adding use of the transfer funds for Accounting Office renovations at Nixon, if necessary."

The above vote is subject to clarification by Town Counsel of Article 1 of the 82STM that funds appropriated under this article can be expended for renovations at Nixon, specifically the Town Accountant's office.

#### Town Fathers Forum

During the above discussion it was necessary for Chairman Donald to convene the 157th Session of the Town Fathers Forum, which was scheduled for 8:00 p.m., a copy of which is attached and is part of these minutes; the

remaining requested transfers were tabled and continued until after the Town Fathers Forum.

Transfer Requests (cont.)

c. Consultant - New Telephone System

Following discussion, it was on motion by Selectman Fox unanimously

VOTED: To approve Transfer Request No. 12, dated October 19, 1984, from the Reserve Fund, to Telephone Account #950-99, in the amount of \$4,500, to provide money to jointly fund with the Sudbury School Department a proposal to prepare an article for submission to 85ATM relative to the eventual implementation of a new telephone system for the Town and the Schools by Nelson Communications, Inc., as explained on the numbered transfer.

Mr. Thompson was directed to confirm immediately the amount paid to Nelson Communications for a similar proposal prepared for the Regional School; a new telephone system has recently been installed there.

Responding to a concern raised by Town Clerk Jean M. MacKenzie regarding a breakdown in telephone communications between her office and the polls during the last voting day, Mr. Thompson responded that it was a mechanical breakdown and indicated he was not sure who should be contacted if an emergency should arise after the business hours. Relative to the upcoming November 6 election, Mrs. MacKenzie stressed the importance of communications between her office and the polls, especially after 5:00 p.m. when, she stated, the polls are the busiest, and Mr. Thompson stated he would relay her request to his office and to the switchboard operator.

Communication/Route 20 Traffic

The Board acknowledged receipt of a communication, dated October 12, 1984, from Joan Goodstone, Saxony Drive, containing suggestions to alleviate traffic congestion on Route 20, and directed the Executive Secretary to forward the same to the Planning Administrator and the Town Engineer for their consideration and to forward a letter of appreciation to Ms. Goodstone for her concern.

Stop Sign - Pheasant Avenue/Meadow Drive

Present: Jean M. MacKenzie, 23 Pheasant Avenue.

On the question of stop signs at the intersection of Pheasant Avenue and Meadow Drive, the Board noted the following:

- a petition from area residents received October 18, 1984, for the installation of a stop sign on Pheasant Avenue where it intersects with Meadow Drive;

- a communication, dated October 19, 1984, from Safety Officer William Carroll, agreeing with the petitioners and suggesting a second stop sign on Meadow Drive where it intersects with Old Lancaster Road.

Abutter Jean M. MacKenzie suggested that a stop sign be installed on Meadow Drive (southerly direction) where it intersects with Pheasant Avenue (stop before turning left onto Pheasant Avenue).

The Board directed the Executive Secretary to relay Mrs. MacKenzie's recommendation to Officer Carroll for his opinion.

It was on motion unanimously

VOTED: To approve the installation of stop signs as recommended by petition, received under cover letter dated October 18, 1984, from Margaret A. Pemberton-Harty, and by recommendation dated October 19, 1984, from Police Safety Officer William Carroll, subject to a recommendation from the Town Engineer.

#### Handicapped Discrimination Grievance Procedure

Present: Town Clerk Jean M. MacKenzie.

Executive Secretary Richard E. Thompson referenced a Handicapped Discrimination Grievance Procedure for the Town of Sudbury, which he had prepared under date of October 17, 1984, as the Town's coordinator to implement handicapped requirements under Section 504, and explained to the Board that he had followed the guidelines suggested by the Massachusetts Municipal Association.

Selectman Fox suggested in Step 2, B., that the number of days within which the Selectmen must hear the complaint after it is filed, be changed from ten to twenty since, during the summer months, the Selectmen meet every other week instead of every week. Also, Selectman Fox questioned whether the grievance could be more appropriately heard by another Town board or official and directed the Executive Secretary to ask Town Counsel and report back to the Board.

The Town Clerk commented that a Citizens Review Team, as specified in the regulations, should be involved in the grievance procedure.

Following discussion, it was on motion by Selectman Frost unanimously

VOTED: To approve the Town of Sudbury Handicapped Discrimination Grievance Procedure, prepared under date of October 17, 1984, as amended, subject to approval by Town Counsel.

#### Preliminary List 85ATM Articles

The Board reviewed a preliminary list of articles for the 85ATM, supported the majority for further discussion with a request for further explanation from Town Counsel on the Zoning Article Bylaw, IX, V, A, Site Plan Approval (part "c"), input from the Earth Removal Board and Town Counsel regarding an article to amend the Earth Removal Bylaw V(A) to shorten the 21-day publication notice, and inclusion of an article by the Town Accountant (submitted under memorandum dated October 22, 1984) for a FY86 Audit; decided not to pursue an article to exempt the Sudbury Police Department from Civil Service this year (and directed the Executive Secretary to so notify the Union

President) and an article to amend the bylaw regarding plumbing inspections - piping material, subject to input from the Plumbing Inspector.

Selectman Fox said that he would like to speak to Town Counsel the next time he is in attendance regarding the article to amend last year's architectural review bylaw (IX,V,0).

It was agreed that the article dealing with setting the standards of water quality, etc., should be done in conjunction with the Planning Board.

The Board will review a letter (with attachment) from resident James Pitts, dated June 15, 1984, regarding a betterment policy for private roads which was adopted by Wayland.

On the recommendation of the Executive Secretary the Board agreed a letter should be forwarded to all appropriate boards/commissions/departments, regarding the preparation and submission of articles to the Selectmen's office.

#### Minutes

##### Amend Raytheon Site Plan 84-282 Vote of 10/11/84

During review of the minutes of October 11, 1984, it was on motion by Selectman Fox unanimously

VOTED: To amend the Board's vote of October 11, 1984, pertaining to Site Plan 84-282 of Raytheon Company, Inc., as follows:

- delete 10, E, because it repeats conditions previously listed; and
- in item 13, define compliance of listed numbered items by adding in parenthesis following "10A" the number "4" so that it reads, "10A(4)".

##### Landfill Hours of Operation

During review of the minutes of October 15, 1984, on the subject of the adoption of the Town of Sudbury Rules and Regulations Governing the Operation of the Sanitary Landfill, Selectman Fox expressed his opinion that the hours of operation may not be adequate for the best usage of the Landfill. Keeping the Landfill open from 9:00 a.m. - 4:00 p.m., rather than 8:00 a.m. - 4:00 p.m., Tuesday through Saturday, might then make it possible to open Mondays from 7:00 a.m. - 12:00 noon without any additional cost, and in this way accommodate those people who can only get to the Landfill in the early morning and eliminate the need to think about opening Sunday.

It was on motion by Selectman Fox unanimously

VOTED: To approve the minutes of the Regular Sessions of October 11 and 15, 1984, both as corrected.

Chamber of Commerce Meeting

Chairman Donald referenced an article from the October 18, 1984, issue of The Middlesex News, which she had directed Mr. Thompson to include in the Board's packages for tonight's meeting. She stated that the article was a good review of what took place at the South Middlesex Area Chamber of Commerce (SMACC) meeting, October 17, at Wayland High School which she attended. During a brief discussion, the Board agreed that the formation of a "regional transportation planning authority", proposed by SMACC, would be a duplication of the work being performed by the Metropolitan Area Planning Council, MetroWest Working Committee, and therefore did not support its formation.

Meeting notices

The Board noted receipt of the following meeting notices:

- from Governor Michael S. Dukakis, a conference in Framingham on November 28, at 12:30 p.m., on the subject of growth and economic development in the MetroWest area. Chairman Donald will attend.
- from the Minuteman School Committee, a meeting on November 8 at 7:30 p.m. at the Minuteman School to discuss the governor's revised version of the Educational Reform Bill, adoption of the same will affect both school and municipal financing. Because of previous commitments, the Selectmen are unable to attend this meeting. The Executive Secretary was directed to send a copy of the communication to Superintendent LoPresti inquiring as to attendance by a member of the School Department.
- from the Personnel Board, meeting on October 24, 1984, at 8:00 p.m. (Loring Parsonage) - of interest to the Selectmen, non-union salaries and a petition from clerical personnel requesting the Personnel Board to review the Town's Salary and Classification Plan.
- from the Metropolitan Area Planning Council, MetroWest Working Committee, a meeting on October 29, at 7:30 p.m. in Framingham. The Selectmen expressed the desire to attend, noting the conflict with their own meeting. The Executive Secretary was, therefore, directed to so notify Meeting Chairman, Representative Barbara Gray, and to request a copy of the minutes of the MetroWest meeting.

Communications Received

The Board noted receipt of the following communications:

- from Hastings-Tapley Insurance, dated October 15, 1984, regarding Law Enforcement Liability Policy #PL000309.
- from Town Clerk Jean M. MacKenzie, dated October 18, 1984, regarding her objections to the Xerox machine, which is in the Town Hall, being moved to the Flynn Building to accommodate the majority of the Town Departments which are now located there. Mrs. MacKenzie felt the machine at the Flynn Building, which would be substituted for the one she now uses, would not be adequate for her purposes. The Executive Secretary was directed to resolve this matter. Mr. Thompson said he would speak to the Town Clerk.



- from the Fire Chief, dated October 10, 1984, to the Sudbury Water District, questioning the general condition of fire hydrants and requesting answers to four specific questions. The Selectmen directed the Executive Secretary to follow up; Selectman Frost commented that the Water Commissioners should also respond to the question of flow testing.

- information from the Executive Secretary regarding a ribbon-cutting ceremony for the Enoch Kidder Antique Shop on Sunday, November 11; more details to follow.

#### Monthly Budget Reports

The Selectmen agreed that monthly budget reports are not necessary, that they would like to receive updates on a quarterly basis.

#### Notice/Attendance at Town Fathers Forum

Selectman Fox directed Mr. Thompson to send a notice to all appropriate Town boards and department heads requesting representation at each Town Fathers Forum or submission of a current report which can be read by the Board of Selectmen.

There being no further business to come before the Board, the meeting was adjourned at 11:30 p.m.

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

Richard E. Thompson  
Executive Secretary-Clerk