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IN BOARD OF SELECTMEN  
MONDAY, JUNE 10, 1991

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

The statutory requirement as to notice having been fulfilled, Chairman Wallace called the meeting to order at 7:30 p.m. at the Senior Center.

Board of Appeals Associates/Earth Removal Board - Applicants for Appointment

Present: Applicants Eileen R. DerGurahian, Joseph E. Devlin, Derek J. Gardiner, Albert Y.C. Wong and Ronald E. Myrick; Board of Appeals Chairman MaryAnn Clark, Eben Stevens; and Board of Appeals Associates/Earth Removal Board Chairman Thomas Phelps, Patrick Delaney.

There are two vacancies on the Board of Appeals Associates/Earth Removal Board (one existing and one opening when Mr. Thomas Phelps is appointed to the full Board of Appeals). The above mentioned applicants appeared before the Board of Selectmen for consideration of appointment to these positions. Executive Secretary Richard E. Thompson reported that Jack Koenig was unable to attend the meeting because he was called in to work. He was willing to appear before the Selectmen at a later date if necessary. If this was not feasible, he would have to pass on the opportunity for appointment at this time.

The Board called on each applicant and requested them to give some information concerning themselves and their reasons for wishing to be appointed to the Board of Appeals Associates/Earth Removal Board (BAA/ERB).

The first applicant called on was Eileen R. DerGurahian, 10 Moran Circle. Ms. DerGurahian reported that she was employed by Digital in Acton for the past eleven years. She stated she was interested in becoming a member of the Board because she is interested in environmental issues. She has been a resident of Sudbury since 1982 and is interested in a balance between commercial and residential property. She would like to put something back into the community.

The next applicant was Joseph Devlin, 68 Green Hill Road. He has resided in Sudbury since 1983. He is a self-employed attorney and his work schedule would allow for him to give time back to the community. He noted that he had applied in the past, had not been appointed at that time and was now back to request the appointment again.

The third applicant to be interviewed was Derek J. Gardiner, 37 Pokonoket Avenue. He is a Marketing Manager. Mr. Gardiner stated he has just finished a three-year term on the Long Range Planning Committee and one year on the School Space Planning Committee. He is interested in continuing to serve.

Albert Wong, 499 Dutton Road, resident of Sudbury since 1976, is a civil engineer. He stated his interest in being appointed to the position because of his civil engineering background. He believes his background qualifies him to easily recognize what is right and wrong and good and bad decisions. He would like to give something back to the community.

The last applicant present was Ronald E. Myrick, 30 Saddle Ridge Road. Mr. Myrick is an attorney and an engineer who has resided in Sudbury for five years and has served on similar committees in the past. He would like to apply his skills in local matters of importance to the citizens of Sudbury.

Selectman Cope asked for a recap of how the Board of Appeals and Associates and the Earth Removal Board function. MaryAnn Clark stated that the Board of Appeals meets on Tuesday evenings, once or sometimes twice a month. The exception to this may occur in the spring when there are more applications. Each member is required to drive by or view property which is being considered in an application. The total time served by members on the full Board is approximately 10 hours per month. The Associate members serve as alternates and should regularly attend Board of Appeals meetings to observe. The amount of time spent by the Earth Removal Board depends on the number of applications. It may only meet three or four times per year. Thomas Phelps said he had attended four ERB meetings in three years, but of the four two were fairly controversial. He said the Associates were in somewhat of a training ground for the full Zoning Board of Appeals. Members of the BAA/ERB frequently move up, but it is not always the case. The members are re-appointed every year.

Eben Stevens noted that the Board of Appeals is a quasi-judicial board and must make decisions at the time of the hearings.

Selectman Drobinski questioned the candidates as to their knowledge of the town and the by-laws. They should have a knowledge of the other boards and go to enough other meetings to get a handle on the activities of the various boards.

Mr. Patrick Delaney noted that those people who do not get appointed tonight should continue to apply for future vacancies.

The Board of Selectmen commented on the extremely high quality of individuals applying for the two open positions. Information provided by MaryAnn Clark indicated that another opening would also be occurring on the Full Board when Harvey Peters resigns. The Board also noted that there are other positions in the Town needing qualified individuals.

The applicants were questioned as to their familiarity with the Town By-laws. All indicated they had seen them, but were not fully cognizant of their contents. They were also asked about attendance at Town Meetings -- Mr. Gardiner and one or two of the individuals indicated they had attended some meetings.

Executive Secretary Thompson suggested they could appoint one member tonight and consider appointing further members on the 24th of June, subject to receipt of resignation of Harvey Peters and scheduling of the pending ERB hearing for which Mr. Phelps will remain an ERB member.

The nominations were submitted as follows:

Mr. Drobinski nominated Joseph E. Devlin, seconded by Chairman Wallace.

Chairman Wallace nominated Ronald E. Myrick, seconded by Selectman Cope.

Selectman Cope nominated Ms. DerGurahian.

Selectman Drobinski nominated Mr. Wong.

Chairman Wallace nominated Mr. Koenig.

Executive Secretary Thompson recommended that the Board appoint one person tonight and withdraw all the other nominations to be reconsidered at the next meeting.

It was on motion unanimously

VOTED: To withdraw all nominations and renominate one individual.

Chairman Wallace nominated for appointment Mr. Derek Gardiner, Selectman Cope seconded the nomination.

It was on motion unanimously

VOTED: To appoint Derek J. Gardiner to the Board of Appeals Associates/Earth Removal Board, for a term to expire April 30, 1992, replacing Martha Reiss.

#### Skateboarding Problem at Sudbury Crossing

Present: Robert L. Barnes, CGI Management, Inc., representing the Merchants Association of Sudbury Crossing, Jules and Lois Felleman of Instant Photo, Joanne Belli, Manager, Shoe-Town; Police Chief Peter B. Lembo.

The Board met with the merchants and owners of Sudbury Crossing at their request to discuss the problem of skateboarding at the shopping center. The Board acknowledged receipt of letters from Mr. Robert L. Barnes, dated May 14, 1991, on behalf of the Merchants Association of Sudbury Crossing, enclosing a copy of "An Open Letter to the Parents of Sudbury", dated May 9, 1991, referencing skateboarding at Sudbury Crossing; Mr. Louis Hyatt, President, Hyatt & Sons, dated May 22, 1991; Ms. Holly Veum, Assistant Treasurer, Sterling Bank of Sudbury, dated May 28, 1991; and Ms. Joanne Belli, Manager, Shoe-Town, Sudbury Crossing, dated May 30, 1991; requesting a hearing to voice their concerns regarding skateboarding in public areas. In summary, in their communications, they requested an ordinance prohibiting skateboarding in business zones, expressed the belief there is danger to both the skateboarders and their customers, and that it ultimately results in declining sales, and also indicated their concern for a liable suit if a customer should be injured on the Sudbury Crossing property. The Board also was in receipt of a verbal response from Lt. Nix, who does not believe that a by-law is the solution to the problem, but recommended a part-time police detail instead.

The first person to speak was Robert Barnes of the CGI Company, representing the management company and the Merchants Association. He voiced the above mentioned complaints and indicated there were merchants present to elaborate on the problems, with complaints not only of the danger of the skateboards to all concerned, but also mentioned the rudeness of the skateboarders and the profanity used toward them and customers of the shopping center.

Lois Felleman, from Instant Photo, indicated they had vandalism in the front and the back of their store, cars vandalized, profanities written on the doors. She mentioned that one mother came into the store and reprimanded Mrs. Felleman for telling her children to move away from the store, and the situation was causing mental and emotional stress. Ms. Felleman praised the police department, who had referred to the merchants of the shopping center as "glorified babysitters", and noted the problem is especially bad on Wednesday, the day the schools give "early release".

Joanne Belli indicated that, in addition to the above mentioned problems, they were also having problems with the children going on the roof. She discovered a door off her air conditioner on the roof, and expressed worry that if one of the skateboarders had fallen in, he could have been seriously injured and the possibility also existed of her store being robbed or vandalized. She mentioned that one customer had been spit at and screamed at by the skateboarders because she was in their way, and the customer indicated she would not return to Sudbury Crossing unless something was done about the skateboarders.

Ms. Belli continued that ten minutes after the police leave, the skateboarders are right back. She mentioned that it was unfortunate this had to happen since there had been two ramps built for them near the Fire Academy. She agreed this problem exists mainly between Noon and 5 p.m. on Wednesday.

Police Chief Lembo indicated they had been tracking the calls and presented a document with that record, reflecting that most of the calls came on Wednesday between 1:00 p.m. and 4:30 p.m. Approximately half of the calls originated from Sudbury Crossing. The police are concerned with the complaints and commented that the problems come from the same dozen or so kids all the time. He related that Lt. Nix had talked to some of the merchants individually, and he had told them they needed to act on the situation collectively. He pointed out that the shopping center is private property and recommended they hire a police officer on Wednesdays between the hours of Noon and five p.m. The police do not have control of the private property, but if they are hired to work there, they can then have control and prosecute the individuals. It was also recommended they use the same police officer so that officer can get to know the names and faces. Until such an action is taken, Police Chief Lembo recommended they continue to call the police and could specifically ask for him or Lt. Nix.

Executive Secretary Thompson indicated knowledge of a similar situation in the past. He noted that they took names, called the parents, signed complaints and took them to court. Chief Lembo indicated for the first offense he probably would not take them to court, but would require their parents to come and get them.

Mr. Barnes said he has gone to Sudbury Crossing on a Wednesday afternoon and asked them to leave, saying they were no longer invited. He stated he was confronted with the rudeness and the problem of the children on the roof. He continued to stress that someone is going to get hurt.

It was noted that there was press in attendance, which may assist in getting the message out to the community. It was reiterated to the merchants that a police officer would deter the skateboarders.

In response to comment by the attendees, Mr. Thompson stated he would check on the school buses stopping at the shopping center.

Mr. Felleman, of Instant Photo, noted there is a large transformer in back of the building and said the children climb this and get on the roof, which he believes is a danger and trespassing -- a criminal offense.

Executive Secretary Thompson mentioned considering working with the Juvenile Restitution Program Committee, when juveniles are apprehended, in lieu of a full criminal proceeding.

Mr. Barnes indicated they would hire the same officer each Wednesday. If this does not work, they will be back to ask for more help.

The merchants expressed their thanks to the Board of Selectmen.

Annual Performance Review - Police Chief Peter B. Lembo

Present: Police Chief Peter B. Lembo.

A written performance report from Police Chief Peter B. Lembo was received by the Board of Selectmen, dated May 30, 1991.

Chairman Wallace asked Chief Lembo if he had anything to add to the report. Police Chief Lembo indicated that this was his tenth year and this had been one of his best years. He said there had been no discipline problems and no external problems. He was not, however, happy about the budget. He was very pleased with the way things were going, except for the layoffs. He was pleased to say there had been nine parties this past weekend and only three officers to cover them, and there had been no problems. He noted that any problems in the department had been cleared up. His two detectives had done a good job. He said there had been no major complaints and that all the officers work well together.

Police Chief Lembo further stated his concerns with the budget. He said they are running with the minimum amount of men and would not like to see any further cuts this year. As far as the equipment for the Department goes, they have their computer system and communications equipment, and will not be making any more requests for capital equipment. Chief Lembo mentioned he would try keeping squad cars a little longer. They are usually replaced each year, at 55-60,000 road miles. However, he noted major maintenance problems occur after 60,000 miles and noted \$13,000 is budgeted for maintenance. He credited Officer Wayne Shurling for doing a good job in maintaining the cars.

Selectman Cope questioned whether the Department received many calls concerning speeding drivers or speed traps. Police Chief Lembo stated they did not receive many complaints. There is a daily log and activity reports to track where the speeding tickets are given, with the date and time indicated. He indicated the officers do give out more warnings than tickets.

The recent fundraising issue was discussed. He noted the police donated their time to work with the organization making the telephone calls to raise the funds. The Board commented that there were many complaints from residents concerning this, but it was noted that most of those who complained had also

donated. Also, the fundraisers hired youths to pick up the donations, contrary to the rumor that the police were using Department vehicles. He praised his department for their efforts in fundraising.

Selectman Drobinski commented that it was good to see that morale was high, notwithstanding the budgetary problems.

The Board thanked Chief Lembo for his efforts on behalf of the Town. Executive Secretary Thompson recommended Police Chief Lembo be re-appointed for another three years with salary as approved at the Town Meeting.

On motion by Chairman Wallace and seconded by Selectman Drobinski, it was unanimously

VOTED: To accept Chief Lembo's report as submitted; to reappoint Peter B. Lembo as Chief of Police for a term to expire April 30, 1994; and to set his FY92 salary at the Grade 15, Step 7 rate as follows: Effective 7/1/91: Annual rate of \$70,883 (Base \$57,163, plus 4% Longevity and 20% Quinn Bill). Effective 1/1/92: Annual rate of \$73,718 (Base \$59,450, plus 4% Longevity and 20% Quinn Bill); plus holiday pay in accordance with G.L. ch. 147, s.17F.

Transfer of Funds from Police Salaries to Police Capital Items

Present: Chief of Police Peter Lembo.

The Board considered the question of approving Line Item Transfer Request No. 91-21 from 320-110 Police Salaries to 320-901 Police Capital Items in the amount of \$25,000. The purpose of this transfer is to help fund the purchase of a new radio communication system. Police Chief Lembo stated that this transfer would bring them within approximately \$10,000 of the necessary funds to purchase this equipment. He hoped to get this balance from funds left in his budget this year.

Executive Secretary Thompson informed the Board that approximately \$20,000 has been added to the project, to be paid by the Fire Department, to provide the ability to coordinate the Police and Fire systems. It was agreed that a full accounting of the proposed expenditure and funding would be presented to the Selectmen for approval before the system is ordered.

It was on motion unanimously

VOTED: To approve the Line Item Transfer Request No. 91-21 from 320-110 Police Salaries to 320-901 Police Capital Items in the amount of \$25,000.

Transfer of Funds from 950-814 Town Meeting Expense to 950-510 Equipment

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

A memorandum was received by the Board from Ms. Jan Silva, dated June 7, 1991, requesting the transfer of funds in the amount of \$3,000 from the 950-814 Town Meeting Expense to 950-510 Equipment to purchase a printer for use with an IBM XT personal computer which has been made available for use in the Selectmen's

Office. Selectman Drobinski inquired what funds were available in the Town Meeting Expense Account, and Jan Silva, the Administrative Assistant to the Board of Selectmen, replied that there was an excess of \$5,000 - \$6,000 in the Fiscal Year 91 account. It was clarified that this expenditure would not have an impact on the Fiscal Year 92 Town Meeting budget.

It was unanimously

VOTED: To approve the transfer within the Unclassified Account in the amount of \$3,000 from 950-814 Town Meeting Expense to 950-510 Equipment, as requested in a memorandum dated June 7, 1991, from the Administrative Assistant to the Board of Selectmen.

Personnel Matters - Town Treasurer and Collector's Department

Present: Richard E. Thompson, Executive Secretary, Board of Selectmen.

The Board is in receipt of a copy of a letter from Executive Secretary Thompson, to Mr. David Mandel, Chairman, Personnel Board, Sudbury, dated June 10, 1991. Executive Secretary Thompson is requesting the support of the Selectmen concerning that letter, in which he is requesting the Personnel Board to approve for the Assistant Town Treasurer and Assistant Tax Collector the carrying forward to FY92 five vacation days each, which they have been unable to take due to new responsibilities, noting the precedent in Town Government that allows for the carrying forward of vacation for a department head, both of whom have been acting in such capacity.

The other item discussed in the letter is a request to approve the salary of Loretta Bigelow, Assistant Town Treasurer, at Step 4, Grade 12, retroactive to May 6, 1991, during the absence of a Town Treasurer and Collector.

It was on motion unanimously

VOTED: To support Mr. Thompson's request to the Personnel Board of the Town of Sudbury requesting the carrying forward to FY92 five vacation days each by the Assistant Town Treasurer and Assistant Tax Collector; and to further support the request to approve the salary of Loretta Bigelow, Assistant Town Treasurer, at Step 4, Grade 12, retroactive to May 6, 1991, in the absence of a Town Treasurer and Collector.

Conditions of Employment - Town Treasurer and Collector

The Board considered the question of approving conditions of employment for the newly hired Town Treasurer and Collector, as set forth in a communication received by the Board, dated June 6, 1991, from Executive Secretary Thompson. Executive Secretary Thompson addressed questions concerning the vacation time -- in the amount of twelve days -- given to the Town Treasurer and Collector, Ms. Mary Ellen Normen Dunn. He noted that department heads receive a couple of extra days, and this is in accordance with the Sudbury Supervisory Association contract. The other issue addressed was educational reimbursement, and the Selectmen requested that any educational reimbursement exceeding three days would require the approval of the Board of Selectmen.

It was on motion unanimously

VOTED: To approve the conditions of employment for the newly hired Town Treasurer and Collector, as set forth below:

- 1) Salary: In accordance with Step 3, Grade 12, of the new Classification and Salary Plan approved by the 1991 Annual Town Meeting, \$37,842, effective July 1, 1991.
- 2) Term: effective date of appointment to be around the last week of June or the first part of July, to be determined by the Executive Secretary, with an expiration date of April 30, 1992.
- 3) Work week: 35 hours.
- 4) Vacation: twelve (12) days in the first year of employment, in accordance with Sudbury Supervisory Association (SSA) contract.
- 5) Educational reimbursement: as specified in Town Bylaws or SSA contract, subject to budgetary appropriation and as approved in advance by the Executive Secretary.
- 6) Other benefits: all other benefits that accrue under the SSA contract.
- 7) SSA membership: the position of Town Treasurer and Collector shall become part of and listed in the Sudbury Supervisory Association, subject to concurrence of said Association.

Sign Union Contracts - July 1, 1990, through June 30, 1993

The Board questioned the implication of signing the above mentioned contracts. Executive Secretary Thompson clarified they were legally bound to sign the contracts, which was simply a ratification or implementation of the Memorandums of Understanding. The Selectmen signed the contracts and the appropriate side letters for the three-year period, July 1, 1990, through June 30, 1993, between the Town and Firefighters Local 2023, Highway Employees Local 1156, Police Officers Local 315, Engineers Local 105, and the Sudbury Supervisory Association.

Transfer of Funds from FICA/Medicare Account to Gasoline Account

It was on motion unanimously

VOTED: To approve the line item transfer within the Unclassified Account in the amount of \$10,517 from 950-810 FICA/Medicare to 950-818 Gasoline, as requested in a memorandum dated May 31, 1991, from the Town Accountant.

Taxi License Regulations

It was on motion unanimously

VOTED: To approve the revised Taxi License Regulations prepared by the Police Department and approved by the Town Counsel, as presented.



Memorial Day Committee

Upon recommendation of the Memorial Day Committee, it was on motion unanimously

VOTED: To approve the appointment of Beverly D. Bentley to fill the vacancy on the Memorial Day Committee created by the death of Prescott Ward, term to expire April 30, 1992.

Long Range Planning Committee

Upon recommendation of the Long Range Planning Committee, it was on motion unanimously

VOTED: To approve two appointments to the Long Range Planning Committee, David A. Palmer of 370 Peakham Road, and L. William Katz of 40 Shadow Oak Drive, for terms to expire April 30, 1994, replacing Robert Weiskopf and Derek Gardiner.

Council on Aging - Donations

It was on motion unanimously

VOTED: To accept \$97.50 in miscellaneous donations for deposit into the Council on Aging Van Donation Account; and to authorize the Council on Aging to expend the same for purposes of operating and maintaining the Council on Aging van.

Cemetery Lot Repurchase

The Board is in receipt of a letter from Robert A. Noyes, Superintendent of Cemeteries, dated May 21, 1991, indicating that Mrs. Sheryle R. Fucci has requested that she be allowed to sell back to the Town, two graves in Section E., Lot 54B, purchased in 1985.

It was on motion unanimously

VOTED: To repurchase two graves in Section E, Lot 54B, of the Wadsworth Cemetery, from Sheryle R. Fucci of Sudbury for return of \$50 paid on account.

Walkway Easement - 95 Peakham Road

It was on motion unanimously

VOTED: To accept a Walkway Easement dated May 29, 1991, granted by Joanne Soroka, on the north side of Peakham Road, in accordance with "Sidewalk Easement Plan in Sudbury, MA, Middlesex County", dated October 5, 1990, by Beals and Thomas, Inc.

Hosmer House Telephone

It was on motion unanimously

VOTED: To approve an expenditure of \$19.73 from the Edwin Barrett Hosmer Memorial Fund to pay New England Telephone bill dated May 18, 1991; and to authorize expenditures under the direction of the Sudbury Historical Commission from said fund to pay all future Hosmer House telephone bills.

Harness Lane Cul de sac - July 4th Party

The Board is in receipt of a letter from Mr. Richard A. Hilperts, dated June 1, 1991, requesting permission to have a block party on July 4th, 4-8 p.m., and to block off the Harness Lane Cul de sac during that time. A note at the bottom of the letter indicates that the residents of the two homes at the end of the cul de sac, the Weiners, #64, and the Cefolas, #59, have contacted the Selectmen's office, to express their approval of this action.

It was on motion unanimously

VOTED: To grant permission to Mr. Richard A. Hilperts to block off the Harness Lane Cul de sac before the last two houses on July 4, 1991, from 4:00-8:00 p.m. for purposes of a neighborhood party.

Raytheon Company - Family 5K Road Race

It was on motion unanimously

VOTED: To grant permission to Raytheon Company to conduct a family road race on June 20, 1991, on portions of Route 27 and Water Row in accordance with a communication dated May 20, 1991, from Ann S. Broyer, Manager, Raytheon Human Resources Department, subject to compliance with any requirements of the Sudbury Police Department.

July 4th Proclamation

It was on motion unanimously

VOTED: To approve the Proclamation for the Fourth of July, 1991, proclaiming that we and all the inhabitants of the Town of Sudbury join this Independence Day to celebrate, in peace and harmony, with joy and happiness, that we as a nation after two hundred fifteen years are still FREE!

Annual Performance Review - Building Inspector/Zoning Enforcement Agent John B. Hepting

Present: John B. Hepting.

A written report was received by the Board of Selectmen, dated May 30, 1991, from John B. Hepting, concerning his Annual Performance Review, as Building Inspector.

Chairman Wallace indicated they had been continually updated on his efforts, and that he was glad to see that Mr. Hepting had focused his report on percentage of time allocated to specific responsibilities. Chairman Wallace also indicated they like the way Mr. Hepting had taken charge, taking a position on all matters coming through the office and living up to all expectations. He asked Mr. Hepting if he had anything to add.

Mr. Hepting indicated he enjoyed the people in the department -- good help, good people -- all playing team ball. He felt he had a lot of help and no resistance -- which cannot be said in many towns -- no internal roadblocks.

In his report, he allocated the time into percentages to satisfy concerns voiced at the Town Meeting that there was no need for a Building Inspector, since there was no new building going on. He indicated the actual inspection of buildings requires only one quarter of his time. In talking with Executive Secretary Thompson, Mr. Hepting noted that Executive Secretary Thompson has requested Mr. Hepting to cut down the time designated in Items 4 and 5 of the Performance Review. This refers to the maintenance of Town Buildings. He indicated that these efforts took such an inordinate amount of time because it was necessary to initially set up programs that were not previously in place and, in each case, he was dealing with five different players, with five different budgets. Mr. Hepting said a lot of effort has gone into setting up routine maintenance items, but he believes that once it is all in place, it will be handled routinely by Mr. Boyce.

He noted that compliance with the handicapped regulations is going very well, but he is still working with the Post Road Apothecary. He stated that the Apothecary has the signs on the wall and Mr. Hepting wants them mounted on a post. Mr. Hepting said that Alan Marrone has agreed to clean up the area behind Bed and Bath and was very receptive to our suggestions.

He indicated the only area where he would have a comment and seek help and guidance is with the long-term violators. He stated it is his belief that if enforcement of the zoning by-laws is pushed, we may lose most of the cases. He continued that many of these people have been in town for a long time and have a history of operating their businesses in a particular way; when people complain, it is important to ascertain the degree of their complaint -- are they actually trying to shut a business down? Executive Secretary Thompson agreed the Town could be in for some court situations, depending on how the symptoms of the problems are handled.

He noted that we need a good set of guidelines for various situations and he is starting to establish these. However, he has none for the approximately eight long-term violators. Executive Secretary Thompson recommended Mr. Hepting draft letters for his review to be sent to all of them at the same time. He stated that obtaining a correction of a situation is often better than legal action.

Mr. Hepting indicated that when new people spend money to move into the area, they are concerned with the letter of the law and want him to shut these people down. He stressed the need to tell them the Town needs them to help solve the problem, which can work fairly well, except for some hard core situations where we will be pushed by the abutters.

Selectman Cope inquired as to what we will do about the Town Hall boiler. Mr. Hepting said George Wilkinson came up with a price, but he, Mr. Hepting, would actually like to get another year's heating from it, until the Fire Department leaves the building. At this point, he does not know how to size the boiler, because he does not know how much area should be heated.

The Selectmen each expressed their high regard for Mr. Hepting's job performance.

It was on motion unanimously

VOTED: To accept Mr. Hepting's report as submitted, and to set his FY92 salary in accordance with the Sudbury Supervisory Association Contract at Step 6, \$45,090 annual rate effective July 1, 1991, and \$46,893 effective January 1, 1992, with other benefits as contracted with Mr. Hepting on November 19, 1990.

Consultant - New Communication System

The Board considered the question of granting approval to the Police Department to acquire the services of an advisor to coordinate the implementation of a new communication system for the Department, and is in receipt of a letter from Lt. Ronald Nix dated May 28, 1991, setting forth information to substantiate this request.

Chairman Wallace questioned whether there would be a cost for this service.

Executive Secretary Thompson indicated there would be, but feels we need advice in working with Motorola to make sure we are putting in equipment that can be tied into the 911 emergency number, the Fire Department, and other equipment which may come along in the next twenty years. He also stated the Town does not have anyone knowledgeable in-house to work with this sophisticated equipment and he is concerned with the installation and the need to have someone looking over Motorola's shoulder. The cost, to be funded from the Town Meeting article, could be \$2,000 -- coming back to the Board of Selectmen if more is needed. Executive Secretary Thompson stated the Town would be spending about one-quarter million dollars for the combined Police and Fire, and 911 systems and he believes we owe it to the public to be sure we are using our money wisely. He cautioned that many mistakes have been made in the past due to frugality; i.e., police station, and it was important to have someone on board to advise Ron Nix, John Harris, and Mike Dunne.

Selectman Drobinski concurred that the Town must be sure everything is compatible with the Police and Fire Departments and the 911 system. He recommended giving only preliminary approval for use of the advisor, subject to receipt and approval of a Scope of Work and detail of cost.

It was on motion unanimously

VOTED: To request Executive Secretary Thompson to provide a Scope of Work with specific charges, so the Board may better understand how the money is going to be spent; final approval for hiring the communications system advisor to be held until satisfactory review of the same.

Fire Department - Radio Dispatch

The Board was in receipt of a memorandum from the Fire Chief Michael Dunne, dated May 23, 1991, outlining the following three options explored by the Fire Department regarding emergency dispatching: 1) Sudbury Police/Fire Joint Dispatch, 2) Framingham-Ashland-Sudbury Regional Fire Dispatch, and 3) Acton-Boxboro-Maynard-Stow-Sudbury Regional Fire Dispatch, and concluding Option 1 should be implemented.

Following discussion, it was on motion unanimously

VOTED: To support the recommendation of the Fire Chief to proceed with plans for dispatching jointly with the Sudbury Police Department; but to request the Chief continue to participate in the two regional group discussions for the present.

Annual Performance Review - Janet Silva

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

A written report by Ms. Silva of FY91 activities and FY92 goals was received by the Board of Selectmen for review. Chairman Wallace asked Mrs. Silva what could be done to improve the Selectmen's success rate at the Town Meeting.

Ms. Silva indicated that it is difficult to get people to come to our hearings. Some towns send officials to other organizations in the town and perhaps we could do the same -- to get the word out on important issues or just to review the fiscal situation. She believes that some organizations would be receptive, to have that one-on-one interaction. Chairman Wallace and Ms. Silva discussed the frustration of many Town Meeting attempts to resolve the Unisys situation, and the difficulty for Selectmen to "champion" something. Chairman Wallace said he would be open to other comments.

Ms. Silva indicated that the schools have a constituency, but the Town does not, and the assistance from other groups to help attain goals is desirable. Chairman Wallace agreed with that comment, but noted that it is difficult to get people on a bandwagon for items such as a landfill.

Ms. Silva said she is looking forward to a busy year of new projects, such as automating the office more and continuing to work with other department heads to try to obtain more savings in joint purchasing.

Executive Secretary Thompson encouraged her to find time for herself and try to plan a quiet summer in anticipation of a busy fall.

The Board praised Ms. Silva for her efforts. Ms. Silva added that the rest of the staff puts in an unbelievable amount of work and time and the Town is lucky to have them.

Relative to the discussion on how to get the word out, it was suggested by Selectman Drobinski that the Selectmen's agenda be posted at the library. It was noted that the services of Cable Television bulletins were being used by Town offices for notices but we could not give them enough advance notice for publishing agendas.

It was on motion unanimously

VOTED: To accept Ms. Silva's performance report as submitted, and to approve a step increase upon her anniversary date.

Goodnow Library Trust Funds

The Board considered the question of responding to a communication dated May 20, 1991, from the Goodnow Library Trustees concerning the Goodnow Library trust funds.

Executive Secretary Thompson agreed with their request that a procedure be initiated so they receive regularly scheduled reports. He stated samples have been gathered from other towns on how they handle this, and he has included a copy of this letter in the package going to the new Town Treasurer and requested her to start preparing/using such a report. Executive Secretary Thompson said he did not believe they could have a report to the Trustees prior to the June 17th meeting, as they have requested, but they are welcome to come and look at the books. He noted the Selectmen also need to know what is going on as they have 3/4 of the vote as Trustees of Town Donations; the Town Treasurer has one vote.

The Board concurred that the Town Treasurer and Collector should submit a regular report to the Board of Library Trustees of the status of the investment of the library trust funds and recommended that, rather than establish a subcommittee, the Board of Library Trustees develop a relationship with the Town Treasurer to better manage these trusts. Mr. Drobinski indicated his willingness to work with the Library Trustees on these matters if needed.

#### Town Office Space Study

The Board considered correspondence received from R. G. Kip Johnson, with the cover letter dated May 21, 1991, concerning the status of the Town Space Program. The correspondence indicates the availability of various documents concerning this space study, with the cost of the summary at \$500. Other documentation is available, but Executive Secretary Thompson expressed his opinion that he does not believe we need the other items.

It was on motion unanimously

VOTED: To request the Long Range Planning Committee to commission preparation of a formal summary report from Glenda Wilcox of the 1989 Town Space Planning Study, at a cost of approximately \$500. It was noted the Board could review this matter further with the Long Range Planning Committee on July 15th, when a joint meeting is planned.

#### Approval of Minutes (pages 7 and 8) of the Board of Selectmen's Meeting of March 11, 1991.

It was on motion unanimously

VOTED: To approve the portion of the Minutes (pages 7 and 8), of the March 11, 1991, meeting as amended.

#### Town Planner Position

In response to inquiry from the Planning Board, Selectman Cope provided the Executive Secretary with a list of qualities or qualifications, including computer skills, which she believes desirable in Planner applicants. Mr. Thompson will relay this input with his own to the Planning Board. He also reported he had reviewed the applications and had written down his preferences, and had also indicated he would be glad to check references.

Metrowest Transportation Task Force 6/20 Meeting

Notice of the above meeting concerning the Route 20 Corridor was referred to Town Engineer Bill Place and Task Force Representative Anne Donald. The Executive Secretary will ask Mr. Place to attend and participate in the final report.

Wood-Davison House

Selectman Cope reported on the status of the Wood-Davison House move and stated the Task Force would like some help. She expressed the need for a feel from the rest of the town -- is this something we should do now? She continued that the house needs to be moved soon, but the funds are short approximately \$7,000. She is working on finding people who might be added to the list to help and expressed her belief we should be talking about how we will handle the maintenance of the building after it is moved.

Mr. Thompson noted that we need to involve the Historical Society -- need to get it up and going at no cost to the town -- the Society will lease at \$1/year for 10 years. He opined the Committee can raise more money once it is moved and we accommodate the schools in their use of the building. He said, like Heritage Park, people give when they can see things are actually going to happen.

Ralph Tyler was suggested as a candidate for the Task Force and the need to appoint a Town Historian, who would also serve on the Task Force, was discussed.

Release of Executive Sessions

Chairman David Wallace read a memo from the Administrative Assistant to the Board, reporting on the status of the review of Executive Session minutes for release as follows: The 1991 Executive Sessions to date have been reviewed by office staff in conjunction with input from Town Counsel and no further minutes are appropriate for release. All Unisys-related minutes for the past several years have been reviewed by Counsel and two 1991 sessions were released on May 13 by the Board. We shall continue to review the minutes a year at a time and bring any appropriate sessions to the Board's attention for release.

Sudbury Foundation -- Financial Grants

The Executive Secretary reported the trustees of the Sudbury Foundation have approved a \$15,000 grant for a walkway along Route 20 from the Fire Station to Stone Road. Selectman Cope noted that crosswalks would need to be painted across Route 20. The Trustees also approved a \$10,000 grant to the Police communications system.

County Selectmen's Association

There will be a meeting of the Middlesex County Selectmen's Association on June 19th; however, no Selectman is able to attend.

Chapter 90 Project Request, Amended

The Board signed amended Chapter 90 Project Request form relative to engineering services for construction of Sherman's Bridge in the amount of \$13,500 under M.A. #33304.

Press Release Sudbury Village Project

The Board approved a news release seeking volunteers for the Sudbury Village Project as prepared by Selectman Cope.

Air National Guard Facility, Devens Annex

Response to Draft Environmental Impact Report had been drafted by the Conservation Coordinator and given to the Board for review. Executive Secretary Thompson requested the Board provide its input ASAP in order to send by Friday, June 14th.

Executive Session

At 10:20 p.m., it was on motion by roll call unanimously

VOTED: To enter into Executive Session for the purpose of confirming expenditures from the Discretionary Fund Petty Cash Account.

(Chairman Wallace, aye; Selectman Drobinski, aye; Selectman Cope, aye.)

The Chairman announced that public session would not reconvene following executive session.

There being no further business to come before the Board, the meeting was adjourned at 10:25 p.m.

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

Richard E. Thompson  
Executive Secretary-Clerk