

SUDBURY BOARD OF SELECTMEN
AGENDA
Tuesday, January 28, 2014
7:30 PM, Lower Town Hall, 322 Concord Road

1. 7:30 Opening remarks by Chairman
2. 7:35 Reports from Town Manager
3. 7:40 Reports from Selectmen
4. 7:55 Citizen's Comments on items not on the agenda
5. 8:00 **Public Hearing:** Site Plan Application – Construct Police Headquarters, 77 Hudson Road
Vote
6. 8:45 Route 20 Sewer Steering Committee – Discussion/update
(Chairmen of both the Route 20 Sewer Steering Committee and Citizens' Advisory Committee will attend)

Consent Calendar:

7. *Vote* Vote to approve the January 14 regular session meeting minutes.
8. *Vote* Vote to accept the resignation of Peter D. Shaer from the Commission on Disability, effective immediately, as noted in a letter dated 1/17/14, and to send a letter of thanks for his service to the Town.

Miscellaneous:

9. *Vote* Discussion and vote of Selectmen's Town Meeting Articles
10. Report on Town Manager's Budget Submission to Finance Committee for FY15
11. *Vote* Discussion and vote on: (a) Use of the Melone fund, and (b) Melone CPC request
12. Report from Chair on Town Manager evaluation

These agenda items are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

AGENDA REQUEST - Item #5

BOARD OF SELECTMEN

Requestor's Section

Date of request: *January 7, 2014*

Requestor: *Jody Kablack, Director of Planning and
Community Development*

Action requested: *Consideration of Site Plan application to construct an approximately 14,500 sq. ft. Police Headquarters on an approximately 13.5 acre parcel of land located at 77 Hudson Road.*

Financial impact expected:

Background information (if applicable, please attach if necessary):

See attached material.

Recommendations/Suggested Motion/Vote: *Vote to approve Site Plan Application to construct an approximately 14,500 sq. ft. building and associated improvements for a new Police Headquarters on an approximately 13.5 acre parcel of land located at 77 Hudson Road, Town Assessor Map G08-0008.*

Person(s) expected to represent Requestor at Selectmen's Meeting:

James Kelly, Combined Facilities Director

Selectmen's Office Section

Date of Selectmen's Meeting: *January 28, 2014*

Board's action taken:

Follow-up actions required by the Board of Selectmen or Requestor:

Future Agenda date (if applicable):

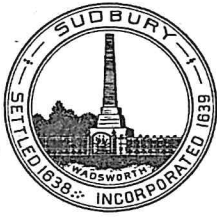
Distribution:

Public Hearing:
Site Plan of Police Headquarters
77 Hudson Road
Material received as of January 24, 2014

Notice of the Public Hearing was duly posted and advertised in the *Sudbury Town Crier* on January 9, 16 and 23, 2014. Abutters according to the Assessors were provided written notice by first class mail. The Sudbury Planning Board and other boards and officials were notified and requested to report to the Selectmen. The Selectmen opened the public hearing on January 28, 2014.

The Board is in receipt of the following:

1. Application for Site Plan dated January 3, 2014 (received January 6, 2014), including Site Plans prepared by The Carell Group, Hopkinton, MA dated January 3, 2014 (revised January 22, 2014) consisting of 21 sheets, Existing Conditions & Demolition Plan; Site & Utilities Plan; Grading & Drainage Plan; Drainage Basin Plan; Layout & Paving Plan; Landscape Plan; Landscape Details; Erosion & Sedimentation Control Plan; Construction Details; Sewerage Disposal Plan; First Floor Plan; Second Floor Plan; Attic Floor Plan; Roof Plan and Exterior Elevations.
2. Site Plan Narrative prepared by Places Associates, Inc. dated January 3, 2014, revised January 21, 2014.
3. Drainage Analysis Summary prepared by Places Associates, Inc.
4. Minutes of the Design Review Board dated January 8, 2014.
5. Memo from Bill Place, Department of Public Works/Town Engineer, to Jody Kablack, Planning Director, dated January 15, 2014
6. Memo from Jody Kablack, Planning Director, to the Board of Selectmen dated January 21, 2014.
7. Memo from Mark Herweck, Building Inspector, to Jody Kablack dated January 21, 2014.
8. Memo from William E. Murray, RLA, Places Associates, Inc. dated January 23, 2014 listing Plan Revisions.
9. Electrical Power and Lighting Site Plan prepared by The Carell Group dated November 18, 2013 consisting of 3 sheets
10. Cut sheets for proposed lighting poles and email from Greg Carell dated January 22, 2014 indicating the height of the parking lot light poles will be 18 feet.



Town of Sudbury

Planning Board

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3387
Fax: 978-443-0756

pcd@sudbury.ma.us

<http://www.sudbury.ma.us/services/planning>

January 7, 2014

TO: Board of Health
DPW Director
Building Inspector
Fire Chief
Conservation Commission
Historic Districts Commission
Design Review Board
✓ Board of Selectmen
Police Chief
Permanent Building Commission

FROM: Jody Kablack, Director of Planning and Community Development

RE: Notice of Application for Site Plan:
Police Headquarters – 77 Hudson Road

This is to notify you that on January 6, 2014 a Site Plan Application for a new police headquarters located at 77 Hudson Road was submitted to the Board of Selectmen for approval.

A copy of the Plan and application is enclosed. Please review the plan and submit your findings or recommendations to my office prior to January 21, 2014. The Public Hearing has been scheduled for January 28, 2014 @ 8:00 p.m. Prompt reply will allow incorporation of necessary changes in the plan. Failure to receive recommendations from any board or commission may be deemed approval of the proposed plan by that board or commission.



Town of Sudbury

Office of Selectmen

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3381
Fax: 978-443-0756

TOWN OF SUDBURY NOTICE OF PUBLIC HEARING

The Board of Selectmen will hold a public hearing on Tuesday, January 28, 2014, at 8:00 p.m. at the Town Hall, 322 Concord Road, Sudbury, MA, on the application of the Town of Sudbury, applicant and owner, for Site Plan approval to construct an approximately 14,500 sq. ft. building and associated improvements for a new Police Headquarters on an approximately 13.5 acre parcel of land located at 77 Hudson Road, zoned A-Residential and within the Town Center Historic District and Water Resource Protection District Zone III, Town Assessor Map G08-0008.

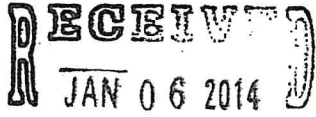
Copies of the plan and application are on file in the Planning and Community Development Office and the Town Clerk and may be inspected during regular office hours. Any person interested, or wishing to be heard on the proposed plan should appear at the time and place designated.

Publication: *Sudbury Town Crier*. January 9, 16 and 23, 2014

Post: Town Hall and Flynn Building

cc: Abutters
Sudbury Town Clerk
Sudbury Planning Board
Historic Districts Commission
Sudbury Housing Authority
Permanent Building Committee
Jim Kelly, Facilities Director
Project Engineer

Town Boards and Officials: KINDLY SUBMIT YOUR REPORTS TO THE
SELECTMEN WITH COPY TO THE APPLICANT AND TOWN BOARDS BY
January 23, 2014.



Form SP-1

Site Plan Applic. No. _____
(to be assigned)

BY:

APPLICATION FOR SITE PLAN APPROVAL

Date: January 3, 2014

To: The Board of Selectmen, Town of Sudbury, Massachusetts 01776

In accordance with Town of Sudbury Bylaws Article IX.6000, Section 6300, and the Board of Selectmen's Rules and Regulations, application for Site Plan approval is made as follows:

1. **Name of Plan/Business**
Town of Sudbury
2. **Site location/address** 77 Hudson Road
Zoning District A-Residential **Assessors Plate/Parcel No.** MAP G08-0008
Registry of Deeds Book 12468 **Page** 517 **Area of Property** 13.5 acres **acres/square**
feet
3. **Proposed Use** Police Station
4. **Applicant** Town of Sudbury **Tel/FAX Nos.** 978-639-3382
Address 278 Old Sudbury Road, Sudbury, MA
5. **Owner of property** Town of Sudbury **Tel/FAX Nos.** 978-639-3382
Address 278 Old Sudbury Road, Sudbury, MA
6. **Engineer** Places Associates, Inc. **Tel/FAX Nos.** 508-829-0333
Address 256 Great Road, Suite 4, Littleton, MA 01460
7. **Architect** TheCarell Group, Inc. **Tel/FAX**
Nos. 508-497-0909
Address 85 Main Street, Hopkinton, MA 01748
8. **Plans** (list each sheet of plan by title, date, and sheet number):
Attached

9. **Other documents and data (ATTACH):**

- a. Consent of owner, if applicable (yes/no).
 - b. Traffic impact study (yes/no). If yes, provide title reference. will submit before Selectmen's Mtg
 - c. Mass. Highway Dept. street entrance permit (yes/no). If yes, provide date or progress. _____
 - d. Other studies or data (list). _____
-

10. **Prior Site Plans** (list any prior site plans submitted, indicating date filed and whether approved or denied):

None

11. **Prior variances or permits granted by Board of Appeals** (list by Case Numbers and attach copies):

None

12. **Present use of property:**

Sudbury Fire Department Headquarters

13. **ATTACH: Written Statement of proposed use of property** (fully describe all activities to be conducted and by whom).

14. **ATTACH: Written statement of changes to site.**

15. **ATTACH: Building coverage and open space - description and calculation.**

16. **ATTACH: Estimated traffic impact on adjacent public ways due to changes to site.**

17. **ATTACH: Drainage calculations.**

18. **ATTACH: Calculations of the volume of earth to be removed.**

19. **ATTACH: Parking space calculations.**

20. Applicant understands that application to any of the following may be required for a proposed use or change (this list is not all inclusive):

- Board of Appeals (zoning permit or variance)
- Conservation Commission (alterations affecting wetlands)
- Board of Health (septic/sewerage, food permits)
- Building Inspector (building/wiring/gas permits, occupancy permit, approval of signs).
- Earth Removal Board [Bylaws, Article V(A)]
- Planning Board (Water Resource Protection Special Permit)
- Historic Districts Commission (Certificate of Appropriateness)
- Board of Selectmen (licenses for alcoholic beverages, common victualler, and entertainment)
- Sudbury Dept. of Public Works (access to public storm drains, street permit for utilities, driveway permit)
- Sudbury Water District (water service)
- Massachusetts Highway Department (street entrance permit if State road)

James F. Kelly (Permanent Building Committee)
Signature of Applicant

Facilities Director
Name, title

775 OLD LANCASTER ROAD, Sudbury
Address

Site Plan Application #

Police Station Site Plan List:

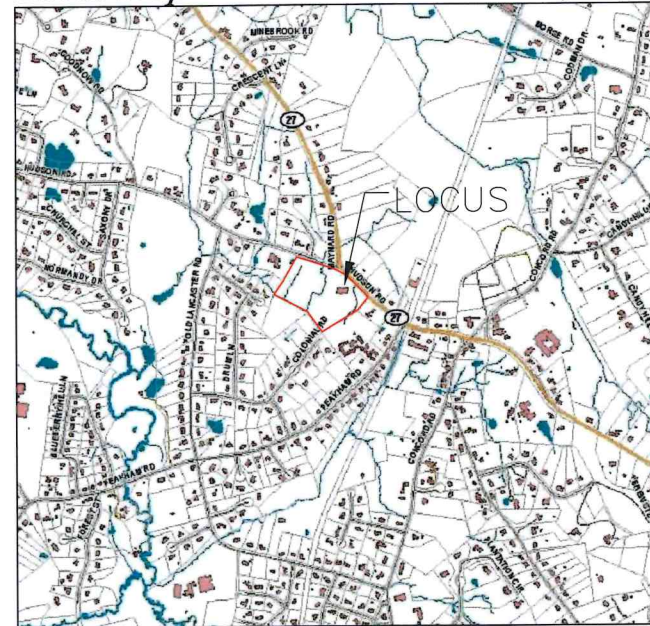
- A1.1 First Floor Plan
- A1.2 Second Floor Plan
- A1.3 Attic Floor Plan
- A1.4 Roof Plan
- A4.1 Exterior Elevations
- A4.2 Exterior Elevations
- C-0 Cover
- C-1 Existing Conditions Site Plan
- C-2 Site and Utilities Plan
- C-3 Grading and Drainage Plan
- C-3.1 Grading and Drainage Plan
- C-4 Layout and Paving Plan
- C-5 Landscape Plan
- C-6 Landscape Details
- C-7 Erosion and Sedimentation Control Plan
- C-8 Construction Details
- C-9 Construction Details
- C-9 Construction Details
- C-10 Construction Details
- C-11 Construction Details
- C-12 Sewage Disposal Plan
- C-13 Sewage Disposal Plan and Details



SUDBURY POLICE HEADQUARTERS

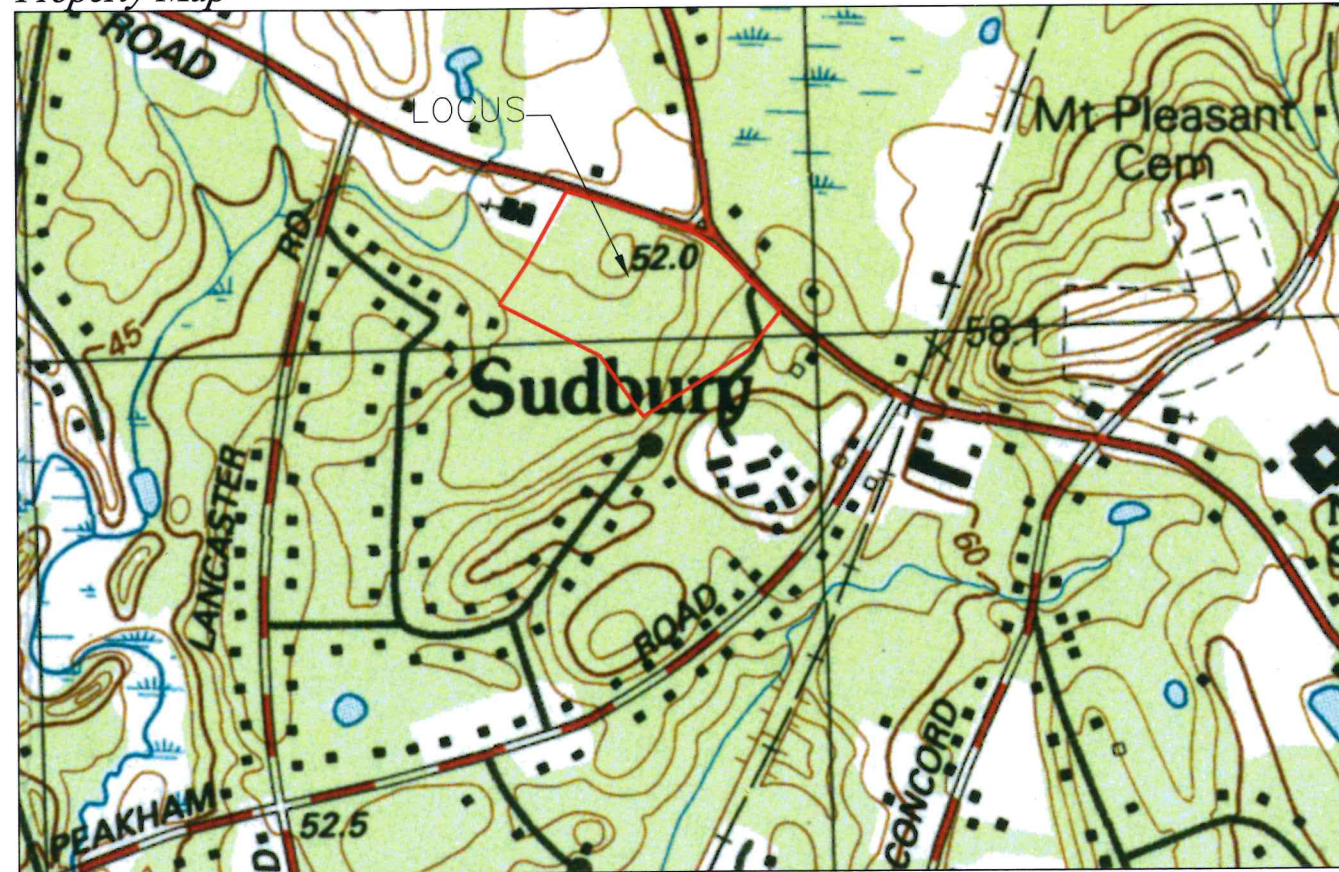
Site Plan of Land in
Sudbury, Massachusetts
Prepared for
Town of Sudbury

Locus Map Scale: 1" = 1,200'



Excerpted From SUDBURY MA ON-LINE GIS

Property Map Scale: 1" = 400'



Excerpted From USGS topographic quad 209902

SHEET INDEX:

- C-1 EXISTING CONDITIONS & DEMOLITION PLAN
- C-2 SITE & UTILITIES PLAN
- C-3.0 GRADING & DRAINAGE PLAN
- C-3.1 DRAINAGE BASIN PLAN
- C-4 LAYOUT & PAVING PLAN
- C-5 LANDSCAPE PLAN
- C-6 LANDSCAPE DETAILS
- C-7 EROSION & SEDIMENTATION CONTROL PLAN
- C-8 TO C-11 CONSTRUCTION DETAILS
- C-12 TO C-13 SEWAGE DISPOSAL PLANS

SUDBURY ASSESSORS DATA:
MAP: G08 PARCEL: 0008

REFERENCES:
MIDDLESEX SOUTH REGISTRY OF DEEDS
BOOK: 12956 PAGE: 456
PL BOOK: 1975 PAGE: 398

OWNER/APPLICANT:
TOWN OF SUDBURY

ARCHITECT:
THE CARELL GROUP, INC.
85 MAIN ST., SUITE 305
HOPKINTON, MA 01748

CIVIL ENGINEERS, LAND SURVEYORS,
LANDSCAPE ARCHITECTS:
PLACES ASSOCIATES, INC.
256 GREAT ROAD, SUITE 4
LITTLETON, MA 01460

Zoning Conformance Chart
ZONE: SRA, Single Residence District PROPOSED USE: Municipal

CRITERIA	REQUIRED	EXISTING	PROVIDED	NOTES
LOT AREA	40,000 sf	13.56 ac	13.56 ac	
FRONTAGE	180'	1048.48'	1048.48'	
FRONT MIN. DEPTH	40'	98±	50±	
REAR MIN. DEPTH	30'	430±	330±	
SIDE SETBACK	20'	240±	42±	
BUILDING HEIGHT	EXEMPT	-	39'-2"	
LOT COVERAGE	40% max	1.3%	3.1%	
BY BUILDING	N/A	8%	16%	
IMPERVIOUS				

OVERLAY DISTRICT: Water Resource Protection District, Zone III

CRITERIA	SP. PERMIT THRESHOLD	EXISTING	PROVIDED	NOTES
SEWAGE FLOWS	1k gpd/40k sf Lot	49.4 gpd/40k sf Lot	121.6 gpd/40k sf Lot*	

* 13.56 x 1,797 x 40,000 / 43,560 = 121.6

OVERLAY DISTRICT: Old Sudbury Historic District

PARKING CALCULATIONS

DESIGNATION	CRITERIA	EXISTING	REQUIRED	PROVIDED
FIRE STATION	1 SP PER LARGEST SHIFT x2 FOR SHIFT CHANGE	26 SPACES	18 SPACES	21 SPACES (1,2)
POLICE STATION	1 SP PER LARGEST SHIFT x2 FOR SHIFT CHANGE	0	24 SPACES	24 SPACES (3)
	MEETING ROOM 1 SP PER 3 SEATS	0	16 SPACES	16 SPACES (4)
SHARED	CUSTOMER SERVICES	0	0	12 SPACES
TOTAL		26 SPACES	58 SPACES	73 SPACES (2)

NOTES:
1. LARGEST SHIFT FOR FIRE STATION IS 9 STAFF.
2. 21 SPACES ARE PROVIDED, HOWEVER 6 ARE PROPOSED AS "RESERVE" AND ARE NOT TO BE BUILT UNLESS NEEDED.
3. LARGEST SHIFT FOR POLICE STATION IS 12 STAFF.
4. MEETING ROOM HAS A CAPACITY OF 48 SEATS.
67 SP. PROPOSED TO BE BUILT
6 SP. RESERVED IF NEEDED

carell group

85 main street
hopkinton, massachusetts

Places Associates, Inc.
Planning, Landscape Architecture,
Civil Engineering, Surveying
256 GREAT ROAD, SUITE 4 LITTLETON, MA 01460
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978.486.0334 Ph. 508.829.0333
978.486.0447 Fax
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REVISED:
1-22-14 GENERAL REVISION

PERMIT SET ONLY
January 3, 2014

TOWN OF SUDBURY
FIRE AND POLICE
HEADQUARTERS

SUDBURY, MASSACHUSETTS

PERMIT PLAN SET

scale AS SHOWN
date JANURAY 3, 2014
drawn by MAA
job no 13-7201
sheet

RECEIVED
JAN 24 2014

BY:

C-0

Sudbury Board of Selectmen

VAL UNDER SITE PLAN REVIEW REQUIRED
ROVED APPROVED WITH CONDITIONS

IF APPROVAL:

IF ENDORSEMENT:

ENGINEER/DPW DIRECTOR:

NG DIRECTOR:

3. THE PROPERTY LINES, DEPICTED ON THIS PLAN ARE TAKEN FROM PLAN ENTITLED, "PLAN OF LAND IN SUBURBY, MASS." TOWN OF SUBURBY ENGINEERING DEPARTMENT, DATED FEB. 18, 1975 AND RECORDED IN THE MIDDLESEX SOUTH OF DEEDS. SEE PLAN #398 OF 1975 AND DEED, BOOK 12795 PAGE 147.
4. THE TOPOGRAPHY ON THIS PLAN IS BASED ON AN ON THE GROUND SURVEY BY PLACES ASSOCIATES, INC. IN SEPTEMBER OF 2013.
5. THE PLANS SHOW ONLY THE FEATURES THAT WERE VISUALLY APPARENT ON THE DAYS OF SURVEY, THE ABSENCE OF SUBSURFACE OR SURFACE STRUCTURES, UTILITIES, ETC. IS NOT INTENDED NOR IMPLIED.
6. DURING ALL CONSTRUCTION PHASES, THE CONTRACTOR SHALL MAINTAIN A TEMPORARY VEHICULAR ACCESS TO MUSKETAQUID VILLAGE AND NOT OBSTRUCT FIRE DEPARTMENT OPERATIONS/ACCESS.
7. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL REQUIRED TRENCH PERMITS PER 520 CMR14.
8. SEE GEOTECHNICAL REPORT FOR ADDITIONAL INFORMATION ON SUBSURFACE SOILS AND GROUNDWATER LEVELS.
9. SEE SEPTIC SYSTEM PLAN, NOTES & DETAILS (SHEETS C-12 & C-13) FOR SOIL PROFILE DATA.
10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING ACCESS TO MUSKETAQUID VILLAGE IN A MANNER DETERMINED BY THE FIRE CHIEF, POLICE CHIEF AND SUBURBY HOUSING AUTHORITY. THE CONSTRUCTION OF THIS RELOCATED DRIVEWAY SHALL BE THE FIRST PHASE OF CONSTRUCTION.
11. REMOVE DRIVEWAY TO MUSKETAQUID VILLAGE INCLUDING ALL PAVING, BURIED UTILITIES, LIGHTS, ETC. PROVIDE AT ALL TIMES A MINIMUM 12' WIDE TRAVELED WAY AND FLAG MEN DURING ACTIVE CONSTRUCTION.
12. THE FIRE STATION AND SUPPORTING UTILITIES ARE TO REMAIN IN OPERATION THROUGH ALL PHASES OF DEMOLITION AND CONSTRUCTION.
13. THE CONTRACTOR SHALL UNCOVER AND OBTAIN EXISTING CONDITION INFORMATION, INCLUDING BUT NOT LIMITED TO EXISTING CONDITION PIPE SLOPES AND INVERTS FOR: FIRE STATION SEWER LINE OUT, SEPTIC TANK INLET AND OUTLET, D-BOX INLET AND OUTLET, SAS TRENCH INLETS AND OUTLETS. ALL EXISTING CONDITION INFORMATION MUST BE PROVIDED TO THE DESIGN ENGINEER A MINIMUM OF 2 BUSINESS DAYS (WEEKENDS AND HOLIDAYS EXCLUDED) PRIOR TO CONSTRUCTION AND/OR PRIOR TO ORDERING CUSTOM BUILT OR ASSEMBLED COMPONENTS, CONCRETE TANKS AND RELATED SYSTEMS.
14. CONSTRUCTION SHALL NOT BE INITIATED UNTIL THE DESIGN ENGINEER HAS REVIEWED THE SUPPLIED INFORMATION (PER NOTE 13 ABOVE) AND CONFIRMED THE SUITABILITY OF THE EXISTING CONDITIONS TO MEET DESIGN AND CODE COMPLIANCE. THE DESIGN ENGINEER SHALL BE PROVIDED A MINIMUM OF TWENTY FOUR HOURS (ONE BUSINESS DAY) TO REVIEW THIS DATA.
15. WETLAND RESOURCES FLAGGED BY DEBORAH DINEEN, CONSERVATION COORDINATOR & SURVEY LOCATED BY PLACES ASSOCIATES.
16. BEARINGS AND DISTANCES SHOWN ALONG PROPERTY LINES ARE FROM RECORD PLANS AND NOT THE RESULT OF ON THE GROUND SURVEY.

LEGEND

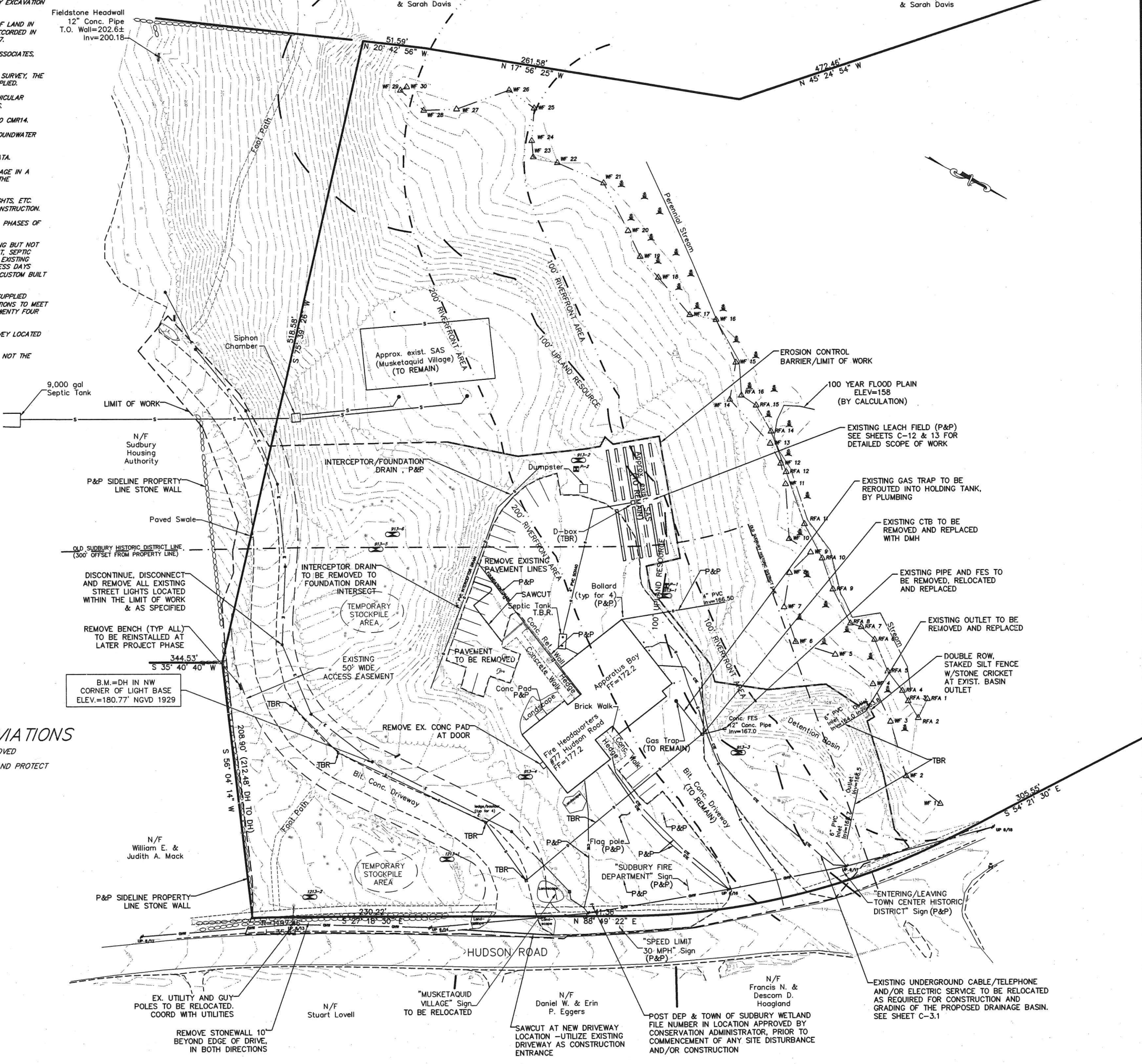
CONTOUR LINE	
STONE WALL	
EDGE OF WOODS	
EDGE OF PAVEMENT	
CURB/BERM	
SILTATION BARRIER	
TREE	
BOUND	
IRON PIN	
SIGN POST	
DRAIN LINE	
DRAIN MANHOLE	
CATCH BASIN	
FLARED END (FES)	
WATER LINE	
WATER VALVE	
FIRE HYDRANT	
WATER SHUTOFF	
OVERHEAD WIRES	
CABLE/TELE/ELEC	
GUY POLE	
UTILITY POLE	
UTILITY BOX	
STREETLIGHT	
LAMP POST	
SEWER LINE	
SEWER MANHOLE	
GAS LINE	
GAS VALVE	
PERC TEST	
DEEP TEST HOLE	

ABBREVIATIONS

T.B.R.	- TO BE REMOVED
P&P	- PRESERVE AND PROTECT

Sudbury Board of Selectmen

APPROVAL UNDER SITE PLAN REVIEW REQUIRED
<input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED WITH CONDITIONS
DATE OF APPROVAL:
DATE OF ENDORSEMENT:
TOWN ENGINEER/DPW DIRECTOR:
PLANNING DIRECTOR:



carell group

85 main street
hopkinton, massachusetts

Places Associates, Inc.
Planning, Landscape Architecture,
Civil Engineering, Surveying

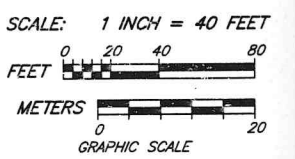
256 GREAT ROAD, SUITE 4 LITTLETON, MA 01460
978.486.0334 Ph. 978.486.0447 Fax

876 SALISBURY STREET HOLDEN, MA 01520
508.829.0333

places@placesassociates.com

REVISED:
1-22-14 GENERAL REVISION

PERMIT SET
January 3, 2014



TOWN OF SUBURBY
FIRE AND POLICE
HEADQUARTERS

SUBURBY, MASSACHUSETTS
EXISTING CONDITIONS
& DEMOLITION
PLAN

scale	1" = 40'
date	JANUARY 3, 2014
drawn by	MAA
job no	13-720
sheet	

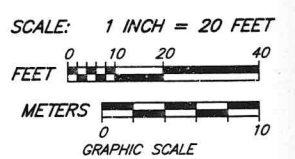
C-1

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REVISED:
1-22-14 GENERAL REVISION

PERMIT SET January 3, 2014

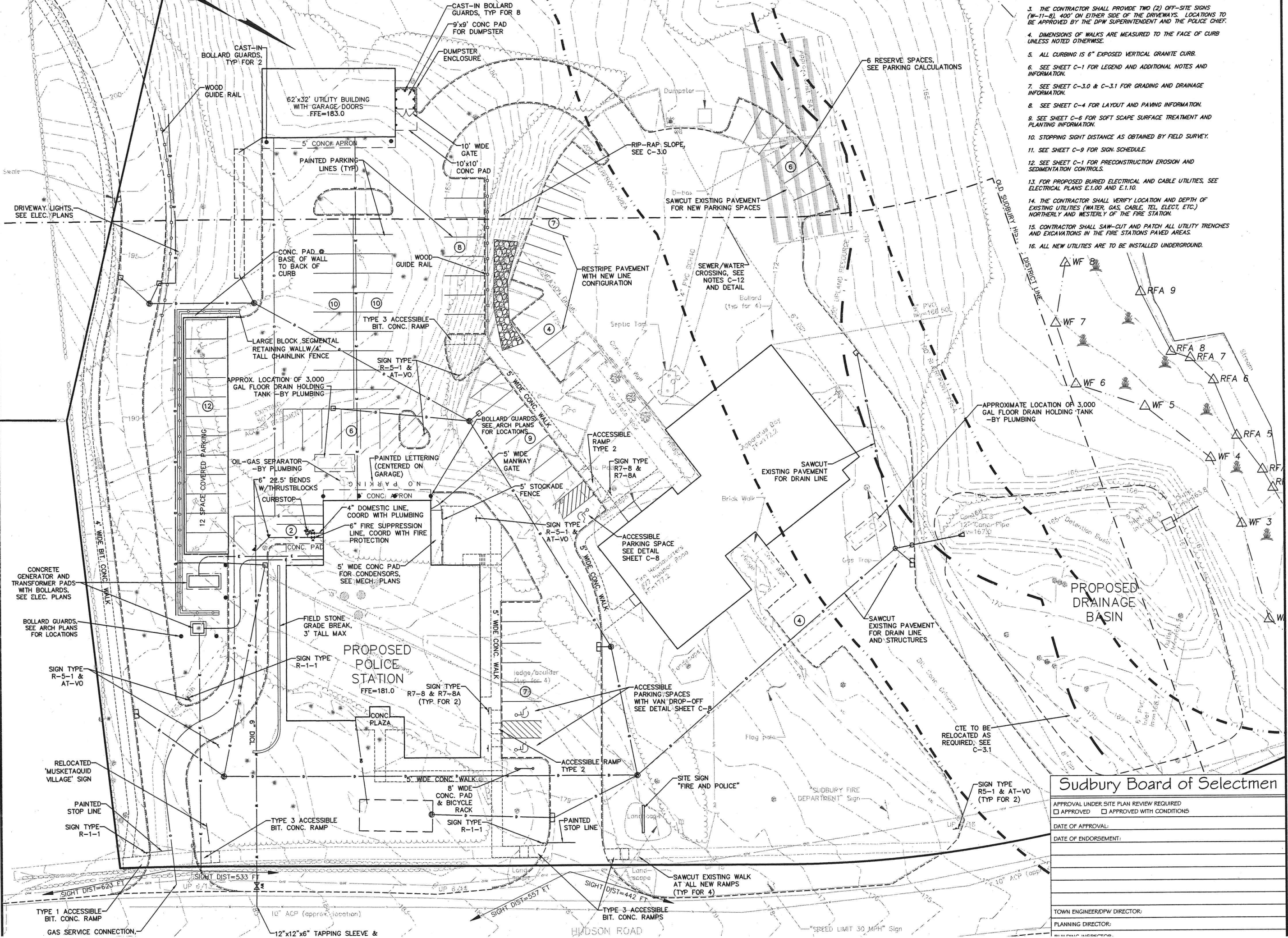


TOWN OF SUDBURY FIRE AND POLICE HEADQUARTERS

SUDBURY, MASSACHUSETTS

SITE & UTILITIES PLAN

3. THE CONTRACTOR SHALL PROVIDE TWO (2) OFF-SITE SIGNS (W-11-B), 400' ON EITHER SIDE OF THE DRIVEWAYS. LOCATIONS TO BE APPROVED BY THE DPW SUPERINTENDENT AND THE POLICE CHIEF.
4. DIMENSIONS OF WALKS ARE MEASURED TO THE FACE OF CURB UNLESS NOTED OTHERWISE.
5. ALL CURBING IS 6" EXPOSED VERTICAL GRANITE CURB.
6. SEE SHEET C-1 FOR LEGEND AND ADDITIONAL NOTES AND INFORMATION.
7. SEE SHEET C-3.0 & C-3.1 FOR GRADING AND DRAINAGE INFORMATION.
8. SEE SHEET C-4 FOR LAYOUT AND PAVING INFORMATION.
9. SEE SHEET C-6 FOR SOFT SCAPE SURFACE TREATMENT AND PLANTING INFORMATION.
10. STOPPING SIGHT DISTANCE AS OBTAINED BY FIELD SURVEY.
11. SEE SHEET C-9 FOR SIGN SCHEDULE.
12. SEE SHEET C-1 FOR PRECONSTRUCTION EROSION AND SEDIMENTATION CONTROLS.
13. FOR PROPOSED BURIED ELECTRICAL AND CABLE UTILITIES, SEE ELECTRICAL PLANS E.1.00 AND E.1.10.
14. THE CONTRACTOR SHALL VERIFY LOCATION AND DEPTH OF EXISTING UTILITIES (WATER, GAS, CABLE, TEL, ELECT, ETC.) NORTHERLY AND WESTERLY OF THE FIRE STATION.
15. CONTRACTOR SHALL SAW-CUT AND PATCH ALL UTILITY TRENCHES AND EXCAVATIONS IN THE FIRE STATION'S PAVED AREAS.
16. ALL NEW UTILITIES ARE TO BE INSTALLED UNDERGROUND.



Sudbury Board of Selectmen

APPROVAL UNDER SITE PLAN REVIEW REQUIRED	<input type="checkbox"/> APPROVED	<input type="checkbox"/> APPROVED WITH CONDITIONS
DATE OF APPROVAL:		
DATE OF ENDORSEMENT:		
TOWN ENGINEER/DPW DIRECTOR:		
PLANNING DIRECTOR:		
BOARD DIRECTOR:		

scale	1" = 20'
date	JANUARY 3, 2014
drawn by	MA
job no	13-721
sheet	



Planning, Landscape Architecture,
Civil Engineering, Surveying

256 GREAT ROAD, SUITE 4 LITTLETON, MA 01460
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REVISED:
1-22-14 GENERAL REVISION

PERMIT SET January 3, 2014

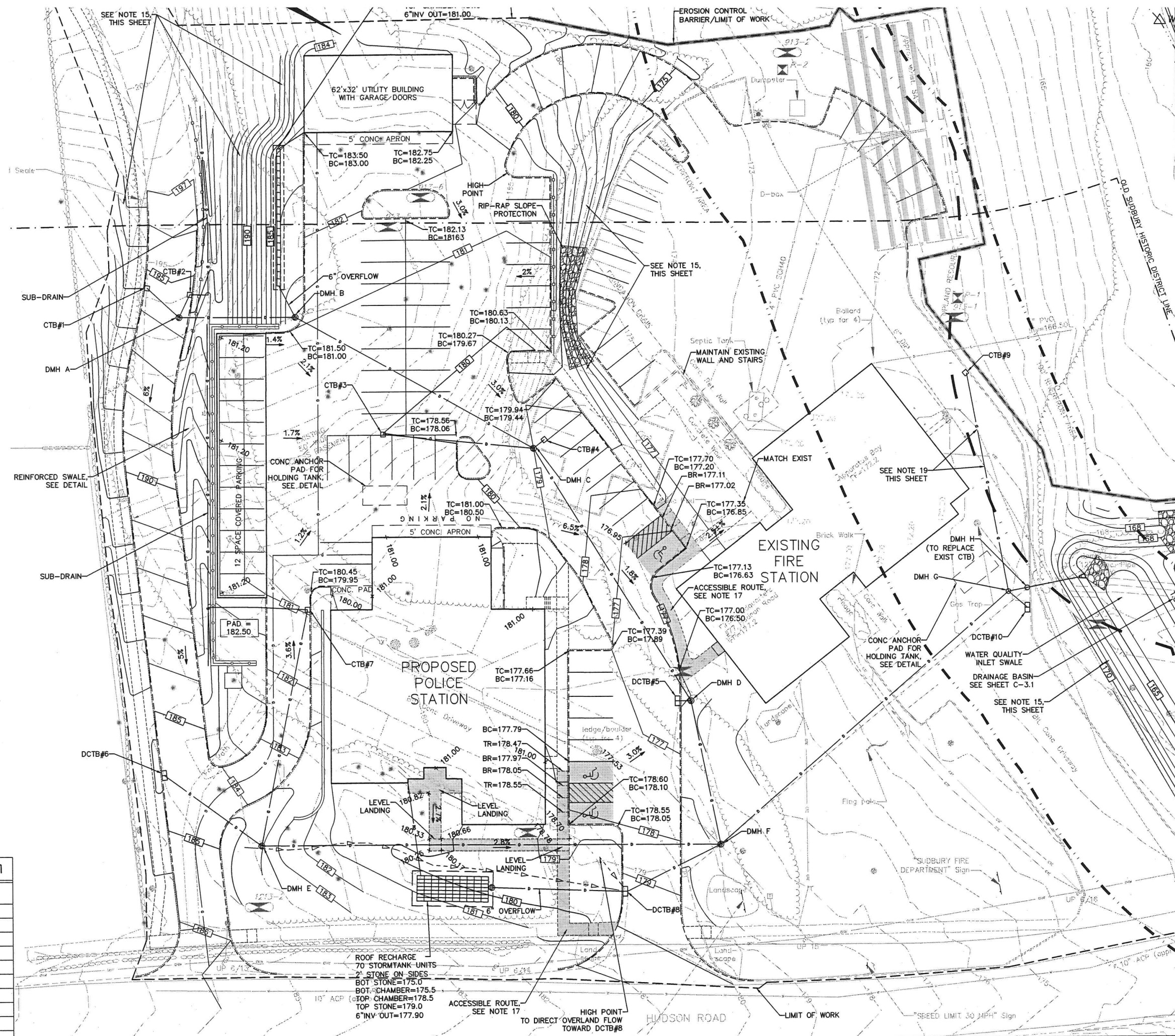
SCALE: 1 INCH = 20 FEET
0 10 20 40
FEET
0 10 20
METERS
GRAPHIC SCALE

TOWN OF SUDBURY FIRE AND POLICE HEADQUARTERS

SUDBURY, MASSACHUSETTS
GRADING &
DRAINAGE PLAN

scale 1" = 20'
date JANUARY 3, 2014
drawn by MAA
job no 13-7201
sheet

C-3.0



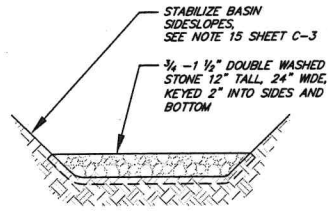
4. SEE SHEET C-2 FOR SITE PLAN INFORMATION.
5. SEE SHEET C-4 FOR LAYOUT AND PAVING INFORMATION.
6. SEE SHEET C-2 FOR ON-SITE UTILITY LOCATION AND INFORMATION.
7. SEE SHEET C-6 FOR SOFTSCAPE SURFACE TREATMENT AND PLANTING INFORMATION.
8. PRIOR TO THE INITIATION OF ANY SITE EXPLORATION, GRADING OR CONSTRUCTION THAT MAY CREATE UNSTABLE SURFACES, AN EROSION CONTROL BARRIER SHALL BE ERECTED IN THE LOCATIONS DEPICTED IN THIS PLAN SET.
9. ALL PIPE LENGTHS ARE MEASURED FROM CENTER TO CENTER OF STRUCTURES.
10. SPOT GRADES ARE TO BE BLENDED IN A UNIFORM MANNER TO THE ADJACENT SPOT GRADE OR CONTOUR.
11. UNLESS OTHERWISE NOTED, ALL CURBING HAS AN EXPOSED HEIGHT OF 0.5 FEET.
12. ALL DISTURBED SURFACES ARE TO BE STABILIZED BY THE CONSTRUCTION OF A HARD DURABLE SURFACE (PAVEMENT OR RIP-RAP), BY LOAM AND SEED, OR AS OTHERWISE SHOWN.
13. THIS PLAN DEPICTS SITE GRADING AND DRAINAGE. SEE OTHER PLANS FOR LOCATIONS, CONSTRUCTION AND TYPES OF OTHER UTILITIES, SITE FEATURES AND RELATED CONSTRUCTION.
14. ALL AREAS INDICATED AS PADS SHALL BE CONCRETE. SEE DETAIL.
15. ALL SLOPES OF 3:1 (HORIZ. TO VERT.) OR STEEPER ARE TO BE CONSIDERED "STABILIZED SLOPES" AND SHALL HAVE EROSION CONTROL NETTING INSTALLED. SEE SPECIFICATION SECTION 02370, SLOPE STABILIZATION FABRIC.
16. SEE PLUMBING PLANS FOR ALL ROOF DRAIN CONNECTIONS. CONTRACTOR SHALL ACCOMMODATE ALL ROOF DRAIN CONNECTIONS WHETHER DEPICTED ON THIS PLAN OR NOT.
17. ACCESSIBLE ROUTES AND LOADING & UNLOADING AREAS DEPICTED BY SHADING SHALL HAVE NO SLOPE GREATER THAN 2% IN ANY DIRECTION, AT ANY LOCATION. MEASUREMENTS SHALL BE MADE WITH A TWO FEET LONG "SMART LEVEL" AFTER CONSTRUCTION. SEE REQUIREMENTS OF MASS. ARCHITECTURAL ACCESS BOARD (521 CMR).
18. THE FLOOR DRAIN HOLDING TANK, PIPING, VENTS AND RELATED COMPONENTS SHALL BE PROVIDED AND INSTALLED BY PLUMBING. THE EXCAVATION, BALLAST PAD, HOLD-DOWNS, CONCRETE AND REINFORCING, BACKFILL, DEWATERING AND TRENCHING SHALL BE PROVIDED BY THE GENERAL CONTRACTOR. THE ALARMS SHALL BE PROVIDED BY PLUMBING AND WIRED BY ELECTRICAL.
19. PRIOR TO CONSTRUCTING THIS DRAIN LINE THE CONTRACTOR SHALL UNCOVER AND LOCATE UTILITIES IN THIS AREA AND PROVIDE TO THE DESIGN ENGINEER EXISTING PIPE AND CONDUIT LOCATIONS, SIZE AND ELEVATION, TO ACCESS POTENTIAL PIPE CONFLICTS.
20. ALL REINFORCED CONCRETE DRAINAGE PIPE TO BE AT A MINIMUM CLASS III UNLESS OTHERWISE NOTED.

Sudbury Board of Selectmen	
APPROVAL UNDER SITE PLAN REVIEW REQUIRED	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> APPROVED WITH CONDITIONS
DATE OF APPROVAL:	
DATE OF ENDORSEMENT:	
TOWN ENGINEER/DPW DIRECTOR:	
PLANNING DIRECTOR:	
BUILDING INSPECTOR:	

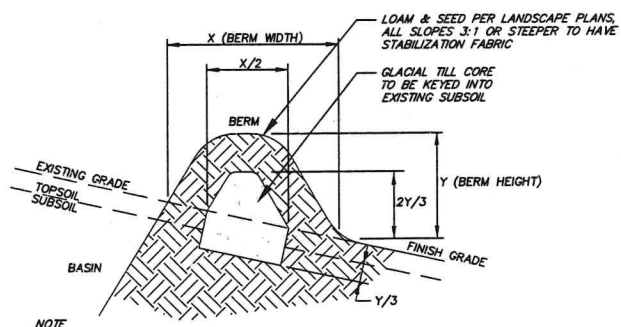
SCHEDULE OF DRAINAGE STRUCTURES

STRUCTURE	RIM ELEV.	INVERT IN	DIA. (IN.)	INVERT OUT	OUTLET PIPE
CTB 1	194.80		12"	190.00	18' 12" RCP S=0.02 FT/FT (DMH A)
CTB 2	194.80	191.30 (SUB-DRAIN)	12"	190.00	10' 12" RCP S=0.02 FT/FT (DMH A)
DMH A	194.30	189.64 (CTB 1) 189.60 (CTB 2)	12"	183.00	48' 12" RCP S=0.1125 FT/FT (DMH B)
DMH B	181.60	177.60 (DMH A) 177.60 (RECH*)	6"	177.10	114' 12" RCP S=0.02 FT/FT (DMH C)
CTB 3	180.00		12"	176.00	63' 12" RCP S=0.02 FT/FT (DMH C)
CTB 4	178.90		12"	175.40	10' 12" RCP S=0.04 FT/FT (DMH C)
DMH C	179.00	175.00 (CTB 4) 174.82 (DMH B) 174.74 (CTB 3)	12"	174.74	123' 12" RCP S=0.02 FT/FT (DMH D)
DCTB 5	176.38		12"	172.38	10' 12" RCP S=0.01 FT/FT (DMH D)
DMH D	177.10	172.28 (DMH C) 172.28 (DCTB 5)	12"	171.78	60' 18" RCP S=0.01 FT/FT (DMH F)
DCTB 6	184.50		12"	180.00	50' 12" RCP S=0.02 FT/FT (DMH E)
CTB 7	180.90	177.40 (SUB-DRAIN)	12"	176.90	99' 12" RCP S=0.01 FT/FT (DMH E)
DMH E	184.00	179.00 (CTB 6) 175.91 (CTB 7)	12"	175.90	192' 18" RCP S=0.015 FT/FT (DMH F)
DCTB 8	179.30	175.30 (RECH*)	6"	175.30	43' 12" RCP S=0.02 FT/FT (DMH F)
DMH F	177.90	173.50 (DCTB 8) 173.02 (DMH E) 171.18 (DMH D)	12" 18" 18"	171.00	160' 18" RCP S=0.0325 FT/FT (DMH G)
CTB 9	171.50		12"	167.50	93' 12" RCP S=0.01 FT/FT (DMH G)
DCTB 10	170.57		12"	166.60	10' 12" RCP S=0.01 FT/FT (DMH G)
DMH G	170.67	166.51 (CTB 9) 166.50 (DCTB 10) 165.80 (DMH F)	12" 12" 18"	165.30	10' 24" RCP S=0.010 FT/FT (DMH H)
DMH H**	170.60	165.20 (DMH G)	24"	165.20	22' 24" RCP S=0.01 FT/FT (FES***)

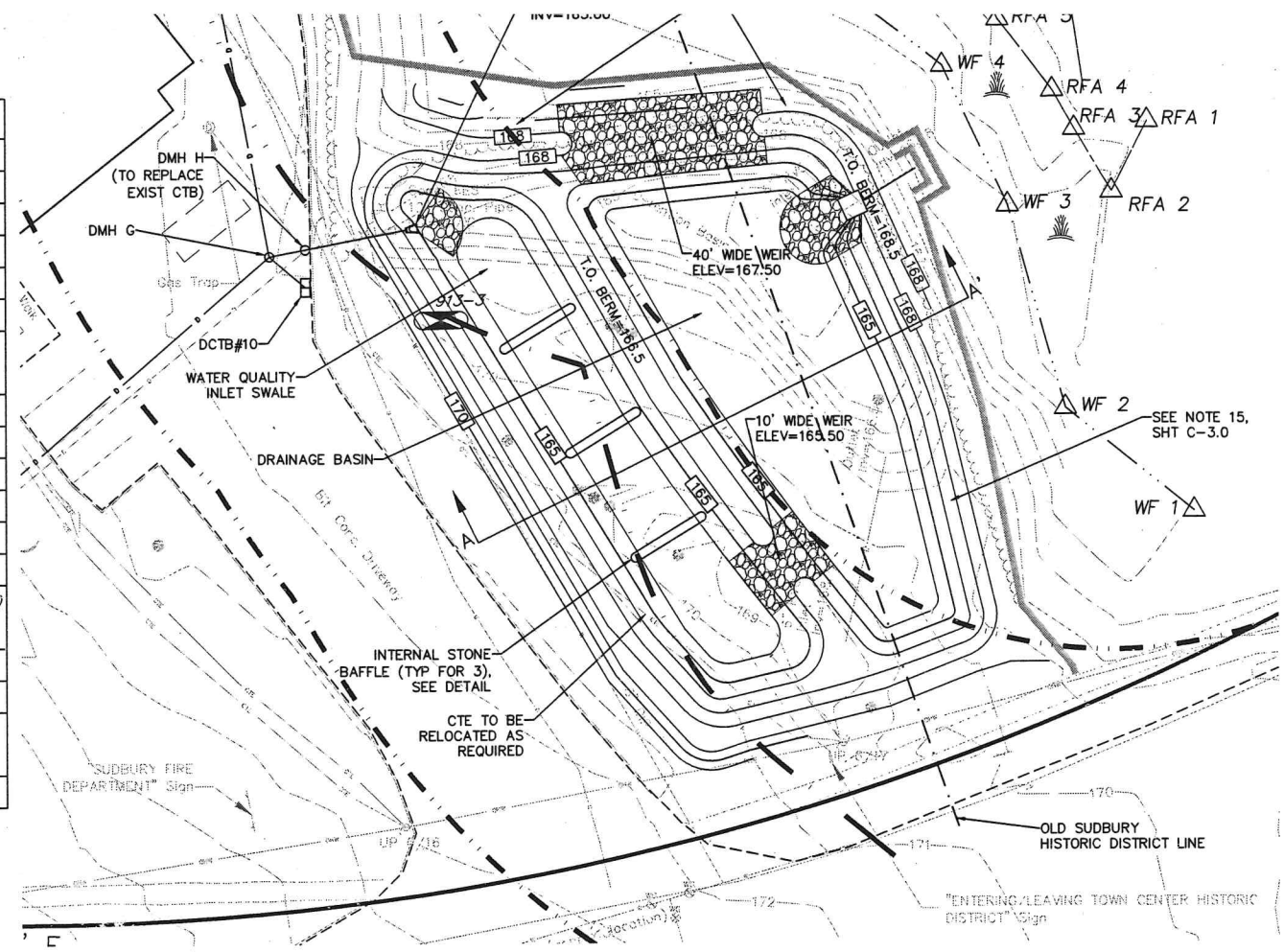
* SEE RECHARGE SYSTEM DETAIL FOR DESCRIPTION
 ** SEE STORMWATER TREATMENT UNIT DETAIL
 *** SEE BASIN DETAIL



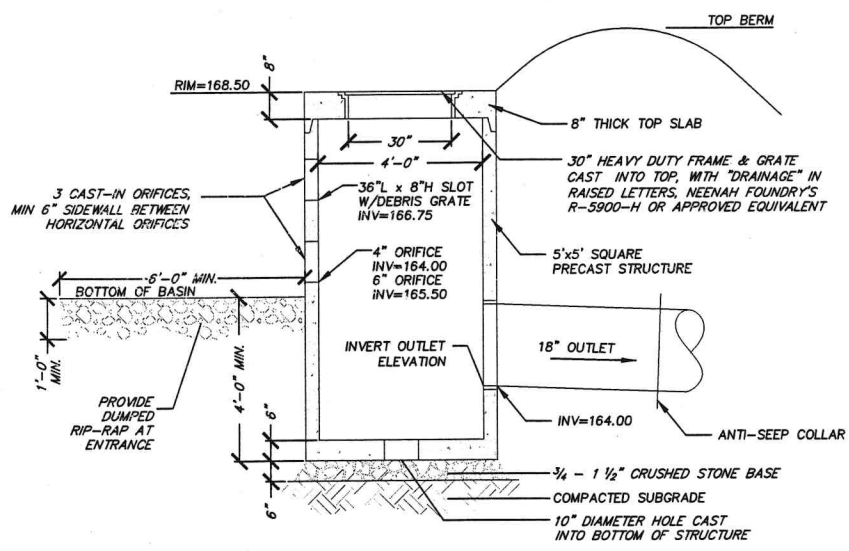
STONE BAFFLES
NOT TO SCALE



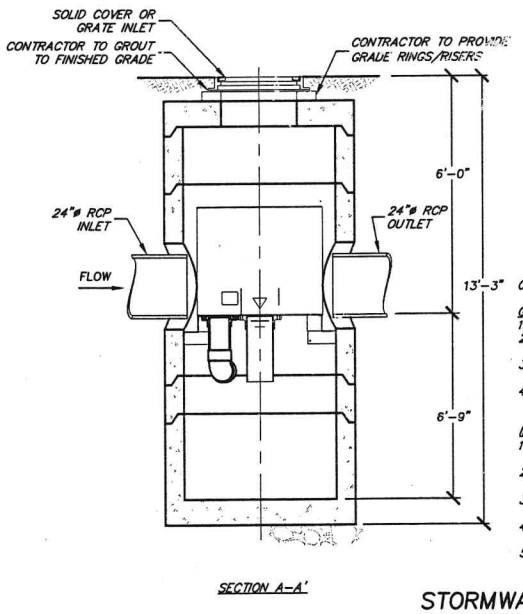
BASIN BERM CROSS SECTION
NOT TO SCALE



BASIN DETAIL
1"=20'

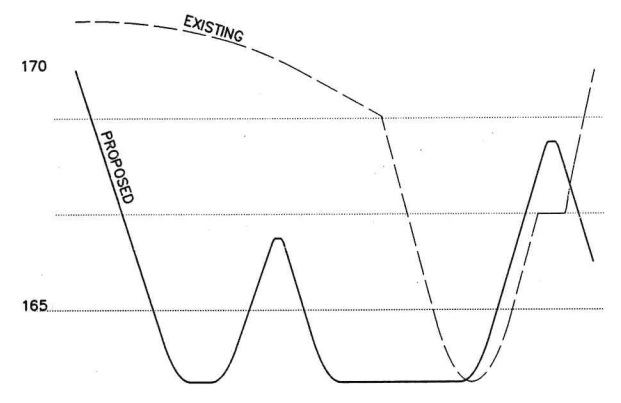


NOTE: STRUCTURE TO BE CAPPED AND/OR PLUGGED UNTIL FULLY ON LINE
 OUTLET CONTROL STRUCTURE
NOT TO SCALE



SECTION A-A'
NOT TO SCALE

- GENERAL NOTES
 1. CONTECH TO PROVIDE ALL MATERIALS UNLESS NOTED OTHERWISE.
 2. FOR FABRICATION DRAWINGS WITH DETAILED STRUCTURE DIMENSIONS AND WEIGHT, PLEASE CONTACT YOUR CONTECH CONSTRUCTION PRODUCTS REPRESENTATIVE. www.contech-cpi.com
 3. VORTSENTRY HS WATER QUALITY STRUCTURE SHALL BE IN ACCORDANCE WITH ALL DESIGN DATA AND INFORMATION CONTAINED IN THIS DRAWING.
 4. STRUCTURE SHALL MEET AASHTO H20 LOAD RATING. CASTINGS SHALL MEET AASHTO M306, CAST WITH THE CONTECH STORMWATER SOLUTIONS LOGO.
- INSTALLATION NOTES
 1. ANY SUB-BASE, BACKFILL DEPTH, AND/OR ANTI-FLOTATION PROVISIONS ARE SITE-SPECIFIC DESIGN CONSIDERATIONS AND SHALL BE SPECIFIED BY ENGINEER OF RECORD.
 2. CONTRACTOR TO PROVIDE EQUIPMENT WITH SUFFICIENT LIFTING AND REACH CAPACITY TO LIFT AND SET THE VORTSENTRY HS MANHOLE STRUCTURE (LIFTING CLUTCHES PROVIDED).
 3. CONTRACTOR TO INSTALL JOINT SEALANT BETWEEN ALL STRUCTURE SECTIONS AND ASSEMBLE STRUCTURE.
 4. CONTRACTOR TO PROVIDE, INSTALL, AND GROUT PIPES. MATCH PIPE INVERTS WITH ELEVATIONS SHOWN.
 5. CONTRACTOR TO TAKE APPROPRIATE MEASURES TO ASSURE UNIT IS WATER TIGHT, HOLDING WATER TO FLOWLINE INVERT MINIMUM. IT IS SUGGESTED THAT ALL JOINTS BELOW PIPE INVERTS ARE GROUTED.



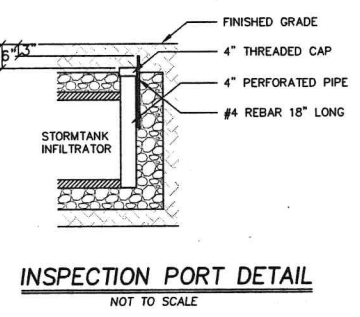
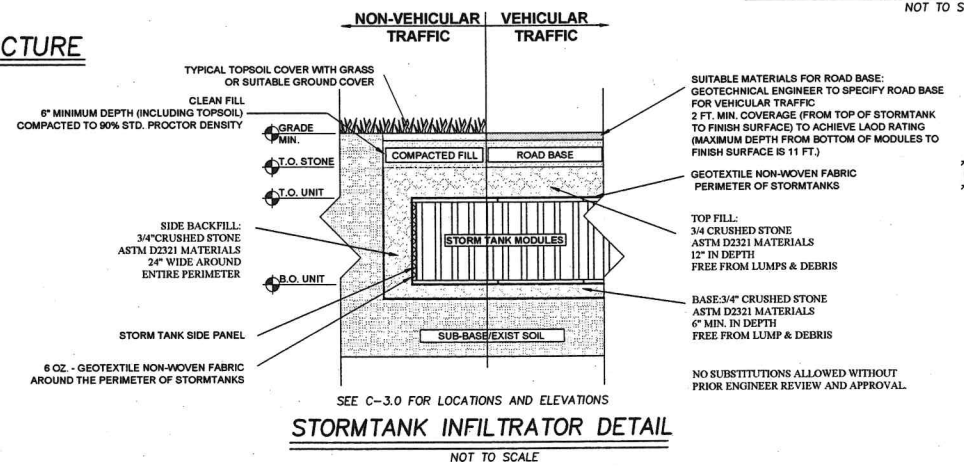
SECTION A-A'
1"=20' HORIZ
1"=2' VERT

Sudbury Board of Selectmen

APPROVAL UNDER SITE PLAN REVIEW REQUIRED
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 BUILDING INSPECTOR: _____



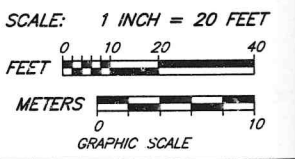
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85 main street
hopkinton, massachusetts

Places Associates, Inc.
 Planning, Landscape Architecture,
 Civil Engineering, Surveying
 256 GREAT ROAD, SUITE 4 LITTLETON, MA 01460
 876 SALISBURY STREET HOLDEN, MA 01520
 978.486.0334 Ph. 508.829.0333
 978.486.0447 Fax
 places@placesassociates.com

REVISED:
1-22-14 GENERAL REVISION

PERMIT SET
January 3, 2014



TOWN OF SUDBURY
FIRE AND POLICE
HEADQUARTERS

SUDBURY, MASSACHUSETTS
GRADING &
DRAINAGE PLAN

scale 1" = 20'
 date JANUARY 3, 2014
 drawn by MAA
 job no 13-720
 sheet

C-3.1

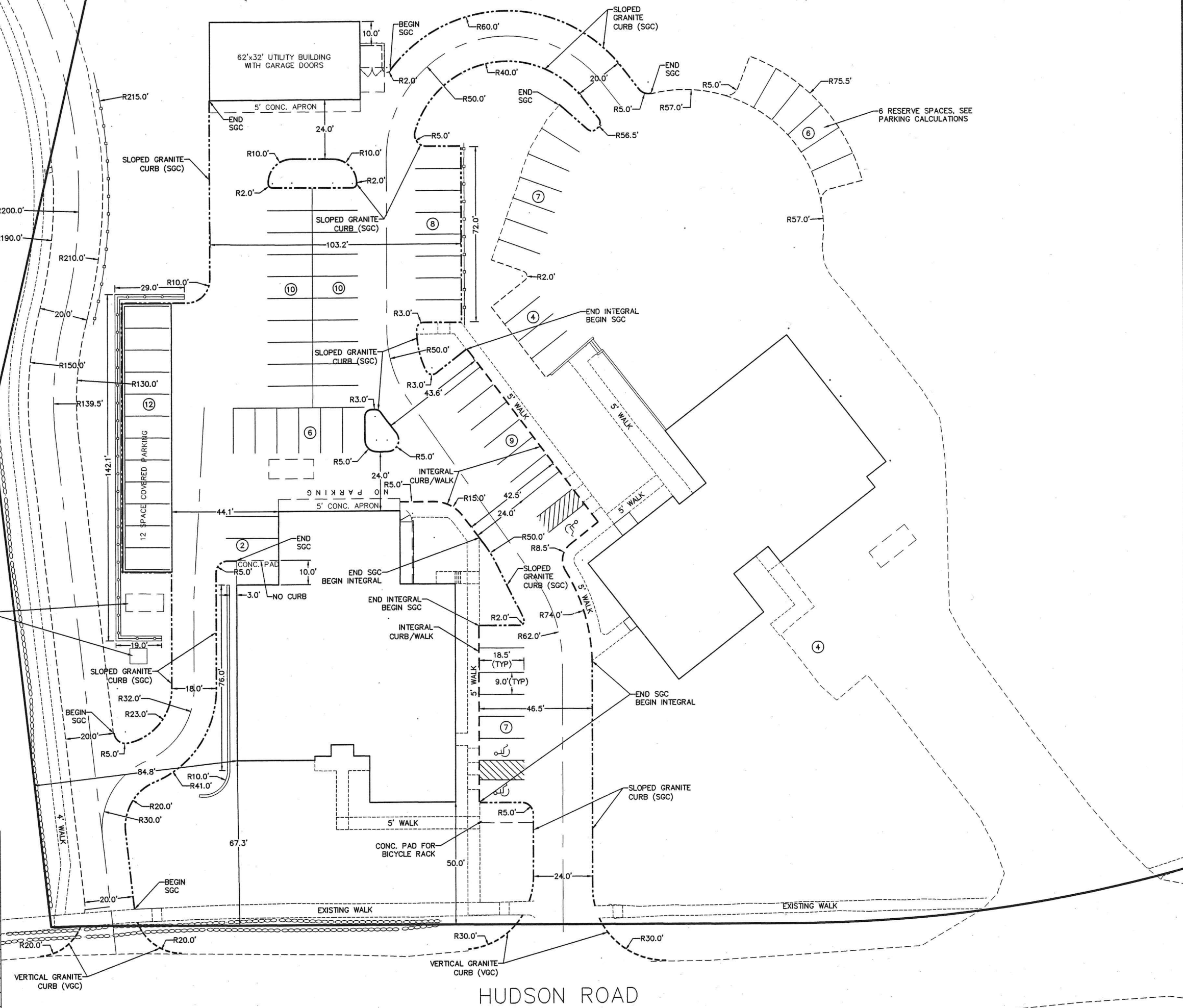
N/F
Sudbury
Housing
Authority

- PLAN NOTES:**
1. SEE ARCHITECTURAL PLANS FOR DETAILS ADJACENT TO BUILDINGS.
 2. SEE SHEET C-1 FOR LEGEND AND ADDITIONAL NOTES AND INFORMATION.
 3. SEE SHEET C-2 FOR BASIC SITE INFORMATION.
 4. SEE SHEET C-3 FOR GRADING AND DRAINAGE INFORMATION.
 5. SEE SHEET C-5 FOR ON-SITE UTILITY LOCATION AND INFORMATION.
 6. SEE SHEET C-6 FOR SOFTSCAPE SURFACE TREATMENT AND PLANTING INFORMATION.
 7. CURBING SHALL CONSIST OF VERTICAL GRANITE, SLOPED GRANITE AND INTEGRAL CURB/WALK, AS NOTED. ALL OTHER CURBING TO BE CAPE COD CURBING.
 8. CURB TRANSITIONS TO BE PROVIDED AT DROP INLETS, ACCESSIBLE RAMPS AND ALL OTHER SUCH REQUIRED TRANSITIONS.

GENERATOR AND TRANSFORMER PADS - SEE SEE ELECTRICAL FOR LOCATION, LAYOUT AND CONSTRUCTION CRITERIA

N/F
William E. &
Judith A. Mack

Sudbury Board of Selectmen	
APPROVAL UNDER SITE PLAN REVIEW REQUIRED	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> APPROVED WITH CONDITIONS
DATE OF APPROVAL:	
DATE OF ENDORSEMENT:	
TOWN ENGINEER/DPW DIRECTOR:	
PLANNING DIRECTOR:	
PUBLIC WORKS INSPECTOR:	



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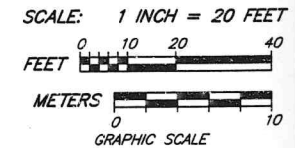
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876 SALISBURY STR HOLDEN, MA 01527
508.829.0333

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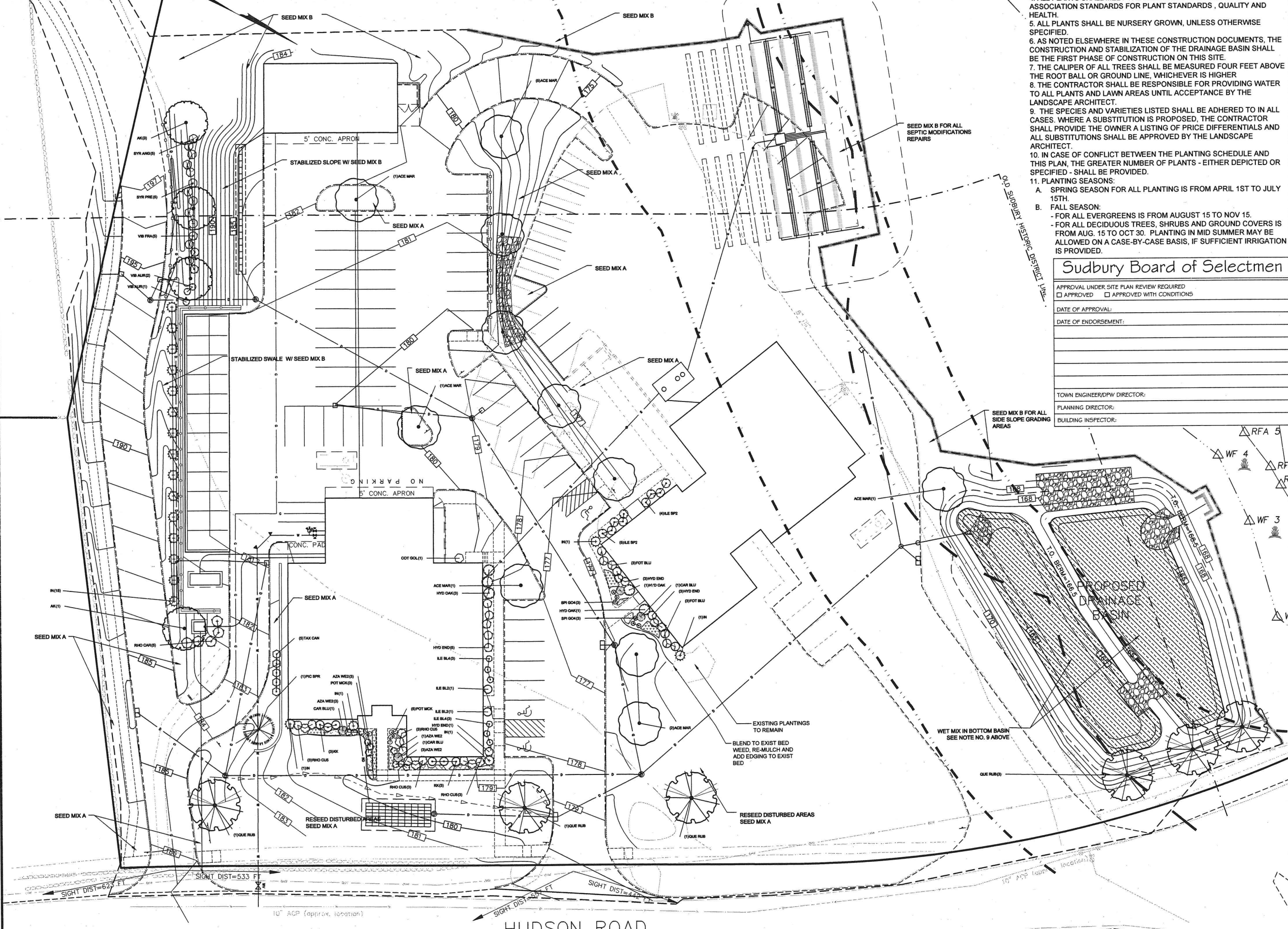


**TOWN OF SUDBURY
FIRE AND POLICE
HEADQUARTERS**

SUDBURY, MASSACHUSETTS
**LAYOUT & PAVING
PLAN**

scale	1" = 20'
date	JANUARY 3, 2014
drawn by	M
job no	13-7
sheet	

C-4



4. ALL PLANTS SHALL MEET THE AMERICAN NURSERY TRADE ASSOCIATION STANDARDS FOR PLANT STANDARDS, QUALITY AND HEALTH.
5. ALL PLANTS SHALL BE NURSERY GROWN, UNLESS OTHERWISE SPECIFIED.
6. AS NOTED ELSEWHERE IN THESE CONSTRUCTION DOCUMENTS, THE CONSTRUCTION AND STABILIZATION OF THE DRAINAGE BASIN SHALL BE THE FIRST PHASE OF CONSTRUCTION ON THIS SITE.
7. THE CALIPER OF ALL TREES SHALL BE MEASURED FOUR FEET ABOVE THE ROOT BALL OR GROUND LINE, WHICHEVER IS HIGHER
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING WATER TO ALL PLANTS AND LAWN AREAS UNTIL ACCEPTANCE BY THE LANDSCAPE ARCHITECT.
9. THE SPECIES AND VARIETIES LISTED SHALL BE ADHERED TO IN ALL CASES. WHERE A SUBSTITUTION IS PROPOSED, THE CONTRACTOR SHALL PROVIDE THE OWNER A LISTING OF PRICE DIFFERENTIALS AND ALL SUBSTITUTIONS SHALL BE APPROVED BY THE LANDSCAPE ARCHITECT.
10. IN CASE OF CONFLICT BETWEEN THE PLANTING SCHEDULE AND THIS PLAN, THE GREATER NUMBER OF PLANTS - EITHER DEPICTED OR SPECIFIED - SHALL BE PROVIDED.
11. PLANTING SEASONS:
 - A. SPRING SEASON FOR ALL PLANTING IS FROM APRIL 1ST TO JULY 15TH.
 - B. FALL SEASON:
 - FOR ALL EVERGREENS IS FROM AUGUST 15 TO NOV 15.
 - FOR ALL DECIDUOUS TREES, SHRUBS AND GROUND COVERS IS FROM AUG. 15 TO OCT 30. PLANTING IN MID SUMMER MAY BE ALLOWED ON A CASE-BY-CASE BASIS, IF SUFFICIENT IRRIGATION IS PROVIDED.

Sudbury Board of Selectmen

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 BUILDING INSPECTOR: _____

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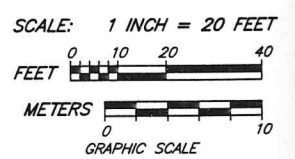
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REVISED:
1-22-14 GENERAL REVISION

PERMIT SET
January 3, 2014



TOWN OF SUDBURY
FIRE AND POLICE
HEADQUARTERS

SUDBURY, MASSACHUSETTS

LANDSCAPE PLAN

scale	1" = 20'
date	JANUARY 3, 2014
drawn by	WE
job no	13-72
sheet	

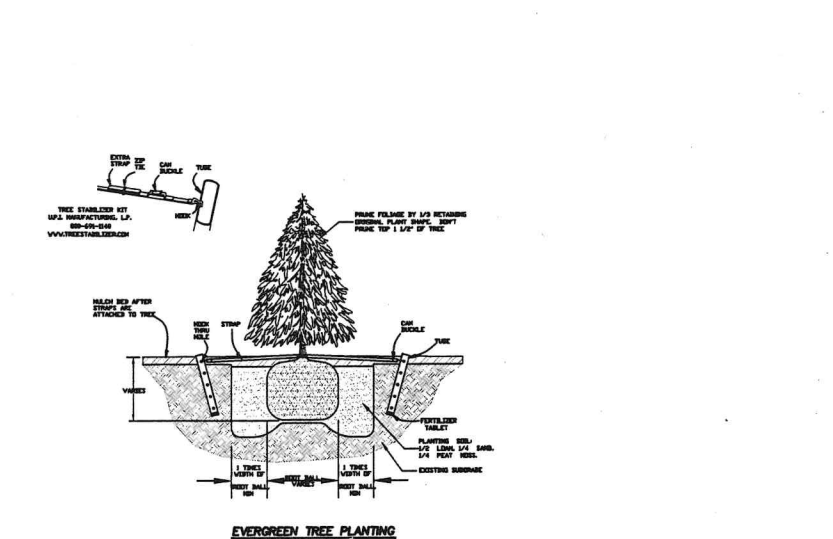
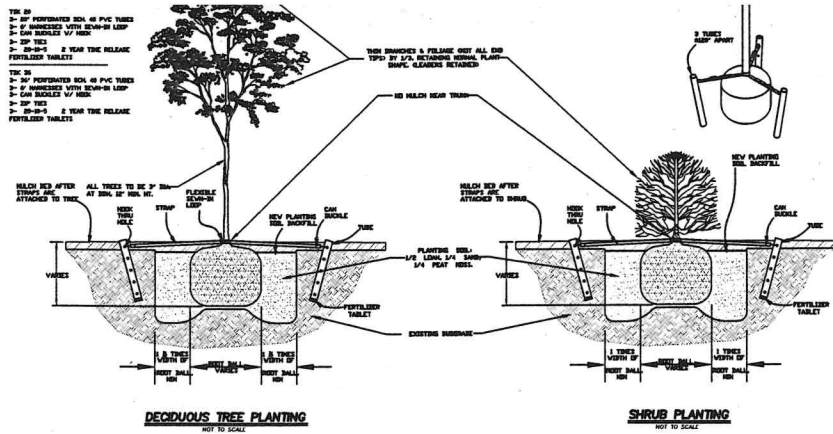
C-5

- or other method as shown or specified on the plans.
- A minimum of 6" of loam shall be applied to all surfaces to be seeded. Loam shall be uniformly applied, shaped and smoothed.
- Loam acidity shall be checked and adjusted to a pH of 6.5, apply lime at a minimum rate of 50 lbs per 1,000 square feet, if necessary. (If permitted by the Orders of Conditions only).
- Organic-slow release fertilizer of a type 5-2-2 applied at a rate of 50 lbs per 500 square feet. (If permitted by the Orders of Conditions only).
- Rake a seed bed using a yolk rake or hand raking to a minimum depth of 3" thoroughly incorporating lime and fertilizer.
- Seeding may be performed by hand, mechanical or tractor mounted spreader. Hydroseeding is recommended.
- Seeding before April 15 or after October 15, shall be reapplied between these dates if a minimum germination of 90%, determined by surface area coverage, has not occurred or if the surface area has eroded or become un-stabilized.

- 8. SEEDING:**
- A. HAND SEEDING:**
- Seed shall be applied by hand or broadcast spreader to provide a uniform distribution of seed.
 - Seed shall be lightly raked to a depth of 1/2"-1", with all raking to be perpendicular to the slope.
 - Seed is to be rolled with a water ballast roller to insure contact of seed with soil, do not compact soil.
 - Area shall be mulched using seed-free straw to adequately cover the area to a depth of 1/2"-1", insuring a uniform cover of 75% of the surface area.
 - Mulch shall be secured by means of secured landscape fabric, erosion control netting (3/4" - 1" mesh), or other biodegradable material which will insure adequate cover until the surface has grown to 90% germination, or according to the manufacturer's instructions.

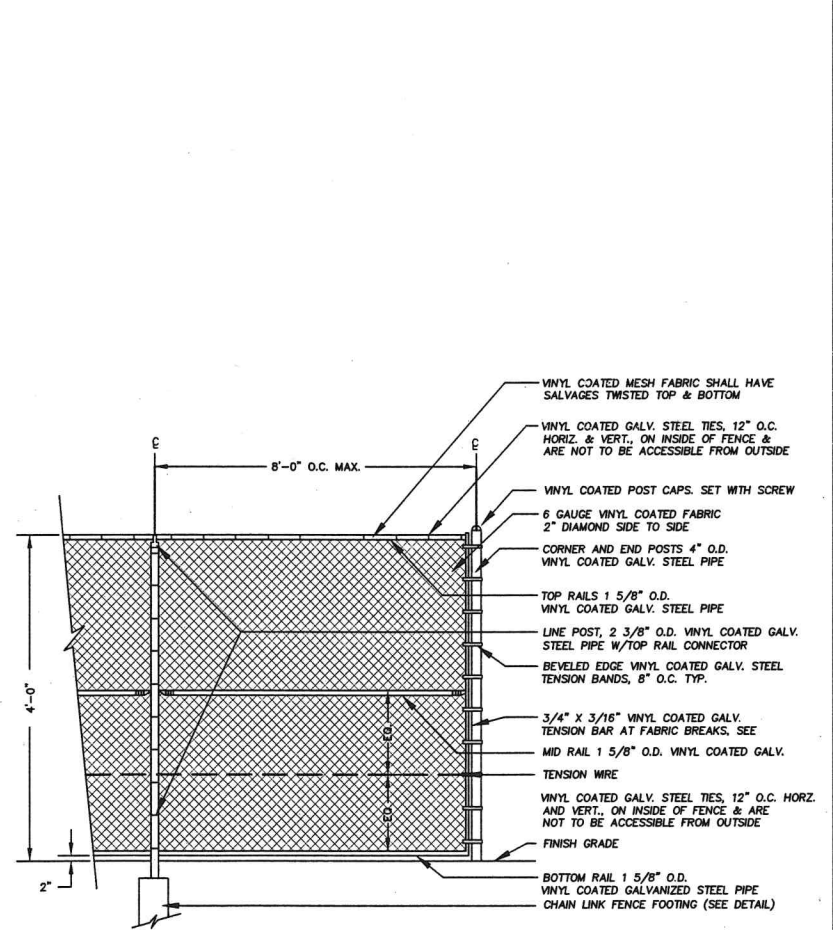
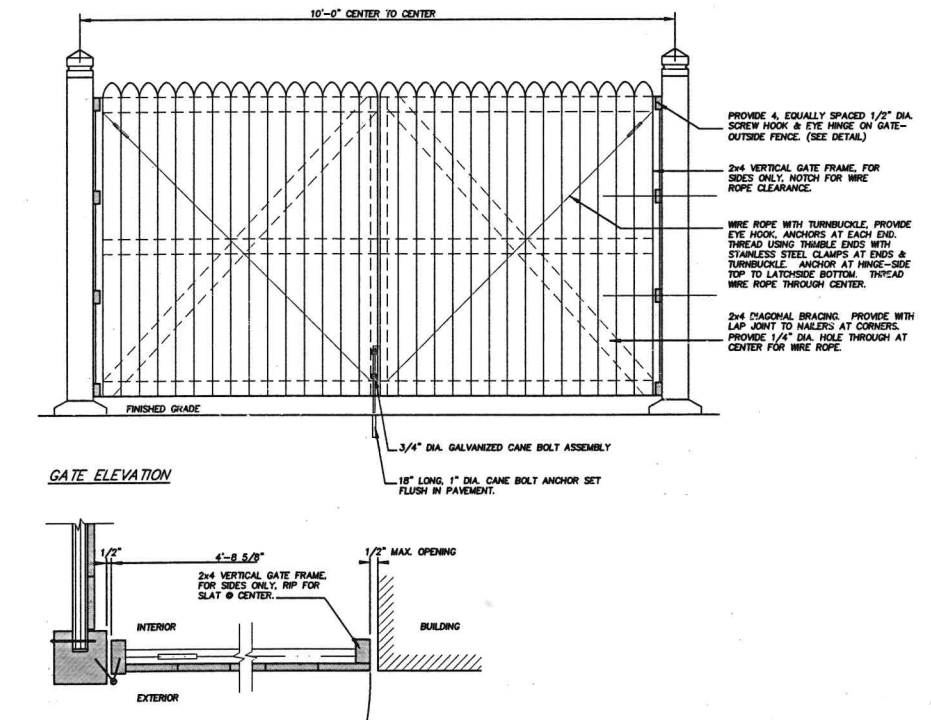
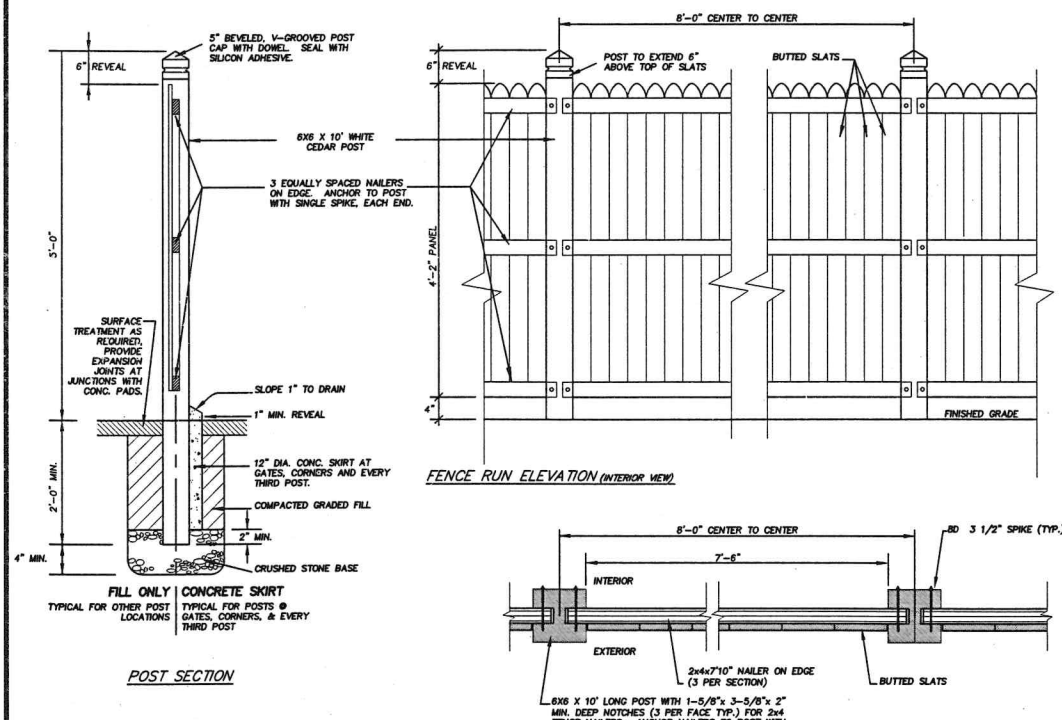
- B. HYDROSEEDING:**
- Hydroseeding is encouraged for all areas, especially for large areas and steep slopes.
 - Hydroseeding shall be performed in a single uniform layer.
 - A track equipped machine shall travel perpendicular to any slope to provide shall compacted surface depressions for hydroseeding to catch. Such tracks shall be a minimum of three (3) feet on center for the total length of the slope.
 - Application rates on slopes greater than 3:1 (horizontal to vertical) or greater shall have a minimum seeding rate of 4lbs/1000sqft.
 - A latex or fiber tackifier shall be used on all areas at the rate recommended by the manufacturer and on all slopes identified above (No. 4), a minimum rate of 50lbs of tackifier per 500gals of water shall be used.
 - Fertilizer and lime may be incorporated into the hydroseed mixture in the quantities and type identified previously. (If permitted by the Orders of Conditions only).

- 9. SEED MIXTURE**
- A. All seed shall be of the previous year's crop and shall have a quantified mixture analysis attached. No more than 10% of total mixture shall consist of weed seed species.
- B. **SEED MIXTURE TYPE "A":** Seed mixtures for lawn areas shall consist of a standard lawn mix containing a minimum of 80% perennial species, and shall conform to the following standards:
 Minimums (by total weight of mix):
 40% Kentucky Bluegrass
 20% Chewings Fescue
 20% Perennial Ryegrass
 20% Annual Rye or other annual species*
 * No more than 20% of the total mix, by weight, shall consist of annual rye or other annual species. Apply at a rate of 4 lbs per 1,000 square feet, or 170 lbs. per acre.
- C. **SOD:** See Specifications
- D. **SEED MIXTURE TYPE "C":** Seed mixtures for sloped areas shall consist of a standard Conservation Mix conforming to the recommendations of the U.S. Natural Resources Services Guidelines (formerly the Soil Conservation Service, SCS) and shall conform to the following standards:
 Minimums (by total weight of mix):
 20% Annual Rye
 15% Red Top Fescue
 10% White Clover
 5% Ladino Clover
 No more than 40% of the total mix, by weight, shall consist of annual rye or other annual species. Apply at a rate of 4 lbs per 1,000 square feet.
- E. **SEED MIXTURE TYPE "D":** Basin Mix
 BASIN MIX SHALL BE AS MANUFACTURED BY NEW ENGLAND ENVIRONMENTAL, AMHERST, MA, WET MIX.



PLANT CODE	COMMON NAME / BOTANICAL NAME	CONT
AK	Karpick Red Maple / Acer rubrum 'Karpick'	5 gal
PIC SPR	Hoopes Blue Spruce / Picea pungens glauca 'Hoopes'	5 gal
QUE RUB	Red Oak / Quercus rubra	5 gal
SHRUBS		
AZA WE2	Western Lights Azalea / Azalea Exbury Hybrid 'Western Lights'	5 gal
CAR BLU	Blue Mist Shrub / Caryopteris x clandonensis 'Longwood Blue'	5 gal
COT GOL	Smoke Tree / Cotinus coggygria 'Golden Spirit'	5 gal
FOT BLU	Blue Mist Fothergilla / Fothergilla gardenii 'Blue Mist'	5 gal
HYD END	Endless Summer / Hydrangea macrophylla 'Balmer' TM	5 gal
HYD OAK	Snow Queen Oakleaf Hydrangea / Hydrangea quercifolia 'Snow Queen'	5 gal
ILE SP2	Winterberry / Ilex verticillata 'Sparkleberry'	5 gal
ILE BL4	Blue Princess Holly / Ilex x meserveae 'Blue Princess' TM	5 gal
ILE BL2	Blue Princess Holly / Ilex x meserveae 'Blue Princess' TM	5 gal
III	Nellie Stevens Holly / Ilex x 'Nellie R. Stevens' Hedge & Specimen	5 gal
KK	Mountain Laurel / Kalnia latifolia 'Keepsake'	5 gal
POT MCK	McKay's White Bush Onquellol / Potentilla fruticosa 'McKay's White'	5 gal
RHO CAR	Carolina Rhododendron / Rhododendron carolinianum	5 gal
RHO CU5	Catawba Rhododendron / Rhododendron catawbiense 'Cunningham White' 4" Ht & Spr.	5 gal
SP1 GO4	Goldflame Spirea / Spirea x bumalda 'Goldflame'	5 gal
SYR ANG	Common Lilac / Syringa vulgaris 'Angel White'	5 gal
SYR PRE	Donald Wyman Lilac / Syringa x prestoniae 'Donald Wyman'	5 gal
TAX CAN	American Yew / Taxus canadensis	5 gal
VIB AUR	Korean Spice Viburnum / Viburnum carlesii 'Aurora' 3' Ht & Spr.	5 gal
VIB FRA	Fragrant Snowball Viburnum / Viburnum x carcephalum	5 gal

GROUND COVERS	QTY	COMMON NAME / BOTANICAL NAME	CONT	FIELD2	FIELD3	SPACING
	21	Blue Fescue / Festuca glauca 'Elijah Blue'	1 gal		Ornamental Grass	12" o.c.
	144	Dayly / Hemerocallis x 'Dark Eyed Magic' TM	flat			12" o.c.
MEDIUM GROUND COVERS	QTY	COMMON NAME / BOTANICAL NAME	CONT	FIELD2	FIELD3	SPACING
	56	Boulder Blue Fescue / Festuca glauca 'Boulder Blue'	1 gal			12" o.c.
	31	Hidcote Superior Lavender / Lavandula angustifolia 'Hidcote Superior'	flat			12" o.c.



CHAIN LINK FENCE
NOT TO SCALE

NOTES:
 1. TOPS & BOTTOMS OF ALL FABRIC TO BE TWISTED. ALL FENCE FABRIC SHALL BE VINYL-COATED GALVANIZED STEEL AS PER SPEC. ALL POSTS AND HARDWARE TO BE VINYL-COATED GALVANIZED STEEL AS PER SPEC. VINYL COATING TO BE BLACK.
 2. PROVIDE 4" OFFSET END POST TO ALL BUILDINGS AND/OR STRUCTURES.
 3. IMPOUND YARD FENCE 8' TALL.

Sudbury Board of Selectmen

APPROVAL UNDER SITE PLAN REVIEW REQUIRED
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PLANNING DIRECTOR: _____

BUILDING DIRECTOR: _____

FENCING DETAILS
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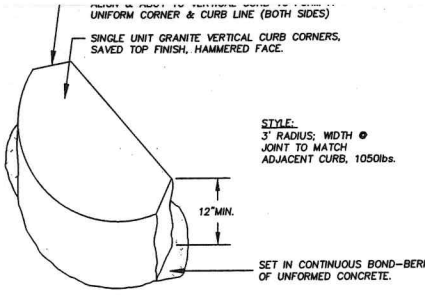
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TOWN OF SUDBURY
FIRE AND POLICE
HEADQUARTERS

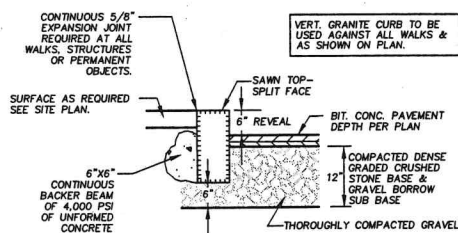
SUDBURY, MASSACHUSETTS
LANDSCAPE
DETAILS

scale AS NOTE
 date JANUARY 3, 2014
 drawn by MA
 job no 13-72
 sheet

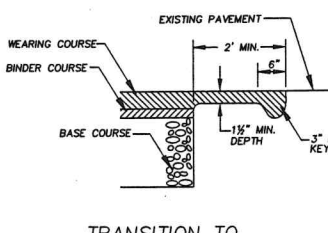
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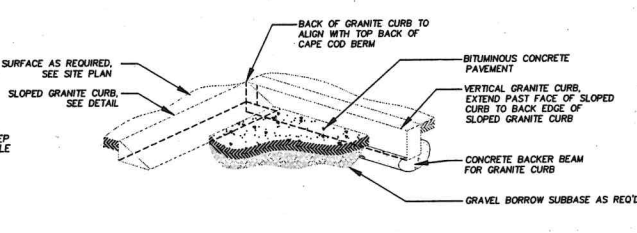
VERTICAL CURB CORNERS
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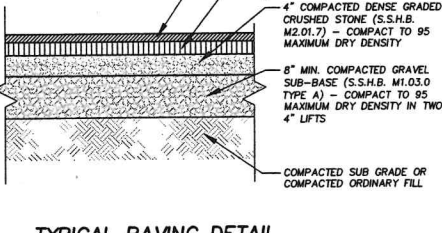
VERTICAL GRANITE CURB
NOT TO SCALE



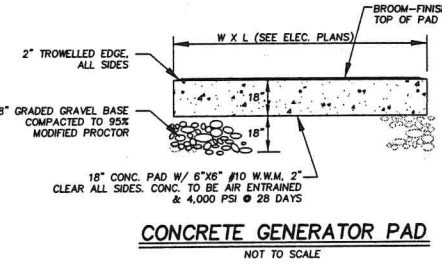
TRANSITION TO EXISTING PAVEMENT
NOT TO SCALE



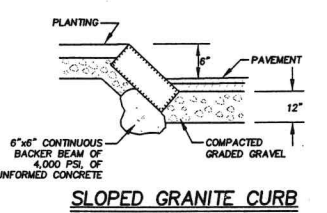
BERM TO VERTICAL GRANITE CURBING JUNCTION
NOT TO SCALE



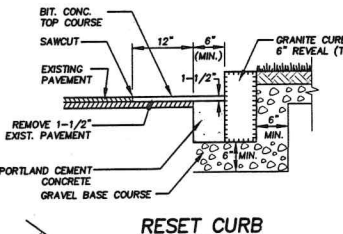
TYPICAL PAVING DETAIL
NOT TO SCALE



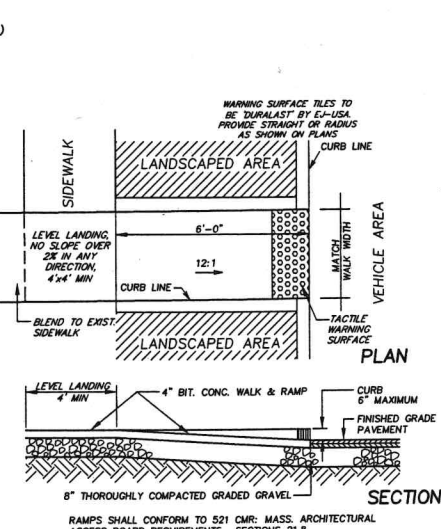
CONCRETE GENERATOR PAD
NOT TO SCALE



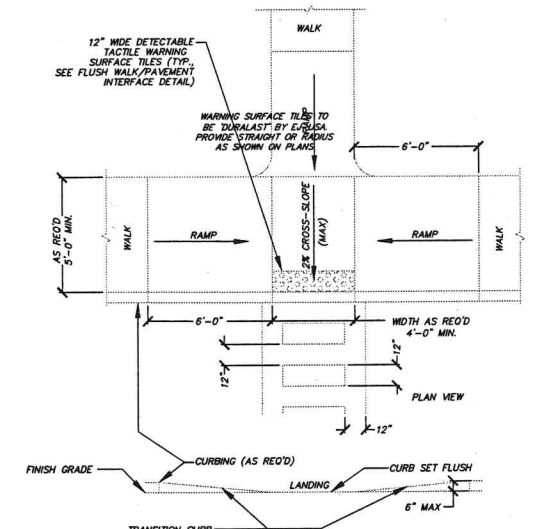
SLOPED GRANITE CURB
NOT TO SCALE



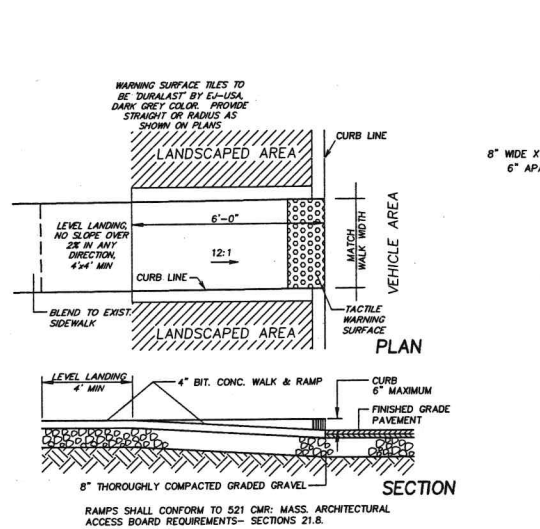
RESET CURB
NOT TO SCALE



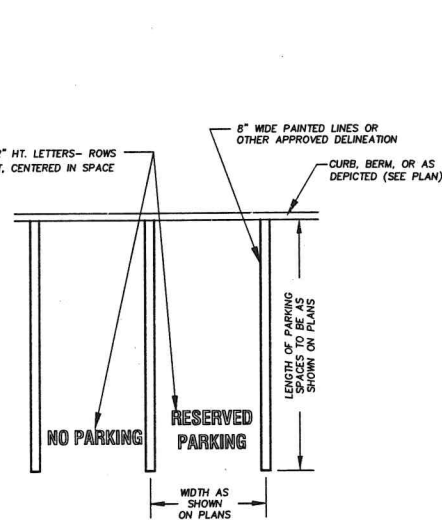
TYPE 1 ACCESSIBLE RAMP
NOT TO SCALE



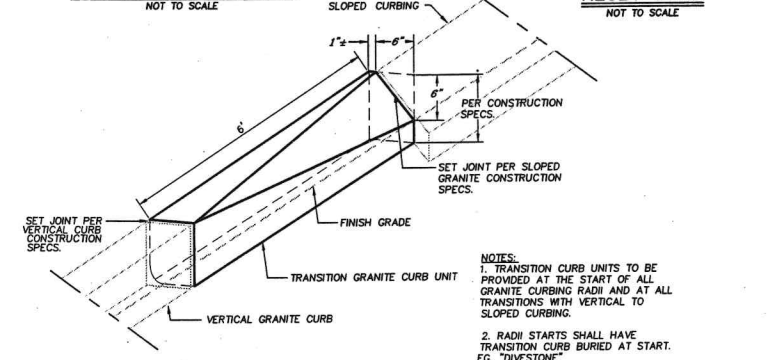
TYPE 2 ACCESSIBLE RAMP
NOT TO SCALE



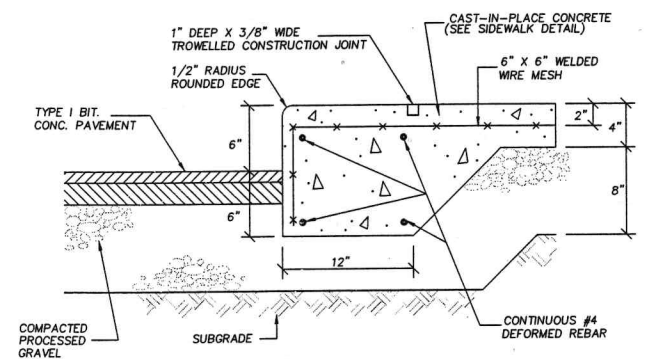
TYPE 3 ACCESSIBLE RAMP
NOT TO SCALE



PARKING SPACE TEXT LAYOUT
NOT TO SCALE

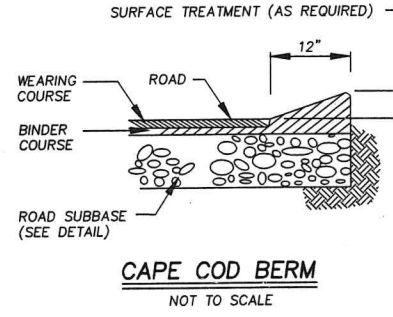


SLOPED TO VERTICAL TRANSITION CURBING
NOT TO SCALE

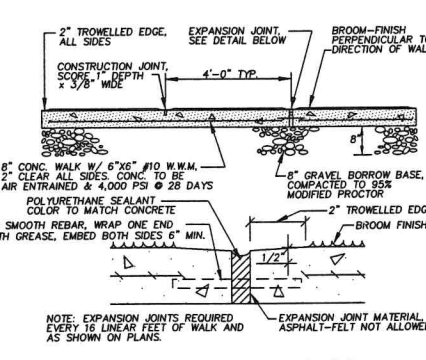


INTEGRAL CURB/WALK DETAIL
NOT TO SCALE

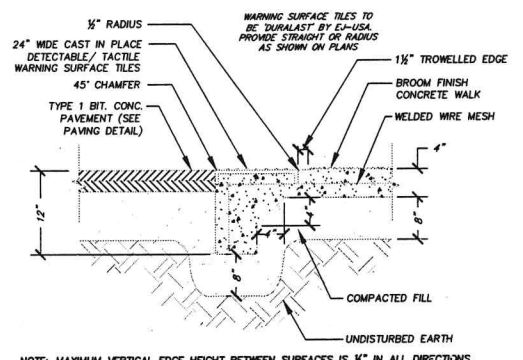
- NOTES:**
- FLOOR DRAIN HOLDING TANK, PIPING, ALARM AND FLOATS SUPPLIED BY PLUMBING.
 - TANK, PIPING AND VENTING, INSTALLATION AND TESTING BY PLUMBING.
 - WIRING, CONDUIT AND ALARM BY ELECTRICAL.
 - EXCAVATION, TRENCHING, REINFORCED BALLAST PAD, HOLD DOWNS AND BACKFILL BY GENERAL CONTRACTOR.
 - OTHER METHODS OF PROVIDING ANTI FLOATION BALLAST SUCH AS PINNING TO LEDGE OR OTHER METHODS ARE ACCEPTABLE SUBJECT TO REVIEW & APPROVAL BY THE DESIGN ENGINEER PROVIDED THE FOLLOWING ALTERNATIVE DESIGN CRITERIA IS MET:
 - THE CALCULATIONS ASSUME THAT GROUNDWATER IS AT FINISH GRADE
 - THE CALCULATIONS ASSUME THAT THE TOP OF THE TANK HAS BEEN EXPOSED (I.E. NO COVER) FOR MAINTENANCE OR REPAIR PURPOSES.
 - THE RESISTING SHEAR STRESS ALONG THE EXCAVATION WALLS IS NEGLECTABLE
 - THE HOLDING TANK IS EMPTY.
 - THE CALCULATIONS ARE PREPARED AND ENDORSED BY A MASSACHUSETTS REGISTERED PROFESSIONAL ENGINEER.



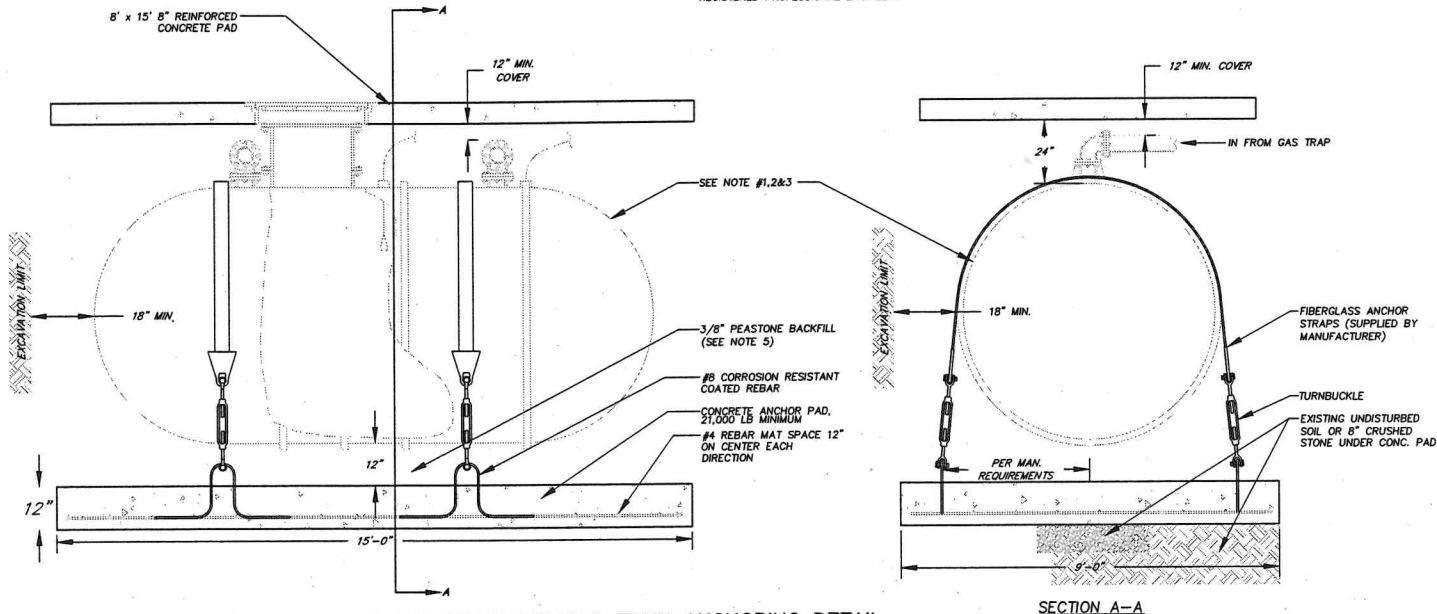
CAPE COD BERM
NOT TO SCALE



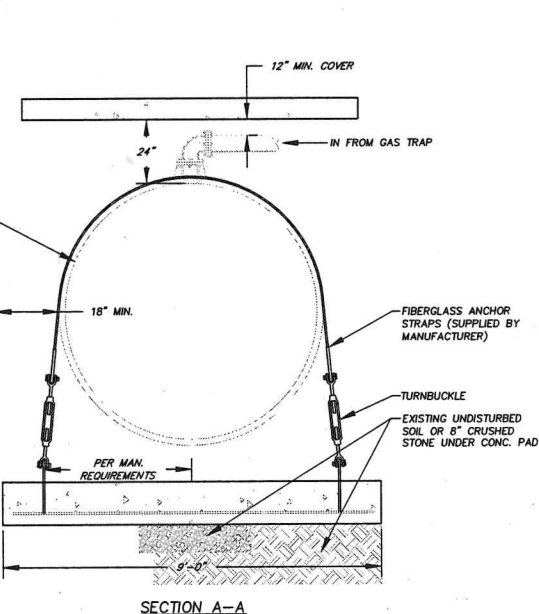
CONCRETE WALK & PADS
NOT TO SCALE



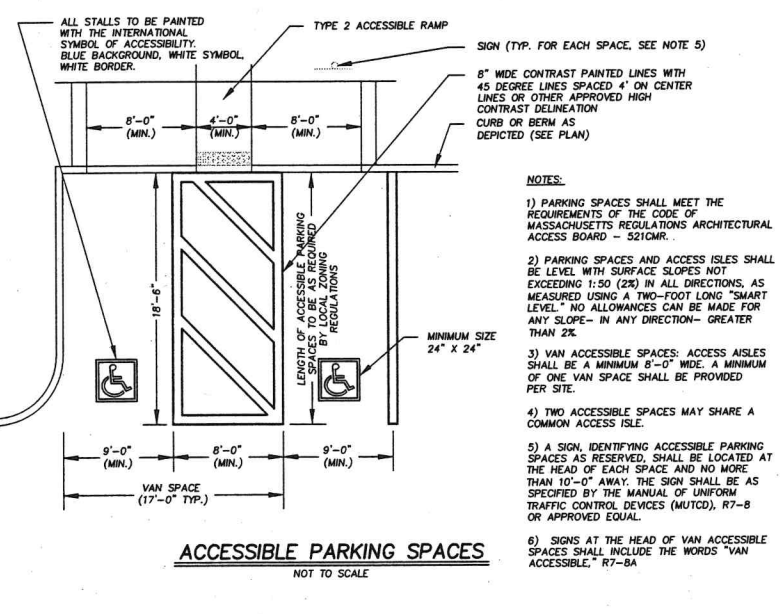
FLUSH WALK/PAVEMENT INTERFACE
NOT TO SCALE



FLOOR DRAIN HOLDING TANK ANCHORING DETAIL
NOT TO SCALE



SECTION A-A



ACCESSIBLE PARKING SPACES
NOT TO SCALE

- NOTES:**
- PARKING SPACES SHALL MEET THE REQUIREMENTS OF THE CODE OF MASSACHUSETTS REGULATIONS ARCHITECTURAL ACCESS BOARD - 521CMR.
 - PARKING SPACES AND ACCESS ISLES SHALL BE LEVEL WITH SURFACE SLOPES NOT EXCEEDING 1:50 (2%) IN ALL DIRECTIONS, AS MEASURED USING A TWO-FOOT LONG "SMART LEVEL." NO ALLOWANCES CAN BE MADE FOR ANY SLOPE - IN ANY DIRECTION - GREATER THAN 2%.
 - VAN ACCESSIBLE SPACES: ACCESS AISLES SHALL BE A MINIMUM 8'-0" WIDE. A MINIMUM OF ONE VAN SPACE SHALL BE PROVIDED PER SITE.
 - TWO ACCESSIBLE SPACES MAY SHARE A COMMON ACCESS ISLE.
 - A SIGN, IDENTIFYING ACCESSIBLE PARKING SPACES AS RESERVED, SHALL BE LOCATED AT THE HEAD OF EACH SPACE AND NO MORE THAN 10'-0" AWAY. THE SIGN SHALL BE AS SPECIFIED BY THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MUTCD), R7-8 OR APPROVED EQUAL.
 - SIGNS AT THE HEAD OF VAN ACCESSIBLE SPACES SHALL INCLUDE THE WORDS "VAN ACCESSIBLE," R7-8A

Sudbury Board of Selectmen	
APPROVAL UNDER SITE PLAN REVIEW REQUIRED	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> APPROVED WITH CONDITIONS
DATE OF APPROVAL:	
DATE OF ENDORSEMENT:	
TOWN ENGINEER/DPW DIRECTOR:	
PLANNING DIRECTOR:	

carell group

85 main street
hopkinton, massachusetts

Places Associates, Inc.
Planning, Landscape Architecture, Civil Engineering, Surveying
256 GREAT ROAD, SUITE 4 LITTLETON, MA 01460
876 SALISBURY STREET HOLDEN, MA 01520
978.486.0334 Ph. 508.829.0333
978.486.0447 Fax
places@placesassociates.com

REVISED:
1-22-14 GENERAL REVISION

PERMIT SET
January 3, 2014

**TOWN OF SUDBURY
FIRE AND POLICE
HEADQUARTERS**

**SUDBURY, MASSACHUSETTS
CONSTRUCTION
DETAILS**

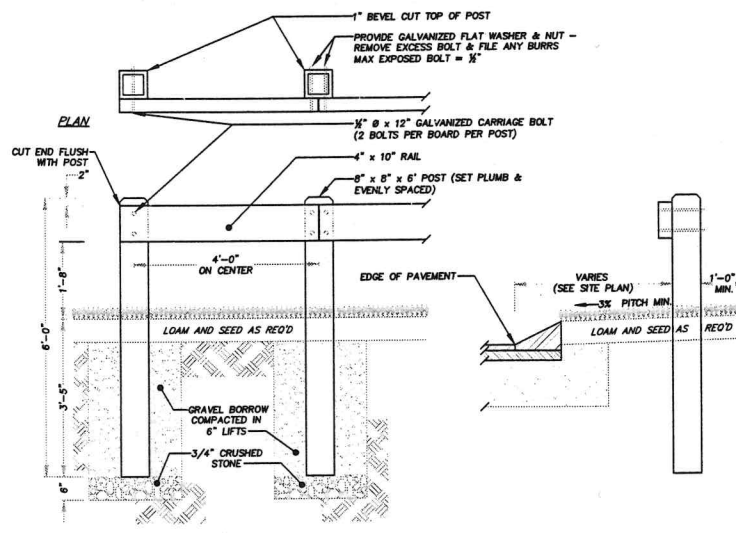
scale AS NOTED
date JANUARY 3, 2014
drawn by MAJ
job no 13-72C
sheet

C-8

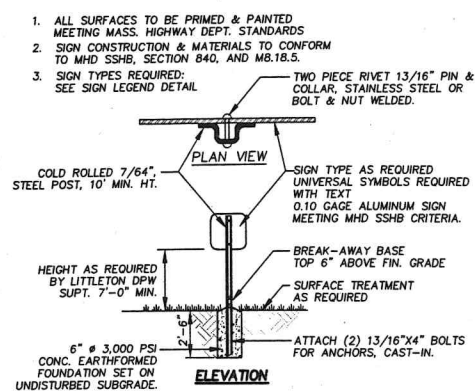
SIGN	LEGEND	DIMENSIONS	SPECIFICATIONS
	R1-1	24" OCTAGONAL	MUTCD
	AT-VO	24" X 8"	N/A
	R5-1	24"	MUTCD
	R7-1	12" X 18"	MUTCD

SIGN	LEGEND	DIMENSIONS	SPECIFICATIONS
	R7-1B	12" X 18"	MUTCD
	R7-8	12" X 18"	MUTCD
	R7-8B	12" X 6"	MUTCD
	W11-8	24"	MUTCD
	R7	12" X 18"	MUTCD

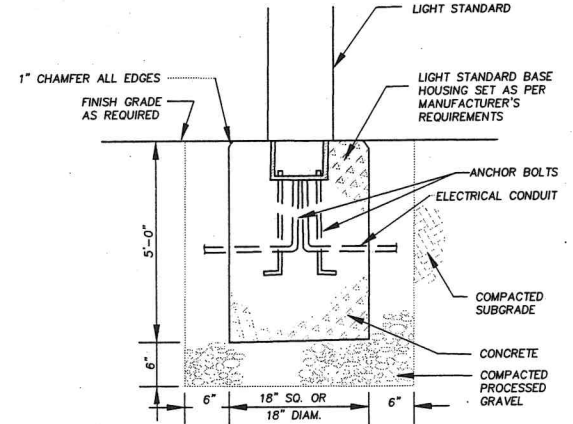
SIGN LEGEND
NOT TO SCALE



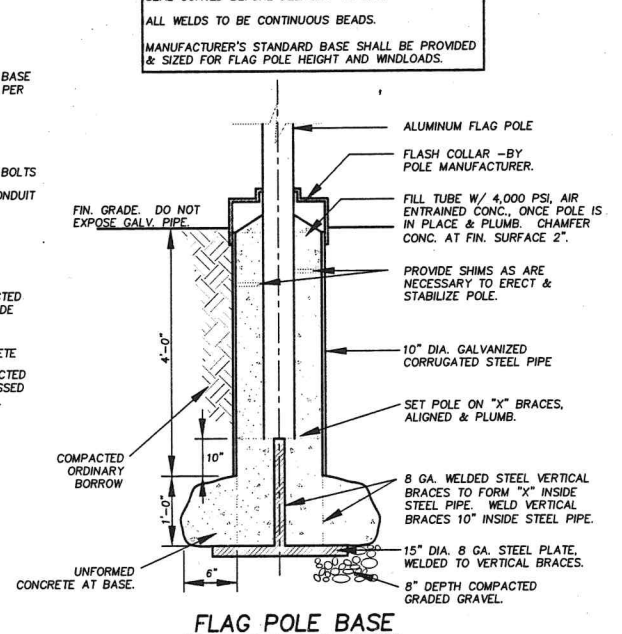
WOOD GUIDE RAIL
NOT TO SCALE



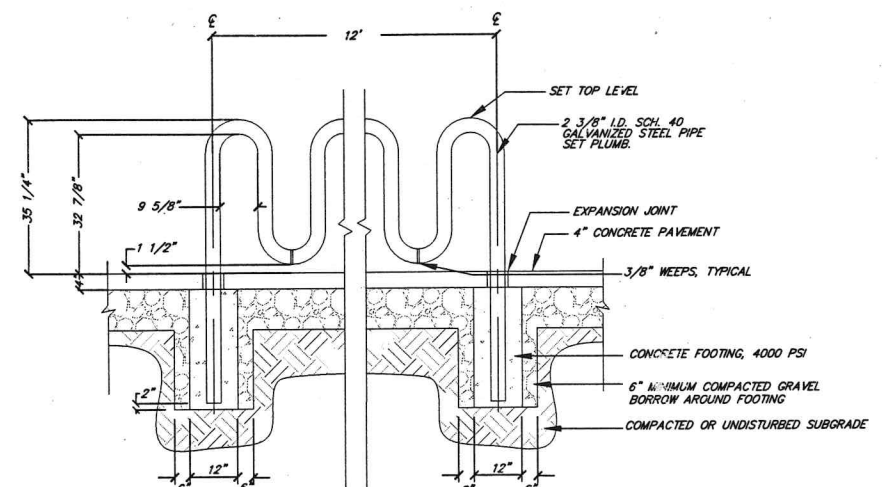
TYPICAL SITE SIGN
NOT TO SCALE



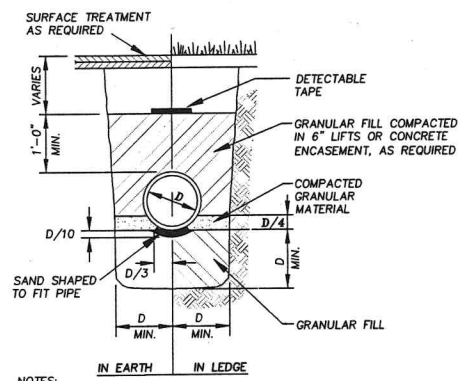
LIGHT STANDARD BASE
NOT TO SCALE



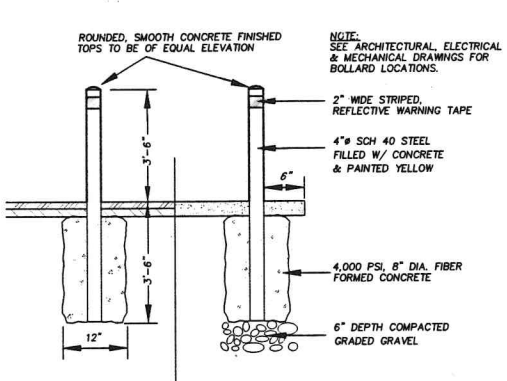
FLAG POLE BASE
NOT TO SCALE



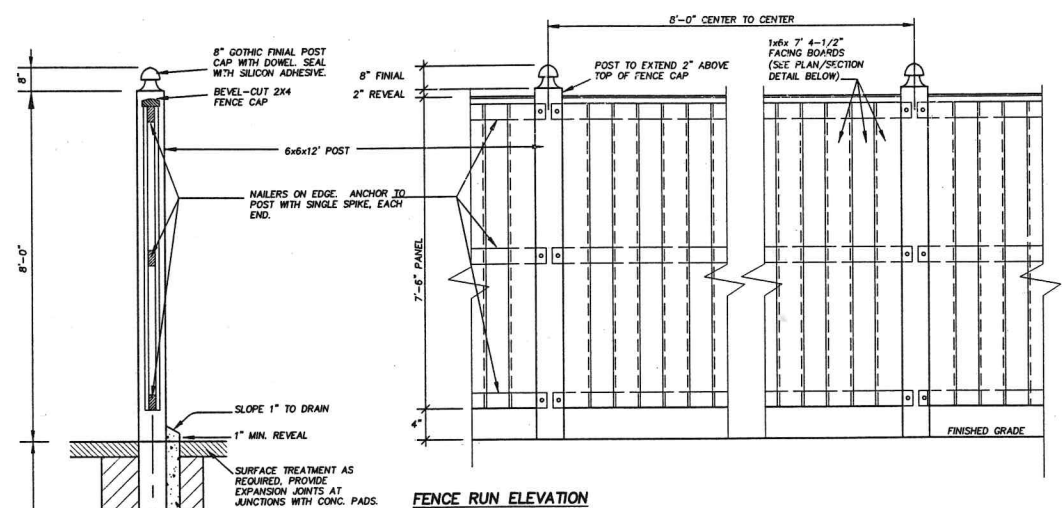
BIKE RACK
NOT TO SCALE



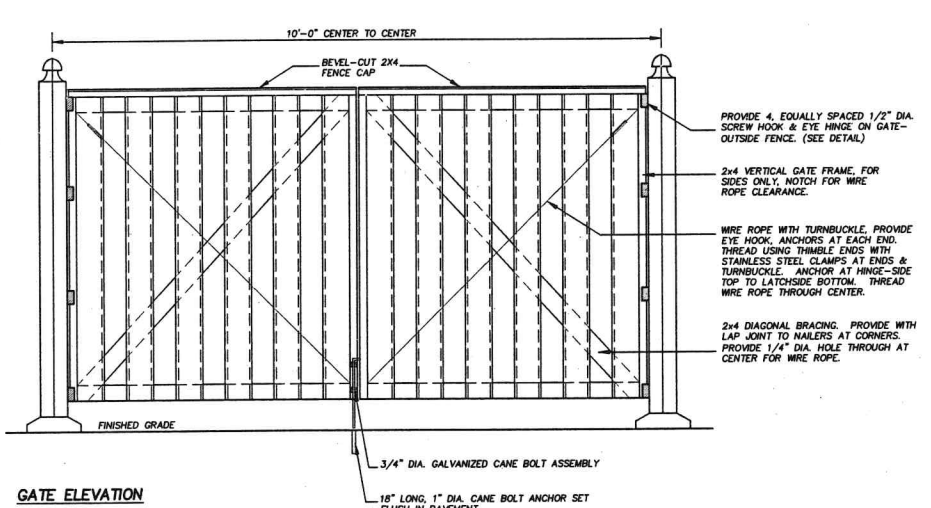
UTILITY TRENCH DETAIL
NOT TO SCALE



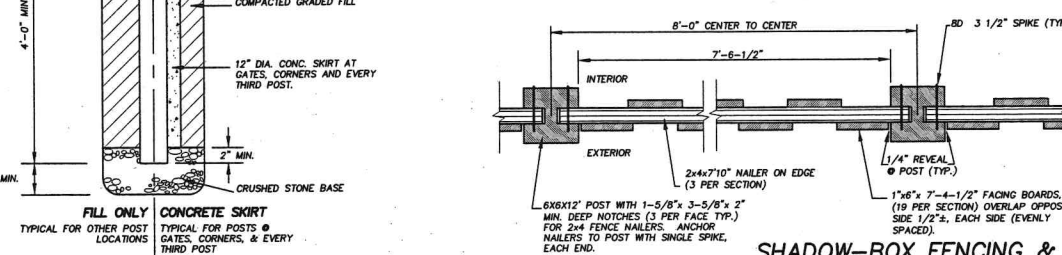
BOLLARD GUARD
NOT TO SCALE



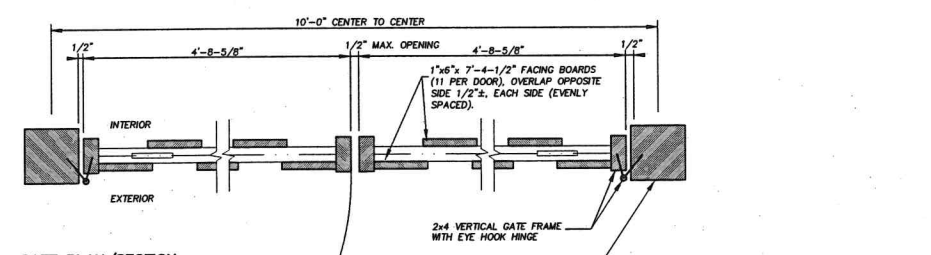
FENCE RUN ELEVATION



GATE ELEVATION



SHADOW-BOX FENCING & DUMPSTER ENCLOSURE DETAILS



GATE PLAN/SECTION

Sudbury Board of Selectmen

APPROVAL UNDER SITE PLAN REVIEW REQUIRED
 APPROVED APPROVED WITH CONDITIONS

DATE OF APPROVAL: _____
 DATE OF ENDORSEMENT: _____

TOWN ENGINEER/DPW DIRECTOR: _____

the carell group

85 main street
hopkinton, massachusetts

Places Associates, Inc.

Planning, Landscape Architecture,
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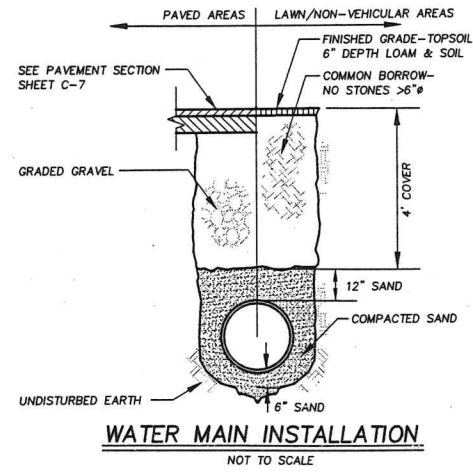
REVISED:
1-22-14 GENERAL REVISION

PERMIT SET
January 3, 2014

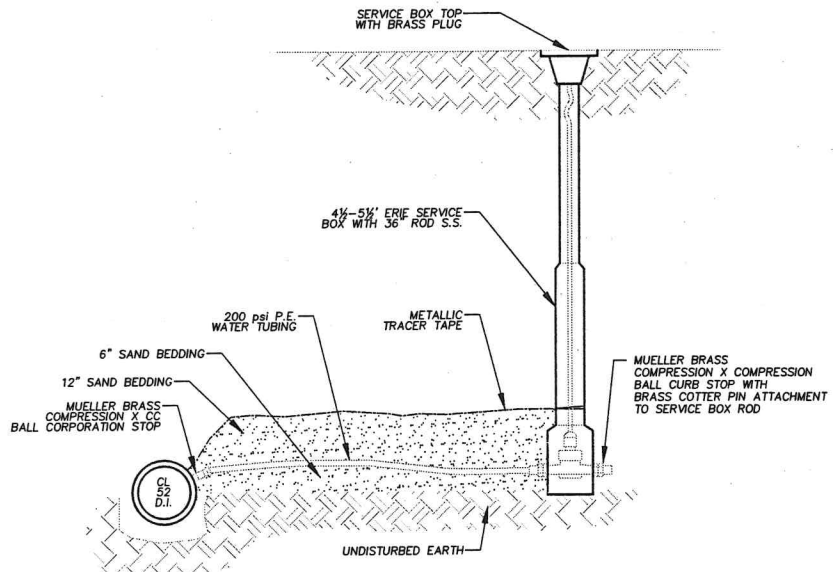
**TOWN OF SUDBURY
FIRE AND POLICE
HEADQUARTERS**

**SUDBURY, MASSACHUSETTS
CONSTRUCTION
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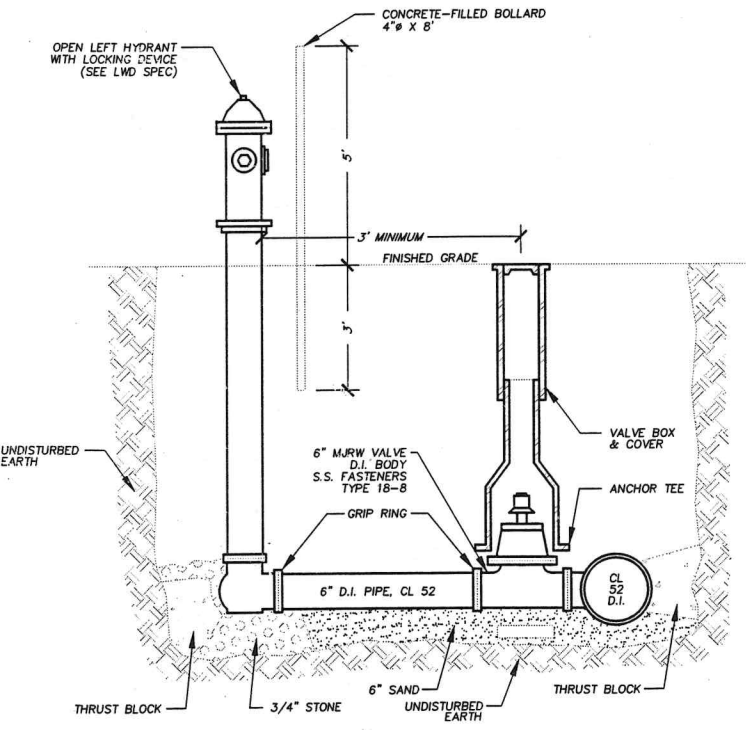
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 date JANUARY 3, 2014
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 job no 13-721
 sheet



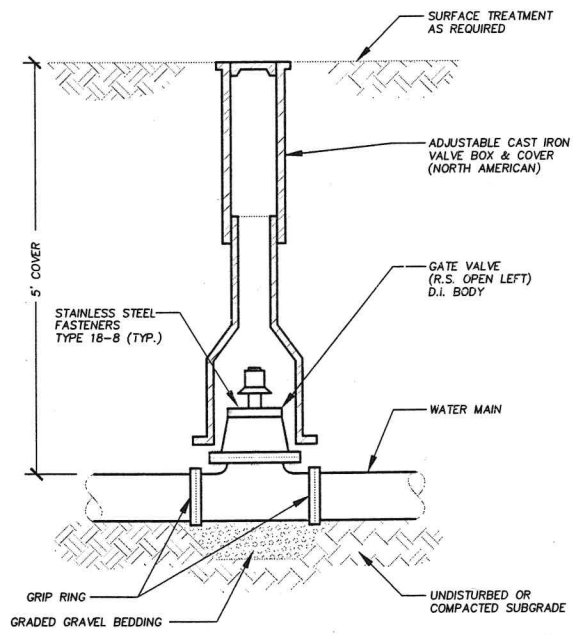
WATER MAIN INSTALLATION
NOT TO SCALE



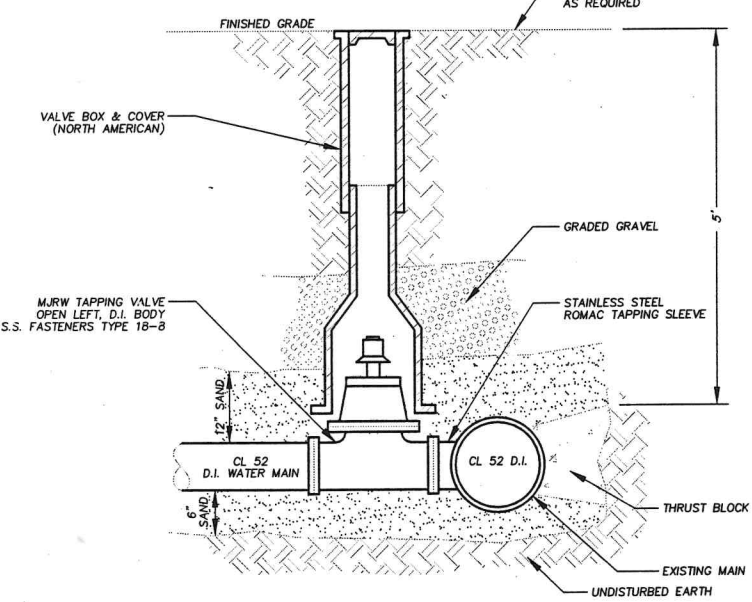
SERVICE INSTALLATION
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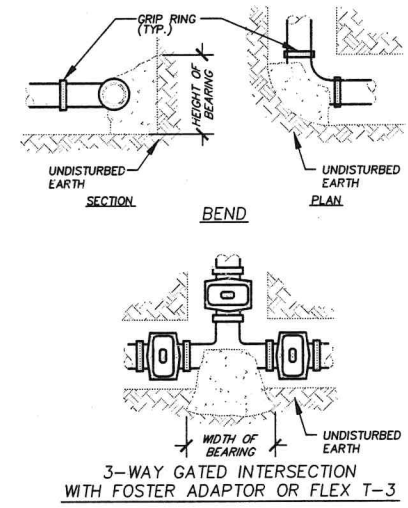
**HYDRANT ASSEMBLY
THREE-WAY GATED ANCHOR TEE WITH FOSTER ADAPTER**
NOT TO SCALE



GATE VALVE AND BOX
NOT TO SCALE



TAPPING SLEEVE & VALVE ASSEMBLY
NOT TO SCALE

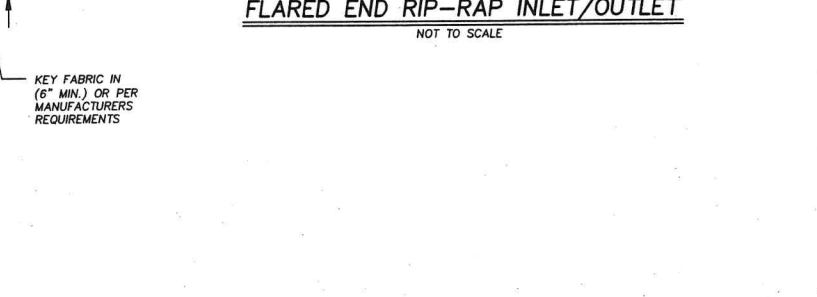
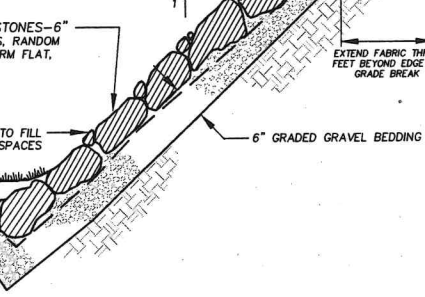
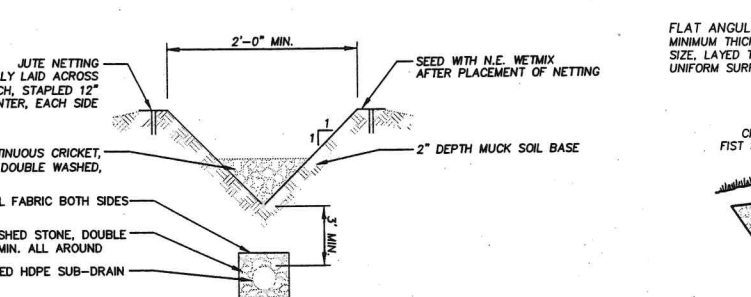
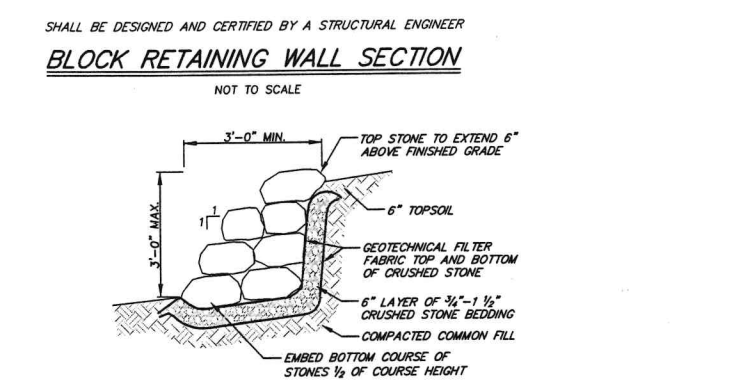
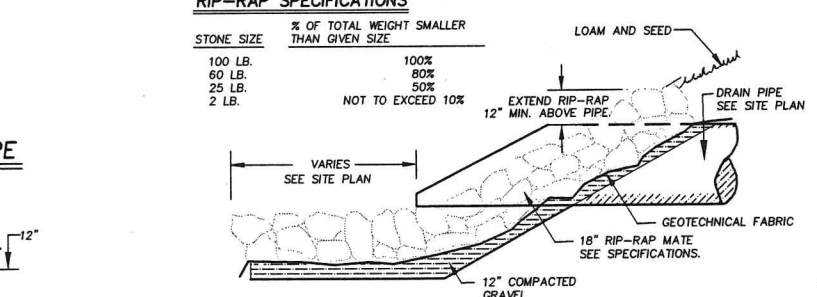
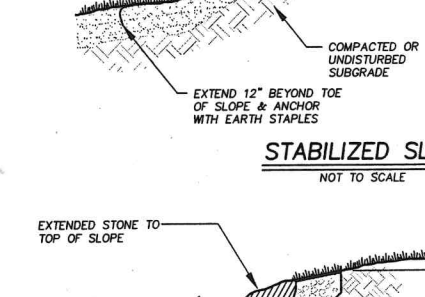
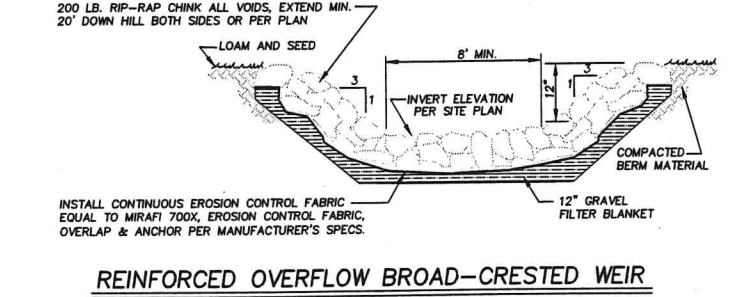
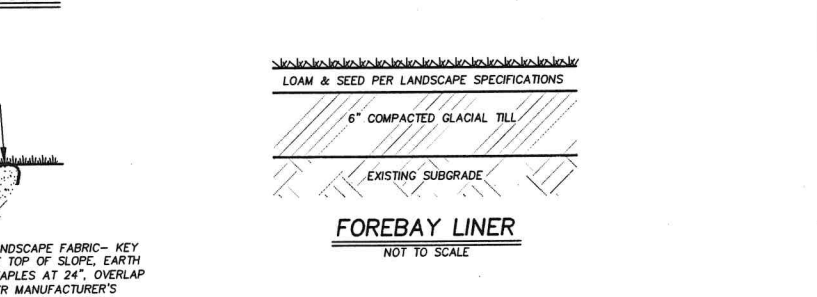
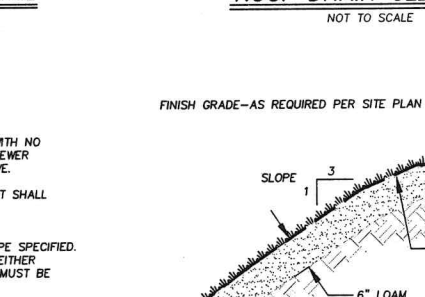
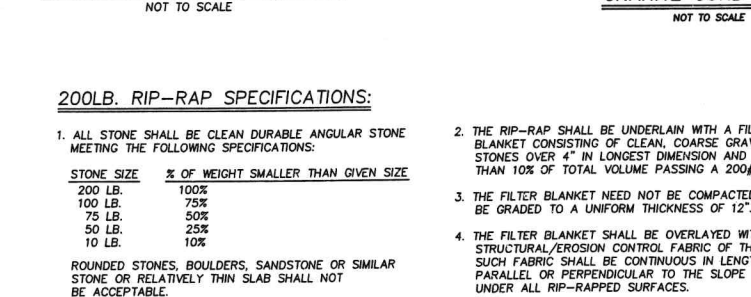
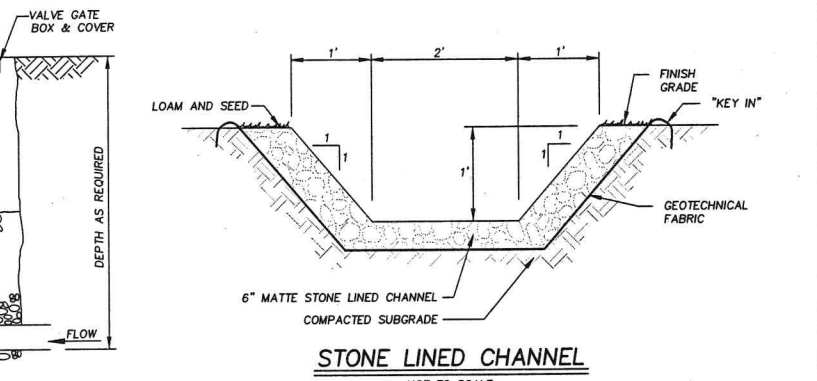
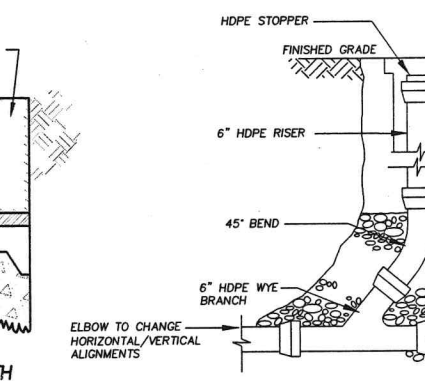
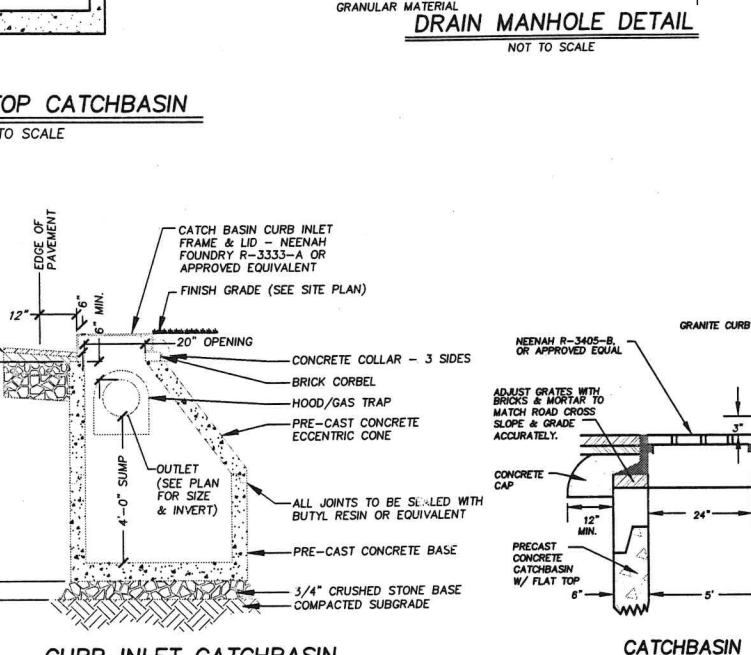
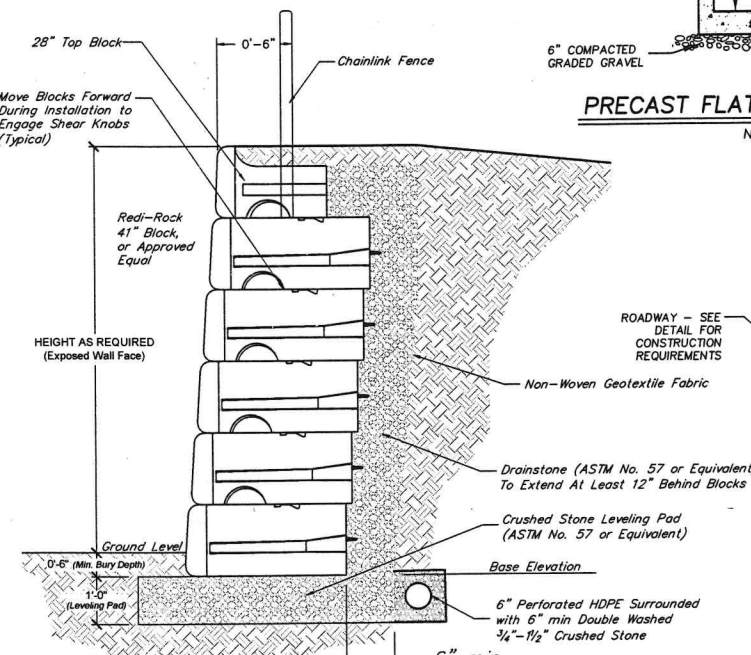
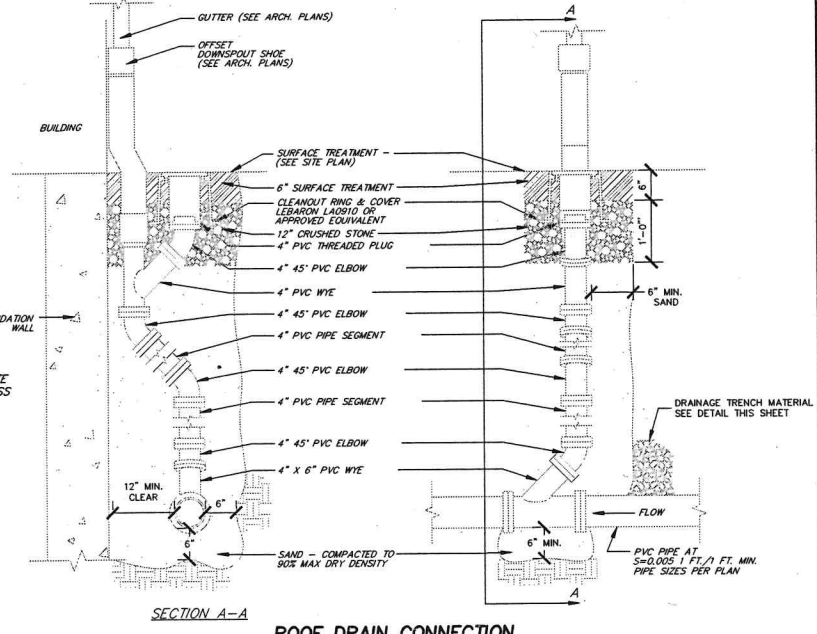
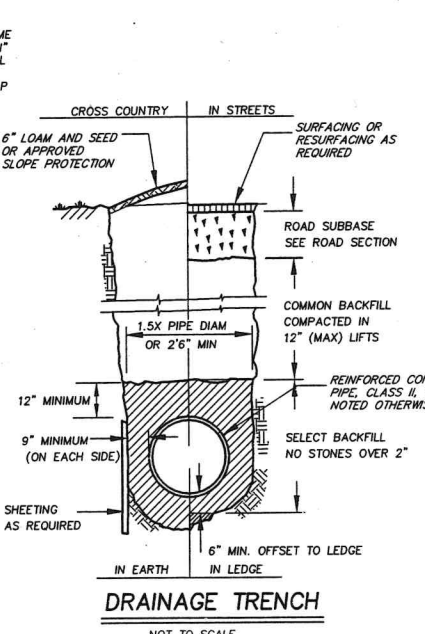
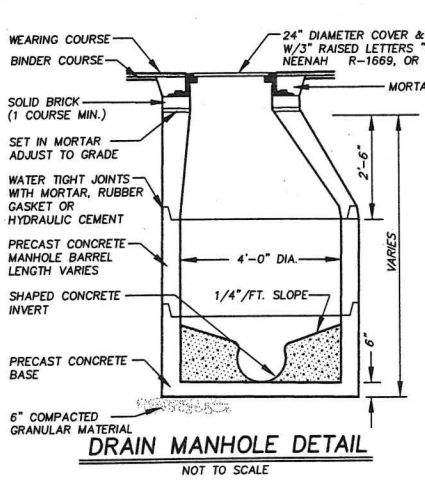
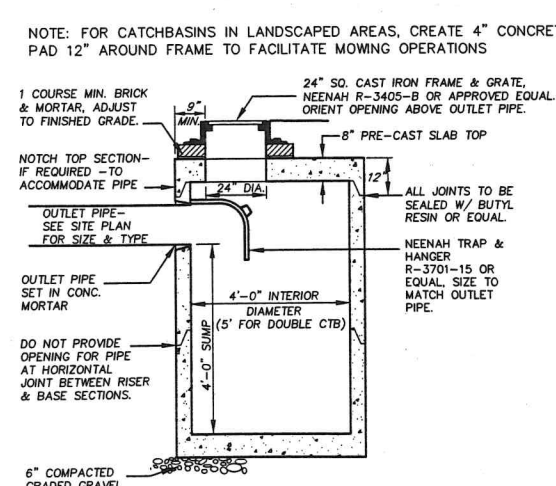
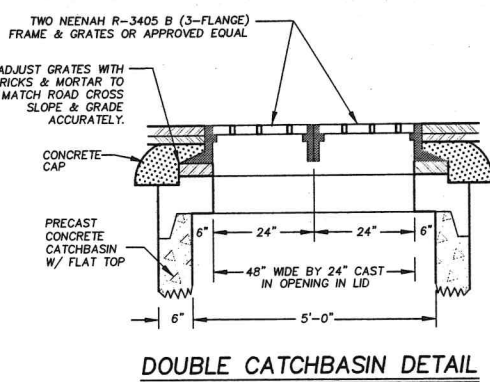
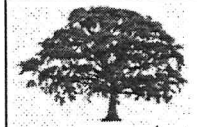


THRUST BLOCK DETAILS
NOT TO SCALE

Sudbury Board of Selectmen	
APPROVAL UNDER SITE PLAN REVIEW REQUIRED	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> APPROVED WITH CONDITIONS
DATE OF APPROVAL:	
DATE OF ENDORSEMENT:	
TOWN ENGINEER/DPW DIRECTOR:	
PLANNING DIRECTOR:	

WATER SYSTEM NOTE: ALL MATERIALS, METHODS, AND CONSTRUCTION SHALL CONFORM TO THE REQUIREMENTS OF THE SUDBURY WATER DEPARTMENT. TECHNICAL SPECIFICATIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE. CHECK WITH THE SUDBURY WATER DEPARTMENT PRIOR TO INSTALLATION OF ANY PIPE OR APPURTENANCES.

scale	AS NOTE
date	JANUARY 3, 2014
drawn by	MA
job no	13-72
sheet	



NOTES:
1. STONES FROM ON-SITE SOURCES.
2. STONES TO BE PLACED IN A GRADUATED FASHION.
3. ONCE PLACED, STONES SHALL BE CHINKED TO PREVENT ROCKING OR SETTLEMENT.
4. NO STONES TO BE LESS THAN 100 LB. MIN.
5. BUILD 4' LONG SAMPLE WALL FOR APPROVAL BY THE LANDSCAPE ARCHITECT.
6. SINGLE BOULDERS OR STONES ARE ACCEPTABLE FOR USE AS GRADE BREAKS.
7. BLAST ROCK OR BROKEN STONE MAY ONLY BE USED IF DETERMINED ACCEPTABLE AS PART OF SAMPLE WALL.
8. ONCE PLACED, THE WALL SHALL HAVE A UNIFORM LINE ALONG TOP AND BOTTOM COURSE, AND ALL STONES SHALL BE STABLE IN PLACE.

200LB. RIP-RAP SPECIFICATIONS:

- ALL STONE SHALL BE CLEAN DURABLE ANGULAR STONE MEETING THE FOLLOWING SPECIFICATIONS:
- THE RIP-RAP SHALL BE UNDERLAIN WITH A FILTER BLANKET CONSISTING OF CLEAN, COARSE GRAVEL WITH NO STONES OVER 4" IN LONGEST DIMENSION AND NO FEWER THAN 10% OF TOTAL VOLUME PASSING A 200# SIEVE.
- THE FILTER BLANKET NEED NOT BE COMPACTED, BUT SHALL BE GRADED TO A UNIFORM THICKNESS OF 12".
- THE FILTER BLANKET SHALL BE OVERLAPPED WITH A STRUCTURAL/EROSION CONTROL FABRIC OF THE TYPE SPECIFIED. SUCH FABRIC SHALL BE CONTINUOUS IN LENGTHS, EITHER PARALLEL OR PERPENDICULAR TO THE SLOPE AND MUST BE UNDER ALL RIP-RAPPED SURFACES.

STONE SIZE	% OF WEIGHT SMALLER THAN GIVEN SIZE
200 LB.	100%
100 LB.	75%
75 LB.	50%
50 LB.	25%
10 LB.	10%

ROUNDED STONES, BOULDERS, SANDSTONE OR SIMILAR STONE OR RELATIVELY THIN SLAB SHALL NOT BE ACCEPTABLE.

200 LB. RIP-RAP CHINK ALL VOIDS, EXTEND MIN. 20' DOWN HILL BOTH SIDES OR PER PLAN

Sudbury Board of Selectmen

APPROVAL UNDER SITE PLAN REVIEW REQUIRED
 APPROVED APPROVED WITH CONDITIONS

DATE OF APPROVAL: _____

DATE OF ENDORSEMENT: _____

TOWN ENGINEER/DRW DIRECTOR: _____

"V" SHAPED SWALE CROSS SECTION

RIP-RAPPED SLOPE STABILIZATION

FLARED END RIP-RAP INLET/OUTLET

85 main street
hopkinton, massachusetts

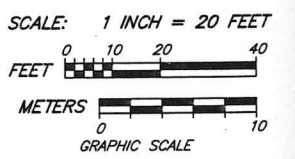


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places@placesassociates.com

REVISED:
1-22-14 GENERAL REVISION

PERMIT SET January 3, 2014



TOWN OF SUDBURY FIRE AND POLICE HEADQUARTERS

SUDBURY, MASSACHUSETTS SEWAGE DISPOSAL PLAN

scale	1" = 20'
date	JANUARY 3, 2014
drawn by	MA
job no	13-724
sheet	

C-12

Testhole # 913-1 DATE: 9/26/13 Elevation: 171.5

Depth from Surface (feet)	Soil Horizon	Soil texture (USDA)	Soil Color (Munsell)	Soil Mottling	Other
0-54"	FILL	-	-	-	-
54-120"	C	MEDIUM SAND	10YR 6/4	-	5% GRAVEL

Groundwater Observed: Refusal @ N/A
Estimated Seasonal High Groundwater: B.O. HOLE Elevation: <161.5

Testhole # 913-2 DATE: 9/26/13 Elevation: 172.0

Depth from Surface (feet)	Soil Horizon	Soil texture (USDA)	Soil Color (Munsell)	Soil Mottling	Other
0-30"	FILL	-	-	-	-
30-36"	REM. A	-	-	-	-
36-40"	REM. B	-	-	-	-
40-118"	C	MEDIUM SAND	10YR6/3	-	5% GRAVEL

Groundwater Observed: Refusal @ N/A
Estimated Seasonal High Groundwater: B.O. HOLE Elevation: 162.2

PERCOLATION TESTING
WITNESSED BY: Robert Leupold, RS - Sudbury BOH
PERFORMED BY: William Murray, SE#1723, PLACES Associates, Inc.
DATE: 9/18/07

PERC: P-1
DEPTH: 84" RATE: 4 MPI

PERC: P-2
DEPTH: 60" RATE: 2 MPI

DESIGN CRITERIA:
THIS SYSTEM IS NOT DESIGNED FOR GARBAGE GRINDERS.

EXISTING FIRE STATION
OFFICE SPACE (1ST FLR.) 2,400 SF @ 75 GAL/1,000 SF = 180 GPD
BUNKS (BEDROOMS) (2ND FLR.) 5 @ 110/BED = 550 GPD
SUB-TOTAL=730 GPD

PROPOSED POLICE STATION
OFFICE SPACE (1ST FLR.) 2,200 SF @ 75 GAL/1,000 SF = 355 GPD
OFFICE SPACE (2ND FLR.) 4,725 SF @ 75 GAL/1,000 SF = 165 GPD
CELLS 4 CELLS @ 55 GAL/CELL (1/2 BDRM) = 220 GPD
EMPLOYEES PER SHIFT 12 EMP @ 15 GAL/PERSON = 180 GPD
MEETING ROOM 49 SEATS @ 3 GAL/SEAT = 147 GPD
SUB-TOTAL = 1,087 GPD
TOTAL = 1,797 GPD

EXISTING SOIL ABSORPTION SYSTEM (SEE NOTE 9)
EXISTING CAPACITY FROM 6 TRENCHES @ 2'x2'x4'
[42 LF X 6 SF/LF] X 6 TRENCHES = 1,512 SF LEACHING AREA
TYPE 1 SOIL LTAR = 0.74 GPD/SF, 1,512 X 0.74 = 1,118 GPD

PROPOSED EXPANSION
1,797 - 1,118 = 679 GPD ADDITIONAL CAPACITY REQUIRED
679 GPD / 0.74 GPD/SF = 918 SF LEACHING AREA REQUIRED
4 TRENCHES @ 2'x2'x4' = [42 LF X 6 SF/LF] X 4 = 1,008 SF

EXISTING RESERVE AREA BETWEEN EXISTING TRENCHES IS TO BE UTILIZED FOR THE SYSTEM EXPANSION. PROPOSED TITLE V COMPLIANT RESERVE AREA CONSISTS OF 10 TRENCHES @ 4'x2'x2' WITH 4' SEPARATION BETWEEN TRENCHES

PROPOSED SEPTIC TANK:
PROVIDE TWO COMPARTMENT SEPTIC TANK, WITH H2O LOADING;
SEPTIC TANK TO BE:
COMPARTMENT 1: 1,797 GPD x 2.0 = 3,596 GALLON MIN.
COMPARTMENT 2: 1,797 GPD x 1.0 = 1,797 GALLON MIN.
PROVIDE: 6,000 GALLON TANK (4,000/2,000)

ELEVATION SCHEDULE

	Proposed	As-Built
TOP OF CONC. POLICE	181.00	181.00
INVERT AT FND. POLICE	175.00	175.00
INVERT IN DROP C.O.	173.00	173.00
INVERT OUT DROP C.O.	170.05	170.05
TOP OF CONC. FIRE	172.20	172.20
INVERT AT FND. FIRE	169.57	169.57
TOP OF SEPTIC TANK	170.87	170.87
INVERT IN SEPTIC TANK	169.37	169.37
INVERT OUT SEPTIC TANK	169.20	169.20
INVERT IN DBOX	167.88	167.88
INVERT OUT DBOX	167.71	167.71
GROUND WATER OFFSET	REQ'D 4'	PROVIDED 4'

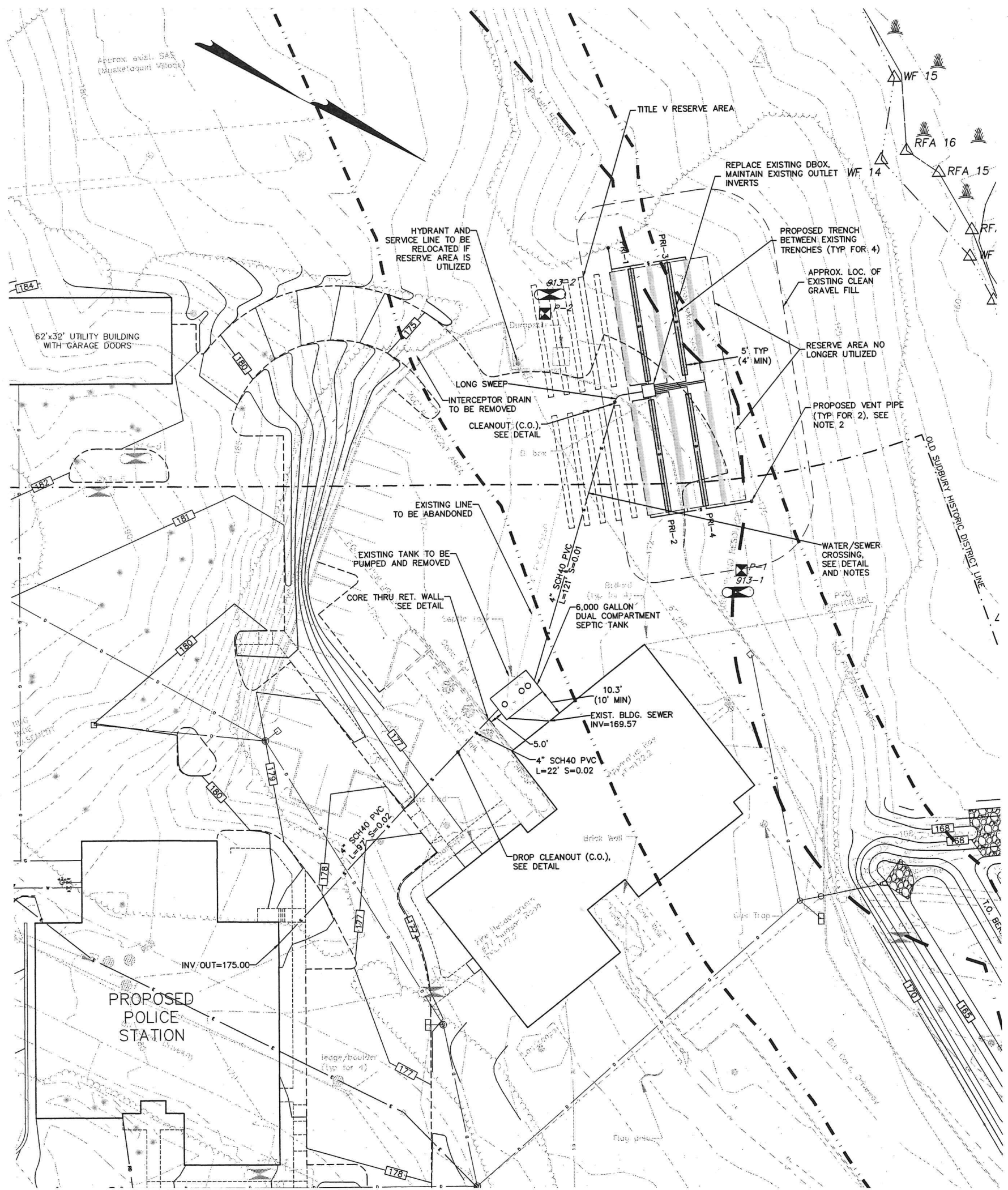
SCHEDULE OF LEACHING TRENCH GRADES

NO.	TOP STONE	HIGH INVERT	LOW INVERT	BOTTOM STONE
PRI-1	168.21	167.71	167.50	165.50
PRI-2	168.21	167.71	167.50	165.50
PRI-3	168.21	167.71	167.50	165.50
PRI-4	168.21	167.71	167.50	165.50
EXP	169.75	169.25	169.04	167.04

AS-BUILT ELEVATIONS

NO.	TOP STONE	HIGH INVERT	LOW INVERT	BOTTOM STONE
PRI-1				
PRI-2				
PRI-3				
PRI-4				

- THE ESTIMATED SEASONAL HIGH GROUND WATER ELEVATIONS ARE BASED UPON THE 2013 SOIL EVALUATION RESULTS. THE HISTORIC TESTING FROM 1989-90 WAS PERFORMED BEFORE EXTENSIVE SITE WORK, INCLUDING INTERCEPTOR DRAINS, IN CONJUNCTION WITH CONSTRUCTION OF THE FIRE STATION AND ALSO PRE-DATES CURRENT EVALUATION CRITERIA ESTABLISHED BY THE DEPARTMENT OF ENVIRONMENTAL PROTECTION.
- PRIOR TO INITIATION OF CONSTRUCTION BOTH ENDS OF ALL EXISTING TRENCHES SHALL BE EXCAVATED TO CONFIRM THE ALIGNMENT AND WIDTH. THE DESIGN ENGINEER SHALL BE NOTIFIED IF THE DISTANCE BETWEEN TRENCHES IS 10 FEET OR LESS. AN AS-BUILT SHALL PROVIDE LOCATION AND ELEVATION OF ALL SYSTEM COMPONENTS, INCLUDING THE EXISTING TRENCHES.
- FOR THE RESERVE AREA SHOWN TO BE TITLE V COMPLIANT THE EXISTING HYDRANT AND SERVICE LINE SHALL BE RELOCATED TO GREATER THAN 10 FEET DISTANT FROM ANY SEPTIC COMPONENT.
- EXISTING SOIL ABSORPTION SYSTEM EXCEEDS TITLE V MAXIMUM COVER OF 36". A MAXIMUM GRADE ELEVATION OF 171.38 SHALL OCCUR OVER ANY PORTION OF THE SOIL ABSORPTION SYSTEM.
- CONSTRUCTION OF THE RESERVE SYSTEM WILL REQUIRE A PUMP CHAMBER TO BE INSTALLED.
- END CAPS SHALL BE REMOVED FROM THE EXISTING DISTRIBUTION LATERALS AND SYSTEM VENTING SHALL BE PROVIDED IN ACCORDANCE WITH CMR 15.241 FOR SYSTEMS PARTIALLY UNDER PAVEMENT. THE ABOVE GRADE LOCATIONS OF VENTS SHALL BE AT THE DISCRETION OF THE SUDBURY FIRE CHIEF.
- SEE NOTES 13 & 14, SHEET C-1
- CONTRACTOR TO VERIFY LOCATION OF WATERLINE PRIOR TO INSTALLATION OF THE SEWER LINE. SEE 'SEWER LINE CROSSING WATER LINE' DETAIL.
- THE PROPOSED S.A.S. EXPANSION PRESENTED HERE IS SIMPLY UTILIZATION OF 4 OF THE 6 RESERVE TRENCHES FOR THE EXISTING FIRE STATION S.A.S. AS SHOWN ON 'NOTICE OF INTENT SUBSURFACE DISPOSAL SYSTEM DESIGN' PREPARED BY TOWN OF SUDBURY ENGINEERING DEPARTMENT, REVISED NOVEMBER 29, 1990.



Sudbury Board of Selectmen

APPROVAL UNDER SITE PLAN REVIEW REQUIRED
 APPROVED APPROVED WITH CONDITIONS

DATE OF APPROVAL: _____

DATE OF ENDORSEMENT: _____

TOWN ENGINEER/DPW DIRECTOR: _____

85 main street
hopkinton, massachusetts

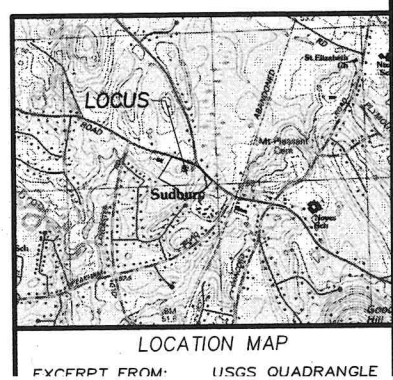
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 Planning, Landscape Architecture, Civil Engineering, Surveying
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 876 SALISBURY STREET HOLDEN, MA 01520
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 978.486.0447 FOX
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REVISED:
1-22-14 GENERAL REVISION

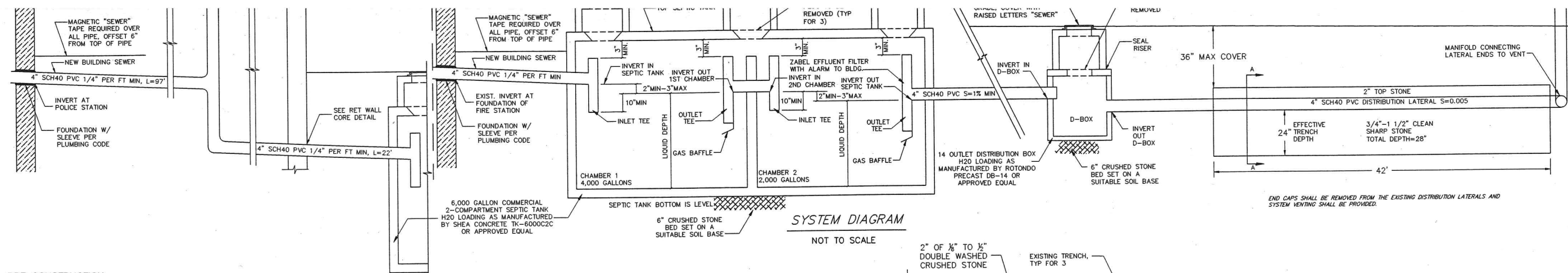
PERMIT SET
January 3, 2014

TOWN OF SUDBURY
FIRE AND POLICE
HEADQUARTERS

SUDBURY, MASSACHUSETTS
SEWAGE DISPOSAL
PLAN AND
DETAILS



scale AS NOTE
date JANUARY 3, 2014
drawn by MA
job no 13-72
sheet



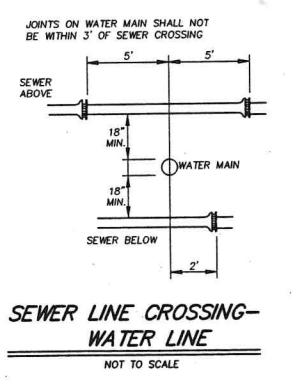
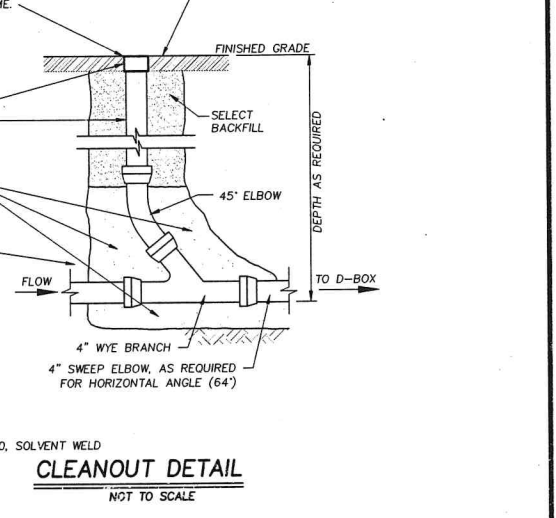
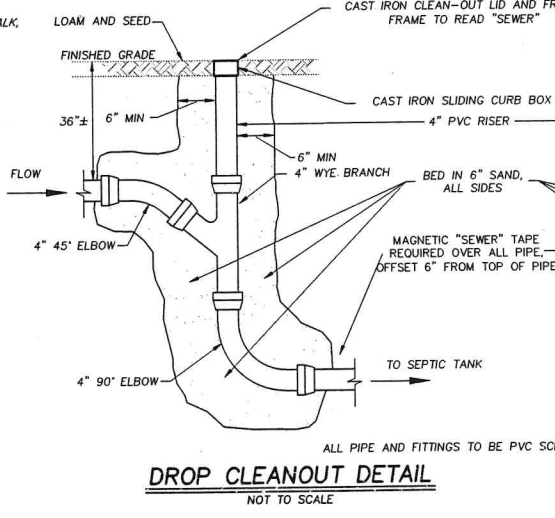
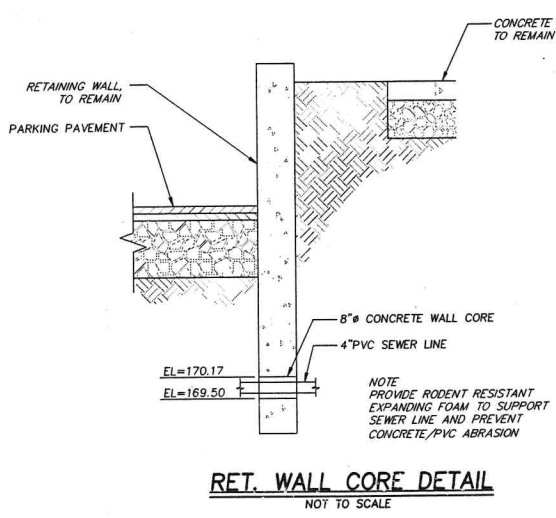
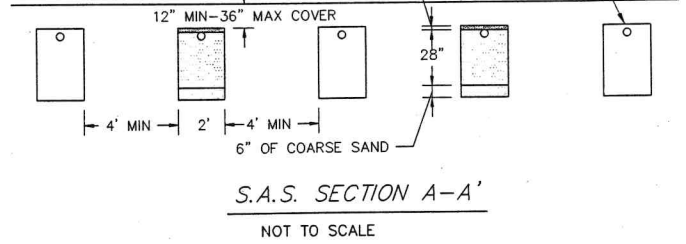
PRE CONSTRUCTION:
 THE CONTRACTOR SHALL NOTIFY "DIG-SAFE" PRIOR TO ANY ON SITE EXCAVATION.
 PRIOR TO INITIATION OF CONSTRUCTION BOTH ENDS OF ALL EXISTING TRENCHES SHALL BE EXCAVATED TO CONFIRM THE ALIGNMENT AND WIDTH. THE DESIGN ENGINEER SHALL BE NOTIFIED IF THE DISTANCE BETWEEN TRENCHES IS 10 FEET OR LESS. AN AS-BUILT SHALL PROVIDE LOCATION AND ELEVATION OF ALL SYSTEM COMPONENTS, INCLUDING THE EXISTING TRENCHES.
 THE OWNER SHALL VERIFY ZONING REGULATIONS PRIOR TO CONSTRUCTION.
 THE TOPOGRAPHIC INFORMATION SHOWN ON THIS PLAN ARE A RESULT OF AN ON THE GROUND TOPOGRAPHIC SURVEY PERFORMED BY PLACES ASSOCIATES, INC. THIS PLAN SHOWS ONLY THOSE FEATURES THAT WERE VISUALLY APPARENT ON THE DATE OF TOPOGRAPHY. PROPERTY LINE INFORMATION WAS TAKEN FROM THE RECORD PLAN.
 THE ABSENCE OF SUBSURFACE STRUCTURES, UTILITIES, ETC. IS NOT INTENDED NOR IS IT IMPLIED. THE LOCATION OF ANY INDICATED SUBSURFACE UTILITIES ARE APPROXIMATE ONLY. THE CONTRACTOR SHALL OBTAIN ADEQUATE LOCATION INFORMATION FROM THE APPLICABLE UTILITY COMPANY PRIOR TO ANY CONSTRUCTION.
 A TEMPORARY BENCHMARK SHALL BE SET WITHIN 50' TO 75' OF THE PROPOSED CONSTRUCTION AREA.
 THIS SITE IS WITHIN 100' OF WETLANDS AND WITHIN 200' OF RIVER BANK. A NOTICE OF INTENT MUST BE FILED WITH THE SUDBURY CONSERVATION COMMISSION.
 THERE ARE NO EXISTING PRIVATE WELLS WITHIN 100' OF THE PROPOSED SEWAGE DISPOSAL SYSTEM COMPONENTS, ALL KNOWN WELLS WITHIN 150' OF THE EXISTING PRIMARY AND EXPANSION SOIL ABSORPTION AREAS ARE SHOWN.
 THE CONTRACTOR SHALL NOTIFY THE DESIGN ENGINEER PROMPTLY OF ANY PLAN DEFICIENCIES OR OTHER UNFORESEEN CONDITIONS WHICH MAY IMPACT THE FUNCTION OF THE COMPLETED SYSTEM PRIOR TO CONSTRUCTION.
 DEVIATIONS FROM THE PLAN REQUIREMENTS OR DESIGN DURING CONSTRUCTION AND OPERATION OF THE PROPOSED SYSTEM SHALL VOID ANY CERTIFICATION OR REPRESENTATIONS MADE RELATIVE TO THE SUBSURFACE SEWAGE DISPOSAL SYSTEM.

CONSTRUCTION NOTES:
 ALL LOAM, SUBSOIL, LARGE BOULDERS AND FOREIGN MATERIAL ENCOUNTERED DURING EXCAVATION SHALL BE REMOVED.
 IF THE REMOVAL OF STONES OR BOULDERS RESULTS IN LOCAL DEPRESSIONS, FILLING TO GRADE WITH SUITABLE EXCAVATED PARENT MATERIAL IS ACCEPTABLE.
 AN OFFSET OF AT LEAST TEN FEET TO ANY EXISTING OR PROPOSED WATER LINE SHALL BE PROVIDED FROM ALL SYSTEM COMPONENTS. SEE WATER/SEWER CROSSING DETAIL.
 THE BUILDING SEWER LINE SHALL BE CONSTRUCTED WITH WATER TIGHT JOINTS.
 THE BUILDING SEWER SHALL BE LAID WITH A 2 PERCENT MINIMUM SLOPE (1/4 INCH PER FOOT PITCH). THE BUILDING SEWER SHALL BE LAID ON A CONTINUOUS LINE AND GRADE OR A MANHOLE SHALL BE PROVIDED.
 CLEANOUTS SHALL BE PROVIDED FOR ANY PIPE LENGTH IN EXCESS OF 100 FEET.
 THE BUILDING SEWER SHALL BE VENTED THROUGH THE BUILDING'S VENT STACK.
 ALL DISTURBED AREAS SHALL BE LOAMED AND SEEDED TO PREVENT EROSION, UNLESS UNDER PAVEMENT.
 MAX. COVER ABOVE ANY SYSTEM COMPONENT IS 36", EXCEPT WHERE MANHOLE TO GRADE.

EXISTING SYSTEM NOTES
 THE EXISTING SEPTIC TANK AT THE FIRE STATION SHALL BE PUMPED AND REMOVED.
 THE NEW SEPTIC TANK SHALL BE INSTALLED UPON REMOVAL OF EXISTING AND SHALL FUNCTION AS A TEMPORARY HOLDING TANK UNTIL THE CONSTRUCTION OF DOWN GR-DIENT COMPONENTS IS COMPLETED AND CERTIFIED FOR USE. A TEMPORARY HIGH WATER ALARM SHALL BE INSTALLED AND SET TO THE ELEVATION OF THE INVERT OUT SEPTIC TANK TO BE MONITORED AND PUMPED AS NEEDED WHILE COMPONENTS UNDER CONSTRUCTION.

SEPTIC TANK NOTES:
 THE INLET AND OUTLET TEES SHALL BE LOCATED ON THE CENTER LINE OF THE TANK, DIRECTLY UNDER THE TEE ACCESS MANHOLES.
 THE TOP OF THE INLET AND OUTLET TEES SHALL BE AT LEAST THREE INCHES BELOW THE INSIDE TOP OF TANK.
 THE OUTLET TEE SHALL BE FITTED WITH AN EFFLUENT FILTER, ZABEL P-122 OR EQUAL, WITH AN ALARM TO FIRE STATION CONTROL PANEL.
 THE INLET PIPE INVERT SHALL BE AT LEAST TWO INCHES BUT NOT MORE THAN THREE INCHES ABOVE THE OUTLET PIPE INVERT.
 THE INLET TEE SHALL EXTEND TEN INCHES BELOW THE OUTLET PIPE INVERT.
 THE OUTLET TEE SHALL EXTEND 14 INCHES BELOW THE OUTLET PIPE INVERT PLUS 5 ADDITIONAL INCHES FOR EVERY FOOT OF TANK DEPTH IN EXCESS OF FOUR FEET.
 SEPTIC TANKS SHALL HAVE AT LEAST NINE INCHES OF EARTHEN COVER.
 THE DEPTH OF LIQUID BELOW THE INVERT OF THE OUTLET TEE SHALL BE FOUR FEET MINIMUM.
 AT LEAST THREE 20-INCH MINIMUM DIAMETER ACCESS MANHOLES SHALL BE PROVIDED IN THE TANK COVER. ACCESS MANHOLES SHALL BE LOCATED ON THE CENTER LINE ABOVE EACH INLET AND OUTLET TEE AND AT THE TANK CENTER. H2O LOADING IS REQUIRED.
 ALL ACCESS MANHOLES SHALL BE BROUGHT TO FINISHED GRADE. MANHOLES BROUGHT TO FINISHED GRADE SHALL BE MADE SECURE TO PREVENT UNAUTHORIZED ACCESS.
 NO STRUCTURES OR OTHER FEATURE SHALL BE LOCATED OVER OR NEAR THE TANK SO AS TO ALLOW REQUIRED INSPECTION AND MAINTENANCE.

SYSTEM VENT NOTES:
 THE SYSTEM SHALL BE VENTED THROUGH THE BUILDING STACK VENT WHERE POSSIBLE. WHEN ADDITIONAL SYSTEM VENTS ARE INDICATED OR REQUIRED, THEY SHALL BE CONSTRUCTED WITH THE SAME PIPING SIZE AND MATERIAL, LOCATED SO AS TO PREVENT THE ENTRANCE OF ANIMALS OR PRECIPITATION AND BACKFILLED TIGHTLY TO PREVENT THE MIGRATION OF SURFACE WATER INTO THE SOIL ABSORPTION SYSTEM.
SYSTEM OPERATION & MAINTENANCE:
 PROPER OPERATION AND MAINTENANCE IS ESSENTIAL TO THE LONG TERM FUNCTION OF SUBSURFACE SEWAGE DISPOSAL SYSTEMS.
 THE OWNER OR OPERATOR OF THE SEWAGE DISPOSAL SYSTEM IS RESPONSIBLE FOR THE INSPECTION AND MAINTENANCE OF, AND ANY IMPROVEMENTS TO THE SYSTEM.



- NOTES**
 THE SEPARATION OF WATER MAINS AND SEWERS SHALL COMPLY WITH THE FOLLOWING GENERAL REQUIREMENTS.
- 1. PARALLEL INSTALLATION:
 - (a) LAY WATER AND SEWER IN SEPARATE TRENCHES
 - (b) LAY THE WATER AND SEWER IN THE SAME TRENCH WITH THE WATER MAIN AT ONE SIDE ON A BENCH OF UNDISTURBED EARTH WITH A MINIMUM HORIZONTAL SEPARATION FROM INSIDE PIPE TO INSIDE PIPE OF 36"
 - 2. CROSSINGS:
 - 1. WHEN SEWERS MUST CROSS UNDER WATER MAINS, THE SEWER LAID SUCH THAT THE INVERT OF THE WATER LINE IS AT LEAST 18 INCHES ABOVE THE CROWN OF THE SEWER LINE.
 - 2. WHEN THE SEWER ELEVATION CANNOT BE VARIED TO MEET THE REQUIREMENT, THE WATER LINE MUST BE RELOCATED OR RECONSTRUCTED WITH MECHANICAL JOINT CEMENT LINED DUCTILE IRON PIPE FOR A DISTANCE OF 10 FT ON EACH SIDE OF THE SEWER.
 - 3. WHEN IT IS IMPOSSIBLE TO OBTAIN EITHER OR BOTH OF THE ABOVE REQUIREMENTS, BOTH THE WATER AND SEWER LINES SHALL BE CONSTRUCTED OF MECHANICAL JOINT CEMENT LINED DUCTILE IRON PIPE OR OTHER EQUIVALENT MATERIAL. BOTH PIPES SHALL BE PRESSURE TESTED BY AN APPROVED METHOD TO ASSURE WATER TIGHTNESS OR BOTH PIPES SHALL BE ENCASED IN CONCRETE.

Sudbury Board of Selectmen	
APPROVAL UNDER SITE PLAN REVIEW REQUIRED	
<input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED WITH CONDITIONS	
DATE OF APPROVAL:	
DATE OF ENDORSEMENT:	
TOWN ENGINEER/DPW DIRECTOR:	

Site Plan Narrative
for the
Proposed Police Headquarters
Hudson Road
Sudbury, Massachusetts



Prepared for:

Town of Sudbury Permanent Municipal Building Committee
&
The Carell Group, Inc. –Architects

January 3, 2013

(revised Jan. 21, 2014)

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PROJECT NARRATIVE:

1.0 BUILDING:

The project consists of construction of an approximate 15,000± sf. new police headquarters building and a detached 2,000± sf. utility building (garage). The Police Station building is divided into three general areas: Public, Staff and Secure (prisoner) areas. The delineation of the building into these areas is based on the operational and security needs of a police station.

Public building spaces include the front lobby, public restrooms adjacent to the lobby, a public conference room and a large general meeting/training area. The use of these public spaces does not require entry into any administrative or secure building areas, leaving them available for select non-police uses.

The Staff spaces of the facility are divided into three general sub-areas: Administration (senior officers, records, command spaces) and Detectives offices; Operations (Roll Call, Sergeants, Technical and related) and General Staff areas (break-room, lockers, etc.). These staff spaces of the station house are separated from general public spaces to provide staff security and privacy. Interactions with the public in the staff areas are controlled- entry spaces.

The secure portion of the building includes the sally ports, prisoner processing and holding and evidence processing/storage. These areas by their nature are under strict access control and are segregated to the south-westerly corner of the building, adjacent to the sally port. Modern police stations utilize a secure prisoner transfer area known as the "sally port", where a cruiser will enter the sally port, the garage doors close before a prisoner is transferred from the cruiser to the prisoner processing areas. The sally ports are designed to accommodate an ambulance if needed for medical related transfers. All doorways in the prisoner processing area are security controlled by pass card or dispatcher operated remote controls. The building will also have an attached fleet garage space where routine; non-prisoner related activities can take place under cover. Car cleaning, processing impound, evidence processing and related operation can occur under cover.

A separate detached utility/garage building is also proposed. This building will serve the station in many ways. It will be used, in part, for bulk storage needs of the police station including tires and related supplies. It will provide a secure, covered vehicle processing area/impound, if needed. The space will also be able to be used for staging of joint police activities and training.

Both the attached garage and sally port will have floor drains that will flow to an onsite tight tank that will require regular pumping and maintenance.

See Architectural Plans which are part of the overall submission package for building floor plans and elevations

2.0 SITE:

Overview: The project consists of construction of an approximate 15, 000± sf. new police headquarters building to the east of the existing Hudson Street Fire Station, a detached 2,000± sf. garage, a separate 10 space covered parking structure on the existing, town owned land of ~~13.38~~ 13.56 acres as depicted on Assessor's Map G08,

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Parcel 0008. Included in the scope of the project is the relocation of the existing Musketaquid Village access driveway, which traverses the site in the location proposed for the new police headquarters.

Building Coverage and Open Space: Currently the site is occupied by the Fire Headquarters of which the building occupies some 7,700 sf. The remaining impervious area on the site is divided between the Musketaquid Village Driveway of some 8,500± sf. and the parking and apparatus driveway for the fire station 11,700 sf. A total of some 27,900 sf (0.64 ac) of impervious area exists on the site.

Proposed: The Fire station remains the same, but the amount of driveways and impervious areas increase due to the development of the site. The Police station footprint is some 8,555 sf., the utility building is 2,000sf and the fire station area remains as 7,700 for a total building footprint on the site of some 18,255 sf (0.42 ac) or 3% of the total lot area. The total non-building impervious on the site (new parking, drives, etc.) is ~~172,500~~ 75,950± sf or (~~3.96~~ 1.74 ac). Total post development on-site impervious is ~~190,750~~ 94,200 sf. (~~4.38~~ 2.16 ac) or ~~32-16%~~ of the site.

Traffic Flow and Access: The access to the site is being modified to create a more campus like approach. A new centered driveway is proposed between the existing Fire Station and the proposed Police Headquarters. It is intended that this be the principal means of access to the site for the general public. Parking for public use is proposed between these two buildings, including dedicated accessible spaces for each of the buildings. A bicycle rack is proposed at the front of the police station parking, as required by Zoning Bylaws.

In addition, it is the design intent that the police department will have a secondary means of access onto Musketaquid Drive for "Staff Only". A circular connecting driveway is proposed at the rear of the site to connection the operational portions of the police and fire departments. Finally, with the provision of public access to the easterly door or the fire station (which was originally designed as the principal public entrance), the apparatus driveway for the fire station and its associated 4 parking spaces will be marked "Authorized Vehicles Only" and made distinct for staff and emergency apparatus only. This circulation pattern has been reviewed with the Police Chief, Fire Chief and Director of the Department of Public Works, who have endorsed it as complimenting their operations and needs.

Vegetation & Soils: The site is partially wooded, with the eastern-most portion of the site being an upland mixture of mature white pine and red oak. To the west and south of the existing fire station, are wetland areas that have been field delineated and is part of the overall project permitting. The wetlands areas contain a perennial stream ("river") which increases the regulatory review by the Conservation Commission relative to both State and local wetlands regulations.

The site soils consist of a variety of stratified sands and gravels with the material becoming denser to the east and more sand, less gravel to the west. Soils testing was conducted for the design of the new on-site sewage disposal system and for the proposed drainage systems. Included in the development of the site is the extension of natural gas, and three-phase power and public water to the frontage of the site.

2.01 Parking

2.01.A. Parking Count & Description: §3100

- Pursuant to the provisions of the Town of Sudbury's Zoning Bylaws, §3112 & 3120, none of the listed uses accommodates the specific parking requirements of a Police Station, which is a mix of uses. The number of spaces developed in consultation with the Police Chief, the Permanent Municipal Building

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Committee and the Building Inspector. **The total number of spaces proposed is 60, three of which are accessible spaces (two for the general public and one designated for staff only).**

- Parking spaces are delineated on the Site Plan, see Sheet C-2. The dimensions of spaces are: 19' long x 9' wide, except as noted specifically otherwise (accessible spaces, see Construction Details).
- The traffic flow around the site has been designed to match the interior uses as described above.
 - General Public access is to be via the two way driveway located in the center of the site. Public parking and accessible spaces are provided in proximity to both uses. on the westerly side of the site. A total of 15 public spaces are provided along the side of the buildings, with 3 accessible spaces in addition to the total. These spaces connect to the fronts of the buildings via accessible sidewalks.
 - The Sally Port is located in the south of the police station building. The driveway in this area is defined using a landscape island. Signage will be provided indicating that the area to the south of the public parking is "No Entry – Authorized Use Only", providing a separation between public and secure spaces.
 - The easterly side of the site is reserved for fleet cruiser and equipment. A covered parking structure is proposed as a bid alternate, so that if sufficient funds are available for its construction it will be built.
 - To the rear of the site is a utility building/garage. This building can be used for impound, investigations, storage for bulk items, staging area for operations, training area or other uses for secure storage and garage space.
 - Staff spaces are located to the southerly portion of the site, separating the staff from the general public. The principal staff entrance to the building is via a door way located on the south-eastern side.
 - The eastern-most driveway connects to the re-located Musketaquid Drive and is to be a restricted entry area at its junction with Hudson Road This driveway will also be posted, "No Entry – Authorized Use Only" as its use is intended to be restricted to police vehicles egressing the site. This delineation and separation of the site provides emergency vehicles leaving the site free of any potential conflicts with the general public area of the site.
- All parking spaces and maneuvering areas will be paved. Delineated pedestrian walks will be poured-in-place concrete with integral curbs or vertical granite curbing.
- **Parking Calculations:**
- The use of a police headquarters does not coincide with the standard uses described in the zoning bylaws. As such we have applied uses that most closely resemble those that do occur as part of police department operations. See the calculation on the cover sheet to review.
- It should be noted that the fire department currently has 26 spaces, of which 4 are dedicated as public spaces along the front of the station; leaving 22 spaces for staff. These 4 spaces will be converted to staff only spaces and some of the fire department spaces will be relocated to accommodate the new site design. This leaves the fire station with 21 spaces for staff, but public spaces are now available to be shared between the fire and police stations at the common areas. The common areas have 15 public spaces and three accessible spaces in addition.
- The requirement for the police station, by zoning interpretation is 36 spaces (see cover sheet) for staff and public uses. The provided number of staff and public spaces is 49 (including all of the public

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parking between the fire and police). Spaces available and dedicated to police vehicles (12 covered parking and five impound/utility building spaces) are noted separately to indicate that operational equipment has been accommodated outside the zoning requirements of parking; which generally describes the number of spaces for a use, including employees and company owned vehicles.

- The number of spaces has been reviewed with the Police Chief who has indicated that it will meet his department's operational needs.
- All parking spaces and maneuvering areas will be paved. Delineated pedestrian walks will be poured-in-place concrete with integral curbs or vertical granite curbing.

2.01.B Drainage:

- See the separate Drainage System Narrative. The drainage system has been designed to meet all of the applicable criteria of the Massachusetts Wetlands Protection Act and the more stringent Town of Sudbury's Stormwater Bylaws. The Planning Board has designated the Conservation Commission to be the Board's "Review Agent".

2.01.C Lighting:

- Site lighting schematics and fixture cuts will be provided under separate cover, prior to the date of the public meeting. This plan is currently under development by the project's Electrical Engineer.
- In making this application, we respectfully request the Board allow this application to be submitted as described. The existing site lighting will be replaced on the site as part of the overall project.

2.01.D Landscaping: §603.8

- The proposed plant materials for the landscaping will consist of xeric (low water need), decorative and indigenous plant materials that are low maintenance and provide year round interest by varying flowering periods, colors and plant silhouettes.
- Lawn areas will be planted with a combination of seed mixes: one will be a lawn mix that will develop sod able to withstand hot, dry summers. A marginal lawn mix will be used in areas where minimal lawn cutting is undertaken, i.e., at the margins of the site. A third slope mix will be used in areas not intended to be maintained, but to have a dense planted cover that will stabilize the slopes.
- The perimeter of the site is densely wooded with a mix of white pine and oak and a mixed understory of white pine saplings, and other wetland, marginal species. The perimeter of the site will be selectively cut to ensure that the trees to remain on the edges will not have their roots or stabilizing earth cut out from under them. This selective cut area is ~ 10' back from the edge of grading.
- The existing wooded buffer to the south and west will remain to screen the adjacent property owners from the site. The over-story in this area is 40 – 50' above existing grades and the station will be 'set-into' the grade creating natural berms and buffers.

2.01.E Entrance Requirements:

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- All of the driveways have been designed to meet the Town's criteria for Common or Shared Driveways. The sight distances from the proposed driveways were surveyed by our staff and are indicated on the plans. The widths and slopes of the driveways meet the applicable regulations. No proposed driveway drains toward Hudson Road and all driveways feature shallow slopes at their intersection with Hudson Road.
- It is anticipated that any deliveries to the site will be made to the rear of the site where they can be accommodated without affecting the operations of the station and site.

2.02 Infrastructure:

2.01.A. Water Supply

- The new Police Headquarters will be supplied with a new water system off of Hudson Road, which will be extended from the end of the 12" water main in Hudson Road to the site as a 12" line. This extension has been coordinated with the Water District. The on-site piping will include a 6" main for fire suppression and a 3" main for domestic water usage.

2.02.B On-site Sewage Disposal System

- A new on-site Sewage Disposal System (SDS) is proposed as part of this project. The leach field will be located in the same location as the existing system, utilizing the originally designed reserve system to accommodate the increased design load. It will be no closer to the adjacent wetlands resource areas. The new reserve area will be located to the east of the primary system. If it is needed the existing water line in this area will need to be relocated.
- Per Title 5 and Town of Sudbury criteria, the SDS is designed to accommodate the full occupancy of both of the facilities, a circumstance that is unlikely to happen. As the site is located in a mapped Zone 3 to a public water supply, as determined by the Sudbury Zoning, the site is considered "Nitrogen Sensitive and requires specific loading criteria. The criteria is that no more than 1000 gallons per day shall be discharge per 40,000 sf of lot area ("Builder's Acre" [BA] – so called). Currently the site generates 49 gpd per Builder's Acre. Post development the value is 121.6 gpd per Builder's Acre which is less than the 1,000 gpd per Builder's Acre allowed, as described on the plan set cover sheet.

2.02.C Drainage

- See the response to 2.01 B, above. In general the drainage system will collect all generated runoff, provide treatment and recharge after treatment using the existing contours of the land. The Drainage system design is using Low Impact Development (LID), Best Management Practices. The runoff is being collected in a number of catch basins. These catch basins direct the flow to a pre-treatment system where sediment, hydrocarbons and other detritus are separated out. The clean water then flows through a grassed swale on the easterly side of the basin where it is "polished". It ultimately flows into the drainage basin where it is recharged. As noted in the attached drainage summary, all design events have a decrease in runoff and an increase in the amount of runoff recharged to the local groundwater. See attached "Sudbury Police Headquarters- Drainage Analysis Summary"

2.02.D. Telephone, Electric, CATV

- Hudson Road is currently served by Telephone, Electric and Cable Television utilities. Those services will be upgraded as part of this project, but will be continued as an operational part of the overall facility. A new, dual-wall, diesel powered generator will be provided for the new facility. It is located

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on the eastern side of the detached as it is relatively new. It will be maintained in its current location and configuration.

2.02.E Natural Gas:

- The existing station is served by gas from Baystate Gas Co. The police station will also use natural gas as an energy source for heating and mechanical systems.

2.03 **Neighborhood Impact:**

- Police Stations are a unique use and operation, being a 24 hour/365 day operation that remains open for the public. Unlike fire stations, which are located toward the center of population or community, as the responders rely on use of the fire or rescue apparatus, police respond from the road via their cruisers.
- The selection of this site was based on a many tiered review of possible sites in the town. This site was selected as it is centrally located in the town, it provides the police department multiple means of access and egress to the east and west of the town and provides sufficient space to accommodate the needs of the department into the future. The property is also town-owned, which allows the appropriated funds to be spent on the facility, not the purchase of land. Exclusive of the Water Resources Protection Overlay District and the wetlands/riverfront to the Fire Station, this site has few environmental constraints.
- The combination of existing wood land and rolling topography and the maintenance of large wooded areas between the developed portion of the site and abutters to the rear of the site, maintains year round screening to the few adjacent residences.
- It is the anticipation of the Police Department that once construction has been completed there will be a minimal increase in impacts to abutters from the operations of the site. Additionally, once completed, the community will be better served by an enhanced Police Station that will meet the needs of the community for the foreseeable future.

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3.0 CALCULATION OF SITE CUTS AND FILLS:

The site is a generator of excess material, as portions of a hill side are needed to be removed for the construction of the station. The excavation of the drainage basin will also produce excess earthen materials as noted below. The geotechnical engineer has noted in the geotechnical report that on-site materials may be utilized for specialized fill (structural fill, graded gravel, clean granular fill, etc.), if, after testing, they conform to gradation and material standards. Most of the excavated materials will be suitable for re-use as common fill.

The Police Station site will generate a gross volume of excess materials as noted below:

1. Drainage Basin	Gross earth to be removed	+1,300 yds ³
2. Police Station Site:	Gross earth to be removed	+ 4,700 yds ³
	Building Slab & Foundation	+ 1,100 yds ³
	Pavement & Walk Bases (cut)	+ 3,750 yds ³
	Fill for Pavement & Bases	- 3,750 yds ³
	Fill for Musketaquid Drive	- 500 yds ³
	Fill Misc Trench and Wall	- 400 yds ³
	Excess (cut) Materials:	+ 6,200 yds³±

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Sudbury Police Headquarters

Drainage Analysis Summary

The proposed Sudbury Police Headquarters will be constructed on a 13.56 acre parcel of land which currently houses an existing Fire Station and the access driveway to the Sudbury Housing Authority Musketaquid Village site located to the south of the locus site. The project will include the re-location of the Musketaquid Village driveway and will provide multiple points of connection between the Police and Fire facilities.

Existing Conditions:

The site is a previously disturbed site which current houses the Sudbury Fire Department and provides access to the Sudbury Housing Authority's Musketaquid Village. The site slopes in a northerly direction to an unnamed stream and wetlands network which are ultimately tributary to Hog Brook.

The existing detention basin for the Fire Station site is located in the northeastern corner of the site. This basin receives runoff from all impervious surfaces including portions of Hudson Road. The basin, constructed in conjunction with the Fire Station (\pm 1990) does not meet the current stormwater standards for pre-treatment for water quality and attenuation for all storms, including the smaller storm events. It is presumed that its construction met the standards in effect at the time, including the 5' groundwater offset. The 6" outlet appears to provide minimal attenuation as the larger storms overflow the berm (by existing conditions calculations).

Portions of the site directly adjacent to the Fire Station and Musketaquid Village driveway as well as both septic system areas are periodically mowed. Due to the lack of irrigation, these areas are considered to be "fair" conditions.

Soils on site are mapped as Merrimac Find Sandy Loam however on-site testing performed by our office and the project's geotechnical engineer, revealed well sorted medium sands with percolation rates of 2 and 4 minutes per inch. As a result, the exfiltration rate (Raw's Rate) of 8.270 inches/hour for sand (Hydrologic Soil Group A) was utilized to reflect the soils encountered from on-site testing.

Proposed Conditions:

The proposed Police Headquarters and associated appurtenances will add additional impervious surfaces to the site and will alter existing drainage patterns, reducing times of concentrations with flows to the wetlands and detention basin. Attenuation will be achieved through the reconstruction of the existing detention basin to provide additional capacity, residence time and attenuation of all storms with a revised outlet structure in addition to direct recharge of roof runoff.

The Wetlands and Stormwater regulations have changed dramatically since the construction of the Fire Station. These include the requirements for pre-treatment of runoff prior to recharge, requirements for recharge as well as design the stormwater system to provide attenuation of rate and volume for all rainfall events. Direct recharge of runoff from roof areas (clean water) and pre-treatment of all runoff from paved surfaces will be incorporated into the design of this facility.

Runoff from the Fire Station site will also benefit from improvements. The existing floor drain will be re-directed into a holding tank and the existing catchbasin will be replaced with the current standard 4' deep sump and

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directed into a stormwater pre-treatment unit.

The detention basin is redesigned to provide a greater capacity with the features of a water quality inlet with internal stone weirs for water polishing for smaller storms. The water quality inlet will overflow into the main portion of the basin which will allow exfiltration of the stormwater with a controlled outlet with multiple vertical orifices designed to attenuate flow rates and volumes to the wetlands. The basin will have a 40' wide broad crested weir overflow in the event that the 100 year storm event is exceeded. This width will allow a very shallow broad flow path to minimize any potential for erosion. The width of the berm will be increased to 5', a minimum of 1' freeboard above the 100 year event and the berm will be partially reconstructed to incorporate an impermeable core for stability.

Stormwater analysis has been performed for the 1 inch (Per Sudbury Stormwater requirements), 2 year, 10 year, 25 year and 100 year events. It should be noted that the 24 hour runoff for the 100 year event was 8.6" per Sudbury regulations not the 6.3" normally used in Massachusetts.

STORM EVENT	RATE (cfs)			VOLUME (ac. ft.)		
	PRE	POST	DELTA	PRE	POST	DELTA
1"	0	0	0	0	0	0
2	0.61	0.35	-0.26	0.062	0.048	-0.014
10	1.59	1.31	-0.28	0.281	0.222	-0.059
25	2.34	2.06	-0.28	0.498	0.382	-0.116
100	14.71	9.32	-5.39	1.132	0.917	-0.215

Hydrologic Calculations:

The accompanying calculations were performed using the HydroCAD software which uses the methodology from TR-55 and TR-20. The Point of Analysis (POA) was the edge of wetlands, shown as the Reach 10 in Pre-Development, Reach 100 in Post Development Calculations. The calculations were performed utilizing the Dynamic Storage Indicator methodology to account for tailwater conditions during the larger storm events when the detention basin is ponded.

The minimum Time of Concentration (Tc) was set at 0.1 hour (6 minutes) although several subcatchments with overland flows have higher Tcs. See calculations for the Tcs, Curve Numbers, Hydrologic Soil groups, pipe sizing – capacities, velocities for the site analysis.

Assumptions:

- Roofs from the Police Station and Utility Building will be directly recharged for the 100 year storm with overflows only to drainage system. Covered parking is considered in drainage system calculations and is not directly recharged.
- New detention basin will be constructed within the confines of the existing basins and will be at a similar bottom elevation as current (164).
- New basins will have a minimum of 5' berm width (currently approximately 3')
- Water Quality Swale will be located 5' min. off edge pavement with 4:1 side slopes and 1.5' depth to overflow.
- An additional catchbasin will be added to Fire Dept. driveway to accommodate larger storms. Existing catchbasin will be replaced with a new structure with 4' sump.
- Stormwater pre-treatment will be provided for flows from all catchbasins including the Fire Dept.

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portion of site. Pre-treatment will be off line sized using the 2013 DEP Sizing Proprietary Stormwater Treatment Separators criteria. Discharge and by-pass flows will be directed to the Water Quality Inlet for further settling.

- Water Quality Inlet will have multiple internal stone baffles to provide additional residence time for water quality.
- A multi-stage outlet structure will replace the existing 6" outlet from the recharge basin. This outlet will have a 4" and 6" round orifices to accommodate the flows for the smaller storm events and a larger slotted orifice 36" wide x 8" high for the 100 year storm event. These orifices will flow into a 24" culvert which will discharge at the same location as the existing outlet pipe. A 40' wide overflow berm is provided for emergency overflow – no weir flow will occur with the 8.6" 100-year storm.
- The configuration of the inlets and outlets of the Water Quality Inlet and Recharge Basin create the longest travel time through the basins possible without increasing the footprint beyond the existing basin.
- Post –development landscaped areas are summarized as grass, good condition as landscaped areas will have a minimum of 4" mulch with storage capacity for smaller storm events and plantings for evapotranspiration.

COMPLIANCE WITH STORMWATER QUALITY REQUIREMENTS:

Standard 1- No New Untreated Discharges

Calculations provided showing no net increase in the rates of runoff at the Points of Analysis. Runoff to the recharge area, containing runoff from paved surfaces is pre-treated with, catchbasins with oil and grease traps and the stormwater pre-treatment unit prior to discharge into the recharge area.

Standard 2 – Peak Rate Attenuation

Calculations provided showing no net increase in the rates of runoff at the Points of Analysis.

Standard 3 – Recharge

- A. Total Impervious area (from calculations) = 210,916 s.f. total; 162,827 s.f. proposed
 Recharge required = 0.6" (0.05')
 Required Recharge Volume (Rv) = 162,827 s.f. x 0.0292' = 8141 c.f.

Recharge Volume Provided – 2 year recharge

Police Station Roof (Pond 225) discarded/recharged= 0.049 a.f.

Utility Building Roof (Pond 255) discarded/recharged= 0.011 a.f.

Recharge Basin (Pond 200) discarded/recharged= 0.273 a.f.

Total recharged in 2 Year event = 0.333 a.f.= 14,505 c.f. is greater than the 8141 c.f. Rv so requirement met

*note: if total impervious area is utilized, Rv= 10,546 which is less than provided.

- B. Drawdown Analysis

8141 Rv = Storage Volume (cf)

8.27 K = Saturated Hydraulic Conductivity (Rawls rate, Table 2.3.3, inches/hour)

3175 s.f. Bottom Area of Recharge Area (s.f.)

Time= Rv / (K) (Bottom Area) = 0.31 Hours ,less than 72 hours required so requirement met

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C. Groundwater Mounding Calculations

Basin bottom is set at the same as existing basin with a 5' offset to groundwater – No mounding analysis is required. (See Soil Logs for TH # 913-3).

Standard 4 – Water Quality

POA 200 – Wetlands – TSS Removal =85+ %

Standard 5 – Land Uses with Higher Potential Pollutant Loads – Not Applicable

Standard 6 – Critical Areas – Not Applicable

Standard 7 – Redevelopment – While applicable, credits not needed

Standard 8- Construction Period Pollution Prevention and Erosion and Sedimentation Control
See plan set

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Minutes

Design Review Board

January 8, 2014

Present: Dan Martin, Deborah Kruskal, Juan Cruz, Jen Koffel

Absent: Paula Hyde

Architectural Review:

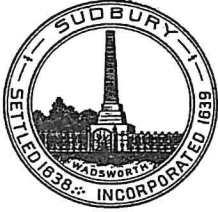
Sudbury Police Station

Jim Kelly, Michael Melnick, and Greg Carell presented a site plan, landscape plan, and elevations for a new police station. Mr. Carell explained the reasoning behind changes to the site plan from a previous iteration the Board had seen. He also presented sample masonry materials and colors. The Board was satisfied with the choices of materials, though the applicants indicated that cost restraints may limit the use of the masonry materials on all elevations.

Next there was a discussion of the Windows. The applicants indicated some desire by the HDC to have 6 over 6 windows. Mr. Carell thinks that better proportions would be achieved by 12 over 1 or 12 over 12.

Several members of the Board wished to see better integration of the police station with the fire station. Ms. Kruskal suggested that this could best be achieved through changes to the landscape plan. The Board agreed with her suggestions for changing the arrangement of plantings on the fire station side of the entrance to make it more of a front yard to the whole campus.

Mr. Cruz also suggested adjusting the proportions of the larger section of the front elevation. The Board agreed with his suggestions to use larger lentils or windows or other architectural elements to give this portion of the building proportions more in keeping with the rest of the building.



Town of Sudbury

Dept. of Public Works

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I. William Place, DPW Director/Town Engineer

ENGINEERING • HIGHWAY • PARKS & GROUNDS • TRANSFER STATION • TREES & CEMETERY

January 15, 2014

RECEIVED
JAN 16 2014

Ms. Jody Kablack, Director
Planning and Community Development
278 Old Sudbury Road
Sudbury, MA 01776

BY:

Subject: Site Plan Application
Police Headquarters
77 Hudson Road

Dear Ms. Kablack:

This office in is receipt of the following:

1. An application for Site Plan for Police Headquarters, 77 Hudson Road;
2. Site Plan Narrative dated January 3, 2014 by the Carell Group, Inc.;
3. Site Plan of Land dated January 3, 2014 by Places Associates, Inc. containing 3 sheets;
4. A set of Architectural plans prepared by The Carell Group, Inc. dated December 5, 2013 containing 6 sheets; and
5. Stormwater Drainage Analysis by Places Associates, Inc. dated January 3, 2013.

I have reviewed the referenced material, and my comments are as follows:

1. Sheet C-1. Interceptor Drain to be removed. Only a portion of the drain should be removed. This Interceptor drain is also the foundation drain between Apparatus Bay and Fire Headquarters and should be shown behind the concrete retaining wall to the interceptor drain adjacent to the parking lot.
2. Sheet C-1: Shows a telephone cable and electric line along the westerly side of the driveway to Musketahquid Village. This should be verified. I believe this is an electric service only to the street lights along the driveway.
3. Sheet C-2: The two AC units to the south of the Fire Station Headquarters have not been shown and may have to be relocated to construct the proposed 5-ft. wide walk.

4. Sheet C-2: Does not show proposed location of underground cable, telephone and electric service to the proposed Police Station nor underground electric service to the Utility Building and covered parking area.
5. Sheet C-2: New location of Musketahquid Village sign should be noted on the plan.
6. Sheet C-2: Size of proposed holding tank north of the Fire Apparatus Bay should be noted.
7. Sheet C-3.0: Elevation of the floor to the Utility Building should be noted on the plan.
8. Sheet C-3.0: The sidewalk south of the Fire Headquarters should terminate at the access drive and not the parking stall.
9. Recommend vertical granite curb be placed along drives and parking areas where it abuts a sidewalk. All other locations should be constructed with sloped granite curb.
10. Detail of the storm tank units should be added to the detail sheets.
11. Sheet C-3.1: The elevation of the 10' wide weir should be changed from 166.50 to 165.50.
12. Sheet C-3.1: Rim of outlet control structure is set at 168.5 top of berm. Recommend rim be set at 167.50 to allow for 1 ft. of free board.
13. All reinforced concrete drainage pipe to be at a minimum Class III unless otherwise noted.
14. The proposed red oak to the west of the proposed entrance is in the same location of the proposed Fire and Police sign. This tree should be located further southwest.
15. Contractor should verify location and depth of utilities, in specific the water main, gas main and cable, telephone and electric line to the west of the Fire Station.
16. The contractor should be required to saw cut the pavement in the areas of the proposed drainage to the north and west of the Fire Station.
17. There is no 10' wide concrete apron in front and rear of the Apparatus Bay.

18. Detail of gas and oil separator shown should be added to detail sheet C-8.
19. There will be a conflict with the proposed underground electrical conduit and the floor drain holding tank and traffic island north of the proposed Utility Building.
20. Structural engineer should certify block retaining wall for the covered parking area.
21. Recommend the fieldstone grade break be removed and replaced with a grass swale.

If there are any questions, please advise.

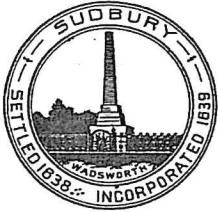
Sincerely,



I. William Place, P.E.
Director of Public Works/Town Engineer

IWP/gs

cc: Jim Kelly
Debbie Dineen
Places Associates, Inc.



Town of Sudbury

Planning and Community Development Department

Jody A. Kablack, Director

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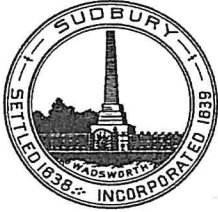
TO: Selectmen and Planning Board
FROM: *jak* Jody Kablack, Planning Director
RE: New Police Headquarters, 77 Hudson Road
DATE: January 21, 2014

An application for Site Plan Review has been received for the construction of a new, approximately 15,000 sq. ft. Police Headquarters, to be located adjacent to the Fire Station Headquarters at 77 Hudson Road. The information submitted for review includes Site Plans entitled "Sudbury Police Headquarters" prepared by Places Associates, Inc. dated January 3, 2014 consisting of 14 sheets; architectural plans, including floor plans and elevations, prepared by The Carell Group dated December 5, 2013 consisting of 5 sheets; Site Plan Narrative prepared by Places Associates, Inc. dated January 3, 2013 (date should be 2014).

The site is a 13.5 acre parcel of land in a Residential-A Zoning District, Zone 3 of the Water Resource Protection District and the Sudbury Center Historic District. The property currently contains the Fire Station Headquarters and the driveway to Musketahquid Village. The proposal is to construct a new structure to the east of the fire station, including covered parking for 12 vehicles and a 2,000 sq. ft. storage building, construct a new main driveway which would serve both facilities, install 69 new parking spaces, upgrade the existing septic system, new stormwater management systems for the Police Station, signage and landscaping. The existing driveway to Musketahquid will be relocated to the eastern property line as part of this construction, and a new curb cut on Hudson Road will be created.

Other aspects of the site plan include:

- The site has been in design since the 2013 approval of funding. Town staff and the architect and project engineer have been refining the plans for several months, culminating in Site Plan review. We see a benefit to combining the facilities into a Public Safety Campus, where the public can access both departments in close proximity. Additionally, the Police Station will contain a public meeting room which can be utilized for board meetings and staff training.
- The current driveway to Musketahquid Village will be relocated with this proposal. That driveway is constructed within an easement on town-owned property which allows for the relocation of the access driveway by the Town.
- One additional driveway will be constructed, for a total of 3 driveways on the property. The new center driveway will be the access point for the public, a new combined Musketahquid Village/authorized police access will be constructed on the eastern property line, and the existing fire dept. access will be limited to authorized vehicles.
- The proposal shows a new sign for both facilities, which is preferable to individual signs for each building.
- Stormwater management has been designed to comply with the Sudbury bylaw and DEP regulations. The existing drainage basin located on the western side of the fire dept. driveway will be enlarged and reconfigured to handle stormwater from the new facility.



Town of Sudbury

Planning and Community Development Department

Jody A. Kablack, Director

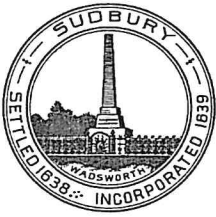
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- The existing septic system for the fire dept. will be expanded to accommodate the new facility.
- A walkway will be constructed along the new Musketahquid Village driveway to increase pedestrian safety of those residents. There is currently no walkway along the existing driveway.

I have reviewed the application materials and offer the following comments and recommendations:

1. This proposal requires a Stormwater Management Permit. The Planning Board designated the Conservation Commission to be the reviewing agent for that permit, since the proposal also requires a Notice of Intent under the Wetlands Protection Act and the Sudbury Wetlands Administration Bylaw. Those application are currently under review. A public hearing has been scheduled on these applications on January 27, 2014.
2. This proposal requires a Certificate of Appropriateness from the Historic Districts Commission. The public hearing on that application has been scheduled for February 6, 2014.
3. The proposal was reviewed by the Design Review Board on January 8, 2014. Their comments are attached.
4. The proposal requires a special permit from the Planning Board under the Water Resource Protection District due to the installation of a diesel tank for fueling a generator. That application has not been submitted yet, but is forthcoming.
5. No lighting plan has been developed yet. All exterior lighting should be sensitive to the residential zoning district, and should be reviewed by the Design Review Board and Historic Districts Commission prior to approval.
6. The Site Plan should indicate the type of fencing on the plan sheets. Fencing that is in view of Hudson Road should be residential in type and height. Chain link fencing should be installed in areas that are out of view from the public way.
7. No landscaping is shown along the eastern property line, adjacent to the Mack property. Existing trees should be preserved to the extent possible, and additional screening should be added between the proposed walkway and the property line. Trees which will be preserved in this area should be flagged prior to commencement of construction. The existing limit of work should be shown on the Landscape Plan.
8. It is questioned if the foundation plantings around both buildings are necessary, as they may be an added cost both to install and maintain. As we have seen with other municipal buildings, ornamental landscaping can be burdensome to maintain. The Board should consider simplifying landscaping on the property to only the 33 trees proposed around the property, the plantings along the Musketahquid driveway and the plantings around the generator, shown on the Landscape Plan. The final Landscape Plan shall be subject to review and approval.
9. A notation should be added to the Site Plan that all new utilities are to be installed underground.



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10. A new easement may be required to be executed by the Town for the relocated Musketahquid driveway.
11. The walkway along the Musketahquid driveway should be increased in width from 4 feet to 5 feet.
12. Additional street trees should be considered along the front of the existing fire station.
13. The engineer should better define the maximum amount of material that may be removed from the site. It is estimated that approximately 6,200 cubic yards of material will be excavated, but some of this material can be reused on the site. If material must be removed from the site, conditions on the truck routes, covering of vehicles, and keeping the street clean should be included as conditions of the site plan approval.
14. The location of the generator could be visible from the Musketahquid driveway and Hudson Road. It is questioned what will screen this feature, and if alternative locations were reviewed.
15. The total number of parking spaces proposed in the campus is 73 (including 4 existing spaces in front of the fire station). 21 spaces are located on the fire dept. side, and 52 spaces will be constructed with the new Police Station. Spaces under the covered parking area will be for cruiser storage and are not counted in the required parking analysis.

The parking requirement best suited for this use in the Zoning Bylaw is Place of Assembly, which requires 1 space for each 3 seats of the meeting room, plus 1 space per employee on the largest shift. Shift numbers for both the Police and Fire department should be submitted to calculate the parking need.

16. The proposal deviates from the Zoning Bylaw in 3 areas, as follows, however municipal purposes are exempt from these provisions. I list them to be comprehensive in my assessment:
 - Section 3143 which requires access driveways to be at least 200 feet apart, measured from centerline to centerline. The 2 new driveways are located 188 feet apart. It is not possible to achieve 200 feet due to the location of the existing fire station. Moving the driveway 12 feet west would create an angled driveway entrance and is not advisable.
 - Section 3541 which requires 150 sq. ft. of landscaping for every 1,000 sq. ft. of parking lot. No calculation to indicate compliance with this section has been submitted, however over 20 trees are proposed in various locations throughout the parking area and along the driveways on the site.
 - Section 6353 which requires the Landscape Plan to indicate the limits of work on the property and outdoor lighting. These items should be added to the plan prior to approval.

cc: Building Inspector Police Chief
Conservation Coordinator Fire Chief
DPW Director Architect
Health Director Project Engineer



TOWN OF SUDBURY
Building & Inspections Department
978-440-5461

Date: January 21, 2014

To: Jody Kablack, Planning and Community Development

From: Mark Herweck, Building Inspector

RE: Site Plan Review – New Police Station. 77 Hudson Road

The Building Department is in receipt of the following:

1. Application for Site Plan for Police Station at 77 Hudson Road dated Jan. 3, 2014
2. Site Plan Narrative dated Jan. 3, 2014
3. Site Plan of Land dated Jan. 3, 2014
4. A set of architectural plans with 6 pages dated Dec. 5, 2013

I have reviewed the referenced material and listed my comments below.

1. The new police station is exempt by Sudbury Bylaw 2130. Exempt uses. M.G.L. 40A Section 3-1 Public Service Corporation.
2. Principal use is permitted in Res. A district. Bylaw 2230 Appendix (A) Municipal use.
3. Cover Sheet: Height less than 35'. Building height shown over 35' on page A.4.1
4. Cover Sheet: Parking calculations need to be clarified. Will need to verify compliance with the Bylaw 3100. Parking Standards.
5. Page C-4: Standard 90 degree parking appears short of 24' maneuvering aisle behind police station.
6. There are no areas shown for snow removal storage clear of parking areas.
7. There are no outside lights shown on plan.
8. Page C-5: Recommend dumpster be more accessible for truck pickup by adding more distance between the building and dumpster.
9. Page C-8: Recommend the Tactile Warning Surfaces built into the accessible walking areas be a dark grey color. This will show a contrast without taking away from the historic appearance of the area.

CC: Facilities Director
Conservation Coordinator
DPW Director
Fire Chief
Police Chief
Health Director
Architect
Project Engineer

January 23, 2014

MEMO:

From: William E. Murray, RLA
Project Manager

Revisions to Plan Sets for submissions for:

1. Notice of Intent – Sudbury Wetlands Bylaws & Wetlands Protection Act.
2. Stormwater Permit
3. Site Plan Review- Board of Selectmen
4. Special Permit –WRPD (pending)
5. Curb cut Permit (pending)

The following is a summary of various plan changes made as a result of review by Town Agencies, the Building Committee, the Architect and in-house review. Plans are noted as “PERMIT SET ONLY – January 3, 2014: 1-22-14: General Revision.”

The changes made are:

C-0; Cover Sheet:

1. The Sheet name has been relabeled to be “C-0” from previous label “cover”.
2. The Zoning Conformance chart has been revised:
 - a. The proposed building height has been cross-checked with the Architect, the table has been revised to reflect the accurate information.
3. The “Building Information” chart has been removed from the cover sheet as being unnecessary.
4. The Parking Calculation chart has been completely revised and updated to be more clear.
5. The Board of Selectmen’s Endorsement Block has been revised.
6. A revision note has been added to the Title Block.

Places Associates, Inc.

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C-1; Existing Conditions and Site Demolition Plan:

1. Interceptor drainage was added to the plans as were indications of portions of the interceptor drain to be removed per Town Engineer comments.
2. The "CTE" line along Musketaquid Drive was re-labeled as "E" – electric only.
3. The Limit of Work line was modified to include the location of a proposed sewage disposal system vent installation. It is a small "V" shape in that line, immediately to the south-west of the existing sewage disposal system.
4. The Distribution Box has been modified to be removed "TBR".
5. The Board of Selectmen's Endorsement Block has been revised.
6. A revision note has been added to the Title Block.

C-2; Site Plan:

1. A note and indication of the existing Musketaquid Village sign was added at the intersection of the relocated driveway and Hudson Road.
2. A note and leader were added to highlight the location of bollards around the transformer and generators to be coordinated with the Site Electrical Plans.
3. All fence types were added to the plans as follows:
 - a. A 4' tall, black vinyl clad chain link fence is located at the top of the retaining wall.
 - b. A 5' tall stockade fence is to be installed to the west of the sally port to conceal the HVAC condensers and related equipment.
 - c. An 8' tall, wood, shadow-box fence is to be installed as the screen around the dumpster enclosure at the Utility Building.
4. The sidewalk from the Fire Station to the south east of the site was extended to the east to a planted island to provide a walkway with accessible ramp to the upper Police Station parking areas, per the Town Engineer's Comments.
5. The finished floor elevations were added for the Police Headquarters and the Utility Building, per the Town Engineer's Comments.
6. Details on bollards guards were added relative to the Police Headquarters, the Utility Building and the Dumpster Enclosure.
7. A "saw-cut" specification and note was added to the plans for the installation of the new drainage line to the west of the Fire Headquarters.
8. The size of the floor drain holding tanks was added to the plan, as provided to us by the Plumbing Engineer. The notations on the plan were revised.
9. The location and notation for the Fire Headquarters new floor drain holding tank was added to the plans.

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10. The parking areas located in the center of the Police Headquarters parking lot (6, 10 & 10 spaces), the associated small island and the larger island to the north of the Utility Building have been moved 0.7' to the south to provide a 24'-0" offset from parking to the building.
11. 6 parking spaces to the south-west of the Fire Headquarters have been labeled as "reserve spaces". This is also reflected on the parking count table on the cover sheet.
12. Plan Notes 132, 14, 15 & 16 were added to the plan.
13. The Board of Selectmen's Endorsement Block has been revised.
14. A revision note has been added to the Title Block.

C-3; Grading & Drainage Plan:

1. A notation as to the location and concrete pad for the floor drain holding tanks (Fire and Police) was added to the plan, as provided to us by the Plumbing Engineer. The notations on the plan were revised.
2. Limit of work line was adjusted per comment Plan C-1, item 3, above.
3. Plan notes 18, 19 & 20 were added to the plans.
4. The surface drainage flow line was added to the plans
5. The Board of Selectmen's Endorsement Block has been revised.
6. A revision note has been added to the Title Block.

C-3.1; Grading & Drainage Plan:

1. The schedule of structures was amended to include DMHG, DMH H and associated notes. DMH H is noted to be a storm water treatment unit as depicted on this sheet.
2. Stormtank Infiltrator Details were added to the plans
3. An inspection port detail was added to the Stormtank Details, noted above.
4. The ten foot wide weir elevation was corrected to be elevation 165.50.
5. A notation as to the location and concrete pad for the floor drain holding tanks (Fire and Police) was added to the plan, as provided to us by the Plumbing Engineer. The notations on the plan were revised.
6. Limit of work line was adjusted per comment Plan C-1, item 3, above.
7. Plan notes 18, 19 & 20 were added to the plans.
8. The surface drainage flow line was added to the plans
9. The Board of Selectmen's Endorsement Block has been revised.
10. A revision note has been added to the Title Block.

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C-4; Layout & Paving Plan:

1. The parking areas located in the center of the Police Headquarters parking lot (6, 10 & 10 spaces), the associated small island and the larger island to the north of the Utility Building have been moved 0.7' to the south to provide a 24'-0" offset from parking to the building. The dimension has been revised.
2. Plan wide: Lines types and associated labels for curbing types have been changed. The original submission was for vertical granite curbing, site wide. This has been revised:
 - a. Vertical granite curb is provided at the driveway entrances to Hudson Road only.
 - b. Vertical concrete walk/curb is being used wherever a sidewalk is adjacent to a paved parking or driveway area.
 - c. Slope granite curb is being used in most places where items a & b above are not.
 - d. A single dashed line indicates where cap cod berm is proposed. This is mostly found along the edges of the Musketaquid Drive and along realigned parking spaces to the rear of the Fire Headquarters.
3. 6 parking spaces to the south-west of the Fire Headquarters have been labeled as "reserve spaces". This is also reflected on the parking count table on the cover sheet.
4. The Board of Selectmen's Endorsement Block has been revised.
5. A revision note has been added to the Title Block.

C-5; Landscape Plan:

1. A notation as to the location and concrete pad for the floor drain holding tanks (Fire and Police) was added to the plan, as provided to us by the Plumbing Engineer. The notations on the plan were revised.
2. Limit of work line was adjusted per comment Plan C-1, item 3, above.
3. Trees were removed from the site planting plans.
4. The shrubs along Musketaquid Drive were reduced in number and are 10' on-center instead of the previous 6' on-center.
5. Foundation plantings on the east, north and west side of the Police Headquarters and on the easterly side of the Fire Headquarters have been reduced and spacing between the shrubs increased.
6. The Board of Selectmen's Endorsement Block has been revised.
7. A revision note has been added to the Title Block.

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C-6; Landscape Plan:

1. The Plant Schedule has been revised/updated to reflect the planting plan changes noted in items C-5, # 3, 4 & 5, above.
2. Chain link fence detail had a leader corrected.
3. The Board of Selectmen's Endorsement Block has been revised.
4. A revision note has been added to the Title Block.

C-7; Erosion and Sedimentation Control Plan:

1. The Board of Selectmen's Endorsement Block has been revised.
2. A revision note has been added to the Title Block.

C-8; Construction Details:

1. The "Integral Curb/Walk Detail" was added to the sheet to accommodate the change to curbing types on the project, as depicted on Sheet C-4.
2. The "Type 3 Accessible Ramp" detail was revised to specify a "Dark Grey" tactile warning panel at all new curb ramps, per the Building Inspector's comments.
3. The Floor Drain Holding Tank Detail was modified, notes changed. (Note: The Plumbing Engineer has informed our office that the tight tank system is within his scope (per Plumbing Code) and not ours. As such the Civil Engineer is responsible for the installation of the hold-downs, anchor pad and cap pad. The piping, tank, vents, alarms, etc. are now part of the Plumber's scope and not civil/site. This revised detail reflects that change).
4. The Board of Selectmen's Endorsement Block has been revised.
5. A revision note has been added to the Title Block.

C-9; Construction Details:

1. The Bollard Guard detail has been revised to accommodate the bollard's placement in concrete pad or bit.concrete surfaces.
2. The Board of Selectmen's Endorsement Block has been revised.
3. A revision note has been added to the Title Block.

C-10; Construction Details:

1. The Board of Selectmen's Endorsement Block has been revised.
2. A revision note has been added to the Title Block.

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C-11; Construction Details:

1. The Block Retaining Wall Detail has been revised to add the following statement, "The wall shall be designed and certified by a Structural Engineer".
2. The Board of Selectmen's Endorsement Block has been revised.
3. A revision note has been added to the Title Block.

C-12; Sewage Disposal Plan:

1. The Board of Selectmen's Endorsement Block has been revised.
2. A revision note has been added to the Title Block.

C-13; Sewage Disposal Plan and Details:

1. The Board of Selectmen's Endorsement Block has been revised.
2. A revision note has been added to the Title Block.

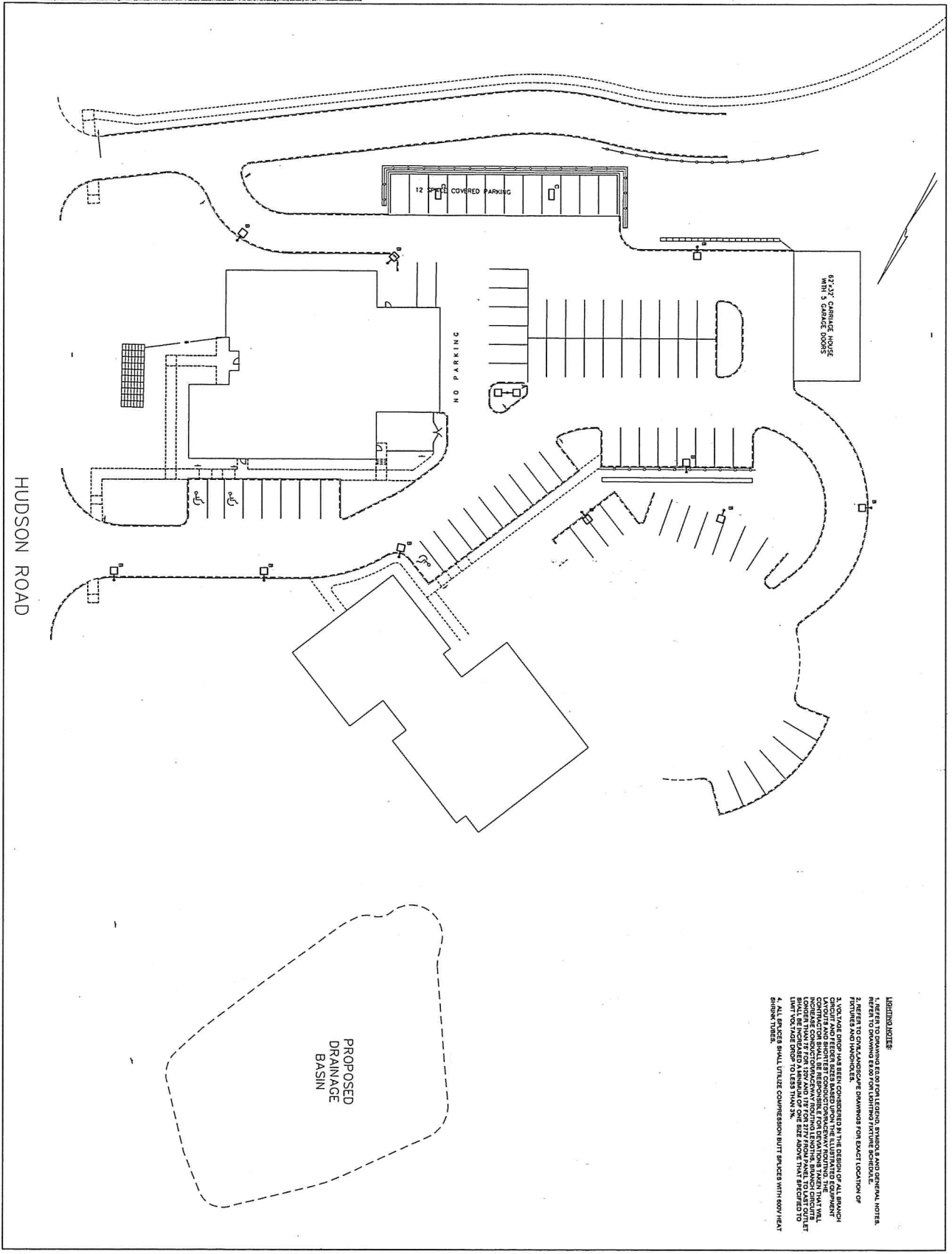
End of plan changes summary.

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- LIGHTING NOTES:**
1. REFER TO CIVIL, ARCHITECTURE DIMENSIONS FOR EXACT LOCATION OF FIXTURES AND HANDHOLES.
 2. REFER TO CIVIL, ARCHITECTURE DIMENSIONS FOR EXACT LOCATION OF EXITS AND HANDHOLES.
 3. VERTICAL DIMENSIONS HAVE BEEN CONSIDERED IN THE DESIGN OF ALL BRANCH LAYOUTS AND SHORTS BY CONDUCTOR/BRANCHWAY ROUTING. THE PLAN WILL INCLUDE CONDUCTOR/BRANCHWAY ROUTING IN BOTH THE BRANCH CONDUITS AND THE CONDUCTOR/BRANCHWAY ROUTING IN BOTH THE BRANCH CONDUITS. ALL BRANCH CONDUITS SHALL BE INCREASED A MINIMUM OF ONE SIZE ABOVE THAT SPECIFIED TO LIMIT VOLTAGE DROP TO LESS THAN 3%.
 4. ALL SPACES SHALL UTILIZE COMPRESSOR BUILT UP BRACES WITH 100V HEAT SHIELDING TUBING.

the
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85 main street
hopkinton, massachusetts

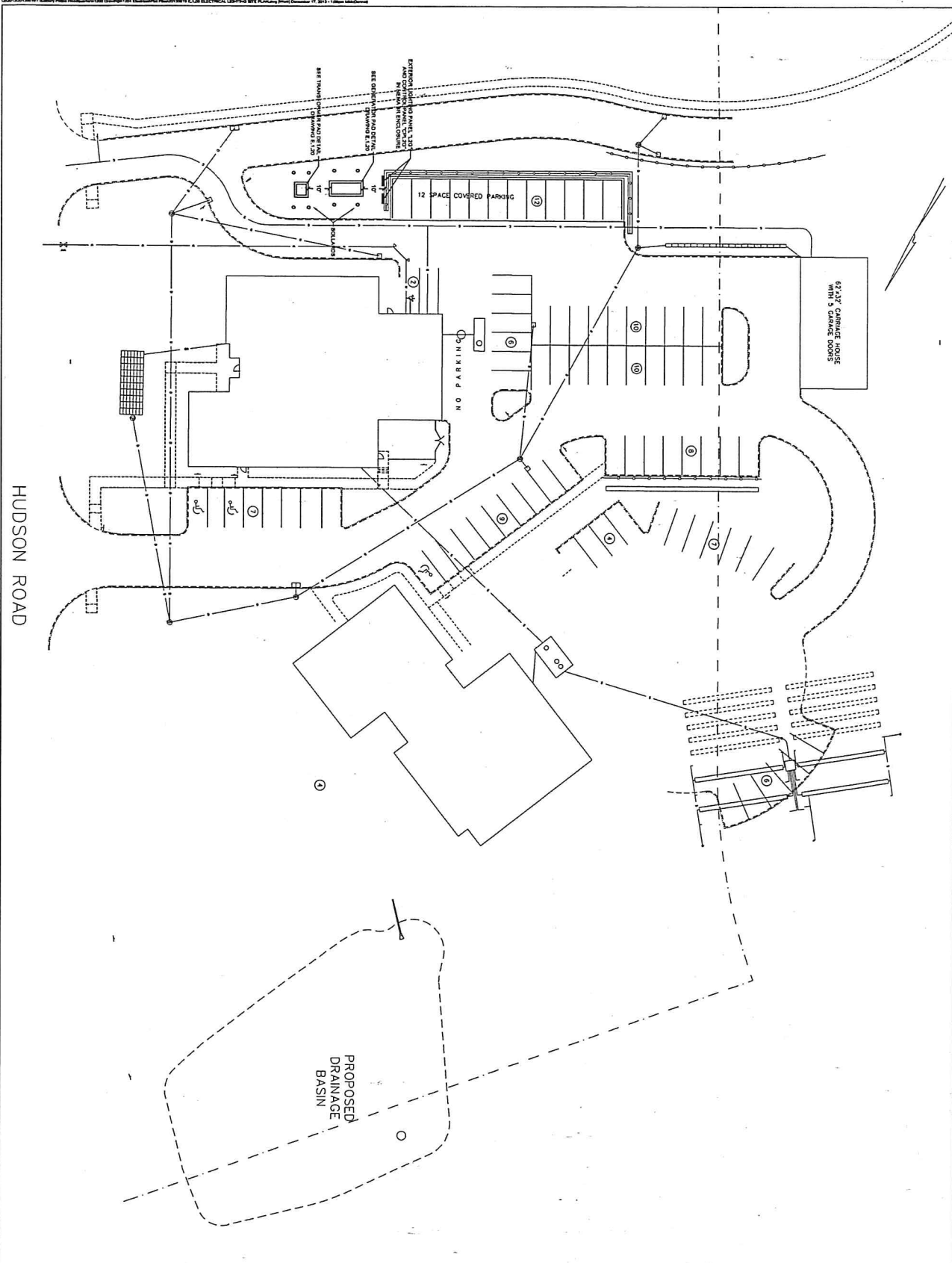
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NOT FOR CONSTRUCTION
11-18-13

SUDBURY POLICE
HEADQUARTERS

Sudbury, Massachusetts
ELECTRICAL POWER
AND LIGHTING
SITE PLAN

scale 1" = 20'-0"
date November 18, 2013
drawn by [signature]
job no 20130818
sheet

F.1.00



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Hopkinton, Massachusetts

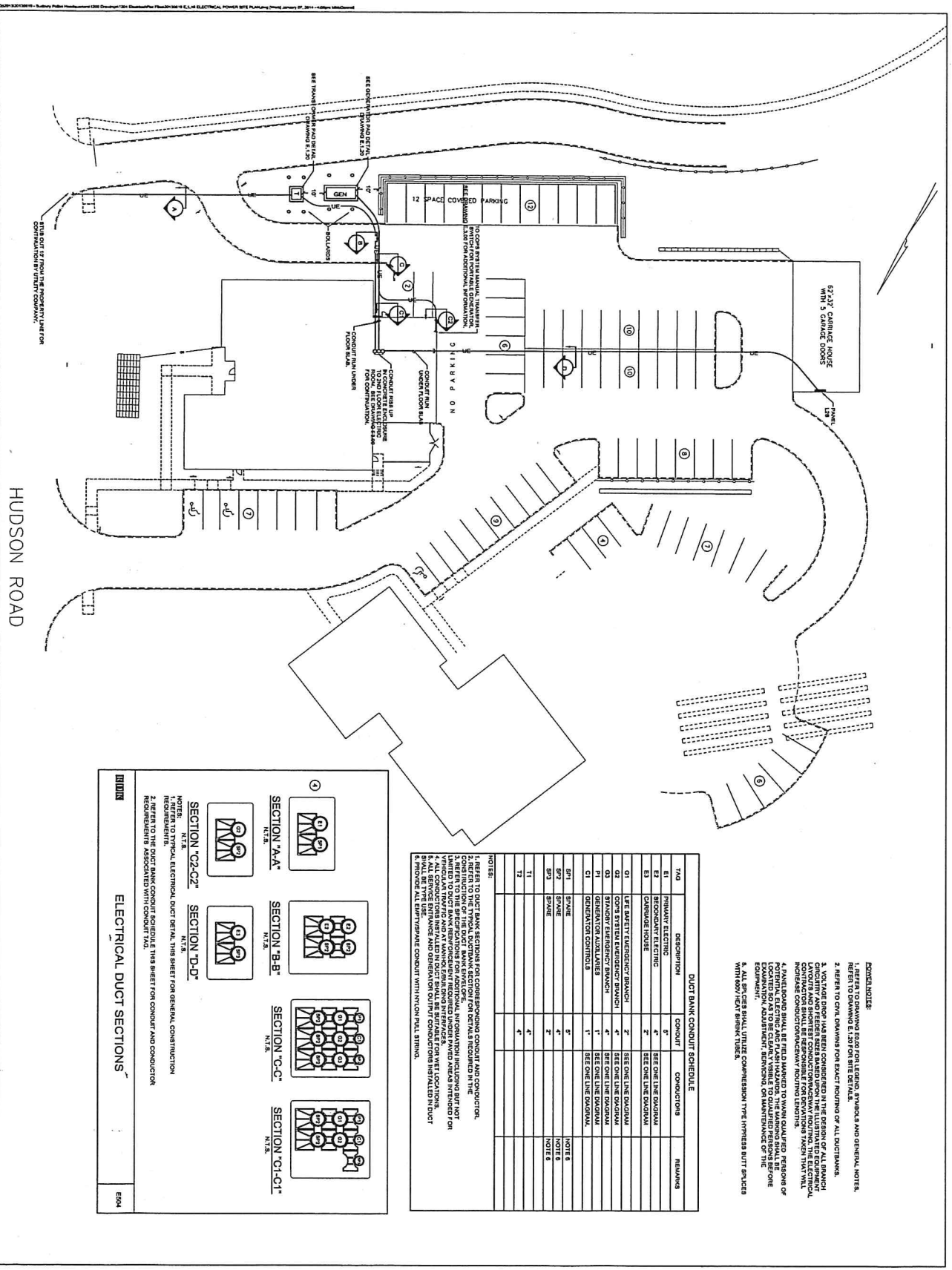
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SUDBURY POLICE
HEADQUARTERS

Sudbury, Massachusetts
ELECTRICAL POWER
AND LIGHTING
SITE PLAN

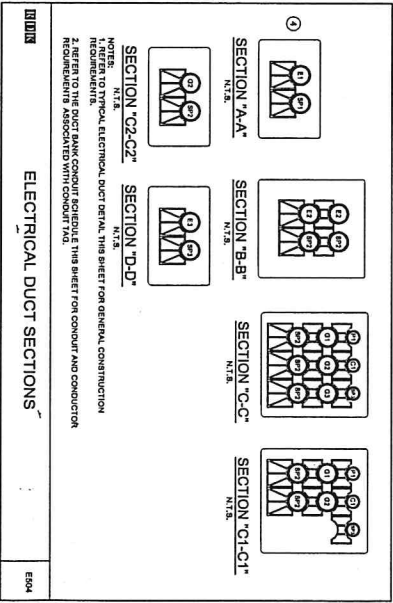
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E.1.00



HUDSON ROAD

SEE DRAWING E-130 FOR THE PROPERTY LINE FOR CONSTRUCTION OF THE CHICKEN PARK.



TAG	DESCRIPTION	CONDUIT	CONDUCTIONS	REMARKS
E1	PRIMARY ELECTRIC	2"	SEE ONE LINE DIAGRAM	
E2	SECONDARY ELECTRIC	2"	SEE ONE LINE DIAGRAM	
E3	CANALINE INDOOR	2"	SEE ONE LINE DIAGRAM	
G1	GEN ERATOR CONTROLS	2"	SEE ONE LINE DIAGRAM	
G2	GEN ERATOR CONTROLS	2"	SEE ONE LINE DIAGRAM	
G3	GEN ERATOR CONTROLS	2"	SEE ONE LINE DIAGRAM	
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DUCT BANK CONDUIT SCHEDULE

NOTES:

- REFER TO DRAWING E-130 FOR LEGEND, SYMBOLS AND GENERAL NOTES.
- REFER TO ONE DRAWING FOR EXACT ROUTING OF ALL DUCTBANKS.
- YOUR WORK SHALL BE CONSIDERED IN THE DESIGN OF ALL DUCTBANKS, LAYOUTS AND SHORTSIT CONDUIT/CONDUITWAYS ROUTING THE ELECTRICAL CONDUIT/CONDUITWAYS AND CONDUITWAYS TAKEN THAT WILL CONSIDER CONSTRUCTION AND ENDING POINTS.
- DUCTBANKS SHALL BE FIELD MARKED TO WARN QUALIFIED PERSONS OF POTENTIAL ELECTRICAL FLASH HAZARDS. THE MARKING SHALL BE ONE EXAMINATION, ADJUSTMENT, SERVICING OR MAINTENANCE OF THE EQUIPMENT.
- ALL ELECTRICAL SHALL UTILIZE COMPRESSION TYPE IMPRESS BUT SPLICES.

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hopkinton, massachusetts

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**60% CONS. DOCUMENTS
NOT FOR CONSTRUCTION**

11-18-13

SUBBURY POLICE
HEADQUARTERS

Scale: 1" = 20'-0"
date: November 14, 2013
drawn by: [signature]
job no: 20130113
sheet: E.1.10

Kablack, Jody

Subject: FW: Sudbury PD
Attachments: Sudbury Final Presentation 012214.pptx; Parking light poles.pdf

From: Greg Carell [<mailto:GregCarell@carellgroup.com>]
Sent: Wednesday, January 22, 2014 3:34 PM
To: Braun, William
Cc: William Murray; Melnick, Michael; Kelly, James
Subject: FW: Sudbury PD

Hi Bill

As we discussed this afternoon,

This is the earlier site plan with the fire station roof shown darker. We weren't able to render the roof lines (our graphics guy is out)

The height of the parking lot lights is 18' The pole detail is attached.

Greg

Gregory Carell

The Carell Group, Inc., Architects
85 Main Street
Hopkinton, MA 01748

508 497 0909 O
508 497 0999 F
508 208 6323 C

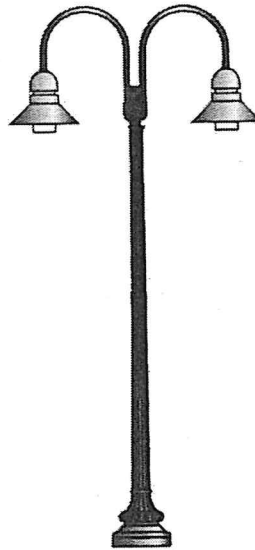
ORDERING INFORMATION

POLE CONFIGURATIONS AND MATERIAL INFORMATION

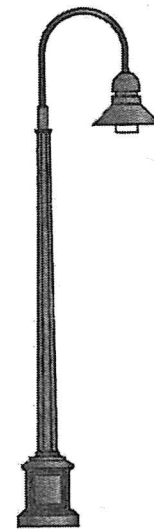
Holophane offers a full selection of pole shapes, sizes and styles to satisfy any arrangement or mix required to complete the execution of a design. With choices in steel, aluminum, round, square, decorative bases and pole top shapes, and complementary mounting arms that transition the pole shape to the luminaire, the designer is enabled to balance the luminaire/pole combination with the architecture of the surrounding area. For complete pole information and catalog structure, please visit our website www.holophane.com or refer to the Holophane Outdoor Buyers Guide.



Hallbrook Aluminum



Columbia Cast Iron



*Fort Washington
Cast Iron and Steel*

PERFORMANCE SPECIFICATIONS

General

The Euro styled luminaire consists of a prismatic glass optical assembly shielded by a cut-off reflector and a top mounted cast aluminum ballast assembly. A softened decorative upright component is also available.

Optical Assembly

The optical assembly consists of a thermal resistant annealed borosilicate glass refractor mechanically held in a formed aluminum door frame. The hinged door frame is attached to the spun cover with two tool-less screws and hinge. An optional cast aluminum vertical or horizontal guard door frame is available on most optical options. The hinged door assembly allows easy access for re-lamping. Light from a vertical lamp is distributed by precisely molded refracting prisms to maximize utilization, uniformity and luminaire spacing. Multiple unique refractors are available for symmetrical or asymmetric distribution.

Ballast assembly

The cast aluminum ballast housing has a smooth domed contour. A terminal block is provided with a quick disconnect receptacle. The ballast housing is hinged with a tool-less latch to provide easy access to the ballast assembly. The unitized ballast assembly, containing the ballast and other electrical

components, plugs into the quick disconnect receptacle. The ballast plate is attached with two tool-less screws. A nickel plated lamp grip socket of street lighting grade with a glazed porcelain body and the center contact backed by a coiled spring, is positioned mechanically to the ballast plate, placing the lamp at the light center of the prismatic glass refractor.

The pendant mount version has a 1-1/2" circumferential reveal. This housing has an integrally 1-1/2" NPT threaded entry with stainless steel set screw.

The arm mount version is provided with two U-bolts with washers and nuts and two leveling set screws that lock the housing to a 2" nominal (2-3/8" O.D.) horizontal arm and allow a +/- 5 degree adjustment from horizontal to the cover.

Ballasts

(Refer to the Ballast Handbook for specific operating characteristics) All HPS ballasts are High Power Factor Lag type.

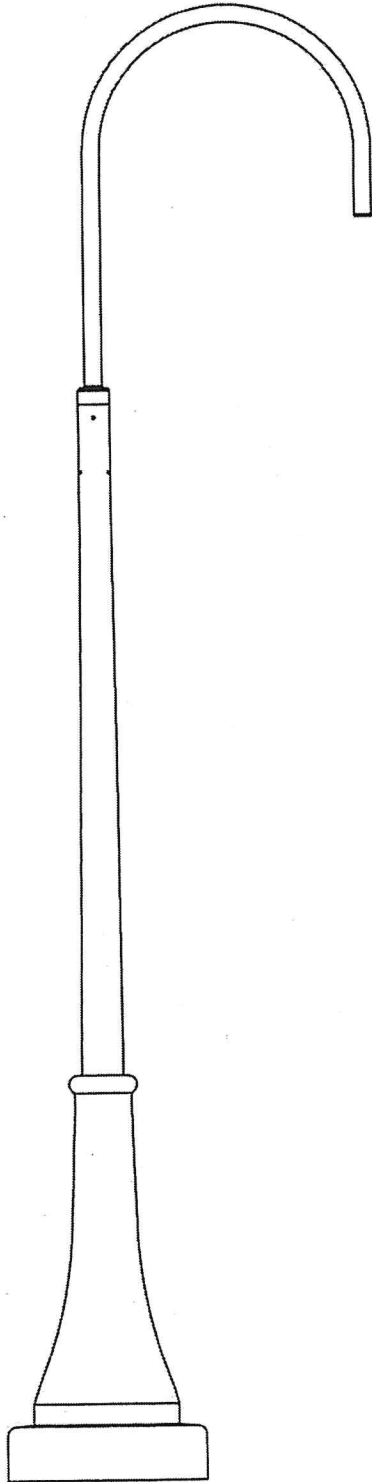
70, 100 and 150 watt MH units are High Power Factor Lag type ballasts.

Finish

The luminaire is finished with polyester powder paint applied after a seven stage pretreatment process to insure maximum durability.

HALLBROOK Series

Single Arm Aluminum Post
22" Dia. Base



Specifications

DESCRIPTION

This contemporary European style lighting post shall be aluminum construction, with a one piece spun shaft, and a single bishops crook mounting bracket, and a slender sweeping decorative clamshell base.

MATERIALS

The Post shaft shall be 6063 aluminum alloy, .188 wall thickness, heat treated to a T6 condition after welding. The anchor base shall be A356 cast aluminum alloy, heat treated to a T6 condition after welding. The base plate telescopes the shaft and is circumferentially welded top and bottom. The anchor bolts are hot dipped galvanized. The bracket arms are 1-1/2" schedule 80 pipe and threaded 1.5-11.5 NPT at the end for luminaire mounting. The clamshell base is sand cast of A356 copper free aluminum alloy.

DIMENSIONS

The pole shall be X'-XX" in height with a 9.25" square base plate. The decorative clamshell base is 22" in diameter and 45" tall. The shaft shall have a top diameter of 3.5". The bishops crook bracket arm shall rise 44" above the pole top and form a 30" diameter arc from the center of the vertical portion of the arm to the luminaire mount centerline. The luminaire mounting end of the bracket arm shall be 21" above the top of the post.

WIRING ACCESS

The post is provided with a 3" by 5" nominal hand hole and cover. A 3/8-16UNC tapped hole inside the shaft at the hand hole is provided for grounding.

FINISH

The post, arm, and base cover shall be painted with a polyester powder coat paint. See Finish on the second page for available colors.

INSTALLATION

The post shall be provided with four 3/4" diameter by 15" long L-type anchor bolts to be installed on a 7.5 to 9.5" diameter bolt circle.

HOLOPHANE ORDER #:

TYPE:

DRAWING NO: US-1394

THIS DRAWING, WHEN APPROVED, SHALL BECOME THE COMPLETE SPECIFICATION FOR THE MATERIAL TO BE FURNISHED BY HOLOPHANE ON THE ORDER NOTED ABOVE. A UNIT OF SIMILAR DESIGN MAY BE SUPPLIED, BUT ONLY AFTER APPROVAL BY THE CUSTOMER IN WRITING. ON POLE ORDERS AN ANCHOR BOLT TEMPLATE PRINT WILL BE SUPPLIED WITH EACH ANCHOR BOLT ORDER TO MATCH THE POLE PROVIDED.

THIS PRINT IS THE PROPERTY OF HOLOPHANE AND IS LOANED SUBJECT TO RETURN UPON DEMAND AND UPON EXPRESS CONDITION THAT IT WILL NOT BE USED DIRECTLY OR INDIRECTLY IN ANY WAY DETRIMENTAL TO OUR INTERESTS, AND ONLY


HOLOPHANE[®]
LEADER IN LIGHTING SOLUTIONS
An *Acuity Brands Company*
214 OAKWOOD AVENUE - NEWARK, OHIO 43055

SCALE: N/A
DRAWN: KRW
APP'D:
DATE: 5/15/13

AGENDA REQUEST - Item #6

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *January 23, 2014*

Requestor: *Jody Kablack, Dir. Planning and Community Development*

Action requested: *Update on activities of committee and vote to submit a Town Meeting article for funding.*

Financial impact expected: *Approximately \$50,000*

Background information: *Proposed Town Meeting article signed on 1/14/14*

Recommendations/Suggested Motion/Vote: *Vote to submit a warrant article requesting a sum of money to continue study of the Route 20 sewer project, including exploration of options, identifying environmental permitting challenges, estimating design and construction costs and development of a Master Plan and graphic representations of potential development schemes for the Route 20 corridor.*

Person(s) expected to represent Requestor at Selectmen's Meeting:

Andrew Sullivan, Eric Poch, co-chairs of the Steering Committee, and Craig Blake, chair of the Citizen's Advisory Committee.

Selectmen's Office Section:

Date of Selectmen's Meeting: *January 28, 2014*

Board's action taken:

Follow-up actions required by the Board of Selectmen or Requestor:

Future Agenda date (if applicable):

Distribution:

Town Counsel approval needed?

Yes ()

No ()

To see if the Town will vote to raise and appropriate, or appropriate from available funds, to be expended under the direction of the Town Manager for the purpose of ^{conducting} ~~completing~~ a feasibility analysis for wastewater disposal options for the Route 20 business district, identifying environmental permitting challenges, estimating design and construction costs for the options, and development of a Master Plan for the proposed sewer district ~~and~~ ^{with} graphic representations of potential development schemes.

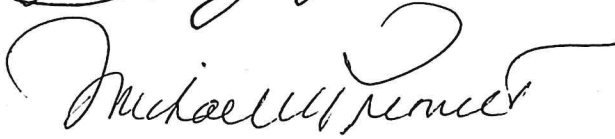
Submitted by the Route 20 Sewer Steering Committee:

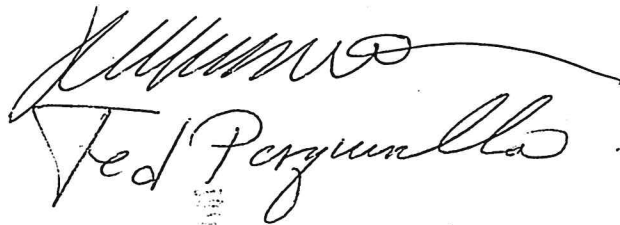
January 14, 2014


Eric D. Abate


Bob Salt


Bob Salt


Michael J. Pomeroy


Ted Pergunella


Ed Esposito

Route 20 Sewer Steering Committee Report:

This article requests \$50,000 for the continued study of wastewater disposal options for a portion of the Route 20 business district. The Board of Selectmen, working with the Route 20 Sewer Steering Committee and the Citizens Advisory Committee, has continued to work on this project since it was last discussed in 2011, as the need for alternative wastewater disposal options for the business properties has not receded. The 1999 Wastewater Needs Assessment, updated in 2010 by Weston & Sampson Engineers, clearly demonstrated that the commercial properties along Route 20 are experiencing difficulty in treating and disposing of wastewater due to poor soil conditions and shallow depth to groundwater. The physical inability to properly dispose of wastewater leads to costly repairs and replacement of systems and the inability to attract certain types of businesses, particularly food services. The severity of the problem may eventually require businesses to shut down or move as the naturally occurring soils required for septic treatment are depleted, leaving no options for on-site disposal. Years of testing by the property owners have found limited soil suitability, if any, to expand the existing commercial septic systems.

Sewering the area is necessary to:

- protect the adjacent aquifers which provide Sudbury's drinking water;
- prevent businesses from moving out of Sudbury and the loss of commercial tax revenue; and
- accommodate business growth and revitalization along the Route 20 corridor.

Previous work has identified the wastewater needs of the corridor's businesses, how to provide advanced wastewater treatment, and where all the treatment processes will be located. Since 2011, we have also undertaken an effort to work with the city of Marlboro to see if pumping Sudbury's wastewater to their treatment plant located near the town line is a viable option. This alternative could be a cost effective solution to Sudbury's problem, and it is worth pursuing. This option may also permit the Wayside Inn to tie into the sewer system and allow that property to realize greater potential in order to keep it economically viable.

However more information is needed in order to fully develop the Marlboro "idea" into an engineering project. The funds requested by this article will allow the Town to further explore the Marlboro option with the identification of any environmental permitting challenges, and an estimation of the cost of this alternative. Answers to these questions will then allow us to make a more informed decision as to which alternative is more cost effective.

Additionally, funds from this article will also be used to create a Master Plan and visual renderings of potential development scenarios along the Route 20 corridor. This information will be critical to educating residents of the economic development benefits this project could produce in the long term.

To date the Town and its partners (local businesses and the Sudbury Foundation) have raised and spent a total of \$195,000 on studying the Route 20 wastewater problem. These funds have produced the needs assessment, completed a hydrogeological investigation of the Curtis Middle School field site and tested several other sites for viability, and produced a Project Engineering Report which is needed to gain state-approved financing of the project. All of these funds have been fully expended. Due to the complex

nature of the project, additional funds are needed to have technical experts work alongside us as we develop this next phase of the project and decide which alternative is the best solution.

What we do know about this project:

- The sewer would provide service to all properties along Route 20 from approximately Massasoit Avenue to Lafayette Drive, and to the commercial properties along Union Avenue and Station Road. Both residential properties and commercial properties in the service area would be accommodated to tie into the sewer system. If we tie into Marlboro, the opportunity for the Wayside Inn to join the sewer district may also be possible.
- A treatment plant (Sudbury alternative) or a pump station (Marlboro alternative) would be located at 641 Boston Post Road. Treated effluent would be pumped to the Curtis Middle School field for leaching in the Sudbury alternative, or untreated effluent would be pumped from this station to Marlboro.
- There is a clear and pressing need to provide advanced wastewater treatment to the Route 20 businesses. It is well documented that the use of septic systems for wastewater treatment in the project area curtails the growth of businesses in Sudbury, and creates a business environment where tenant choices are limited and properties (and revenues) are not maximized. Providing alternative, advanced treatment will address critical environmental issues associated with on-site septic systems and will allow the corridor to remain commercially viable and competitive.
- According to the Sudbury Health Director, over \$3-4 million has been spent by the businesses along Route 20 in the last 10 years to repair, replace or maintain their septic systems. Over 17 systems have undergone costly repairs in the last 10 years – approximately 20% of all the business properties in the proposed service area. These repairs provide only a stop gap measure to the problem, and will require additional repairs and replacements in future years. Many of our most viable businesses and plazas are affected, including Sudbury Farms, Shaw's Plaza, Mill Village, Dunkin Donuts, McKinnon's Plaza, Lotus Blossom, Post Office Annex, Petsmart, Rossini's Plaza, Bearly Read Books, Next Generation Children's Center, Millbrook Condos, Sudbury Coffee Works, Friendly's, and Frugal Flower.
- Sudbury's proposed system meets the Department of Environmental Protection guidance for water recharge. Water taken away from the Route 20 area will be discharged back into Sudbury's aquifers in either alternative.
- The wastewater flow associated with the current properties in the service area is approximately 180,000 gallons per day, with an estimated build-out (growth) flow of approximately 315,000 gallons per day. Based on recent hydrogeological investigations, it has been determined that the soils beneath the Curtis field have sufficient capacity for this volume as well as additional growth within the Route 20 business district. The Marlboro treatment plant also has the capacity needed for the project.
- The Town will enact proper zoning controls to ensure overdevelopment does not occur. Land use controls will be discussed at future town meetings and will require 2/3 vote. Potential development scenarios will be graphically depicted for education and discussion.

- The estimated total cost of the Sudbury alternative is approximately \$15 million - \$1 million for design and permitting, and \$14 million for construction of the system. Users of the system will pay entirely for the operation of the sewer system once it is constructed. We estimate the Marlboro alternative to be the same or less.

The funds requested in this article will enable us to complete the preliminary assessment of alternatives, identify any permitting hurdles, estimate the total cost of the project, and assist us in envisioning what Route 20 could look like in future years. These are all important components of the project, and will ready us for making the larger decisions in the next year or 2 – for design and construction of the project, whichever alternative is chosen. The request is for short dollars which could produce long term benefits for Sudbury. It is our goal to gain greater understanding of the costs, benefits, challenges and opportunities of embarking on this project so that informed decisions can be made. We urge your approval as an investment in our community for a sustainable future.

January 23, 2014

Ms. Jody Kablack
Director of Planning and Community Development
Town of Sudbury
278 Old Sudbury Road
Sudbury, MA 01776

**Re: Route 20 Sewer Project
Marlboro Connection
Preliminary Engineering and Opinion of Probable Cost**

Dear Ms. Kablack:

Weston & Sampson is pleased to provide this proposed scope of services and cost for additional engineering assistance related to the Route 20 Sewer Project (hereinafter The Project). We appreciate the opportunity to submit this proposal and look forward to continuing to work with you on this Project.

The Town of Sudbury continues to consider options for collection, treatment, and disposal of wastewater in the Route 20 business district. The Project Engineering Report (PER) completed in June 2013 reviewed numerous alternatives and ultimately provided a preliminary design and estimated costs for a local decentralized system with collection, treatment, and disposal entirely within Sudbury. Subsequent to completion of the PER, the Town has advanced discussions with Marlboro on a regional solution for treatment and disposal of wastewater. In order to better compare this option with the one detailed in the PER, the Town is seeking preliminary engineering to get a better handle on the layout, permitting requirements, and overall estimated cost of this regional option.

The specific scope of services associated with this proposal is as follows:

Task 1 – Preliminary Design

- Using Figure 8-1 from the PER as a starting point, develop a conceptual system layout for the collection of wastewater in the service area and conveyance to the Marlboro Easterly Wastewater Treatment Plant at 860 Boston Post Road.
- As part of this task we will attend a kick-off meeting with the Route 20 Sewer Steering Committee.

Task 2 – Identify Permitting and Implementation Requirements

- Identify the environmental impacts, considerations, and permitting requirements for the regional option in comparison to the in-town option.
- Identify implementation considerations (i.e. Intermunicipal Agreement) for the regional option in comparison to the in-town option.
- Meet with Marlboro to discuss logistics and administrative requirements of an inter-connection.

Task 3 – Engineers Opinion of Planning Level Costs

- Review costs provided in the PER for the in-town option.
- Prepare opinion of planning level cost for planning, permitting, design, construction, operation, and maintenance of the regional option.
- Provide side by side comparison of estimated costs for both options.

Task 4 – Letter Report to Supplement PER

- Prepare a draft letter report for review and discussion at a meeting of the Steering Committee.
- Incorporate comments/edits to draft and submit final letter report for distribution by the Steering Committee.
- Attend one Public Meeting as required.

Our estimated cost for the proposed scope of work is \$9,400. Assuming timely meetings and reviews, we anticipate that the above tasks can be completed within 90 days of Notice to Proceed.

We are available to meet with you to discuss this proposal at your convenience. Should you have any questions regarding this submittal, please do not hesitate to contact me.

Very truly yours,

WESTON & SAMPSON ENGINEERS, INC.


Steven K. Pedersen, P.E.
Senior Associate

cc: Kent Nichols, Vice President – Weston & Sampson

O:\Sudbury\Project Engineering Report - 2100718\Marlboro scope ltr 1-22-14.docx

AGENDA REQUEST - Item # 7

BOARD OF SELECTMEN

Requestor's Section

Date of request: *January 22, 2014*

Requestor: *Patty Golden*

Action requested: *Vote to approve the January 14 regular meeting minutes.*

Financial impact expected: *None*

Background information (if applicable, please attach if necessary):

CONSENT CALENDAR

Recommendations/Suggested Motion/Vote:

Vote to approve the January 14th regular session meeting minutes.

Person(s) expected to represent Requestor at Selectmen's Meeting: *none*

Selectmen's Office Section

Date of Selectmen's Meeting: *January 28, 2014*

Board's action taken:

Follow-up actions required by the Board of Selectmen or Requestor:

Future Agenda date (if applicable):

Distribution:

Town Counsel approval needed?

Yes ()

No (X)

IN BOARD OF SUDBURY SELECTMEN
TUESDAY, JANUARY 14, 2014

Present: Chairman John C. Drobinski, Vice-Chairman Charles C. Woodard, Selectman Robert C. Haarde, Selectman Leonard A. Simon and Town Manager Maureen G. Valente

Absent: Selectman Lawrence W. O'Brien

The statutory requirements as to notice having been complied with, the meeting was convened at 7:37 p.m. in the Lower Town Hall, 322 Concord Road.

Opening Remarks

At 7:37 p.m., Chairman Drobinski opened the meeting, and he thanked the Public Works and Public Safety Departments for their work during recent storms. He announced the Town Election will include 13 open positions. The deadline for candidates to file intentions is February 6, 2014, and papers must be filed by February 10, 2014. Chairman Drobinski encouraged residents to complete and return the Town Census to the Town Clerk's Office. He also announced the deadline for dog licenses is March 31, 2014. The Board of Health will sponsor a Rabies Clinic on January 25, 2014 from 10:00 a.m. to 12 noon at Especially for Pets. Chairman Drobinski also reminded residents that the deadline to submit articles for the Annual 2014 Town Meeting is January 31, 2014 at 5:00 p.m. The Conservation Commission is in need of new members, and he encouraged anyone interested to access more information on the Town website.

Reports from the Town Manager

Town Manager Valente reported the Police Department is working to fill open officer positions. She summarized the lengthy interview process and time required for training at the Police Academy. The Department experienced several water leaks and broken pipes at the current Station during the recent frigid weather. Police Chief Nix is appreciative of the assistance received from the Combined Facilities Director Jim Kelly and the Facilities Department.

Town Manager Valente highlighted the two grants on tonight's agenda received from The Sudbury Foundation, and she thanked them for supporting the Town's requests. She stated the Department of Public Works (DPW) has used 40 pieces of equipment to attend to the reported 26 inches of snow this season in Town. The Department has used much of its salt and sand budget for the year, and time will tell if a deficit-spending situation will occur this year.

Town Manager Valente reported working to finalize the budget. At this time, it appears as if the budget will be within the suggested 2½ % growth guidelines. The Town staff is also busy beginning work on drafting articles for the Annual 2104 Town Meeting, some of which will be presented at the next Board meeting.

Reports from the Board of Selectmen

Vice-Chairman Woodard stated he will report the recommendations of the Strategic Financial Planning Committee later tonight. He encouraged the community to participate in the Town's first Town Forum on Thursday, January 23, 2014 at 7:00 p.m. at Town Hall, either in person or by emailing questions in advance, using the link on the Town website. The Forum will also be televised. Vice-Chairman Woodard also stated he and Selectman Simon attended a recent Eagle Scout Ceremony.

Selectman Haarde attended the Fairbank Building Committee meeting where the architect's report was heard and discussed. More information will be forthcoming at a later date. However, at this time, it would

appear as if a new roof for the building is not advised due to the structural integrity of the building. He also attended a Park and Recreation Commission meeting which was well attended. Selectman Haarde stated different user groups shared their visions for plans for Davis Field. He also attended the historic service at the Sudbury United Methodist Church conducted by Cardinal O'Malley.

Selectman Simon stated he and Chairman Drobinski will conduct Board of Selectmen's Office Hours on January 21, 2014 at the Flynn Building. He encouraged citizens to utilize this forum to be heard on issues of interest and concern. Selectman Simon stated he found the Eagle Scout ceremony inspiring as an example of the good things Sudbury youths are achieving and accomplishing. He also attended the Sudbury Historical Society's kick-off for the Town's 375th Celebration. He noted the historical presentation given by Hal Cutler, stating it is important to remember Sudbury's past as the Town moves forward. Selectman Simon attended an Energy and Sustainability Committee meeting where the ESCO project was discussed. He also attended a Conservation Commission meeting last week and the Town Counsel Search Committee meeting. Selectman Simon stated the Search Committee has reviewed three firms and reviewed several responders to the Town's Request for Proposals, and a report will be forthcoming at a later date.

Chairman Drobinski stated a meeting was held with the State Department of Environmental Protection (DEP) to be sure there were no obstacles to working collaboratively with Marlborough regarding a Route 20 sewer system, and no objections were raised.

Citizen's Comments

At 7:56 p.m., Chairman Drobinski recognized Sudbury citizen Andrew Sullivan, 28 French Road.

Mr. Sullivan distributed copies of correspondence regarding the Iron Horse Preservation Society, Inc. related to rail trails. He stated he has communicated with the Board previously, and he hopes this information is helpful for the Board to keep an open mind regarding the type of trails to be built in Sudbury. Mr. Sullivan urged the Board to further research the benefits of greenway construction as opposed to full-build construction according to State standards. He believes the greenway option could provide the Town a usable resource sooner, and at a much lower cost.

Chairman Drobinski thanked Mr. Sullivan for his comments. He encouraged Mr. Sullivan to attend the Town Forum when this issue will be discussed as one of the Board's goals for the year.

Capital Funding Committee Draft Report

At 8:00 p.m., Chairman Drobinski asked Vice Chairman Woodard as the Strategic Financial Planning Committee for Capital Funding's Chair to present its Draft Report. The Board was previously in receipt of copies of a memorandum from Vice-Chairman Woodard dated January 10, 2014 and copies of the slide presentation for tonight.

Vice-Chairman Woodard stated the Selectmen's FY14 goals included the creation of this Committee to develop a capital finance funding program and action steps. He stated a Town must maintain its assets. The Committee was formed to evaluate and report on short-and long-term strategies and options to ensure adequate funding for the capital needs of the Town, Sudbury Public Schools (SPS) and the Lincoln-Sudbury Regional High School (L-SRHS). Vice-Chairman Woodard described the composition of the Committee, which had members from all three cost centers.

Vice-Chairman Woodard stated the Town and SPS capital assets total approximately \$98,436,310, and those of L-SRHS are approximately \$65,924,258. He displayed charts which presented the Historical Capital

Spending for the past ten years, and he explained how the data was reflected. Vice Chairman Woodard stated the Committee had a basis to work with of the inventory of Town assets, which had been compiled by members of the three costs centers in the Strategic Financial Planning report delivered to the Board, Finance Committee and Capital Improvement Advisory Committee in April 2013. The Report is available on the Town website.

Vice-Chairman Woodard presented a chart reflecting the Projected Capital spending for the next ten years. He explained the Committee presented the information excluding major projects, such as the Town Hall/Fairbank building projects, the Route 20 Sewer project and the new Police Station Construction, which are difficult to predict regarding timing.

Vice-Chairman Woodard explained the difference between items covered by the capital budget and the operating budget. He stated the operating budget covers day-to-day operations, and budget growth is limited to 2 ½% per year without approval from taxpayers. He further stated the capital budget covers the purchase of capital equipment, buildings, building improvements, etc. All capital items require approval from taxpayers, which is granted with capital and debt exclusions, with limited exceptions for small items purchased from the \$300,000 capital budget within the operating budget.

Vice-Chairman Woodard reviewed a slide reflecting Sources of Cash Funding, noting auditors and AAA bond agencies recommend maintaining 5%-7% of the fiscal year budget in reserves. He highlighted the Committee tried to keep the total tax impact on capital spending below the FY14 level as an objective. The Committee also tried to recommend options which would avoid significant year-to-year swings in the tax impact of the capital budget for residents.

Vice-Chairman Woodard emphasized tonight's presentation includes draft recommendations which are still evolving. He further emphasized the recommendations relate to funding capital requests, and they are not an endorsement of the specific projects. He noted some projects may take more or less time to complete and may take more or less money to complete.

The Committee concluded the Town has been under-spending on capital projects for the past ten years, due to large increases in property taxes for new school construction and budget difficulties due to the economy. The Committee believes the Town is at the point where it needs to begin to increase the capital budget to avoid long-term damage to Town assets.

Vice-Chairman Woodard presented the Committee's Capital Funding Policy Recommendations for FY15, which included: to continue the "capital budget within the tax levy" for small items; to use in FY15 a portion of Free Cash for the large backlog of rolling stock needs (\$558,000), several key Town and SPS facility needs (\$440,000) and Sudbury's share of the L-SRHS network needs (\$500,000) if recommended by the Capital Improvement Advisory Committee (CIAC); to create a Rolling Stock Stabilization Fund to purchase stock and to discontinue leasing; to use a capital exclusion to pay for public safety equipment (fire truck and ambulance); to consider a capital exclusion for those projects the CIAC determines should not be deferred; and to use a debt exclusion to bond the Police Station project. He stated it is suggested that an article be submitted for the 2014 Town meeting to create the Rolling Stock Stabilization Fund, and to fund it in the future with \$400,000 each year.

Vice-Chairman Woodard also presented the Committee's Capital Funding Policy Recommendations for Post FY15, which included: to continue the "capital budget within the tax levy" for small items; to fund the Rolling Stock Stabilization Fund with \$400,000 per year; to use capital exclusions to pay for occasional large rolling stock purchases (fire trucks); to generally use capital exclusions to pay for small projects and to consider financing some of the 2016-2018 bulge of smaller projects over a period not to exceed ten years; to

generally try to reserve debt usage for large projects; and to use debt exclusions to bond large projects over the term permitted by State law.

Vice-Chairman Woodard presented charts reflecting the Budget Impact of Historical Capital Spending (which included existing debt), the Impact on the Average Tax Bill, the Budget Impact of Projected Capital Spending and the Impact of the Projected Spending on the Average Tax Bill. He noted the figures have been presented in constant (today) dollars.

Vice-Chairman Woodard reviewed action steps for the Board, including approval of the recommended Capital Funding Policy and submission of articles for the 2014 Town Meeting. He also stated the Committee's report will be presented to the Finance Committee.

Chairman Drobinski thanked Vice-Chairman Woodard and the Committee for the thoughtful report presented. He also stated it is beneficial because all three cost centers worked together to develop the report.

Selectman Haarde asked if the Committee tracked a maintenance budget within the capital budget. He believes it is important to have a preventative maintenance budget. Selectman Haarde also stated the report represents good work done by the Committee, and he asked for the members to be acknowledged.

Vice-Chairman Woodard listed the names of Committee members, many of whom were present tonight. He stated the Committee did not track a maintenance budget, but he agrees that this is an important planning aspect.

Selectman Simon thanked the Committee for presenting the information in a useful and discernable manner. He believes the Town has an obligation to maintain its assets. Selectman Simon stated he appreciates the recommendations made by the Committee, which allow for an evenness and predictability for taxpayers regarding costs. He also agrees with the recommendation to preserve the Town's bonding ability, when needed, for larger projects.

Vice-Chairman Woodard asked Town Manager Valente to explain the Department of Public Works Mining Fund and the Frost Farm Funds, which might be able to be used to help fund the capital budget recommendations.

Town Manager Valente stated the Mining Fund was established in 2003 and was voted by Town Meeting from 2003-2009. The Revolving Fund was ceased in 2009, and the current balance is approximately \$1,100,000. She explained this money cannot be used until Town Meeting votes for what purpose it is to be used. Town Manager Valente stated the Frost Farm Fund was developed in 2002, and it has a current balance of approximately \$307,000. The purpose of these funds are limited to affordable housing by the State.

Vice-Chairman Woodard stated he thought it would be useful to broach these funds in a public meeting. He opined it might be helpful to delay using the DPW Mining Fund for a year to determine if the money could be used for the Melone project.

Selectman Haarde advised the Board that discussions of these funds seem significant enough to merit being noticed in advance as agenda items to allow interested parties an opportunity to provide feedback.

Selectman Simon stated he views mentioning these funds as being related to tonight's discussion regarding capital project funding and resources.

At 8:46 p.m., Chairman Drobinski closed the discussion.

Minutes

It was on motion unanimously

VOTED: To approve the regular session meeting minutes of December 17 and December 18, 2013, and the December 18, 2013 Executive Session meeting minutes.

Student Awareness Fire Education (S.A.F.E.) – Grant

It was on motion unanimously

VOTED: To accept a 2014 Student Awareness Fire Education (S.A.F.E.) grant of \$7,704 from the Commonwealth of Massachusetts Dept. of Fire Services to the Sudbury Fire Department, said funds to be used at the discretion of the Fire Chief.

Goodnow Library – Blacker Memorial Fund – Donations

It was on motion unanimously

VOTED: To establish, on behalf of the Goodnow Library, the Blacker Memorial Fund, and accept donations totaling \$245, said funds to be expended under the direction of the Goodnow Library Trustees and Director.

September 11th Memorial Trust Fund – Expenditure Limit

It was on motion unanimously

VOTED: To approve the expenditure limit of \$300 for the September 11th Memorial Trust Fund for fiscal year 2014, as requested by Andrea Terkelsen, Treasurer/Collector.

Conservation Commission – Resignation

It was on motion unanimously

VOTED: To accept the resignation of Parker Coddington, 29 Plympton Road, from the Conservation Commission, effective immediately, as noted in a letter dated December 17, 2013, and to send a letter of thanks for his service to the Town.

Sudbury Celebrates 375/Sudbury Day Committee – Resignation

It was on motion unanimously

VOTED: To accept the resignation of Susan Rushfirth, 48 Harvard Drive, from the Sudbury Celebrates 375/Sudbury Day Committee, as noted in an email dated November 20, 2013, and to send a letter of thanks for her service to the Town.

Historic Districts Commission – Appointment

It was on motion unanimously

VOTED: To approve the reappointment of Linda G. Hawes, 38 King Philip Road, to the Historic Districts Commission for a term to expire January 1, 2019.

Goodnow Library – Award Contract for Cleaning and Light Maintenance Services

It was on motion unanimously

VOTED: To approve the award of contract by the Town Manager for cleaning and light maintenance services for the Goodnow Library for FY14 (1/1/14 through 6/30/14) to Jani-King of Boston, Inc., Burlington, MA, together with any subsequent renewals thereof, as approved by Town Counsel.

The Sudbury Foundation – Grant

Selectman Haarde asked for clarification regarding the leadership training course, which Town Manager Valente provided. She stated the course is conducted by a consultant who works with mid-level managers.

Selectman Simon publicly thanked The Sudbury Foundation for the grants, noting it is beneficial to the Town to prepare mid-level managers to become Department Heads and to nurture professional development.

Chairman Drobinski stated The Sudbury Foundation has a history of generosity to the Town which is to be applauded.

It was on motion unanimously

VOTED: To accept, on behalf of the Town, a grant of \$15,000 from The Sudbury Foundation, as outlined in a letter dated December 30, 2013, from Marilyn Martino, Executive Director, for the purpose of a leadership training course for town department heads, said funds to be expended under the direction of the Town Manager.

The Sudbury Foundation - Grant

It was on motion unanimously

VOTED: To accept, on behalf of the Town, a grant of \$18,000 from The Sudbury Foundation, as outlined in a letter dated December 20, 2013, from Marilyn Martino, Executive Director, to enable the Council on Aging to continue to fund the Senior Volunteer Coordinator position, said funds to be expended under the direction of the Town Manager.

There being no further business, the meeting adjourned at 8:51 p.m.

Attest: _____
Maureen G. Valente
Town Manager-Clerk

AGENDA REQUEST – ITEM #8

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *January 17, 2014*

Requestor: *Peter Shaer*

Action requested: CONSENT CALENDAR

Accept the resignation of Peter D. Shaer from the Commission on Disability

Financial impact expected: *None*

Background information: *N/A*

Recommendations/Suggested Motion/Vote: *Vote to accept the resignation of Peter D. Shaer from the Commission on Disability, effective immediately, as noted in a letter dated 1/17/14, and to send a letter of thanks for his service to the Town.*

Person(s) expected to represent Requestor at Selectmen's Meeting: *None*

Selectmen's Office Section:

Date of Selectmen's Meeting: *January 28, 2014*

Board's action taken:

Follow-up actions required by the Board of Selectmen or Requestor:

Future Agenda date (if applicable):

Distribution:

Town Counsel approval needed? Yes () No (X)

from the desk of:
Peter D. Shaer

RECEIVED
BOARD OF SELECTMEN
SUDBURY, MA

1-17-14

AS PER ANNA WOOD
2014 JAN 22 AM 11:52

I WISH TO RESIGN FROM
THE COMMISSION (COD).

PETER D. SHAEER
150 NORTH RD - UNIT 58
SUDBURY, MA 01776
978-371-3374
CHER37@VERIZON.NET

ATT: PATTY GOLDEN
FLYNN BUILDING
278 OLD SUDBURY RD
SUDBURY, MA 01776
978-639-3392

I EMAILED MY ACTION TO ANNA WOOD.

THANK YOU,
PETER SHAEER

From: Wood, Anna
Sent: Thursday, January 16, 2014 6:46 PM
To: Bilodeau, Maryanne
Cc: Golden, Patricia
Subject: RE: Shaer

Correct, it will actually make it EASIER to meet quorum with an official resignation. If he cannot or does not send a letter himself, can his email count for his resignation?

Thanks,
Anna

From: Bilodeau, Maryanne
Sent: Thursday, January 16, 2014 5:08 PM
To: Wood, Anna
Subject: Fwd: Shaer

Anna,
Since he is appointed by the BOS he needs to send the resignation email to Patty Golden or the BOS. Will losing him create a quorum issue? I'm assuming not because he missed a lot of meetings, correct?
Maryanne

Maryanne Bilodeau
Asst. Town Manager/HR Director
Town of Sudbury
278 Old Sudbury Road
Sudbury MA 01776
Phone: (978) 639-3386
Fax: (978) 443-0756

The Secretary of State's office has determined that most e-mails to and from municipal offices and officials are public records. Consequently, confidentiality should not be expected.

Begin forwarded message:

From: "Valente, Maureen" <ValenteM@sudbury.ma.us>
Date: January 16, 2014 at 5:02:40 PM EST
To: "Bilodeau, Maryanne" <BilodeauM@sudbury.ma.us>
Cc: "Golden, Patricia" <GoldenP@sudbury.ma.us>
Subject: RE: Shaer

OK, as the Board is the appointing authority, needs to send an email or letter to Board c/o of Patty.

Will they have a quorum issue?

From: Bilodeau, Maryanne
Sent: Thursday, January 16, 2014 4:56 PM
To: Valente, Maureen
Subject: FW: Shaer

Maureen,
Pete Shaer would like to resign from the COD due to personal issues. See below.
Maryanne

From: Wood, Anna
Sent: Thursday, January 16, 2014 4:44 PM
To: Bilodeau, Maryanne
Subject: Shaer

Peter would like to resign.

From: Peter Shaer [<mailto:cher37@verizon.net>]
Sent: Thursday, January 16, 2014 3:09 PM
To: Wood, Anna
Subject: RE:

Yes Anna, I would like to resign from the commission. Let us see what the future will bring. Thanks again, Peter

From: Wood, Anna [<mailto:WoodA@sudbury.ma.us>]
Sent: Thursday, January 16, 2014 11:05 AM
To: cher37@verizon.net
Subject:

Hi Peter,

Does this mean that you would like to resign from the commission? You can reapply in the future.

Thank you,
Anna

AGENDA REQUEST – Item #9
BOARD OF SELECTMEN

Requestor's Section

Item Name: *Town Meeting articles to be submitted by Board of Selectmen*

Date of request: *January 23, 2014*

Requestor: *Maureen Valente, Town Manager*

Action requested:

Discuss and vote to submit on behalf of Board of Selectmen

Financial impact expected: *Varies*

Background information:

None – will describe initiative at Board meeting

Recommendations/Suggested Motion/Vote:

Vote to approve submission of the following Town Meeting articles: Hear Reports, FY14 Budget Adjustments, Stabilization Fund addition, Construct Police Headquarters, New Stabilization Fund for DPW rolling stock; New Stabilization Fund for potential proceeds if Town sells or leases current police station and land on Boston Post Road; New Stabilization fund for savings from energy projects to pay for future energy projects.

Person(s) expected to represent Requestor at Selectmen's Meeting:

Town Manager Valente

Selectmen's Office Section

Date of Selectmen's Meeting: **1/28/14**

Board's action taken:

Follow-up actions required by the Board of Selectmen or Requestor:

Future Agenda date (if applicable):

Distribution:

Town Counsel approval needed? Yes (X) No ()



Town of Sudbury

Town Manager's Office

Townmanager@sudbury.ma.us

278 Old Sudbury Road
Sudbury MA 01776
978-639-3385
Maureen G. Valente, Town Manager
<http://www.sudbury.ma.us>

Date: January 23, 2014
To: Board of Selectmen
From: Maureen G. Valente, Town Manager *Maureen*
Subject: 2014 Annual Town Meeting articles from Board of Selectmen

These are the articles that I am aware of that might be submitted by the Board of Selectmen. There are a number of other articles that are supported by the Board, but those are submitted by other entities. For example, the Community Preservation Committee will submit the articles for those projects submitted by the Board that would receive CPC funding. And the Sewer Committee will be separately discussing with the Board another potential article.

- Hear Reports
- Budget adjustments
- Stabilization Fund addition
- Police Station Construction
- Create a new special stabilization fund for DPW rolling stock
- Create a new special stabilization fund for potential proceeds if Town sells or leases current police station and land on Boston Post Road
- Create a new special stabilization fund for savings from energy projects to pay for future energy projects.

The special stabilization funds are a fairly new mechanism allowed by state law to allow Towns to set aside funds for future purposes. Vice-Chairman Woodard discussed the DPW rolling stock fund with the Board on January 14, 2014. The fund for holding proceeds if the Town sells or leases the current site of the Police Station would allow Town Meeting to assign these funds to this fund and then appropriate them out of this fund to assist with the debt service of the new Police Station project. And the energy stabilization fund would allow reductions in utility costs resulting from Energy projects to be held and available for future energy projects. These are all in discussion at this time.

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Selectmen's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of the vote signed by its Clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article must be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE 1. HEAR REPORTS

To see if the Town will vote to hear, consider and accept the reports of the Town Boards, Commissions, Officers and Committees as printed in the 2013 Town Report or as otherwise presented; or act on anything relative thereto.

Submitted by the Board of Selectmen.

(Majority vote required)

Maureen G. Valente

Approved by: _____
Town Counsel

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Selectmen's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of the vote signed by its Clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article must be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE FY14 BUDGET ADJUSTMENTS

To see if the Town will vote to amend the votes taken under Article 4, FY14 Budget, of the 2013 Annual Town Meeting, by adding to or deleting from line items thereunder, by transfer between or among accounts or by transfer from available funds; or act on anything relative thereto.

Submitted by the Board of Selectmen.

(Majority vote required)

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Selectmen's Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of the vote signed by its Clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article must be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE 3. STABILIZATION FUND

To see what sum the Town will vote to raise and appropriate, or appropriate from available funds, to be added to the Stabilization Fund established under Article 12 of the October 7, 1982 Special Town Meeting, pursuant to M.G.L. Chapter 40, Section 5B; or act on anything relative thereto.

Submitted by the Board of Selectmen.

(Two-thirds vote required)

BY: _____

Approved by: _____
Town Counsel

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Selectmen’s Office in final form.
- 2) Articles submitted by Boards and Committees must be signed by a majority accompanied by a copy of the vote signed by its Clerk.
- 3) **WARRANT REPORT**, briefly explaining intent and scope of article must be attached.
- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE CONSTRUCT POLICE HEADQUARTERS

To see what sum the Town will vote to raise and appropriate, or appropriate from available funds, to be expended under the direction of the Permanent Building Committee, for the purpose of constructing a new Police Department Headquarters and appurtenant structures on Town-owned land adjacent to the existing Fire Headquarters, site development, purchasing additional equipment, technology, furniture, landscaping, and all expenses connected therewith, including professional, engineering, and architectural services and preparation of plans, specifications and bidding documents, supervision of work, and relocation, and to determine whether said sum shall be raised by borrowing or otherwise; or act on anything relative thereto.

Submitted by the Board of Selectmen.

(Two-thirds vote required, if borrowed)

Submitted by:

Maureen G. Valente, Town Manager

Approved by: _____
Town Counsel

Police Station Debt Stabilization -

To what sum the Town will vote to raise and appropriate, or appropriate from available funds, to be placed in a special Stabilization Fund established under this article for the purpose of making payments towards debt service which will be incurred to construct a new Police Station Headquarters.

DPW Rolling Stock Stabilization -

To what sum the Town will vote to raise and appropriate, or appropriate from available funds, to be placed in a special Stabilization Fund established under this article for the purpose of replacing or adding to existing Department of Public Work's rolling stock equipment; towards the purchase, lease or debt service payments for said items classified as such.

Energy Saving Programs Stabilization -

To what sum the Town will vote to raise and appropriate, or appropriate from available funds, to be placed in a special Stabilization Fund established under this article for the purpose of acquiring, installing or otherwise implementing energy saving capital projects; towards the purchase, lease or debt service payments for said items or programs classified as such.

DRAFT

AGENDA REQUEST – Item #10
BOARD OF SELECTMEN

Requestor's Section

Item Name: *Town Manager's Budget Submission to Finance Committee for FY15*

Date of request: *January 23, 2014*

Requestor: *Maureen Valente, Town Manager*

Action requested:

None –information only

Financial impact expected:

Background information:

See attached Town Manager's FY15 Budget Request

Recommendations/Suggested Motion/Vote: *N/A*

Person(s) expected to represent Requestor at Selectmen's Meeting:

Town Manager Valente

Selectmen's Office Section

Date of Selectmen's Meeting: *1/28/14*

Board's action taken:

Follow-up actions required by the Board of Selectmen or Requestor:

Future Agenda date (if applicable):

Distribution:

Town Counsel approval needed?

Yes (X)

No ()

TOWN MANAGER'S FY15 BUDGET MESSAGE

In accordance with the request of the Finance Committee, two levels of budget request are presented here for the Town government. The first is the "No Override" Budget request that conforms to the Finance Committee's guideline to increase no more than 2.5% over FY14 appropriations. The second is the "Level Staff" budget, where I include specific and important needs to consider in FY15, as well as try to restore staffing to key departments where we eliminated or reduced these positions over the past few years.

Highlights of the Town Manager's FY15 "No Override" Budget

- The increase in benefits for Town employees and retirees is projected to be 2.55% or \$109,864 at the time of submitting this budget request. As the FY15 rates for health insurance plans from the GIC have not been received yet, this is based on assumptions regarding the final rates. If the rate increase exceeds our projections, both SPS and the Town will have to reexamine our overall budget requests. The lower rate of increase compared to prior years can be attributed to a number of factors, including the Town/SPS "opt out" program for existing employees, the lower rate of the Town's contribution for new hires versus existing employees, and the lower percentage of new hires choosing to be covered by the Town's health insurance program compared to prior years. Overall the percent of Town/SPS employees covered by a Town health insurance plan has decreased from approximately 80% to 73%. It is important to remember that at any time, with a qualifying event or annual open enrollment, these employees have the right to take one of our health insurance plans, so we try to plan to have enough in this account for some modest amount of change during the year. And the cost for retiree plans is projected to increase by 12.5%. This increase is due partly to the projected FY 15 rates for health insurance, but more so due to the increased number of retirees.
- There is one new benefit eligible position compared to FY14 – I have added a Program Coordinator Position in the Senior Center/Council on Aging budget. This department is providing an increasing number of services to the growing population. A goal of the Board of Selectmen had been to increase the number of seniors as a percent of the Town's population, in an effort to more evenly balance out the demographics of the Town and slow down the educational costs. Significant progress has been made toward that goal: the Town now has 12% of its population over 65 according to the US Census. Stated another way, the number of residents over 60 is now 19% of the Town's population, per the Council on Aging. The staffing in this department has not kept pace with this growing population and service demands.
- Offsetting this increase is a reduction in the number of benefit eligible employees in the Assessor's Office as I have reconfigured that office to use specialized consulting services to assist with the appraisal and data collection requirements this office must perform. Overall, the number of FTE Town employees is staying nearly the same as in FY14, at 160.6338.
- A cost of living increase has been included for all union and non-union Town employees who do not have an individual employment agreement. The increase is 2.0% for employees who are receiving a step increase, but is 2.5% for those employees who have reached the top step.
- Salary step increases are applied for all groups where applicable. 55.9% of Town employees are at the maximum step in their grade and will not receive a step increase. 44.1% will still receive a step increase. Town employees receive step increases for 5 to 8 years of their careers with the Town (depending on their group) unless they are promoted into new positions.
- Retirement costs are based on the assessment provided by the Middlesex Retirement Board.
- We continue to shift financial resources out of various departments and into the Facilities Department as we continue to analyze how best to budget for the new Facilities Department. In FY14, the balance of the staffing and expenses dedicated to maintaining, repairing, cleaning and heating many Town buildings were transferred from the Building Department Budget and placed here. This year I have moved \$83,000 in a utilities line item from the Goodnow Library to the Facilities Department who will assume responsibility for payment of the utility bills of the Library.

When we make these changes, prior year amounts have been restated for both budgets for consistency purposes.

- This will be the second budget year for Combined Public Safety Dispatch Center. This budget will provide staffing sufficient to cover two dispatchers per shift on 24/7 operations, to comply with the state mandate to provide emergency medical dispatch (EMD) services and to achieve a better public safety outcome for residents.
- The total budgeted for leases for DPW vehicles in the DPW budget for FY15 is \$270,367. This includes the first year cost of two newly leased trucks. Ongoing discussions with the Capital Improvement Advisory Committee and the Strategic Financial Planning for Capital Committee are focusing on how to replace a total of 13 seriously outdated pieces of rolling stock for the DPW. Two can be acquired through new leases and the costs are in this budget; three can be acquired with cash in the Capital Operating budget (see section five of this budget). That leaves eight pieces of equipment that are significantly past their replacement schedule and are under discussion as to how to pay for them. .
- Fire Department/ALS operations. We officially began to offer Advanced Life Support service using our 10 Firefighter/Paramedics on November 1, 2013. With this change, we have ended the line item for contracted ALS services, and instead are incorporating the expense aspects of running an ALS program (e.g. medical oversight services, quality assurance services, backup ALS providers) into the overall contracted services line item. Since we only have sufficient paramedics to run one ALS ambulance per shift, we still are anticipating that we will need to use outside ALS services when multiple calls are received. The emergency medical services responsibilities of the Fire Department continues to rely on offsets from the Ambulance Receipts Reserved for Appropriations account and this year that offset amount is \$795,072.

The Level Staff Budget

I have added a total of \$254,794 to the following department budgets in the level staff budget, which brings the overall increase to 3.77% over FY14. I understand at this time that the revenue projections for FY15 do not look as if these requests could be accommodated. However, I want the Board of Selectmen, the Finance Committee and residents to be aware that because these items are not in the "No Override" Budget, it affects the overall level and quality of services offered by Town departments and expected by Sudbury residents.

- Police Department. \$56,665. This would provide for a 29th patrol officer position to be added to the department. This 29th position was eliminated as part of budget reductions when the Town was making numerous cuts to operating budgets and staffing levels. Chief Nix has been working with the school systems to develop a program to assign a police officer to be in the schools as a School Resource Liaison, and I believe this is a very important initiative to begin seriously talking about and funding when resources become available. I remind all readers that Sudbury was noted in the October 17, 2013 Boston Globe West as having the lowest spending for police services in the Globe West area (covering 53 communities) at 3.8% of municipal spending, compared to a state median of 7.5%. Many other towns and schools have made this commitment with very good results.
- DPW/Engineering/Contracted Services. \$45,000. It is anticipated that the EPA NDPES stormwater permit will finally be issued in June of this year, with many new requirements for municipal compliance requirements. In expectations of this, I have increased the overall line item for consulting services to \$100,000 to meet the anticipated significant requirements.
- Combined Facilities Department/Town Building Maintenance. \$25,000. As the Strategic Financial Planning Report made clear, the Town has not been able to allocate a proper amount of funding for maintenance of its buildings. This additional amount will allow the Facilities Director to be even more proactive in taking steps to repair and replace items in the buildings that need attention.
- DPW/Trees & Cemeteries/Tree Contractors. \$25,000. This would provide additional funds to catch up on the backlog of dead and dying trees to be removed each year. The DPW Director believes the Town should have been spending at least \$90,000 each year for the past 5 years for this work. However due to budget restrictions he was allotted an average of \$45,650 annually. The Ash

and Oak trees are continuing to die along the roadway and should be removed as they become problematic.

- DPW/Parks and Grounds/Contracted Services. \$10,000. Before the budget cutbacks, the Town was able to use contracted services to maintain the grounds of Town buildings as well as that of other public spaces in the Town. Town staff in the Parks and Grounds division of the DPW does not have the time or equipment to do general landscaping type work. The staff focus is on mowing and maintaining the large number of playing fields used in connection with Recreation activities and programs.
- Goodnow Library. \$22,495. This is a request to upgrade a part-time young adult librarian position to full-time. The Library Director would like to increase services and programming for this population group and feels it cannot be done adequately with only part-time hours.
- Human Resources/Assistant Town Manager. \$30,000. The Town's goal is to attract and retain high quality staff and one aspect of this that has not been funded in recent years is professional development funds to allow staff to take courses to keep and upgrade their skills. \$5,000 is allocated to restore the ability to do this. And \$25,000 is allocated to perform a classification study to insure the Town's employee's job descriptions are up to date and properly classified for compensation purposes.
- Reserve Fund. \$25,000 is recommended to allow the Town to add to the ability to meet snow and ice spending in case of a severe winter. In recent years, the Town has had to strip funds from other departments when there is a bad snow year. For reasons of how the state law works regarding deficit spending for excess snow and ice costs, it is not prudent to put the extra funds directly into the snow and ice account, but rather put them into the reserve fund.
- Fire Department. \$12,434 has been added to various expense line items in anticipation of cost increases due to inflation.
- DPW. \$3,200 for various items to keep pace with the effects of inflation and where additional overtime has been required in recent years.

I ask the Board of Selectmen and Finance Committee to recognize that in communities that do not spend as high a percentage of the budget for educational costs, these types of budget items would normally be funded and incorporated as good business practices and in the best interests of the Town. Sudbury continues to have very high number of students in the school system relative to the Town's population and that brings the need to make these tough choices to live within existing resources. But if that changes and funds can be found and/or freed up, addressing the need for increasing the items listed here should be seriously considered.

In closing, I want to thank all the Department Heads of the Town government. They are committed to working together as one Town, one organization, and continually support each other and recognize the needs of other departments and services. They support and respect the work of the front line employees, from Police Officers to Library staff; those who help residents at the Transfer Station to those who prepare the payroll; and everyone in between. They are an amazing team of people who take pride in serving the residents of Sudbury with excellence every day.

Sincerely

Maureen G. Valente

Maureen G. Valente
Town Manager

Summary of FY13-FY15 Budgets for Town Departments

Town Services Budget Summary				
	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
General Government	2,449,954	2,549,815	2,629,972	2,659,972
Public Safety	6,497,843	6,948,250	7,125,079	7,194,178
Public Works	4,677,526	4,892,309	4,956,982	5,065,182
Human Services	537,514	598,570	656,715	656,715
Culture & Recreation	1,070,203	1,116,228	1,175,691	1,198,186
Unclassified & Transfer Accounts	118,732	397,699	417,112	442,112
Town Employee Benefits & Insurances	4,040,502	4,308,537	4,418,401	4,418,401
Subtotal	19,392,274	20,811,408	21,379,952	21,634,746
Town Offsets	(711,673)	(762,745)	(830,072)	(830,072)
Total Town Services	18,680,601	20,048,663	20,549,880	20,804,674

EMPLOYEE HEADCOUNT (Full Time Equivalents)			
	FY13	FY14	FY15
Cost Center	Actual	Actual	Budget
Public Safety	76.29	76.73	76.73
Public Works	33.53	33.55	33.55
General Government	29.72	29.72	28.71
Human Services	6.09	6.65	7.22
Culture & Recreation	13.94	13.98	14.17
Total Town Operating	159.57	160.63	160.38
	2.0%	0.7%	-0.2%

General Government Services



	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
GENERAL GOVERNMENT				
Selectmen/Town Manager	335,385	354,047	365,636	365,636
ATM/Personnel	149,670	164,726	173,987	203,987
Law	166,520	172,108	155,716	155,716
Finance Committee	172	2,169	1,583	1,583
Accounting	284,210	306,070	319,478	319,478
Assessors	257,598	284,678	239,078	239,078
Treasurer/Collector	368,500	324,163	348,158	348,158
Information Systems	343,757	376,118	408,780	408,780
Town Clerk & Registrars	279,036	253,142	260,084	260,084
Conservation	95,087	119,538	101,963	101,963
Planning & Board of Appeals	170,020	193,056	255,509	255,509
	2,449,954	2,549,815	2,629,972	2,659,972
Offsets	-	-	-	-
Total General Government	2,449,954	2,549,815	2,629,972	2,659,972
Personal Services	1,935,402	2,125,883	2,129,306	2,129,306
Expenses	514,552	423,932	500,666	530,666
Offsets	-	-	-	-
Total General Government	2,449,954	2,549,815	2,629,972	2,659,972
Salary	1,895,387	2,082,359	2,085,143	2,085,143
Overtime	237	1,584	1,600	1,600
Temporary/Seasonal	10,787	11,581	12,103	12,103
Other payroll-related compensation	28,991	30,359	30,460	30,460
	1,935,402	2,125,883	2,129,306	2,129,306

	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
SELECTMEN/TOWN MANAGER				
Town Manager	170,162	170,800	174,700	174,700
Administration	75,026	79,897	73,739	73,739
Overtime		-	-	-
Clerical	69,750	80,848	92,680	92,680
Executive Incentive Program	-	-	-	-
Non-accountable Travel	5,500	5,500	5,500	5,500
Sick Leave Buy Back	3,133	2,922	3,123	3,123
Sub Total: Personal Services	323,570	339,967	349,742	349,742
General Expense	10,661	12,830	14,514	14,514
Equipment Maint	190	200	220	220
Travel	213	300	310	310
Out of State Travel	750	750	850	850
Encumbrances	-	-	-	-
Sub Total: Expenses	11,814	14,080	15,894	15,894
Total: Selectmen	335,385	354,047	365,636	365,636

	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
ASSIST. TOWN MGR./HUMAN RESOURCES				
Human Resources Director	91,029	100,810	107,053	107,053
Benefits Coordinator	48,825	52,095	53,384	53,384
Clerical	4,659	5,081	5,408	5,408
Sub Total: Personal Services	144,514	157,986	165,845	165,845
General Expense	1,806	2,100	2,163	2,163
Travel	827	500	715	715
Contracted Services	-	2,050	2,112	27,112
Employee Profess. Develop.	2,279	2,090	3,153	8,153
Encumbrances	245	-	-	-
Sub Total: Expenses	5,156	6,740	8,142	38,142
Total: ATM/HR	149,670	164,726	173,987	203,987

	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
LAW				
Town Counsel	43,829	46,177	47,198	47,198
Clerical	40,174	46,272	27,293	27,293
Sub Total: Personal Services	84,003	92,449	74,491	74,491
General Expense	4,944	5,409	5,606	5,606
Legal Expense	74,770	74,250	75,619	75,619
Encumbrances	2,803	-	-	-
Sub Total: Expenses	82,517	79,659	81,225	81,225
Total: Law	166,520	172,108	155,716	155,716

	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
FINANCE COMMITTEE				
Clerical	172	2,169	1,583	1,583
Sub Total: Personal Services	172	2,169	1,583	1,583
General Expense	-	-	-	-
Encumbrances	-	-	-	-
Sub Total: Expenses	-	-	0	0
Total: Finance Committee	172	2,169	1,583	1,583

	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
ACCOUNTING				
Town Accountant	90,940	96,618	103,120	103,120
Salaries	150,196	162,733	167,841	167,841
Sick Leave Buy Back	3,476	3,541	3,887	3,887
Overtime	-	-	-	-
Sub Total: Personal Services	244,612	262,892	274,848	274,848
General Expense	4,040	4,900	4,900	4,900
Computer	34,312	36,428	37,830	37,830
Equipment Maint	360	1,000	1,000	1,000
Travel	886	850	900	900
Encumberances	-			
Sub Total: Expenses	39,598	43,178	44,630	44,630
Total: Accounting	284,210	306,070	319,478	319,478

	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
ASSESSORS				
Assessor	17,888	73,696	76,401	76,401
Clerical	156,940	177,075	104,774	104,774
Stipend	-	1,000	-	-
Sick Buy Back	4,575	3,657	3,903	3,903
Sub Total: Personal Services	179,402	255,428	185,078	185,078
General Expense	5,110	6,000	6,000	6,000
Contracted Services	73,085	23,250	48,000	48,000
Encumberances	-			
Sub Total: Expenses	78,195	29,250	54,000	54,000
Total: Assessors	257,598	284,678	239,078	239,078
OFFSET Overlay Surplus		-	-	-
Net Assessors	257,598	284,678	239,078	239,078

	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
TREASURER/COLLECTOR				
Fin. Director/Treas.-Collector	116,200	119,095	122,212	122,212
Clerical	160,797	173,950	181,021	181,021
Stipends	2,500	2,500	2,500	2,500
Sick Buy Back	1,337	1,568	1,425	1,425
Sub Total: Personal Services	280,835	297,113	307,158	307,158
General Expense	14,659	10,000	10,000	10,000
Equipment Maint	1,842	1,800	1,900	1,900
Travel	512	1,250	1,000	1,000
Tax Collection	12,127	14,000	16,000	16,000
Tax Title Expense	58,509	-	12,100	12,100
Encumbrances	15	-	-	-
Sub Total: Expenses	87,665	27,050	41,000	41,000
Total: Treasurer-Collector	368,500	324,163	348,158	348,158

	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
INFORMATION SYSTEMS				
Technology Administrator	95,970	97,617	100,054	100,054
Non-clerical	66,832	68,488	70,194	70,194
Sick Leave Buy Back	3,713	4,422	4,629	4,629
Summer Help	10,787	11,581	12,103	12,103
Sub Total: Personal Services	177,302	182,108	186,980	186,980
General Expense	3,803	4,000	5,000	5,000
Software	52,546	51,500	51,500	51,500
Equipment Maint	5,839	7,000	7,000	7,000
Travel	470	400	400	400
Contracted Services	30,992	42,700	42,700	42,700
Equipment	51,240	65,000	86,000	86,000
Professional Development	1,945	2,750	2,700	2,700
WAN/Telephone Connections	6,152	6,660	11,500	11,500
Network	3,437	4,000	5,000	5,000
Internet	7,225	10,000	10,000	10,000
Encumbrances	2,806	-	-	-
Sub Total: Expenses	166,455	194,010	221,800	221,800
Total: Information Systems	343,757	376,118	408,780	408,780

	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
TOWN CLERK & REGISTRARS				
Town Clerk	74,310	78,558	80,512	80,512
Overtime	237	1,584	1,600	1,600
Clerical	138,099	138,805	141,340	141,340
Election Workers	27,949	11,085	13,500	13,500
Sick Leave Buy Back	-	-	-	-
Registrars	832	940	932	932
Sub Total: Personal Services	241,427	230,972	237,884	237,884
General Expense	3,726	9,234	9,300	9,300
Equipment Maint	1,000	1,000	1,000	1,000
Travel	239	550	500	500
Tuition	336	500	500	500
Elections	30,847	10,886	10,900	10,900
Encumbrances	1,460	-	-	-
Sub Total: Expenses	37,609	22,170	22,200	22,200
Total: Town Clerk & Registrar	279,036	253,142	260,084	260,084

	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
CONSERVATION				
Conservation Coordinator	79,910	81,484	83,516	83,516
Non Clerical	-	20,118	-	-
Clerical	12,378	12,567	12,870	12,870
Sick Leave Buy Back	1,823	1,819	1,927	1,927
Sub Total: Personal Services	94,111	115,988	98,313	98,313
General Expense	268	2,000	2,250	2,250
Clothing	300	450	300	300
Trail Equipment Maint	109	500	500	500
Travel	248	600	600	600
Encumbrances	50			
Sub Total: Expenses	976	3,550	3,650	3,650
Total: Conservation	95,087	119,538	101,963	101,963

	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
PLANNING & COMMUNITY DEVELOPMENT				
Planning Director	99,373	109,605	112,328	112,328
Staff Planner	-	-	48,230	48,230
Clerical	63,146	75,776	83,260	83,260
Stipend	1,000	1,000	1,000	1,000
Sick Leave Buy Back	1,934	2,430	2,566	2,566
Sub Total: Personal Services	165,453	188,811	247,384	247,384
General Expense	4,001	3,620	2,500	2,500
Professional Development	495	500	500	500
Clothing Allowance	70	125	125	125
Contracted Services	-	-	5,000	5,000
Encumberances	-	-	-	-
Sub Total: Expenses	4,566	4,245	8,125	8,125
Total: Planning	170,020	193,056	255,509	255,509

Public Safety Services



**Sudbury Fire
Headquarters**

**Sudbury Police
Station**

	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
PUBLIC SAFETY				
Police	2,575,481	2,800,973	2,875,426	2,932,091
Fire	3,244,872	3,397,065	3,497,492	3,509,926
Combined Dispatch	498,513	522,856	530,904	530,904
Building Inspection	178,976	227,356	221,257	221,257
	6,497,843	6,948,250	7,125,079	7,194,178
Offsets	(711,673)	(762,745)	(830,072)	(830,072)
Total Public Safety	5,786,170	6,185,505	6,295,007	6,364,106
Personal Services	5,619,747	6,091,688	6,273,797	6,330,042
Expenses	749,295	721,562	695,782	708,636
Capital	128,800	135,000	155,500	155,500
Offsets	(711,673)	(762,745)	(830,072)	(830,072)
Total Public Safety	5,786,170	6,185,505	6,295,007	6,364,106
Salary	4,501,167	5,052,427	5,174,696	5,230,391
Overtime	925,173	890,487	949,739	949,739
Temporary/Seasonal				
Other payroll-related compensation	193,407	148,774	149,362	149,912
Total Personal Services	5,619,747	6,091,688	6,273,797	6,330,042

	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
POLICE				
Police Chief	133,129	143,133	146,275	146,275
Lieutenants	207,296	235,815	220,391	220,391
Patrol Officers	1,358,286	1,580,901	1,602,848	1,658,543
Night Differential	21,253	23,212	22,100	22,100
Overtime	299,839	266,880	295,000	295,000
Clerical	105,472	109,268	113,048	113,048
Sick Leave Buy Back	5,362	5,857	5,857	5,857
Holiday Pay	15,020	15,329	15,329	15,329
Non-accountable Clothing	10,430	11,760	11,760	11,760
Retirement Sick Buy Back	31,945	-	-	-
Stipend	29,147	30,550	30,550	31,100
Sub Total: Personal Services	2,217,180	2,422,705	2,463,158	2,519,403
General Expense	56,605	56,258	62,258	62,258
Maintenance	60,972	75,330	80,330	80,330
Travel	895	3,000	3,000	3,000
Clothing	15,961	19,180	19,180	19,600
Tuition	380	5,000	5,000	5,000
Equipment	20,329	7,500	10,000	10,000
Gasoline	63,388	77,000	77,000	77,000
Encumbrances	10,973	-	-	-
Sub Total: Expenses	229,502	243,268	256,768	257,188
Police Cruisers	128,800	135,000	155,500	155,500
Sub Total: Capital	128,800	135,000	155,500	155,500
Total Police	2,575,481	2,800,973	2,875,426	2,932,091

	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
FIRE				
Fire Chief	119,651	131,289	139,348	139,348
Deputy Chief	89,828	98,658	104,619	104,619
Firefighters/EMTs/Paramedics	1,904,336	2,049,061	2,159,693	2,159,693
Overtime	515,829	528,589	550,550	550,550
Weekend Differential	5,098	5,220	5,220	5,220
Clerical	43,011	53,332	48,276	48,276
Non-accountable Clothing	21,625	23,800	25,400	25,400
Sick Buy Back	10,909	8,667	8,667	8,667
Fire Stipends	28,925	42,250	41,250	41,250
Sub Total: Personal Services	2,739,211	2,940,866	3,083,023	3,083,023
General Expense	33,422	65,072	65,072	67,024
Maintenance	69,679	70,136	70,136	72,240
Alarm Maint.	201	4,504	4,504	4,639
Travel	2,375	2,130	2,130	2,194
Utilities	44,084	52,770	52,770	54,353
Clothing	8,897	17,426	17,426	17,949
Tuition	39,314	35,768	35,768	36,841
CERT Expense	423	515	515	530
Contracted Services	194,847	44,000	96,000	98,880
ALS Operations		93,730	0	0
Equipment	25,483	37,338	37,338	38,458
Gasoline/Diesel Fuel	32,411	32,810	32,810	33,794
Encumbrances	54,526	-	-	-
Sub Total: Expenses	505,662	456,199	414,469	426,903
Total: Fire	3,244,872	3,397,065	3,497,492	3,509,926
OFFSET Ambulance RRA	(676,673)	(727,745)	(795,072)	(795,072)
Net Fire	2,568,199	2,669,320	2,702,420	2,714,854

	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
COMBINED DISPATCH				
Dispatchers	378,317	438,884	435,336	435,336
Overtime	109,505	95,018	104,189	104,189
Night Differential	7,431	7,129	7,129	7,129
Sub Total: Personal Serv	495,253	541,031	546,654	546,654
Dispatchers Grant		(25,000)	(25,000)	(25,000)
Sub Total: Net Personal Serv	495,253	516,031	521,654	521,654
General Expense	-	3,000	5,000	5,000
Clothing allowance	3,261	3,825	4,250	4,250
Encumbrances	-	-	-	-
Sub Total: Expenses	3,261	6,825	9,250	9,250
Total: Combined Dispatch	498,513	522,856	530,904	530,904
OFFSET Ambulance RRA	(35,000)	(35,000)	(35,000)	(35,000)
Net: Combined Dispatch	463,513	487,856	495,904	495,904

	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
BUILDING INSPECTION				
Building Inspector	70,977	82,906	85,196	85,196
Asst. Bldg Inspector	7,165	58,428	59,597	59,597
Clerical	53,729	55,063	44,327	44,327
Stipend	6,263	-	-	-
Deputy Inspector	16,920	2,639	2,692	2,692
Sealer of Weights	-	-	-	-
Wiring Inspector	13,050	13,050	13,050	13,050
Sick Buyback	-	-	1,100	1,100
Sub Total: Personal Services	168,104	212,086	205,962	205,962
General Expense	6,569	9,000	9,000	9,000
Town Vehicle Maintenance	1,172	920	920	920
Contracted services	1,500	3,000	3,000	3,000
Clothing allowance	275	550	575	575
In-State Travel	1,356	1,800	1,800	1,800
Encumbrances	-	-	-	-
Sub Total: Expenses	10,872	15,270	15,295	15,295
Total: Building	178,976	227,356	221,257	221,257

Public Works Department



**Public Works
Building**

	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
PUBLIC WORKS				
Engineering	333,935	507,413	517,031	562,031
Streets & Roads	2,952,982	2,827,792	2,884,861	2,887,561
Trees and Cemetery	349,009	393,152	396,600	422,100
Parks and Grounds	192,131	252,652	223,751	233,751
Combined Facilities	849,469	911,300	934,740	959,740
Total Public Works	4,677,526	4,892,309	4,956,982	5,065,182
Personal Services	1,838,403	2,128,443	2,136,878	2,139,718
Expenses	1,895,531	2,055,842	2,124,315	2,229,675
Capital	291,745	283,274	271,040	271,040
All Snow & Ice	651,846	424,750	424,750	424,750
Total Public Works	4,677,526	4,892,309	4,956,982	5,065,182
Salary	1,751,290	2,042,243	2,048,677	2,048,677
Overtime (excl'd Snow & Ice)	45,736	35,020	36,260	39,100
Temporary/Seasonal	18,218	18,284	18,649	18,649
Other payroll-related compensation	23,160	32,896	33,292	33,292
	1,838,403	2,128,443	2,136,878	2,139,718

	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
ENGINEERING DEPARTMENT				
Dir. of Public Works	123,554	126,643	129,728	129,728
Non-Clerical	111,600	251,779	251,779	251,779
Clerical	53,807	55,213	56,581	56,581
Summer Help	-	8,098	8,098	8,098
Sick Leave Buy Back	2,769	2,755	2,920	2,920
Sub Total: Personal Services	291,730	444,488	449,106	449,106
General Expense	6,972	7,700	7,700	7,700
Maintenance	1,382	1,500	1,500	1,500
Contracted Services	8,694	50,000	55,000	100,000
Travel	77	100	100	100
Clothing	-	3,625	3,625	3,625
Encumbrances	25,080			
Sub Total: Expenses	42,205	62,925	67,925	112,925
Total: Engineering	333,935	507,413	517,031	562,031

	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
STREETS & ROADS				
Highway Dir. of Operations	86,435	88,796	91,012	91,012
Management Analyst	82,420	84,472	86,725	86,725
Non-Clerical	655,191	694,767	712,372	712,372
Overtime	35,259	22,660	22,660	25,000
Clerical	61,708	66,331	69,896	69,896
Stipends	8,190	8,190	8,190	8,190
Summer Temp. Labor	7,436	5,068	5,169	5,169
Sick Leave Buy Back	1,447	1,991	2,094	2,094
Sub Total: Personal Services	938,086	972,275	998,118	1,000,458
General Expense	7,210	12,000	12,000	12,360
Gasoline	139,313	166,000	166,000	166,000
Bldg. Maintenance	9,015	16,000	16,000	16,000
Vehicle Maintenance	235,338	213,500	219,900	219,900
Utilities	8,645	14,000	12,000	12,000
Street Lighting	46,107	41,000	43,000	43,000
Travel	306	400	400	400
Clothing	15,017	18,000	18,000	18,000
Tuition	450	1,500	1,500	1,500
Police detail	46,518	48,000	55,000	55,000
Roadwork	543,907	630,000	666,000	666,000
Encumbrances	32,385	-	-	-
Sub Total: Expenses	1,084,212	1,160,400	1,209,800	1,210,160
Equipment leases	278,838	270,367	252,193	252,193
Sub Total: Capital	278,838	270,367	252,193	252,193
Snow & Ice Overtime	160,926	120,750	120,750	120,750
Snow & Ice Contractors	160,791	109,000	109,000	109,000
Snow & Ice Materials	330,129	195,000	195,000	195,000
Sub Total: Snow & Ice	651,846	424,750	424,750	424,750
Total: Streets & Roads	2,952,982	2,827,792	2,884,861	2,887,561

	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
TREES & CEMETERY				
Non-Clerical	247,388	273,173	267,480	267,480
Overtime	7,332	8,240	9,000	9,500
Clerical	9,002	9,386	9,621	9,621
Stipends	4,095	4,095	4,095	4,095
Summer help	2,833	5,298	5,404	5,404
Sub Total: Personal Services	270,650	300,192	295,600	296,100
Cemetery Materials	16,091	30,500	16,000	16,000
Tree Planting	-	-	-	-
Tree Contractors	56,868	62,460	85,000	110,000
Encumberances	5,400	-	-	-
Sub-Total: Expenses	78,359	92,960	101,000	126,000
Total: Trees & Cemetery	349,009	393,152	396,600	422,100

	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
PARKS & GROUNDS				
Non-Clerical	98,092	145,526	109,812	109,812
Overtime	3,145	4,120	4,600	4,600
Clerical	9,002	9,386	9,621	9,621
Stipends	2,605	4,095	4,095	4,095
Summer help	7,948	7,918	8,076	8,076
Sick Leave Buy Back	-	-	-	-
Sub Total: Personal Services	120,792	171,045	136,204	136,204
Maintenance	56,267	45,500	45,500	45,500
Contracted services	-	20,000	20,000	30,000
Clothing	2,165	3,200	3,200	3,200
Encumberances	-	-	-	-
Sub Total: Expenses	58,432	68,700	68,700	78,700
Equipment leases	12,907	12,907	18,847	18,847
Sub Total: Capital	12,907	12,907	18,847	18,847
Total: Parks & Grounds	192,131	252,652	223,751	233,751

	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
COMBINED FACILITIES				
Facilities Director*	44,351	48,858	56,438	56,438
Supv. of Town Bldgs.	71,185	72,398	74,191	74,191
Clerical*	-	14,464	14,110	14,110
Town Custodial	97,555	101,051	109,311	109,311
Overtime	-	-	-	-
Non-Accountable Travel Allowance	363	-	-	-
Sick Buyback	3,692	3,672	3,800	3,800
Sub Total: Personal Services	217,145	240,443	257,850	257,850
General Expense	5,953	5,000	5,000	5,000
Town Bldg. Utilities	366,238	398,000	383,000	383,000
Town Bldg. Maint.	189,004	190,000	209,390	234,390
Town Vehicle Maintenance	1,108	1,380	2,400	2,400
Contracted services	56,142	69,877	70,100	70,100
Clothing allowance	1,200	1,200	1,400	1,400
In-State Travel	3,095	2,700	2,700	2,700
Vehicle Allowance	-	2,700	2,900	2,900
Encumbrances	9,585			
Sub Total: Expenses	632,324	670,857	676,890	701,890
Total: Combined Facilities	849,469	911,300	934,740	959,740
* 50% of these salaries are budgeted and paid for by SPS.				

Human Services



**Sudbury Senior Center at the
Fairbank Community Building**

	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
HUMAN SERVICES				
Board of Health	357,173	391,714	397,568	397,568
Council on Aging	140,641	152,390	200,216	200,216
Veterans Affairs	39,700	54,466	58,931	58,931
Total Human Services	537,514	598,570	656,715	656,715
Personal Services	343,454	391,335	436,940	436,940
Expenses	194,060	207,235	219,775	219,775
Total Human Services	537,514	598,570	656,715	656,715
Salary	341,287	389,177	434,660	434,660
Overtime				
Temporary/Seasonal				
Other payroll-related compensation	2,168	2,158	2,280	2,280
	343,454	391,335	436,940	436,940

	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
BOARD OF HEALTH				
Director	95,012	96,847	99,263	99,263
Town Social Worker	60,747	62,254	63,787	63,787
Non-Clerical	-	19,356	20,517	20,517
Clerical	46,129	47,274	48,596	48,596
Sick Buy Back	2,168	2,158	2,280	2,280
Sub Total: Personal Services	204,056	227,889	234,443	234,443
General Expense	5,793	4,750	5,750	5,750
Maintenance	-	-	-	-
Mental Health	5,840	7,000	7,000	7,000
Nursing Services	51,860	53,415	53,415	53,415
Contracted Services	8,135	9,700	9,200	9,200
Mosquito Control	45,870	45,870	46,330	46,330
Animal/ Rabies Control	8,500	8,800	8,800	8,800
Animal Inspector	2,241	4,000	3,000	3,000
Senior Outreach	24,450	28,490	28,030	28,030
Community Outreach Prog	428	1,800	1,600	1,600
Encumberances	-	-	-	-
Sub Total: Expenses	153,117	163,825	163,125	163,125
Total: Board of Health	357,173	391,714	397,568	397,568

	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
COUNCIL ON AGING				
Director	69,212	73,216	77,797	77,797
Clerical	46,129	47,274	48,596	48,596
Program Coordinator	-	-	39,487	39,487
Information/Reference	19,474	23,900	25,336	25,336
Sub Total: Personal Services	134,814	144,390	191,216	191,216
General Expense	5,826	8,000	9,000	9,000
Encumberances	-	-	-	-
Sub Total: Expenses	5,826	8,000	9,000	9,000
Total: Council on Aging	140,641	152,390	200,216	200,216

	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
VETERANS AFFAIRS				
Veteran Agent	3,759	19,056	-	-
Clerical	825	-	11,281	11,281
Sub Total: Personal Services	4,584	19,056	11,281	11,281
General Expense	6,334	550	450	450
Contracted Services	-	-	10,200	10,200
Veteran's Grave Markers	854	900	1,000	1,000
Veteran's Benefits	27,929	33,960	36,000	36,000
Encumbrances	-	-	-	-
Sub Total: Expenses	35,117	35,410	47,650	47,650
Total: Veterans Affairs	39,700	54,466	58,931	58,931

Culture & Recreational Services



Goodnow Library

Hosmer House

	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
CULTURE & RECREATION				
Goodnow Library	934,023	974,828	1,030,039	1,052,534
Recreation	128,232	133,039	137,188	137,188
Historical Commission	5,295	5,500	5,568	5,568
Historic Districts Commission	2,653	2,861	2,896	2,896
Total Culture & Recreation	1,070,203	1,116,228	1,175,691	1,198,186
Personal Services	783,295	803,087	840,834	858,329
Expenses	286,908	313,141	334,857	339,857
Total Culture & Recreation	1,070,203	1,116,228	1,175,691	1,198,186
Salary	746,506	781,972	818,834	836,329
Overtime				
Temporary/Seasonal	36,789	21,115	22,000	22,000
Other payroll-related compensation	0	0	0	0
	783,295	803,087	840,834	858,329

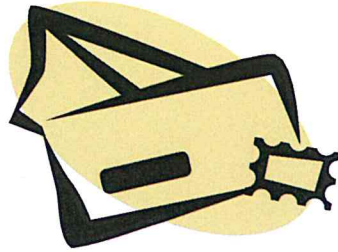
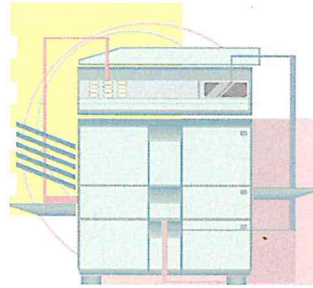
	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
GOODNOW LIBRARY				
Library Director	81,642	86,950	92,156	92,156
Non-Clerical	567,362	608,923	641,383	658,878
Temporary/Seasonal	36,789	21,115	22,000	22,000
Other	-	-	-	-
Sick Leave Buy Back	-	-	-	-
Sub Total: Personal Services	685,793	716,988	755,539	773,034
General Expense	6,916	8,500	8,500	8,500
Automation	43,469	46,000	46,000	50,000
Books and Materials	135,984	145,000	160,000	160,000
Maintenance	20,349	23,340	25,000	25,000
Travel	-	-	-	-
Contracted Services	41,512	35,000	35,000	36,000
Encumbrances	-	-	-	-
Sub Total: Expenses	248,230	257,840	274,500	279,500
Total: Goodnow Library	934,023	974,828	1,030,039	1,052,534

	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
RECREATION				
Assistant Director/Youth Serv	45,774	29,822	28,122	28,122
Program Coordinator	26,010	27,605	28,407	28,407
Clerical	23,187	26,097	26,144	26,144
Sub Total: Personal Services	94,971	83,524	82,673	82,673
General Expense	-	-	-	-
Contracted Services	33,261	49,515	54,515	54,515
Travel	-	-	-	-
Uniforms	-	-	-	-
Encumbrances	-	-	-	-
Sub Total: Expenses	33,261	49,515	54,515	54,515
Total: Recreation	128,232	133,039	137,188	137,188

	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
HISTORICAL COMMISSION				
General Expenses	5,271	5,500	5,568	5,568
Encumberances	24	-	-	-
Sub Total: Expenses	5,295	5,500	5,568	5,568
Total: Historical Commission	5,295	5,500	5,568	5,568

	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
HISTORIC DISTRICTS COMMISSION				
Clerical	2,531	2,575	2,622	2,622
Sub Total: Personal Services	2,531	2,575	2,622	2,622
General Expenses	122	286	274	274
Encumberances	-	-	-	-
Sub Total: Expenses	122	286	274	274
Total: Hist Dist Commission	2,653	2,861	2,896	2,896

Unclassified & Transfer Expense



	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
UNCLASSIFIED & RESERVES				
Town-Wide Operating Expenses	118,732	147,699	152,653	152,653
Town Reserve Account	0	240,000	240,000	265,000
Salary Contingency Account	0	10,000	24,459	24,459
Total Unclassified & Transfers	118,732	397,699	417,112	442,112

	FY13	FY14	FY15	FY15
	Actual	Appropriated	No-Override	Level Staff
TOWN-WIDE OPERATING EXPENSES				
Copier Supplies & Service	8,792	15,000	15,430	15,430
Postage	38,314	41,000	42,300	42,300
Town Audit Fees	23,500	35,000	37,000	37,000
Telephone	22,573	33,300	34,000	34,000
Town Meetings and Elections	18,823	17,449	17,973	17,973
Memorial Day	1,700	1,950	1,950	1,950
July 4th Celebration	4,000	4,000	4,000	4,000
Encumberances	1,030	-	-	-
Total: Operating Expenses	118,732	147,699	152,653	152,653

	FY13	FY14	FY15	FY15
	Appropriated	Appropriated	No-Override	Level Staff
Transfer Accounts				
Reserve Fund	0	240,000	240,000	265,000
Unclassified Salary Contingency	0	10,000	24,459	24,459
Total Transfer Accounts	0	250,000	264,459	289,459

AGENDA REQUEST - Item #11

BOARD OF SELECTMEN

Requestor's Section:

Date of request: *January 23, 2014*

Requestor: *Chuck Woodard, Vice-Chairman*

Action requested: *Discussion and vote on Melone Fund and CPC request*

Financial impact expected: *depends on vote*

Background information: *none*

Recommendations/Suggested Motion/Vote:

Discussion and vote on: (a) Use of the Melone fund, and (b) Melone CPC request

Person(s) expected to represent Requestor at Selectmen's Meeting:

Selectmen's Office Section:

Date of Selectmen's Meeting: *January 28, 2014*

Board's action taken:

Follow-up actions required by the Board of Selectmen or Requestor:

Future Agenda date (if applicable):

Distribution:

Town Counsel approval needed?

Yes ()

No ()

AGENDA REQUEST – Item #12
BOARD OF SELECTMEN

Requestor's Section

Item Name: *Chairman's report on Town Manager Evaluation*

Date of request: *January 23, 2014*

Requestor: *John Drobinski, Chairman, Board of Selectmen*

Action requested (Who, what, when, where and why):

None- Chairman will report out summary evaluation

Financial impact expected:

Background information (if applicable, please attach if necessary):

Recommendations/Suggested Motion/Vote:

None

Person(s) expected to represent Requestor at Selectmen's Meeting:

Chairman John Drobinski

Selectmen's Office Section

Date of Selectmen's Meeting: *1/28/14*

Board's action taken:

Follow-up actions required by the Board of Selectmen or Requestor:

Future Agenda date (if applicable):

Distribution:

Town Counsel approval needed? Yes (X) No ()